

PONTIFICAL CATHOLIC  
UNIVERSITY OF PUERTO RICO



UNDERGRADUATE CATALOG  
2019-2022

Table of Contents	Page
<b>President's Message</b> -----	10
<b>Introduction</b> -----	11
Campus Locations -----	11
Canonical Establishment-----	11
Absolute Charter-----	12
Accreditation-----	12
Authorization-----	12
Affiliations-----	12
Cooperating Institutions-----	13
Teaching Units-----	14
<b>Important Dates</b> -----	14
Financial Aid -----	14
Entrance Examinations-----	14
Academic Calendar-----	15
<b>General Information</b> -----	15
History-----	15
Government and Administration-----	17
Mission-----	18
Method-----	18
Vision-----	18
Values-----	18
Objectives of the University-----	19
University Resources-----	20
Human Resources-----	21
<b>Physical Facilities</b> -----	21
Spellman Building-----	21
Ferre Building-----	21
Aguayo Building-----	21
Perea Building-----	22
McManus Building-----	22
Caribbean Hall-----	22
Encarnacion Valdes Building-----	22
Luisa Natali Roca-----	22
Business Administration Building-----	22
<b>Other Facilities</b> -----	22
Research Laboratories Building-----	22
Manuel Gonzalez Pato Student Center -----	22
Founders' Building-----	23
Cultural and Sports Complex-----	23

Other Facilities-----	24
<b>Library-----</b>	<b>24</b>
Objective-----	24
Collection-----	24
Physical Facilities-----	24
Reference Room-----	24
Assisted Technology Room-----	24
Reserve Collection-----	25
Conference Room-----	25
Puerto Rican Collection-----	25
Puerto Rico Census Data Center-----	26
Periodicals Room-----	26
Electronic Information Center CEI-----	26
Music Room-----	26
Circulation Desk-----	27
Information Skills Program -----	27
Collection Development and Acquisition Department -----	28
Cataloging Department-----	28
Interlibrary Loan-----	28
Federal Documents-----	28
Learning Commons Area-----	28
Library Service Schedule -----	28
<b>Housing-----</b>	<b>29</b>
Women's Residence Hall-----	29
Men's Residence Hall-----	30
University Life, Services and Activities-----	30
<b>Delegate for Institutional Mission-----</b>	<b>31</b>
Pastoral Ministry-----	31
<b>Institutional Policies and Norms -----</b>	<b>32</b>
Norm for Convalidation for Work Experience B.B.A. -----	32
Norm for Registering Credits: Educ & Military -----	35
Norms concerning expiration of credits of classes passed-----	36
Policies and Norms for Transfer of Graduate Credits -----	39
Procedure convalidation PNA -----	42
Procedure for Advanced Placement Program -----	43
Procedure for Validation of Student Identity Online courses -----	49
Validation of Transfer Credits -----	55
Procedure for Convalidation PACH with 700+ CB -----	57
Policy of credits hours -----	59
Policy convalidation of foreign degrees academic and administrative personnel -----	60
<b>Vice President For Student Affairs-----</b>	<b>61</b>

Discipline-----	61
Integration and Quality of Life Program-----	61
Office of Service To Persons with Disabilities-----	62
Basic Medical Services-----	62
Employment Service-----	62
The Internship & Employment Office -----	62
Activities-----	64
Professional and Scholarly Organizations-----	64
Student Organizations Recognized at the Campus-----	64
College of Business Administration-----	64
College of Arts and Humanities-----	65
College of Science-----	65
College of Education-----	66
Counseling & Orientation Center-----	66
College of Graduate Studies-----	66
Honor Societies-----	66
Fraternities and Sororities-----	66
Pastoral Ministry -----	67
Cultural Activities-----	67
Choir-----	67
<b>Cultural Extension Office</b> -----	67
Sports-----	67
Publication-----	68
Student Government -----	68
<b>Academic Services</b> -----	68
Program for First Year Students-----	68
Institutional Tutoring Center-----	68
Professional Counseling & Orientation Center -----	70
UpWard Bound Program -----	73
<b>Financial Aid</b> -----	75
Basic Eligibility Requirements -----	75
Deadline for Submission of Financial Aid Application-----	76
Procedures to Apply for Financial Aid-----	76
Satisfactory Academic Progress-----	77
Description of Financial Aid Programs-----	80
Refund Policy-----	87
<b>Registration, Costs, and Fees</b> -----	87
Tuition (per credit hour)-----	87
University fees-----	88
Incidental Fees -----	88
University housing -----	89
Validation of Tuition -----	89

Requirement for validating-----	89
Validation Option -----	90
Payment Option -----	90
Compliance with Debts -----	91
Refund Policy -----	91
Rules Applicable to Students who receive Federal Aid Title IV -----	91
Autorization of Charge to the excess of Title IV -----	92
Student Health Insurance -----	92
<b>Academic Information -----</b>	<b>92</b>
Undergraduate Admissions Policy-----	92
General Admission Requirements for Undergraduates-----	93
Minimum Academic Requirements -----	93
Special Admissions Requirements College of Science-----	94
Requirements for Admission of International Students-----	95
Student Classifications-----	96
Transfer Students-----	97
Policy concerning validation of course UG students from Foreign Institution-----	98
Transfer from Branch Campuses-----	99
Students With Permission-----	99
Special Students-----	99
Auditor Students-----	99
Students Who wish Neither a Degree Nor a Diploma, But Are Interested in Obtaining Credit as prerequisites-----	100
Re-Activation of Admission-----	100
Advanced Placement-----	100
Agreement with other Institutions and Binary Programs-----	100
Requirements after Admission-----	101
<b>Registrar's Office-----</b>	<b>102</b>
Institutional Policy on Cessation of Studies in Case of Discontinuation of Programs or Institutional Closure-----	102
Academic Sessions-----	103
Student Classifications-----	103
Academic Load-----	104
Credit Hours -----	104
Registration-----	104
Class Program-----	105
Registration Process-----	105
Late Registration-----	105
Readmission-----	105
Class Program Adjustment: Addition and Elimination of Courses, Session and Section Changes-----	106

Health Insurance-----	106
Identification Card-----	106
Class Attendance-----	106
Withdrawal-----	106
Dismissal-----	107
Declaration of Major-----	107
Additional Major -----	107
Minor -----	107
Additional Degree -----	107
Change of College-----	108
Examinations-----	108
Final Examinations-----	108
Grading-----	108
Pass or Fail-----	109
Withdrawal (W) -----	109
Administrative Withdrawal (W3) -----	109
Incomplete (I)-----	109
Grade Report-----	109
Challenge Exam Course -----	109
Courses which must be Repeated-----	110
Grade Changes, Academic Grievances, and Appeals-----	110
Authorization to Study at Another Institution-----	110
Graduate Courses for Undergraduate Students-----	111
Combined Programs -----	111
Binary Programs-----	111
Transcripts of Credits and Certificates-----	111
Student Records-----	112
Notification of Rights Under FERPA for Postsecondary Institutions-----	112
University Policy Regarding Student and Alumni Directories-----	113
The Solomon Amendment and FERPA -----	115
Norms for Academic Standing: Undergraduate Level-----	115
Institutional Policy of Academic Standing-----	115
Evaluation of Academic Standing-----	119
Veterans and their Beneficiaries-----	121
Honors-----	121
Graduation-----	122
Please Note-----	123
Exceptional Situations -----	123
Student Responsibility -----	123
<b>College of Arts and Humanities-----</b>	<b>124</b>
Department of History-----	127

Department of Fine Arts-----	135
Combined Program in Fine Arts-----	143
Department of Music-----	154
Program in Theater-----	194
Department of Social Science-----	199
Public Administration Program -----	204
Sociology Program -----	210
Criminology Program -----	216
Combined Criminology Program -----	224
Political Science and Law Program -----	228
Law Studies Program -----	235
Department of English and Foreign Languages -----	241
English Program-----	241
Foreign Language Program-----	251
Department of Theology and Philosophy-----	261
Program of Theological Initiation-----	263
Formation Program for Permanent Deacons-----	266
Philosophy Program-----	269
Department of Social Work -----	275
Department of Hispanic Studies -----	284
Department of Liberal Studies-----	288
<b>College of Science-----</b>	<b>294</b>
Department of Biomedical Science-----	297
Department of Biology-----	315
Bachelor of Science Degree in Biotechnology -----	324
Bachelor of Science In Environmental Science-----	327
Department of Nursing -----	332
Department of Physics-Mathematics-----	340
Department of Psychology -----	348
Department of Chemistry-----	357
Department of Health Sciences-----	365
School of Medical Technology-----	370
<b>College of Education-----</b>	<b>378</b>
Core Curriculum for the College of Education-----	383
Department of Elementary Education-----	385
Department of Secondary Education-----	408
Teacher of Secondary School Certificate-----	426
Bachelor of Science in Family and Consumer-----	432
Associate Degree in Applied Science in Fashion Design-----	436
Department of Physical Education-----	440

Educational Resource and Materials Laboratory (LERMA) -----	453
<b>College of Business Administration</b> -----	454
Undergraduate Program Accounting, Economics, Finance, and Business Law -----	458
Program of Public Accounting -----	458
Department of Accounting-----	462
Program of Managerial Economics (closed Program)-----	469
Department of Finance-----	471
Department of Business Law-----	478
Undergraduate Program Office Administration -----	482
Bachelor Degree in Business Administration with a concentration in Administration of Offices-----	483
Associate Degree Program in Applied Sciences in Secretarial Science-----	484
Bachelor Degree in Technological Science and Office Systems (Moratorium)	488
<b>Undergraduate Program Management, Information Systems and Business</b> -----	496
Bachelor Degree in Business Administration with a Concentration in Management-----	497
Bachelor Degree in Business Administration with a Concentration in Entrepreneurship----	508
Bachelor Degree in Business Administration with a Concentration in Human Resources--	513
Bachelor Degree in Business Administration with a Concentration in General Business---	516
Bachelor Degree in Business Administration with a Concentration in Studies in Commerce-----	517
Bachelor Degree in Business Administration with a Concentration in Professional Experience in Business (Moratorium)-----	520
Bachelor Degree in Business Administration with a Concentration in Information Systems-----	525
Bachelor Degree in Business Administration with a Concentration in International Business-----	535
Bachelor Degree in Business Administration with a Concentration in International Business and Logistic (Moratorium)-----	539
<b>Undergraduate Program Communications, Marketing and Tourism</b> -----	546
Bachelor of Business Administration in Communication Media in Business-----	546
Bachelor of Business Administration in Radio and Television Production-----	550
Bachelor of Business Administration in Advertising-----	553
Bachelor of Business Administration in International Public Relations-----	558
Bachelor of Business Administration in Marketing-----	567
Associate Degree in Tourism Techniques-----	573
Bachelor of Business Administration in Tourism Entrepreneurship-----	575
<b>Department of Aerospace Studies ROTC</b> -----	583
<b>Arecibo Campus</b> -----	586
<b>Mayagüez Campus</b> -----	624
<b>University Officers</b> -----	694



## Undergraduate Catalog 2019-2022

### ***Pontifical Catholic University of Puerto Rico Notice of Non-Discrimination Under Title IX of the Education Amendments of 1972***

*(approved.04/25/2018)*

*The Pontifical Catholic University of Puerto Rico does not discriminate against any person on the basis of race, color, ethnicity, national origin, sex, sexual orientation, disability, medical condition, religion, military status, veteran status or age in admission or access to, or treatment or employment in its educational opportunities, programs and activities as required by applicable laws and regulations. The University is exempt from Title IX provisions that are not consistent with the religious tenets of the Roman Catholic Church. Inquiries concerning the application of regulations prohibiting discrimination may be referred to the designated Section 504 Coordinator or the Office of Civil Rights. The following persons have been designated to handle inquiries:*

1. *Section 504 Coordinator – Prof. Myriam D. López  
Vice-Presidency of Student Affairs  
Student Center , González Pató Bldg., GP-212, Ponce Campus  
Tel. 787-841-2000, ext. 1460, 1461, 1462.  
Email: [504coordinator@pucpr.edu](mailto:504coordinator@pucpr.edu)*
2. *Institutional Compliance Office – Dr. Waddy Mercado  
Los Fundadores Building, 4<sup>th</sup> Floor  
Tel. 787-841-2000, ext. 1232  
Email: [504hotline@pucpr.edu](mailto:504hotline@pucpr.edu)*

*The University reserves the right to change any of its rules and regulations at any time, including those relating to admissions, instruction, and graduation. It also reserves the right to withdraw any program of study or specific courses, to alter course content, to change the academic calendar, and to increase fees. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled in the University.*

---

## ***President's Message***



Pope John Paul II's Apostolic Constitution *Ex Corde Ecclesiae*, regarding Catholic Universities, invites us to focus our attention on the purpose for which our Pontifical Catholic University of Puerto Rico exists. "Born from the heart of the Church, a Catholic University is located in that course of tradition which may be traced back to the very origin of the University as an institution. It has always been recognized as an incomparable centre of creativity and dissemination of knowledge for the good of humanity." Its privileged authority is "to unite existentially by intellectual effort two orders of reality that too frequently tend to be placed in opposition as though they were antithetical: the search for truth, and the certainty of already knowing the fount of truth."

This Catalog for the academic years 2019-2022 accounts for an important part of our academic proposal. Through courses, laboratories, experiences, internships, and many other such activities that take place at our university, we build up our "Pioneer" culture. It is oriented towards the creativity referred to by the Pope and "the dissemination of knowledge for the good of humanity." For that reason, a graduate from "La Católica" participates in "the search for truth, and the certainty of already knowing the fount of truth."

The future opens before us, with its great challenges and opportunities. We will accept them, aware that with intelligence, strong will, our minds full of ideas, fire in our hearts, and with our faith in Jesus, we will steer our barque to a safe port. Mary, Throne of Wisdom, will walk with us. Congratulations!

Jorge Iván Vélez Arocho  
President  
Pontifical Catholic University of Puerto Rico

---

## INTRODUCTION

The Pontifical Catholic University of Puerto Rico (PCUPR) is an institution of higher education. It is a co-educational, non-profit organization having close ties with the Catholic Church of Puerto Rico. Its main purpose is to serve Puerto Rico as a university guided by the principles of the Catholic faith. Among its faculty, there are religious men and women and lay persons, graduates of leading universities of the world, thus making its universal dimension possible. Located at the crossroads of North and South America, the University aims to establish a dialogue between the two cultures.

This Catalog portrays a comprehensive description of the University. The first part presents general information and traces the integrity of Pontifical Catholic University of Puerto Rico. The second part, a reference section, details the programs which the University offers in its colleges and departments.

This Catalog supplies relevant information for the incoming student. At the same time, it also serves as a reference for the student while he/she studies either in Ponce, the Branch Campuses of Arecibo or Mayagüez.

Law students should consult the special bulletins published separately by the School of Law regarding special regulations and programs. They must be aware, however, of the supplementary nature of the bulletins and be familiar with both the special and the general regulations included in this catalog. The norms and procedures contained in the PCUPR catalog apply to all students at the University.

### **CAMPUS LOCATIONS**

The main campus of Pontifical Catholic University is located in Ponce, the second most important city in Puerto Rico. Its telephone is 841-2000.

The Arecibo Campus is located in Barrio Santana, Route number 668 in Arecibo. Its telephone is 881-1212.

The Mayagüez Campus is located Ramón Emeterio Betances South, Mayagüez. Its telephone is 834-5151.

### **CANONICAL ESTABLISHMENT**

The Pontifical Catholic University of Puerto Rico was canonically established by the Holy See on August 15, 1972. This ecclesiastical acknowledgement implies adoption of the norms of Canon Law and of the Decrees of the Sacred Congregation for Catholic Education.

On January 25, 1991, the same Congregation conferred the title of Pontifical on the University. This new distinction ratified, in an official manner, the authenticity of the Pontifical Catholic University of Puerto Rico as a genuine Catholic institution of the Church.

## ABSOLUTE CHARTER

The Pontifical Catholic University of Puerto Rico possesses an Absolute Charter which was granted by the Board of Regents of the University of the State of New York on February 27, 1959.

## ACCREDITATION

The programs of study of Pontifical Catholic University of Puerto Rico are accredited by the Council on Higher Education of Puerto Rico and by the Middle States Association of Colleges and Secondary Schools. The nursing programs have the professional accreditation of the Accreditation Commission for Education in Nursing (ACEN). The Bachelor of Arts in Social Work at the Ponce Campus is accredited by the Council on Social Work Education. **The Middle States Commission on Higher Education** (3624 Market Street Philadelphia PA 19104 Tel: (267) 287-5000). Authorized by **the Council of Higher Education of Puerto Rico** (P.O Box 19900 San Juan PR 00910-1900 Tel. (787) 424-7100).

The School of Medical Technology, founded in 1967, is accredited by the **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)** and recognized by the Board of Examiners of Medical Technologists of Puerto Rico.

The School of Law, founded in 1961, earned accreditation by the Council of Higher Education of Puerto Rico on April 13, 1964 and by the American Bar Association (ABA) in August, 1972.

The School of Architecture was established in 2009 and accredited by the National Architectural Accrediting Board (NAAB).

## AUTHORIZATION

The Pontifical Catholic University of Puerto Rico is authorized to enroll veterans receiving benefits from the Veterans Administration. It has also been authorized by the Federal Government for the education of foreign students, as well as by the Examining Board of Technology of Puerto Rico (July 1968).

## AFFILIATIONS

- American Association of Collegiate Registrar and Admission Officers (AACRAO)
- American Association of Hispanic Higher Education (AAHHE)
- American Association of Presidents of Independent Colleges and Universities (AAPICU)
- American Institute of CPAs
- Association of Private Colleges and Universities (ACUP, for its acronym in Spanish)
- Association of Governing Boards Universities and Colleges (AGB)
- American Society of Composers, Authors & Publishers(ASCAP)
- Broadcast Music Inc. (BMI)
- Ponce Chamber of Commerce (CCP, for its acronym in Spanish)
- Council for Higher Education Accreditation (CHEA)
- International Federation of Catholic Universities (FIUC, for its acronym in Spanish)
- Hispanic Association of Colleges & Universities (HACU)
- Hispanic Educational Telecommunications System (HETS)
- International Association of University Presidents (IAUP/NAC)

- Inter-university Athletic League (LAI, for its acronym in Spanish)
- Middle State Association of Colleges and Secondary Schools (MSA)
- National Association of College University Business (NACUBO)
- Organization of Catholic Universities of Latin America (ODUCAL)
- Society of European Stage Authors and Composers (SESAC)
- The College Board
- Registry of Authorized Providers (General Services Administration)

### COOPERATING INSTITUTIONS

- Maine Maritime Academy
- Santander Bank of Puerto Rico
- Case Western Reserve University
- Center for Professional Development of the Americas (CDPA, for its acronym in Spanish)
- Cesmac University Center, Brasil
- College of Saint Rose (CSR) of Albany, NY
- Puerto Rico Industrial Development Company (PRIDCO) CEIBA
- Ponce School of Medicine
- Business School of Navarra – European Forum
- Tourism School of Zaragoza, Spain
- MAPFRE Foundation
- Ortega y Gasset Foundation
- Huertas College
- Institute for American Universities The Aix Center & The Marchutz School of Arts
- Institute of Tzapopan, Inc.
- Inter-University Association for Education in Health Sciences, Ponce, Puerto Rico, Panama
- Ponce Art Museum (MAP, for its acronym in Spanish)
- Nova Southeastern University – Florida
- Pontifical Catholic University of Chile
- Pontifical Catholic University of Rio Grande Do Sul
- Pontifical Catholic University of Rio de Janeiro
- Pontifical Catholic University Madre y Maestra, Dominican Republic (PUCMM, for its acronym in Spanish)
- Pontifical Catholic University Santa María La Antigua, Panamá
- San Pablo Ceu, Madrid, Spain
- Shandong Normal University
- Autonomous University of Guadalajara
- Autonomous University of Nuevo León, México
- Catholic University of the Sacred Heart, Milan, Italy
- Central University of Bayamón
- Complutense University of Madrid, Spain
- University of Granada, Spain

- University of Guadalajara, Mexico
- University of Monterrey, Mexico
- University of Notre Dame of Haiti
- University of Oviedo, Spain
- University of Salamanca, Spain
- University of Valladolid, Spain – Law School
- University of Florence (Italy)
- Iberoamerican University (UNIBE), Dominican Republic
- Polytechnical University of Puerto Rico
- Pontifical University of Comillas
- Pontifical Bolivariana University, Bucaramanga Section, Colombia
- University of Wisconsin, Madison

### TEACHING UNITS

Pontifical Catholic University of Puerto Rico offers academic programs in three geographical areas: Ponce (main campus), Arecibo, and Mayaguez (Branch Campuses).

### IMPORTANT DATES

#### ADMISSIONS:

The application deadline is the last day for the filing period for the term the student wishes to enter.

August	March 15 – July 15
January	November 15 – December 1
Summer	April 15 – May 1

#### FINANCIAL AID

Deadlines to apply for aids are:

- Pell Grant- Last day of classes or before total withdrawal, whichever occurs first.
- Stafford Loan Application
  - August semester - last working day of September
  - January semester - last working day of January

Applications for campus-based aid are accepted throughout the academic year. However, aids are awarded according to the availability of funds at the time of submission. Therefore, students should submit the required documents prior to the published deadlines for each academic year and before registration dates. Financial aid is subject to the current rules and legislation established by the federal and/or state government. PCUPR does not guarantee nor is responsible for the availability of financial aid from external sources.

### **ENTRANCE EXAMINATIONS**

The College Entrance Examination Board tests are given several times during the year. Students may obtain information by writing to Box 71101, GPO San Juan, Puerto Rico 00936-7501 or by consulting their school counselor. The exam may be taken in Spanish or English. The student may also write to the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540, for information concerning dates and locations of the tests in Puerto Rico or in the United States.

### **ACADEMIC CALENDAR:**

<b>SEMESTER CLASSES BEGIN APROXIMATELY ON:</b>	
August 15 for the fall semester	June 1 for the June session
January 15 for the spring semester	July 1 for the July session

## **GENERAL INFORMATION**

### **HISTORY**

The history of the Pontifical Catholic University is also the history of a community, for both its academic development and its general progress are the results of the efforts and dedicated spirit of the members of that community.

The University was founded in 1948, under the guidance of the Bishops of Puerto Rico - His Excellency James E. McManus, Bishop of the Ponce Diocese and His Excellency James P. Davis, Bishop of San Juan, who in the spring of 1948, announced the establishment of the University. It was originally called Santa María. The first 193 students attended classes in rooms loaned by the Capuchin Fathers and the Sisters of St. Joseph at San Conrado School in Ponce. In 1949, the first University Community was able to inaugurate the campus which covered 120 acres of land acquired from the government of Puerto Rico.

In the beginning, Pontifical Catholic University of Puerto Rico was affiliated with Catholic University of America in Washington, D.C. It was incorporated by the Board of Regents of the University of the State of New York, and it was granted an Absolute Charter as an institution of higher learning with programs leading to academic and professional degrees. Towards the end of its first year, the University was accredited by the Council of Higher Education of Puerto Rico and, in 1953, by the Middle States Association of Colleges and Secondary Schools. The latter accreditation was renewed in 1963, 1973, 1983, 1993, and 2003 and 2013.

Pontifical Catholic University aims to satisfy the ever-increasing need for higher education in Puerto Rico, especially in the southern area. Initially, it offered programs in the arts and sciences and prepared teachers for the island's schools. Later the College of Education was founded, and programs leading to an Associate Degree in Education and Bachelor's Degrees in Science in Elementary Education and in Secondary Education were offered. Beginning in 1954, Degrees in Business Administration and in Secretarial Sciences were granted. In the field of the Sciences, a complete Nursing program was

developed in 1956; and in 1967, the Medical Technology Program was established and accredited in 1968 by the American Medical Association (AMA). These Programs were designed to provide specialized personnel to fill the needs of our society in these fields.

The University has increased its offerings through the years in order to develop in its students the cognitive and practical skills required to function as competent professionals upon graduation. To this end, it has created three Branch Campuses and Extensions as well as Evening, Saturday, and Summer Sessions.

In 1961, the College of Education and the School of Law were established. The College of Arts and Sciences was divided in 1966 into the College of Arts and Humanities, the College of Science, and the College of Business Administration. Master's Degree Programs were established in Education (1967), Business Administration (1969), Nursing (1976), and Hispanic Studies (1976). All these programs have been accredited by the respective accrediting agencies.

The School of Architecture was established in 2009 and accredited by the National Architectural Accrediting Board (NAAB).

The Pontifical Catholic University of Puerto Rico, constantly challenged by a changing society, is opened to new responsibilities. It is moving forward decisively, faithful to the mission and objectives which constitute the reason for its existence.

Year after year, men and women leave the University to become part of Puerto Rican society, devoted to creating a world worthy of the community it serves. This is a challenge which the University can meet only through constant renewal.

## LEGAL STATUS

**The name of the Corporation shall be the PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO.**

The Pontifical Catholic University of Puerto Rico possesses corporate legal status in virtue of an Absolute Charter granted by the Board of Regents of the University of the State of New York. (Provisional Charter June 25, 1954; Absolute Charter February 27, 1959, number 2397).

The members of the Puerto Rican Episcopal Conference have all the corporate powers of the Corporation. When reference is made to the Corporation, it will be understood as the members of the Puerto Rican Episcopal Conference. The Corporation shall have sole and exclusive power to:

1. establish the Catholic philosophy and mission of the University;
2. amend the Statutes subject to the approval of the Holy See;
3. protect and promote the Catholic nature of the Institution as an essential element;
4. appoint and remove Trustees;
5. appoint the President of the University; and
6. rent or sell the properties of the Corporation in excess of \$100,000 or mortgage them for more than \$100,000; and merge or dissolve the University Corporation.



The Corporation shall elect from among its members a President (Chairman) and a Secretary whose terms in office shall be six (6) years, which may be renewed. The Bishop of Ponce shall be ex-officio Vice President (Vice Chairman) of the Corporation.

The President (Chairman) of the Corporation shall be the President (Chairman) of the Board of Trustees, and the Vice President (Vice Chairman) of the Corporation shall also be the Vice President of the Board of Trustees.

The Bishop of the Diocese of Ponce shall be the Grand Chancellor of the Pontifical Catholic University of Puerto Rico.

The Corporation shall govern the Pontifical Catholic University of Puerto Rico through a Board of Trustees whose powers are defined in the Statutes.

The President of the Board shall chair the Executive Committee (see Article V.5) of the Board of Trustees and shall name the Presidents of its Committees.

The Grand Chancellor, on behalf of the Holy See, shall supervise the operation of the University according to its Statutes and the Code of Canon Law.

## **GOVERNMENT**

The Board of Trustees shall be composed of no less than twenty-one (21) members nor more than thirty-one (31). There are two types of members: *de iure* (members of the Corporation and the Representative of the Holy See in Puerto Rico) and members named directly by the Corporation. Both the faculty and students shall be represented on the Board of Trustees. The Board may name Honorary Trustees based on exceptional merit.

The Board of Trustees shall have an Executive Committee whose President (Chairperson) shall be the President of the Board, and its Vice President (Vice Chairperson) shall also be the Vice President of the Board. Besides its President, Vice President, and the President of the University, the Committee shall also include the Vice Grand Chancellor and the Presidents (Chairpersons) of the Committees of the Board of Trustees. In the interval between meetings of the Board, the Executive Committee may exercise all the powers of the Board, except those found in Section 4 (c), (m) and (n), to govern the University, while safeguarding the best interests of the Institution and insuring that the principles of Catholic Doctrine (c.810.2) are observed faithfully in the University.

## **ADMINISTRATION**

The Pontifical Catholic University of Puerto Rico shall be administered by a President and other officials and organizations named by him or her. The President shall preside over the University Senate, the University Board, and the Administrative Board. Three officers assist the President in administrative duties: the Vice-President for Academic Affairs, the Vice-President for Finances, and the Vice-President for Student Affairs. Each College or School has an Academic Dean as its chief executive; each Branch Campus has a Rector; and each Extension and Department has a Director.

The University Senate is the representative body of the university administration, the faculty, and the student body. The Senate participates in the University's legislative process by submitting legislative projects to the Board of Trustees.

The Faculty Assembly is composed of the President of the University who presides, the Vice Presidents, the Deans, and all members of the Faculty with academic rank. More information about government and administration is found in the Statutes of the Pontifical Catholic University of Puerto Rico (revised 1996).

### **MISSION**

The mission of the Pontifical Catholic University is to honor and promote the life and dignity of the human being as well as to educate him/her in accordance with the values of the Gospel and the disciplines of current scientific knowledge in order to build a better local and global community.

### **METHOD**

This Mission is achieved by means of a dynamic, critical, and creative educational encounter framed around Christian amity and committed to the quest for answers and solutions to the issues of culture and to the challenges of Puerto Rican, Caribbean, and global realities, within a peaceful and harmonious environment.

### **VISION**

The Pontifical Catholic University of Puerto Rico will be the first option for an integral Christian and academic formation of excellence aimed towards a life of fulfillment and adventure.

### **VALUES**

Persistence in merging FAITH AND REASON in our daily life as it is lived to its fullness.

**CATHOLIC LIFE** in all its doctrinal, sacramental, and spiritual dimensions, including experiences in personal and group encounters.

**FAMILY** as the basis and inspiration of the educational experience in order to achieve the highest aspirations.

**INTEGRITY** seen as verification of what is proposed or affirmed during the educational encounter and in the agenda of the Institution.

**SERVICE** to the community as fulfillment of genuine Christian love.

**QUALITY** in both the educational encounter and service aimed at continuously attaining better results.

**DIALOGUE** as a means of insuring the pertinence of curricular programs and services through personal encounters, focal groups, and other activities.

## OBJECTIVES OF THE UNIVERSITY

The Pontifical Catholic University of Puerto Rico, based on the thinking of the Church concerning the integral education of man and in accordance with the mission of the University, has as its fundamental aim the search for truth and the dissemination of knowledge. It pursues both objectives through the study of the various fields of knowledge while promoting a genuine dialogue among the Arts, Sciences, Philosophy, and Theology.

The University cultivates the distinctive disciplines according to their individual principles and methods, maintaining academic freedom in an open and honest dialogue with faith. In this manner, it aims to form righteous men and women with the ability to assume responsibilities in society and to stand before the world as loyal witnesses of their faith.

PCUPR fosters the teaching of diverse disciplines and the observance of Christian life with a spirit of charity, freedom, mutual respect, and true joy, bringing plenitude to every aspect of university life.

Under the guidance of its religious beliefs, Pontifical Catholic University of Puerto Rico aims to:

1. Provide students with activities that foster a humanistic-Christian formation that will guarantee their presence in society as members conscious of human values in the light of the mystery of Christ.
2. Provide students with a specialized formation in one or several fields of the Liberal Arts, from the perspective of the Christian faith, according to the possibilities of each subject matter, and respecting the conscience of each person.
3. Contribute to the formation of specialists in the theoretical and applied sciences to provide capable personnel to help the industrial and technological development and respond to the human aspirations of Puerto Rican society, particularly in the southern part of the island.
4. Include in the business degree programs, activities and course components designed to help consolidate the economy of the island.
5. Promote the preparation of professionals in the field of Education capable of enriching our educational system.
6. Promote the formation of attorneys who, due to their academic and Christian formation and professional integrity, know how to harmonize respect for human dignity with the requirements of justice and other human values.
7. Stimulate relations that will intensify study and research which will lead to better knowledge and understanding of the people of the Americas.
8. Extend to the community a program of continuing education for personal improvement based on the concept of educating for life.
9. Offer the community conferences and other activities aimed at maintaining and improving physical health and attending to physical and psychological needs during each stage of life. Contribute to the formation of health professionals, enabling the acquisition of solid scientific, humanistic, and Christian principles.
10. Help strengthen the faith of all believers by hosting an Open House each semester at which experts in various fields such as Social Doctrine, Law, and Social Sciences offer conferences for students and administrators of schools and colleges and personnel of cultural centers to serve as guides for the Catholic culture of the country.

11. Prepare leaders in different professions contributing to the Christian education in accordance with the beliefs of the Catholic Church.

The curriculum includes courses that are directed to the enrichment of human beings and to assist them in finding the identity which young people seek in the process of personal development. It also offers students the opportunity to come into contact with the distinctive branches of human learning as well as specialties in various subjects. Among the general requirements, there are courses in languages, humanities, social science, natural science, philosophy, and theology. This formation provides diverse knowledge that helps men and women with their personal and professional development. The liberal arts reveal the creative activities of man throughout history in correlation to actual situations. Experimental science opens perspectives in discovering the mysteries of nature, whereas theology illuminates and gives meaning to human life as it manifests itself in the dimensions of faith.

Competence in the various fields and professions completes the educational picture of its members, enabling them to assume related responsibilities in modern society and become agents of change in their communities.

The Pontifical Catholic University of Puerto Rico offers an atmosphere in which there is a feeling of achievement, collaboration, and participation in all aspects. Participation of professors and students in decision-making and university life has increased, so that there is an integration of professors, students, and administrators which enables the Institution to reach its goals.

### **TERMINAL OBJECTIVES**

After completing their studies at the Pontifical Catholic University of Puerto Rico, students will be able to:

1. Demonstrate openness and religious comprehension towards the truth offered by the Catholic Church and other Christian faiths.
2. Apply critical thinking and creative techniques in problem solving.
3. Apply effective communications skills to express ideas, opinions, and emotions, maintaining interpersonal as well as collaborative relations.
4. Demonstrate respect towards the diversity of values, cultural awareness, points of view,; showing tolerance towards ambiguity and openness to change.
5. Apply ethical principles to their human and cultural responsibilities when confronted with challenges in their personal life, family, community, and workplace.
6. Utilize diverse qualitative and quantitative methods to approach the problems confronted when seeking truth.
7. Use information literacy and technology appropriately to:
  - determine the scope of the information needed;
  - access needed information in an effective and efficient way;
  - critically evaluate the information and its sources.
  - incorporate the selected information into their prior knowledge.
  - use information effectively to reach objectives;
  - understand legal, economic, and social aspects related to the use of information as well as accessing and utilizing information ethically and legally.

---

## **UNIVERSITY RESOURCES**

The general and specific objectives of the University permeate all its programs. To make this possible, the University offers various resources and services, such as human and physical resources, housing, economic, financial aid assistance, and counseling. Academic resources will be discussed later.

## **HUMAN RESOURCES**

The most valuable resource of the University is its people. The student body outnumbers the rest of its population. As of 1990, there were approximately 12,000 students who come from different areas of the island as well as from various other countries. An outstanding characteristic is the diversity of interests and concerns which enrich the life of this community.

Diversity is also observed in the variety of backgrounds of the lay and religious Faculty. At present, there are approximately 700 professors.

Another very important group is the non-academic personnel. The Office of Human Resources provides the administrative support needed by students and professors for the achievement of the mission and goals of the University.

## **PHYSICAL FACILITIES**

The Main Campus of the Pontifical Catholic University of Puerto Rico is located in the southern region of Ponce, the second largest city on the island. These extensive and beautiful grounds, lined with tropical plants and shady pine groves, offer a peaceful atmosphere.

The buildings on the Ponce Campus are modern, simple, and functional with facilities for the disabled. The buildings used primarily for teaching are Spellman, Ferré, Aguayo, McManus, Perea, Luisa Natali Roca, and the Business Administration Building (formerly the Ponce School of Medicine). Complementing these buildings are Valdés, Caribbean Hall, Fine Arts, Home Economics, Psychology, Luis G. Rodríguez Building, the Research Laboratories, and the Academic Computer Center (CUCO).

## **SPELLMAN BUILDING**

The Spellman Building houses the School of Law, the Office of the Dean of the Law School, the Monsignor Juan Fremiot Torres Oliver Library, and the Legal Aid Clinic.

## **FERRÉ BUILDING**

The Ferré Building houses the Office of the Dean of Science, the Departments of Chemistry, Physics-Mathematics, Biology, General Science, and the majority of the laboratories of the College of Science and the Academic Resource Center for faculty and students.

## **AGUAYO BUILDING**

The Aguayo Building houses the College of Graduate Studies in Behavioral Sciences and Community Affairs, Physics laboratories, the Psychology Computer Laboratory, and classrooms

### **PEREA BUILDING**

The Perea Building houses the Office of the Dean of Education, the Departments of Elementary and Secondary Education, and Graduate Studies in Education. The Educational Technology Center, the Center for Diagnosis and Treatment of Learning Disabilities, CEDYTA (Spanish acronym). The Laboratory of Educational Resources and Materials (LERMA) and the offices for the Integrated Communications Center are also found in this building.

### **McMANUS BUILDING**

It houses classrooms used by the College of Arts and Humanities.

### **CARIBBEAN HALL**

The Department of Medical Technology and the Interdisciplinary Clinic for Community Services (ICCS) are located at Caribbean Hall.

### **ENCARNACIÓN VALDÉS BUILDING**

The Nursing Department occupies the second floor of the Valdés Building. The Bookstore, and the Family and Marriage Institute.

### **LUISA NATALI ROCA**

It houses the College of Arts and Humanities: the Office of the Dean, the Departments of Social Work, History and Fine Arts, English & Foreign Languages, Theology and Philosophy, Social Sciences, Hispanic Studies, the Aurea Cintrón de Rodríguez Computer Laboratory, and the Msgr. Abel Di Marco Digital Music Laboratory.

### **BUSINESS ADMINISTRATION BUILDING**

This building houses the offices and classrooms for the College of Business Administration which include the Office of the Dean and the Departments of Office Administration, Office Systems, and Secretarial Science; Management, General Business, and Computers; Communications, Marketing and Tourism; Accounting, Economics, Finance and Business Law; the Graduate Program, and the Sister Mary Adalbert Computer Laboratory. The Channel 20 master control, *La Nao* Newspaper, and the Institute of Continuing Education are also housed in this building.

### **LUIS G. RODRIGUEZ PERALTA BUILDING**

The Luis G. Rodríguez Building houses the Cooperative José Cortés, the Veteran's Office, and a tutorial classroom for the Student Support Program, the Liberal Studies Program.

### **RESEARCH LABORATORIES**

The College of Science has a research center located in the recently remodeled facilities at Building "E" of the former School of Medicine. This two-story building has been exclusively designated for research and research training. The 5,451 square-foot facility accommodates nine research laboratories (4 for chemistry and 5 for biology), a storage area, a Central Computer Research Support Laboratory, four office areas for the chief investigators and research programs. The research laboratories are Dry Forest Ecology, Ecology, Marine Biology, Ecology/Environmental, Radiochemistry, Tissue Culture, Histology, Organic Chemistry, and Multidisciplinary Chemistry. This new research building demonstrates the commitment of the Pontifical Catholic University of Puerto Rico to the development and improvement of

scientific research, thus making a significant contribution to the economic and technological development of Puerto Rico.

### **MANUEL GONZÁLEZ PATÓ STUDENT CENTER**

The Manuel González Pató Student Center houses the Office of the Vice President for Student Affairs, the Guidance Center, the Office of Freshman Students, the Institutional Center for Tutoring, and the Offices of Rehabilitation, Employment, and Social Work. The Chapel, the Chaplain's Office, the Office of Cultural Extension, the Office of Student Counselors, medical services, the post-office, the cafeteria, the beauty salon, and the photo lab are also located in this Center. There are areas designated for meetings, recreation, and study. The open area of the Student Center is used for the celebration of many social, cultural, and professional activities for the University community.

### **FOUNDERS' BUILDING**

The Founders' Building houses the central administrative offices which include the Office of the President, the Vice Presidency for Academic Affairs, and the Vice Presidency for Financial Affairs and Administration. Also located in this building are the Office of Admissions, the Registrar Office, the Financial Aid Office, the Bursar's Office, the Human Resources Office for Administrative Personnel, Security, Accounting, Purchasing, Payroll, External Resources, the Associate Vice President for Academic Affairs, the Accreditation Office, the Office of Special Projects, the President's Assistant and In-house Counsel, the office of the Administrative Assistant to the Vice President for Academic Affairs, the Pontifical Catholic University Service Association (PCUSA), the Institute for the Social Doctrine of the Church, the Public Relations Office, the Institutional Assessment Office, the Cultural Extension Office, the Office of the Statistician, the Director for Development & Investigation, and the Environmental Office.

### **CULTURAL AND SPORTS COMPLEX**

The Cultural and Sports Complex is the principal center for sports training and development at the University. It was designed to offer facilities for training and competitions in various sports. It functions as a complete center for educational activities as well as for cultural and recreational conferences. The first level of the modern facility is occupied by the administrative offices of the Complex, and the offices for the Director and professors of the Physical Education Department and the Coordinator of Sports. It also has a gymnasium with the most modern machines and free weights equipment, a laboratory of physical aptitude, a room for aerobics, and a massage room where trained instructors under supervision of the administration offer individualized exercise routines. There are three basketball courts, one volleyball court, showers, lockers, a cafeteria, and a modern Olympic pool. The pool is four feet deep at each end, and seven feet deep in the center and measures fifty meters in length. The first ten meters of the pool are used by the students who are learning to swim. This Complex has a capacity for 6,000 people. It may be used by the university community as well as the general public. The cost for the use of the facilities (gymnasium and pool) varies for students and the general public. The fee for the general public is paid on a monthly basis. The student fee, which is paid every semester, is not included in the registration fee. Available are swimming classes for adults and infants, aqua aerobics, and lifeguards. Aqua aerobics are offered for the university community as well as for the general public. The fees obtained from these services is used to maintain and improve the Complex. The use of the pool and aerobic exercises are offered free of charge to the university community. In addition to the above mentioned facilities, students also have access to five tennis courts, a basketball court, a soccer field, an



outdoor volleyball court, a softball field, a 400-meter-eight-lane track, and a three-mile jogging area. The Upward Bound Program is also located in this building.

### **OTHER FACILITIES**

The Center for Pre-School Development on San Jorge Street and the Radio Station occupy their own facilities.

### **FACILITIES AT THE BRANCH CAMPUSES**

The Branch Campuses of Arecibo and Mayagüez have modern, simple, and functional facilities.

### **LIBRARY**

#### **Objective**

The Encarnación Valdés Library is the main information and research center of the academic community. The Library is located at the Ponce Campus of PCUPR. In compliance with the objectives of the Institution, with the doctrines of the Catholic Church, with the mission of seeking the truth and the dissemination of knowledge for cultural and intellectual development, the Library provides an appropriate location with a select collection of information resources.

The Library has a qualified and committed staff which strives to accomplish the objectives of a Catholic University. According to His Holiness John Paul II, this objective is to provide "the place where scholars fully examine reality with the methods proper to each academic discipline thus contributing toward enriching human knowledge." (**Apostolic Constitution of His Holiness Pope John Paul II On Catholic Universities**)

#### **Collection**

The collection contains approximately one million carefully selected academic sources in a variety of formats. Bibliographic information, full-text journals, and e-books are accessible through electronic media.

#### **Physical Facilities**

The library is a two-story building which accommodates approximately 700 patrons. Various professional librarians assist patrons by guiding and instructing them with information searches. The library includes the following areas:

#### **Reference Room**

The Reference Room is an educational and research area which contains the basic resources that give readers a broad overview of knowledge. It includes dictionaries, encyclopedias, atlases, directories, indexes, and other resources in both traditional and electronic formats.

The Reference Room includes the following special resources:

- ERIC: journal and non-journal educational literature published by the Educational Resources Information Center (Sponsored by the Institute of Education Sciences of the U.S. Department of Education) available in microfiche and online



- **FEDERAL DOCUMENTS:** documents produced by U.S. government agencies (printed by the United States Government Printing Office); materials are incorporated into the corresponding collection and available in printed, microform, and electronic formats. Federal documents in electronic format may be accessed at <http://gpo.gov/>
- **SCIFINDER.** This is a research resource which permits information searches in a wide variety of scientific disciplines. It includes Biomedical Sciences, Chemistry, Engineering, Physical Sciences, and Agricultural Sciences. Online access at: <https://scifinder.cas.org/>. To access this resource, it is necessary to register previously as a user.

### **Assisted Technology Room**

Is located in the reference area. It was inaugurated in May of 1996 and provides traditional assisted technology aids and state-of-the-art technology for people with disabilities.

### **Reserve Collection**

The Reserve Room holds printed books and documents assigned by professors of the Institution to be used as supplementary information in their courses. Professors may also include supplementary digital materials using My Courses in the Banner Platform.

### **Conference Room**

This room has an auditorium area and the technological equipment needed for professional lectures, seminars, and workshops.

### **Puerto Rican Collection**

The Puerto Rican Collection contains bibliographic material and information relating to Puerto Rico. The collection includes Puerto Rican authors and authors of other nationalities who have written about Puerto Rico. In addition, the collection maintains materials on other topics developed by Puerto Rican authors.

Materials in the collection include books, serial publications, brochures, photographs, and maps. The collection also provides electronic access to journals, periodicals, indices, and other databases covering Puerto Rico. Theses and research investigations of the institution are also housed in the Puerto Rican Collection. This area also offers microfilm and microfiche readers and copiers.

### **Monsignor Vicente Murga Collection**

This specialized collection contains the private library of Monsignor Murga who was the co-founder and first chancellor of Santa María University, now the Pontifical Catholic University of Puerto Rico.

### **Puerto Rico Census Data Center**

Since 1982, this center has received, organized, and provided its patrons information regarding the different censuses conducted in Puerto Rico. Most recent census information is available online and in electronic format.

### **Periodicals Room**

The Periodical Collection is an area of the library essential for research and investigation which houses professional journals. These are selected based on the institutional curriculum. Many of these journals are offered in electronic format through a variety of online databases.

### **Electronic Information Center (CEI)**

The CEI is an essential part of the Periodicals Room. This Center contains databases which index periodicals in multiple disciplines relating to the academic curricula of the Institution. It also provides Internet access to various programs for the following functions: word processing, spreadsheets, presentation creation, and e-mailing.

Resources for research located in the Electronic Information Center include:

1. The Periodicals Room provides a series of databases for specific, rapid searches for information.
2. These databases offer a wide variety of possibilities to the user who needs to do more in-depth research on a given topic.
3. Some of these databases permit in-depth research of a single subject area in a rapid, efficient, and precise framework.

Research Resources in the Electronic Information Center:

#### **Alexander Street**

- Nursing Education in Video
- Nursing Assistant Education in Video
- Academic Video Online: Premium

#### **American Chemical Society**

- ACS All web Edition Journals
- SciFinder

#### **Elsevier**

- **Science Direct College Edition Health & Life Sciences Journals Collection**

#### **EBSCO**

- Academic Search Complete
- Applied Science & Technology Source
- Art & Architecture Source
- ATLA Religion Data Base with ATLASerials
- Biography Reference Center
- Business Source Complete
- Caribbean Search
- CINAHL
- Educational Source
- Enfermería al Día

- eBook Academic Collection
- Fuente Académica
- Green FILE
- Library, Information Science & Technology Abstracts
- MedicLatina
- MEDLINE
- Open Dissertations
- Regional Business News
- Teacher Reference Center

**ProQuest**

- Dissertations and Theses Global Full text
- ABI/Inform Global
- PRISMA y HAPI
- ProQuest Ebook Central
- PsycARTICLES

**OID SILVER PLATTER**

- NASW Clinical Register
- Social Works Abstracts

**Publiciencia**

- Dialnet Plus

Gale Virtual Reference Library

**Music Room**

The Music Room offers sound recordings to be used for pleasure or to complement course work for our patrons. Among these resources, the user will find collections of classical, semi classical, popular, and folk music. Recorded lectures and language courses are also available in this room.

**Circulation Desk**

This department lends general collection books to authorized personnel including active students, professors, and other university employees.

**Information Skills Program**

At the request of professors, students and other educational groups, the information skills program provides conferences and workshops about current library resources with the objective of promoting more and better use of the resources which support class curriculum.

The Information Skills Program provides the university community with the knowledge and tools for information searches. These skills permit the user to identify, locate, analyze, evaluate, and use available information in a variety of formats (printed, electronic, and others). The objective is to create lifelong learners and to ensure that the individual user becomes competent in the access and use of information to achieve a specific purpose.

**Collection Development and Acquisitions Department**

This department works closely with faculty and students in the selection of resources that will support the curriculum. Professional librarians participate directly in the selection of resources to strengthen the the collection and provide materials for new programs. The department conducts searches for print and electronic materials to support the curriculum of the university using print and electronic sources of

acquisition such as catalogs, bookstores and databases. The acquisitions department also evaluates and accepts donation of materials in good condition with support the collection development needs of the library.

The faculty participates in the selection of resources through departmental committees which recommend materials to support the curriculum. Student input is also relevant to the selection of library resources.

### **Cataloging Department**

This department catalogs, classifies (Dewey Decimal Classification System; Library of Congress Subject Headings), and distributes bibliographic material to the corresponding collections.

### **Interlibrary Loan**

This service offers the university community the opportunity of borrowing resources from other libraries both in and outside of Puerto Rico. Bibliographic locations are found using the institution's Online Public Access Catalogs and through the Internet.

### **Federal Documents**

Since 1966, the Encarnación Valdés Library has been a depository library of the documents of the Federal Government. These documents (general and specialized information in all fields of knowledge) are integrated into the corresponding collection according to their content and format. Federal documents are provided free of charge to the university population and the general community. Many federal documents are accessible online through the GPO Catalog, and other federal government databases such as [www.science.gov](http://www.science.gov), [www.catalog.gpo.gov](http://www.catalog.gpo.gov), [www.usa.gov/governousa](http://www.usa.gov/governousa) (the main internet page of the federal government in Spanish), [www.pubmed.gov](http://www.pubmed.gov) and [www.eric.ed.gov](http://www.eric.ed.gov).

### **Learning Commons Area**

In 2015, Federal Documents moved into the Reference Room. Along with that change, the library added a small learning commons area for the use of faculty and students. The area is designed for the completion of group work and priority is given to groups needing to use the area. Faculty and student groups may request advance scheduling of the area.

### **Library Services Schedule:**

Monday through Thursday	7:30 am - 10:00 pm
Friday	7:30 am - 4:00 pm
Saturday	9:00 am - 5:00 pm
Holidays	8:00 am - 4:00 pm

### **HOUSING**

Since the Pontifical Catholic University of Puerto Rico does not have sufficient housing facilities on campus for all out-of-town students, some stay in private boarding houses.

The Office of the Vice President for Student Affairs, located on the second floor of the Student Center Manuel González Pató, has information available concerning registered boarding houses. Most of them are located near the university campus and have a family environment.

The University assumes no responsibility for the administration of or the conditions prevailing at housing not operated by the University. There are three residences directed by religious communities which, although not operated by Pontifical Catholic University of Puerto Rico, are particularly recommended to female students; these residences maintain an atmosphere which fosters study and the development of spiritual life. For detailed information write directly to the particular residence at the following addresses:

Residencia Nuestra Señora de Fátima  
Pontifical Catholic University of Puerto Rico  
2250 Blvd. Luis A. Ferré Aguayo Suite 531  
Ponce, Puerto Rico 00717-9997

Residencia Santa Ana  
Urb. Santa María  
8017 Calle Concordia  
Ponce, Puerto Rico 00717-1512

### ***Women's Residence Hall***

The University has a women's residence on the Ponce Campus which offers female students a home-like, cultured social coexistence with suitable ethical direction. This residence is more than a structure for living; it is a laboratory that provides learning experiences that contribute to improving personality and better discipline. The residence is administered by a religious community. The Director coordinates social activities, seminars, conferences, and workshops that contribute to the ethical, social, and spiritual development of residents.

The residence consists of two buildings on the west side of the campus. All rooms are double-occupancy and are comfortable and well-ventilated. There are facilities for studying and cooking. The residence is open all year, except during the month of July and the Christmas recess. If it has to be closed on any other occasion, students will be notified in advanced. Foreign students must inform the Director whether they are traveling or staying on campus during the above mentioned periods.

For information or to apply for admission, please visit or write:

Women's Residence  
Pontifical Catholic University of P.R.  
2250 Blvd. Luis A. Ferré Aguayo Suite 562  
Ponce, Puerto Rico 00717-9997

Office of the Vice President for Student Affairs  
Pontifical Catholic University of Puerto Rico  
2250 Blvd. Luis A. Ferré Aguayo Suite 582  
Ponce, Puerto Rico 00717-9997

### ***Men's Residence Hall***

#### **Purpose**

Pontifical Catholic University of Puerto Rico has established the Men's Residence to provide male students a pleasant atmosphere for living and studying. Activities are organized to contribute to their ethical, social, spiritual, and physical development while adapting to a more independent way of living with fellow students.

#### **Facilities**

The men's residence occupies two large buildings (San Pedro and Santa Catalina) located on the east side of the campus, facing San Jorge Street. All rooms are double-occupancy and well-ventilated. There are facilities for studying and cooking.

During the month of July and the Christmas recess, the residence is closed. Foreign students must inform the Director whether they are traveling or staying on campus during the above mentioned periods.

For detailed information or to apply for admission, visit or write:

Men's Residence  
Pontifical Catholic University of P.R.  
2250 Blvd. Luis A. Ferré Aguayo Suite 572  
Ponce, Puerto Rico 00717-9997

Office of the Vice President for Student Affairs  
Pontifical Catholic University of P.R.  
2250 Blvd. Luis A. Ferré Aguayo Suite 582  
Ponce, Puerto Rico 00717-9997

### **UNIVERSITY LIFE, SERVICES, AND ACTIVITIES**

Christian education proposes the complete and harmonious development of the human being so that he/she becomes an authentic Christian. However, it emphasizes that the physical, intellectual, personal, social, and spiritual growth should go hand in hand if he/she is to gain a well-rounded education. The Pontifical Catholic University of Puerto Rico emphasizes intellectual development and formal learning through education.

---

## DELEGATE FOR THE INSTITUTIONAL MISSION

The Delegate for the Institutional Mission “is responsible for ensuring that the Institution is committed to being a body of authentic Catholics. Although every employee has this responsibility, the effort to attain it is coordinated under the Delegate, who is designated by the President and approved by the Grand Chancellor and the Board of Trustees.

The Institute of Social Doctrine, the Interdisciplinary Dialogue between Faith and Reason, the University Pastoral and the Chaplaincy are administered under this authority”. (Faculty Manual, pages 9-10 3.1.2)

### INSTITUTE OF SOCIAL DOCTRINE

This Institute organizes its activities through a permanent dialogue between Theology and the Social Sciences with the purpose of stimulating knowledge of the Social Doctrine of the Church in every aspect of the academic environment. It also encourages the study of the sociological reality of Puerto Rico and of the Latinamerican world from the perspective of the Social Doctrine of the Church (Faculty Manual, page 10 3.1).

### INTERDISCIPLINARY DIALOGUE

Under the Delegate for the Institutional Mission, dialogues between faith and reason in all academic disciplines are organized in order to attain an integration of knowledge from an ethical and theological perspective (*Ibid.*3.1.2.2).

### UNIVERSITY PASTORAL MINISTRY

The University Pastoral is the unit that offers members of the academic community the opportunity to coordinate academic studies and extracurricular activities into which religious and ethical principles are integrated so as to attain a life of faith. (Ib.3.1.2.3.)

### CHAPLAINCY

The chaplains will be responsible for providing the members of the academic community the services inherent to their pastoral work within the University as a Catholic institution. They will answer to the Grand Chancellor for the promotion and guidance of the spiritual life at the University, even though administratively, they will be under the Delegate for Institutional Mission. (Faculty Manual, pages 10-11 3.1.2.4.)

They are designated by the Grand Chancellor. At the campuses of Mayagüez and Arecibo, they will have been previously presented to the Diocesan Bishop.

---

**INSTITUTIONAL POLICIES AND NORMS  
NORM FOR CONVALIDATION OF EXPERIENCE FOR CREDIT HOURS  
FOR THE B.B.A. IN BUSINESS EXPERIENCE**

The Pontifical Catholic University of Puerto Rico (PCUPR), in the interest of offering options to prospective students who have not completed their university studies and who are working, or who have not completed their degree, recognizes and validates studies they have carried out at post-secondary institutions accredited by the corresponding agencies and validates transfer credits. It thus recognizes that experience in the work force contributes greatly to knowledge, for which reason it can validate such experience for credit in programs specifically designed for this purpose.

The Bachelor's Degree in Business Administration in Business Experience is an innovative program that permits up to a maximum of 18 credits of its curriculum to be convalidated by work experience and continuing education classes. In order to convalidate this experience, the following criteria must be observed:

**1.0 CONVALIDATION OF EXPERIENCE FOR CREDIT HOURS FOR THE B.B.A. IN BUSINESS EXPERIENCE<sup>1</sup>**

The Bachelor's program in Business Administration with a major in Business Experience is directed to non-traditional students who wish to obtain a degree in Business Administration. The program has 23 credits in elective concentration courses, of which the student may approve up to 12 credits for experience and 6 credits for professional improvement, for a total of 18 credits in the concentration.

**1.1. *Courses for experience or professional improvement***

Students in the program of Business Experience may opt to receive credit for prior experience in areas of work and professional improvement. Every student wishing to have work experience count for credit must fulfill the following requirements:

- a. Be working full-time or part-time for at least one year prior to applying for credit for this experience.
- b. Have been working uninterruptedly at the same company during the previous 6 months.

The student must present a PORTFOLIO<sup>2</sup> for each course of Experience or Professional Improvement according to the specifications that follow. Each portfolio must include:

- a. written evidence of the years worked in the specific area it is desired to be considered
- b. copy of the supervisor's most recent evaluation
- c. any documentation that will assist in the evaluation, such as promotion letters, congratulations, recognitions, etc.
- d. original and copy of the certificates of participation in seminars, workshops, continuing education classes, training classes, or professional improvement classes
- e. copy of the syllabus and program or content of the course
- f. an essay on the content of the seminar, workshop, training, or course.

---

<sup>1</sup> Taken from the Manual of Norms and Procedures for the B.B.A. in Business Experience

<sup>2</sup> The student should observe the specifications described in the Manual of Norms and Procedures for the B.B.A. in Business Experience



In addition, the student must present in writing the solution to a case study assigned by the evaluating professor. The case shall be related to the area which the student wishes to have considered for credit for experience or professional improvement. The final grade for each course of experience or professional improvement will be calculated according to the following formula: 30% Portfolio, 30% Case Study, 20% Essay y 20% Interview with the Supervisor<sup>3</sup>.

### **1.11 Courses for Experience**

1. The portfolio shall be submitted to the Department Director at least three weeks prior to the deadline to register to challenge a course.
2. Once submitted, the Director shall submit all documents to the President of the Committee on Business Experience, which shall proceed to name one or several evaluating professors, who shall be charged with revising and correcting the portfolio. (The evaluating professors shall be members of the Department to which the course belongs).
3. Once evaluated, the professor shall proceed to prepare a case study which the student must answer by the date assigned.
4. The answers to the case study shall be evaluated, and the decision communicated to the student.
5. If the course is passed, the student shall then be registered in it as a course taken by challenge (sec. 98) (see appendix).

### **1.12 Courses by Professional Improvement**

1. All related material shall be submitted to the Department Director at least two weeks prior to the deadline for registration in courses taken by challenge.
2. The original document showing attendance at the seminar or training, along with a written essay, written on computer using double spaced lines which contains the following detailed information, shall be submitted:
  - a. title of the seminar
  - b. date
  - c. location
  - d. duration
  - e. detailed summary of the material discussed
  - f. analysis of what was learned
  - g. conclusion or reflection
3. Once submitted, the Director shall submit all documents to the President of the Committee for Business Experience, which shall proceed to name one or more evaluating professors, who shall revise and correct the essay. (The evaluating professors shall be members of the Department to which the course belongs).
4. If the course is passed, the student shall then be registered in it as a course taken by challenge.

*Revised by the Academic Council on November 5, 2013*

---

<sup>3</sup> Does not apply to courses of Professional Improvement.

---

**NORM FOR REGISTERING CREDITS FOR THE ACCEPTANCE OF:  
WORK EXPERIENCE; CONTINUING EDUCATION AND MILITARY TRAINING**

The Pontifical Catholic University of Puerto Rico (PCUPR), in the interest of recognizing studies carried out at institutions of higher education accredited by the Department of Education of the United States of America and by foreign universities, can agree to validate courses/credits for non-traditional transfer students or those who have not completed a degree. It thus recognizes that experience in the work place also contributes greatly to knowledge, and it may therefore validate for credit such experience in special programs developed for this purpose.

The Bachelor's Degree in the Arts in Liberal Studies is specially designed for non-traditional students who have abandoned their university studies for various reasons, or who have been unable to begin them. Of the 120 credits necessary to complete the Bachelor's Degree, the student should take 68 credits of the general curriculum assigned to every student of the Pontifical Catholic University of Puerto Rico, and will have the flexibility to choose the remaining 52 credits in courses in his or her area of preference. As part of these 52 credits, the student may register in up to 30 credits (in Open Seminar I, II, III, etc.) using any of the following learning experiences or combination thereof:

- A. Work Experience
- B. Continuing Education
- C. Military Training

**CRITERIA TO OBTAIN CREDITS WITH A GRADE OF P IN OPEN SEMINARS:**

Open seminars may be registered in for 1-4 credits, depending on the number of credits which the learning experience is equivalent to, up to a maximum of 30 credits.

- A. Work Experience**
  - 1. Work experience(s)
  - 2. On the job training
- B. Continuing Education**
  - 1. Conferences
  - 2. Workshops
  - 3. Seminars
- C. Military Training**

**DESCRIPTION:**

**A. Work Experience: Accepted as Open Seminar**

- 1. Have significant work experience in a work area (of at least three months). 1 credit is the equivalent of 15 hours of significant work experience.
- 2. The student must submit evidence of work experience (certification of work).
- 3. The student shall complete an interview with the Department Director.
- 4. The student shall write an explanatory essay on the knowledge acquired.
- 5. In order to receive credit, the student shall register in one or more Open Seminars (Open Seminar I, II, III, etc.) after the case has been evaluated by the Department Director. This is to ensure that the processes of document submission, the interview, and the essay are acceptable and that the student receives the grade of (P). Open Seminars of 1-4 credits

may be registered for. For example, if the student has work experience equivalent to 7 credits, he or she would register in Open Seminar I with 4 credits and Open Seminar II with 3 credits.

**B. Continuing Education: Accepted as Open Seminar**

1. Have received Continuing Education with a minimum of 15 contact hours. The minimum of hours required is 15 hours (1 credit).
2. The student shall submit evidence of Continuing Education through a Certificate from the Institution that offered the Continuing Education, indicating the specific contact-hours.
3. The Department Director will evaluate the evidence provided.
4. To receive credit, the student shall register in Open Seminars (Open Seminar I, Open Seminar II, etc.) with the number of credits equivalent to the number of contact hours of the Continuing Education.

**C. Military Training: Accepted as Open Seminar**

1. Have received military training for a minimum of three months. 1 credit shall be the equivalent of 15 hours of significant experience.
2. The student shall submit evidence of his or her Military Training (certificate).
3. The student will complete an interview with the Department Director.
4. The student will write an explanatory essay on the knowledge acquired.
5. In order to receive credit, the student shall register in one or more Open Seminars (Open Seminar I, II, etc.) after the case has been evaluated by the Department Director. This is to ensure that the processes of document submission, the interview, and the essay are acceptable and that the student receives the grade of (P). Open Seminars of 1-4 credits may be registered for.

**Administrative Procedure**

In order to register credits for prior work experience, the student should:

1. Complete the Application for Evaluation.
2. Submit the following documentation along with the Application for Evaluation:
  - a. Work Experience
    - ✓ Submit certification from the workplace indicating the position occupied formerly or currently, the type of work carried out, and the time spent at the position.
  - b. Continuing Education
    - ✓ Submit a Certificate of Continuing Education showing the number of contact hours, issued by a recognized institution.
  - c. Military Training
    - ✓ Submit a Certificate of Military Training.
3. Attend an interview with the Director of the Department of Liberal Studies (INTERVIEW FORM).
4. Write an explanatory essay detailing the type of work carried out on the job (if the learning is for workplace experience), the skills acquired and the period of time in which the learning took place. In addition, explain how this learning contributed to better professional formation. (RUBRIC FOR WRITING THE ESSAY).

5. Seek the Certification of Pass/No Pass; after receiving notification from the Department of Liberal Studies that the file for accepting experience has been evaluated. This Certification shall include the number of credits the student may register for in Open Seminar I, II, etc., which is equivalent to the learning experience.
6. The student shall bring to the REGISTRAR the Form ELEGIBILITY FOR OPEN SEMINAR COURSES. Also, the Form for CHANGE OF PROGRAM (R005).

Revised Nov. 2013 by the Academic Council

### **NORMS FOR EXPIRATION OF COURSES PASSED BY UNDERGRADUATE AND GRADUATE STUDENTS WHO HAVE NOT EARNED THE DEGREE WITHIN THE ESTABLISHED TIME <sup>4</sup>**

At the PCUPR, the courses passed by students who have not earned the degree within the period of time established, will expire according to the following time limits:

1. Courses of the general curriculum at the undergraduate level and the core courses at the graduate level do not expire.
2. Undergraduate concentration courses expire ten years after they have been passed.
3. Specialty courses of sequential doctoral programs (master's - doctoral) expire ten years after they have been passed.
4. Specialty graduate level courses (master's or doctoral) expire five years after they have been passed.
5. College courses at the undergraduate level do not expire.

The Academic Dean may recommend in writing that expired courses be accepted. Expired courses may be accepted after an evaluation to determine if their content has not undergone substantial changes. When the concentration or specialty courses are from a College different from the College to which the student belongs, the Dean of the former shall be consulted to corroborate whether they have undergone substantial changes, the Dean's recommendation on whether to accept them or not shall be obtained.

Convalidated courses from other institutions shall be treated in the same manner as those taken at the PCUPR, that is, they shall expire at the end of the stated time starting from the date on which the student passed them at the other institution.

*Revised November 5, 2013 by the Academic Council*

### **POLICIES AND NORMS FOR THE VALIDATION OF GRADUATE TRANSFER CREDITS AND FOR COURSES TAKEN OUTSIDE OF THE PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO**

The Pontifical Catholic University of Puerto Rico (PCUPR), in the interest of recognizing studies carried out at institutions of higher education duly accredited by the corresponding agencies and by foreign universities, accepts validation of credits for graduate transfer students. It has established norms and procedures to aid in the process of validation of credits. It also recognizes and authorizes regular graduate students at our institution to take courses outside of it and have them convalidated as long as

---

<sup>4</sup> Approved by the Academic Council on October 27, 2007.

the student complies with the norms and procedures established by our institution. The Institution also convalidates professional experience for credits.

## I. DEFINITIONS:

### **Transfer Student**

The Pontifical Catholic University of Puerto Rico defines a transfer student as: *Every student who has done university studies at another accredited institution of higher education who desires admission to a degree program at the Pontifical Catholic University of Puerto Rico*<sup>5</sup>. Transfer students can apply for convalidation of credits if they comply with all admissions requirements.

### **Transferred credits at the graduate level**<sup>6</sup>

Credits corresponding to courses taken at another institution that have been passed with a minimum grade of "B" that the Dean considers to be the equivalent of or substitutable for requirements in the student's curriculum at the PCUPR. These courses shall be credited without a grade and will not be included in the calculation of the grade point average, but will be taken into consideration for completing the degree.

### **Residency Norm**<sup>7</sup>

A requirement for graduation that requires that at least 25% of the credits leading to the degree have been completed at any Campus of the PCUPR system. 50% of the credits in the area of specialization must have been taken within the PCUPR system.

### **Granting of honors**<sup>8</sup>

The transfer student may graduate with honors if he or she has taken 75% of the credits required for the degree at the PCUPR.

## II. POLICY OF CONVALIDATION OF CREDITS AT THE GRADUATE LEVEL<sup>9</sup>

The Pontifical Catholic University of Puerto Rico convalidates credits for courses taken at other accredited institutions of higher education to transferring graduate students and regular graduate students of our Institution who have been authorized to take courses outside of the PCUPR by the corresponding Rector or Dean, as long as the Residency Norm is complied with.

### **1.0 Norms for Convalidation of Credits for Transferring Graduate Students**

1.1 It shall be the responsibility of the student to request the convalidation of credits in writing and to submit the necessary evidence to the Admissions Office for this process at the beginning of his or her studies at the PCUPR, no later than the end of his or her first academic year at the Institution.

<sup>5</sup> Definition amended on February 25, 2010.

<sup>6</sup> From page 54 of the Graduate Catalog 2011-2014.

<sup>7</sup> Approved by the Academic Council on September 27, 2001 and revised on December 3, 2009. Graduate Catalog 2011-2014, page 49. Form R021 (Authorization for Inter-institutional Studies) of November, 2009.

<sup>8</sup> From page 59 of the Graduate Catalog 2011-2014. Approved by the Academic Council on September 25, 2008.

<sup>9</sup> Approved by the Academic Council on March 26, 2009.

- 1.2 It shall be the responsibility of the Dean of the student's College or equivalent official at the branch campuses, to evaluate the courses taken at another institution and fill out the form for convalidation of credits<sup>10</sup> for graduate level transfer students, ensuring that the following requirements are complied with:
- The course was passed at a duly accredited institution of higher education.
  - The course is equivalent in content and level to a course required in the student's curriculum.
  - The course was passed with a grade no less than a "B", except in cases in which a higher grade is required.
  - The course was approved within the past 5 years; the Dean may exercise discretion in exceptional cases and extend this time period.
  - If the number of credits assigned to the course at the other institution is greater than at our Institution, the number of credits assigned at our Institution prevails. If it is lesser than at our Institution, it shall be left to the Dean's discretion to determine the number of credits that will be accepted for the course.
  - If the student decides to take the convalidated course at the PCUPR, the grade of the course taken at our Institution shall prevail.
  - The total number of credits convalidated shall be subject to the Residency Norm.
- 1.3 The Dean shall inform the transfer student about the Residency Norm, the policy on convalidation and the norm on the awarding of honors published in accord with the PCUPR Graduate Catalog in effect, through Form R026 (*Information related to the Convalidation of Credits for Transfer Students*).<sup>11</sup>

## **2.0 Norm for the Convalidation of Credits for Authorized Inter-institutional Studies by Regular and Transfer Graduate Students<sup>12</sup>**

Regular students of the Institution may complete their academic program with courses taken at another accredited institution of higher education, with prior authorization of the corresponding Rector or Dean, as long as the Residency Norm is complied with. Transfer students may be eligible to take courses at another accredited institution of higher education, as long as they have convalidated less than 50% of the credits required in their area of specialization (major) and/or 75% of the total number of credits of their academic program in order to comply with the Residency Norm.

- 2.1 It shall be the student's responsibility to request in writing from the Dean the authorization to take credits at an institution of higher education outside the PCUPR prior to the commencement of the semester, and to submit the evidence necessary for this process.
- 2.2 Authorization to study at another institution will be granted under the following conditions:

---

<sup>10</sup> The Colleges have their own format

<sup>11</sup> Form R026 was revised in May, 2012.

<sup>12</sup> Approved by the Academic Council on December 3, 2009. Available on page 49 of the Graduate Catalog 2011-2014

- a. Have a satisfactory academic status under the current institutional norms in force.
- b. Need to complete the course(s) in order to graduate when these are not offered during the academic session for which authorization is requested.
- c. Be unable to attend the Campus where the student studies due to change of residence or other special circumstances.
- d. Not have previously registered in the class at the Institution.
- e. Need to complete a pre-requisite of the academic program.

- 2.3 It shall be the responsibility of the Dean of the College to which the student belongs or the Dean of Academic Affairs at the Branch Campuses to evaluate the courses requested by the student and to complete Form R021 (*Authorization for Inter-institutional Studies*) ensuring that the course is the equivalent in content and level to a course required in the student's curriculum. If the number of credits assigned to the course at the other institution is greater than at our Institution, the number of credits at our Institution shall prevail. If the number of credits is lesser than at our Institution, it shall be left to the Dean's discretion to determine the number of credits that will be accepted for the course.
- 2.4 No authorized course may substitute for another. The Pontifical Catholic University of Puerto Rico assumes no responsibility for courses taken without authorization and reserves the right to convalidate them.
- 2.5 The total number of credits authorized to be taken and later convalidated should comply with the Residency Norm of the PCUPR.
- 2.6 The Registrar's Office will complete Form R041 (*Authorization for Graduate Level Inter-institutional Studies*) accepting the courses to be taken at the other institution.
- 2.7 Credit shall be granted for courses passed with a grade of "B" or more for graduate courses. The course will be considered a transfer course. The grade will not be considered in the calculation of the grade point average.
- 2.8 The student shall be responsible for arranging for the delivery of two official transcripts to the Registrar's Office, which shall be indispensable for accrediting the courses in the student's record.

### 3.0 Norms for the Validation of Professional Experience for Graduate Level Courses

The PCUPR provides eligible doctoral level students the opportunity to validate courses for professional experience in subjects which the Graduate Schools consider convenient and practical as long as the student has active status, requests it, and complies with the established criteria. The University may validate up to a maximum of six (6) credits of those required for the degree, and each Program shall determine the courses that may be validated. The student shall be responsible for the specific knowledge and skills that must be demonstrated on the comprehensive examinations of his or her Graduate Program.<sup>13</sup>

---

<sup>13</sup> Taken from the Guidebook of Criteria, Norms, and Procedures for Validation of Courses for Professional Experience (VPAA-CV- January, 2004).



1. In the Doctoral Program of Business Administration (DBA), up to 3 credits equivalent to the internship experience at the school and 3 credits for professional improvement, for a total of 6 credits for the Program may be convalidated, as long as the student is eligible and complies with the criteria established for the convalidation of experience as described in the syllabi of the courses BUAD 813, Seminar of Professional Studies, and BUAD 815, Professional Internship at the School.
2. In the Doctoral Program in Psychology, up to a maximum of six (6) credits of those required for the degree may be convalidated as long as the student is eligible and complies with the criteria to convalidate experience established for the Graduate School of Psychology. The procedure and criteria are described in the *Guidebook of Criteria, Norms, and Procedures for the Validation of Courses for Professional Experience*.

Revised by the Academic Council / November 5, 2013

### **PROCEDURE FOR CONVALIDATION OF THE ADVANCED LEVEL TESTS (PNA, FOR ITS INITIALS IN SPANISH) OF THE COLLEGE BOARD**

The Pontifical Catholic University of Puerto Rico evaluates the results of the Advanced Level Tests in the equivalent subjects to the Academic Achievement Tests (PACH, for its initial in Spanish) of the College Board and convalidates them for courses-credits for those admitted students who are eligible. The Advanced Level Tests (PNA) are standardized tests that offer the student the opportunity to convalidate test results for university credits. The subjects which can be examined under the administration of the PNA are: Spanish, English, and Mathematics I and II. These tests are evaluated on a scale from 1 to 5. In order for the student to be able to convalidate course credits at the Pontifical Catholic University of Puerto Rico (PCUPR), a grade of 3 or more must have been obtained. For more information on these tests, access the following link: <http://collegeboard.com>.

The Institution convalidates six (6) credits for each subject. The maximum number of credits that can be convalidated shall be **24** credits<sup>14</sup> which will appear as transfer credits on the student record. Depending on the scores obtained by the student on the College Board, during the registration process the student will be placed in the English, Spanish, and Mathematics course that corresponds to him or her according to the concentration to which he or she has been admitted until an evaluation for the convalidation of credits for the tests and corresponding placement in the subjects of Spanish, English, and Mathematics has been made. Refer to the Convalidation Table.

---

<sup>14</sup> Approved in the meeting of the University Senate held on March 26, 1999. Amended October 2013



CONVALIDATION TABLE					
Subject	PNA Score	Result of the PACH Achievement Test of the College Board	Courses to be convalidated	Credits for PACH results of the College Board	Credits for PNA
Spanish	3 -5	700 or more	Spanish 131-132	6	6
English	3 4-5	700 or more	English 213-214 English 214-300	6	6
Mathematics	3 Mat. level 1	700 or more	Mathematics 117-118 Mathematics 119-120 (BSEE)	6	6
	3-5 Mat. level 2		Mathematics 141-142		
Total of credits				18	<b>24</b>

The Pontifical Catholic University of Puerto Rico receives the results of these examinations and will use the order of convalidation established by the Institution<sup>15</sup>.

#### Procedure:

1. If an admitted student desires to request convalidation of advanced level examinations for courses-credits, he or she should submit the official document to the Admissions Office during the month of August or January, correspondingly. A student copy may not be used for official convalidation. It shall be the student's responsibility to arrange for the official document of the Advanced Level Tests (PNA) of the College Board be delivered to the Admissions Office if this had not been requested on the form to take the tests.
2. Personnel of the Admissions Office will, during the month of May, provide the Director of the Program for First Year Students with a copy of the document provided by the Office of the College Board with a list of the students who took the Advanced Level Tests, in alphabetical order by Institution (05-PUCPR-Ponce Campus and PUCPR Branch Campuses).
3. If the student wishes to transfer his application for admission between Campuses of the PCUPR, the Admissions Office at the Campus at which the student registers shall be responsible for requesting the transfer of the official document from the Admissions Official at the Campus where the process was begun.
4. When the registration process has been completed (in September or February), the Admissions Office shall submit the **List of Students who took Advanced Level Tests** and who registered at the PCUPR, along with the convalidation forms. It shall also include a list of students who took Advanced level Tests, registered at the University, but did not have credits convalidated because the results obtained on the examinations were less than 3.

<sup>15</sup> Certification of the Order of Convalidation of English courses (November 27, 2012)

5. The Program for First Year Students shall send a letter (reminder) and the Form requesting Credit for Advanced Level Tests to registered students who did not submit the official document, so they can request the official document at the College Board Office.
6. The Director of the Program for First Year Students, working with the list of the PNA results provided by the Admissions Office, shall **tentatively convalidate** and relocate the courses in the students' placements<sup>16</sup>. This tentative convalidation shall last until the student registers at the PCUPR.
7. When the student has not requested that the results of his or her Advanced Level Tests (PACH), or if his or her name does not appear on the General List of the PNA, but who during the registration period indicated to the Professional Counselor that he or she had taken the Advanced Level Tests, the Professional Counselor should explain to the student the process to be followed to request the official document from the College Board Office, register this information in the lower part of the placement document, and proceed to make the pertinent adjustments to the class schedule.
8. Once the registration process has been completed, the Director of the Program of First Year Students shall **officially** convalidate the corresponding courses and shall sign the official form of the College Board Office: **Advanced Level Tests-Results Report**.
9. The Program Director shall use the following order of convalidation of courses and credits:  
First: Achievement Tests of the College Board<sup>17</sup>  
Second : Advanced Level Tests  
Third: Advanced Placement Tests
10. The Director of the Program of First Year Students shall send to the Registrar's Office the official forms for the registration of convalidated courses and credits of the students who passed the PNA.
11. The Director of the Program of First Year Students shall notify the students who qualified according to the results of the advanced level tests in writing of the official convalidation.
12. For purposes of information and academic follow-up of the student, personnel of the Program of First Year Students shall send a copy of the Official Table of Convalidation of the PNA to the following offices: Admissions, Deans, Director of the Counseling Center, and Department Directors, according to the student's concentration (major).
13. Personnel of the Program of First Year Students shall develop a table containing students who obtained neither courses nor credits to convalidate, due to scores of 1 or 2. In addition, students shall be notified in writing of this
14. The Director of the Program of First Year Students shall sign the official forms of the College

---

<sup>16</sup> "placement"- document in which all academic and personal information of the student appears

<sup>17</sup> Revised October, 2013

Board Office of all students who could not convalidate credits due to scores of 1 or 2. These forms shall be sent to the Registrar's Office during the months of October or March, as the case may be.

*Revised and updated on November 8, 2013  
Program of First Year Students/OAI*

## Program for First Year Students

### PROCEDURE FOR THE VALIDATION OF ADVANCED PLACEMENT EXAMINATIONS (AP) OF THE SAT

The Pontifical Catholic University of Puerto Rico will evaluate the results of the Advanced Placement Examinations of the SAT at the College Board up to a maximum of two examinations with scores of 3, 4, or 5 to convalidate courses in various subjects. In the case of a student who has passed the Academic Achievement Tests, Advanced Level Tests, and the examinations of the Advanced Placement Program, the Institution will validate the corresponding subjects up to a maximum of 24 credits.

#### 1.0 Procedure for the Convalidation of the Advanced Placement Program examinations

During recent years the PCUPR has received students graduating from high schools in Puerto Rico and the continental United States who have taken examinations of the Advanced Placement Program of the College Board - SAT<sup>18</sup>. The Advanced Placement Program (AP) is a type of standardized test offered to high school students, providing them with the opportunity to convalidate university credits. The AP contains approximately 34 examinations in different subjects which are evaluated on a scale from 1 to 5. In order for the student to convalidate courses/credits at the Pontifical Catholic University of Puerto Rico (PCUPR), the student must have passed the examination with a grade or 3 or more. To see the list of courses offered, the course descriptions, the use and interpretation of the results, see the following link: <http://apcentral.collegeboard.com/apc/public/courses/descriptions/indez.html>. The PCUPR receives the results of these examinations and has established the following procedure for their convalidation<sup>19</sup>.

#### Procedure:

1. The admitted student presents to the Admissions Office the official evidence of the results obtained in the examinations of the Advanced Placement Program using the document entitled "*Student Score Report for College and Universities*". If the student presents the document during the registration process, it shall be submitted to the Director of the Program for First Year Students.
2. Personnel of the Admissions Office shall send this document to the Director of the Program for First Year Students for evaluation, except in cases in which the student submits the document during the registration process.

---

<sup>18</sup> Revised October 2013

<sup>19</sup> Procedure approved in August 2000

3. The Director of the Program for First Year Students evaluates the student's application and refers the results of the examination to the corresponding Department Director according to the subject of the examination.
4. The Department Director, along with the faculty, will evaluate the content and results of the examination (score obtained by the student) to determine the course or courses that can be convalidated, using the document entitled: "Student Score Report for Colleges and Universities".
5. The Department Director shall send a letter to the Director of the Program for First Year Students notifying him or her which courses are convalidated.
6. The Director of the Program for First Year Students shall sign the official convalidation of course(s) recommended by the Department Director and send it to the Registrar to proceed to register the course(s) in the student's record.
7. The Director of the Program for First Year Students shall notify the student in writing concerning the convalidation of the course(s).

*Revised and updated November 8, 2013  
Program for First Year Students/OAI*

### ***Policy and Procedures for Validation of the Identity of a Student Registered in an Online or Hybrid Course***

The Pontifical Catholic University of Puerto Rico (PCUPR) herein presents the procedure for validation of the identity of a student registered in an online course. This complies with the Federal Higher Education Opportunity Act (HEOA) of the United States of America, Public Law 110-315.

At the institutional level, every student officially registered is assigned an account on the Moodle platform to access his or her courses, and this is regulated according to the dispositions of the "Policies and Norms Concerning Security, Acceptable Use, and Privacy of the University Web of the Pontifical Catholic University of Puerto Rico". The account includes a username unique to each student and a password which the student can change whenever desired. The username and password assigned are provided in compliance with the norms of the FERPA Law<sup>20</sup>. Privacy of the students registered in online courses of the PCUPR is protected by the Institutional policies concerning student privacy, confidentiality, fraud, rules of the FERPA Law<sup>21</sup>, and by the "Social Security Privacy Act" of 1974 (P.L. 93-579).

For the purpose of guaranteeing that the students registered in online courses are the same as those taking the course, the PCUPR requires them to validate their identity at the beginning of the course and when examinations and tests are administered. The procedure for verification of the identity of a student registered in an online course will validate his or her identity and will guarantee compliance with the norms to avoid fraud during student participation in examinations and tests. The procedure shall include

---

<sup>20</sup> The FERPA Law of 1974, known as the Family Educational Rights and Privacy Act, is also known as the Buckley Amendment.

<sup>21</sup> FERPA PCUPR: [http://website.pucpr.edu/?page\\_id=2268](http://website.pucpr.edu/?page_id=2268)

the administration of evaluations kept in internal and remote centers authorized by the institution. What follows describes the procedure.

## PROCEDURE FOR VERIFICATION OF STUDENT IDENTITY

### 1. Validation of the identity of a student taking an examination or test in an online course

For the purpose of validating the identity of a student who takes evaluations in his or her distance learning courses (examinations and tests, etc.), the PCUPR requires the administration of examinations and tests protected at technology centers of the PCUPR, certified computer laboratories at the branch campuses, and at remote centers outside of the institution which are certified by it. The requirement to take protected examinations and tests in online courses shall be included in the registration program in order that the student may be made aware of this requirement prior to registering in the course. It should also be included in the syllabus and course calendar along with the date of administration or access to the examination or test. The professor of the online course may opt to administer a written examination requiring actual presence of the student. The student should present his or her institutional identification or a valid official identification with a photograph and proof of registration duly certified in order to take the examination. Among the options provided by the PCUPR to the student in order to take examinations are:

1. Students who can attend the Ponce Campus and the branch campuses of Arecibo and Mayagüez should take the examinations at the location specified by the course's Professor. The Ponce Campus has the Virtual Education Center of the Institute of Virtual Education located in the Encarnación Valdés Library and the laboratories corresponding to the various Colleges. The branch campuses of Arecibo and Mayagüez each have a computer centers which may be reserved by faculty members to administer protected examinations.
2. Students who, because of their geographical location cannot come to any of the campuses of the PCUPR or the certified centers the Institution already possesses, should locate a nearby external or remote center near their location and submit its credentials to the Office of the Institute of Virtual Education (IEV, for its initials in Spanish) of the PCUPR for its certification. The IEV will provide the faculty with a list of qualified remote centers and supervisors. If the student proposes a custodian not on the list, the custodian should fill out the *Application for the Qualification as Qualified Supervisor*, for its evaluation and eventual approval by the IEV. **1.1. Validation of the identity of the student at the start of a distance learning course (for online and hybrid courses)**
  - During the first week of class, the professor or facilitator of the course shall conduct a first interview, either in person or by virtual means (web cam) to learn the student's identity. The student should provide his or her validated registration along with an official identification with a photograph. Once the professor has gotten to know the student registered in the online course, the student can access the course platform remotely using the username and password provided.

### **1.1. Validation of the identity of an online student attending a technological center of the PCUPR.**

- The student shall identify the Technology Center (CT, for its initials in Spanish) at one of the three campuses of the PCUPR. He or she should verify the days and hours of operation in order to attend and comply with the requirements of the course.
- Qualified Supervisors (SC, for its initials in Spanish) shall be in charge of the Technology Centers, and they shall verify the identity of the student before the examination or course activity commences.
- The student shall show the SC the validated student ID card and copy of the registration form.
  - The student may present other current valid forms of identification such as: driver's license, passport, permanent resident visa, or military identification. The identification should be an original, not a copy.
- The Qualified Supervisor shall verify that the student appears on the list of students registered in the course and shall ensure that he or she signs the attendance sheet.
- Once identity has been verified, the Qualified Supervisor shall verify that the student accesses the course using his or her username and password.

### **1.2. Validation of the identity of a student attending a technology center outside the PCUPR.**

- The student shall identify the External Technology Center (CTE) qualified by the PCUPR. He or she shall notify the professor of the course at which CTE the activity will be performed.
- The student shall present to the SC the validated identification card of the PCUPR and copy of the registration form.
  - The student may present other current valid forms of identification such as: driver's license, passport, permanent resident visa, or military identification. The identification should be an original, not a copy.
- The Qualified Supervisor shall verify that the student appears on the list of students registered in the course and shall ensure that he or she signs the attendance sheet.
- Once identity has been verified, the Qualified Supervisor shall verify that the student accesses the course with his or her username and password.

## **2. Qualified Supervisors (SC, for its initials in Spanish) to monitor examinations and tests**

2.1 The following personnel may monitor the examination at the qualified Technology Centers (CT) located throughout the campuses of the Institution:

- Faculty giving the courses
- Department Directors
- Technicians authorized by the Institute of Virtual Education
- Laboratory technicians at the branch campuses and Colleges, authorized by the IEV.

2.2 If the students must take the examinations outside the Institution due to their geographic location, the following personnel may monitor the examinations as long as they are qualified by the PCUPR to carry out this function. To these effects, the person interested in becoming a Qualified Supervisor should complete and submit to the offices of the Institute for Virtual Education the corresponding application.

- Department Directors of Universities

- Directors of correctional institutions
- Supervisors of the armed forces
- Librarians certified in supervisory positions
- Officials of testing centers at universities

## **RESPONSABILITIES IN THE IDENTITY VERIFICATION PROCESS**

### **1. Responsibility of the online student**

- Provide the documents proving his or her identity as stipulated in the Manual and Student Rules and the Policies and Norms of the University Web of the Pontifical Catholic University of Puerto Rico.
- Take examinations and tests at qualified centers or those assigned by the professor giving the course.
- Maintain the security and confidentiality of his or her access credentials (username and password) and use the account assigned appropriately.
- If, due to his or her geographical location, the student is unable to attend any of the campuses of the PCUPR or a previously qualified external center, a custodian to be qualified and approved by the Institute for Virtual Education (IEV) should be identified. The IEV will provide the faculty with a list of certified Qualified Supervisors

### **2. Responsibility of the Institution at which the online course originates.**

- Ensure that all methods utilized to verify the identity of students enrolled in online courses protects the privacy of their information.
- Ensure that the privacy of the student's identity be protected under the basic rules of FERPA and the policies of privacy, confidentiality, and fraud and the Social Security Privacy Act of 1974.

### **3. Responsibility of the professor of the online course**

- Provide evidence of compliance with the procedures for verification of student identity. The Vice-President for Academic Affairs shall, when necessary, intervene in cases in which procedures are not complied with.

### **4. Responsibility of the Qualified Supervisor**

Comply with the duties and responsibilities corresponding to his or her function as custodian, described in detail in the *Application for Qualification as Supervisor*, which are summarized below.

- Verify identity of the students before beginning the examination
- Ensure that each student signs the attendance list
- Ensure that each student has on his or her desk only those materials authorized by the professor teaching the course
- Verify that each student uses his or her username to access the online course platform and that the corresponding course and examination is accessed
- Enter the password to access the examination. This password shall not be divulged to any student at any time
- Monitor the student taking the examination
- Ensure that the surroundings are safe and appropriate for taking the examination so the student may concentrate while taking it



- Report any irregularity noticed while the student took the examination
- Guarantee the security and integrity of the process and the confidentiality of the examination

#### 5. Responsibility of the Institute for Virtual Education

- Orientate new professors participating in the administration of the courses
- Guarantee that the procedures for verification of student identity be applied consistently
- Ensure compliance with the procedures for verification of the identity of online students
- Promptly inform Deans and Directors concerning changes of procedure or irregularities
- Maintain up to date lists of qualified centers
- Identify and qualify centers according to the geographical location of students requesting them
- Provide the faculty with a list of certified external or remote technology centers and Qualified Supervisors

#### 6. Responsibility of Academic Deans

- The Deans are responsible for ensuring that the Faculty of their College who teach distance learning courses comply with these procedures.

#### FEES ASSOCIATED WITH STUDENT IDENTITY VERIFICATION

The PCUPR does not currently charge students for identity verification, since it utilizes its own technology centers to protect examinations and evaluations. The University may qualify external technology centers to protect online examinations and evaluations, and these centers may charge for their use. If because of his or her geographical location a student needs to attend an external or remote technology center in order to take protected examinations and evaluations, and this center charges a fee for its use, the student shall pay the fee for this service. This information shall be published in the Registration Program of the PCUPR for the information of students desiring to register in an online course.

If the Institution uses alternative methods of identity verification such as remote proctor or programming, it may assess an additional fee for using this service. If this is the case, the student shall be notified in writing prior to the registration process. The additional charges for registration in online courses shall be informed of through the Registration Program of the PCUPR which is published every semester and trimester, the Undergraduate Catalog and the Graduate Catalog, or the Institution's web page and student electronic mail, etc.

*Approved November 5, 2013 by the Academic Council*

NOTE: This document was written by the Advisory Committee on Policies for the Institute of Virtual Education

#### Definitions

1. **Online course** // is an educational modality using information and communication technologies as a means by which learning is produced, such that it employs synchronous and asynchronous recourses, permitting the student to interact and communicate with the professor and fellow students of the course, as well as access its content by means of chats, debates, examinations, lessons, etc., through the internet.
2. **Hybrid course** // is an educational modality of a partially face-to-face course which employs various technological information and communication tools as a means by which learning is produced, such that it employs synchronous and asynchronous online communication resources with a minimum of 30% and a maximum of 70% of the courses contact hours, with the remaining time



carried out in person, permitting the student to interact and communicate with the professor and fellow students, as well as access content, through chats, debates, examinations, lessons, etc. through the internet. Virtual assignments are not a substitute for the face-to-face hours of the course.

3. **Online student** // a student who voluntarily registers in an online or hybrid course, responsible for possessing the qualities required to take online or distance courses.
4. **Online professor** // a facilitator or professor in charge of offering the online or hybrid course. Should possess a professional certification from Distance Education accrediting him or her to offer online courses.
5. **Protected examination or evaluation** // are the evaluations (examinations and short tests) in the online learning modality, administered by personnel authorized by the institution who may or may not be the course professor. Administration of the evaluation should take place at a center authorized by the Institution. In online courses, it may be required that students take protected examinations at centers approved by the Institution, for purposes of preventing fraud (copying) and to guarantee that the student registered is the one taking the examination.
6. **Online examinations** // are the evaluations (examinations and short tests) administered through the online course.
7. **Authorized Technology Center (CT, for its initials in Spanish)** // computer laboratory or technology center at any of the PCUPR campuses which is certified to offer online evaluation to students registered in these courses.
8. **External Technology Center (CTE, for its initials in Spanish)** // computer laboratory or technology center at any qualified institution outside of the PCUPR. These may be computer laboratories at Catholic schools, correctional institutions, libraries, technology centers of the Armed Forces, examination centers, etc., which are certified to offer online evaluations to students registered in such courses.
9. **Student identity** // is the credential utilized by the Institution for the identification and certification of a registered student. Every student should possess a validated identification card and a copy of the semester's registration when he or she arrives at the computer laboratory or technology center at any of the PCUPR campuses which is certified to offer online evaluations to students registered in such courses.
10. **Qualified Supervisor (SC, for its initials in Spanish)** // An employee of an educational and/or formative institution certified by the PCUPR, residing in any part of the world who is also endorsed by the highest immediate supervisor at the institution at which he or she is employed. This is the person responsible for supervision of the student while taking a protected examination. The SC cannot be related to the student, and must be impartial, so that any conflict of interest with the student be avoided and the security and integrity of the examination process be guaranteed.
11. **Director of the Institute for Virtual Education (IEV, for its initials in Spanish)** // An empathetic, dynamic, and highly qualified academic in the diverse modalities of distance learning; who possesses first-hand experience of the evaluation processes of a distance course. Should possess highly developed communication skills, as well as be an assertive listener; possess up to date knowledge of areas pertaining to his or her function; be available face-to-face and virtually to attend to the needs of the program, professors, and students. Facilitator of administrative processes; direct link with Deans, Academic Directors, and Faculty in the performance of the operations of the Institute for Virtual Education.

12. **Distance education or learning** // A modality attuned to the diverse learning styles and needs of the students of the Twenty-First Century which enables, through online courses, videoconferences, video links, etc., that students can generate knowledge with the support of an academic facilitator and synchronous or asynchronous technological support.

Approved November 5, 2013 by the Academic Council of the PCUPR

NOTE: This document was written by the Advisory Committee on Policies for the Institute of Virtual Education.

## **UNDERGRADUATE NORMS AND POLICIES FOR VALIDATION OF TRANSFER CREDITS AND COURSES TAKEN OUTSIDE THE PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO**

The Pontifical Catholic University of Puerto Rico (PCUPR), in its interest to recognize studies carried out at other institutions of post-secondary education duly accredited by the corresponding authorities and at foreign universities, accepts the validation of credits for undergraduate transfer students. It has established norms and procedures to aid in the process of validating credits. It also recognizes and grants authorization for regular students of our institution who wish to take classes inside it as well as outside, and these will be convalidated as long as the student complies with the norms and procedures established at our institution.

### **I. DEFINITIONS:**

#### **Transfer Student**

The Pontifical Catholic University of Puerto Rico defines a transfer student as: *Every student who has taken university courses at another accredited post-secondary institution who desires admission to a degree program at the Pontifical Catholic University of Puerto Rico*<sup>22</sup>. Transfer students can request convalidation of credits if they comply with all admissions requirements.

#### **Foreign institution**

Is an institution of higher education outside the jurisdiction of the United States of America.

#### **International student**

Is a student coming from a foreign institution of higher education

#### **Norm of Residency**<sup>23</sup>

A requirement for graduation which presupposes that at least 25% of the credits leading to a degree in any of the PCUPR campuses. 50% of credits in the concentration must have been taken within the PCUPR system.

#### **Granting of honors**<sup>24</sup>

The transfer student may graduate with honors if he or she has taken 75% of the credits required for the degree at the PCUPR.

<sup>22</sup> Definition of a transfer student [page 64 of the Undergraduate Catalog 2011-2014], amended November 5, 2013.

<sup>23</sup> Approved by the Academic Council on September 27, 2001 and revised on December 3, 2009. Taken from Form R021 (Authorization for Inter-institutional Studies) of November, 2009.

<sup>24</sup> From page 90 of the Undergraduate Catalog 2011-2014 and page 59 of the Graduate Catalog 2011-2014 Approved by the Academic Council on September 25, 2008.

### **Undergraduate Transfer Credits<sup>25</sup>**

Deans of the Colleges or Campuses will evaluate applications for transferring credits to determine which courses will be convalidated.

1. All courses passed with a grade of C or better will be considered transferrable which the Dean considers to be the equivalent of, or a substitution for, one or more of the curricular requisites at this Institution.
2. Courses will not be transferrable if more than ten years have gone by since they were passed.
3. The Dean will determine the exact number of credits required for the degree. It is required that 25% of the credits required for the degree be taken at the Catholic University. The Dean will determine how many of these should be requisites of the College or major
4. Students who have been suspended for deficient academic achievement at the university of origin do not qualify for transfer until one semester since they were dropped has gone by. However, if the institution of origin suspends the student from the College or Program, the student may apply for transfer to a different College or Program.
5. Some courses taken at other post-secondary institutions which have no equivalent at the PCUPR may be counted as electives, as long as the corresponding Dean considers this appropriate.
6. Any student may appeal in writing to the Vice-President for Academic Affairs any decision made regarding transfer of credits within 45 days of having received the convalidation<sup>26</sup>.

### **Transfer credits at the graduate level<sup>27</sup>**

Corresponding credits of courses taken at another institution that have been passed with a minimum grade of B that the Dean considers to be equivalent to or substitutable for curricular requisites of the student of the PCUPR. These courses will be accredited with no grade and will not be included in the grade point average, but will be considered to complete the degree.

## **II. POLICY OF CONVALIDATION OF CREDITS AT THE UNDERGRADUATE LEVEL<sup>28</sup>**

The Pontifical Catholic University of Puerto Rico convalidates credits for courses taken at other accredited institutions of higher learning for transfer students and regular students at our Institution. Regular students of the Institution may complete their academic program with courses taken at other accredited institutions of higher learning with prior authorization from the corresponding Rector or Dean, as long as the Residency Norm is complied with. Transfer students may be considered eligible to take courses at another accredited institution of higher education as long as they comply with the Residency Norm.

<sup>25</sup> From page 64 of the Undergraduate Catalog 2011-2014.

<sup>26</sup> Approved on October 4, 2013 by the Academic Council

<sup>27</sup> From page 54 of the Graduate Catalog 2011-2014.

<sup>28</sup> Policy approved by the Academic Council on April 24, 2008.

### 1.0 Norms for the Convalidation of Credits for Undergraduate Transfer Students

- 1.1 It shall be the student's responsibility to request in writing from the Dean of the College the convalidation of credits and to submit the necessary evidence for this process at the beginning of his or her studies at the PCUPR no later than the end of his or her first year at the Institution.
- 1.2 It shall be the responsibility of the student's College Dean or equivalent officer at the branch campuses to evaluate the courses passed at another institution and complete the form for convalidation of credits for transfer students, ensuring that the following requirements are complied with:
  - a. The course is the equivalent in content and level to a course required in the student's curriculum.
  - b. The course was passed with a grade not less than "C", except in cases requiring a higher grade.
  - c. The course was passed within the time limit established by the norm of expiration of courses of the PCUPR.
  - d. If the number of credits assigned to the course at the other institution is greater than at our Institution, the number of credits assigned by our Institution shall prevail. If it is less than at our Institution, it shall be left to the Dean's discretion to determine the number of credits to be accepted for the course.
  - e. The total number of credits convalidated shall be subject to the Residency Norm.
- 1.3 If the student decides to take the course convalidated at the PCUPR, the grade of the course taken at our Institution shall prevail.
- 1.4 The Dean shall inform the transfer student concerning the Residency Norm, the Convalidation Policy, and the Norm concerning the Granting of Honors published in the current Undergraduate Catalog of the PCUPR, by means of Form R016 (*Information relating to the Convalidation of Credits for Transfer Students*).<sup>29</sup>

### 2.0 Norms for the Convalidation of Credits for Authorized Inter-institutional Studies for Regular and Transfer Undergraduate Students<sup>30</sup>

- 2.1 It shall be the student's responsibility to request in writing from the Dean the authorization to take courses in a post-secondary institution outside of the PCUPR prior to the beginning of the semester and to submit the evidence necessary for this process.
- 2.2 Authorization to study at another institution will be granted under the following conditions:
  - a. Have satisfactory academic progress according to the current institutional norms.
  - b. Have the need to complete the course(s) not offered during the semester for which authorization is requested in order to graduate.
  - c. Difficulty in attending the Campus at which the student studies due to change of residence or other special circumstances
  - d. Not have registered previously in the course at the institution.
  - e. Need to complete a prerequisite of the academic program.

<sup>29</sup> Form R026 was revised in May, 2012.

<sup>30</sup> Approved by the Academic Council on December 3, 2009. Available on page 74 of the Undergraduate Catalog 2011-2014

- 2.3 It shall be the responsibility of the Dean of the College to which the student belongs or the Dean of Academic Affairs at the Branch Campuses to evaluate the courses requested by the student and to complete Form R021 (*Authorization for Inter-institutional Studies*), ensuring that the course is the equivalent in content and level to a course required by the student's curriculum. If the number of credits assigned to the course at the other institution is greater than that at our Institution, the number of credits assigned at our Institution shall prevail. If it is less than the number at our Institution, the Dean shall have the discretion to determine how many credits shall be accepted for the course.
- 2.4 No authorized course may be substituted for another. The Pontifical Catholic University of Puerto Rico is not responsible for courses taken without authorization and reserves the right to convalidate them.
- 2.5 The total of credits authorized to be taken and subsequently convalidated should comply with the Residency Norm of the PCUPR.
- 2.6 The Registrar's Office shall complete Form R021 (*Authorization for Inter-institutional Studies at the Undergraduate Level*) authorizing the courses to be taken at the other institution.
- 2.7 Credit shall be granted for courses passed with a grade of "C" or better in undergraduate courses. The course shall be considered as transferrable and the grade shall not be considered in the calculation of the grade point average.
- 2.8 The student shall be responsible for arranging the delivery of two official transcripts to the Registrar's Office, which are indispensable for accreditation of the courses in the student record.

### III. **POLICY FOR CONVALIDATION OF COURSES TAKEN AT FOREIGN INSTITUTIONS FOR UNDERGRADUATE STUDENTS<sup>31</sup>**

The PCUPR accepts convalidation of courses to undergraduate students who have transferred from a foreign university as long as there are collaboration agreements with the institution or the interested international student complies with the admissions requirements for this type of student. The interested student should complete the necessary paperwork using the services of agencies for convalidation of credits such as the *Educational Credentials Evaluation* or *World Educational Services* for foreign universities.

#### **1.0 Procedure for Convalidation of Courses for Students Coming from Foreign Institutions**

- 1.1 The student presents the admissions application and the official transcript of credits bearing the seal of the corresponding government organism in the country of origin or the consulate of his or her country in Puerto Rico. If he or she has studied at more than one institution, an official transcript from each one should be submitted to the Admissions Office of the PCUPR.
- 1.2 The Admissions Office refers the academic file to the Dean of the College to which the international student pertains.

<sup>31</sup> Approved by the Academic Council on April 29, 2010.

- 1.3 In the case of institutions with which the PCUPR has established collaboration agreements, or if the international student complies with the admissions requirements, the Dean may proceed with the convalidation of courses.
- 1.4 In the case of institutions with which the PCUPR does not have collaboration agreements, or in which there is insufficient information to admit the potential international student, the student will be requested to use the services of the *Educational Credentials Evaluation* or *World Educational Services*.
- 1.5 The student shall pay the costs of the services of the *Educational Credentials Evaluation* or *World Educational Services*.
- 1.6 According to the evidence presented by the potential student, the Deans shall determine whether the convalidation or substitution of courses can occur. If this is the case, the documents required according to the institutional policy for convalidation of credits (Form for Evaluation of Credits)<sup>32</sup> will be filled out.
- 1.7 Each Dean will determine which courses will be convalidated according to the academic norms of their Programs.
- 1.8 In the case of the branch campuses, the term "Dean" refers to the Dean of Academic Affairs.

#### IV. NORMS FOR THE CONVALIDATION OF CREDITS ON THE COLLEGE BOARD EXAMINATIONS

The PCUPR, in the interest of offering options to its potential students, recognizes and evaluates the results of the Academic Achievement Tests (PACH, for its initials in Spanish) in the subjects of Spanish, Mathematics, and English; the Advanced Level Tests (PNA, for its initials in Spanish) of the College Board or its equivalent<sup>33</sup>; and the *Advanced Placement Program* of the SAT in order to validate credits. The location of the level of the courses approved by validation will depend on the Academic Program of the student. The maximum number of credits to be convalidated on the PACH and PNA will be the equivalent of two courses per subject up to a maximum of 18 credits convalidated, and up to a maximum of six (6) for the *Advanced Placement Program* tests. The convalidated credits will appear as transfer credits in the student record.

##### **1.0 Norm on the validation of Academic Achievement Tests (PACH, for its initials in Spanish) and Advanced Level Tests (PNA, for its initials in Spanish) of the College Board**

The Institution will evaluate the results of the Academic Achievement Tests (PACH, for its initials in Spanish) in the subjects of Spanish, Mathematics, and English. The tests on which the student obtains a score of 700 or more will be convalidated for six (6) credits. Likewise, is the same student takes the Advanced Level Tests (PNA, for its initials in Spanish) in subjects equivalent to the PACH tests and obtains a score of 3, 4, or 5, six (6) credits will be convalidated in each subject. If the student takes both examinations in the same subject, the

<sup>32</sup> Each College has its own Form.

<sup>33</sup> The SAT (Student Aptitude Test) tests.



higher placement will be accepted<sup>34</sup>. A maximum of 24 credits will be convalidated for students who pass in all three subjects.

For the detailed procedure, refer to the following documents:

- *Procedure for Convalidation of Credits for Results of the Academic Achievement Tests (PACH, for its initials in Spanish) with Results of 700 or more on the College Board*
- *Procedure for Convalidation of Advanced Level Tests of the College Board*

## 2.0 Norm on the Validation of *Advanced Placement Program* Examinations of the SAT

The Institution will evaluate the results of the examinations of the *Advanced Placement Program* of the SAT of the College Board up to a maximum of two examinations with scores of 3, 4, or 5 to convalidate courses in various subjects. In cases where the student passes the Academic Achievement Tests (PACH, for its initials in Spanish), the Advanced Level Tests and the *Advanced Placement Program* examinations, the Institution will validate the corresponding subjects with up to a maximum of 24 credits.

For the detailed procedure, refer to the document *Procedure for Convalidation of Advanced Level Tests (PNA) of the College Board*.

## V. NORMS FOR CONVALIDATION OF WORKPLACE EXPERIENCE, PROFESSIONAL IMPROVEMENT, AND MILITARY SERVICE

The Pontifical Catholic University of Puerto Rico (PCUPR), in the interest of offering options to potential students who have not completed their university studies and who are working, recognizes and validates, in certain Programs, the knowledge acquired through workplace experience, professional improvement, or military service.

1. In the Bachelor's Degree in Business Administration in Business Experience, the PCUPR convalidates as elective concentration courses up to 12 credits for experience and 6 credits for professional improvement, for a total of 18 concentration credits as long as the potential student is eligible and complies with the criteria established for convalidating experience described in the *Manual of Norms and Procedures for the Bachelor's Degree in Business Administration with a Major in Business Experience*.
2. In the Bachelor's Degree in Science with a Major in Liberal Studies, the PCUPR convalidates up to a maximum of 30 credits for experience and professional improvement as long as the potential student is eligible and complies with the criteria established to convalidate experience described in the *Policy to Register Credits for the Acceptance of Workplace Experience, Continuing Education, and Military Training*.
  - a. For workplace experience, military training, or work accepted as practice, the student must have had significant experience for at least three (3) months. 15 hours of

<sup>34</sup> Order of the convalidation of English courses approved and certified by the Academic Council on December 13, 2012, and the Order of the convalidation of Mathematics courses was approved by the Academic Council on October 22, 2013.

significant workplace experience will be convalidated for one credit (fractional credit will not be awarded).

- b. For Professional Improvement or Continuing Education, the student should have a minimum of 15 contact hours which shall be equivalent to one (1) credit.

Revised by the Academic Council on November 5, 2013

### PROCEDURE FOR CONVALIDATION OF CREDITS DUE TO RESULTS OF ACADEMIC ACHIEVEMENT TESTS (PACH) WITH SCORES OF 700 OR MORE ON THE COLLEGE BOARD

The Pontifical Catholic University of Puerto Rico (PCUPR) will evaluate the results of the Academic Achievement Tests (PACH, for the initials in Spanish) of the College Board in the subjects of Spanish, Mathematics, and English. Tests on which the student has obtained a score of 700 or better will be convalidated for six (6) credits<sup>35</sup>. The maximum number of convalidated credits will be the equivalent of two courses per subject matter of the test, up to a maximum of 18 credits convalidated (see the Convalidation Table), which will appear as transfer credits in the student's record.

CONVALIDATION TABLE*		
Achievement Tests	Courses	Credits
Spanish	Spanish 131-132	6
English	English 213-214	6
Mathematics	Mathematics 117-118	6
Total credits		18

\* The convalidated courses may vary depending on the academic program the student is entering.

Depending on the scores obtained on the College Board, during the registration process the student may be placed in the English, Spanish, or Mathematics course that corresponds to the concentration to which he or she has been admitted.

1. During the dates of the admission process, personnel of the Office of Telecommunications and Technology (TTI, for its initials in Spanish) shall produce the placement<sup>36</sup> of students with preliminary convalidation corresponding to each subject and shall send this to the Program of First Year Students.
2. The Director of the Program for First Year Students shall review the placements of students who have attained scores of 700 or better in the Academic Achievement Tests (PACH) of the College Board in order to make adjustments to placement in the corresponding courses.
3. Personnel of the Program for First Year Students shall draw up a preliminary list of all students who have obtained scores of 700 or more on the Academic Achievement Tests of the College Board in the subjects of English, Spanish, and Mathematics.
4. Once the preliminary list has been evaluated, the Director of the Program for First Year Students shall proceed with the tentative convalidation of the courses corresponding to the subjects of

<sup>35</sup> Approved by the University Senate in its meeting on April 30, 1981

<sup>36</sup> "placement" - document containing all academic and personal information of the student.



- English, Spanish, and Mathematics until the student shall have registered as a regular student of the PCUPR.
5. During the month of August or February, personnel of the Program shall request from the TTI the list of admitted students who have officially registered and who obtained scores of 700 or more on the Academic Achievement Tests in Spanish, English, and Mathematics in order to compare it with the official documents received from the Office of the College Board.
  6. The Program's personnel will elaborate the Official Table of Course Convalidation in which the following student information: identification number, first and last names, College, program, score, credits, and convalidation.
  7. The Director of the Program for First Year Students shall use the following order of convalidation of courses and credits:
    - First: Academic Achievement Tests of the College Board (PACH)
    - Second: Advanced Placement Tests<sup>37</sup> (PNA, for the initials in Spanish)
    - Third: Advanced Placement Tests (AP)
  8. The Director of the Program for First Year Students will be responsible for revising and signing the data contained in the Official Table for Course Convalidation in the subjects of English, Mathematics, and Spanish which will then be sent to the Registrar's Office.
  9. Personnel of the Registrar's Office shall proceed to enter into the student record the convalidation of credits recommended by the personnel of the Program for First Year Students. This process shall be carried out during the month of October or March of each year, as the case may be.
  10. Once the convalidations have been registered, the Director of the Program for First Year Students shall notify the registered student in writing.
  11. For purposes of information and academic follow up of the student, personnel of the Program for First Year Students shall send a copy of the Official Table for Course Convalidations to the following offices: Admissions, Deans, Director of the Counseling Center, and Department Directors according to the students' area of concentration.

Revised and updated on November 8, 2013  
Program for First Year Students/OAI

## INSTITUTIONAL POLICY FOR ASSIGNING HOURS FOR CREDIT IN COURSES OF THE PCUPR

The Pontifical Catholic University of Puerto Rico (PCUPR) uses acceptable and consistent methods to assign hours for credits in all its courses and programs of study, independently of the form or modality of teaching-learning. The number of hours per credit assigned to the courses complies with the federal regulation concerning assignment of hours per credit of the *U.S. Department of Education, Office of Post-Secondary Education*<sup>38</sup>.

The Institution defines credit hours as follows:

<sup>37</sup> Certification approved by the Academic Council in its meeting on November 27, 2012.

<sup>38</sup> Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010. This policy also reflects regulations specified in 34CFR 600.2, 602.24 and 668.8.

*Normally one credit is granted for every fifteen (15) hours of class, one credit for every three hours of laboratory and one credit for three hours of practice or internship.<sup>39</sup>*

In courses with laboratories and in internship and professional practice courses, the assignment of contact hours for credit hours varies according to the nature of the course or are assigned according to the requirements of professional accreditation agencies in programs they accredit.

Thus, the Institution convalidates contact hours for workplace experience, professional improvement, and military service for credits to those undergraduate students wishing to register in one of the programs offered for this purpose. It also convalidates credits for high academic achievement in the results of Academic Achievement Tests and Advanced Level Tests of the College Board. The PCUPR also validates professional work experience and professional improvement for credit to eligible doctoral students.

#### **I. NORMS FOR CONVALIDATION OF WORKPLACE EXPERIENCE, PROFESSIONAL IMPROVEMENT, OR MILITARY SERVICE AT THE UNDERGRADUATE LEVEL**

The Pontifical Catholic University of Puerto Rico (PCUPR), in the interest of offering options to new students who have not complete their undergraduate university studies and who are working, recognizes and convalidates in certain of its programs the knowledge acquired through workplace experience, professional improvement, or military service.

- 1- In the Bachelor's Degree in Business Administration in Business Experience, the PCUPR convalidates as elective concentration courses up to 12 credits for experience and 6 credits for professional improvement, for a total of 18 concentration (major) credits as long as the student is eligible and complies with the criteria established which are described in the *Handbook of Norms and Procedures of the Bachelor's Degree in Business Administration in Business Experience*.
- 2- In the Bachelor's Degree in Science in Liberal Studies, the PCUPR convalidates up to a maximum of 30 credits for experience and professional improvement as long as the student is eligible and complies with the criteria established to convalidate experience as described in the *Norm and Procedure to Register Credits for the Acceptance of: Workplace Experience, Continuing Education, and Military Training*.
  - a. For workplace experience, military training, or work accepted as practice, the student must have had significant experience for at least three (3) months. 15 hours of workplace experience will be convalidated for one credit (fractions of credits will not be awarded).
  - b. For Professional Improvement or Continuing Education, the student should have a minimum of 15 contact hours, which will be the equivalent of one (1) credit.

---

<sup>39</sup> From page 68 of the Undergraduate Catalog 2011-2014 and page 44 of the Graduate Catalog 2011-2014

## **NORMS FOR THE VALIDATION OF PROFESSIONAL EXPERIENCE FOR GRADUATE LEVEL COURSES**

The PCUPR provides eligible doctoral level students with the possibility of validating courses for professional experience in the subjects considered appropriate and feasible by the Graduate Schools as long as the student has active status, requests it, and complies with the established criteria. The University can validate up to a maximum of six (6) credits of those required for the degree, and each Program will determine the courses that may be validated. The student shall be responsible for the specific knowledge and skills that he or she must demonstrate on the comprehensive examinations of his or her Graduate Program.<sup>40</sup>

3. In the Doctoral Program in Business Administration (D.B.A.), up to 3 credits equivalent to the internship experience in the School and 3 credits for Professional Improvement may be convalidated as elective courses of the Program, as long as the student is eligible and complies with the established criteria for the convalidation of experience as described in the syllabi of the courses BUAD 813, Seminar on Professional Studies, and BUAD 815, Professional Internship at the School.
4. In the Doctoral Program of Psychology, up to a maximum of six (6) credits of those required for the degree may be convalidated as long as the student is eligible and complies with the criteria for convalidation of experience established by the Graduate School of Psychology. The procedure and criteria are described in the *Guidebook of Criteria, Norms, and Procedures for the Validation of Courses by Professional Experience*.

### **i. NORMS FOR CONVALIDATION OF CREDITS ON THE COLLEGE BOARD TESTS**

The PCUPR, in the interest of offering options to potential students, recognizes and evaluates the results of the Academic Achievement Tests (PACH, for its initials in Spanish) in the subjects of Spanish, Mathematics, and English, the Advanced Level Tests (PNA, for its initials in Spanish) of the College Board or the equivalent<sup>41</sup>, and of the Advanced Placement Program of the SAT to validate credits. The location of the level of the courses approved by validation will depend on the student's Academic Program.

#### **3.0 Norm on the Validation of Academic Achievement Tests (PACH) and Advanced Level Tests (PNA) of the College Board**

The Institution will evaluate the results of the Academic Achievement Tests (PACH) in the subjects of Spanish, Mathematics, and English. Tests on which the student has obtained a score of 700 or more will be convalidated for six (6) credits. Likewise, if the same student takes the Advanced Level Tests in the subjects equivalent to those of the PACH and obtains a score of 3, 4, or 5, six (6) credits will be convalidated for each subject. In cases where the student takes both examinations in the same subject, the one leading to higher placement

<sup>40</sup> Taken from the *Guidebook of Criteria, Norms, and Procedures for the Validation of Courses by Professional Experience* (VPAA-CV-January, 2004).

<sup>41</sup> The SAT Tests (Scholastic Aptitude Test)

will be accepted<sup>42</sup>. A maximum of 24 credits will be convalidated for a student who passes in all three subjects.

The procedures are described in the following documents:

- a. *Procedure for Convalidation of Advanced Level Tests (PNA) of the College Board*
- b. *Procedure for Convalidation of Credits for Results of Academic Achievement Tests (PACH) with Scores of 700 or More on the College Board*

#### **4.0 Norm on Validation of Advanced Placement Program Examinations of the SAT**

The Pontifical Catholic University of Puerto Rico will evaluate the results of the examinations of the Advanced Placement Program of the SAT of the College Board up to a maximum of two examinations with scores of 3, 4, or 5 to convalidate courses in different subjects. In cases where the student passes the Academic Achievement Tests (PACH), the Advanced Level Tests, and the Advanced Placement Program examinations, the Institution will validate the corresponding subject matters up to a maximum of 24 credits.

The procedure for convalidation is described in: *Procedure for Validation of Examinations of the Advanced Placement Program (AP) of the SAT*

*Revised by the Academic Council on November 5, 2013*

---

### **POLICY FOR CONVALIDATION OF DEGREES FROM FOREIGN UNIVERSITIES APPLICABLE TO ACADEMIC AND ADMINISTRATIVE PERSONNEL**

---

#### **INTRODUCTION**

At the highest level, the fundamental base of every educational process lies in the quality of academic offerings. The interest of human beings in expanding their knowledge has promoted an increase in demand of professions by the diversity of academic offerings and preparations that exist in the international community.

In light of the lack of harmony between criteria and conditions for academic and administrative mobility due to the increase in academic offerings, systems of higher education require that degrees granted by foreign institutions outside the American educational system be legitimated. It is through convalidation (homologation) of foreign degrees that institutions of higher education can fortify the processes and practices of evaluation and accreditation.

On the international scene of higher education, the PCUPR, aware of its educational commitment to higher education, desires to establish an adequate procedure for the convalidation (homologation) of foreign degrees as a means of control in the hiring of teaching and administrative professionals.

#### **PROCEDURE**

1. When a candidate presents evidence of foreign degrees and the university granting them is not accredited by an agency recognized by the government of the United States of America, it is recommended and remains at the discretion of the interested candidate that he or she annotate his

---

<sup>42</sup> Order of convalidation of English courses approved and certified by the Academic Council on December 13, 2012, and the Order of convalidation of Mathematics courses approved by the Academic Council on October 22, 2013.

- or her academic credentials or degrees. It is through agencies recognized by the United States of America that this type of convalidation (homologation) of foreign degrees is made.
2. The PCUPR recognizes the services grouped under the NACES (National Association of Credential Evaluation Services ([www.naces.gov](http://www.naces.gov)). This entity works on the harmonization of the procedures for homologation of titles. The use of the services of Educational Credential Evaluators, Inc. ([www.ece.org](http://www.ece.org)), World Education Services, Inc. ([www.wes.org](http://www.wes.org)), among the agencies grouped under NACES, is recommended, or of other recognized accrediting agencies.
  3. Degrees for which the PCUPR has exchange or collaborative agreements do not require subsequent convalidation.
  4. These services involve **a fee**, which must be borne by the interested candidate.
  5. According to the recognition or convalidation of the foreign degree made by the agency hired by the interested candidate, the PCUPR will determine whether or not the homologation of the degree earned in a foreign country will be made.
  6. The PCUPR, through the VPAA, shall make a list of universities whose degrees have been homologized by candidates who have already undergone this process. This will serve as a reference for future cases to be evaluated for the same purposes.

Dec.-2012; oct. 2013/ cjaaf

## VICEPRESIDENCY FOR STUDENT AFFAIRS

The Student Services Program is organized under the administration, coordination, and supervision of the Vice-President for Student Affairs. This office is responsible for planning, organizing, directing, coordinating, and evaluating all student services.

The Offices of Student Affairs are located, for the most part, on the second floor of the Student Center. All its personnel are available during all working hours to serve students, which is its primary responsibility.

## DISCIPLINE

The Pontifical Catholic University is an educational community that supports the ideals of freedom of research, thought, expression, and individual liberty. The exercise and preservation of these liberties and rights require respect for the rights of all members of the community, in order that all may enjoy them to the same extent. Attending the university is a privilege, not a right. To safeguard educational ideals and the moral environment, which are the basic principles of its founding and continued existence, the University reserves the right, which is acknowledged by the student when he/she registers, to require the withdrawal of any student at any time and for whatever reason the University considers justified, without the need to explain it. Just as a student may elect to withdraw from the University at any time and for whatever reason he/she deems proper, the University has an equal right to decline responsibility for the supervision and provision of services to any student with whom the relation becomes disagreeable and difficult. It is the responsibility of all students of the Pontifical Catholic University, as a result from the commitment undertaken with the Institution, to familiarize themselves with the Student Handbook and other rules and dispositions governing the conduct and attitude of students. All this information is available at the office of the Vice-President for Student Affairs and in the Student Handbook.

---

### **INTEGRATION AND QUALITY OF LIFE PROGRAM**

The Integration and Quality of Life Program is the institutional office that directs efforts of the prevention of substance abuse, alcohol, violence, and related areas such as stress and conflict management, anxiety, and depression. This program provides educational material, activities promoting healthy life-styles, short therapy, and supervision of practicum students in the area of Social Work. Additionally, every two years, it administers a questionnaire that measures healthy life-styles, CORE (consumption of alcohol, drugs, sexuality and campus security). The Institutional policy on drugs and alcohol is distributed by this office to all students and institutional units.

The program's office is located on the second floor of the Manuel González Pató Student Center, Office 205. It can be reached at telephone number (787) 841-2000 ext. 1406 or 1407.

### **OFFICE OF SERVICES TO PERSONS WITH DISABILITIES**

The Office of Services for Persons with Disabilities (OSPI) is ascribed to the Vice President of Student Affairs. The primary purpose of this office is to provide people with disabilities with the services required according to Law 504 and the ADA. These laws are enforced under the document of the Institutional Policy on Section 504 of the Vocational Rehabilitation Act of 1973, as amended, and the ADA (Americans With Disabilities Act).

The Office of Services for Persons with Disabilities (OSPI) contributes to the achievement of academic goals for this population, offering people with disabilities the resources and support that college students need for their equality, independence, and accomplishment of their career goals. Among the services that have contributed to achieve this goal are: necessary equipment in the classrooms, academic assistance, reasonable accommodations, ongoing training of specialized programs for different disabilities, a room with diverse assistive technology equipment and support services on campus from intern students of the Master's Degree Program in Rehabilitation Counseling. To apply for services the student can visit our facility located on the first floor of the Student Center "Manuel González Pató", Office 113, or contact the Office via email.

### **BASIC MEDICAL SERVICES**

Pontifical Catholic University of Puerto Rico, conscious of the need to help preserve the physical and mental health of students and personnel, maintains a Medical Dispensary that offers health services to help and give orientation to all persons who need it.

The Dispensary is located on the first floor of the Manuel González Pató Student Center, Office 109. It offers the services of two full-time graduate nurses. The hours of operation of this office are Monday through Friday from 8:00 a.m. to 10:00 p.m., and Saturdays from 8:00 a.m. to 12:30 p.m.

The graduate nurses maintain updated medical records. In addition, they review and follow up on the vaccination certificates of students under 21 years of age as required by the Department of Health.

## EMPLOYMENT SERVICE

### THE INTERNSHIP AND EMPLOYMENT OFFICE (OIPE)

The Internship and Employment Office (OIPE, for its initials in Spanish) is an institutional unit that is responsible for facilitating student participation in work experience or research within an organization or company in Puerto Rico or the United States. This office coordinate activities related to job search services for students: workshops, job fairs, interviews with employers and many other related activities.

#### Services:

- Identify different opportunities for internships and other experiences in companies and organizations in Puerto Rico and United States that are available for college students.
- Receive resumes and refer students to potential employers.
- Coordinate on-site interviews with different employers interested in our students.
- Organize and coordinate the Annual Job Fair.
- Coordinate meetings with various Deans and Student Organizations on campus.
- Post jobs offers for students and Alumni.
- Coordinate workshops on resume preparation, cover letter, job interviews and other
- Related job search processes.
- Provide direction to students of the PCUPR, Ponce campus, designed to enable them to choose a career according to their individual profiles.
- Provide endorsement requirements for internship programs.
- General Requirements for Internships:
- Most of the internees are required to have 60 credits or more at the time of starting the internship.
- Also, in the U.S., students are required to have a 3.00 GPA, or a 2.75 GPA in PR, to apply.
- Internship Opportunities:
- U-Work: <https://www.becas-santander.com/>
- Córdova y Fernós Internship: <http://oslpr.org/UnidadInternadoCordova.asp>
- Jorge A. Ramos Comas Internship: <http://oslpr.org/UnidadInternadoRamosComas.asp>
- José M. Berrocal Institute for Economics and Finance:
- <http://bgfpr.com/spa/principalsubsidiaries/jose-berrocal.html>
- Congressional Hispanic Caucus Institute: <http://www.chci.org/internships/>
- Congressional Hispanic Leadership Institute: <http://www.chli.org/?page=Internships>
- Hispanic Association of Colleges & Universities (HACU National Internships Program:
- <http://www.hacu.net/hacu/HNIP.asp>
- Ponce Art Museum Internship:



- <http://www.museoarteponce.org/paginas/programa-de-internado/6/85/29/>
- Naval Research Laboratory Summer Internships: <http://www.nrl.navy.mil/hbcu/>
- Kansas State University Summer Undergraduate Research Opportunity Program (SUROP): <http://www.k-state.edu/grad/academics/suop/suop.html>

Job Search Opportunities:

<http://www.pucpr.edu/wp-content/uploads/Promo-Portales-de-Empleo.pdf>

**Contact Information:**

Prof. Enrique J. Arroyo Acosta, Director  
Tel. (787) 841-2000 ext. 1420/1438  
Fax. (787) 651-2049  
Email: [internadospucpr@pucpr.edu](mailto:internadospucpr@pucpr.edu)  
[oipe@pucpr.edu](mailto:oipe@pucpr.edu)

**Physical Address:**

González Pató Building – Student Center, Second Floor Office GP 200

**Postal Address:**

2250 Boulevard Luis A. Ferré Aguayo, Suite 520  
Ponce, PR 00717-9997

**Office Hours:**

Monday thru Friday, 9:00 a.m. to 5:00 p.m.

**ACTIVITIES**

On the University Campus, there are diverse activities; some are organized by the Cultural Extension Office; others are sponsored by student organizations recognized by the University and others by the Vice-Presidency for Student Affairs.

Recognized student organizations are varied and represent the different interests found among the members of the community. The activities organized by these groups promote the spirit of fraternity while making university life more agreeable. Among these student groups are social, cultural, religious, and professional organizations. Every student has the opportunity to belong to any of these organizations.

**PROFESSIONAL AND SCHOLARLY ORGANIZATIONS**

In order to achieve an integral development, the student, in addition to mastery and knowledge of the subject matters, needs to develop social skills and leadership ability, establish interpersonal relations, and participate in social, academic, civic, and/or cultural activities. To attain these objectives, student organizations are open to all students of the Pontifical Catholic University of Puerto Rico without



distinction on the basis of race, color, ethnic origin, economic and/or social condition, creed, or nationality. There are departmental organizations or clubs in which the student can express the knowledge acquired through the study of the subject matter. Among these the following are worthy of mention:

## **STUDENT ORGANIZATIONS RECOGNIZED AT THE CAMPUS**

### **COLLEGE OF BUSINESS ADMINISTRATION**

- Association of Accounting Students
- Association of Finance Students
- International Student Association of Economic Science and Commerce
- Marketing Student Association
- Student Association of Business Law
- Student Association of Professional Public Relations
- Association of Finance Students
- Student Association of Management, International Commerce and Logistic
- Student Association of Sales Executives and Puerto Rico Marketting
- Association of Tourism Students
- Association of Communication Students
- Association of Computing Machinery
- The Youth Chamber of Commerce of Southern Puerto Rico
- Southern Chamber of Commerce – University Chapter PCUPR
- Society for Human Resources and Management

### **COLLEGE OF ARTS AND HUMANITIES**

- Association of Asiatic Language and Culture
- Association of English Students
- Association of Public Administration Students
- Association of Plastic Arts Students
- Association of History Students
- Association of French Students
- Association of Political Science Students
- Association of Criminology Students
- Association of Future Social Workers
- Honor Society Phi Alpha – Social Work Student Chapter PCUPR
- Literary Circle R- Expressive Evolution
- Circle of Philosophy Alpha Alpha Kappa
- Italian Student Association
- Student Association of Plastics Arts
- Pi Gamma Mu International Honor Society and Social Science
- Abel Di Marco Student Music Association
- Solidarity Association Pioneers with the World
- University Lions Club – PCUPR Chapter

### **COLLEGE OF SCIENCE**

- Association of Psychology Students

- Association of Institutional Honors Program Students
- Dr. Juan Quintana Math Club
- Ecological and Environmental Sciences Society
- Green Campus Association PCUPR
- Honorary Biology Society (Tri Beta)
- Luis A. Escabí Biological Society
- MedLife Chapter PCUPR
- Physics in Everything Students Association
- Pre-Dental Student Association
- Pre-Medical Circle
- Student Association of Microbiology
- Student Association of Nursing
- Student Association of the American Chemical Society
- Student Association of Biotechnology
- Student Association of Cardiovascular Technology
- Society of Ecology and Environmental Science
- 

#### **COLLEGE OF EDUCATION**

- Flag Bearers Student Association
- Puerto Rican Association of Family Sciences and the Consumer
- Professional Society of School Psychology and Pedagogy
- University Youth Working for Special Education (JUNTEE, for its initials in Spanish)

#### **ARQUITECTURE SCHOOL**

- American Institute of Architecture Student
- Movement of Social Architecture
- National League of Architecture Student
- United State Green Building PCUPR Chapter

#### **COUNSELING AND ORIENTATION CENTER**

- E.C.O.S. (Student Coordinators in Orientation and Service)
- Association of International Students
- Honor Student Association

#### **COLLEGE OF GRADUATE STUDIES IN BEHAVIORAL STUDIES AND COMMUNITY AFFAIRS**

- Post Graduate Student Association of Clinical Social Workers
- Student Association of Rehabilitation Counseling
- Association of Graduate Students of Criminology
- Association of Graduate Students of Industrial Psychology
- Association of Graduate Students of Clinical Psychology

#### **HONOR SOCIETIES**

- Alpha Alpha Kappa
- Alpha Chi
- Beta Beta Beta – Zeta Delta Chapter

- Phi Alpha Theta – Epsilon Omicron Chapter
- Pi Gamma Mu
- Honor Society of Business Students
- National Honor Society of Social Sciences
- Phi Delta Kappa – Fraternity of Education Professionals
- Phi Alpha Delta
- National Honor Society Phi Alpha of Social Work Student – Chapter PCUPR

### **OFFICE OF SERVICE TO PERSONS WITH DISABILITIES**

Opening Pathways Association

### **FRATERNITIES AND SORORITIES**

- Fraternity Alpha Phi Omega – Phi Sigma Chapter
- Fraternity Zeta Phi Beta
- Fraternity Nu Sigma Beta

### **PASTORAL MINISTRY**

- Male Youth Association of Schoenstatt

### **VIRTUAL EDUCATION**

- Legacy Professional Association

### **CULTURAL ACTIVITIES**

#### **CHOIR**

The Choir of Pontifical Catholic University is composed of students, alumni, and professors of this institution. It has for twenty five years placed the institution at the vanguard of choral groups in Puerto Rico.

#### **LUIS TORRES NADAL THEATER WORKSHOP**

This workshop has as its purpose to direct the talent and dramatic skills of students. Through auditions, the interested student with artistic aptitude is admitted to the Theater Workshop for instruction and participation in the theatrical productions of the university. The admitted student receives, after a probationary semester, one academic credit for participation and a scholarship for books and/or tuition.

#### **CATOLICA DANCE TEAM**

Talent group adjoined to the Cultural Extension Office. The group was founded in 2006 and represents the PCUPR in dance and Athletic League competitions. The group participates in extracurricular activities in and out of the university. As part of their artistic formation, students participate in corporal expression workshops and have participated in various competitions. The group received various recognitions for its outstanding performances.

## Cultural Extension Office

### SPORTS

Extracurricular sport activities conducted by the Pontifical Catholic University of Puerto Rico are coordinated by the Recreation and Sports Division, which works in close collaboration with the Physical Education Department. The PCUPR recognizes that a person needs to maintain a balance among intellectual capabilities, physical fitness, and health. For this reason, the University provides students with Intramural and Inter-Collegiate Programs. Students have the opportunity to practice sports of their preference for pleasure and recreation. Those with outstanding athletic abilities, men as well as women, have the opportunity to participate in the Interuniversity Program. The University has won several intercollegiate championships, especially in basketball, volleyball, and female tennis. Many of our students have belonged to national teams in different disciplines.

The University provides facilities to demonstrate its interest in the well-being of its students. These facilities, among the most modern in Puerto Rico, consist of three indoor basketball courts, indoor courts for volleyball, a gymnasium with exercise equipment and free weights, an Olympic swimming pool, areas for aerobics, and rooms for classes and meetings.

Since 2013, the Cheerleading Group participates in the University Athletic League competitions. This group is adjoined to Cultural Extension Office. Also, the Abanderadas Group represent the Institution in the University Athletic League and participates in different extracurricular activities.

### PUBLICATIONS

There are a number of publications on campus which encourage the creative ability of the university community. Among the student publications are Senda, The University Yearbook; La Nao, a bi-monthly newspaper which contains sections in English and Spanish. Another publication Collage Magazine, distributed at least twice a year. Its content is based on the different facts of university life.

### STUDENT GOVERNMENT

Students have the liberty to express, individually or collectively, their opinions concerning institutional policy or any other matter of general interest for the student body. A student is appointed by the de iure members of the Board of Trustees to represent the student body on the Board. Each college will elect a student senator following the norms established by the university. Student representatives with voice and vote will form part of departmental committees which deal directly with academic affairs. In order to exercise the right of free expression, whether individually or collectively, students can elect a Student Council whose responsibilities and privileges are stated in the Code of Student Conduct.

## ACADEMIC SERVICES

### PROGRAM FOR FIRST YEAR STUDENTS

The Program for First Year Students, established in the 1960s, offers its services to newly admitted students and to students who participate in the *Programa Articulación Universitaria (PAU)*. The program has three basic concepts: enrollment code, course equivalency and placement.

**The program offers the following services:**

- ✚ Coordination with Academic Departments for courses for the first year students.
- ✚ Preparation of class programs for newly admitted students.
- ✚ Placement in the different levels of Spanish, English and mathematics courses.

Placement offers students the opportunity to be placed in different levels in Spanish, English and mathematic depending on the student's academic ability. This allows students to continue in a teaching-learning educational process based upon their previous knowledge.

- ✚ Group or individual orientation about class programs for newly admitted students.

➤ Course equivalency based on:

1. Academic Achievement Test with scores over 700
2. Advanced Placement Test with scores of 3, 4, or 5
3. Advanced Placement Program-SAT with scores of 3, 4 or 5

Course equivalency allows students to receive university credits based upon their scores on the Academic Achievement Test, Advanced Placement Test and Advanced Placement Program-SAT given by the College Board. Through this alternative, the university is recognizing the academic achievement of these students and is allowing them to take higher level courses based on their academic and intellectual abilities. This contributes to the main goal of this office- retention.

- ✚ Coordination with Academic Departments for equivalency of "Advanced Placement Program-SAT."
- ✚ Students registration (August, January, June and July)
- ✚ Academic, vocational, or personal counseling when any student of our university or community applies for it.
- ✚ Students with particular needs must refer to other offices such as the Institutional Tutoring Office, the Counseling and Orientation Office, the Student Support Service Office, and/or their Academic Departments and Support Programs to help them reach their academic goals.
- ✚ Practice Center for students majoring in secretarial science or office administration.
- ✚ Participation of the program's director in institutional, college, and departmental committees.

## 2. Institutional Tutoring Center

This Program is ascribed to the First Year Student Program. Since the 1980s, it has contributed to maximizing the learning potential of all students who need special help, by improving their academic performance and the development of their academic skills. Tutoring services are free for any student that request them voluntarily or is recommended by his/her professor.

- ✚ Students with admission: Regular, Conditioned and Special

✚ Students registered in pre-basic or remedial courses based upon the College Entrance Examination Board (CEEB)

- a. Spanish – CEEB 200 - 449
- b. English – CEEB – 200 – 440
- c. Mathematics – CEEB – 200 – 499

The Student Development and Retention Program organizes conferences and/ or workshops that deal with student retention for the university community. It also informs professors about student absences and interviews students who are contemplating total withdrawal.

The Program is responsible for organizing periodic meetings with the Institutional Retention Committee and also submits semester and annual reports related to student retention. The Committee is formed by representatives from the Faculty, Administration, Student Support Programs and Services Offices. The Director of the Student Development and Retention Program presides over the Committee.

## PROFESSIONAL COUNSELING AND ORIENTATION CENTER

The Professional Counseling and Orientation Center, adjoined to the Vice-Presidency for Student Affairs, is part of the services offered by the Pontifical Catholic University of Puerto Rico to all students as a complement to formal academic instruction. The guidance and orientation services with its multiple resources helps students to adapt to university life. Additionally, it seeks to fulfill the needs and develop the potential of students in personal, emotional, vocational, occupational, and academic aspects.

First year students received group orientation for one hour weekly during their first two semesters of the first year of university studies (Orientation 003 and Orientation 004). Transfer students receive group orientation for one hour weekly during one semester (Orientation 005), which should preferably be taken upon arrival at the University. These orientation courses are prerequisites for graduation. The Professional Counseling and Guidance Center also offers required courses to students in the Institutional Honors Program, among these are: Leadership I (Orientation 009), Voluntary Community Service (Orientation 010), and Preparation for Graduate Studies (Orientation 011).

The services of the Professional Counseling and Orientation Center are offered from a holistic perspective, which seeks to promote the integral development both personal and professional, as well as encourage the values and morals from the perspective of the social doctrine of the church.

Services in the personal area:

- Group and individual orientation according to existing needs of our students, needs reflected in the administered Needs Questionnaire, observations of the student's behavior in the courses, needs detected in interviews and / or referrals by a member of the university community.
- Group and individual counseling or guidance on topics of personal development.
- Intensive group counseling in small groups to work on different personal situations that affect their overall development.
- Family and couples therapy.

- Referrals to psychologists, social workers, other professional, institutional or community service offices, etc.
- Individual counseling according to needs Individual counseling

Some of the needs that could arise:

- Acquisition of good communication skills.
- Guidance and counseling about effective interpersonal relationships with parents, friends, study partners, partners and teachers.
- Orientation and support in the process of student's adaptation who faces for the first time the experience of independence life and to take responsibility of his life.
- Student orientation in the process of setting goals.
- Stress management strategies.
- Appropriate conflict management.
- Self-esteem or self-concept.
- Life issues or situations.

In the academic area:

- Referrals to tutoring and academic counseling.
- Group orientation on: graduate studies, study and reading habits, time management, test taking techniques and preparation of oral reports, academic program of the PCUPR, Internet registration procedures, among others.
- Interview and follow-up of students with poor academic achievement.
- Follow-up and retention strategies for students not registered in orientation classes or who do not process their registration during the period established by the institution.
- Orientation on exchange programs, student travel and student internships.
- Referrals to Deans, Directors, and Professors.
- Referral to tutoring services and/ or academic advising.

In the occupational/vocational area:

- Individual interviews and counseling in cases of vocational indecision.
- Administration and interpretation of vocational interest tests.
- Individual and group orientation on topics related to job seeking.
- Orientation on existing employment opportunities according to the academic offering of the University.

Other Services:

- Participation in the registration process for new students.
- Workshops or Orientation to the academic community.

- Planning of extracurricular activities that promote development of leadership skills on campus and in the community.
- Participation on departmental and institutional committees.
- Services to special populations: international students, athletes, handicapped students, transfer students, Institutional Honor Program Students, and students on probation.
- Conferences requested by the community.

## **COURSES AND COURSES DESCRIPTIONS**

### **ORIE 003 Introduction to university life I**

Course offered to all new students (freshman), which facilitates the adjustment to the university life. The objective course is to strengthen the academic, vocational and personal areas of the student, as well as to be familiar with the policies and administrative processes of the Institution. It is a graduation requirement.

1 semester, 1 hour per week, 0 credit

### **ORIE 004 Introduction to university life II**

Course offered during the second semester to all freshman students. The course seeks to continue the integral development of the student; it focus consists in the vocational and personal development area. It is a graduation requirement.

Prerequisite ORIE 003

1 semester, 1 hour per week, 0 credit

### **ORIE 005 Orientation for transfer students**

Course offered to transfer students from other university. The objective of the course is to develop of academic and personal skills as well as to promote the adjustment to the university life. It is a graduation requirement.

1 semester, 1 hour per week, 0 credit

### **ORIE 009 Leadership**

Required course for students of the Institutional Honor Program. Different topics are discussed so that the student identifies their type of leadership and acquires tools to develop leadership skills. It is a course requirement to plan and to coordinate a final activity, at the end of the semester, considered as the student's closing project.

Prerequisite ORIE 003, 004

1 semester, 1 hour per week, 0 credit

### **ORIE 010 Voluntary Service**

Require course for students of the Institutional Honor Program. The students meet for three consecutive weeks to learn the objectives of the course, the importance of volunteering (community services) and to complete the necessary documentation for the agencies. The students are located in different agencies and must accomplish 30 hours of community service. The course culminates with a closing activity coordinated by the students.

Prerequisite ORIE 003, 004, 009

1 semester, 30 hours volunteer service, 0 credit



### **ORIE 011 Introduction to graduate studies**

Required course for students of the Institutional Honor Program. The objective is to prepare the student for the process of admission to a graduate school. The objective of the course is to provide the student with the necessary tools to face the process of admission to a graduate school. As part of the course, the various aspects that affect discernment about this process are worked on, as well as the elements or criteria to be taken into consideration as part of the application and admission to a graduate study program, such as goals, examination, resources, resume, essays, interviews, letters of recommendation, among others.

Prerequisite ORIE 003, 004

1 semester, 1 hour, 0 credit

### **UPWARD BOUND PROGRAM**

Upward Bound is a federally funded program designed to offer free services to its participants. The Program provides high school students with pre-college preparatory opportunities to help develop the skills and motivation necessary for successful high school graduation and university enrollment.

The Upward Bound Program began in 1966 with support from the Office of Economic Opportunities. Presently, there are over 870,000 students being served in the United States, Puerto Rico, and the Virgin Islands.

The Upward Bound Program at the Pontifical Catholic University of Puerto Rico began in the first of March, 1990, being established for over 28 years. The program is under the supervision do the Vice-presidency of Academic Affairs office within the institution. The program offers services to the following high schools: Dr. Pila, Lila Mayoral, Ponce High, Thomas Armstrong, Bethzaida Velázquez, Bernardino Cordero Bernard (Vocational School) and to the Junior High Schools in Ponce with the exception of Juan Serrallés and Jardines de Ponce (High and junior High).

The main purpose is to provide the students, during the academic year and summer component, an academic program in addition to their courses at school. The program also, provides an academic experience and atmosphere enrichment so they can achieve a better development of academic skills in the areas of: Math, English, Spanish, Science, Literature and Writing, rigorous courses, technology courses, STEM courses and university courses. With this the will achieve graduation and continue a university career.

The Program goals are:

- Improve the academic achievement in the students', participants of the program for the Junior High and High Schools of Ponce.
- Provide preparation courses to take the College Board Standardized Test.
- Provide orientation and counseling to gain admission to a university institution.
- Expose the students to cultural and academic experiences for an integral development.
- Organize social activities for the development of social coexistence.

- Provide diverse techniques to provoke critical thinking, effective expressions and positive attitudes.
- Offer rigorous courses and visits to organizations and entities in order to acquire professional experience and service orientation.
- Offer services so that the students below a 2.50 average or less or at high risk, can develop the skills needed to complete all academic classes.
- Provide services so that each student can reinforce their skills in math, literature and language arts in order to increase their academic level in the state standardized test (Pruebas METAS).
- Provide courses and or exposure in the areas of technology and STEM.
- Provide help in the process of academic improvement in the Tier1 Schools.

The services offered are directed to students of 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade of the schools participants of the program.

The Program at Pontifical Catholic University of Puerto Rico includes:

### **Academic Year Component (30 Weeks)**

This component offers the following services at the the Pontifical Catholic University Ponce Campus on Saturdays from 8:00 a.m. to 3:00 p.m.

- Remedial academic classes
- Tutoring
- Counseling
- Orientation
- Cultural and educational activities; social activities

### **Summer Component (6 weeks)**

During this component of the Program, the students will visit the University Campus for 5 weeks and will receive the following services:

- Academic classes (rigorous, advanced, and remedial)
- Cultural and educational activities
- Tutoring
- Counseling and orientation
- Social activities
- Hands-on-experiences in fields of student's study interest
- Technology and STEM courses

During the sixth week, students will reside on Campus or in a selected Hotel/Guesthouse and receive a week of orientation, trips, and cultural activities.

In addition, the program includes diverse techniques and preparation in the development of:

- Creative thinking
- Effective expression
- Positive attitudes

The PCUPR Upward Bound participants will be selected from students in the ninth, tenth, eleventh, and twelfth grades and must meet the following requirements:

- Be a citizen of the United States or one of its territories, or provide evidence from the Office of Immigration and Naturalization that his/ her stay is not temporary and that he/she has the intention of becoming a permanent resident or citizen of the United States;
- Have completed the eighth, ninth, or tenth grade;
- Be between the ages of 13 and 19;
- Be attending one of the target high schools: Lila Mercedes Mayoral High School, Dr. Pila High School, Ponce High School, Armstrong High School, Berdardino Cordero, Bethzaida Velázquez, and/or other Junior High Schools of Ponce;
- Be a low-income student and/or a first generation college-bound student, or be physically disabled
- Have a need for academic assistance in order to complete high school and successfully pursue a post secondary education program;
- Be considered academically high risk.

## FINANCIAL AID

The main purpose of the Office of Student Financial Aid is to provide financial aid, subject to the availability of resources, to students who do not have the necessary alternatives to afford their educational cost. This Office is committed to helping students reach their academic and professional goals by providing financial aid, depending upon the availability of funds, to those students who apply and qualify. The financial aid resources are obtained from federal, state, institutional, and private entities.

Federal and state governments and the PCUPR presume that parents of dependent and independent students have the primary responsibility for providing for educational expenses. Financial aid resources are available to complement the family's contribution, thereby, providing students with financial aid to fulfill their post-secondary educational aspirations and consequently, to insure a positive future for the student and society.

### I. BASIC ELIGIBILITY REQUIREMENTS

1. Complete the **"Free Application for Federal Student Aid" (FAFSA)** and present an approved response (**SAR/ISIR**). You can access the FAFSA by going to these websites: <https://fafsa.ed.gov> or go to the PCUPR webpage [www.pucpr.edu](http://www.pucpr.edu).
2. Be admitted as a regular student and/or be enrolled in a program of studies leading to a program degree and/or an accredited Certificate Program at the Pontifical Catholic University of Puerto Rico.
3. Be a citizen of the United States or/ an eligible non-citizen (permanent resident).

4. Comply with the basic programmatic requirements of each student financial assistance program.
5. Demonstrate financial need as defined by the U.S. Department of Education and current regulatory laws of the Commonwealth of Puerto Rico, PR Council of Education.
6. Maintain satisfactory academic progress (SAP) according to institutional policy as required by the U. S. Department of Education, PR Council of Education, and each particular program of financial aid.
7. Must not exceed 150% of the total amount of credits required to complete the program of studies.
8. Must not exceed 600% of Pell Grant (Lifetime Eligibility Used). The eligibility will be limited to certain financial aid programs.
9. Must not be in default on any federal student loan, (Federal Perkins Loan, Federal Family Education Loan (FFEL/Stafford), Ford Direct Loan, PLUS Loan for Parents) awarded and received at any post-secondary institution.
10. Must not owe a refund and/or overpayment on any federal program of student financial aid (Federal Pell Grant, Federal Supplementary Educational Opportunity Grant – SEOG), and any other Title IV program at any post-secondary institution.
11. If a male student between 18 and 25 years of age, must be registered with the Selective Service System of the U.S Armed Services.

## II. DEADLINE DATES FOR SUBMISSION OF FINANCIAL AID APPLICATION

- 1) Students must review the PCUPR Academic Calendar, Acceso Pionero, institutional student email, and Program of Classes, published every semester by the Registrar's Office to be informed of important deadlines.
- 2) Students must submit to the Office of Student Financial Aid all required documents on or before the published deadline dates for the year seeking financial aid and prior to the payment date for registration.

## III. PROCEDURES TO APPLY FOR FINANCIAL AID

If interested in applying for financial aid, all students must submit the following:

1. Create your FSA ID (username and password to log in to certain USDE WEB) by accessing <https://fsaid.ed.gov>
2. Complete the Free Application for Federal Student Aid (FAFSA) PUCPR's code is 003936.
3. If selected for verification by the U.S. Department of Education, the student must submit evidence of income and any other documents required by the Financial Aid Office.
4. Students interested in a federal student loan and/or wishing to participate in the College Work Study Program must select the program(s) they desire when responding to that particular question on the FAFSA. If the student wishes to apply for a student loan, this request should be evaluated by an Financial Aid Officer to ensure compliance with all requirements and to determine the maximum amount for which the student qualifies. After evaluation and approval, the student should access <https://studentloans.gov> and complete the Master Promissory Note and the Entrance Interview.

5. **TRANSFER STUDENTS** should add the PCUPR institutional code 003936 and access the following link <https://fafsa.ed.gov>

**NOTE: RENEWAL OF AID IS NOT AUTOMATIC. STUDENTS MUST REAPPLY FOR AID EACH ACADEMIC YEAR.** The academic year for financial aid purposes runs from July 1 to June 30 of the next calendar year. Example: July 1, 2017 to June 30, 2018.

#### IV. AWARDING OF FINANCIAL AID

The awarding of financial aid is subject to the availability of funds awarded by the Federal, State, private, institutional, among any other funding resources. The evaluation and awarding procedures consider the specific requirements of each of the financial aid programs. The financial need of the student is the foundation for the awarding of financial aid.

**Financial aid need** is determined by the following formula:

$$\begin{array}{r} \text{Education Budget} \\ \text{(PCUPR estimated cost of tuition, fees, books/supplies, room \& board, transportation, others)} \\ (-) \text{ Minus} \\ \text{Expected Family Contribution (EFC)} \\ \text{(as determined by the FAFSA)} \\ (-) \text{ Minus} \\ \text{(Any external aid the student receive)} \\ (=) \text{ Equals} \\ \text{Financial Need} \end{array}$$

In addition to financial need, the student's academic grade point average, the specific program requirements, and the available funds are also taken in consideration. Since financial aid funds are not sufficient to meet the needs of all qualified students, financial aid is awarded by a computerized program, which gives priority to the student with the lowest expected family contribution (EFC= "0"). All aid is awarded at the beginning of the academic year, except student loans which **if not assigned by the awarding process** the student can applied for later during the academic year.

Those funds not expended during the academic year will be assigned to students applying for the summer session. Priority will be given to summer graduating seniors, fourth-year students, third-year students, second-year students, first-year students, until the funds are exhausted.

#### V. SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulation requires that any student receiving student financial aid must demonstrate Satisfactory Academic Progress (SAP). These qualitative and quantitative norms must be the same as or stricter than the Institutional policies. The same consider both qualitative and quantitative criteria, maximum 150% timeframe. The student must maintain, from the second year of studies until the date of graduation, a GPA of "C" or its equivalent.

The PCUPR has established the following norms for undergraduate, graduate and certificate students receiving financial aid:

## Undergraduate Student

### I. Quantitative and Qualitative Criteria

At the end of each academic year, the student must have completed at least the percent of the attempted credits during the academic year. In addition, the student must reach the academic index required for the total accumulated number of credits completed according to the following tables:

#### ASSOCIATE DEGREE

Accumulated Completed credits	Minimum GPA (qualitative)	% Approved Credits Of Attempted Credits (quantitative)
0-24	1.50	60%
25-47	1.70	66.67%
48 plus	2.00	66.67%

#### BACHELOR'S DEGREE

Accumulated Completed Credits	Minimum GPA (qualitative)	Minimum GPA Education (Physical Conditioning)	% Approved Attempted Credits (quantitative)
0-24	1.40	1.60 2.10	60%
25-48	1.60	1.70 2.20	66.67%
49-72	1.80	1.80 2.30	66.67%
73-84	1.90	1.90 2.40	66.67%
84 plus	2.00	2.00 2.50	66.67%

#### BACHELOR'S DEGREE - EDUCATION (Teaching Preparation Degree)

Accumulated Completed credits	Minimum GPA (qualitative)	% Approved Attempted Credits (quantitative)
0-24	2.20	60%
25-48	2.40	66.67%
49-72	2.60	66.67%
73-96	2.80	66.67%
97-108	2.90	66.67%
108 plus	3.00	66.67%

**BACHELOR'S DEGREE – 5 YEARS**  
(BBA-PUAC BBA-LOGS BS-MEDT)

Accumulated Completed credits	Minimum GPA (qualitative)	% Approved Attempted Credits (quantitative)
0-24	1.50	60%
25-48	1.60	66.67%
49-72	1.70	66.67%
73-96	1.80	66.67%
97-108	1.90	66.67%
108 plus	2.00	66.67%

**BACHELOR'S DEGREE - ARCHITECTURE**

Accumulated Completed credits	Minimum GPA (qualitative)	% Approved Attempted Credits (quantitative)
0-32	1.50	60%
33-64	1.65	66.67%
65-97	1.80	66.67%
98-130	1.95	66.67%
131 plus	2.00	66.67%

**II. Quantitative Criteria (Maximum Timeframe) Undergraduate**

Students must complete all graduation requirements within the maximum time of (150%) of the total credits of their academic program. Any course attempted by the student, regardless of whether or not it is part of the credits required to obtain his degree, will count against a maximum of 150%. Example: A 120 credit degree program could qualify for student aid up to 180 credits (120 credits x 150%=180). As of July 1, 2012, the federal legislation of the CCAA permits the receiving of Pell Grant during 12 semesters. The tracking of this information will be responsibility of COD; however, the Institution will inform students of this new regulatory action.

**III. Classification of Satisfactory Academic Progress - SAP (all degree programs)**

The academic evaluation process (SAP) of each student is carried out at the end of the academic year. The Office of Student Financial Aid will inform each student of his/her SAP classification through Acceso Pionero, regular mail or student institutional email, or direct correspondence.

**NO ACADEMIC SATISFACTORY PROGREESS (NO SAP)–** The student who does not attain the minimum GPA required according to the total number of credits and has not approved the percentage of the credits attempted, will automatically be placed in NO ACADEMIC SATISFACTORY PROGRESS (No SAP) with the right to appeal.



**PROBATION** – After the Appeals Committee has evaluated the student's case and given them an opportunity, the student will be placed on PROBATION FOR ONE SEMESTER.

**SUSPENSION** – After the Appeals Committee has evaluated the student's case, given them an opportunity and the student has continued without SAP, the student will be SUSPENDED from receiving financial aid during the next semester. The student will not have the right to appeal. If at the end of the semester without financial aid, the student attains the required SAP, eligibility for financial aid will be reinstated.

**Maximum Timeframe** - The student should complete all graduation requirements within the maximum timeframe of 150% of the total number of credits of the particular academic degree program. Any course attempted by the student, regardless of whether it pertains to the total required credits for the degree, will be counted as part of the maximum 150% total of credits.

## VII. DESCRIPTION OF FINANCIAL AID PROGRAMS

### A. Federal Aid Programs in which the Institution participates:

- Grants – Free financial aid for educational costs.
- Work Study – compensation provided to students performing work to defray educational expenses.
- Loans – Federal funds for educational purposes which the student must repay plus accumulated interest after graduation or according to other criteria.

There are two federal student aid programs known as “**Campus-Based**” programs. These programs are Supplemental Educational Opportunity Grant (SEOG), Federal Work Study Program (FWSP).

**Federal Supplemental Educational Opportunity Grant (FSEOG)** – This Program is limited to undergraduate students with an academic load of at least six (6) credits. Priority is given to those students who demonstrate exceptional financial need (EFC-“0”). The institution must submit an annual application to the federal government; therefore, the PCUPR cannot assume that the funding level will be the same as in previous years. The specific awards may vary as determined by the Institution and the available amount of funds.

**Federal Work Study (FWSP FWS)** - This Program offers the student the opportunity to pay for part of his/her studies by working part-time. The student will be paid monthly according the prevailing federal minimum wage. It is required that the students' available hours to work will not affect their academic progress. Eligibility to participate in this program depends upon the student's financial need, class schedule, and ability to concurrently work and study without affecting academic progress. The student must comply with all requirements and responsibilities as stipulated in the formal contract to be signed prior to any job placement.

**Federal Pell Grant (FPG)** – This Program offers undergraduate students the opportunity of obtaining financial aid leading to a first Bachelor's Degree. As of July 1, 2012, the federal legislation of the CCAA permits the receiving of Pell Grant during 12 semesters. The student may receive this grant even when /she is registered for less than six (6) credits per semester. The

amount assigned to the student will depend upon the number of credits matriculated and the expected family contribution (EFC) as determined by the Federal Government and the maximum amount specified by federal regulation. The student is required to maintain academic progress (SAP) according to Institutional policy. The Pell Grant will be available for the summer session according to federal regulations.

### **TEACH Program (TEACH)**

This grant is for students whose educational goal is to become teachers at public or private primary or secondary institutions that provide services to low income families. Students must major in the following high need areas: bilingual education and English as a second language, foreign languages (not English), mathematics, reading specialist, science, and special education. The awardees must sign a four-year service contract (Agreement to Serve) that has to be completed within an 8-year period of the graduation date. If the contract is not fulfilled, the total amount of funds received will be converted into a Federal Direct Stafford Unsubsidized Loan with accumulated interest from the date of the first disbursement of the scholarship.

**Federal Direct Loans (DL)** – Federal funds provided by the Federal Government to cover educational costs. Students start making payments six (6) months after graduation or full withdrawal, or if they register for fewer than six (6) credits. Interest is variable but does not exceed 8.25%. The amount that the student can apply depends on their academic level and financial aid need after receiving any grant from federal, state, institutional, private resources, among others. For additional information access: <https://studentloans.ed.gov>

- **Subsidized loan** – does not accrue interest while studying at least half-time or during a grace period or deferment.
- **Unsubsidized loan** – accrues interest while studying at least half-time or during a grace period or deferment.
- **PLUS Loan** – loan to parents to help cover the cost of studies of their undergraduate children. Subject to credit check.

As of July 1, 2013, new first time borrowers, starting with the 2013-2014 academic year, have a maximum timeframe of 150% for this loan fund. For example, a student enrolled in a two-year program will have three years' worth of subsidized loan eligibility and a student enrolled in a four-year program will have six years' worth of subsidized loan eligibility. All students that have paid off their loans in full will be considered as new borrowers.

If the student is not eligible for a Direct Loan, he/she could apply for a private loan. However, the interest rate is higher than federal student loans.

## **B. Commonwealth of Puerto Rico State Funds**

**PROGRESAH** – Annually the University recommends to the CEPR those students who are academically outstanding (average of 3.75 or more) of third or fourth year with financial aid need. The CEPR selects who will receive the scholarship.

**BETA** – For students enrolled full-time in undergraduate or graduate programs (each fiscal year will determine at what levels the funds will apply), which have an academic average of 3.00 or more and with annual income not greater than 80% of the median income in the household as established for the corresponding fiscal year.

**PBAAE** - Scholarship Program for Specific Academic Areas - Students with an academic average of 3.50 or more, enrolled in study programs leading to a degree in one of the disciplines that the CEPR has identified. Of said population of candidates, the state agency determines the process of selection of the scholars

### C. Institutional Scholarships (Becas Génesis)

**Genesis Scholarships** – The Pontifical Catholic University of Puerto Rico has established a series of scholarships known as **Génesis Scholarships** which offer financial aid to students who have demonstrated academic, athletic, or artistic excellence. However, this scholarships may change depending the funds availability and the candidates applying for the same.

1. **Institutional Honor Program** – It aims to identify and recruit academically talented students who are willing to develop their potential to the fullest. The student must have a general high school average of 3.50 or higher. Have obtained on the College Entrance Examination Board (CEEB) exam, 3000 or more on the overall score of the University Assessment and Admission Test (PEAU) and a score of 500 or more in the 5 areas of the exam or have obtained 1800 or more in the overall score of the Post-Secondary Institution Admission Test (PAA) and a score of 600 or more in the 3 areas of that exam. Have an admission index of 310 for students of the College of Sciences and 300 for students of other Colleges. The Program is designed to attend to the needs and interests of the participants in a continuous and systematic way during the years of study leading to the baccalaureate. Students who are selected to form the honor group have as a requirement to participate in the two (2) components of this: academic component (honor courses) and co-curricular-extracurricular components (activities oriented to personal development, training of leaders and service to the community).

The students selected, according to the eligibility criteria, will receive a full tuition exemption of up to 15 semester credits and 6 credits to be distributed for summer sessions (June and / or July of the fiscal year), after accrediting the federal and state scholarships, subject to the rules of each program. Students not eligible for financial aid will receive an exemption equivalent to a basic enrollment of 15 credits and 6 credits to be distributed for summer sessions (June and / or July of the fiscal year), at the current cost of the current program to which the student is assigned. . In addition, the scholarship includes the payment of the university fee, stipend for books and internal housing, if you qualify.

2. **Freshman Génesis Scholarship** – Incentive to freshman students during their first academic year. PUCPR identified candidates and will granted the Scholarship by GPA and the PUCPR admission index by descending order. The student should have at least a 3.00 high school GPA

and have an academic load of 15 credits or more. There are four (4) categories based on High School GPA and the PCUPR Admissions Index:

**First Category** – 3.50 or higher High School GPA with 325 to 365 Admissions Index. Will receive \$25.00 for 15 credits.

**Second Category** - 3.50 or higher High School GPA with a 300 to 324 Admissions Index. Will receive \$20.00 for 15 credits.

**Third Category** - 3.50 or higher High School GPA with a 270 to 299 Admissions Index. Will receive \$15.00 for 15 credits.

**Fourth Category** - 3.00 to 3.49 High School GPA with a 270 or higher Admissions Index. Will receive \$10.00 for 15 credits.

3. **High Academic Performance Génesis Scholarship** – Incentive to recognize the student's achievement with high academic performance. The scholarship will be granted to the highest GPA by descending order. This scholarship is awarded to second, third, or fourth year students. They must be registered in at least fifteen (15) credits per semester with a GPA of 3.50 or higher. The student must approve 90% of the previously attempted semester credits in order to continue receiving the scholarship. Funds will be awarded according to the student GPA by descending order until the availability of funds are exhausted.
4. **Catholic High School Génesis Scholarship** – This scholarship will grant a reduction of the student's tuition for their first three consecutive academic years. They must have a high school GPA of at least 3.00, and be enrolled in at least 15 credits by semester. The renovation of this scholarship will be grant first to active students in the program who fulfill with the eligibility criteria and then we will consider new students. Funds will be awarded according to the student GPA by descending order.
5. **Athletic Génesis Scholarships** – These scholarships are given to students who demonstrate outstanding athletic ability. The student must have a GPA of at least 2.00, and be enrolled in at least 12 credits by semester. To qualify, students must be recommended by a PCUPR trainer and must comply with the norms established by the Institution and the Athletic Director. The student athlete should sign, annually, the contract accepting the scholarship assigned benefits. Under no circumstances, the scholarship should not exceed the student financial aid need. The same do not apply to summer sessions.
6. **Chorus Génesis Scholarship** – This scholarship will awarded to students interested in the PUCPR Chorus uninterruptedly. The student must have an audition with the Chorus Director and be enrolled in at least 12 credits or 6 credits as a graduate students and have a 2.00 GPA. During the first semester the student will be on probation. This scholarship will cover book and school supplies through our Librería Pionera.

- 
7. **Theater Génesis Scholarship** – This scholarship will be awarded to students interested in the PUCPR's Theater Workshop. The student must have an audition with the Theater Director, in order to select the qualified students. In addition, must be enrolled in at least 12 credits by semester and have a 2.00 GPA. During the first semester the student will be on probation. This scholarship will cover book and school supplies through our Librería Pionera.
  8. **Dance Team Génesis Scholarship** - The student must have an audition with the ~~Dance Team~~ Director of Oficina de Extensión Cultural. In addition, must be enrolled in at least 12 credits as a undergraduate student and 6 credits as a graduate student and have a 2.00 GPA. During the first semester the student will be on probation. This scholarship will cover book and school supplies through our Librería Pionera.
  9. **Marching Band Génesis Scholarship** - The student must have an audition with the Marching Band Director. In addition, must be enrolled in at least 12 credits as an undergraduate student and 6 credits as a graduate student and have a 2.00 GPA. During the first semester the student will be on probation. This scholarship will cover book and school supplies through our Librería Pionera.
  10. **"Abanderadas" Génesis Scholarship** - The student must have an audition with the Director. In addition, must be enrolled in at least 12 credits as an undergraduate student and 6 credits as a graduate student and have a 2.00 GPA. This scholarship will cover book and school supplies through our Librería Pionera.
  11. **"Porrismo" Génesis Scholarship** - The student must have an audition with the Director. In addition, must be enrolled in at least 12 credits as an undergraduate student and 6 credits as a graduate student and have a 2.00 GPA. This scholarship will cover book and school supplies through our Librería Pionera.
  12. **Work Placement Génesis Scholarship** – The program goal is to gives the student a working experience related to the student's academic area. The students are given the opportunity to work , ten (10) hours weekly, at the prevailing federal minimum wage. In addition, must be enrolled in at least 12 credits as an undergraduate student and 3 credits as a graduate student and have a 3.00 GPA.
  13. **Teacher Assistant Génesis Scholarship** – This scholarship will be granted to qualified graduate students, to give administrative, programatic, and investigation support to faculty member. The same is gives the student the opportunity of a working experience related to the student's academic area. The students are given the opportunity to work, twenty (20) hours weekly, depending of the assigned responsibilities, student level, and academic experience. In addition, must be enrolled in 6 credits as an undergraduate student and have a 3.50 GPA.

#### D. Private Scholarships

Private donations are available for students who meet the requirements established by the awarding entities. These scholarships vary from year to year and are not awarded on a regular basis since they are dependent upon available funds received from donors; therefore, the PCUPR does not guarantee annual availability of these financial aid sources. The available programs include:

- Angel Ramos Scholarship
- Farmacia González
- Banco Central
- Julio E. Santiago Scholarship
- Fondo Beca Mayagüez
- Fondo Beca Golf
- Plaza del Caribe Scholarship
- Fondo Beca Desarrollo
- Fondo Beca Guayama
- Beca Padre Espíritu Santo
- Becas Comité de Madrinas
- Other Supplementary Scholarships

#### E. Other Scholarships

There are different kinds of scholarships and donations for undergraduate students. You should contact your department and / or the Financial Aid Office for information on federal agencies, private foundations, and professional organizations that offer them. These scholarships vary from year to year and are not granted on a regular basis, since granting them will depend on the funds available. Because at this level the aids are individualized according to the student's study program, we recommend accessing Pioneer Access, where there are links for other aids. You can access: [www.fastweb.com](http://www.fastweb.com) - [www.hacu.net](http://www.hacu.net)

### VIII. EDUCATIONAL BUDGETS

The educational budgets have been established to present an estimate of the direct and indirect costs pertaining to students reaching their academic goals. These budgets are an average of the expenses for an annual period of studies. The majority of these educational programs have an annual year of nine months. There are occasions when these educational budgets need to be modified; the Program is less than or greater than nine months; the student will be enrolled in one semester or trimester during the academic year; includes other educational expenses such as summer sessions, among others.

However, these budgets are carefully prepared annually to be consistent with the programmatic requirements and average educational costs. As a result, the educational budgets are prepared by the student's College or Department of studies; academic level of studies and the following classifications:

1. **Home** – living with parents
2. **On-Campus** – living within Institutional facilities
3. **Off-Campus** – living outside the Campus

The components of each budget are the following

- Tuition and Fees

- Books and Supplies
- Room and Board
- Transportation
- Personal Expenses
- Required Equipment for the student program

Adjustments for Professional Judgments (medical expenses, incapacity, dependent children –required expenses of child care, tuition for private schooling, etc)

### **IX. PROCEDURES FOR PAYMENT OF STUDENT FINANCIAL AID AWARDS**

No student will be permitted to pay the student account balance by means of student financial assistance programs until the Institution receives an official response of the FAFSA for the year the student will be registered.

Prior to the accreditation of the student's financial aid award to the student account, the Office of Student Financial Aid verifies that the student is in compliance with the requirements of each student financial aid program. If the student is not in compliance, the financial aid will not be accredited.

The financial aid program is accredited per each period of studies within the academic year (semester, trimester, or other). If the study period is only one semester or trimester, the Institution, by federal regulation, has to accredit half of the amount of the aid at the beginning of the period; the remaining amount has to be disbursed on or after the midpoint of the period.

Upon receiving federal and/or state funds, the Institution has three days to accredit the student account. Reimbursement to the student must occur within 14 days of accrediting the account; except for the reimbursement of state funds, which must occur within 11 days. The reimbursement amount will be sent by check to the student's mailing address or a direct deposit will be made to the indicated by the student.

The disbursement of funds is realized at the Office of the Treasurer. Under no circumstances the Office of Student Financial Aid is responsible for this process.

Students who have been awarded a student loan can partially or completely cancel this accreditation within a 14 days period commencing on the date the funds were accredited to the student's account.

Student participants of the Federal Work Study Program or the Puestos de Trabajo are paid monthly according to the current federal minimum wage rate. The Office of Student Financial Aid or the Treasurer will announce in advance the dates on which the checks will be distributed.

Students must authorize that student financial assistance programs can be utilized for the payment of medical fees, fees for changes of courses, interest, and others. The form Authorization of Charges to the Excess of Title IV Assistance must be duly signed and submitted by the student authorizing application of financial aid to all student debts. This authorization also allows that previous year's debt of up to \$200.00 be paid by current student aid programs.



Students who do not qualify for student financial aid programs may be permitted to register on a payment plan:

- 25% of Tuition and Fees of semester period
- 33% of Tuition and Fees of trimester period
- 50% of Tuition and Fees of summer period

Accepting the Payment Plan, the remaining amount will be divided into three payments per semester; or two payments per trimester. The student will receive a payment coupon that includes a 1% fee on the outstanding balance. Please contact the Office of the Treasurer for additional information.

## **X. REFUND POLICY**

The federal regulation (Higher Education Amendments of 1998, Public Law 105-244) established directives as to how to proceed when a recipient of Title IV funds withdraws from school. When a student withdraws from school without completing a payment period or enrollment period, the school must determine the amount of Title IV funds “earned” for the portion of the payment period the student attended. The University must calculate the earned financial aid and expected refund of funds to the Federal Government. A statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases to attend. The amount of Title IV program assistance earned is based on the percentage of time the student spent in academic attendance from the commencement date of the academic period until the last date of assistance. A student with a percentage of earned aid equal to or greater than 60% will receive the total financial award. Funds not earned by PCUPR and the student are required to be returned to the Federal Government.

Students should visit the Office of Student Financial Aid to seek orientation with regard to the implications that withdrawals would have on their awarded financial aid. Since the refund requirements are related to Title IV funds, they do not necessarily apply to funds from sources other than the Title IV Programs.

The US Department of Education Title IV regulations specify that the Institution allocate refunds in the following order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Direct Plus Loans
4. Federal Pell Grant
5. Federal SEOG
6. Any other Title IV Program
7. Any other non-Title IV Program

Specific additional information related to the PCUPR Refund Policy may be obtained by visiting the Treasurer’s Office and/or the Office of Student Financial Aid.

## REGISTRATION, COST, AND FEES

### Tuition (per credit hour)

Bachelor's and Associate Programs	\$205.00
Extra Hours	75% credit charge
Special	\$205.00
Auditor	50% credit charge
Bachelor on Architecture	\$320.00
Bachelor on Architecture Foreign Students	\$495.00

### University Fees

Semester	Ponce	Branch's
Bachelor (9.5 credit hours or over)	\$255.00	\$204.00
Bachelor (less than 9 credit hours)	\$217.00	\$166.00
Summer <sup>43</sup>	\$114.50	\$93.00
Special	50% of the current fee	
Auditor	50% of the current fee	
Bachelor on Architecture	\$505.00	
Bachelor on Architecture Summer	\$255.00	

### University Fees Coverage

Include: use of library, social, cultural and athletic activities, identification card, medical services, psychosocial service, construction, improvement and maintenance, graduation, student's accident insurance, students services among others

### Information and Technology Fees

Semester	Summer <sup>1</sup>
\$30.00	\$30.00

### Special Fees (itemized on the class program schedule)

Laboratory and/or practicum fees may vary according to the course and concentration.

<sup>43</sup> Each session

## Incidental Fees

Parking Permit Annual	\$50.00
(Semester \$25, Summer \$12)	
Duplicate Parking Permit	\$5.00
Parking Fine	\$15.00
Change in Concentration and College	each \$2.00
Change in Class Program (after first day of School)	each \$10.00
Duplicate Class Program	\$2.00
Duplicate Identification Card	\$5.00
Duplicate of Diploma	\$45.00
Late Final Fee (removal of incomplete exam)	each \$20.00
Challenge Exams	each \$25.00
Late Registration	\$40.00
Copy of Catalog Courses Description	\$10.00
Official Transcript and Certification	each \$3.00
Translation of Transcript	\$5.00
Check Stop Payment	\$15.00
Insufficient Funds Check Fee	\$10.00

## University Housing (Ponce Campus only)

	Semester	Summer <sup>2</sup>	Semester	Summer <sup>44</sup>
Private Room (limited spaces)	\$800.00	\$225.00	\$725.00	\$200.00
Semiprivate Room	\$600.00	\$175.00	\$525.00	\$150.00
Admission Fee (non-refundable) *	\$25.00	\$25.00	\$25.00	\$25.00
Maintenance Fee (non-refundable)**	\$25.00	\$25.00	\$25.00	\$25.00
Property Damage Fee (refundable)*	\$75.00	\$75.00	\$75.00	\$75.00
	<b>Women</b>		<b>Men</b>	

\* Apply to newly admitted student on Housing

\*\* Payment is required each semester

## Changes in Fees

The Institution reserves the right to make changes in tuition and fees, without previous notice.

## Validation of Tuition

Students are considered duly registered when registration is completed and copy validated and stamped with the official signature of the Bursar or the authorized personnel from the Branch Campus of Arecibo

<sup>44</sup> Each session

and Mayaguez. This means that the student confirms and accepts the courses and the cost of the same for the corresponding period.

### Requirements for validating

1. Have made a reservation of courses for the relevant period
2. Does not have outstanding debts greater than \$50
3. Pay or having financial aid covering at least 25% of the total number of its registration, during a regular semester or 50% of the total number of its registration, if it is summer session.
4. Not have "Hold" (restrictions in the Banner system) that keep you from enrolling
5. Have a satisfactory academic status or a status of probation that allows you to continue studying

### Validation options

The students may complete the process of validation, during dates and places appointed in the class program as follows:

- Validation of registration by Web (Acceso Pionero)
- Validation of registration in presence mode
- Students who do not meet the requirements to validate 2 and 3 will have the option of applying for extension or agreement of payment to the Treasurer or designated official.

When the validation is complete, the student will be duly registered for the corresponding period and will assume responsibility for the payment of tuition. If you decide not to attend classes, for the enrolled period, you must process an official withdraw in the Registrar's Office before the first day of classes for no charge. The official withdraws carried out since the first day of classes, are subject to the relevant institutional rules. See Section "Refund or charge by official drop of University".

If the student does not complete the validation process, courses reserved will be cancelled and you will not be authorized to attend classes. Students, who attend any course without having validated the tuition, are not entitled to receive class credit.

### Payment Options

Students, who do not qualify for financial aid and do not have debts of previous periods, can choose a payment option according to the following criteria:

- **Students registered on semester session; (4) installments:** requires the first payment on the day of registration equal to 25% of the total amount and 3 monthly payments subject to 1% finance charge
- **Students registered on summer session; (2) installments:** requires the first payment on the day of registration equal to 50% of the total amount and one remaining payment subject to 1% finance charge before the last day of classes for that specific session.

## Facilities and Methods of Payment

The institution offers the following facilities and methods of payment:

**Facilities to make payments:** by Web (Acceso Pionero), Branches of Banco Popular or Banco Santander, by mail (money order, check), and Bursar Office Ponce campus or the Branch Campus of Arecibo and Mayaguez.

**Method of payments:** cash, credit card (VISA, MasterCard, Discover, and American Express), debit card (ATH), postal money order, bank money order, certified check and personal check.

## Compliance with Debts

Student **should pay their debts** before the end of each study period. The amount due will be subject to a monthly interest charge of 1% for active students and 2% for inactive students.

To students who have met all their financials and documentary commitments, will be awarded diplomas, certifications of degree or graduation, transcripts and other official documents.

Students who do not meet their debts may be referred to the Credit Bureau. If the institution is obliged to use the services of lawyers or collection agencies, to collect a debt, costs and fees for these services are the responsibility of the debtor student.

## Refund or Charge for Total Withdraw of the University

**Refund policy: Students who have paid their registration shall be entitled to reimbursement of:**

### Regular Semester:

- 75% during first week\* of classes according to the academic calendar
- 50% during the second week\* of classes according to the academic calendar
- No reimbursement after second week of classes.

\*The week consists of 6 consecutive days excluding Sunday and holidays according to the academic calendar. During the indicated dates for repayment, is exempt the University fee and the health Insurance charge.

### Summer session (June and July):

Only refund: 75% of the tuition and 100% of the University fee during the first 3 days of classes, excluding Sundays and holidays, according to the academic calendar. There is no refund after the third day of classes

**Charges policy:** To those Students who have not made payments, charges of registration will be adjusted following the same institutional rule.

### **Rules Applicable to Students who Receive Federal Aid- Title IV**

The amount of refund for students eligible for financial aid after withdrawal (total or partial) during the period of reimbursement shall be determined according to Title IV Refund Policy ("Higher Education Amendments" of 1998, Public Law 105-244 ") the calculation of the aid process tells the institution where a student makes a total drop. The University has to calculate the amount to which the student is not entitled and the amount that must be returned to the Federal Government. The student is only entitled to receive a percentage of federal aid, based on the days that attended classes (assisted day's ÷ days in the semester). The institution and the student are responsible for returning the amount not corresponding to the Federal Government. The student must pass through the financial aid office for guidance on the process that was used for the reimbursement of Title IV Aid (Return of Title IV).

**IMPORTANT:** The students who do not attend during the first two weeks of classes will be reported for an administrative drop classified as W3. The students, who stops attending or does not comply with the rules of attendance, will be classified as WU. In both cases, the student will be responsible for the tuition balance after applying the calculation of aid for assistance according to the federal regulation time.

### **Authorization of Charge to the excess of Title IV**

The federal regulations of Title IV (Pell grant, loan, SEOG, etc.) and the Commonwealth legislation for state aid, establish that institutions of higher education can deduct the financial aid credits, fees and lodging costs. So the PCUPR to collect other charges such as: share health plan, registration late fee, for additions and changes courses, interest, parking and library fines, returned check fee and books, among others, has to mediate a student authorization. This provides the form "Authorization of Charge to the excess of Title IV", which also allows to collect past due debts up to \$200.00 of previous academic periods.

### **Student Health Insurance**

Student Health Insurance [SHI] service is provided to comply with the institutional policy. It requires that all students (undergraduate and graduate) enrolled in the PCUPR, has active health insurance coverage. Students must show evidence of it to be able to cancel the student health insurance. Those who do not have a cover should welcome to service the health plan that provides the institution.

The service is coordinated by the special Billing and Student Health Insurance office, affiliated to the Bursar's Office in Ponce Campus.

Coverage, the insurance company, the cost, any procedure or date related to the student health plan, are subject to change. The PCUPR is not responsible for any situation that could arise from not having health insurance coverage.

## ACADEMIC INFORMATION

### UNDERGRADUATE ADMISSIONS POLICY

The Admissions Policy of Pontifical Catholic University of Puerto Rico is to accept any applicant who has satisfactorily completed all graduation requirements for a high school diploma in an accredited school or has passed the High School Equivalency Examination (G.E.D.), or have completed a high school degree through homeschooling. Also, the applicant must demonstrate the potential to benefit from university studies on the aptitude test offered by the College Board (C.B.), while also showing evidence of motivation and a general positive attitude which will help him/her obtain excellence in his/her education. The Pontifical Catholic University of Puerto Rico does not discriminate in its admissions procedures on the basis of race, color, sex, religion, national origin or ethnicity, or disabilities.

### GENERAL ADMISSIONS REQUIREMENTS FOR UNDERGRADUATES

Candidates for admission to Pontifical Catholic University of Puerto Rico must fulfill the following requirements:

1. Be a graduate of an accredited high school or its academic equivalent.
2. Have a minimum grade point average of 2.00 on a 4.00 point scale or its equivalent.
3. Have achieved the minimum scores required in the Spanish (PAA) or English (SAT) versions of the College Board (CB). Students 21 years of age or older are exempt from these tests, unless they are applying to the College of Science or any other Program which requires these tests for admission.
4. Student Certification Educated at Home ("Homeschoolers") is a sworn statement from the parent or guardian of the student which certifies that the student was homeschooled. Also provides references to personal, group or institutional support, among other data. (It applies only to these students).
5. Have passed the minimum high school academic requirements as follows:

### MINIMUM ACADEMIC REQUIREMENTS:

#### Three-year high school

Subjects	Units
English 10, 11, 12	3
Spanish 10, 11, 12	3*
Mathematics	2
Science	1
History	1



Four-year high school

Subjects	Units
English 9, 10, 11, 12	4
Spanish 9, 10, 11, 12	*4
Mathematics	3
Science	2
History	2

\* International students whose native language is not Spanish, can substitute the requirements of Spanish for two years of study in a foreign language.

6. Meet the admissions requirements of individual Programs.

## SPECIAL ADMISSIONS REQUIREMENTS

### College of Science

Due to the nature of its Programs, the College of Science has established additional requirements for some of its Programs.

1. The College Entrance Examination is required for all students, even those over 21 years of age.
2. Students applying to the College of Science should have taken a minimum of two (2) units in Science and two (2) units in Mathematics at the high school level.
3. Candidates for admission to the Nursing Program should have taken one unit in Biology and one unit in Chemistry.
4. Applicants for the Binary Programs:

#### **Bachelor in Science – Biomedical Science**

BS/MD Doctorate in Medicine (Ponce Health Sciences University)

BS/MD Doctorate in Medicine (Pontificia Universidad Católica Madre y Maestra, República Dominicana)

BS/MD Doctorate in Veterinary Medicine (Universidad de Monterrey, México)

BS/DVM Doctorate in Veterinary Medicine (Universidad de Wisconsin-Madison)

BS/DVM Doctorate in Medicine (Universidad del Estado de Mississippi)

BS/Pharm D Doctorate in Pharmacy (Nova University)

BS/MPH Master in Public Health (Ponce Health Sciences University)

BS/DC Doctorate in Chiropractic (Sherman College of Chiropractic, Carolina del Sur)

#### **Bachelor in Science – Biology or Biomedical Science:**

BS/PhD Doctorate in Biomedical Science (Ponce Health Sciences University)

will be evaluated by a committee based on their

- a) high school grade point average;

- b) College Entrance Examination Board scores;
- c) recommendation letters; and
- d) an interview

## REQUIREMENTS FOR ADMISSION OF INTERNATIONAL STUDENTS

### Admissions Procedure for International Students

#### Documents Required for New Admission as an Undergraduate International Student

1. Admissions Application to the PCUPR [ Undergraduate Application in PDF ] [ Post-Graduate Application in PDF ] [ Online Application for Undergraduate and Post-Graduate Levels ]
2. Official Transcript of Credits from the institution at which the pre-university diploma was obtained.
3. Certification of the degree or title indicating completion of the pre-university grade.
4. Evaluation Test for university admission (CB, SAT) or the equivalent from an accredited agency of the country of origin, duly certified (The Hague Convention on Legalization of Foreign Public Documents).
5. Certificate of Immunization (if under 21 years of age).
6. Copy of Passport valid until at least six months after exit from the country.

**All documents (2-6) must be duly certified** (The Hague Convention on Legalization of Foreign Public Documents).

#### Form I-20 “Certificate of Eligibility Nonimmigrant (F-1) Student”

Once the student has been admitted to the PCUPR, the Admissions Office will begin the process for obtaining **Form I-20 “Certificate of Eligibility Nonimmigrant (F-1) Student”**. For this purpose, the student shall submit, via email to [admisiones@pucpr.edu](mailto:admisiones@pucpr.edu) or by fax, to the Admissions Office, the following documents\*

#### Documents to Process Form I-20 “Certificate of Eligibility Nonimmigrant (F-1) Student”\*

1. Letter of Acceptance for studies leading to a degree at the Pontifical Catholic University of Puerto Rico or as a participant in an Exchange Student Program.
2. Evidence of the permanent home address in the country of origin, duly certified
3. Copy of Passport valid until at least six months after exit from the country
4. Affidavit indicating financial capability or certification from a Bank, duly certified.
5. In the case of athletes, evidence of acceptance from the Athletic Department of the Pontifical Catholic University of Puerto Rico must be presented.

\*On-line international students who do not intend to physically enter United States territory **do not** have to present documents relating to obtaining Form I-20.

**It is recommended that foreign students begin their admissions process one semester or trimester prior to the period of study.**

### **STUDENT CLASSIFICATIONS**

Depending on the type of admission, a student is classified as a regular or special student:

#### **NEW FIRST TIME**

A student that has completed all high school requirements and wishes to obtain his/her first degree at Pontifical Catholic University of Puerto Rico.

#### **JOINT UNIVERSITY PROGRAM HIGH SCHOOL STUDENTS**

A student that has completed the eleventh grade of high school and wishes to obtain university credits. Exceptional cases can be considered.

The Joint University Program (PAU, for its Spanish acronym) is one of the major alternatives that Pontifical Catholic University of Puerto Rico offers for high school students from public and private systems in Puerto Rico.

This Program aims to provide students with a university experience that contributes to the process of transition between high school and college. In addition, this experience provides the opportunity to encourage outstanding students to explore our campus and choose, when their senior year has been completed, to continue studies at our Institution. The experience allows students to take advanced courses leading to college credit at PCUPR.

#### **Admissions Requirements**

1. Complete and submit the Application for Admission
2. Have completed the eleventh grade of high school
3. Have a cumulative GPA of 2.50 on a 4.00 scale.
4. Submit an official transcript from high school
5. Submit a letter of recommendation from the school Principal and the Professional Counselor.
6. Copy of Social Security card

#### **EXCEPTIONAL STUDENTS JOINT UNIVERSITY PROGRAM**

In recent years we have noted a tendency of students enrolled in their sophomore or junior year who demonstrate interest in participating in this Program. To this end we enacted a new policy in which to qualify for such an opportunity, the applicant must demonstrate academic excellence, showing at least one of the following achievements, besides the required GPA. The students from tenth and eleventh grades can take just one course, either of 3 or 4 credits per semester.

1. Testing - taking the SAT and being pre-approved with 80% on a scale of 100%.
2. A minimum of 1,800 points on the Achievement Test of the College Board.
3. Have had outstanding participation in the Olympics in Spanish, English and Mathematics; to be ranked within the top five.
4. Have represented Puerto Rico in Olympics in at least one of the following subjects: Spanish, Mathematics, English, and others.
5. Have musical ability and be recommended by the Band or Choir Director and the Coordinator of the Music Program.
6. Have ability for the art and be recommended by the corresponding program director.

Admission as New Regular Student

The Pontifical Catholic University of Puerto Rico recognizes credits approved with C or better in the Joint University Program once the student chooses, after having completed his/her high school degree, to continue undergraduate studies at our Institution. For this purpose, the student needs to complete and submit the Application for Admission as a New Regular Student and comply with the admissions requirements.

### TRANSFER STUDENTS

The Pontifical Catholic University of Puerto Rico defines as a transfer student: Any student who has attended another college or accredited post-secondary institution who applies for admission to a Degree Program at the Pontifical Catholic University of Puerto Rico<sup>1</sup>. Transfer students may apply for recognition of credits if they meet all admissions requirements.

### Admissions Requirements

Students transferring from other accredited institutions who apply to the university for admission on an advanced standing basis must fulfill the following requirements:

1. Submit the Application Form provided by the Office of Admissions.
2. Request that two official transcripts of credits and grades from each institution or college previously attended be sent directly from the Institution to the Office of Admissions.
3. Have a college cumulative grade-point average of at least 2.00 on a four-point scale or cumulative grade-points required by the academic program.
4. For Transfer Students applying for admission whose overall index is less than 2.00, the Admissions Office will consider the average score and high school CB for admission to the Institution. Once admitted, refer to the appropriate Dean, if applicable, for convalidation of credits. If the student does not qualify for the requested Program, the Admissions Office will inform the student which Programs he or she is eligible for.
5. Be in good standing at the other institution. Students suspended for academic reasons cannot be considered as transfer students until the probation period has elapsed. Students suspended for disciplinary reasons will also not be considered.
6. Submit a written recommendation (using the Form supplied by the Admissions Office) from the Dean of Students of the last Institution attended
7. If the student does not comply with one or more of the admissions requirements, he/she will be referred to the corresponding Dean.

<sup>1</sup> Definition of transfer student [page 64 Sub-Graduate Catalog 2011 – 2014] amended on November 5, 2013.

### **Transferable Credits at the Sub-graduate Level<sup>4</sup>**

The Deans of the Colleges or Campuses will evaluate transfer requests to determine the courses to be convalidated.

1. Those courses passed with a grade of C or better which the Dean considers to be equivalent to or substitutable for one or more of the requirements of the curriculum at this Institution are considered transferable.
2. The courses are not transferable if a period longer than ten years has elapsed since the date on which they were passed.
3. The Dean will determine the exact number of credits required for the degree. It is required that at least 25% of the credits required for the degree be approved at the Pontifical Catholic University of Puerto Rico. The Dean will determine how many of these requirements must be from the College or Major.
4. Students suspended for academic deficiencies at the institution of origin do not qualify for transfer until being discharged or having passed one semester. However, if the Institution of origin suspends the student from the School or Program, the student may request transfer to a different School or Program.
5. Some courses taken at other post-secondary institutions that do not have equivalents at the PCUPR may be counted as electives, as long as the appropriate Dean deems this appropriate.
6. Any student may appeal in writing to the Vice President for Academic Affairs of the decision regarding the transfer of credits within 45 days of receiving the convalidation<sup>5</sup>.

### **POLICY CONCERNING VALIDATION OF COURSES FOR UNDERGRADUATE STUDENTS FROM FOREIGN INSTITUTIONS<sup>10</sup>**

The PCUPR accepts validation of undergraduate courses for students transferring from a foreign institution, provided there is a cooperation agreement with such institution or when an international student interested in the transfer meets the admissions requirements for this type of student. The interested student must complete the necessary paperwork through agency services such as *Educational Credentials Evaluation* or *World Educational Services* as recognition of credits from foreign universities.

#### **1.0 Procedure for Validation of Courses for Students who come from Foreign Institutions**

1.1 The student applies for admission and submits the official transcript certified by the pertinent government agency in the country of origin or the country's consulate in Puerto Rico. If the student has studied at more than one institution, an official transcript from each must be submitted to the PCUPR Admissions Office.

1.2 The Admissions Office will refer the record to the Academic Dean of the College to which the international student is applying.

<sup>4</sup> From page 64 of the Undergraduate Catalog 2011-2014.

<sup>5</sup> Approved on October 4, 2013 by the Academic Council

<sup>10</sup> Approved by the Academic Council on April 29, 2010.

1.3 In the case of institutions with which the PCUPR has collaboration agreements, or international student who meet the admission requirements, the Dean may proceed with the convalidation of courses.

1.4 In the case of institutions with which the PCUPR not have collaboration agreements, or if there is insufficient information to verify the potential international student's academic record, the student is asked to use the services of Educational Credentials Evaluation or World Educational Services.

1.5 The student will bear the cost of the services of Educational Credentials Evaluation or World Educational Services.

1.6 According to the evidence presented by the prospective student, Deans determine whether any convalidation or substitution will be made. Documents (Credit Evaluation Form)<sup>11</sup> are required under the policy of recognition of credits completed at the institutional level.

1.7 Each Dean will determine the courses that will be convalidated according to the academic standards of their Programs.

1.8 In the case of the Mayaguez or Arecibo Campuses, the term "Dean" means the Dean of Academic Affairs.

## **TRANSFER FROM BRANCH CAMPUSES**

A student transferring from one Branch Campus or Extension to another Campus must obtain approval from the Registrar. In the same manner, students interested in taking courses at their Campus and also at another Campus must request official permission.

## **STUDENTS WITH SPECIAL CLASSIFICATIONS**

### **STUDENTS WITH PERMISSION**

These students are from other accredited institutions who have been granted permission to take courses at the PCUPR in order to fulfill the requirements of their institutions. Students must request official permission from the Registrar of their universities, specifying the courses to be taken at this University. Admission does not guarantee registration in the course requested. The student's institution is responsible for orientation. This type of admission does not guarantee eligibility for admission as a regular student. The permission expires when the period for which it was issued has ended. If the student is interested in regular admission, he/she must meet all the requirements for admission. If the student is interested in sending an official transcript to his/her institution, he/she must request it from the Registrar.

### **SPECIAL STUDENTS**

Applicants interested in taking courses for professional and personal growth may be admitted as special students. Public and private school teachers, personnel from agencies and other

institutions, and any group of individuals not interested in obtaining credit for a course are eligible for this type of admission.

<sup>11</sup> *Each school has its own form*

### **AUDITOR STUDENTS**

High school graduates with a minimum grade-point of 2.00 on a four-point scale or its equivalent are eligible for admission as auditors. They must pay an application fee and register on the date scheduled. Registration is subject to the availability of space. No examinations or assignments are required for auditors.

### **TRANSITORY STUDENTS**

The student who wishes to take courses at the graduate or undergraduate level, without accreditation, for personal or professional development is given this classification

### **STUDENTS WHO WISH NEITHER A DEGREE NOR A DIPLOMA BUT ARE INTERESTED IN OBTAINING CREDIT AS PREREQUISITES**

Students who are not pursuing a degree or a diploma but are interested in obtaining college credit are admitted as special students and may register in courses suggested by the Dean of their College. The student is subject to the same requirements and expenses as a regular student. Once the student is accepted to a program conducive to a degree, a maximum of 30 satisfactorily approved credits may be accredited toward the Bachelor's Degree or 12 credits for a graduate degree.

### **RE-ACTIVATING ADMISSION**

The application form is valid for one year after admission. If the applicant does not register during the time specified, his/her record will be deleted, and a new application with all academic credentials must be submitted.

### **ADVANCED PLACEMENT**

University credit will be granted to students who take the Advance Level Examinations and meet the following requirements:

1. Obtain a rating of 3 or more on a scale of 5 points in the CB, Advanced Level Examination in English, Spanish, Mathematics I, or Mathematics II.
2. If the test is equivalent to one of the courses offered at the Institution.
3. Obtain a score 700 or more on the CB tests in English, Spanish, and Mathematics I & II.

### **AGREEMENT WITH OTHER INSTITUTIONS AND BINARY PROGRAMS**

The university has formal agreements with other institutions for student exchange. For additional information about these agreements, visit the Office of Admissions or Program Coordinators.

Some of these programs are:

**Bachelor in Science – Biomedical Science**

BS/MD Doctorate in Medicine (Ponce Health Sciences University)



BS/MD Doctorate in Medicine (Pontificia Universidad Católica Madre y Maestra, República Dominicana)

BS/MD Doctorate in Veterinary Medicine (Universidad de Monterrey, México)

BS/DVM Doctorate in Veterinary Medicine (Universidad de Wisconsin-Madison)

BS/DVM Doctorate in Medicine (Universidad del Estado de Mississippi)

BS/Pharm D Doctorate in Pharmacy (Nova University)

BS/MPH Master in Public Health (Ponce Health Sciences University)

BS/DC Doctorate in Chiropractic (Sherman College of Chiropractic, Carolina del Sur)

**Bachelor in Science – Biology or Biomedical Science:**

BS/PhD Doctorate in Biomedical Science (Ponce Health Sciences University)

## REQUIREMENTS AFTER ADMISSION

### **IMMUNIZATION CERTIFICATE**

After their admission, students under 21 years of age and those accepted to the Nursing Program must submit the Immunization Certificate (PVAC-3) required by the Department of Health, Law 25, Article 7 of September, 1983

### **GOOD BEHAVIOR CERTIFICATE**

Students admitted to the Baccalaureate Program in Nursing Science are required to present a Certificate of Good Conduct. Admission to the Nursing Program may be revoked if the Certificate of Good Conduct is positive.

### **Post-secondary Passport Law of Reasonable Accommodation (Ley Núm. 250 de 2012)**

The Admissions Office recognizes the **Post-secondary Passport Law of Reasonable Accommodation (Ley Núm. 250 de 2012)**. For this reason, if a person with a disability is interested in using this Passport, it may be applied for at the Admissions Office.

## GENERAL PROCEDURES FOR UNDERGRADUATE ADMISSION

1. Mail a completed Application Form to the Office of Admissions,

Pontifical Catholic University of Puerto Rico,  
Ponce Campus  
2250 Blvd. Luis A. Ferré Aguayo, Suite 584,  
Ponce, PR 00717-9997

Arecibo Campus  
PO Box 144045  
Arecibo, PR 00614-4045

Mayaguez Campus  
PO Box 1326  
Mayaguez, PR 00681-1326

or deliver it personally to the Admissions Office of the Ponce Campus or to any of the Branch Campuses or Extensions. The Application can be submitted online on our web page [www.pucpr.edu](http://www.pucpr.edu).

2. Request that an official high school transcript be sent to the Admissions Office indicating the credits approved and those in process. A complete official transcript of credits should be sent after graduation.
3. Submit the official results of the College Admissions Test Evaluation (PEAU) of the College Board.
4. Copy of the Social Security Card.
5. Once admitted, the student must comply with this requisites in order to register at PUCPR:
  - a. Graduation certification
  - b. Final high school credits transcript
  - c. Vaccine Immunization certificate ( under 21 years) for the Medical Dispensary

### ADMISSIONS TEST

The College Admissions Test Evaluation (PAA), administered by the College Entrance Examination Board (CB) is regularly offered in October, February and June each year. For admission in August, it is recommended that the student take the Test in October prior to that period of admission. The student can obtain information by writing to PO BOX 71101, San Juan, Puerto Rico 00936-8001, or by consulting a professional school counselor

The deadline for submitting Applications for Admission is:

- |                     |            |
|---------------------|------------|
| • August semester:  | March 15   |
| • January semester: | October 15 |
| • Summer sessions:  |            |
| ○ June              | April 15   |
| ○ July              | May 15     |

Each application is evaluated on an individual basis taking into consideration all available information regarding personal character, academic ability, and other pertinent information. Applicants will be notified of the status of their Application. In order to register, the student must have completed all requirements.

**All records received become the permanent property of the University and will not be returned.** The Pontifical Catholic University of Puerto Rico reserves the right of admission.

## REGISTRAR'S OFFICE

### INSTITUTIONAL POLICY ON CESSATION OF STUDIES IN CASE OF DISCONTINUATION OF PROGRAMS OR INSTITUTIONAL CLOSURE

The mission and educational vision of Pontifical Catholic University of Puerto Rico is based on the church resolution regarding the integral education of man and consonant with the perennial mission of every institution. It has as its primordial aim the ethical, moral, and educational commitment that every student who opts for its campus as his/her university of choice be guaranteed the security of his/her studies; PCUPR specifically guarantees that students will complete their study programs in the event of discontinuation of programs or institutional closure. In the case of program cessation or institutional closure, the institution will provide all students the means to complete their study programs either at other available Campuses/Extensions of Pontifical Catholic University of Puerto Rico or at another accredited university of this country. PCUPR assures students that in the event of program discontinuation it will continue to offer them courses which they may need to complete their academic degree.

## ACADEMIC SESSIONS

The University offers classes during the following sessions in all its campuses: Ponce, Arecibo, and Mayagüez, as well as in its Extensions of Alabama, and Santa Maria.

**Regular Session (Semester)** Classes meet from Monday through Friday from 7:30 a.m. to 10:00 p.m.  
Classes also meet on Saturdays from 8:00 a.m. to 3:00 p.m.

**Summer Session** The summer session starts in June until late July. This consists of two mini-sessions: Summer I (June) and Summer II (July). Classes meet Monday through Friday under the defined period in the summer session of four weeks in June and four weeks in July.

## STUDENT CLASSIFICATIONS

Undergraduate-level students are classified in the following categories according to the number of approved credits:

1. **First-year students (Freshmen):** Students who have completed 32 credits or less;
2. **Second-year students (Sophomores):** Students who have completed from 33 to 64 credits;
3. **Third-year students (Juniors):** Students who have completed from 65 to 96 credits;
4. **Fourth-year students (Seniors):** Students who have completed 97 credits or more; and
5. **Fifth-year students (Seniors):** Students who have completed 120 credits or more. (Only for students in a five-year program).

## ACADEMIC LOAD

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

1. **Full-time students:** Undergraduate students with an academic load of 12 or more credits per semester
2. **Part-time students:** students with an academic load of less than 12 credits per semester

The student is allowed to take a maximum of 19 credits per semester and 6 or 7 credits per summer session. Students with a cumulative index of 3.50 or above may take up to 21 credits per semester with a written authorization from the Director of Freshman Students, for first-year students, or from the corresponding dean in other cases.

Students on probation due to poor academic standing, can only register twelve (12) credits per semester. The Dean can authorize to increase his/her academic load up to 15 credits.

### **CREDIT HOURS**

The Pontifical Catholic University of Puerto Rico (PCUPR) uses acceptable and consistent methods for assigning credit hours to all of its courses and study programs, regardless the form or modality of teaching-learning. The number of credit hours assigned to the courses, meet the Federal Regulations Policy of Credit Hours of the US department of education Office of Post Secondary Education.\*

\*Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as defined in the Final Regulations published on October 29, 2010. This policy also reflects regulations specified in 34 CFR 600.2, 602.24 and 668.8.

The Institution defines credit hours as this:

Normally we grant one credit (1) for every fifteen (15) hours of class, one credit (1) for every three (3) hours of lab, and one (1) credit for every three (3) hours of practicum or internship.

In courses with lab, and in courses of Practicum or Internship, the assignment of credit hours vary according to the nature of the course, or are assigned according to the regulations of professional accrediting programs in those programs that require this.

On the same manner, the Institution grant credits, contact hours on work experience, professional improvement and military service, to those students at the undergraduate level that are interested in registering for one of the programs that are offered under this category. The Institution also grant credits for a high academic performance on the achievement tests and advanced placement exams offered by the College Board.

### **REGISTRATION**

Registration dates and hours are published in the semester course-schedule program, and they are also placed on the university bulletin boards. Students must be alert for the dates and the instructions published by the Registrar's Office. New students will be notified by mail of the dates and place for registration.

### **CLASS PROGRAM**

The course-schedule program is published on the WEB page and in "Acceso Pionero" prior to the registration period. The University reserves the right to delete or change courses, eliminate programs by stages, change hours and location of classes, and change professors when it is considered necessary due to insufficient registration or other justified reasons.

---

## REGISTRATION PROCESS

The registration process begins with academic orientation. Each student prepares his/her class program with his/her counselor's assistance. It is required that the student's class program be approved by the director of his/her department or the corresponding official at the Branch Campuses.

The student is responsible for choosing courses from those suggested by the academic counselor. The counselor will verify that the student has not previously approved or has not taken that course with another code number. She/he will also check that all the prerequisites for the courses have been approved.

On the assigned dates, the student will reserve his/her courses. The student will pay the registration fee at the Bursar's Office. The student will receive a copy of his/her registration form which he/she has to validate at the Bursar's Office and must present to the professor.

The university also has an automated process of academic counseling by WEB and in "Acceso Pionero". After finishing the process of reserving courses for the term (last date in Academic Calendar), the student may validate his registration on the assigned dates, and will receive an official copy of their registration sheet on his institutional e-mail, unless they have not achieved satisfactory academic standing or owe money to the institution. Students who do not reserve courses will observe the schedule prepared by the Registrar's office in order to process their registration. Professors must inform students that they will not be allowed to attend class without evidence that the registration process has been completed.

## LATE REGISTRATION

Students who do not complete the Registration process on the dates assigned may register on the dates specified for late registration. Any registration not completed on these dates requires the permission of the Vice-President for Academic Affairs.

## READMISSION

Any student who has interrupted his/her studies for a semester or more time, and wishes to continue studying at the University must submit a readmission application to the Office of the Registrar. The application will be evaluated by the Dean of the student's desired college to determine if the requirements for readmissions are met. The Registrar's Office will notify the student of the decision made. All financial obligations must be cleared before registration. If a student seeks readmission after having interrupted his/her studies for more than two years, his/her academic record is subject to reevaluation, and he/she must adhere to any changes in requirements which have occurred during the absence from the university. The academic record will be evaluated by the Dean of the College who will determine which credits are valid for the program in which the student is interested.

In case of an application of a student who has been suspended for academic or disciplinary reasons, the Registrar will send the application to the Committee of Disciplinary Appeals of the Vice Presidency for Students Affairs. If the Committee recommends the readmission, the Registrar will proceed to process it. If on the contrary, the Committee does not recommend the readmission, the Registrar will notify the student. The student has the right to appeal. He should write a letter to the Appeals Committee asking for a reevaluation. The Registrar will inform the student of the final decision.

### **CLASS PROGRAM ADJUSTMENT: ADDITION AND ELIMINATION OF COURSES; SESSION AND SECTION CHANGES**

If a student wishes to make adjustments in his/her class program before completing the registration process, he/she will need authorization from the department director. After this, the student should continue with the regular registration process. If a student wishes to make changes after classes have begun and the registration fee has been paid, he/she must follow the procedure established which is to complete an add-drop form with the corresponding authorization and complete the registration process at the Office of the Registrar.

### **HEALTH INSURANCE**

Every student must present evidence of a health insurance plan upon registration. If not available, the university recommends that the student acquire the health plan it has in effect at the moment. It can be paid during the registration process.

### **IDENTIFICATION CARD**

Every member of the University community must carry his/her validated identification card in a visible place at every moment.

### **CLASS ATTENDANCE**

Punctual and regular attendance is expected in all classes. The student is responsible for fulfilling all the requisites of the courses as established in the course syllabi. The maximum number of absences is the equivalent of two weeks of classes. The student who is absent two (2) times in a row without notification in courses that meet once a week, or four (4) times in a row without notification in courses that meet twice per week, will be reported by the professor as a WU (stopped attending withdrawal) directly on the Banner System.

### **WITHDRAWAL**

The student who wishes to withdraw from one or more courses (partial drop) or the whole program (full drop) must complete the proper form which must be signed by each professor and the Director of his/her department or the designated official in Mayaguez and Arecibo as well as the Extensions. In case of a total withdrawal, the Vice-President for Student Affairs must be consulted as well as the Financial Aid Director. The deadline for withdrawal is the last day of classes for the session the student has registered. The date is always published in the academic calendar for the corresponding session. After this date, no withdrawals will be processed. In order to consider the withdrawal official, the form with the proper signatures must be taken to the Registrar's Office where the information will be verified. The corresponding offices will then be notified by the Registrar. Any withdrawal which is not official will automatically become an F or NP, depending on the course. Exceptions due to extraordinary reasons, to this norm require the approval of the Vice-President for Academic Affairs.

### **DISMISSAL**

The University reserves the right to request the withdrawal of any student at any time if his/her behavior is judged by the authorities as not being in accordance with institutional philosophy, objectives, norms, and procedures.

## DECLARATION OF MAJOR

Upon admission, Pontifical Catholic University of Puerto Rico will honor the student's selection of a college and a major. The student is responsible for following the required program in order to complete his/her degree and major.

## ADDITIONAL MAJOR<sup>45</sup>

The student can opt for an additional major, related or not to his/her main major, if the corresponding admissions requirements are fulfilled. If the student opts to choose an additional major, he/she will have to:

1. Declare the major following the procedure determined by the Registrar's Office.
2. Take and approve, with a grade of "C" or more, the required courses for that major.

If the student has already approved courses before declaring an additional major:

1. The courses will be taken into consideration, if they have not expired, and can be applied to that major, observing the Residence Norm of the PUCPR.
  - a. It is required to take at least 50% of the total credits for that additional major at the PUCPR. Transfer students also have to follow this norm.

## MINOR<sup>46</sup>

The student can opt for one or two minors, related to his field of study or different, if he fulfills the admission requirements for the corresponding program(s). If the student opts to choose one or two minors, he/she will have to:

1. Declare the minor(s) following the procedure determined by the Registrar's Office.
2. Approve at least 18 credits (School of Architecture needs only 9 credits) under an authorized program with a grade of "C" or more. Out of the 18 credits, at least 6 credits have to correspond to the 300 level or higher. (Does not apply to the School of Architecture)

If the student has already approved courses before declaring a minor:

1. The courses will be taken into consideration, if they have not expired, and can be applied to that minor, observing the Residence Norm of the PUCPR.
  - b. It is required to take at least 50% of the total credits for that minor at the PCUPR. (Does not apply to the School of Architecture) Transfer students also have to follow this norm.

---

<sup>45</sup> Students admitted to an additional major, can receive financial aid for 100% of the courses required for that major, if they qualify and have not exceeded the margin allow to receiving Pell Grant and Loans.

<sup>46</sup> Changes in the Federal Department of Education, as of May 2015, establish that minors cannot be financed with Pell Grant or Student Loan. If a student declares a minor, he/she could finance it with his/her own money. When a student registers a course for a minor, he/she must have registered at least 12 credits of his/her main program or a combination with an additional major. The student is responsible to pay for the course or courses corresponding to the minor(s). Financial Aid cannot be granted to students who register for courses that are not under his/her curricular sequence. For additional information, please visit the Financial Aid Office.



### **ADDITIONAL DEGREE<sup>47</sup>**

The student can opt for an additional degree, if he fulfills the admissions requirements for the corresponding degree, except under the following circumstances:

1. The required degree has not been granted by PUCPR or another Institution of Higher Education.
2. The student cannot pursue two degrees simultaneously.

If the student opts for an additional degree, he/she will have to:

1. Apply for admission according to the established procedure.
2. Meet the degree requirements.

If the student has already approved courses before applying for admission to another degree:

1. The courses will be taken into consideration, if they have not expired, and can be applied to that degree, observing the Residence Norm of the PUCPR. Transfer students are required to take at least 25% of the total credits at PUCPR of which 50% has to be of the major pursued.

### **CHANGE OF COLLEGE**

The Colleges will accept changes from one college to another if a student has satisfactorily fulfilled the requisites established by the College. The GPA can be reevaluated if failed courses do not count toward the curriculum of the new College. These courses do not count for the graduation index, but they do count for the GPA. The As obtained by the student on courses not required for the new curriculum can be accepted as elective courses at the Dean's discretion.

### **EXAMINATIONS**

In all courses, except research, internship, and seminar courses, a minimum of two examinations given at mid-semester and at the end of the semester are required. Written tests, term papers, reports, and other assignments may be given during the semester at the discretion of the individual professor.

### **FINAL EXAMINATIONS**

The schedule for final examinations is issued by the Office of the Registrar approximately three weeks beforehand and is posted on all University bulletin boards. If a student is absent for his/her final examination for reasons acceptable to the professor and is passing the course with a C or higher, he/she may receive an incomplete (I) that must be removed within the indicated time.

---

<sup>47</sup> The student may apply for a subsidized loan as long as the aggregate loan limits have not been exceeded as established by the U.S. Department of Education as of May 2015.

## GRADING

The university uses the following system of letter grades and grade honor point for evaluating courses.

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

The following grade symbols are not given grade honor points:

P	Pass
PS	Satisfactory Pass
PD	Pass with deficiency
NP	No pass
W	Withdraw
I	Incomplete
W1	Military Service Withdrawal
W2	Health Withdrawal
W3	Administrative drop
W4	Discipline Withdrawal
W5	Death
WU	Stopped Attending Withdrawal
AU	Audit

## PASS OR FAIL

A student may register for Pass or Fail in elective courses. A course using this rating does not affect the student's grade point average. The student must notify his/her Dean at least fifteen days before final examinations are taken if he/she wishes to register a course as Pass/Fail. The Vice-President for Academic Affairs may authorize that the honor points obtained be counted only for academic standing decisions but not for graduation.

### **WITHDRAWAL (W)**

The student is permitted to withdraw from a course any time up to the date assigned for the last day to “W”. After that date, no course may be dropped.

### **ADMINISTRATIVE WITHDRAWAL (W3)**

A student who does not attend a class the first weeks of classes and it is not marked with an attendance date will be given an administrative drop (**W3**) by the system. The Pell grant, Title IV grants, and State grants only pay for students who attend classes. Consequently, students who receive a “**W3**” do not qualify for these grants and will, therefore, be responsible for any debt owed to the University.

The withdrawal for stopping attending class (**WU**) will be processed when a student that does not comply with the courses requisites, as established in the syllabus, has exceeded two consecutive weeks without notification. The students will have ten calendar days to appeal starting from the date of the email notification sent to him/her to the institutionally assigned mailbox. After the days elapse, no appeal will be accepted. However, if the WU is given to the student the last week of classes, the ten day period to appeal is null. After the last day of classes, no removal of WU's for appeals will be accepted.

### **INCOMPLETE (I)**

If for reasons acceptable to the professor a student fails to take the final examination, the student will receive the Incomplete (I) grade, as well as the average and the grade the student would get if he/she fails to remove the Incomplete. If the student fails to remove the Incomplete, he/she will receive the informed grade. She/he must complete the missing requisite in any of the two opportunities given during the following academic session. The dates for removing the Incompletes will be set by the Registrar's Office. There is a fee for removal of an Incomplete.

### **GRADE REPORT**

At the end of each semester or academic session, the student will receive a grade report that includes the student's semester index and general cumulative index. Within the first (30) thirty days of the following semester after classes begin, all requests of grade reevaluation must be made, following the established procedure. After 30 days, all rights of claim are forfeited. Students must notify the Office of the Registrar of any home address change. The University will consider as official all information sent to the student's address as it appears on his/her record.

### **CHALLENGE EXAM COURSES**

This type of exam offers students who are evaluated as being competent in the course content the opportunity of earning credit without attending the class. Each department stipulates which of its courses are challengeable. Students must get permission from all the pertinent personnel if they want to challenge a course. Students are not required to attend classes, and they do not receive individual help, class material, or supervision from the professor. They will only receive the syllabus and the bibliography for the course. Students should follow the established procedure and be able to meet deadlines

### **COURSES WHICH MUST BE REPEATED**

Courses in the major field passed with a grade less than C or failed must be repeated. When special circumstances warrant it, the Dean may allow a student to repeat courses not in his/her major field passed with a D. With the exception of the highest grade, all other grades will be eliminated from the

student's general index or graduation index. Courses which are repeated will be so noted on the student's record "E" and will not be counted on calculation of GPA. The course which the best grade will be indicated with an "I" (included) next to the grade

### **GRADE CHANGES, ACADEMIC GRIEVANCE, AND APPEALS**

If a student does not agree with the grade obtained in any course, he/she may appeal to the professor. The deadline for this claim is within the first thirty days after classes begin of the following academic session (not including summer sessions). The professor, based on the evidence, will complete the proper form for the grade change. It is then taken to the Registrar's Office to be filed in the student's record. After 30 days, all rights of claim are forfeited.

### **AUTHORIZATION TO STUDY IN ANOTHER INSTITUTION**

Students with regular admission at the Institution and who have the Dean's permission may complete their academic program with courses from another accredited institution only if they meet the Residence Norm. Transfer students may also be allowed to take courses at another accredited institution only if less than 50% of their major field courses and/or less than 75% of the total credits required by an academic program have been validated.

**RESIDENCE NORM\*: There is a graduation requirement that establishes that at least 25% of the credits for a bachelor's degree and an associate degree at PCUPR be completed at the Institution. 50% of those credits should be in the major field. For receiving honors at graduation\*\*, students should have completed 75% of the credits required for a degree at PCUPR with the required GPA. Additional credit or credits from additional majors or minors are not counted in granting honors.**

\*Revised and approved: November 2009

\*\*Revised and approved: September 2008

Students will be authorized to continue their studies in another institution provided that they

1. have achieved satisfactory academic progress in accordance with institutional norms in force;
2. need specific courses for graduation, which are not offered during the semester in question;
3. find it difficult to continue to attend the Campus where they study, due to residence change or other special circumstances;
4. have not previously registered for the specific course in the Institution;
5. have a need to complete a required academic program.

Pontifical Catholic University of Puerto Rico is not responsible for courses taken without previous authorization; it reserves the right to accept them.

The student must insure that an official transcript of grades obtained in the other institutions is conveyed to the Office of the Registrar.

The corresponding Dean/Rector may take appropriate action in exceptional cases.

## GRADUATE COURSES FOR UNDERGRADUATE STUDENTS

Under special conditions and with the permission of the Dean or Rector, undergraduate students with a 3.00 grade point index or more may register in graduate courses during their fourth year. They can not take more than nine credits.

## COMBINED PROGRAM

A Combined Program consists of a program leading to two degrees granted by the same school college or by two colleges at the same campus of PCUPR. This type of program is linked in such a way that it gives students who qualify, the opportunity to receive two degrees in a shorter period of time.

Advantage:

The student receives two degrees in a shorter period of time. For example, he student can receive both BBA and MBA degree in five years. Financially, this is a advantage for the student.

## LIST OF COMBINED PROGRAMS

- Combined Program leading to a Bachelor and a Master in Business Administration in Accounting (Ponce Campus, Arecibo Campus)
- Combined Program leading to a Bachelor in General Business and Master in Business Administration Management, General Business, or Human Resources (Ponce Campus)
- Combined Program leading to a Bachelor in Business Administration and Master in Business Administration in General Business (Ponce Campus)
- Combined Program leading to a Bachelor of Arts in Criminology and a Master of Arts in Social Science in Criminology (Ponce Campus)
- Combined Program leading to a Bachelor of Arts in Fine Arts and a Master of Arts in Painting and Drawing

## BINARY PROGRAM

A Binary Program consists of two programs in two different institutions linked, in such a way, that it gives students who qualify the opportunity to be granted two degrees in a shorter period of time. An agreement is signed between the two institutions. Each binary program, then, has two components:

### PCUPR COMPONENT

- 1- At PCUPR the student is required to complete requirements of the general education core, the college core, and prerequisites for the second degree. A specific GPA is required and, in some cases, the student has to approved an admission test before transferring to the consortium institution.
- 2- Having completed successfully the PCUPR cores established in the agreement, the student is guaranteed a place in the consortium institution's program. He/she is required to follow the admissions procedure which includes a special interview.

### CONSORTIUM INSTITUTION COMPONENT

- 1- The student is granted his first degree from PCUPR after successfully completing the first or second year (depending on the program) in the consortium institution. The student is required to

follow PCUPR's graduation procedure and to send a transcript of the courses taken in the consortium institution as evidence at the end of this period. The approved courses in this transcript are credited to fulfill the bachelor's degree requirements, and PCUPR confers the degree.

- 2- The student continues his studies in the consortium institution until he fulfills all the requirements and is granted the second degree (MD, MA, Ph.D, or DVM).

**ADVANTAGES:**

- 1- The student receives two degree in a shorter period of time. Financially, this is an advantage.
- 2- If the student successfully completes the PCUPR component, his or she will be guaranteed a place in the consortium institution over all other students seeking admission.

**TRANSCRIPTS OF CREDITS AND CERTIFICATES**

Upon request from the student, official transcripts will be mailed directly to any institution or agency the student indicates. A transcript marked Student Copy is sent directly to the student, upon request. The transcript fee is \$3.00 per copy. Every student receives a transcript of his/her record, free of charge, immediately after graduation.

Students will receive official documents only after they have settled financial obligations with the Institution.

To request an academic transcript, a student should submit a request at the Office of the Registrar or through the *National Student Clearinghouse*. No transcripts will be issued without written authorization by the student. Under normal conditions, transcripts can be mailed within two or three days. Applications made during rush periods will take longer to issue.

Certifications indicating that the student has completed the requirements of graduation and other certifications of previous study are also issued by the Registrar, upon request of the student. These also have a fee.

**STUDENT RECORDS**

Pontifical Catholic University of Puerto Rico, in accordance with the Federal Privacy Law on student records (Family Educational Rights and Privacy Act of 1974), has established the following institutional policy: "Pontifical Catholic University of Puerto Rico maintains personal information records on students whose privacy it recognizes and wants to protect. These records are the private property of the University. Academic records will not be accessible to any person except:

1. The custodian of the records.
2. The University administrative or teaching personnel having a legitimate academic reason for viewing the record.
3. The persons mentioned in section 99.31 of the Family Educational Rights and Privacy Act with the exception mentioned below.
4. The students themselves, according to the rules transcribed in the Manual of Norms and Procedures regarding Educational Rights Privacy."

"The University will not make information available which may permit identification and consequent violation of the student's right to privacy to anyone unless:

The information requested is classified as directory information and subject to the custodian's discretion, or the request is made according to section 99.31 of the Federal Act mentioned (the University will not apply item (a) (8) of this section to divulge information to parents; parents may receive the necessary information by obtaining the student's permission or through a court order)."

"The University may divulge information contained in the student's record in case of any legal or administrative process brought against the University by the student or his representative."

"The University will facilitate, on the other hand, any information requested by an educational institution that proves that the student has requested admission to that institution even though he/she has not yet been granted admission. The custodian will send a copy of the information to the transferred student. The custodian will also inform the student of his/her right to request amendments of the transferred record."

"All information requested of the custodian of the records in accordance with this policy, even though the Federal law may permit its publication and unless there exists a special law to the contrary, may be given subject to the custodian's reasonable discretion, who shall consider the reason given for requesting such information and the legitimacy of the motive."

"The student shall not have access to financial information or general statement submitted by his/her parents, nor may he/she request other information as described in section 99.2 of the Federal Act."

"The Registrar of the University shall be the Administrative Officer in charge of supervising and the carrying-out of this policy in general."

"The institutional rules regarding amendments to records, drawn in accordance to the aforementioned Act, shall not be used for the purpose of altering grades or academic evaluations as they appear on the student's academic record. For this purpose, the student must abide by the regulations described in the University catalog." (Manual of Norms and Procedures Regarding Educational Rights and Privacy, Pages 2-4).

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their academic records. They are

1. The right to inspect and review their academic records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record (s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.



2. The right to request the amendment of the academic records that the students believe are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by a student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the academic records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University will disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

**NOTE:** FERPA requires an institution to make a reasonable attempt to notify the student of the request of records unless the institution states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

#### **UNIVERSITY POLICY REGARDING STUDENTS AND ALUMNI DIRECTORY**

Pontifical Catholic University of Puerto Rico revised and established its institutional policy regarding the student and alumni directory. This policy allows third parties to request from the Institution all personal data that is included by the University as Directory information.

Pontifical Catholic University establishes the following data as Directory Information:

- a) Name
- b) Address
  - Local
  - Permanent
- c) Telephone listing
- d) Institucional E-mail

The University urges all students not in agreement that these data be included in the Directory to contact the office of the Registrar.

**WARNING:** *Students should, however, consider the consequences of any decision made by them to withhold information from the Directory. Pontifical Catholic University assumes no liability for honoring students' instructions that such information be withheld nor assumes responsibility to contact the students for subsequent permission to release the information.*

#### **THE SOLOMON AMENDMENT AND FERPA**

The Solomon Amendment requires institutions to provide directory-type information on students who are 17 years of age or older upon request of representatives of the Department of Defense for military recruiting purposes. This information - "student recruiting information" - includes: student's name, address, telephone listing, date and place of birth, level of education, academic major, degrees received, and the most recent previous educational institution at which the student was enrolled.

A request for student recruiting information under Solomon must be honored unless there is an exception in the law which precludes the institution from providing the requested information. The most important exceptions are that the university:

- have a long-standing policy of pacifism based on historical religious tradition;
- certify that such information is not collected by the institution;
- certify that each student concerned has formally requested to withhold "directory information" under FERPA from third parties.

The definitions of the terms "directory information" (FERPA) and "student recruiting information" (Solomon) are not synonymous.

#### **NORMS FOR ACADEMIC STANDING: UNDERGRADUATE LEVEL**

Because of its desire to ensure academic excellence, Pontifical Catholic University of Puerto Rico has established norms for academic excellence of all students. The norms are applicable to all students and consist of three main components:

- the number of credits earned per semester
- the accumulated number of credits earned
- the maximum period of time for obtaining the degree.

## DEFINITION OF TERMS

**Attempted Credits:** These are the total number of credits for which the student has registered and appear on his/her record for which he/she has gotten A, B+, B, C+, C, C-, D, F, P, NP, PS, PD, W, W2, W3, W4 or I. It does not include credits for courses dropped before or during the refund period, as these credits are not included in the student's record nor courses with W1, W5, AU.

**Credits Earned:** These are credits for courses in which the student received grades of A, B+, B, C+, C, C-, D, P, PS, or PD, even when the grade is not acceptable for fulfilling requirements in the major field. Courses in which the student receives an "I" are considered courses not passed.

**Transferred Credits :** These are credits for courses taken at another Institution and approved with a minimum grade of C that the Dean considers equivalent or may substitute requirements of the curriculum at PCUPR. Grades obtained at other institutions are not included when determining the GPA, even though the courses are accepted toward the degree.

**Accumulated credits earned:** These are number of credits in which the student obtains a grade of A, B+, B, C+, C, C-, D, or F. When courses are repeated, the highest grade obtained is the one calculated in the GPA.

**Grade Point Average (GPA):** The GPA is the measure of the student's academic achievement. It is determined by dividing the total number of honor points by the number of accumulated credits earned.

## INSTITUTIONAL POLICY OF SATISFACTORY ACADEMIC STANDING

At the end of each academic year, the student must:

- Approve at least 60% of the attempted credits during the academic year
- Achieve the required GPA for the total credits earned according the college tables given.

**TABLE 1 - ASSOCIATE DEGREE**

### MINIMUM ACCUMULATIVE GRADE POINT AVERAGE REQUIRED ACCORDING TO ACCUMULATED CREDITS EARNED

Accumulated Credits Earned	Minimum GPA
12	1.30
24	1.50
36	1.70
48	1.90
More than 48	2.00

**TABLE 2 - BACHELOR'S DEGREE**

**MINIMUM ACCUMULATIVE GPA REQUIRED  
ACCORDING TO ACCUMULATED CREDITS EARNED**

<b>Accumulated (Credits) Earned</b>	<b>Minimum Grade Index</b>
12	1.30
24	1.40
36	1.50
48	1.60
60	1.70
72	1.80
84	1.90
More than 84	2.00

**TABLE 2A – For Education Students – BACHELOR'S DEGREE**

The norms for the Students majoring in Education or taking courses for an additional major or minor will be different from the rest of the students on other bachelor's programs.

**MINIMUM ACCUMULATIVE GPA REQUIRED  
ACCORDING TO ACCUMULATED CREDITS EARNED**

<b>Accumulated Credits Earned</b>	<b>Minimum GPA effective August 2010 for the students enrolled in the Teachers Preparation Program of the College of Education</b>
12	2.00
24	2.20
36	2.30
48	2.40
60	2.50
72	2.60
84	2.70
96	2.80
108	2.90
More than 108	3.00

**TABLE 3 – For 5 year BACHELOR’S PROGRAMS**

**MINIMUM ACCUMULATIVE GPA REQUIRED  
ACCORDING TO ACCUMULATED CREDITS EARNED**  
(BBA-PUAC BBA-LOGS BS-MEDT)

Accumulated Credits Earned	Minimum GPA
0-14	1.200
15-29	1.300
30-44	1.400
45-59	1.500
60-74	1.600
75-89	1.700
90-104	1.800
105-119	1.900
120 ó mayor	2.000

**TABLE 4 – BACHELOR OF ARCHITECTURE – BARCH**

**MINIMUM ACCUMULATIVE GPA REQUIRED  
ACCORDING TO ACCUMULATED CREDITS EARNED**

Accumulated Credits	Minimum GPA
0-32	1.50
33-64	1.65
65-97	1.80
98-130	1.95
131-192 credits or more	2.00

**MAXIMUM TIME**

Every student must complete his/her academic degree on or before the allotted time established by the institution.

**STATUS OF ACADEMIC STANDING**

Satisfactory Academic Standing depends on all the components as a whole, not on each one individually. To be able to continue studying at PCUPR, students are required to evidence good Academic Standing: fulfill the three components. To have Good Academic Standing DOES NOT imply eligibility to receive Financial Aid.

**EVALUATION OF ACADEMIC STANDING**

Students not complying with the norms for Satisfactory Academic Standing will be evaluated at the end of the academic year, in May. Each student who has not achieved Satisfactory Academic Standing during

the semesters of August and January will have to be interviewed by his/her Dean or Rector in May. The student may use the summer sessions (June and July) to comply with the norms. These cases will have to be reevaluated previous to the August registration. The evaluation will determine if the student achieved Satisfactory Academic Standing or if the student will be on Probation.

Any student who does not achieve Satisfactory Academic Standing for the first time will be placed on **Probation I** for one academic year. The Dean or Rector will interview the student before August Registration, will give him/her orientation and will complete the corresponding form. This document will be sent to the Registrar's Office, and a copy of it will be given to the student.

At the end of the academic year, the student who is on **Probation 1** will be evaluated.

- If the evaluation shows that the student achieved Good Academic Standing, he/she will be classified as a regular student.
- If the evaluation shows that the student has not attained the required GPA or did not earn at least 60% of the credits attempted or both, he/she will be placed on **Academic Dismissal** with the right to appeal the decision. See Appealing Procedure.

Each student who presents an appeal will be interviewed by the Dean or Rector. The Dean or Rector will evaluate the appeal and make a decision taking in consideration the academic achievement and the circumstances that may have affected the student's performance.

- If the decision is favorable, the Dean or Rector will place the student on **Probation II** for another academic year. The Dean/Rector will complete the corresponding form which will be sent to the Registrar's Office. A copy will be given to the student.

At the end of the **Probation II** period, if the evaluation shows that the student has not attained the required GPA or did not earn at least 60% of the credits attempted, or both, he/she will be placed on **Non-appeal Academic Dismissal**. The student can not register for classes for one academic term.

After this one academic term absence, the student may request readmission which will be evaluated by the Dean or Rector.

- If the student decides to change his/her concentration, the corresponding Dean will evaluate the case and eliminate from the student's academic index the failed courses which do not count for the new major, except in those programs that have special laws or regulations do not allow it.
- The student will be placed on Probation III for one academic year.

If at the end of **Probation III** the evaluation shows that the student achieved Good Academic Standing, he/she will be classified as a regular student. If the evaluation shows that the student has not attained the required GPA or did not earn at least 60% of the credits attempted or both, he/she will be placed on **Probation IV** until the next evaluation is made.

The student who is on **Probation IV** and does not achieve Good Academic Standing will be given **Final Academic Dismissal**.

Although the Academic Standing is done at the end of each academic year, at the end of each academic term there will be a preliminary evaluation, and the students who are not doing well will be given a **Warning**.

### **MAXIMUM PERIOD OF TIME TO COMPLETE A DEGREE**

Students who do not complete their degrees within the time limit established by the University will be evaluated on an individual basis. The Dean may recommend extending the period for a year if there are extenuating circumstances to justify this.

### **APPEALS PROCESS**

1. A student who, according to established criteria, has been dropped for failing to achieve Satisfactory Academic Standing may appeal to the Dean or Rector
2. Extraordinary circumstances which may have affected the student's academic performance (such as death in the family, divorce, serious illness, change of academic objective) will be taken into consideration. The student will be responsible for submitting all necessary evidence to support his/her appeal.
3. The Dean or Rector will evaluate the evidence and will notify the student of the decision. She/he will send a copy to the Registrar's Office.
4. To have Good Academic Standing DOES NOT imply eligibility to receive Financial Aid. To be able to receive Financial Aid, the student has to fulfill the requirements of the **SAP** Norms (Satisfactory Academic Progress) established by the Federal Department of Education.

### **OTHER CONSIDERATIONS**

1. Students on Probation status are urged to repeat courses which they have failed.
2. A student who has obtained an associate degree or a certificate and enrolls in another undergraduate program will be considered an undergraduate student until he/she completes his/her first bachelor's degree.
3. A student will have completed his/her studies toward a degree when he/she fulfills all requirements for the degree, as certified by the Registrar's Office. This certification can be made whether or not the student has applied for graduation.
4. Non-credit or remedial courses taken by the student will not be included in the time limit if these courses are necessary in order to obtain a degree, if the student has already been admitted to the program (unconditionally), and if the credit hours are comparable to those of regular courses. A maximum of 30 credits of non-credit and remedial course is allowed.
5. Transfer Students also accumulate time for transferred credits on the basis of one year of academic studies for every 24 credits approved at the previously-attended institution.
6. Students who change their major or degree or those who indicate their intention to pursue a second degree, must complete it within the maximum time afforded by the University; i.e. 8 years for the 4-year program. To obtain financial aid, the 150 %-of-the-time norm applies.
7. (Incompletes) - Courses which receive a grade of incomplete count as attempted credits but not as passed. If the Incomplete is removed (through a passing grade), the case is reevaluated during the following time period.



8. (Repetition of courses) - The University allows students to retake all failed courses and those major courses in which students obtained less than a C. Courses which are retaken count as attempted credits.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Please refer to the Financial Aid Section of this Catalogue for information about the SAP.

### **VETERANS AND THEIR BENEFICIARIES**

Veterans and their beneficiaries should complete their program of study in the regular time allotted. The student who has not completed his/her studies in the regular time will not continue to receive veteran benefits. If the student is a recipient of "Pell Grant", his/her right to continue receiving Pell Grant will not be affected until 50% of the time of study is completed. The veteran must be evaluated using Veterans and Pell Grant recipient criteria according to Title IV regulations.

### **HONORS**

#### **Honors Program**

There is an Honors Program at this Institution which has specific requirements for admission and retention. It offers varied opportunities and incentives for qualified students. For additional information, please consult the Office of Admissions.

#### **Dean's Honor List**

All students who approve a minimum of 12 credits per semester with an index of 3.50 or more and no grade lower than C will be enrolled on the Dean's Honor List. This honor appears in the student's permanent record. The Honor Assemblies given by the different Colleges recognize students who have been on the Dean's Honor List for two consecutive semesters and have maintained a 3.50 GPA.

### **GRADUATION**

#### **Graduation Requirements**

All students in their third year must arrange for an evaluation of their academic record with the director of the department. Upon completing 96 credits, students should complete an official graduation application at the Registrar's Office so that a final evaluation can be accomplished. Students will be notified in writing of what they need to complete for graduation requirements. It is the student's responsibility to complete all the graduation requirements and to obtain the adequate academic guidance.

#### **The graduation requirements are as follows:**

- Pass all the required courses in the program of study as established by the University and complete the program of studies within the time specified by the Institution: 8 years for the bachelor program, 4 years for the associate program, and 10 years for part-time students.
- Have a 2.00 index on a 4.0 point scale, except in the programs that PCUPR has established an index higher than 2.00.
- Transfer students must have taken at least 25% of the credits at the Institution for the bachelor's degree and for an associate degree and 50 % of the credits required for the major.
- All students who have been admitted to PCUPR will be subject to the curriculum and the graduation requirements that prevail on the year they entered. However, if the curriculum is

- modified after the student has entered PCUPR, he/she can choose the present curriculum at the time of graduation, but never a combination of both.
- Submit the proper graduation form on or before the date indicated on the University calendar. It is recommended to apply a term previous to expected graduation date. (Students who do not submit the formal application for graduation may still qualify as candidates for graduation provided the Registrar certifies that all requirements for the particular academic degree have been fulfilled.) After one academic year, the graduation form will expire, and the student will have to submit a new form.
  - Have settled all financial obligations and pending documents with the University.
  - Graduation Ceremony will be held once a year in May or June as indicated by the University calendar. Students, who fulfill the graduation requirements at the end of each of the terms of the academic year, can ask for a certification from the Registrar's Office or a transcript with the degree conferred previous to Commencement.
  - The University will confer two degrees at the Graduation Ceremony only if those two degrees were not taken simultaneously and both degrees are in different programs. Additional majors and/or minors will receive a Certification but not a diploma from the University. If a student has a degree conferred by another Institution, PCUPR will not confer the same degree. Example: A Bachelor of Science (BS) from another Institution cannot be granted again by PCUPR even if the major is different.
  - The specific requirements for the programs are available at the Academic Departments.

### Graduation with Honors

Degrees are granted with honor to students who have completed at least 75% of the credits required for their degrees by this Institution with the following grade point averages:

Summa Cum Laude	3.950 - 4.000
Magna Cum Laude	3.800 - 3.949
Cum Laude	3.500 - 3.799

Additional credit or credits from additional majors or minors are not counted to grant honors. In an Associate Degree Program, a student who has fulfilled all the required credits with an average of 3.5 or more will be considered an honor student. A Transfer student can graduate with Honors if he meets the requirements of the 75% credits taken at the PCUPR.

### PLEASE NOTE

Every effort has been made to insure accuracy of the information presented in this Catalog. However, all courses, course descriptions, professor assignment, curricular, and degree requirements described herein are subject to change or deletion without prior notice. For further information, consult the appropriate Department, School, or College mentioned in the Catalog.

### EXCEPTIONAL SITUATIONS

The Vice-President for Academic Affairs will make decisions in exceptional cases not considered in the norms. He/she may grant exemption to the norms whenever justified reasons exist.

## GENERAL REQUIREMENTS

Note: For each particular program and department, please check the requirements in each of the corresponding sections of this catalog.

## STUDENT RESPONSIBILITY

*The student is completely responsible for being informed of all the institutional norms, rules, dispositions, or procedures. The norms and procedures are published in the Catalog, the Class Program, the Student Handbook, other official documents, and on the announcement boards of the University. Orientators, academic counselors, professors, and other officials guide, assist, and support the student in planning his or her program of studies, but the student is responsible for knowing and complying with the applicable norms and procedures of his/her program.*

## COLLEGE OF ARTS AND HUMANITIES

**Fr. Dr. Juan Luis Negron Delgado, Dean**

### History

For the first few years following its establishment, the Pontifical Catholic University operated a College of Arts and Sciences, which offered specialized courses in the Arts, Sciences, and Business Administration under the direction of an Associate Dean. Then, as the academic offerings increased and the University began a process of quantitative and qualitative growth, it became necessary to establish more precise academic divisions. In 1961, the College of Education was established as an independent academic unit. In 1966 the College of Science, the College of Business Administration, and the College of Arts and Humanities were established as independent Colleges.

In those days, the College of Arts and Humanities was comprised of the following academic units: Fine Arts, Political Science, Sociology, Social Work, Hispanic Studies, Philosophy, English, The English Institute, Foreign Languages, and Theology.

In 1974 a Master's Program in Hispanic Studies was established. In 1982 a Program in Social Deviancy and Criminology and a Program in Public Administration were added. In 1987 a Program leading to a Bachelor of Arts Degree in Music was established. In 1986 the College of Education established a Master's Program in Curriculum Preparation and History Instruction. The College of Education offers the Teaching component and the History Department offers the graduate courses in History.

In 2001 a Master's Program in Art History was established. In August, 2008, we added a Master's Program in Fine Arts: Painting and Drawing. The Criminology Program was begun in August, 2011, offering sequential BA and MA degrees. Students may earn a Bachelor of Arts Degree in Criminology and Master of Arts in Criminology within a span of five years. August 2013 saw the initiation of a Sequential B.A. /M.A. Program in Fine Arts that allows students to earn both Bachelor's and Master's Degrees in Fine Arts in just five years.

In 1983 a new administrative structure was established in the College of Arts and Humanities, consolidating the organization and administration of several academic Programs into interfaculty entities.

In 1993 the University began offering a Master's Degree in Divinity, aimed primarily at providing training for candidates for the Catholic priesthood. 1994 saw the start of the Theology Training Program for Permanent Deacons, designed to train students who were candidates for the Sacred Orders of the Diaconate.

In 1997 the university inaugurated a Bachelor of Arts Program in Liberal Studies, including:

- A. Interfaculty Department of Theology and Philosophy
- B. Interfaculty Department of History, Fine Arts, and Music
- C. Interfaculty Department of Political Science, Sociology, Criminology, Public Administration, Politics and Law, and Pre-Law
- D. Department of Social Work
- E. Department of Hispanic Studies
- F. Department of English and Foreign Languages

## Objectives

The Pontifical Catholic University of Puerto Rico, grounded in the Church's doctrine as it pertains to the integral education of man, and in accordance with the unceasing mission of every university, has as its basic goal the search for truth and the dissemination of knowledge. It pursues both these objectives by means of studies in the various fields of learning. For the same reason, it maintains a sincere and permanent dialogue among the Arts, Sciences, Philosophy, and Theology.

The University encourages the various disciplines in keeping with each one's principles and methods. It holds the deepest respect for academic freedom and research within a frank dialogue with the Faith. In this way the University seeks to turn out graduates of true prestige because of what they have learned, capable of assuming positions of responsibility in society, faithful witnesses of the Catholic Faith.

In order to help the Pontifical Catholic University of Puerto Rico reach those goals, the College of Arts and Humanities seeks:

1. to offer every student a vision of the Cosmos, of Man, and of God, in accordance with the abiding philosophy, divine revelation, and majesty of the Catholic Church.
2. to give the student a system of reasoning and criteria for making decisions, in keeping with guidelines based on Catholic teachings.
3. to provide a complete and specialized education that will enable the student to develop his/her vocation and dedication to the community with true prestige, professional competence, and witness to the faith.
4. to educate excellent professionals, committed Christians, and exemplary citizens in the service of the individual, the family, and the society,
5. to promote interdisciplinary dialogue between reason and Theology; between science and faith.

## Organization and Administration

The College of Arts and Humanities operates under the direction of a Dean, who coordinates and supervises its administrative and academic operations. Each Department functions as an independent administrative entity under a Director, who reports directly to the Dean.

The Bachelor of Science program in Liberal Studies is overseen by a Director, who reports to the Dean of Arts and Humanities. The Department of Social Sciences, in addition to a Director, has a

Coordinator for the Criminology Program. The same is true for Fine Arts and Music. The Coordinators report to the Department Directors.

- A. Interfaculty Department of Theology and Philosophy
- B. Interfaculty Department of History, Fine Arts, and Music
- C. Interfaculty Department of Social Sciences, including the following academic Programs
  - 1. Political Science
  - 2. Sociology
  - 3. Criminology
  - 4. Public Administration
  - 5. Pre-Law
  - 6. Political Science and Law
- D. Department of Social Work
- E. Department of Hispanic Studies
- F. Department of English and Foreign Languages
- G. Department of Liberal Studies

### Program of Study

The College of Arts and Humanities offers Programs leading to the following Degrees:

- 1. Associate's Degree in Arts (A.A.) offered at the Arecibo Campus.
- 2. Bachelor of Science Degree (B.S.) in Liberal Studies
- 3. Bachelor of Arts Degree (B.A.) with Majors in:

- a. Public Administration
  - b. Fine Arts
  - c. Political Science
  - d. Political Science and Law
  - e. Criminology
  - f. Hispanic Studies
  - g. Philosophy
  - h. History
  - i. English
  - j. Music
  - k. Pre-Law
  - l. Social Work
  - m. Sociology
  - n. French
  - o. B.A. /M.A. in Criminology
  - p. B.A. /M.A. in Fine Arts
- 4. Master's Degree in Divinity
  - 5. Master's Degree in Hispanic Studies
  - 6. Professional Certificates
    - Grammar and Editing
    - Analysis of Literary Works

- Puerto Rican Literature
- 7. Master's Degree in History
- 8. Master's Degree in Fine Arts: Painting and Drawing
- 9. Programs
  - Programs of Theological Initiation
  - Programs for the Permanent Diaconate

### Requirements for a Bachelor's Degree in Arts and Humanities

Required Courses in General Education .....	61 credits
Required Courses in the College .....	24 credits
Required Courses in the Major Field of Study .....	39-45 credits
The requirements vary from Program to Program	

### General Education Courses Required

Spanish 141, 142 and 205.....	9 credits
History 105, 253 .....	6 credits
English 115, 201, 213/214.....	9 credits
Social Science 102.....	3 credits
Political Science 110.....	3 credits
Theology 130, 131 and 132.....	9 credits
Philosophy 312 and 340.....	6 credits
Art 101, Music 102, or Theater 101.....	3 credits
Mathematics 111 .....	3 credits
Chem 117 or Biol. 118.....	3 credits
Physical Education.....	2 credits
<b>Total 68 credits</b>	

### Courses Required by the College

Art or Music Appreciation 102.....	3 credits
History 360: Puerto Rican Society and Culture.....	3 credits
History 116: The Computer Applied to the Humanities.....	3 credits
Foreign Languages.....	6 credits
History (elective): 263, 303, 373, 402.....	3 credits
Literature.....	6 credits
<b>Total 24 credits</b>	

**DEPARTMENT OF HISTORY  
INTERFACULTY DEPARTMENT OF HISTORY AND FINE ARTS  
Undergraduate Program In History**

**BACHELOR OF ARTS IN HISTORY**

**DIRECTOR :** Prof. Zoriel Rodríguez Aquino

Faculty Full Time: Prof. Edwin J. Mattei, Dr. Arnaldo Gierbolini, Dr. Neysa Rodríguez Deynes, Prof. Alfonso Santiago Cruz, Prof. Elí Oquendo Rodríguez,, Dr. Frances Ortiz Ortiz, Prof. Cantaliz Cornier López, Prof. Iván Torres Hoyos and Prof. Ladislao Pérez.

**OBJECTIVES**

- Present to students majoring in History a vision of the humanistic values of their discipline.
- Prepare professional historians and History teachers to be responsive to the aspirations of Puerto Rican society.
- Offer a wide variety of courses so that students can better comprehend social, economic, political, and cultural problems in a historical perspective.
- To teach History in the basic courses in a manner which is interdisciplinary and takes into account the Gospel and History of the Church. In specialized courses, to present and investigate History according to Catholic values and insights.

**PREREQUISITES FOR THE BACHELOR OF ARTS DEGREE IN HISTORY**

PREREQUISITES	CREDITS
General Education Courses	61
Courses Required by the College	24
Courses Required by the Department	45
<b>TOTAL</b>	<b>130</b>

**HISTORY COURSES**

**CREDITS**

**General Education Courses Required**

HIST 105, 251, 310

9

**Course Required by the College**

HIST 360, HIST \_\_\_\_ (elective)

6

**Courses Required by the Department**

Concentration: (36 crds)

45

HIST 311, 312, 401, 402, 252, 265, 301, 302, 371, 372, 417, 419

Electives in History (9 crds) HIST \_\_\_\_, HIST \_\_\_\_, HIST \_\_\_\_

All History courses must be passed with a grade of C or higher.



## CURRICULUM FOR THE BACHELOR OF ARTS DEGREE IN HISTORY

FIRST YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
HIST 105 (G)	3	HIST 265 (D)	3
HIST 251 (G)	3	HIST 252 (D)	3
SPAN 141 (G)	3	SPAN 142 (G)	3
ORIE 003 (G)	0	ORIE 004 (G)	0
THEO 130 (G)	3	THEO 131 (G)	3
PHED ____ (G)	1	APPRECIATION ____ (G)	3
MATH 111 (G)	3	(Art 101, Musi 102, Thea 101)	--
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>15</b>

SECOND YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
HIST 301 (D)	3	HIST 302 (D)	3
HIST 311 (D)	3	HIST 312 (D)	3
ENGL 115 (G)	3	ENGL 201 (G)	3
SOCI 102 (G)	3	SOCI ____ (G)	3
THEO 132 (G)	3	HIST ____ (D)	3
GESC: CHEM 117 o BIOL 118 (G)	3	---	—
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>15</b>

THIRD YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
PHIL ____ (G)	3	SOCI 218 (C)	3
SPAN 205 (G)	3	SPAN 455 (C)	3
ENGL 213 (G)	3	HIST 360 (C)	3
HIST ____ (C)	3	HIST 372 (D)	3
HIST 371 (D)	3	HIST 402 (D)	3
HIST 401 (D)	3	---	---
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>15</b>

FOURTH YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
PHIL 312 (G)	3	HIST ____ (D)	3
FOLG I ____ (C)	3	FOLG II ____ (C)	3
GESC ____ (G)	3	PHIL 340 (G)	3
AH ____ (C)	3	HIST 419 (D)	3
HIST 417 (D)	3	HIST 310 (G)	3
HIST ____ (D)	3	---	---
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>15</b>

## **COURSE DESCRIPTIONS**

### **HIST 103 WESTERN CIVILIZATION I**

#### **(Non-major course)**

Course Where analyzes the development of Western Civilization through their different ages, from its origins to the Renaissance of the 15th century AD, emphasizing the contributions of each culture to our contemporary society.

3 hours, 1 semester, 3 credits

### **HIST 104 WESTERN CIVILIZATION II**

#### **Prerequisite: HIST 103 (non-major course)**

Course Where analyzes the development of Western Civilization through their different eras, from the Renaissance to the present, emphasizing the contributions of each session.

3 hours, 1 semester, 3 credits

### **HIST 105 HISTORY OF WESTERN THOUGHT**

General western civilization history course emphasizing human thought since the Greeks and the Romans to the present,

3 hours, 1 semester, 3 credits

### **HIST 116 COMPUTERS APPLIED TO THE HUMANITIES**

The concept of computer and its operation; possibilities, capabilities and application. Special emphasis on the concept of computers as a working tool at the service of human beings in research, training, education, work and the home. The operation and applications of the main programs on the market, especially those who have a more specific application in the field of the humanities and social sciences will be displayed.

3 hours, 1 semester, 3 credits

### **HIST 206 HISTORY OF PONCE**

Study of the foundation and development of the city of Ponce. Analysis of the political, economic, social, and cultural factors that have made Ponce the alternate capital of Puerto Rico. Introducing elements of genealogy. You will meet and visit places of interest in the city.

3 hours, 1 semester, 3 credits

### **HIST 211 BASIC GEOGRAPHY**

Includes the study of physical geography that covers topics such as the solar system, the Earth in space, the atmosphere and their components and the terrestrial relief.

3 hours, 1 semester, 3 credits

### **HIST 212 HUMAN GEOGRAPHY**

Includes the study of the population of world, natural resources and their utilization; cities and their geographical characteristics and communication networks.

3 hours, 1 semester, 3 credits

---

### **HIST 213 GEOGRAPHY OF PUERTO RICO**

Study and intensive analysis of Puerto Rico. Special emphasis is given to their characteristics physical, biotic and human; regionalization of Puerto Rico and appreciation of their environment. Emphasizes the relative importance and the implications of its position in the Caribbean basin.

3 hours, 1 semester, 3 credits

### **HIST 251 HISTORY OF PUERTO RICO I**

Study and analysis of the historical evolution of Puerto Rico, from its origins pre-Columbian until the 1800s, deeper into the development of key processes economic, social, cultural, and political processes; of those formative years and the evolution of Puerto Rican personality and culture.

3 hours, 1 semester, 3 credits

### **HIST 252 HISTORY OF PUERTO RICO II**

#### **Prerequisite: HIST 251**

Study and analysis of the historical evolution of the Puerto Rican, since the beginning of the century people 19<sup>th</sup> to the present day. Emphasis on the development of the economic, social processes will be and cultural that contributed to the formation and definition of a Puerto Rican nation sense.

3 hours, 1 semester, 3 credits

### **HIST 253: HISTORY OF PUERTO RICO (COMPENDIUM)**

#### **(non-major course)**

Study and interpretative analysis of the main socio-economic, cultural, and political processes that Puerto Rican society has experienced from 1508 to the present time.

3 hours, 1 semester, 3 credits

### **HIST 263: HISTORY OF SPAIN**

Advise and teaches about the history of Spain, from the homoantecesor to the present times, offering a panoramic view of the physical self and the historical being in this country. It emphasizes in his contributions to human progress and emphasizes its relations with the peoples of Europe and America.

3 hours, 1 semester, 3 credits

### **HIST 265: HISTORY OF THE CHURCH**

Panoramic view of the church since its early days and its spread around the world Roman until the Vatican II ecumenical movement. Points out in its moments of crisis of the 14<sup>th</sup>, 16<sup>th</sup> and 20<sup>th</sup> centuries as well as in their cultural contributions since the middle ages.

3 hours, 1 semester, 3 credits

### **HIST 280 seminar research: witness of the faith in PUERTO RICO**

A seminar on historic research, which purpose is to develop the history of those witnesses of the Catholic faith in Puerto Rico during the XX century. Also, to study, analyze, comprehend and to preserve the work in Puerto Rican Catholics and other foreigners in civil institutions, cities, parishes and its associations. Many of the anonymous, that worked in spreading the word of God.

3 hours, 1 semester, 3 credits

### **HIST 301 HISTORY OF THE UNITED STATES I**

Study of the origin and political, economic, social, and cultural development of the United States from its origins to 1877.

3 hours, 1 semester, 3 credits

### **HIST 302 HISTORY OF THE UNITED STATES II**

**Prerequisite:** HIST 301

Study of the political, economic, social, and cultural development of the United States from 1877 to the present.

3 hours, 1 semester, 3 credits

### **HIST 303 UNITED STATES HISTORY (COMPENDIUM)**

**(non-major course)**

Summarized the development studio political, economic, social and cultural of United States from its origins to the presents.

3 hours, 1 semester, 3 credits

### **HIST 310 HISTORICAL RESEARCH AS ENTREPRENEURSHIP**

**Prerequisites:** HIST 251 or 252 or 253

Field course which trins students to use historical research as an entrepreneur skill in his/her education to become a professional in the historical field.

3 hours, 1 semester, 3 credtis

### **HIST 311 ANCIENT HISTORY**

In-depth analysis of the cultures of antiquity with particular attention to the political, social and cultural institutions of Rome and Greece.

3 hours, 1 semester, 3 credits

### **HIST 312 MEDIEVAL HISTORY**

**Prerequisite:** HIST 311

Study of the institutions of the middel ages, since the fall of the Western Roman Empire until the beginning of the Renaissance. Emphasizes the historical role of Christianity in the formation of Western Civilization. In addition, elaborates in feudalism as a political, social, economic and cultural analysis and the start of the economic institutions of the modern era.

3 hours, 1 semester, 3 credits

### **HIST 360 PUERTO RICAN SOCIETY AND CULTURE IN THE 20<sup>TH</sup> CENTURY**

**Prerequisite:** HIST 253

A study and analysis of the historical and social processes that have served as a basis for the development of Puerto Rican personality in the 20<sup>th</sup> Century.

3 hours, 1 semester, 3 credits

### **HIST 370 THE CARIBBEAN**

Study of the process of historical development that has experienced the Caribbean region since the beginning of the Spanish conquest to the present day. In particular, the study of the economic and political realities of this area in our times

3 hours, 1 semester, 3 credits

### **HIST 371 HISTORY OF LATIN AMERICA I**

Analysis and study of Latin America from its discovery until the process of colonization, indigenous cultures and the legal problems of the first centuries. We will be deeply analyzed the political, economic and social development during the colonial period.

3 hours, 1 semester, 3 credits

### **HIST 372: HISTORY OF LATIN AMERICA II**

**Prerequisite:** HIST 371

Analysis and study of Latin America from the Wars for Independence to the present; political, economic, social, and cultural development will be analyzed during the Colonial Period as well as the process that led to the Wars for Independence and the reality the new nations confronted as of 1824 until our times; emphasis on the economic and social problems of the 19<sup>th</sup> and 20<sup>th</sup> Centuries.

3 hours, 1 semester, 3 credits

### **HIST 373 LATIN AMERICAN HISTORY (COMPENDIUM)**

**(non-major course)**

A study of the political, economic, social, and cultural evolution of Latin America since the 16<sup>th</sup> Century with special emphasis on the 19<sup>th</sup> and 20<sup>th</sup> Centuries.

3 hours, 1 semester, 3 credits

### **HIST 401 MODERN HISTORY**

**Prerequisite:** HIST 312

Analysis of the culture, art, literature, and science of the Renaissance and their influence in the development of modern thought. Study of the causes and results of the religious revolutions of the 16<sup>th</sup> Century and the birth of modern nations.

3 hours, 1 semester, 3 credits

### **HIST 402 CONTEMPORARY HISTORY**

**Prerequisite:** HIST 401

An analysis of the historical development of the Western World during the 19<sup>th</sup> and 20<sup>th</sup> Centuries with special attention to social, economic, political, and cultural changes. In addition, study of the social, economic and political causes that precipitated the Nations the world in two major conflagration of the twentieth century and their impact on the News.

3 hours, 1 semester, 3 credits

### **HIST 403 SOCIETY AND CULTURE OF CONTEMPORARY EUROPE (CULTURAL TRIP ABROAD)**

The society and culture of the contemporary Europe course aims to complete the academic preparation of the participant through a hands-on experience aimed at the analysis and study of the historical development of the Western world, through expressions that have contributed to the major social,

economic and political changes and their influence in thinking from the modern world until today's contemporary society.

45-90 horas, 1 semestre, 3-6 créditos

#### **HIST 404 SOCIETY AND CULTURE LATIN AMERICA (CULTURAL TRIP ABROAD)**

Trip which offers the opportunity to learn, analyze and study academically the civil and religious development of Latin American from the early pre-columbian stages to the present, enclosing the totality of the geography of the region. Based on the acquired experiences, students will analyze the transformations of social, economic and the various political which over the centuries have made it a region of attractions and historical interests, literary and artistic with its close relationship between two continents: Europe and America.

90 horas, 1 semestre, 3-6 créditos

#### **HIST 408 HISTORY OF RUSSIA: ORIGIN, FORMATION, AND EVOLUTION OF THE RUSSIAN PEOPLE**

Study, interpretation and analysis of the evolution of Russian society, from its origins, colonization and formation of the Russian State until this aggrandizement as Soviet Federative Socialist Republic in the 20<sup>th</sup> century.

3 hours, 1 semester, 3 credits

#### **HIST 409 HISTORY OF THE FAR EAST: CHINA AND JAPAN**

Presentation of an overview of historic development through an important of the peoples of China and Japan approach. The study tries to emphasize the formation of both eastern civilization, examining cultural achievements (in the artistic, literary, philosophical and religious aspects) that identify them more. Those social institutions typical of the Far East are also defined.

3 hours, 1 semester, 3 credits

#### **HIST 410 XIX<sup>th</sup> CENTURY EUROPE**

The impact of imperialism, nationalism, liberalism, and industrialization in 19<sup>th</sup> Century Europe. The Renaissance of the great powers and the various conflicts that led the first World War I. 3 hours, 1 semester, 3 credits

#### **HIST 415 THE FRENCH REVOLUTION AND THE NAPOLEONIC ERA (1789-1815)**

A course that analyzes the causes and developments of French events which changed West and world history.

3 hours, 1 semester, 3 credits

#### **HIST 417 HISTORIOGRAPHY**

Study of the historical development of Western historiography, from antiquity to the present. Analysis of the most important historical interpretations emphasizing times modern and contemporary.

3 hours, 1 semester, 3 credits

#### **HIST 419 METHODOLOGY AND TECHNIQUES OF HISTORICAL INVESTIGATION**

**Prerequisite:** HIST 417

Study and analysis of the different historical methods used by historians to achieve a systematic and critical study of history, with the purpose of approaching the student to the discipline history, making a

selection of a theme and problem, and interpreting the facts historical past that define it. Analysis and critique of recent historical research of qualitative, quantitative and comparative, order related to the historical development of Puerto Rico.

3 hours, 1 semester, 3 credits

### **HIST 420 SEMINAR ON HISTORICAL INVESTIGATION**

#### **Prerequisite: HIST 419**

The course aims to employ the techniques and contemporary historical methodologies for the elaboration of a research supported by primary sources of parish, historical archives and other rooms of references in libraries of the people of Puerto Rico. This will be used several bibliographical sources, critical and theoretical principles of history and techniques used in historical writing. Tasks of the students aimed to develop the skills inherent in this discipline as bibliographical reviews and documentaries and supervised research exercises.

3 hours, 1 semester, 3 credits

### **ACTIVITIES**

- Students can participate in academic organizations of the History Department such as the Association Future Historians and the Alpha Theta Chapter of the Phi Alpha Theta Honor Society.
- Lectures by local and visiting Professors are offered.
- Students will visit historical museums and other historical and cultural locations.

## **DEPARTMENT OF FINE ARTS**

**Prof. Zoriel Rodríguez Aquino, Director**

**FACULTY:** Prof. José Sanabria, Prof. Sylvia D. Burgos, Prof. Beverly Zapata, Prof. Alfonso González, Prof. Jaime Rosa, Prof. Marisel Surillo and Prof. Antonio Hernandez

### **OBJECTIVES**

To prepare professional artists.

To provide training for art teachers.

To help prepare candidates for graduate studies.

To contribute to the enrichment of Puerto Rican culture through the aesthetic progress of individuals.

To help the public develop appreciation of our cultural heritage as well as that of other cultures.

To contribute toward the integration of the personality of students through the blending of body, mind, and soul in the creative process.

To motivate and enable students to seek true art in artistic creations, in accordance with Church documents (Vatican II).



### REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE IN FINE ARTS

PREREQUISITES	CREDITS
General Education Courses	61
Courses Required by the College	21
Courses Required by the Department	48
<b>TOTAL</b>	<b>130</b>

ART COURSES	CREDITS
ART 103-104	6
ART 201-202	6
ART 210	3
ART 205	3
ART 240	3
ART 280	3
ART 340	3
ART 362	3
Elective in Printmaking	3
Electives in Advance Project	3
Electives in Art	12
<b>TOTAL</b>	<b>48</b>

### CURRICULUM FOR THE BACHELOR OF ARTS DEGREE IN FINE ARTS

FIRST YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ART 103 (D)	3	ART 104 (D)	3
ART 201 (D)	3	ART 202 (D)	3
SPAN 141 (G)	3	SPAN 142 (G)	3
ORIE 003 (G)	0	ORIE 004 (G)	0
THEO 130 (G)	3	THEO 131 (G)	3
PHED ____ (G)	1	APPRECIATION ____ (G)	3
MATH 111 (G)	3	(MUSI 102, THEA 101)	
<b>CREDITS 16</b>		<b>CREDITS 15</b>	

SECOND YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ART 210 (D)	3	ART 205 (D)	3
ART 240 (D)	3	ART ____ (D)	3
HIST 253 (G)	3	GESC ____ (G)	3
ENGL 115 (G)	3	ENGL 201 (G)	3
THEO 132 (G)	3	SOCI ____ (G)	3
HIST 105 (G)	3		
<b>CREDITS 18</b>		<b>CREDITS 15</b>	

THIRD YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ART 310 (G)	3	ART 340 (D)	3
ART GRABADO ____ (D)	3	ART ____ (D)	3
ART 280 (D)	3	AH ____ (C)	3
SOCI 102 (G)	3	PHIL 312 (G)	3
GESC ____ (G)	3	SOCI 218 (G)	3
ENGL 213 (G)	3		
<b>CREDITS 18</b>		<b>CREDITS 15</b>	

FOURTH YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
PHIL 328 (C)	3	PHIL 340 (G)	3
FOLG I ____ (C)	3	FOLG II ____ (C)	3
ART ____ (D)	3	ART 49 ____ (D)	3
HIST * ____ (C) (*ART 300,ART 305)	3	ART ____ (D)	3
ART 362 (D)	3	SPAN 455 (C)	3
SPAN ____ (G)	3		
<b>CREDITS 18</b>		<b>CREDITS 15</b>	

All art courses must be passed with a grade of C or higher.

## COURSE DESCRIPTIONS

### ART 101: ART APPRECIATION (non-major course)

An introductory study to the fine arts: aesthetic theories, artistic elements; principles of organization; techniques; and masterpieces; to obtain better understanding and appreciation for works of art.

3 hours, 1 semester, 3 credits

### **ART 102: BASIC DRAWING**

A basic drawing course focused on the representation of natural forms and the development of observational techniques: tonality and contour lines

3 hours, 1 semester, 3 credits

### **ART 103: FUNDAMENTALS OF ART**

An introductory course designed to give initial exposure to the practice and theory of principles of art. A variety of basic techniques are explored: composition, perspective, form and other elements of art through two dimensional works.

3 hours, 1 semester, 3 credits

### **ART 104: FUNDAMENTALS OF COLOR & DESIGN**

#### **Prerequisite: ART 103**

Introduction to the elements and the basic concepts of art, principles of design, and basic color theory. Basic acrylic painting, tempera, watercolor, and other techniques will be developed.

3 hours, 1 semester, 3 credits

### **ART 201: HISTORY OF ART I**

Compendium of artistic development from its Paleolithic origins to the Renaissance.

3 hours, 1 semester, 3 credits

### **ART 202: HISTORY OF ART II**

#### **Prerequisite: ART 201**

Compendium of artistic development from the Baroque to the present, including the most significant artists of those periods.

3 hours, 1 semester, 3 credits

### **ART 205: HISTORY OF ART IN PUERTO RICO**

Study and analysis of the development of art in Puerto Rico from the Sixteenth Century to the present. Emphasis placed on painting, sculpture, and architecture. Focus will be given to works of arts from particular periods which most influenced the nation's evolution.

3 hours, 1 semester, 3 credits

### **ART 210: FIGURE DRAWING**

#### **Prerequisites: ART 103 & 104**

This course is an introduction to figure drawing. An anatomical study of the live model in several media.

4 hours, 1 semester, 3 credits

### **ART 240: PAINTING I**

#### **Prerequisites: ART 103 & 104**

An introduction to chromatic scale, painting techniques, appropriate use of medium, brushes and spatula. Includes experimentation with figurative, landscape painting, still life, freeform shapes and canvas preparation.

4 hours, 1 semester, 3 credits

---

**ART 241: PAINTING II**

**Prerequisite: ART 240**

A continuation of traditional painting techniques along with the introduction to modern approaches to the medium and stylization. Topics include: human form, landscape and free form.

4 hours, 1 semester, 3 credits

**ART 260: HIGH RELIEF ENGRAVING**

**Prerequisites: ART 103 & 104**

An introduction to high relief engraving on: wood blocks, linoleum and other surfaces, to create multiple impressions.

4 hours, 1 semester, 3 credits

**ART 272: DIGITAL PHOTOGRAPHY**

Study of the origin, theory, and basic techniques of digital photography by means of practice and use of the computer programs suitable for artistic creation.

3 hours, 1 semester, 3 credits

**ART 273: PHOTO JOURNALISM**

**Prerequisite: ART 272**

The course provides an introduction to the world of photojournalism, through the news coverage accompanied by publishable photographic images. The student will be trained in the use and handling of photographic material, delivery, storage of digital images for commercial and artistic purposes.

3 hours, 1 semester, 3 credits

**ART 280: GRAPHIC DESIGN I**

**Prerequisites: HIST 116 (or equivalent), ART 103 & ART104**

Study of the aesthetic of digital design in relation to the advertising market. Traditional methods such as pencils and markers will be used as well as digital programs to acquire technical knowledge in the creation and manipulation of images.

4 hours, 1 semester, 3 credits

**ART 281: GRAPHIC DESIGN II**

**Prerequisite: ART 280**

An advanced study of digital aesthetics and its relations to the advertising market. Traditional methods such as pencils and markers will be used as well as digital programs to acquire technical knowledge in the creation and manipulation of images.

4 hours, 1 semester, 3 credits

**ART 300 HISTORY OF EUROPEAN RELIGIOUS ART**

Introductory course focused on religious art within the Christian faith, specifically in the Catholic Church. It traces the history and evolution of religious art from the Paleo Christian Era to the Modern Age, highlighting its main characteristics and significance in the European context.

3 hours, 1 semester, 3 credits

### **ART 301 SOCIAL MURALISM**

#### **Prerequisite: ART 240**

Course that explores the insertion of fine arts in the social context and as an integral part of community. Students are prepared for the planning and execution of a mural project.

4 hours, 1 semester, 3 credits

### **ART 305: HISTORY OF RELIGIOUS ART IN LATIN AMERICA AND THE CARIBBEAN**

History of religious art in Latin America and the Caribbean. It accentuates the evolution of over 500 years of religious art in the region and its contribution to the development of a Christian identity. It emphasizes the visual manifestations of the Catholic Church and how they were used for the indoctrination of society as elements of worship and adoration.

3 hours, 1 semester, 3 credits

### **ART 310 ENTREPRENEURSHIP IN THE FINE ARTS**

Prerequisite: Successful completion of a second level workshop course (ART 241, 281, 312, 372 or 458).

The course explores fiscal and administrative tools as well as professional opportunities available for visual artists. A variety of procedures are discussed in the strategic planning of artistic projects.

Students are exposed to different realms of the art market: law, protocol, administration, curatorial practices and publicity.

3 hours, 1 semester, 3 credits

### **ART 312: ADVANCED PHOTOGRAPHY**

#### **Prerequisite: ART 272**

An advanced study of photography, illumination, vocabulary and practice through digital black, white and color photography. The advanced process includes digital negative conversion, image selection and editing for post- production in printed and digital presentations.

4 hours, 1 semester, 3 credits

### **ART 315: MOSAIC I**

Design and construction of utilitarian articles such as tables, lamps, vases, and small works in the medium.

4 hours, 1 semester, 3 credits

### **ART 335: CERAMICS I**

Introduction to principles, design, and basic processes of ceramics. Theory and studio projects.

4 hours, 1 semester, 3 credits

### **ART 340: CONTEMPORARY CONCEPTS AND NEW FORMS**

#### **Prerequisites: ART 103 & 104**

Advanced course that explores contemporary tendencies in the visual arts through research and aesthetic exercises, focusing particularly on concepts of the Twenty-first Century.

4 hours, 1 semester, 3 credits

### **ART 350: ADVANCED DRAWING**

#### **Prerequisite: ART 210**

Advanced course that explores traditional techniques. An introduction to stylization and abstraction as well as experimentation in charcoal, pastel, ink, guache and mixed medium.

4 hours, 1 semester, 3 credits

### **ART 359: PORTFOLIO**

#### **Prerequisite: ART 241 or ART 372 or ART 273 or ART 312**

Course designed to provide students with the knowledge and organizational resources necessary for the preparation of a portfolio, an important and indispensable tool in the professional world load.

Presentation of different portfolios used by the student to prepare for the demands of the current world

2 hours, 1 semester, 2 credits

### **ART 360 WATERCOLOR PAINTING I**

#### **Prerequisite: ART 240**

Introduction to the watercolor medium, its history and current expressions. Techniques, themes and a variety of styles are studied from naturalistic representation, abstraction and its versatility in contemporary art. Experimentation in technique and exercises, culminate in its creativity application in illustration.

4 hours, 1 semester, 3 credits

### **ART 362: SCULPTURE I**

#### **Prerequisites: ART 103 & 104**

The course develops skills in sculpting techniques: clay, metal, gesso and mold casting. Emphasis is placed on the human figure although other projects offer space for greater creative expression.

4 hours, 1 semester, 3 credits

### **ART 363 SILKSCREEN**

#### **Prerequisites: ART 103 & 104**

Study and application of a variety of techniques in silkscreen. Stencils will be made through manual and chemical processes to block light.

4 hours, 1 semester, 3 credits

### **ART 365 OIL PAINTING I**

#### **Prerequisites: ART 240**

An introduction to traditional oil painting techniques on canvas and wood.

4 hours, 1 semester, 3 credits

### **ART 372: SCULPTURE II**

#### **Prerequisites: ART 103 & 104**

An advanced study in traditional woodcarving and clay modelling as well as experimentation with contemporary materials such as plexiglass, polyester resin, metals and others.

4 hours, 1 semester, 3 credits

---

**ART 383: DIGITAL ANIMATION**

**Prerequisite: ART 281**

An introductory course to digital animation and illustrations in three dimensions. Computer animation media will be used to create and manipulate illustrations.

4 hours, 1 semester, 3 credits

**ART 415: MOSAIC II**

Intermediate design and construction of articles such as tables, lamps, murals and small works in the medium.

4 hours, 1 semester, 3 credits

**ART 425 SOCIETY AND CULTURE OF THE UNITED STATES OF AMERICA**

A study abroad experience of an interdisciplinary and multicultural nature. Students complement academic studies and analysis of the society and American culture by visiting important museums, parks, cultural centers, historic sites, monuments, archives, libraries, theaters and organizations that promote the history and arts of the visited city.

15-90 hours, 1 semester, 1-6 credits

**ART 435: CERAMICS II**

**Prerequisite: ART 335**

Continuation to the principles, design, and ceramics techniques. Theory and studio projects.

4 hours, 1 semester, 3 credits

**ART 458: INTAGLIO**

**Prerequisites: ART 103 & 104**

Introduction to Intaglio printmaking techniques, using Zinc, Copper, and other flat surfaces to create multiple impressions in one or more colors.

4 hours, 1 semester, 3 credits

**ART 460: WATERCOLOR PAINTING II**

**Prerequisite: ART 360**

Continuation of watercolor techniques, with emphasis on composition and personal expression.

Introduction to stylization and abstraction.

4 hours, 1 semester, 3 credits

**ART 462: CONSTRUCTIVE SCULPTURE**

**Prerequisite: ART 362**

This introductory course focuses on traditional and modern constructive sculptural techniques through the use of assemblage and various industrial materials.

4 hours, 1 semester, 3 credits

### **ART 465: OIL PAINTING II**

#### **Prerequisite: ART 365**

Continuation of traditional techniques in oil painting on canvas and wood with an emphasis on contemporary expression.

4 hours, 1 semester, 3 credits

### **ART 490: ADVANCED PROJECTS**

#### **Prerequisite: ART 241, or ART 350, or ART 312, or ART 372, or ART 458**

Advanced level projects emphasizing individual development in one of the following mediums: painting, drawing, printmaking, sculpture, video art, photography and installation.

4 hours, 1 semester, 3 credits

### **ART 494: ADVANCED PROJECTS IN DIGITAL GRAPHIC ART**

#### **Prerequisite: ART 383**

An advanced course in digital art for molding, character and object animation for scene creations in video or printed illustrations. Emphasis is placed on the social impact of the digital aesthetic. Computer programs are used in image creation and manipulation.

4 hours, 1 semester, 3 credits

### **ACTIVITIES**

Students will participate in local and San Juan exhibits. They will participate in exhibits and contests in and outside of Puerto Rico.

Students will visit several museums and galleries. Workshops will be organized for students and faculty.

The faculty will hold individual exhibits.

Students will organize several workshops.

The University Association of Fine Arts is available for all interested students in the Art Program.

### **COMBINED PROGRAM IN FINE ARTS**

**Prof. Zoriel Rodríguez Aquino, Director**

**FACULTY:** Prof. Alfonso González Marcucci, Prof. Jaime Rosa, Prof. Marisel Surillo, Prof. Beverly Zapata, Prof. José Sanabria Rodríguez, Prof. Sylvia D. Burgos

### **OBJECTIVES**

1. Develop in the student a high level of technical and theoretical mastery in the area of Visual Arts.
2. Empower students for the pursuit of conceptual maturity in their work through the search for truth.
3. Delve into topics relevant to the contemporary artistic and cultural activity within its context.
4. Offer opportunities to experiment and broaden the student's medium of interest.
5. Promote student awareness and responsibility with respect to the social impact of their profession on society.
6. Reduce study time needed to obtain the Bachelor's and Master's Degrees.



**PREREQUISITES FOR THE BACHELOR OF ARTS WITH CONCENTRATION IN FINE ARTS AND  
MASTERS OF ART WITH SPECIALTY IN PAINTING AND DRAWING**

PREREQUISITES	CREDITS
General Education Courses	55
Courses Required by the College (Bachelor & Master )	19
Courses Required by the Department (Bachelor & Master)	74
<b>TOTAL</b>	<b>148</b>

ART COURSES -UNDERGRADUATE	CREDITS
ART 103 and 104	6
ART 201 and 202	6
ART 210	3
ART 205	3
ART 240	3
ART 280	3
ART 340	3
ART 362	3
Electives in Printmaking (260, 458)	3
Elective in Art	9
<b>TOTAL CREDITS UNDERGRADUATE</b>	<b>42</b>
Elective courses in Art: painting, drawing, photography, printmaking, sculpture, digital art and history	
GRADUATE ART COURSES	CREDITS
ART 605	3
ART 610 and 611	6
ART 620 and 621	6
ART 680	5
ART Seminars (648, 655, 660, 665)	6
ART Electives (601, 628, 630)	6
Total credits ART-Graduate	32
Total credits ART Undergraduate	42
<b>Total credits (COMBINED)</b>	<b>74</b>

**COMBINED PROGRAM CURRICULUM: BACHELOR OF ARTS WITH CONCENTRATION IN FINE  
ARTS AND  
MASTERS OF ART WITH SPECIALTY IN PAINTING AND DRAWING  
FIRST YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
HIST 105	3	SOCI 102	3
THEO 130	3	THEO 131	3
SPAN 141	3	SPAN 142	3
ENGL 115	3	ENGL 201	3
ART 103	3	ART 104	3
ART 201	3	ART 202	3
ORIE 003	0	ORIE 004	0
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

All Undergraduate Specialty courses must be approved with minimum grade of C.

All Graduate Specialty courses must be approved with minimum grade of B.

**SECOND YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
THEO 132	3	ENGL 213	3
PHED _____	1	MATH 111	3
PHIL 312	3	PHIL 340	3
ART 210	3	ART 205	3
ART 240	3	ART 340	3
ART _____	3	ART ____	3
<b>CREDITS 16</b>		<b>CREDITS 18</b>	

### THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
AH ____	3	SOCI 218	3
FOLG ____	3	FOLG ____	3
BIOL 118/CHEM 117	3	MUSI 102/THEA 101	3
ART ____	3	ART 310	3
ART 280	3	ART 362	3
ART (PRINTMAKING)	3	ART *** (600) ____	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

\*\*\*Begin graduate-level course in the second semester.

### FOURTH YEAR \*\*

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 455	3	ART 611	3
HIST 253	3	THEO 633	2
PHIL ____	3	ART (600) ____	3
***ART 605	3		
*** ART 610	3		
**BACHELOR GRADUATE			
<b>CREDITS 15</b>		<b>CREDITS 8</b>	

\*\*The student graduates with a Bachelor's Degree (participates in graduation ceremony) after completing the first semester of their fourth year of study. They then continue with their graduate studies

### FIFTH YEAR\*

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ART 620	3	ART 621	3
THEO 634	2	ART 680	5
ART (600) ____	3	ART (600) ____	3
<b>CREDITS 8</b>		<b>CREDITS 11</b>	

\*Once all requirements are met, the student would graduate from the program and participate in graduation ceremonies in May for their master's degree.

---

## **COURSE DESCRIPTIONS- Undergraduate**

### **ART 103: ART FUNDAMENTALS**

An introductory course designed to give initial exposure to the practice and theory of art principles; a variety of basic techniques explore: composition, perspective, form and other elements of art through two dimensional works.

3 hours, 1 semester, 3 credits

### **ART 104: FUNDAMENTALS OF COLOR & DESIGN**

**Prerequisite:** ART 103

Introduction to the elements and the basic concepts of art, principles of design, and basic color theory. Basic acrylic painting, tempera, watercolor, and other techniques will be developed.

3 hours, 1 semester, 3 credits

### **ART 201: HISTORY OF ART I**

Compendium of the artistic development from its Paleolithic origins to the Renaissance.

3 hours, 1 semester, 3 credits

### **ART 202: HISTORY OF ART II**

**Prerequisite:** ART 201

Compendium of artistic development from the Baroque to the present, including the most significant artists of those periods.

3 hours, 1 semester, 3 credits

### **ART 205: HISTORY OF ART IN PUERTO RICO**

Study and analysis of the development of art in Puerto Rico from the Sixteenth Century to the present. Emphasis placed on painting, sculpture, and architecture. Focus will be given to works of arts from particular periods which most influenced the nation's evolution.

3 hours, 1 semester, 3 credits

### **ART 205: HISTORY OF ART IN PUERTO RICO**

Study and analysis of the development of art in Puerto Rico from the sixteenth century to the present. Emphasis on painting, sculpture, and architecture. Works of arts from periods which influenced national evolution will be studied.

3 hours, 1 semester, 3 credits

### **ART 210: FIGURE DRAWING**

**Prerequisites:** ART 103 & 104

This course is an introduction to figure drawing. An anatomical study of the live model in several media.

4 hours, 1 semester, 3 credits

**ART 240: PAINTING I**

**Prerequisites: ART 103 & 104**

An introduction to chromatic scale, painting techniques, appropriate use of medium, brushes and spatula. Includes experimentation with figurative, landscape painting, still life, freeform shapes and canvas preparation.

4 hours, 1 semester, 3 credits

**ART 241: PAINTING II**

**Prerequisite: ART 240**

A continuation of traditional painting techniques along with the introduction to modern approaches to the medium and stylization. Topics include: human form, landscape and free form.

4 hours, 1 semester, 3 credits

**ART 260: HIGH RELIEF ENGRAVING**

**Prerequisites: ART 103 & 104**

An introduction to high relief engraving on: wood blocks, linoleum and other surfaces, to create multiple impressions.

4 hours, 1 semester, 3 credits

**ART 272: DIGITAL PHOTOGRAPHY**

Study of the origin, theory, and basic techniques of digital photography by means of practice and use of computer programs suitable for artistic creation.

3 hours, 1 semester, 3 credits

**ART 273: PHOTO JOURNALISM**

**Prerequisite: ART 272**

The course provides an introduction to the world of photojournalism, through the news coverage accompanied by publishable photographic images. The student will be trained in the use and handling of photographic material, delivery, storage of digital images for commercial and artistic purposes.

3 hours, 1 semester, 3 credits

**ART 280: GRAPHIC DESIGN I**

**Prerequisites: HIST 116 (or equivalent), ART 103 & ART104**

Study of the aesthetic of digital design in relation to the advertising market. Traditional methods such as pencils and markers will be used as well as digital programs to acquire technical knowledge in the creation and manipulation of images.

4 hours, 1 semester, 3 credits

**ART 281: GRAPHIC DESIGN II**

**Prerequisite: ART 280**

An advanced study of digital aesthetics and its relations to the advertising market. Traditional methods such as pencils and markers will be used as well as digital programs to acquire technical knowledge in the creation and manipulation of images.

4 hours, 1 semester, 3 credits

---

### **ART 300 HISTORY OF EUROPEAN RELIGIOUS ART**

Introductory course focused on religious art within the Christian faith, specifically in the Catholic Church. It traces the history and evolution of religious art from the Paleo Christian Era to the Modern Age, highlighting its main characteristics and significance in the European context.

3 hours, 1 semester, 3 credits

### **ART 301 SOCIAL MURALISM**

**Prerequisite:** ART 240

Course that explores the insertion of fine arts in the social context and as an integral part of community. Students are prepared for the planning and execution of a mural project.

4 hours, 1 semester, 3 credits

### **ART 305: HISTORY OF RELIGIOUS ART IN LATIN AMERICA AND THE CARIBBEAN**

History of religious art in Latin America and the Caribbean. It accentuates the evolution of over 500 years of religious art in the region and its contribution to the development of a Christian identity. It emphasizes the visual manifestations of the Catholic Church and how they were used for the indoctrination of society as elements of worship and adoration.

3 hours, 1 semester, 3 credits

### **ART 310 ENTREPRENEURSHIP IN THE FINE ARTS**

**Prerequisite:** Successful completion of a second level workshop course (ART 241, 281, 312, 372 or 458).

The course explores fiscal and administrative tools as well as professional opportunities available for visual artists. A variety of procedures are discussed in the strategic planning of artistic projects.

Students are exposed to different realms of the art market: law, protocol, administration, curatorial practices and publicity.

3 hours, 1 semester, 3 credits

### **ART 312: ADVANCED PHOTOGRAPHY**

**Prerequisite:** ART 272

An advanced study of photography, illumination, vocabulary and practice through digital black, white and color photography. The advanced process includes digital negative conversion, image selection and editing for post- production in printed and digital presentations.

4 hours, 1 semester, 3 credits

### **ART 315: MOSAIC I**

Design and construction of utilitarian articles such as tables, lamps, vases, and small works in the medium.

4 hours, 1 semester, 3 credits

### **ART 335: CERAMICS I**

Introduction to principles, design, and basic processes of ceramics. Theory and studio projects.

4 hours, 1 semester, 3 credits

### **ART 340: CONTEMPORARY CONCEPTS AND NEW FORMS**

#### **Prerequisites: ART 103 & 104**

Advanced course that explores contemporary tendencies in the visual arts through research and aesthetic exercises, focusing particularly on concepts of the Twenty-first Century.

4 hours, 1 semester, 3 credits

### **ART 350: ADVANCED DRAWING**

#### **Prerequisite: ART 210**

Advanced course that explores traditional techniques. An introduction to stylization and abstraction as well as experimentation in charcoal, pastel, ink, guache and mixed medium.

4 hours, 1 semester, 3 credits

### **ART 359: PORTFOLIO**

#### **Prerequisite: ART 241 or ART 372 or ART 273 or ART 312**

Course designed to provide students with the knowledge and organizational resources necessary for the preparation of a portfolio, an important and indispensable tool in the professional world.

Presentation of different portfolios used by the student to be prepared for the demands of the current professional world.

2 hours, 1 semester, 2 credits

### **ART 360 WATERCOLOR PAINTING I**

#### **Prerequisite: ART 240**

Introduction to the watercolor medium, its history and current expressions. Techniques, themes and a variety of styles are studied from naturalistic representation, abstraction and its versatility in contemporary art. Experimentation in technique and exercises, culminate in its creativity application in illustration.

4 hours, 1 semester, 3 credits

### **ART 362: SCULPTURE I**

#### **Prerequisites: ART 103 & 104**

The course develops skills in sculpting techniques: clay, metal, gesso and mold casting. Emphasis is placed on the human figure although other projects offer space for greater creative expression.

4 hours, 1 semester, 3 credits

### **ART 363 SILKSCREEN**

#### **Prerequisites: ART 103 & 104**

Study and application of a variety of techniques in silkscreen. Stencils will be made through manual and chemical processes to block light.

4 hours, 1 semester, 3 credits

### **Arte 365 OIL PAINTING I**

#### **Prerequisites: ART 240**

An introduction to traditional oil painting techniques on canvas and wood.

4 hours, 1 semester, 3 credits

**ART 372: SCULPTURE II**

**Prerequisites: ART 103 & 104**

An advanced study in traditional woodcarving and clay modelling as well as experimentation with contemporary materials such as plexiglass, polyester resin, metals and others.

4 hours, 1 semester, 3 credits

**ART 383: DIGITAL ANIMATION**

**Prerequisite: ART 281**

An introductory course to digital animation and illustrations in three dimensions. Computer animation media will be used to create and manipulate illustrations.

4 hours, 1 semester, 3 credits

**ART 415: MOSAIC II**

Intermediate design and construction of articles such as tables, lamps, murals and small works in the medium.

4 hours, 1 semester, 3 credits

**ART 425 SOCIETY AND CULTURE OF THE UNITED STATES OF AMERICA**

A study abroad experience of an interdisciplinary and multicultural nature. Students complement academic studies and analysis of the society and American culture by visiting important museums, parks, cultural centers, historic sites, monuments, archives, libraries, theaters and organizations that promote the history and arts of the visited city.

15-90 hours, 1 semester, 1-6 credits

**ART 435: CERAMICS II**

**Prerequisite: ART 335**

Continuation to the principles, design, and ceramics techniques. Theory and studio projects.

4 hours, 1 semester, 3 credits

**ART 458: INTAGLIO**

**Prerequisites: ART 103 & 104**

Introduction to the Intaglio printmaking techniques, using zinc, copper, and other flat surfaces to create multiple impressions in one or more colors.

4 hours, 1 semester, 3 credits

**ART 460: WATERCOLOR PAINTING II**

**Prerequisite: ART 360**

Continuation of watercolor techniques, with emphasis on composition and personal expression. Introduction to stylization and abstraction.

4 hours, 1 semester, 3 credits



---

**ART 462: CONSTRUCTIVE SCULPTURE**

**Prerequisite: ART 362**

This introductory course focuses on traditional and modern constructive sculptural techniques through the use of assemblage and various industrial materials.

4 hours, 1 semester, 3 credits

**ART 465: OIL PAINTING II**

**Prerequisite: ART 365**

Continuation of traditional techniques in oil painting on canvas and wood with an emphasis on contemporary expression.

4 hours, 1 semester, 3 credits

**GRADUATE COURSE DESCRIPTION**

**ART 601 SOCIAL MURALISM\***

**Prerequisite: Painting experience**

Course that explores the insertion of fine arts in the social context and as an integral part of community. Students are prepared for the planning and execution of a mural project.

4 hours, 1 semester, 3 credits

**ART 605 CONCEPTS IN PAINTING AND DRAWING**

Course of analysis and discussion of concepts, content, style and techniques in a work of art. Course content will vary according to the teacher and the needs of each student.

4 hours, 1 semester, 3 credits

**ART 610 GRADUATE PROJECTS IN PAINTING AND DRAWING I**

Theoretical and practical study exploring the traditional relationship between drawing and painting.

4 hours, 1 semester, 3 credits

**ART 611 GRADUATE PROJECTS IN PAINTING AND DRAWING II**

**Prerequisite: Art 610**

Study explores drawing as autonomous and independent of the painting medium.

4 hours, 1 semester, 3 credits

**ART 620 CREATIVE PROJECT WORKSHOP I**

**Prerequisite: Art 611**

Workshop course to strengthen the conceptual and pictorial vocabulary of the artistic narrative. The content will be structured according to the needs and goals of each student.

4 hours, 1 semester, 3 credits

---

### **ART 621 CREATIVE PROJECT WORKSHOP II**

#### **Prerequisite: Art 620**

Continuation of workshop course to strengthen the conceptual and pictorial vocabulary of the artistic narrative. The content will be structured according to the needs and goals of each student.

4 hours, 1 semester, 3 credits

### **ART 628 Projects in Sculpture**

The course explores techniques, procedures, materials, concepts and problems specific to the manifestations of the human spirit through three-dimensional form.

4 hours, 1 semester, 3 credits

### **ART 630 MIXED MEDIUM \* (Committee proposes this course as a guided elective)**

The course offers a comprehensive exploration of the use of industrial and environmental materials. The intention is to enrich the analysis of our natural environment by creating a convergence between different concepts and raw materials. Studies will include installations, performances, sculptures, drawings, graphics, photography and electronic media. Upon course completion, there will be a presentation of their proposal in an alternative space.

4 hours, 1 semester, 3 credits

### **ART 648 PUERTO RICAN ART SEMINARY \***

Theoretical study of the visual arts in Puerto Rico since 1960, the influences of the different schools of universal art and the latest trends in contemporary art in Puerto Rico.

3 hours, 1 semester, 3 credits

### **ART 655 LATIN AMERICAN ART HISTORY \***

General Survey of Latin American art. Exploring the processes and influences of contemporary Latin American art from its origins to the present.

3 hours, 1 semester, 3 credits

### **ART 660 CONTEMPORARY ART \***

Exploration, research and analysis of the issues, proposals and prominent contemporary arts activity on an international scale.

3 hours, 1 semester, 3 credits

### **ART 665 FRIDA KAHLO AND MEXICAN REVOLUTION \***

Study and analysis of Frida Kahlo as a visual artist and political activist. The course will focus on the relationship between art and political, social, cultural and international issues through the different historical interpretations presented by various primary sources, manuscripts, publications, contemporary research literature, artwork and photos.

3 hours, 1 semester, 3 credits

### **ART 680 FINAL CREATIVE PROJECT: THESIS EXHIBITION**

**Prerequisite:** Art 621

The culmination of the creative courses in the Master of Arts in Painting and Drawing program. The exhibition, written thesis and an oral dissertation will be evaluated by the Graduate Committee to determine whether the student meets the degree requirements.

5 hours, 1 semester, 5 credits

### **ART 725 SOCIETY AND CULTURE OF THE UNITED STATES OF AMERICA\***

A study abroad experience of an interdisciplinary and multicultural nature. Students complement academic studies and analysis of the society and American culture by visiting important museums, parks, cultural centers, historic sites, monuments, archives, libraries, theaters and organizations that promote the history and arts of a city or particular state of the nation.

15-90 hours, 1 semester, 1-6 credits

## **DEPARTMENT OF MUSIC**

**Profa. Zoriel Rodríguez Aquino, Director**

**Faculty:** María A. Ondarra, Zoriel Rodríguez, Irving Cancel, José Ortiz, Héctor Hernández, Angel R. Merced, Aniello Alberti, Bianca Cortés, Pedro Vega, Hugo Adames.

### **OBJECTIVES**

- To contribute to the intellectual, spiritual, and humanistic enrichment of students through the music program.
- To contribute to the academic and professional formation of students in the music-teacher program in order to satisfy the needs and fulfill the goals of Puerto Rican society.
- To promote the development of critical thinking and an esthetic sensibility through the study of music.
- To prepare candidates for graduate studies in music.
- To contribute to the formation of professionals who will enrich the culture of Puerto Rico with their work.
- To enable and motivate students to look for spirituality and beauty in music and art.

### **REQUISITES FOR THE BACHELOR OF ARTS IN MUSIC**

<b>REQUISITES</b>	<b>CREDITS</b>
General Education Courses	61
Courses Require by the College	21
Courses Require by the Department	57
<b>TOTAL</b>	<b>139</b>

MUSIC COURSES	CREDITS
MUSI 105-106	6
MUSI 211-212	6
MUSI 221-222	6
MUSI 335	1
MUSI 336	1
MUSI 337	1
MUSI 405	3
MUSI 407	3
MUSI 412	3
MUSI 416	3
MUSI 417	3
MUSI 420	3
MUSI Electives	18
<b>TOTAL CREDITS</b>	<b>57</b>

### CURRICULUM FOR THE BACHELOR OF ARTS IN MUSIC

FIRST YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
MUSI 105	3	MUSI 106	3
MUSI 335	1	MUSI 336	1
HIST103	3	HIST 104	3
MATH 117	3	MATH 118	3
ENGL 115	3	ENGL 201	3
SPAN 141	3	SPAN 142	3
PHED 107	1	PHED Elective	1
ORIE	0	ORIE	0
<b>CREDITS 17</b>		<b>CREDITS 17</b>	
+ Music Elective	2 or 3	+ Music Elective	2 or 3

Students interested in majoring in Instrument Technique should make arrangements in order to register instrument courses from the first year of studies. At the beginning of the first semester of the first year, the student will be evaluated to determine whether pre-basic or first year of instrument should be taken.

SECOND YEAR			
FIRST SEMESTER	CREDITS	FIRST SEMESTER	CREDITS
MUSI 221	3	MUSI 222	3
MUSI 337	1	MUSI 211	3
HIST 116	3	PHIL 207	3
ENGL 213	3	ART 101	3
THEO 130	3	FOLG _____(Part 2)	3
FOLG _____(Part 1)	3		
CREDITS 16		CREDITS 15	
+ Music Elective	2 or 3	+ Music Elective	2 or 3

THIRD YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
MUSI 416	3	MUSI 417	3
MUSI 212	3	MUSI 405	3
SPAN 205	3	POSC 110	3
SOCI 110	3	PHIL 312	3
THEO 131	3		
CREDITS 15		CREDITS 12	
+ Music Elective	2 or 3	+ Music Elective	2 or 3

FOURTH YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
MUSI 420	3	MUSI 412	3
MUSI 407	3	HIST 253	3
CHEM 117	3	SPAN Literature	3
THEO 132	3	PHIL 340	3
		BIOL 118	3
CREDITS 12		CREDITS 15	
+ Music Elective	2 or 3	+ Music Elective	2 or 3

FIFTH YEAR	
COURSE	CREDITS
HIST 360	3
HIST elective	3
SPAN Literature	3
+ Music Elective	2 or 3
CREDITS 11 OR 12	

Music elective credits may vary between 2 or 3 depending on the student's area of interest. For instance, Instrument Technique and Music Administration are 2 credits, whereas courses such as Instrumental Arrangement are 3 credits. All Instrument Technique courses must be passed with no less than B.

### **MUSI 001 GROUP GUITAR I**

Introduction to the basic concepts of guitar.  
0.5 hours, 1 semester, 2 credits

### **MUSI 005 INTRODUCTION TO MUSIC THEORY AND SIGHT SINGING I**

#### **Requisite: Audition**

Introduces fundamental concepts of music reading. Emphasis will be placed on clefs and rhythms.  
3 hours, 1 semester, 3 credits

### **MUSI 006 INTRODUCTION TO MUSIC THEORY AND SIGHT SINGING II**

#### **Requisite: MUSI 005**

A continuation of MUSI 005; seeks to strengthen the student's grasp, through exercises of increased complexity, of the fundamental concepts of music reading. Emphasis on singing and aural differentiation of intervals, as well as rhythmic patterns.  
3 hours, 1 semester, 3 credits

### **MUSI 018 Pre-Basic Instrument I: Percussion**

Remedial course. Development of the percussion technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

### **MUSI 019 Pre-Basic Instrument II: Percussion**

#### **Requisite: MUSI 018**

A continuation of Music 018 which reinforces concepts of the percussion techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

**MUSI 026 Pre-Basic Instrument I: Voice- Popular Music**

Remedial course. Development of vocal technique for popular music, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

**MUSI 027 Pre-Basic Instrument II: Voice- Popular Music**

**Requisite: MUSI 026**

A continuation of Music 026 which reinforces concepts of the vocal techniques for popular music learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

**MUSI 032 Pre-Basic Instrument I: Voice- Classical Music**

Remedial course. Development of vocal technique for classical music, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

**MUSI 033 Pre-Basic Instrument II: Voice- Classical Music**

**Requisite: MUSI 032**

A continuation of Music 032 which reinforces concepts of the vocal techniques for classical music learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

**MUSI 042 Pre-Basic Instrument I: Violin**

Remedial course. Development of the violin technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

**MUSI 043 Pre-Basic Instrument II: Violin**

**Requisite: MUSI 042**

A continuation of Music 042 which reinforces concepts of the violin techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

**MUSI 044 Pre-Basic Instrument I: Viola**

Remedial course. Development of the viola technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

**MUSI 045 Pre-Basic Instrument II: Viola**

**Requisite: MUSI 044**

A continuation of Music 044 which reinforces concepts of the viola techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

---

**MUSI 046 Pre-Basic Instrument I: Violoncello**

Remedial course. Development of the violoncello technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.

0.5 hours, 1 semester, 2 credits

**MUSI 047 Pre-Basic Instrument II: Violoncello**

**Requisite: MUSI 046**

A continuation of Music 046 which reinforces concepts of the violoncello techniques learned.

Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.

0.5 hours, 1 semester, 2 credits

**MUSI 048 Pre-Basic Instrument I: Contrabass**

Remedial course. Development of the contrabass technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.

0.5 hours, 1 semester, 2 credits

**MUSI 049 Pre-Basic Instrument II: Contrabass**

**Requisite: MUSI 048**

A continuation of Music 048 which reinforces concepts of the contrabass techniques learned.

Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.

0.5 hours, 1 semester, 2 credits

**MUSI 050 Pre-Basic Instrument I: Harp**

Remedial course. Development of harp technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.

0.5 hours, 1 semester, 2 credits

**MUSI 051 Pre-Basic Instrument II: Harp**

**Requisite: MUSI 050**

A continuation of Music 050 which reinforces concepts of the harp techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.

0.5 hours, 1 semester, 2 credits

**MUSI 052 Pre-Basic Instrument I: Piano**

Remedial course. Development of the piano technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.

0.5 hours, 1 semester, 2 credits

**MUSI 053 Pre-Basic Instrument II: Piano**

**Requisite: MUSI 052**

A continuation of Music 052 which reinforces concepts of the piano techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.

0.5 hours, 1 semester, 2 credits



**MUSI 054 Pre-Basic Instrument I: Organ**

Remedial course. Development of the organ technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.

0.5 hours, 1 semester, 2 credits

**MUSI 055 Pre-Basic Instrument II: Organ**

**Requisite: MUSI 054**

A continuation of Music 054 which reinforces concepts of the organ techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.

0.5 hours, 1 semester, 2 credits

**MUSI 056 Pre-Basic Instrument I: Guitar**

Remedial course. Development of the guitar technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.

0.5 hours, 1 semester, 2 credits

**MUSI 057 Pre-Basic Instrument II: Guitar**

**Requisite: MUSI 056**

A continuation of Music 056 which reinforces concepts of the guitar techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.

0.5 hours, 1 semester, 2 credits

**MUSI 058 Pre-Basic Instrument I: Cuatro**

Remedial course. Development of the cuatro technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.

0.5 hours, 1 semester, 2 credits

**MUSI 059 Pre-Basic Instrument II: Cuatro**

**Requisite: MUSI 058**

A continuation of Music 058 which reinforces concepts of the cuatro techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.

0.5 hours, 1 semester, 2 credits

**MUSI 063 Pre-Basic Instrument I: Electric Bass**

Remedial course. Development of the electric bass technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.

0.5 hours, 1 semester, 2 credits

**MUSI 064 Pre-Basic Instrument II: Electric Bass**

**Requisite: MUSI 063**

A continuation of Music 063 which reinforces concepts of the electric bass techniques learned.

Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.

0.5 hours, 1 semester, 2 credits

---

**MUSI 065 Pre-Basic Instrument I: Flute**

Remedial course. Development of the flute technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

**MUSI 066 Pre-Basic Instrument II: Flute**

**Requisite: MUSI 065**

A continuation of Music 065 which reinforces concepts of the flute techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

**MUSI 067 Pre-Basic Instrument I: Oboe**

Remedial course. Development of the oboe technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

**MUSI 068 Pre-Basic Instrument II: Oboe**

**Requisite: MUSI 067**

A continuation of Music 067 which reinforces concepts of the oboe techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

**MUSI 069 Pre-Basic Instrument I: Clarinet**

Remedial course. Development of the clarinet technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

**MUSI 070 Pre-Basic Instrument II: Clarinet**

**Requisite: MUSI 069**

A continuation of Music 069 which reinforces concepts of the clarinet techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

**MUSI 071 Pre-Basic Instrument I: Bassoon**

Remedial course. Development of the bassoon technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

**MUSI 072 Pre-Basic Instrument II: Bassoon**

**Requisite: MUSI 071**

A continuation of Music 071 which reinforces concepts of the bassoon techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

---

**MUSI 073 Pre-Basic Instrument I: French Horn**

Remedial course. Development of the french horn technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

**MUSI 074 Pre-Basic Instrument II: French Horn**

**Requisite: MUSI 073**

A continuation of Music 073 which reinforces concepts of the french horn techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

**MUSI 075 Pre-Basic Instrument I: Trumpet**

Remedial course. Development of the trumpet technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

**MUSI 076 Pre-Basic Instrument II: Trumpet**

**Requisite: MUSI 075**

A continuation of Music 075 which reinforces concepts of the trumpet techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

**MUSI 077 Pre-Basic Instrument I: Trombone**

Remedial course. Development of the trombone technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

**MUSI 078 Pre-Basic Instrument II: Trombone**

**Requisite: MUSI 077**

A continuation of Music 077 which reinforces concepts of the trombone techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

**MUSI 079 Pre-Basic Instrument I: Tuba**

Remedial course. Development of the tuba technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.  
0.5 hours, 1 semester, 2 credits

**MUSI 080 Pre-Basic Instrument II: Tuba**

**Requisite: MUSI 079**

A continuation of Music 079 which reinforces concepts of the tuba techniques learned. Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.  
0.5 hours, 1 semester, 2 credits

---

**MUSI 081 Pre-Basic Instrument I: Saxophone**

Remedial course. Development of the saxophone technique, to prepare the student for the study of highly-complex pieces, as well as style differentiation.

0.5 hours, 1 semester, 2 credits

**MUSI 082 Pre-Basic Instrument II: Saxophone**

**Requisite: MUSI 081**

A continuation of Music 081 which reinforces concepts of the saxophone techniques learned.

Depending on the student's ability, the repertoire may be expanded, as well as the technical studies.

0.5 hours, 1 semester, 2 credits

**MUSI 102 MUSICAL APPRECIATION**

This course will help students develop musical taste, artistic perceptiveness, and judgment through the study of various musical forms: art, song, oratory, fugue, sonata, symphony, concert, representative of the great masters of the different periods of musical style.

3 hours, 1 semester, 3 credits

**MUSI 105 MUSIC THEORY AND SIGHT SINGING I**

A theoretical and practical course in the writing and reading of musical symbols, signs and expressions related to pitch, duration, intensity, and timbre. The course includes simple, derived, and compound meters in relation to rhythm; accidentals; regular and irregular time-values; and reading and singing in the treble and bass clefs in the keys of C mayor and A minor.

3 hours, 1 semester, 3 credits

**MUSI 106 MUSIC THEORY AND SIGHT SINGING II**

**Requisite: MUSI 105**

A theoretical and practical course on musical scales with special emphasis on how they are constructed. The course includes keys in major and minor modes; the relationship between keys and accidentals (sharps, flats, and naturals); recognizing and construction the different types of intervals; reading and singing in the different keys in the treble and bass clefs; and the basic elements of reading music in the C clef.

3 hours, 1 semester, 3 credits

**MUSI 107 MUSIC ENSEMBLE I**

Beginning course directed to the teaching and practice of ensemble music. Repertoire includes Puerto Rican and International classical and popular compositions.

3 hours, 1 semester, 2 credits

**MUSI 108 MUSIC ENSEMBLE II**

**Requisite: MUSI 107**

Continuation course directed to the teaching and practice of ensemble music. Repertoire includes Puerto Rican and International, including classical and popular compositions.

3 hours, 1 semester, 2 credits

**MUSI 118 Instrument technique I: Percussion**

Basic individualized technique and performance instruction of the percussion. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 119 Instrument technique II: Percussion**

**Requisite: MUSI 118**

A continuation of Music 118. Individualized technique and performance instruction of the percussion. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 126 Instrument technique I: Voice- Popular Music**

Basic individualized voice technique and performance instruction in popular music. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 127 Instrument technique II: Voice- Popular Music**

**Requisite: MUSI 126**

A continuation of Music 126. Individualized voice technique and performance instruction in popular music. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 132 Instrument technique I: Voice- Classical Music**

Basic individualized voice technique and performance instruction in classical music. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 133 Instrument technique II: Voice- Classical Music**

**Requisite: MUSI 132**

A continuation of Music 132. Individualized voice technique and performance instruction in classical music. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 142 Instrument technique I: Violin**

Basic individualized technique and performance instruction of the violin. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 143 Instrument technique II: Violin**

**Requisite: MUSI 142**

A continuation of Music 142. Individualized technique and performance instruction of the violin. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

---

**MUSI 144 Instrument technique I: Viola**

Basic individualized technique and performance instruction of the viola. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 145 Instrument technique II: Viola**

**Requisite: MUSI 144**

A continuation of Music 144. Individualized technique and performance instruction of the viola. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 146 Instrument technique I: Violoncello**

Basic individualized technique and performance instruction of the violoncello. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 147 Instrument technique II: Violoncello**

**Requisite: MUSI 146**

A continuation of Music 146. Individualized technique and performance instruction of the violoncello. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 148 Instrument technique I: Contrabass**

Basic individualized technique and performance instruction of the contrabass. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 149 Instrument technique II: Contrabass**

**Requisite: MUSI 148**

A continuation of Music 148. Individualized technique and performance instruction of the contrabass. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 150 Instrument technique I: Harp**

Basic individualized technique and performance instruction of the harp. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 151 Instrument technique II: Harp**

**Requisite: MUSI 150**

A continuation of Music 150. Individualized technique and performance instruction of the harp. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 152 Instrument technique I: Piano**

Basic individualized technique and performance instruction of the piano. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 153 Instrument technique II: Piano**

**Requisite: MUSI 152**

A continuation of Music 152. Individualized technique and performance instruction of the piano. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 154 Instrument technique I: Organ**

Basic individualized technique and performance instruction of the organ. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 155 Instrument technique II: Organ**

**Requisite: MUSI 154**

A continuation of Music 154. Individualized technique and performance instruction of the organ. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 156 Instrument technique I: Guitar**

Basic individualized technique and performance instruction of the guitar. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 157 Instrument technique II: Guitar**

**Requisite: MUSI 156**

A continuation of Music 156. Individualized technique and performance instruction of the guitar. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 158 Instrument technique I: Cuatro**

Basic individualized technique and performance instruction of the cuatro. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 159 Instrument technique II: Cuatro**

**Requisite: MUSI 158**

A continuation of Music 158. Individualized technique and performance instruction of the cuatro. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

---

**MUSI 163 Instrument technique I: Electric Bass**

Basic individualized technique and performance instruction of the electric bass. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 164 Instrument technique II: Electric Bass**

**Requisite: MUSI 163**

A continuation of Music 163. Individualized technique and performance instruction of the electric bass. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 165 Instrument technique I: Flute**

Basic individualized technique and performance instruction of the flute. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 166 Instrument technique II: Flute**

**Requisite: MUSI 165**

A continuation of Music 165. Individualized technique and performance instruction of the flute. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 167 Instrument technique I: Oboe**

Basic individualized technique and performance instruction of the oboe. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 168 Instrument technique II: Oboe**

**Requisite: MUSI 167**

A continuation of Music 167. Individualized technique and performance instruction of the oboe. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 169 Instrument technique I: Clarinet**

Basic individualized technique and performance instruction of the clarinet. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 170 Instrument technique II: Clarinet**

**Requisite: MUSI 169**

A continuation of Music 169. Individualized technique and performance instruction of the clarinet. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits



**MUSI 171 Instrument technique I: Bassoon**

Basic individualized technique and performance instruction of the bassoon. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 172 Instrument technique II: Bassoon**

**Requisite: MUSI 171**

A continuation of Music 171. Individualized technique and performance instruction of the bassoon. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 173 Instrument technique I: French Horn**

Basic individualized technique and performance instruction of the french horn. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 174 Instrument technique II: French Horn**

**Requisite: MUSI 173**

A continuation of Music 173. Individualized technique and performance instruction of the french horn. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 175 Instrument technique I: Trumpet**

Basic individualized technique and performance instruction of the trumpet. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 176 Instrument technique II: Trumpet**

**Requisite: MUSI 175**

A continuation of Music 175. Individualized technique and performance instruction of the trumpet. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 177 Instrument technique I: Trombone**

Basic individualized technique and performance instruction of the trombone. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 178 Instrument technique II: Trombone**

**Requisite: MUSI 177**

A continuation of Music 177. Individualized technique and performance instruction of the trombone. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

---

**MUSI 179 Instrument technique I: Tuba**

Basic individualized technique and performance instruction of the tuba. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 180 Instrument technique II: Tuba**

**Requisite: MUSI 179**

A continuation of Music 179. Individualized technique and performance instruction of the tuba. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 181 Instrument technique I: Saxophone**

Basic individualized technique and performance instruction of the saxophone. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 182 Instrument technique II: Saxophone**

**Requisite: MUSI 181**

A continuation of Music 181. Individualized technique and performance instruction of the saxophone. Focus on the stylistic differentiation of the repertoire and the creation of pieces.

0.5 hours, 1 semester, 2 credits

**MUSI 205 VOCAL TECHNIQUE I**

**Requisite: MUSI 106**

Individual training in the principles of vocal techniques (breathing, vocalization, placing, and projection) and in phrasing and style, applied to the classical and school repertoire.

3 hours, 1 semester, 3 credits

**MUSI 206 VOCAL TECHNIQUES II**

**Requisite: MUSI 205**

Individual training in the utilization of the various components of sound production. Breath development and control for better voice projection, resonance, and volume with applications to the classic and school repertoire.

3 hours, 1 semester, 3 credits

**MUSI 207 MUSIC ENSEMBLE III**

**Requisite: MUSI 108**

Intermediate course directed to the teaching and practice of ensemble music. Repertoire includes Puerto Rican and international classical and popular compositions.

3 hours, 1 semester, 2 credits

### **MUSI 208 MUSIC ENSEMBLE IV**

#### **Requisite: MUSI 207**

A continuation of the intermediate course of teaching and practice of ensemble music. Repertoire includes Puerto Rican and international classical and popular compositions.

3 hours, 1 semester, 2 credits

### **MUSI 211 HARMONY I**

#### **Requisite: MUSI 221**

A theoretical and practical study of consonant harmony. The course includes chords; the traditional harmony system and its materials; the fundamental rules of chord progressions; exceptions, licenses and prohibitions in the academic tonal system; cadences and embellishments and notes foreign to the chord.

3 hours, 1 semester, 3 credits

### **MUSI 212 HARMONY II**

#### **Requisite: MUSI 211**

A theoretical and practical study of natural dissonant harmony. The course includes chords and the fundamental rules of chord progressions; tonal regions; natural, authentic and deceptive cadences; and modulation and its systems.

3 hours, 1 semester, 3 credits

### **MUSI 218 Instrument technique III: Percussion**

#### **Requisite: MUSI 119**

Intermediate individualized technique and performance instruction of the percussion. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

### **MUSI 219 Instrument technique IV: Percussion**

#### **Requisite: MUSI 218**

A continuation of Music 218. Individualized technique and performance instruction of the percussion. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

### **MUSI 221 COMPLEMENTARY PIANO I**

#### **Requisite: MUSI 106**

A practical study of basic piano techniques with special emphasis of the interpretation of compositions on "plaque" and choral style, which will enable the student to play harmonic and contrapuntal exercises and choral arrangements. Basic rules of the piano mechanism. Posture, action, and correct fingering.

3 hours, 1 semester, 3 credits

### **MUSI 222 COMPLEMENTARY PIANO II**

#### **Requisite: MUSI 221**

A continuation of Music 221. Seeks the development of piano interpretation applied to counterpoint style.

3 hours, 1 semester, 3 credits

### **MUSI 223 INTRODUCTION TO MUSIC THERAPY**

**Requisite: Knowledge of music**

A synopsis in the form of an introduction to the music-therapy field. It presents the need of this discipline as a complementary treatment for psychological cases in our community. Furthermore, it introduces the student to diverse applications of music and places the student in contact with the professional aspect of this field.

3 hours, 1 semester, 3 credits

### **MUSI 224 MUSIC-THERAPY PRACTICUM**

**Requisite: MUSI 223**

A continuation of MUSI 223; exposes the student to the psychologist-patient dynamic. The student will observe the dynamic and then, upon the psychologist's evaluation may become involved. The student will be in contact with patients of diverse ages or generations, such as children, adolescents, adults, and the elderly.

3 hours, 1 semester, 3 credits

### **MUSI 226 Instrument technique III: Voice- Popular Music**

**Requisite: MUSI 127**

Intermediate individualized vocal technique and performance instruction in popular music. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

### **MUSI 227 Instrument technique IV: Voice- Popular Music**

**Requisite: MUSI 226**

A continuation of Music 226. Individualized vocal technique and performance instruction in popular music. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

### **MUSI 230 JAZZ AND POPULAR MUSIC HARMONY**

**Requisite: MUSI 212**

This course is for students who have knowledge of traditional harmony such as voice treatment, exceptions, and licenses within the tonal system. Furthermore, they must know the treatment of non-harmonic tones, natural-dissonant harmony, as well as natural and exceptional resolutions.

3 hours, 1 semester, 3 credits

### **MUSI 232 Instrument technique III: Voice- Classical Music**

**Requisite: MUSI 133**

Intermediate individualized vocal technique and performance instruction in classical music. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 233 Instrument technique IV: Voice- Classical Music**

**Requisite: MUSI 232**

A continuation of Music 232. Individualized vocal technique and performance instruction in classical music. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 242 Instrument technique III: Violin**

**Requisite: MUSI 143**

Intermediate individualized technique and performance instruction of the violin. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 243 Instrument technique IV: Violin**

**Requisite: MUSI 242**

A continuation of Music 242. Individualized technique and performance instruction of the violin. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 244 Instrument technique III: Viola**

**Requisite: MUSI 145**

Intermediate individualized technique and performance instruction of the viola. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 245 Instrument technique IV: Viola**

**Requisite: MUSI 244**

A continuation of Music 244. Individualized technique and performance instruction of the viola. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 246 Instrument technique III: Violoncello**

**Requisite: MUSI 147**

Intermediate individualized technique and performance instruction of the violoncello. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 247 Instrument technique IV: Violoncello**

**Requisite: MUSI 246**

A continuation of Music 246. Individualized technique and performance instruction of the violoncello. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

---

**MUSI 248 Instrument technique III: Contrabass**

**Requisite: MUSI 149**

Intermediate individualized technique and performance instruction of the contrabass. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 249 Instrument technique IV: Contrabass**

**Requisite: MUSI 248**

A continuation of Music 248. Individualized technique and performance instruction of the contrabass. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 250 Instrument technique III: Harp**

**Requisite: MUSI 151**

Intermediate individualized technique and performance instruction of the harp. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 251 Instrument technique IV: Harp**

**Requisite: MUSI 250**

A continuation of Music 250. Individualized technique and performance instruction of the harp. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 252 Instrument technique III: Piano**

**Requisite: MUSI 153**

Intermediate individualized technique and performance instruction of the piano. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 253 Instrument technique IV: Piano**

**Requisite: MUSI 252**

A continuation of Music 252. Individualized technique and performance instruction of the piano. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 254 Instrument technique III: Organ**

**Requisite: MUSI 155**

Intermediate individualized technique and performance instruction of the organ. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 255 Instrument technique IV: Organ**

**Requisite: MUSI 254**

A continuation of Music 254. Individualized technique and performance instruction of the organ. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 256 Instrument technique III: Guitar**

**Requisite: MUSI 157**

Intermediate individualized technique and performance instruction of the guitar. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 257 Instrument technique IV: Guitar**

**Requisite: MUSI 256**

A continuation of Music 256. Individualized technique and performance instruction of the guitar. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 258 Instrument technique III: Cuatro**

**Requisite: MUSI 159**

Intermediate individualized technique and performance instruction of the cuatro. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 259 Instrument technique IV: Cuatro**

**Requisite: MUSI 258**

A continuation of Music 258. Individualized technique and performance instruction of the cuatro. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 263 Instrument technique III: Electric Bass**

**Requisite: MUSI 164**

Intermediate individualized technique and performance instruction of the electric bass. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 264 Instrument technique IV: Electric Bass**

**Requisite: MUSI 263**

A continuation of Music 263. Individualized technique and performance instruction of the electric bass. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

---

**MUSI 265 Instrument technique III: Flute**

**Requisite: MUSI 166**

Intermediate individualized technique and performance instruction of the flute. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 266 Instrument technique IV: Flute**

**Requisite: MUSI 265**

A continuation of Music 265. Individualized technique and performance instruction of the flute. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 267 Instrument technique III: Oboe**

**Requisite: MUSI 168**

Intermediate individualized technique and performance instruction of the oboe. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 268 Instrument technique IV: Oboe**

**Requisite: MUSI 267**

A continuation of Music 267. Individualized technique and performance instruction of the oboe. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 269 Instrument technique III: Clarinet**

**Requisite: MUSI 170**

Intermediate individualized technique and performance instruction of the clarinet. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 270 Instrument technique IV: Clarinet**

**Requisite: MUSI 269**

A continuation of Music 269. Individualized technique and performance instruction of the clarinet. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 271 Instrument technique III: Bassoon**

**Requisite: MUSI 172**

Intermediate individualized technique and performance instruction of the bassoon. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits



---

**MUSI 272 Instrument technique IV: Bassoon**

**Requisite: MUSI 271**

A continuation of Music 271. Individualized technique and performance instruction of the bassoon. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

**MUSI 273 Instrument technique III: French Horn**

**Requisite: MUSI 174**

Intermediate individualized technique and performance instruction of the french horn. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

**MUSI 274 Instrument technique IV: French Horn**

**Requisite: MUSI 273**

A continuation of Music 273. Individualized technique and performance instruction of the french horn. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

**MUSI 275 Instrument technique III: Trumpet**

**Requisite: MUSI 176**

Intermediate individualized technique and performance instruction of the trumpet. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

**MUSI 276 Instrument technique IV: Trumpet**

**Requisite: MUSI 275**

A continuation of Music 275. Individualized technique and performance instruction of the trumpet. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

**MUSI 277 Instrument technique III: Trombone**

**Requisite: MUSI 178**

Intermediate individualized technique and performance instruction of the trombone. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

**MUSI 278 Instrument technique IV: Trombone**

**Requisite: MUSI 277**

A continuation of Music 277. Individualized technique and performance instruction of the trombone. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

---

**MUSI 279 Instrument technique III: Tuba**

**Requisite: MUSI 180**

Intermediate individualized technique and performance instruction of the tuba. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 280 Instrument technique IV: Tuba**

**Requisite: MUSI 279**

A continuation of Music 279. Individualized technique and performance instruction of the tuba. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 281 Instrument technique III: Saxophone**

**Requisite: MUSI 182**

Intermediate individualized technique and performance instruction of the saxophone. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 282 Instrument technique IV: Saxophone**

**Requisite: MUSI 281**

A continuation of Music 281. Individualized technique and performance instruction of the saxophone. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 303 HARMONY III**

**Requisite: MUSI 212**

A theoretical and practical study of artificial dissonant harmony. The course includes the chords and the rules proper to artificial dissonant harmony; the system of progressions and sequences; and a broader study of systems of modulation.

3 hours, 1 semester, 3 credits

**MUSI 304 HARMONY IV**

**Requisite: MUSI 303 and 406**

A theoretical and practical study of modern and contemporary harmony. The course includes the principal harmonic tendencies of the 20<sup>th</sup> century: empirical and systematized techniques and the fundamentals of modern harmony.

3 hours, 1 semester, 3 credits

**MUSI 307 MUSIC ENSEMBLE V**

**Requisite: MUSI 208**

Advanced course directed to the teaching and practice of ensemble music. Repertoire includes Puerto Rican and International, classical and popular compositions.

3 hours, 1 semester, 2 credits

### **MUSI 308 MUSIC ENSEMBLE VI**

#### **Requisite: MUSI 307**

Continuation of advanced course directed to the teaching and practice of ensemble music. Repertoire includes Puerto Rican and international classical and popular compositions.

3 hours, 1 semester, 2 credits

### **MUSI 310 MUSIC ADMINISTRATION**

#### **Requisite: Be a musician or work in a related area**

A conceptual basis for preparing professionals interested in administrative positions within companies related to the art of music. Different procedures for planning a show or performance are discussed. Explanation of legal, formal administrative, and marketing and advertising aspects.

2 hours, 1 semester, 2 credits

### **MUSI 311 LEGAL ASPECTS OF MUSIC**

#### **Requisite: Be a musician or work in a related area**

An analysis of principal legislations, rules, and other legal documents related to the field of music, especially the areas related to creation, production, and administration. Special attention on copyrighting, hiring artists, and distribution of musical material as specified in the Commonwealth of Puerto Rico, United States, and Europe. It includes a general view about legal and administrative solutions available in Puerto Rico and USA.

2 hours, 1 semester, 2 credits

### **MUSI 318 Instrument technique V: Percussion**

#### **Requisite: MUSI 219**

Advanced individual technique and performance instruction of the percussion. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

### **MUSI 319 Instrument technique VI: Percussion**

#### **Requisite: MUSI 318**

A continuation of Music 318. Individual technique and performance instruction of the percussion. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

### **MUSI 321 COMPLEMENTARY PIANO III**

#### **Requisite: MUSI 222**

A continuation of piano technique and interpretation. Finger dexterity through exercises for ability, independence strength, and evenness of fingers.

3 hours, 1 semester, 3 credits

### **MUSI 322 APPLIED JAZZ TO THE KEYBOARD**

#### **Requisites: MUSI 212 and 222**

A theoretical and practical study of jazz applied to the keyboard through scales, modes, and cadenced formulae which are characteristic of this musical language.

2 hours, 1 semester, 2 credits

---

**MUSI 323 PSYCHOLOGY OF MUSIC**

**Requisite: Knowledge of music**

Discussion of music perception and learning and human musical behavior. Details about the psychoacoustics phenomenon, as well as cognitive aspects of patterned musical sound.

3 hours, 1 semester, 3 credits

**MUSI 326 Instrument technique V: Voice- Popular Music**

**Requisite: MUSI 227**

Advanced individual vocal technique and performance instruction in popular music. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 327 Instrument technique VI: Voice- Popular Music**

**Requisite: MUSI 326**

A continuation of Music 326. Individual vocal technique and performance instruction in popular music. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 332 Instrument technique V: Voice- Classical Music**

**Requisite: MUSI 233**

Advanced individual vocal technique and performance instruction in classical music. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 333 Instrument technique VI: Voice- Classical Music**

**Requisite: MUSI 332**

A continuation of Music 332. Individual vocal technique and performance instruction in classical music. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 335 CHORAL FUNDAMENTALS: CHOIR I**

Introductory course for all students interested in choral art. Course of study will include choral singing as a recreational, social, cultural, religious, and artistic activity.

3 hours, 1 semester, 1 credit

**MUSI 336 CHOIR II**

**Requisite: MUSI 335**

Course dedicated to the study and performance of mixed a capella chorus repertoire, with an emphasis on universal and Puerto Rican repertoire. Includes interpretation of sacred and secular choral works.

3 hours, 1 semester, 1 credit

**MUSI 337 CHOIR II**

**Requisites: MUSI 336**

Course emphasizes the study and performance of mixed a capella chorus repertoire, with an emphasis on universal and Puerto Rican repertoire. Includes the interpretation of sacred and secular choral works.

3 hours, 1 semester, 1 credit

**MUSI 339 CHOIR IV**

**Requisites: MUSI 337**

Course focuses on the study and performance of mixed a capella chorus repertoire, with an emphasis on universal and Puerto Rican repertoire. Includes the interpretation of sacred and secular choral works.

3 hours, 1 semester, 1 credit

**MUSI 340 CHOIR V**

**Requisites: MUSI 339**

Course which concentrates on the study and performance of mixed a capella chorus repertoire, with an emphasis on universal and Puerto Rican repertoire. Includes the interpretation of sacred and secular choral works.

3 hours, 1 semester, 1 credit

**MUSI 341 CHOIR VI**

**Requisites: MUSI 340**

Course concentrates on the study and performance of mixed a capella chorus repertoire, with an emphasis on universal and Puerto Rican repertoire. Includes the interpretation of sacred and secular choral works.

3 hours, 1 semester, 1 credit

**MUSI 342 Instrument technique V: Violin**

**Requisite: MUSI 243**

Advanced individual technique and performance instruction of the violin. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 343 Instrument technique VI: Violin**

**Requisite: MUSI 342**

A continuation of Music 342. Individual technique and performance instruction of the violin. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 344 Instrument technique V: Viola**

**Requisite: MUSI 245**

Advanced individual technique and performance instruction of the viola. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

---

**MUSI 345 Instrument technique VI: Viola**

**Requisite: MUSI 344**

A continuation of Music 344. Individual technique and performance instruction of the viola. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 346 Instrument technique V: Violoncello**

**Requisite: MUSI 247**

Advanced individual technique and performance instruction of the violoncello. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 347 Instrument technique VI: Violoncello**

**Requisite: MUSI 346**

A continuation of Music 346. Individual technique and performance instruction of the violoncello. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 348 Instrument technique V: Contrabass**

**Requisite: MUSI 249**

Advanced individual technique and performance instruction of the contrabass. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 349 Instrument technique VI: Contrabass**

**Requisite: MUSI 348**

A continuation of Music 348. Individual technique and performance instruction of the contrabass. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 350 Instrument technique V: Harp**

**Requisite: MUSI 251**

Advanced individual technique and performance instruction of the harp. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 351 Instrument technique VI: Harp**

**Requisite: MUSI 350**

A continuation of Music 350. Individual technique and performance instruction of the harp. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 352 Instrument technique V: Piano**

**Requisite: MUSI 253**

Advanced individual technique and performance instruction of the piano. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 353 Instrument technique VI: Piano**

**Requisite: MUSI 352**

A continuation of Music 352. Individual technique and performance instruction of the piano. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 354 Instrument technique V: Organ**

**Requisite: MUSI 255**

Advanced individual technique and performance instruction of the organ. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 355 Instrument technique VI: Organ**

**Requisite: MUSI 354**

A continuation of Music 354. Individual technique and performance instruction of the organ. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 356 Instrument technique V: Guitar**

**Requisite: MUSI 257**

Advanced individual technique and performance instruction of the guitar. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 357 Instrument technique VI: Guitar**

**Requisite: MUSI 356**

A continuation of Music 356. Individual technique and performance instruction of the guitar. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 358 Instrument technique V: Cuatro**

**Requisite: MUSI 259**

Advanced individual technique and performance instruction of the cuatro. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

---

**MUSI 359 Instrument technique VI: Cuatro**

**Requisite: MUSI 358**

A continuation of Music 358. Individual technique and performance instruction of the cuatro. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 363 Instrument technique V: Electric Bass**

**Requisite: MUSI 264**

Advanced individual technique and performance instruction of the electric bass. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 364 Instrument technique VI: Electric Bass**

**Requisite: MUSI 363**

A continuation of Music 363. Individual technique and performance instruction of the electric bass. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 365 Instrument technique V: Flute**

**Requisite: MUSI 266**

Advanced individual technique and performance instruction of the flute. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 366 Instrument technique VI: Flute**

**Requisite: MUSI 365**

A continuation of Music 365. Individual technique and performance instruction of the flute. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 367 Instrument technique V: Oboe**

**Requisite: MUSI 268**

Advanced individual technique and performance instruction of the oboe. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 368 Instrument technique VI: Oboe**

**Requisite: MUSI 367**

A continuation of Music 367. Individual technique and performance instruction of the oboe. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits



**MUSI 369 Instrument technique V: Clarinet**

**Requisite: MUSI 270**

Advanced individual technique and performance instruction of the clarinet. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 370 Instrument technique VI: Clarinet**

**Requisite: MUSI 369**

A continuation of Music 369. Individual technique and performance instruction of the clarinet. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 371 Instrument technique V: Bassoon**

**Requisite: MUSI 272**

Advanced individual technique and performance instruction of the bassoon. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 372 Instrument technique VI: Bassoon**

**Requisite: MUSI 371**

A continuation of Music 371. Individual technique and performance instruction of the bassoon. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 373 Instrument technique V: French Horn**

**Requisite: MUSI 274**

Advanced individual technique and performance instruction of the french horn. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 374 Instrument technique VI: French Horn**

**Requisite: MUSI 373**

A continuation of Music 373. Individual technique and performance instruction of the french horn. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 375 Instrument technique V: Trumpet**

**Requisite: MUSI 276**

Advanced individual technique and performance instruction of the trumpet. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

---

**MUSI 376 Instrument technique VI: Trumpet**

**Requisite: MUSI 375**

A continuation of Music 375. Individual technique and performance instruction of the trumpet. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 377 Instrument technique V: Trombone**

**Requisite: MUSI 278**

Advanced individual technique and performance instruction of the trombone. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 378 Instrument technique VI: Trombone**

**Requisite: MUSI 377**

A continuation of Music 377. Individual technique and performance instruction of the trombone. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 379 Instrument technique V: Tuba**

**Requisite: MUSI 280**

Advanced individual technique and performance instruction of the tuba. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 380 Instrument technique VI: Tuba**

**Requisite: MUSI 379**

A continuation of Music 379. Individual technique and performance instruction of the tuba. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 381 Instrument technique V: Saxophone**

**Requisite: MUSI 282**

Advanced individual technique and performance instruction of the saxophone. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

**MUSI 382 Instrument technique VI: Saxophone**

**Requisite: MUSI 381**

A continuation of Music 381. Individual technique and performance instruction of the saxophone. Stylistic differentiation of the repertoire is underscored.

0.5 hours, 1 semester, 2 credits

---

**MUSI 405 COUNTERPOINT I**

**Requisite:** MUSI 106, 212

A theoretical and practical study of vocal counterpoint. General principles applied to each type of vocal counterpoint (from two to eight voices); florid counterpoint; and the study and analysis of works of the principal composers in counterpoint style.

3 hours, 1 semester, 3 credits

**MUSI 406 COUNTERPOINT II**

**Requisite:** MUSI 405

A theoretical and practical study of counterpoint based on conversion and the imitation of voices. The course includes instrumental counterpoint; the canon, the invention, and the motet; the analysis and study of the structures of works of the major counterpoint composers; and the fugue.

3 hours, 1 semester, 3 credits

**MUSI 407 MORPHOLOGY AND ANALYSIS I**

**Requisite:** MUSI 405

A study of musical forms. Course includes the primary intellectual and natural elements of music; the creative process in music; the principal aspects of formal analysis; the construction of phrases; and simple forms.

3 hours, 1 semester, 3 credits

**MUSI 408 MORPHOLOGY AND ANALYSIS II**

**Requisite:** MUSI 407

A study of complex musical forms. Course includes the evolution of the fugue and the motet; the sonata; sonata-allegro form; the symphony and the concerto; and contemporary and modern forms.

3 hours, 1 semester, 3 credits

**MUSI 410 CHORAL CONDUCTING**

**Requisite:** MUSI 408

A theoretical and practical study of the organization, composition, and direction of a choir. Various types of voices, their ranges, their classification and grouping; the rules of directing a choir; the performance of transcriptions, adaptations and choral versions of various works; and practical exercises in conducting, using the University Choir.

3 hours, 1 semester, 3 credits

**MUSI 412 THE COMPUTER APPLIED TO MUSIC**

**Requisite:** MUSI 221, HIST 116

A theoretical and practical study of musical notation making use of the computer. Transposition and transcribing. Figured bass. Instrumentation. Extraction of particellas. Track arrangement. Score set up for the internet.

3 hours, 1 semester, 3 credits

### **MUSI 413 THE COMPUTER APPLIED TO MUSIC II**

#### **Requisite: MUSI 412**

Theoretical and practical course for editing and manipulating sound. Fundamental knowledge for producing soundtracks for singers as well as for commercials.

3 hours, 1 semester, 3 credits

### **MUSI 415 HISTORY OF MUSIC**

Study of the origins and analysis of the development of music from its beginnings to the present in relation to other artistic, religious, and historical movements with special emphasis on the comparative study of musical styles.

3 hours, 1 semester, 3 credits

### **MUSI 416 HISTORY OF MUSIC I**

Study and analysis of the origin and development of music from its beginning until 1750. An evolutionary view from the global basis to European music, and related to artistic, religious, historical, and political manifestations and other fields of human knowledge through time.

3 hours, 1 semester, 3 credits

### **MUSI 417 HISTORY OF MUSIC II**

Study and analysis concerning the origin and development of music from 1750 to the present. An evolutionary view from the global basis to European music and related to artistic, religious, historical, and political manifestations and other fields of human knowledge through time.

3 hours, 1 semester, 3 credits

### **MUSI 418 Instrument technique VII: Percussion**

#### **Requisite: MUSI 319**

Highest level. Individualized in-depth technique and performance of the percussion. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

### **MUSI 419 Instrument technique VIII: Percussion**

#### **Requisite: MUSI 418**

A continuation of Music 418. Individualized technique and performance instruction of the percussion. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

### **MUSI 420 PUERTO RICAN MUSIC AND MUSICIANS**

#### **Requisite: Level IV**

A study of the development of Puerto Rican music, including indigenous, African, and Spanish influences; and of the most representative Puerto Rican composers.

3 hours, 1 semester, 3 credits

### **MUSI 422 COMPOSITION I**

#### **Requisite: MUSI 412**

Practical and theoretical study of composition fundamentals. Rhythm, phrase; simple forms, the suite and its evolution; variations.

0.5 hours, 1 semester, 2 credits

### **MUSI 423 COMPOSITION II**

#### **Requisite: MUSI 422**

A continuation of Music 422. Focus on the practical and theoretical technique of choral composition. The sonata and its characteristics are studied including form and compositional technique.

0.5 hours, 1 semester, 2 credits

### **MUSI 426 Instrument technique VII: Voice- Popular Music**

#### **Requisite: MUSI 327**

Highest level. Individualized in-depth vocal technique and performance in popular music. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

### **MUSI 427 Instrument technique VIII: Voice- Popular Music**

#### **Requisite: MUSI 426**

A continuation of Music 426. Individualized vocal technique and performance instruction in popular music. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

### **MUSI 428 INSTRUMENTATION**

#### **Requisite: MUSI 412**

A theoretical and practical study presenting the sonorous possibilities and notations of musical instruments of the different groups of a symphonic orchestra.

2 hours, 1 semester, 2 credits

### **MUSI 429 INSTRUMENTAL ARRANGEMENT I**

#### **Requisite: MUSI 412**

Study of technique and fundamentals of arrangement and writing for the modern orchestra. Emphasis on the process of combining different elements to successfully create a musical arrangement. Integration of MIDI technology in order to create sequences. Study of different music styles and the use of electronic and acoustic instruments for the creation of the arrangement.

3 hours, 1 semester, 3 credits

### **MUSI 432 Instrument technique VII: Voice- Classical Music**

#### **Requisite: MUSI 333**

Highest level. Individualized in-depth vocal technique and performance in classical music. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

---

**MUSI 433 Instrument technique VIII: Voice- Classical Music**

**Requisite: MUSI 432**

A continuation of Music 432. Individualized vocal technique and performance instruction in classical music. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 442 Instrument technique VII: Violin**

**Requisite: MUSI 343**

Highest level. Individualized in-depth technique and performance of the violin. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 443 Instrument technique VIII: Violin**

**Requisite: MUSI 442**

A continuation of Music 442. Individualized technique and performance instruction of the violin. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 444 Instrument technique VII: Viola**

**Requisite: MUSI 345**

Highest level. Individualized in-depth technique and performance of the viola. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 445 Instrument technique VIII: Viola**

**Requisite: MUSI 444**

A continuation of Music 444. Individualized technique and performance instruction of the viola. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 446 Instrument technique VII: Violoncello**

**Requisite: MUSI 347**

Highest level. Individualized in-depth technique and performance of the violoncello. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 447 Instrument technique VIII: Violoncello**

**Requisite: MUSI 446**

A continuation of Music 446. Individualized technique and performance instruction of the violoncello. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 448 Instrument technique VII: Contrabass**

**Requisite: MUSI 349**

Highest level. Individualized in-depth technique and performance of the contrabass. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 449 Instrument technique VIII: Contrabass**

**Requisite: MUSI 448**

A continuation of Music 448. Individualized technique and performance instruction of the contrabass. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 450 Instrument technique VII: Harp**

**Requisite: MUSI 351**

Highest level. Individualized in-depth technique and performance of the harp. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 451 Instrument technique VIII: Harp**

**Requisite: MUSI 450**

A continuation of Music 450. Individualized technique and performance instruction of the harp. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 452 Instrument technique VII: Piano**

**Requisite: MUSI 353**

Highest level. Individualized in-depth technique and performance of the piano. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 453 Instrument technique VIII: Piano**

**Requisite: MUSI 452**

A continuation of Music 452. Individualized technique and performance instruction of the piano. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 454 Instrument technique VII: Organ**

**Requisite: MUSI 355**

Highest level. Individualized in-depth technique and performance of the organ. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

---

**MUSI 455 Instrument technique VIII: Organ**

**Requisite: MUSI 454**

A continuation of Music 454. Individualized technique and performance instruction of the organ. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 456 Instrument technique VII: Guitar**

**Requisite: MUSI 357**

Highest level. Individualized in-depth technique and performance of the guitar. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 457 Instrument technique VIII: Guitar**

**Requisite: MUSI 456**

A continuation of Music 456. Individualized technique and performance instruction of the guitar. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 458 Instrument technique VII: Cuatro**

**Requisite: MUSI 359**

Highest level. Individualized in-depth technique and performance of the cuatro. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 459 Instrument technique VIII: Cuatro**

**Requisite: MUSI 458**

A continuation of Music 458. Individualized technique and performance instruction of the cuatro. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 460 CHORAL LITERATURE**

**Requisite: Professors permission**

A general view of the universal choral repertoire from Renaissance through the present. Emphasis on resources available of great composers, as well as an analytical and stylistic study of larger choral works.

3 hours, 1 semester, 3 credits

**MUSI 461 CHORAL CONDUCTING I**

**Requisite: MUSI 407**

Theoretical and practical course of choral conducting fundamentals. Posture, body position, basic patterns of conduction, meter, musical phrases and attacks and cuts on short pieces. Emphasis on body movement and its effect on sound production.

3 hours, 1 semester, 3 credits



---

**MUSI 462 CHORAL CONDUCTING II**

**Requisite: MUSI 461**

Theoretical and practical course of the art of choral conducting; the conductor's responsibilities; gestures and conducting patterns used for creating choral sound. Interpretation and stylistic analysis of choral compositions conducted in the rehearsal room.

3 hours, 1 semester, 3 credits

**MUSI 463 Instrument technique VII: Electric Bass**

**Requisite: MUSI 364**

Highest level. Individualized in-depth technique and performance of the electric bass. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 464 Instrument technique VIII: Electric Bass**

**Requisite: MUSI 463**

A continuation of Music 463. Individualized technique and performance instruction of the electric bass. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 465 Instrument technique VII: Flute**

**Requisite: MUSI 366**

Highest level. Individualized in-depth technique and performance of the flute. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 466 Instrument technique VIII: Flute**

**Requisite: MUSI 465**

A continuation of Music 465. Individualized technique and performance instruction of the flute. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 467 Instrument technique VII: Oboe**

**Requisite: MUSI 368**

Highest level. Individualized in-depth technique and performance of the oboe. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 468 Instrument technique VIII: Oboe**

**Requisite: MUSI 467**

A continuation of Music 467. Individualized technique and performance instruction of the oboe. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

---

**MUSI 469 Instrument technique VII: Clarinet**

**Requisite: MUSI 370**

Highest level. Individualized in-depth technique and performance of the clarinet. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 470 Instrument technique VIII: Clarinet**

**Requisite: MUSI 469**

A continuation of Music 469. Individualized technique and performance instruction of the clarinet. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 471 Instrument technique VII: Bassoon**

**Requisite: MUSI 372**

Highest level. Individualized in-depth technique and performance of the bassoon. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 472 Instrument technique VIII: Bassoon**

**Requisite: MUSI 471**

A continuation of Music 471. Individualized technique and performance instruction of the bassoon. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 473 Instrument technique VII: French Horn**

**Requisite: MUSI 374**

Highest level. Individualized in-depth technique and performance of the french horn. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 474 Instrument technique VIII: French Horn**

**Requisite: MUSI 473**

A continuation of Music 473. Individualized technique and performance instruction of the french horn. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 475 Instrument technique VII: Trumpet**

**Requisite: MUSI 376**

Highest level. Individualized in-depth technique and performance of the trumpet. Focus on the stylistic differentiation of the repertoire.

0.5 hours, 1 semester, 2 credits

**MUSI 476 Instrument technique VIII: Trumpet**

**Requisite: MUSI 475**

A continuation of Music 475. Individualized technique and performance instruction of the trumpet. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

**MUSI 477 Instrument technique VII: Trombone**

**Requisite: MUSI 378**

Highest level. Individualized in-depth technique and performance of the trombone. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

**MUSI 478 Instrument technique VIII: Trombone**

**Requisite: MUSI 477**

A continuation of Music 477. Individualized technique and performance instruction of the trombone. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

**MUSI 479 Instrument technique VII: Tuba**

**Requisite: MUSI 380**

Highest level. Individualized in-depth technique and performance of the tuba. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

**MUSI 480 Instrument technique VIII: Tuba**

**Requisite: MUSI 479**

A continuation of Music 479. Individualized technique and performance instruction of the tuba. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

**MUSI 481 Instrument technique VII: Saxophone**

**Requisite: MUSI 382**

Highest level. Individualized in-depth technique and performance of the saxophone. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

**MUSI 482 Instrument technique VIII: Saxophone**

**Requisite: MUSI 481**

A continuation of Music 481. Individualized technique and performance instruction of the saxophone. Focus on the stylistic differentiation of the repertoire.  
0.5 hours, 1 semester, 2 credits

## STUDENT ACTIVITIES

- Students may participate in the PCUPR Chorus
- Students may participate in the PCUPR Marching Band
- Students may participate in the Mons. Abel Di Marco Music Student Association

## THEATER

**Prof. Zoriel Rodríguez Aquino, Director**

**PART-TIME FACULTY:** Prof. Johanna Ferrán Salas, Director of the Luis Torres Nadal Theater Workshop. Prof. Rosita Archevald, Prof. Jorge Figueroa .

## COURSE DESCRIPTIONS

### THEA 101: THEATER APPRECIATION

Introductory course for students of various disciplines with the like for the theater and who may be interested in acquiring theatrical knowledge, develop their creativity, explore their artistic skills and to improve their critical thinking by exploring the theatrical world. The course relates the basics fundamentals of theater as the main component to cultivate its appreciation by the students.

3 hours, 1 semester, 3 credits

### THEA 105: DICTION

Introductory course designed to develop, train, and use the actor's vocal instrument, relating the student with the basics of speaking and vocal technique.

3 hours, 1 semester, 3 credits

### THEA 121: HISTORY OF THEATER I

A study of the evolution of European theater as a social and aesthetic expression from ancient Greece to the Sixteenth Century, with special emphasis on dramatic structure and the resources needed for the production of representative works of each historical period.

3 hours, 1 semester, 3 credits

### THEA 122: HISTORY OF THEATER II

#### **Prerequisite: THEA 121**

Continuation of THEA 121; emphasis on the development of European dramatic literature from the Seventeenth Century to the present. Special attention is given to structural, social, and aesthetic interrelationships manifested in the theater during these historical periods.

3 hours, 1 semester, 3 credits

### **THEA 211: THEATER DESIGN**

Course that introduces the student to the design of the different elements that unified, constitute the staging of a theatrical production. Theater design contributes to express the visual image of the play. The visual elements create a theatrical semiotic and embody onstage the artistic concept and the atmosphere.

3 hours, 1 semester, 3 credits

### **THEA 212: THECNICAL PRODUCTION**

**Prerequisite:** THEA 211

This course includes de areas of understanding, realization and assembly of the different technical elements that unified, constitute the staging of a theatrical production. Includes scenery, lighting, props and sound, among others.

3 hours, 1 semester, 3 credits

### **THEA 213: THEATER FOR BOYS AND GIRLS**

Course that contemplates theater as an educational resource of a great impact for young actors and audiences. It is aimed to students of theater, fine arts or educators, who believe in the benefit of theater and other arts as means to raise awareness, motivate and transform the human being.

3 hours, 1 semester, 3 credits

### **THEA 217: THEATER ADMINISTRATION**

Course that includes the understanding and implementation of the administrative processes that conforms the production of a play, in addition to the creation and management of a theater company. This course will prepare the students to self-manage their projects and optimize the resources.

3 hours, 1 semester, 3 credits

### **THEA 221: ACTING I**

The theory and practice of the expressive resources of the performer: facial expression, movement, and voice. The student will be introduced to the production of theatrical activities: choral recitation, expressive literature, and scene development, as well as pantomimic and dramatic improvisation.

3 hours, 1 semester, 3 credits

### **THEA 222: ACTING II**

**Prerequisite:** THEA 221

A theoretical and practical study of characterization, through the performance of brief scenes from dramatic authors. During the semester, six scenes requiring two persons will be publicly presented and video-taped.

3 hours, 1 semester, 3 credits

### **THEA 250: BODY LANGUAGE**

A study of the possibilities of the human body's expression and its application to theater. Gesture analysis, movement, form, and rhythm. Application and use of these elements in the characterization process. Physical and technical exercises will be performed in order to develop skills such as: observation, imitation, synthesis, and association, among others.

3 hours, 1 semester, 3 credits

**THEA 251: PANTOMIME**

**Prerequisite: THEA 250**

Course for students actors in to develop their full physical, artistic and creative potential through the pantomime technique. Through class work, the student will be guided to appreciate and use the body as a means of dramatic expression.

3 hours, 1 semester, 3 credits

**THEA 313: THEATRICAL LIGHTING**

**Prerequisite: THEA 212**

Course that includes the areas of understanding, design, realization and installation of theatrical lighting, relating the student with the different factors that constitute this fundamental element of theater.

3 hours, 1 semester, 3 credits

**THEA 314: SCENERY**

**Prerequisite: THEA 212**

Course of scenery design and construction to prepare the student to create a theatrical semiotic onstage and embody the artistic concept and atmosphere of the play.

3 hours, 1 semester, 3 credits

**THEA 315: THEATER COSTUME**

Course of costume design and manufacture that prepares the student to create a theatrical semiotic showing the characters uniqueness and artistic concept of the play.

3 hours, 1 semester, 3 credits

**THEA 316: THEATER MAKEUP**

**Prerequisite: THEA 211**

Course that includes the study and practice of the basic techniques of design and realization of theatrical makeup.

3 hours, 1 semester, 3 credits

**THEA 323: ACTING III**

**Prerequisite: THEA 222**

Advanced course for students who have completed the courses of Acting I and II and are interested in continuing his acting formation through the study, training and practice. The students will be expose to challenging acting projects that will familiarize them with the formal theatrical experience and will provide them new tools for working in the professional field.

3 hours, 1 semester, 3 credits

**THEA 324: ACTING FOR FILM AND TELEVISION**

**Prerequisite: THEA 222**

Advanced course for students who have completed the courses of Acting I and II and are interested in continuing his acting formation through the study, training and practice of acting for film and television.

3 hours, 1 semester, 3 credits

### **THEA 335: PANORAMA OF THEATER IN PR**

Course that places the students at the scenario of theater in Puerto Rico relating the learner with the history and basics of Puerto Rican theater in order to cultivate their understanding and appreciation.  
3 hours, 1 semester, 3 credits

### **THEA 338: THEATER WORKSHOP**

The theory and basis of drama for interdisciplinary groups of students, including acting, diction, scenery, design, make-up, sound, costume, direction, and production. Minimum production requirement: one professional-level production during the academic year, to be presented for the University community and the general public.  
3 hours, 1 semester, 1 credit

### **THEA 341: THEATER THEORY AND CRITIC**

**Prerequisite:** THEA 122, THEA 212, THEA 222

Course that offers the student the fundamental knowledge about theory of theatrical genres, analysis of dramatic texts and critical analysis in literary and representative aspects.  
3 hours, 1 semester, 3 credits

### **THEA 342: PLAYWRITING**

**Prerequisite:** SPAN 142

Course for students interested in acquiring knowledge about playwriting, relating to the basics of dramaturgy.  
3 hours, 1 semester, 3 credits

### **THEA 350: THEATER ON BROADWAY**

Study tour to the Broadway theater world in New York, in order to acquire knowledge, cultivate the appreciation for theater and expand the student's critical thinking.  
3 hours, 1 semester, 3 credits

### **THEA 351: INTERNATIONAL CLASSIC THEATER FESTIVAL IN ALMAGRO**

Course that offers the student the opportunity to interact with international theater through a study tour to the International Classical Theater Festival in Almagro, Spain, in order to acquire knowledge, cultivate the appreciation for theater and expand the critical thinking.  
3 hours, 1 semester, 3 credits

### **THEA 401: STAGE DIRECTION**

**Prerequisite:** THEA 212, THEA 222

Advanced course for students who have broad knowledge related to theater and wish to assume the role of theater directors. Students will demonstrate and put into practice the knowledge acquired in previous courses. At the end of the course they will be able to direct theatrical performances of various styles and periods.  
3 hours, 1 semester, 3 credits

### **THEA 402: THEATER DIRECTING FOR TEACHERS**

**Prerequisite:** THEA 212, THEA 222

Course for future educators who want to assume the role of theater director in school projects. This course is aimed to those who believe in theater and the arts as means to raise awareness, motivate and transform children and youth.

3 hours, 1 semester, 3 credits

### **THEA 403: THEATER PRODUCTION**

**Prerequisite:** THEA 212, THEA 222

Advanced course that allows students to make use of the knowledge and skills acquired on acting, theater design, technical production, administration and stage directing, among other areas, during the production of a theater performance.

3 hours, 1 semester, 3 credits

### **THEA 405: THEATER PRACTICE**

**Prerequisite:** THEA 212, THEA 222

This internship provides the student with the opportunity to apply the knowledge and tools acquired in previous courses in a professional working environment.

2 hours, 1 semester, 2 credits

### **THEA 406: AUTO-DEVELOPMENT THEATER PROJECT**

**Prerequisite:** THEA 217

Individual course in which the student will develop a proposal for an auto-development project related to a particular aspect of the theater.

2 hours, 1 semester, 2 credits

## **DEPARTMENT OF SOCIAL SCIENCE**

Waleska Sanabria León, MA, Ph.D., Director

### **POLITICAL SCIENCE PROGRAM**

**Faculty:** Otto Sievens Irizarry, MPA, Ph.D., Hilda M. Mejías Crespo, MPA, JD, Maricely Tirado Ortiz, MPA, JD

### **OBJECTIVES**

In accordance with the main Objective of Pontifical Catholic University - the formation of a well rounded person - the Objectives of the Political Science Program are

To promote the critical study and scientific investigation of the universal political reality, with special emphasis on Puerto Rico and the Americas;

To stimulate the rational and scientific analysis of socio-political problems and changes, thus contributing to the search for alternative solutions;



To direct students to the sources of the scientific knowledge of politics acquired by man throughout history;  
 To prepare students academically for further graduate or professional studies;  
 To develop in students a critical and analytical insight in political research within the framework of the Catholic faith, ethics, and social justice.

### PREREQUISITES FOR THE BACHELOR OF ARTS DEGREE IN POLITICAL SCIENCE

	CREDITS
General Education Courses	61
Courses Required by the College	24
Courses Required for the Major	
SOCI 110*	
POSC 101*	
POSC 215	3
POSC 221	3
POSC 250	3
POSC 260	3
POSC 301	3
POSC 302	3
POSC 310	3
POSC 400 (SEMINAR)	3
Electives in Political Science	6
Electives in Social Science**	9
<b>TOTAL CREDITS 124</b>	

\*Institutional Prerequisites which count toward the specialty, consequently an average of C or better is required in these courses. These courses have already been taken into account in the General Education Curriculum.

\*\*Elective courses in Social Sciences require an average of C or better.

### CURRICULUM FOR THE BACHELOR OF ARTS DEGREE IN POLITICAL SCIENCE

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ORIE	0	ORIE	0
SPAN 141	3	SPAN 142	3
ENGL 115	3	ENGL 201	3
SOCI 110	3	POSC 101	3
HIST 105	3	MGNT 130	3
THEO 130	3	THEO 131	3
PHED	1		
<b>CREDITS 16</b>		<b>CREDITS 15</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN ELECTIVE	3	ART 101, MUSIC 102, THEAT 101	3
MATH 111	3	BIOL 118/CHEM 117	3
ENGL 213 or 214	3	POSC 221	3
POSC 215	3	PHIL 312	3
FOREIGN LANGUAGES	3	FOREIGN LANGUAGES	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN LITERATURE	3	AH ELECTIVE	3
GENERAL SCIENCE	3	POSC 310	3
POSC 250	3	POSC 260	3
POSC 301	3	POSC 302	3
PHIL 340	3	SOCI 218	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
HIST 253	3	POSC ELECTIVE	3
SOCI 303	3	SOCI 213	3
SOCI 440	3	THEO 132	3
POSC ELECTIVE	3	HIST ELECTIVE	3
PHIL ELECTIVE	3	POSC 400 (SEMINAR)	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

## COURSE DESCRIPTIONS

### POSC 101: POLITICAL AND ECONOMIC PROCESS

This course studies government, policies, the political process and its role in solving public problems. Fundamental aspects of what an ideal system of government means and how power and resources are distributed in society will be discussed. The most relevant processes and institutions in decision making

are analyzed from a globalized perspective. The economic fundamentals of the market society will be exposed, as well as its relation with the political processes.

3 hours, 1 semester, 3 credits

**POSC 110: INTRODUCTION TO THE SOCIAL SCIENCES: POLITICS AND ECONOMICS**

The social context of politics and economics. Analysis of political and economic systems; their mutual relationship. Study of the main contemporary political and economic ideologies.

3 hours, 1 semester, 3 credits

**POSC 215: UNITED STATES GOVERNMENT AND POLITICS**

**Prerequisites:** POSC 110, SOCI 110

The elements of the U.S. political system. The problems of American federalism. The legislative, administrative, and judicial functions. Modern trends in American government and politics.

3 hours, 1 semester, 3 credits

**POSC 221: INTERNATIONAL ORGANIZATIONS AND POLITICS**

**Prerequisites:** POSC 110, SOCI 110

Study of the interaction among political entities. The means used by states in their relations: their historical evolution. International political systems. Analysis of the principal international organizations.

3 hours, 1 semester, 3 credits

**POSC 250: GOVERNMENT AND POLITICS OF PUERTO RICO**

**Equivalent to SOCI 250**

**Prerequisites:** POSC 110, SOCI 110

A general view of the political system of Puerto Rico. Relationship between Puerto Rico and the United States; the political parties, pressure groups, the government, and political behavior of Puerto Ricans.

3 hours, 1 semester, 3 credits

**POSC 260: COMPARATIVE POLITICAL ANALYSIS**

**Prerequisite:** POSC 110

The structure of the political system. Traditional and modern methodology in comparative politics. Emphasis will be given to the study of the elements of a political system: the elites; pressure groups, political parties. Analysis of the fundamental political processes.

3 hours, 1 semester, 3 credits

**POSC 280: PRINCIPLES OF JUDICIAL ADMINISTRATION IN PUERTO RICO**

**Prerequisite:** POSC 110

Theory of the judicial process. The cause of judicial action. Origin, development, and organization of judicial power in the Commonwealth of Puerto Rico since 1952. Process of the administration of justice in Puerto Rico.

3 hours, 1 semester, 3 credits

---

**POSC 301: ANCIENT AND MEDIEVAL POLITICAL THOUGHT**

**Prerequisites:** POSC 110, SOCI 110

The origins of the Western political thought. The ideas and political institutions of the Ancient World with special emphasis on Greece and Rome. The meaning of Christian thought in the medieval world and its influence on subsequent political thought.

3 hours, 1 semester, 3 credits

**POSC 302: MODERN POLITICAL THOUGHT**

**Prerequisite:** POSC 301

The renaissance of political ideas. Appearance of the Nation-state and its implications for political thought. Study of the major political ideologies of modern times: Liberalism, Socialism, and Marxism.

3 hours, 1 semester, 3 credits

**POSC 303: CONTEMPORARY POLITICAL THOUGHT**

**Prerequisite:** POSC 110

Critical analysis of the major contemporary currents of thought, their historical roots and practical implications. Special emphasis is given to Democracy, Communism, and the political ideas of the Third World.

3 hours, 1 semester, 3 credits

**POSC 306: COMPENDIUM OF POLITICAL THOUGHT**

**Prerequisite:** POSC 110

Exposition, description, and analysis of the principal political theories developed throughout history, from ancient times to the present. Critical study of some of the works of political thinkers who most influenced present political thought and models. Emphasis on the relationship between political theory and historical reality to demonstrate the interaction between them.

3 hours, 1 semester, 3 credits

**POSC 310: METHODOLOGY IN POLITICAL SCIENCE**

**Prerequisites:** POSC 110, SOCI 218

Detailed analysis of the range, scope, methods, and theories of political science. Valorization and evaluation of the role of political science as a social science.

3 hours, 1 semester, 3 credits

**POSC 320 Social, Technological and Legal Aspects of Virtual Worlds**

**Prerequisite:** POSC 110, SOCI 102, SOCI 110

Virtual spaces are a new kind of social order through which millions of people interact with each other. Situations and novel controversies emerge because of this interaction. The course focuses on understanding these new social challenges considering the behavior of human beings and the applicability of contemporary laws to virtual worlds and their impact on different areas of law in its criminal and civil context.

3 hours, 1 semester, 3 credits

**POSC 325: PUBLIC INTERNATIONAL LAW**

**Prerequisite: POSC 110**

Historical origins of public international law. The various doctrinal contributions of "Ius Gentium" to international law. The study of public international law: sources, subjects, and limitations. Perspectives for the future.

3 hours, 1 semester, 3 credits

**POSC 329: CONSTITUTIONAL LAW**

**Prerequisite: POSC 110**

Analysis of fundamental concepts and principles of the constitutions of the U.S. and P.R. through the study of judicial decisions. Emphasis will be placed on Civil Rights.

3 hours, 1 semester, 3 credits

**POSC 355: POLITICAL PARTIES**

**Prerequisite: POSC 110**

General theory of political parties: classifications, general function, and structure. History and analysis of political parties in Puerto Rico.

3 hours, 1 semester, 3 credits

**POSC 410: OPEN SEMINAR**

**Prerequisite: POSC 110**

The Seminar consists of an in-depth study of a specific political topic of either contemporary or historical importance. The Seminar may be repeated for credit with Departmental approval provided the themes are different.

3 hours, 1 semester, 3 credits

**POSC 425: SEMINAR ON CURRENT POLITICAL CONFLICTS**

**Prerequisites: POSC 110, SOCI 110**

Analysis, discussion and investigation of political conflicts which affect man and contemporary politics.

3 hours, 1 semester, 3 credits

**POSC 430: SEMINAR ON CONTEMPORARY LATIN AMERICAN POLITICS**

**Prerequisite: SOCI 305**

An intensive analysis of the major topics in contemporary Latin American politics. Topics examined include: neocolonialism, militarism, the Church and religious movements, social classes, the impact of multinational corporations, human rights, hemispheric relations, and the efforts directed toward integration in the area.

3 hours, 1 semester, 3 credits

## PUBLIC ADMINISTRATION PROGRAM

**Waleska Sanabria León, MA, Ph.D., Director**

**Faculty:** Otto Sievens Irizarry, MPA, Ph.D., Hilda M. Mejías Crespo, MPA, JD, Maricely Tirado Ortiz, MPA, JD, Jaime D. Vélez Ramos, MSS

### OBJECTIVES

To familiarize the student with the general principles that apply to the theory and practice of Public Administration.

To prepare students for jobs in the public and private sector as well as in non-profit institutions.

To encourage students to continue graduate or professional studies in Public Administration and related areas.

To promote scientific research, critical analysis, and creativity on the part of the student within the framework of Christian ethics.

### PREREQUISITES FOR THE BACHELOR OF ARTS DEGREE IN PUBLIC ADMINISTRATION

Students must have the following Prerequisites for admission to the Program:

Have passed the basic courses of Political Science 110 and Social Science 110 with a C or better.

Have undergone an interview with the Program's Admissions Committee.

To obtain a Bachelor of Arts Degree in Public Administration, the student must complete a total of 131 credits as described below.

	CREDITS
General Education Courses*	61
Courses required by the College	24
Courses required for the Major	39
SOCI 110*	
POSC 101*	
PUAD 265	3
PUAD 305 (equivalent to Soc. 305)	3
PUAD 341	3
PUAD 348	3
PUAD 350	3
PUAD 373	3
PUAD 390	3
PUAD 421	3

PUAD 480	3
SOCI 213	3
Electives in Public Administration	6
Electives in Social Sciences**	3
<b>TOTAL CREDITS 124</b>	

\*Institutional Prerequisites which count toward the specialty, consequently an average of C or better is required in these courses. These courses have already been taken into account in the General Education Curriculum.

\*\*Elective courses in Social Sciences require an average of C or better

### CURRICULUM FOR THE BACHELOR OF ARTS DEGREE IN PUBLIC ADMINISTRATION

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SOCI 110	1	PHED ELECTIVE	1
HIST 105	3	POSC 101	3
MATH 111	3	MGNT 130	3
ORIE	0	ORIE	0
SPAN 141	3	SPAN	3
THEO 130	3	THEO 131	3
ENGL 115	3	ENGL 201	3
<b>CREDITS 16</b>		<b>CREDITS 16</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PUAD 265	3	HIST 253	3
SPAN ELECTIVE	3	PUAD 341	3
ENGL 213/214	3	SOCI 305	3
SOCI 218	3	SOCI 213	3
PHIL 312	3	SOCI 440	3
BIOL 118/CHEM 117	3		
<b>CREDITS 18</b>		<b>CREDITS 15</b>	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PUAD 348	3	PHIL 340	3
FOREIGN LANGUAGE	3	PUAD 373	3
SPAN ELECTIVE	3	PUAD 350	3
PHIL ELECTIVE	3	FOREIGN LANGUAGE	3
ART 101, MUSI 102, THEA 101	3	AH ELECTIVE	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PUAD 421	3	PUAD 355	3
PUAD 390	3	SOCIAL SCIENCE ELECTIVE	3
SOCI 325	3	PUAD 385	3
PUAD (SOCI) 305	3	PUAD 451	4
THEO 132	3	PUAD 450	2
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

## COURSE DESCRIPTIONS

### PUAD 230: MUNICIPAL GOVERNMENTS

**Prerequisite:** POSC 110, SOCI 110

Study of municipal government: its origins and different theories. Legal aspects and structure of the municipality and its relationship with the executive and legislative powers, with an emphasis on the Puerto Rican situation.

3 hours, 1 semester, 3 credits

### PUAD 265: PUBLIC ADMINISTRATION

**Prerequisite:** POSC 110, SOCI 110

This course is an introductory study of Public Administration. Different types of structures, behaviors, and processes which are exhibited in organizations are analyzed. The principal models developed for organizational design, analysis, and administration are examined. The principles of administrative rights and the practical aspects of budget planning, human resource administration, and syndication of



public employees are also included. Special attention will be given to ethical and moral Prerequisites of the administrative process.

3 hours, 1 semester, 3 credits

### **PUAD 304: THEORY OF ORGANIZATIONS**

**Prerequisites:** POSC 110, SOCI 110

Study of the various types of structures, behavior, and processes which become evident in organizations. Students examine the main models developed for the design, analysis, and administration of organizations; scientific management; human relations, structural functionalism, as well as the latest developments in Organizational Theory, Systems Analysis, Contingency Theory, Organizational Behavior; the political-organizational approach, and some critical observations on this field.

3 hours, 1 semester, 3 credits

### **PUAD 341: HUMAN RESOURCES ADMINISTRATION**

**Prerequisites:** POSC 110, SOCI 110

A study of the selection, agreement, development and relation of the collaborators in Public Administration.

3 hours, 1 semester, 3 credits

### **PUAD 345-346: PERSONNEL ADMINISTRATION I AND II**

**Prerequisites:** POSC 110, SOCI 110

Study of the nature and evolution of personnel administration and the principles of the merit system. The specific areas to be studied are: recruitment and selection, promotion, transfer, demotion, training, and retention. In addition, the collective bargaining processes of the Public Administration system will be studied, as well as the government's personnel administration system in its legal and procedural aspects and their relationship with the Social Doctrine of the Catholic Church.

6 hours, 2 semester, 6 credits

### **PUAD 347: HUMAN BEHAVIOR IN ORGANIZATIONS**

**Prerequisites:** POSC 110, SOCI 110

An extensive analysis of individual and group behavior in organizations, dynamics of informal groups, organizational culture, and motivation.

3 hours, 1 semester, 3 credits

### **PUAD 348: BUSINESS LAW**

**Prerequisite:** POSC 110, SOCI 110

Study of the legislation that protects jobs in Puerto Rico in the light of the existing labor relations base in applicable local and federal legislation and the jurisprudence created by the Supreme Court of Puerto Rico.

3 hours, 1 semester, 3 credits

---

**PUAD 350: LABOR RELATIONS**

**Prerequisites:** POSC 110, SOCI 110

An analysis of the basic concepts of labor and the Puerto Rican labor legislation, its historical background, implementation of the legislation, and seminars for its verification.

3 hours, 1 semester, 3 credits

**PUAD 355: POLICY ANALYSIS**

**Prerequisites:** POSC 110, SOCI 110

Study of the process of policy making: the formulation, bargaining, implementation, evaluation and termination of social policies. It also emphasizes the study of the political and economic elements that surround that process.

3 hours, 1 semester, 3 credits

**PUAD 360: RECRUITMENT AND SELECTION OF EMPLOYEES**

**Prerequisites:** PUAD 345-346

Study of the principles and doctrines which manage employee recruitment, including establishment of requirements for the job, interview processes, and selection of employees.

3 hours, 1 semester, 3 credits

**PUAD 373: ETHICS AND PUBLIC ADMINISTRATION**

**Prerequisites:** POSC 110, SOCI 110, PUAD 265

Study of the ethical principles toward professionalization of the administrative career in public service with emphasis on the Puerto Rican experience.

3 hours, 1 semester, 3 credits

**PUAD 377: EMPLOYMENT PROTECTION LEGISLATION**

**Prerequisite:** PUAD 265

Study of labor legislation in Puerto Rico which protects the working conditions of the labor force. Analysis of constitutional law that deals with the importance of respect in Puerto Rico's labor law.

3 hours, 1 semester, 3 credits

**PUAD 384: FISCAL POLICIES AND BUDGETING**

**Prerequisites:** POSC 110, SOCI 110

An analysis of the determining processes of the fiscal resources of the State. The effect of fiscal policy measures on the economic development of society will be discussed. A study of budgetary systems. Evaluation of the budget process and the interaction between politics and budget and the priorities of public policy and the budget.

3 hours, 1 semester, 3 credits

**PUAD 385: PUBLIC FINANCE, FISCAL POLICY, AND BUDGETING**

**Prerequisites:** POSC 110, SOCI 110

Government finance in Puerto Rico in the pre-industrial and post-industrial periods. The making of financial and fiscal policy. Study of budgetary systems. Evaluation of the budgetary process, the interactions between politics and budgeting, and priorities in public policy and budgeting.

3 hours, 1 semester, 3 credits

**PUAD 390: ADMINISTRATIVE LAW**

**Prerequisites:** POSC 110, SOCI 110

Analysis of the fundamental principles of administrative law. The administrative process, delegation of powers, the functions of regulation, adjudication and investigation, and judicial review. Study of jurisdiction and the procedures of certain administrative agencies in Puerto Rico.

3 hours, 1 semester, 3 credits

**PUAD 421: COLLECTIVE BARGAINING**

**Prerequisite:** PUAD 350

This Collective Bargaining Course presents a general approach to collective bargaining in Puerto Rico and the United States. During the course, the students will analyze basic concepts of collective bargaining in the public and private sectors. They will also learn about its historical background. In addition, the students will consider the substantive and procedural aspects of collective bargaining: procedures, the preparation of a collective bargaining agreement, and also the administration of collective management agreements. They will discuss an agreement, and reach a settlement of complaints and grievances. They will recognize legislation applicable to labor relations.

3 hours, 1 semester, 3 credits

**PUAD 450: PROFESSIONAL INTERNSHIP SEMINAR: THEORY OF PROFESSIONAL PRACTICE IN PUBLIC ADMINISTRATION**

**Prerequisites:** PUAD 346, PUAD 390

**(Should be taken concurrently with PUAD 451)**

Analysis of relevant topics in the area of public administration. Application of the principles that govern different government agencies. Study of the different administrative situations in reference to governmental action and the functioning of the organizations responsible for public policy in Puerto Rico.

2 hours, 1 semester, 2 credits

**PUAD 451: PROFESSIONAL INTERNSHIP: SUPERVISED PRACTICE**

**Prerequisites:** PUAD 346, 390

Internship in public agencies supervised by a Professor of the Major. The course provides the opportunity for Public Administration students to acquaint themselves with the real operation of public organizations and private enterprise; learn about their problems and develop the skills to solve them. It also provides the opportunity to apply the knowledge acquired in previous courses.

NOTE: Students who submit evidence of prior administrative experience may receive credit for this course.

150 hours, 1 semester, 4 credits

**PUAD 470: PUBLIC POLICY SEMINAR**

**Prerequisite:** POSC 110

Analysis of political action and governmental processes based on the institutions and groups that influence and determine public policy.

3 hours, 1 semester, 3 credits

### **PUAD 480: OCCUPATIONAL ARBITRATION AND CONFLICT RESOLUTION**

#### **Prerequisite: POSC 110**

This course on labor arbitration presents a general approach to arbitration, its definition, and methodology applicable within the legal and administrative framework of Puerto Rico and of the United States. During the course students will consider the contribution of arbitration to this area. In addition, they will assume a position in relation to arbitration and will efficiently apply their knowledge of arbitration. Students will appreciate the contributions of labor arbitration and will apply ethical principles in arbitration. They will recognize the concept of arbitration and its applicable areas in Puerto Rico and the United States.

3 hours, 1 semester, 3 credits

### **PUAD 485: OPEN SEMINAR**

#### **Prerequisite: POSC 110**

The student and the Department Director will work together to choose the topic. This seminar should focus on administrative theories such as total quality, globalization, re-engineering, public service privatization, or government re-invention.

3 hours, 1 semester, 3 credits

## **SOCIOLOGY PROGRAM**

**Waleska Sanabria León, MA, Ph.D., Director**

**Faculty:** Waleska Sanabria León, MA, Ph.D., Dr. Félix A. Ramos González, MA, Ph.D.

### **OBJECTIVES**

The Faculty of the Sociology Program is increasingly aware of the important and rapid changes which characterize today's world under the impact of the rationalization of social life. Puerto Rican society is not necessarily at the cutting edge of those marked changes, which must be understood in the light of the special circumstances which characterize it. These changes do not take place at the same time in all areas of cultures, creating the possibility of gaps between the world of values and of conduct. It is our mission, as a part of the Pontifical Catholic University, to search for solutions to these problems in a humane and Christian perspective.

Therefore, the Sociology Program pursues the following objectives:

To prepare students to evaluate those social values adequate to the realities of the present world, as well as their responsibilities in the conservation and promotion of socio-cultural traditions.

To provide students with the indispensable means for a better understanding of social structures in general and Puerto Rican social structures in particular.

To encourage the critical analysis of social problems and changes in search of alternative solutions.

To provide students with a thorough preparation that will enable them to pursue graduate and professional studies in fields related to Sociology.

To qualify students for future employment either in public or private fields, consonant with the needs of Puerto Rico.

To develop in students a critical and analytical insight into sociological research within the framework of Catholic ethics and social justice.

### REQUISITES FOR THE BACHELOR OF ARTS DEGREE IN SOCIOLOGY

General Education Courses	61
Courses Required by the College	24
Courses Required for the Major	39
SOCI 110*	
POSC 101*	
SOCI 211	3
SOCI 212	3
SOCI 218	3
SOCI 305	3
SOCI 310	3
SOCI 467	3
SOCI 400 or more	3
Electives (Sociology)	9
Elective in Social Science **	6
<b>TOTAL CREDITS</b>	<b>124</b>

\*Institutional requisites which count toward the major – they must be completed with a of C or better. These courses have already been accounted for in the requisites for General Education.

\*\*Elective courses in Social Sciences require an average of C or better.

### CURRICULUM FOR THE BACHELOR OF ARTS DEGREE IN SOCIOLOGY

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ORIE	0	ORIE	0
ENGL 115	3	ENGL 201	3
SOCI 110*	3	POSC 101*	3
HIST 105	3	MGNT 130	3
THEO 130	3	BIOL 118/CHEM 117	3
SPAN 141	3	SPAN 142	3
PHED	1		
<b>CREDITS 16</b>		<b>CREDITS 15</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN LITERATURE	3	SOCI 212	3
ENGL 213/214	3	THEO 132	3
HIST 253	3	CS GENENERAL ELECTIVE	3
MATH 111	3	ART 101,MUSI 102, THEA 101	3
SOCI 211	3	SOCIAL ELECTIVE	3
THEO 131	3		
<b>CREDITS 18</b>		<b>CREDITS 15</b>	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN LITERATURE	3	SOCI 305	3
PHIL 312	3	SOCI 310	3
FOLG LANGUAGE	3	SOCI ELECTIVE	3
SOCI 218	3	FOLG LANGUAGE	3
SOCIOLOGY ELECTIVE	3	PHIL 340	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SOCI ELECTIVE	3	SOCI 400 LEVL	3
SOCIOLOGY ELECTIVE	3	SOCIOLOGY ELECTIVE	3
PHIL ELECTIVE	3	SOCI 467	3
SOCI 440	3	AH ELECTIVE	3
AH ELECTIVE	3	HISTORY ELECTIVE	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

---

## COURSE DESCRIPTIONS

### **SOCI 110: INTRODUCTION TO THE SOCIAL SCIENCES: SOCIAL AND CULTURAL ASPECTS**

The social and cultural aspects within the empirical perspective. Man and the environment. Man's place in society. The relationship between culture and personality and the diversity of socio-cultural processes.

3 hours, 1 semester, 3 credits

### **SOCI 211-212: FUNDAMENTAL SOCIOLOGY I & II**

**Prerequisites:** POSC 110, SOCI 110, SOCI 211

The nature, development, and functions of social institutions and the underlying principles of social relationships and social processes.

6 hours, 2 semesters, 6 credits

### **SOCI 213: FUNDAMENTAL SOCIOLOGY (COMPENDIUM)**

**Prerequisites:** POSC 110, SOCI 110

The course familiarizes students with the basic principles of sociology. An analysis of the socio-cultural dynamics of our social environment.

3 hours, 1 semester, 3 credits

### **SOCI 218: STATISTICAL METHODS IN SOCIAL SCIENCE**

**(Equivalent to CRIM 200, CRIM 218)**

**Prerequisites:** MATH 117, SOCI 110, POSC 110

The basic principles of statistics. Techniques of descriptive, predictive, and inferential statistics are discussed. Introduction of analysis and presentation of statistical data.

3 hours, 1 semester, 3 credits

### **SOCI 303: ECONOMIC PRINCIPLES AND PROBLEMS**

**Prerequisites:** POSC 110, SOCI 110

Study of the principles of production, distribution, and consumption in a multi-economic society and a historical perspective of the capitalist system.

3 hours, 1 semester, 3 credits

### **SOCI 305: SOCIAL RESEARCH**

**(Equivalent to CRIM 210, CRIM 305)**

**Prerequisites:** MATH 117, SOCI 218

Introduction to the methods of research in the social sciences according to the different sociological theories. Study of research techniques with the purpose of preparing the student for interpretation and evaluation of scientific works and for efficient participation in some of the stages of research.

3 hours, 1 semester, 3 credits, Lab. 1 hour per week

---

**SOCI 310: SOCIAL THEORY**

**(Equivalent to CRIM 310)**

**Prerequisite: SOCI 213**

The historical development of social thought. The study of the different sociological theories of social action. Special emphasis will be given to functional perspective, conflict theory, and symbolic interaction.

3 hours, 1 semester, 3 credits

**SOCI 313: SOCIOLOGY OF THE FAMILY**

**Prerequisite: SOCI 213**

Analysis of the family as a functional social institution; the study of its structures and functions in historical, transcultural, and contemporary perspectives.

3 hours, 1 semester, 3 credits

**SOCI 314: SOCIAL PROBLEMS (Previously SOCI 214)**

**(Equivalent to CRIM 314)**

**Prerequisite: SOCI 213**

Study of the most common social problems in contemporary society. Analysis of social problems in the light of sociological theories and related social science disciplines. Problems analyzed are demography, health, crime, delinquency, poverty and others.

3 hours, 1 semester, 3 credits

**SOCI 315: SOCIOLOGY OF LAW**

**Prerequisites: POSC 110, SOCI 110**

Sociology Course based on theoretical tendencies and empirical developments in the sociology of law. It analyzes the legal order in light of the sociological discipline and how social actors interact or are affected by the law. The course will emphasize the analysis of the role of law as an agent of social change or obstacle to address inequality and social problems.

3 hours, 1 semester, 3 credits

**SOCI 316: SOCIOLOGY OF RELIGION**

**Prerequisites: POSC 110, SOCI 110**

Synthesis of basic sociological data that contributes to the understanding of the religious phenomenon. Emphasis on the origins and development of sociology of religion on the social functions of religion and on its relationships with other social subsystems such as kinship, economy, and politics.

3 hours, 1 semester, 3 credits

**SOCI 319: INDUSTRIAL SOCIOLOGY**

**Prerequisite: SOCI 110**

Sociological study of industrial society, problems and processes of labor management, and the impact of each on society.

3 hours, 1 semester, 3 credits



### **SOCI 325: CULTURAL ANTHROPOLOGY**

#### **Prerequisites: POSC 110, SOCI 110**

Human behavior from a social and cultural point of view. Comparative study of economy, politics, religion, and social groups. Analysis of ethnic, geographic, and social factors influencing cultural development including the relationship between culture and personality. The anthropological perspective to problems such as racial relations, the family, colonialism, and others.

3 hours, 1 semester, 3 credits

### **SOCI 330: INTRODUCTION TO FORENSIC ANTHROPOLOGY**

#### **Prerequisites: POSC 110, SOCI 110**

Forensic Anthropology is the study of human remains wholly or partially skeletonized for identification and analysis. This course presents basic knowledge in forensic anthropology applied to the legal process. The main goal is the implementation of a number of scientific techniques developed for personal identification of skeletal remains and practices that are used to determine the cause of death, age, sex, race, height and other characteristics such as bone lesions. The course aims to teach the basic skills that allow individualization and identification of the subject, as well as all the details of death.

3 hours, 1 semester, 3 credits

### **SOCI 405: DEMOGRAPHY**

#### **Prerequisites: POSC 110, SOCI 110, SOCI 213**

The scientific study of the changes in size, composition, and distribution of human population including those factors that affect birth rates, mortality rates, and migration. The analysis of population dynamics, determining factors, and their social consequences.

3 hours, 1 semester, 3 credits

### **SOCI 424: SOCIAL AND CULTURAL CHANGE**

#### **Prerequisite: SOCI 213**

Analysis of particular factors that provoke social change in each society, also reexamining different characteristics. Change will be studied as a phenomenon that can or cannot produce development.

3 hours, 1 semester, 3 credits

### **SOCI 440: IN-SERVICE LEARNING**

#### **Prerequisite: SOCI 110**

This course includes volunteer care proposals that could become opportunities for social and academic learning and extracurricular solidarity activities linked to the content. The educational proposals, work experiences and projects will help develop strategies, methods and techniques of benefit of the community and its most vulnerable social groups. Service learning is an approach to teaching and learning that integrates community service with academic study to enrich civic responsibility.

3 hours, 1 semester, 3 credits

### **SOCI 455: PUERTO RICAN SOCIETY AND CULTURE**

#### **Prerequisites: SOCI 110, PUAD 110**

Study of the basic institutions of Puerto Rican society and their effects on the integration of the Puerto Rican personality.

3 hours, 1 semester, 3 credits

### **SOCI 466: OPEN SEMINAR**

#### **Prerequisite: SOCI 305**

Subject to be developed by lecturer and Department Director. It is suggested, nevertheless, that the subjects of Puerto Rican culture, through literature and ecological processes, be studied. The seminars will be identified with letters (A, B, C, D, and E).

3 hours, 1 semester, 3 credits

### **SOCI 467: APPLIED SOCIOLOGY SEMINAR**

#### **Prerequisite: SOCI 305**

This course offers students the opportunity to participate in research of the most important themes in micro and macro Sociology. Those students interested in applied Sociology will receive adequate scientific preparation for the analysis of concrete social phenomena so as to be able to present plans of action, evaluation, and correction.

3 hours, 1 semester, 3 credits

## **CRIMINOLOGY PROGRAM**

**Waleska Sanabria León, MA, Ph.D., Director**

**Faculty:** Sandra Ramos López, MA, Ph.D., Waleska Sanabria León, MA, Ph.D, Elba Vélez Valle, MA, Ph.D, Higinia Olivares, M.Ed., Ph.D., Félix A. Ramos González, MA, Ph.D., Maribel Reyes, MCJ

### **OBJECTIVES**

Aware of the problems of social control reflected in the high incidence of criminality and delinquency, drug use and trafficking, alcoholism, mental illness, and other manifestations of social deviance in Puerto Rico, the Criminology Program of the Pontifical Catholic University of Puerto Rico meets its social responsibility with Puerto Rican society by offering a study Program conducive to a Bachelor of Arts Degree in Criminology. This Program satisfies the need to develop professionals with distinguished and scientific understanding of the manifestations of social deviance and crime as social phenomena in P.R. The program wishes to develop in students a scientific attitude in connection with these phenomena, which is in keeping with the ethical and religious formation of a model Christian.

Therefore, the Criminology Program pursues the following objectives:

To provide students with the basic theory, as well as the principles and skills, within the practical field of Criminology.

To instill in students critical insight and awareness of the criminality and social deviation phenomena.  
 To give students the indispensable means for a better integration between theory and practice.  
 To provide students with a thorough preparation that will enable them to pursue graduate and professional studies in fields related to Criminology.  
 To qualify students for future employment in either the public or private fields according to the needs of Puerto Rico.  
 To develop in students a critical and analytical insight into sociological research within the framework of Catholic ethics and social justice.

### PREREQUISITES FOR THE BACHELOR OF ARTS DEGREE IN CRIMINOLOGY

The students must fulfill the following admissions requirements of the Major:

Have passed the basic courses of Political Science 110 and Social Science 110 with C or better.\*  
 Have undergone an interview with the Program's Admissions Committee.

	CREDITS
Courses required in General Education	61
Courses Required by the College	24
Courses Required by the Major	39

MAJOR COURSES	CREDITS
CRIM 218 (Equivalent to Soc. 218)	3
CRIM 250	3
CRIM 305	3
CRIM 350	3
CRIM 353	3
CRIM 355	3
CRIM 314	3
CRIM 450	3
CRIM 451	4
Electives CRIM	6
Elective in Social Science**	6

ELECTIVE COURSES	CREDITS
CRIM 290	3
CRIM 357	3
CRIM 300	3
CRIM 310	3
CRIM 315	3
CRIM 321	3
CRIM 410	3
CRIM 415	3
CRIM 420	3
CRIM 430	3
CRIM 460	3
CRIM 470	3
CRIM 475	3
CRIM 405	3
TOTAL 124	

\*Political Science 110 and Social Science 110 are Institutional requirements; both should be passed with a grade of C or better.

\*\*Elective courses in the Social Sciences require an average of C or better.

### CURRICULUM FOR THE BACHELOR OF ARTS DEGREE IN CRIMINOLOGY

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ORIE	0	ORIE	0
SOCI 110	3	POSC 101	3
SPAN 141	3	SPAN 142	3
MATH 111	3	MATH 130	3
ENGL 115	3	ENGL 201	3
THEO 130	3	THEO 131	3
PHED	1		
<b>CREDITS 16</b>		<b>CREDITS 15</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SOCI 218	3	SOCI 305	3
CRIM 250	3	SOCI 213	3
HIST 105	3	SOCI ELECTIVE	3
SPAN ELECTIVE	3	SOCI ELECTIVE	3
ENGL 213/214	3	PHIL 312	3
THEO 132	3		
<b>CREDITS 18</b>		<b>CREDITS 15</b>	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CRIM 350	3	CRIM 355	3
CRIM 353	3	CRIM 314	3
AH ELECTIVE	3	ART 101, MUSI 102, THEA 101	3
BIOL 118/CHEM 117	3	PHIL 340	3
SPAN ELECTIVE	3	HIST (Elective)	3
HIST 253	3		
<b>CREDITS 18</b>		<b>CREDITS 15</b>	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CRIM ELECTIVE	3	CRIM 450	2
CRIM ELECTIVE	3	CRIM 451	4
FOREIGN LANGUAGE	3	FOREIGN LANGUAGE	3
GENERAL SCI ELECTIVE	3	PHIL ELECTIVE	3
SOCI 440	3		3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

## **COURSE DESCRIPTIONS**

### **CRIM 218: STATISTICAL METHODS IN CRIMINOLOGY (Equivalent to SOCI 218)**

**Prerequisites:** SOCI 110, POSC, 110, MATH 117

This introductory Statistics course in Social Science is designed to provide students with the fundamental elements of statistical theory. Discussion of descriptive statistics and principles about predictive and inferential statistics. Introduction to the analysis and presentation of statistical data.

3 hours, 1 semester, 3 credits

### **CRIM 250: CRIMINOLOGY**

**Prerequisites:** SOCI 110, POSC 110

Analysis of the nature, extension, and characteristics of criminal behavior from a sociological perspective to an interdisciplinary one. Study of different theoretical considerations of criminal behavior and resulting social reactions.

3 hours, 1 semester, 3 credits

### **CRIM 270: LEGAL ASPECTS OF THE ADMINISTRATION OF THE CORRECTIONAL SYSTEM IN PUERTO RICO**

**Prerequisite:** SOCI 110

Study of the impact of legislation and jurisprudence on the administration of the correctional system in Puerto Rico. Emphasis on the legal dimensions of the operational aspects of the administration of the correctional system.

3 hours, 1 semester, 3 credits

### **CRIM 280: VICTIMOLOGY**

**Prerequisites:** SOCI 110, POSC 110

Study of crime victims and the victimization process. Analysis of endogenous and exogenous factors that cause vulnerability to crime. Study of the physical, emotional, and financial problems that victims suffer as a consequence of criminal activity. The effect of victimization and its impact on public policy development. An approach to the legal mechanisms, services, and prevention programs to protect crime victims.

3 hours, 1 semester, 3 credits

### **CRIM 290: CRIMINALITY AND ITS RELATIONSHIP TO ILLEGAL DRUGS**

**Prerequisite:** CRIM 250

A study of drug use and drug abuse as a social problem. Analysis of the economic, social, and political consequences and their effect on public health. Discussion of specific theories which explain drug abuse. Evaluation of the drug-crime relationship.

3 hours, 1 semester, 3 credits

**CRIM 300: SOCIAL ABERRATION IN WOMEN**

**Prerequisite: Crim 250**

Analysis of the relationship between gender and various definitions of "deviation." A study of the factors which promote deviance in some women.

3 hours, 1 semester, 3 credits

**CRIM 305: SOCIAL RESEARCH APPLICABLE TO CRIMINAL JUSTICE**

**(Equivalent to SOCI 305)**

**Prerequisites: SOCI 218, MATH 117**

Study of scientific methods and research techniques applicable to Criminology and the Criminal Justice System. Students will acquire a critical vision concerning the elements of Criminology research. The study of Criminology, development of scientific knowledge, fundamental research, applied research, hypothesis, interview techniques, statistics in Criminology, and others are analyzed.

3 hours, 1 semester, 3 credits, 1 lab hr.

**CRIM 314: SOCIAL PROBLEMS**

**(Equivalent to SOCI 314)**

**Prerequisites: SOCI 110, SOCI 213**

Study of the most common social problems in contemporary society. Analysis of social problems in the light of sociological theories related to the Social Science disciplines. Demography, health, crime, delinquency, and poverty will be analyzed.

3 hours, 1 semester, 3 credits

**CRIM 315: TREATMENT MODELS**

**Prerequisite: CRIM 250**

This course examines diverse treatment models. The model selected will determine the practice setting and the nature of the individual situation.

3 hours, 1 semester, 3 credits

**CRIM 321: INTRODUCTION TO FORENSIC SCIENCE**

**Prerequisite: CRIM 250**

Historical foundations of forensic research and their relationship to crime. Importance of multidisciplinary study in the elucidation of crime. Study of the appropriate procedures required to achieve desired results in a forensic investigation using technology, scientific method, and respect for human dignity.

3 hours, 1 semester, 3 credits

**CRIM 350: SOCIAL DEVIANCE IN JUVENILES**

**Prerequisite: CRIM 250**

The study of the nature, manifestations, and magnitude of juvenile antisocial behavior. Analysis of factors that contribute to deviant behavior in juveniles and related deterrent and treatment programs. Historical, social, and legal bases of Juvenile Justice programs in Puerto Rico.

3 hours, 1 semester, 3 credits

### **CRIM 353: PENOLOGY**

#### **Prerequisite: CRIM 250**

Study of social reactions toward criminal behavior. The different means of control, prevention, and treatment of criminal behavior (penal and security measures) as well as other reactions (judicial, non-penal, and non-judicial) are studied.

3 hours, 1 semester, 3 credits

### **CRIM 355 : CRIMINAL JUSTICE SYSTEM OF PUERTO RICO**

#### **Prerequisite: CRIM 250**

Legal, historical, and social aspects of the Criminal Justice system in Puerto Rico. The relationship between crime and components of justice (police, courts, and correctional institutions) and its organization and function. Critical examination of resources, accomplishments in the investigation of Criminal Justice systems as means of social control. Perspective on Criminal Justice in Puerto Rico.

3 hours, 1 semester, 3 credits

### **CRIM 357: THEORY OF SOCIAL DEVIANCE AND CRIMINOLOGY**

#### **Prerequisite: CRIM 250**

Course is designed to provide students with the basic knowledge of some paradigms about social deviance. Comparative analysis of social deviance in different societies using certain paradigms as a reference.

3 hours, 1 semester, 3 credits

### **CRIM 405: WHITE COLLAR CRIME**

#### **Prerequisites: CRIM 250, CRIM 355**

Description and evaluation of the different theoretical perspectives in the field of Sociology as well as the psycho-social factors that lead professionals to incur in illicit behavior. Study of the economic, social, physical, and environmental consequences as well as the strategies utilized by society to prevent this type of crime.

3 hours, 1 semester, 3 credits

### **CRIM 410: SOCIAL DEVIANCE AND PUBLIC POLICY**

#### **Prerequisite: CRIM 250**

Study of the phenomena of deviant behavior and how they are taken into account in the elaboration of public policy with special emphasis on Puerto Rico.

3 hours, 1 semester, 3 credits

### **CRIM 415: ETHICS IN CRIMINAL JUSTICE**

#### **Prerequisite: CRIM 250**

General approach about morality and human conduct. Principles of justice and ethics of law. Study of punishment and corrections ethics. Examination of the ethics of the Criminal Justice System with emphasis on police organization. Study of the ethics of capital punishment and the Juvenile Justice Systems in Puerto Rico and the United States of America.

3 hours, 1 semester, 3 credits



---

**CRIM 420: VIOLENCE PREVENTION**

**Prerequisites:** CRIM 250, SOCI 110, SOCI 213

Study of violence with a social, cultural, and psychological focus recognizing the relativity of the concept. Relation of the social and psychological aspects to avoid violent conduct as well as relapse into crime. Identifying the characteristics of criminal action that affect society in interpersonal violence, corporate integrity, honesty, against patrimony, and fraud. The law as a mechanism of prevention and control of violence.

3 hours, 1 semester, 3 credits

**CRIM 430: LOSS PREVENTION IN ORGANIZATIONS**

**Prerequisites:** CRIM 250, SOCI 213

Course provides a panoramic vision of the creation and development of programs that deal with loss prevention in organizations. It will establish a bridge between the Criminology discipline and crime prevention at the level of clients and business employees. Analysis of conditions unfavorable to those who commit corporate crime. Study of prevention and intervention strategies against violence in the workplace.

3 hours, 1 semester, 3 credits

**CRIM 450: PROFESSIONAL INTERNSHIP SEMINAR: THEORY OF PROFESSIONAL PRACTICE IN CRIMINOLOGY (should be taken concurrently with CRIM 451)**

**Prerequisites:** CRIM 350, CRIM 353, CRIM 355

Analysis of different agencies and social institutions that deal with cases of social deviancy. Study of themes related to the practical experience of students in various agencies and the role of the Sociologist-Criminologist in the preparation of public policy with respect to social deviancy phenomena.

2 hours, 1 semester, 2 credits

**CRIM 451: PROFESSIONAL INTERNSHIP: SUPERVISED PRACTICE**

**Prerequisites:** CRIM 350, CRIM 353, CRIM 355

Internship in public or private agencies under the supervision of a Professor in the discipline. Course provides opportunities for students to participate in practical experiences that will develop their scientific and professional knowledge in relation to phenomena of social deviancy.

150 hours, 1 semester, 4 credits

**CRIM 460: OPEN SEMINAR**

**Prerequisite:** CRIM 350

Topics to be developed by Professor and Department Director. Themes in Criminology and Criminal Justice Administration in Puerto Rico are highly recommended.

3 hours, 1 semester, 3 credits

### **CRIM 470: SEMINAR ON CRIMINOLOGY RESEARCH**

#### **Prerequisites: CRIM 250, CRIM 305**

Discussion of the basic literature, aspects, and concepts of criminological investigation: problems studied, methods and findings, with special emphasis on investigation concerning Puerto Rico. Use of this analysis as a basic evaluation of the accomplishment in Criminological Science.

3 hours, 1 semester, 3 credits

### **CRIM 475: ORGANIZED CRIME**

#### **Prerequisites: CRIM 250, SOCI 110, SOCI 213**

Scientific study of criminal activities or illegal enterprises that provide illicit goods; define organized crime beyond the entertainment industry and the media's stereotype of the "Mafia" and "Cosa Nostra" which are compared to legitimate enterprises, criminal groups and legal enterprises. Examine theories that explain organized crime behavior and the categories of this crime. Description of the consequences of this social phenomenon and the alternatives for prevention and control of organized crime.

3 hours, 1 semester, 3 credits

### **ACTIVITIES**

The Department of Social Science considers the extracurricular activities of its Professors and students to be a matter of crucial importance. Therefore it promotes the participation of its members in student associations, research activities, and professional improvement conferences.

#### **Student Associations**

There are five associations in the Department: Political Science Association, Criminology Association, Phi Alpha Delta (Pre-legal Fraternity, Pedro Abizu Campos Chapter), Student Association of Public Administration, and Student Association of Forensic Science.

## **COMBINED CRIMINOLOGY PROGRAM**

**Waleska Sanabria León, MA, Ph.D., Director**

**Faculty:** Sandra Ramos López, MA, Ph.D., Waleska Sanabria León, MA, Ph.D, Elba Vélez Valle, MA, Ph.D, Higinia Olivares, M.Ed., Ph.D., Félix A. Ramos González, MA, Ph.D., Maribel Reyes, MCJ

### **OBJECTIVES**

The objectives of the Combined Program respond to the institutional objectives. It is recognized that the problems of social control that reflects the high incidence of crime, the illegal trafficking of arms and drugs, and other manifestations of socially deviant behavior are the responsibility of all citizens. Hence the need to train professional staff with a humanistic vision and scientific attitude.

The Combined Program provides the student the opportunity to complete a baccalaureate and a master's degree in five (5) years; thus reducing one year his study period and 20 credits if he chooses

to enroll them in the traditional way. The student will take a total of 155 credits since the master's courses will be accredited in their baccalaureate. If you enroll both academic offers independently, you will take 130 credits in the baccalaureate and 45 at the graduate level.

In this program the student will be able to begin his post-graduate studies upon entering his fourth year of high school. If for any reason the student does not continue their studies, they can obtain a bachelor's degree in Criminology. Subsequently, if the student so wishes, he can complete his studies and achieve mastery.

Seeking to adjust to the needs and demands of the students, the Program offers the student the opportunity to obtain two academic degrees in less time, which results in an attraction for them.

The Combined Program is proposed:

1. To provide students with theoretical-basic knowledge, principles and skills in the practical field of criminology.
2. Promote in the student a critical attitude and aware of the phenomena of criminality.
3. To provide solid foundations for the students in order to motivate them to continue their graduate studies in Criminology at the Institution.
4. Train students so that they can obtain employment in the public and private sectors, in accordance with the demands and labor needs of Puerto Rico.
5. Highlight Catholic ethical and Christian values within a competent academic program and in this way represent a real alternative of integral education in the field of Criminology.
6. To attract to the field of Criminology those students with the necessary potential to contribute to improve the quality of life of the people.
7. Reduce the study time by combining two academic degrees, which will result in an attraction for the student.
8. Deepen knowledge in the area of Criminology in order to prepare professionals in this field.
9. Present the student with a scientific view of the phenomenon of crime and propose alternatives that help the treatment and rehabilitation of the offender.
10. Promote scientific research on the criminal phenomenon of Puerto Rico.
11. Train the student to obtain a critical and comprehensive view of criminal behavior.
12. Present the master's student a scientific view of the phenomenon of crime and propose alternatives that help the treatment and rehabilitation of the offender.
13. Help understand human behavior from a social, legal, moral and Christian perspective.

### **REQUIREMENTS OF THE HIGH SCHOOL IN ARTS IN COMBINED CRIMINOLOGY PROGRAM**

The Department requires the student to meet the following requirements for admission to the specialty:

- a) Have passed the basic courses in Social Sciences 110 and Political Sciences 101 with C or more. \*
- b) Carry out an evaluative interview with the Admissions Committee.
- c) To graduate from high school, you must have approved six (6) credits at the master's level.

	CRÉDITOS
Cursos requeridos de Educación General	61
Cursos requeridos por el Colegio	18
Cursos requeridos en la Especialidad	39

CURSOS DE ESPECIALIDAD	CRÉDITOS
CRIM 213 (Equivalent to SOCI 213)	3
CRIM 218 (Equivalent to SOCI 218)	3
CRIM 250	3
CRIM 305 (Equivalent to SOCI 305)	3
CRIM 350	3
CRIM 353	3
CRIM 355	3
CRIM 314	3
Electives de CRIM	6
Social Science Electives**	9
Master courses	6

CURSOS ELECTIVOS EN CRIMINOLOGIA
CRIM 290
CRIM 357
CRIM 300
CRIM 315
CRIM 321
CRIM 410
CRIM 415
CRIM 460
CRIM 470
CRIM 310
CRIM 405
CRIM 420
CRIM 430
CRIM 475
TOTAL 124

\* Institutional requirements and count for the specialty, therefore, it is required that they be approved with a grade of C or more. These courses have already been accounted for in the General Education requirements.

\*\* The electives in Social Sciences (Political Science, Sociology, Public Administration or Pre-Legal) must be approved with C or more, as well as the concentration courses.

### CURRICULUM OF THE HIGH SCHOOL IN ARTS IN COMBINED CRIMINOLOGY PROGRAM

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ORIE	0	ORIE	0
SOCI 110	3	POSC 101	3
SPAN 141	3	SPAN 142	3
MATH 111	3	MGNT 130	3
ENGL 115	3	ENGL 201	3
THEO 130	3	THEO 131	3
PHED ELECTIVA	1	CHEM 117 / BIOL 118	3
<b>CREDITS 16</b>		<b>CREDITS 18</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SOCI 218	3	SOCI 305	3
CRIM 250	3	SOCI 213	3
HIST 105	3	SOCI (Electiva)	3
SPAN ELECTIVA	3	SOCI 440	3
ENGL 213 o 214	3	SPAN (Electiva)	3
SOCI (Electiva)	3	THEO 132	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CRÉDITOS	COURSE	CREDITS
CRIM 350	3	CRIM 355	3
CRIM 353	3	CRIM 314	3
CRIM (Elective)	3	CRIM (Elective)	3
CS GENERAL ELECTIVE	3	PHIL 340	3
AH ELECTIVE	3	HIST (Elective)	3
PHIL 312	3	ART 101 o MUSI 102, THEA 101	3
CREDITS 18		CREDITS 18	

FOURTH YEAR			
PRIMER SEMESTRE			
COURSE	CREDITS		
SOCI 325	3		
SOCI (Electiva)	3		
HIST 253	3		
THEO 633	3		
GRCC 604	2		
GRCC 602	2		
CREDITS 16			

To graduate from high school you must have approved six (6) credits at the master's level.

## POLITICAL SCIENCE AND LAW PROGRAM

**Waleska Sanabria León, MA, Ph.D., Director**

**Faculty:** Otto Sievens Irizarry, MPA, Ph.D., Hilda M. Mejías Crespo, MPA, JD, Maricely Tirado Ortiz, MPA, JD

### OBJECTIVES

The fundamental and main objective of this program is to prepare highly qualified students to complete the requirements for both a Bachelor's Degree in Political Science and the law degree of Juris Doctor in accordance with the mission and Christian objectives promoted by the Pontifical Catholic University of Puerto Rico.

Consequently, a student in the Political Science and Law Program will:

Obtain the written and oral communication skills necessary to succeed in the School of Law.

Learn about the nature of Judicial Administration in Puerto Rico.

Learn about the origin and history of the systems of law in Puerto Rico and the United States.

Be able to analyze the political and economical changes that Puerto Rico has suffered during the past years in light of the Constitutions of the Commonwealth of Puerto Rico and the United States.

Know the Civil Rights Act of the Commonwealth of Puerto Rico and be able to contribute ideas which will result in a better Puerto Rico.

Acquire the skills and knowledge to successfully pass the School of Law Admissions Test.

The student has the opportunity to choose between the three or four-year program.

### **REQUIREMENTS FOR THE BINARY PROGRAM IN POLITICAL SCIENCE AND THE SCHOOL OF LAW**

The Department requires students to meet the following requirements for admission:

- Be a High School Graduate.
- Have an academic (grade point) average not lower than 3.50 points.
- Pass the College Board Admissions Test with a score no lower than 550 points
- Complete an interview with the Program Admissions Committee.
- Write a 300-word essay about a topic of general interest.

#### **Program Requirements**

Students admitted to the Political Science and Law Program must comply with the following requirements to remain active in the program.

- Enroll in courses in the order established by the Program.
- Stay enrolled until the end of the courses and obtain a grade no lower than C.
- Maintain a semester Grade Point Average no lower than 3.0 and a general G.P.A. of 3.5 or higher at the end of the third or fourth year of the Degree.
- Take the Law School Admissions Test (LSAT) and the LSADep (Post Graduate Admissions Test) in their 2nd year of the Bachelor's Degree if they are in the 3- year program; or if in the 4- year program, students should take the tests in their 3rd year of the Bachelor's Degree. If a student does not pass the test, it should be taken prior to application and admission to the Law School.
- Students should choose the 3- year or 4- year program and commit themselves to taking the courses in the established curricular sequence.

	CREDITS
General Education Courses	52
Courses Required by the College	16
Courses Required for the Major **	50
Major Courses	
POSC 215 United States Government and Politics	3
PRLS 207 Introduction to Pre-Legal Studies	3
POSC 250 Government and Politics of Puerto Rico	3
POSC 260 Comparative Political Analysis	3
POSC 306 Compendium of Political Thought	3
POSC 280 Principles of Judicial Administration	3
POSC 329 Constitutional Law	3
PRLS 225 Statistics and Social Research	5
PRLS 450 Seminar ( Drafting of Documents)	2
PRLS 307 Legal Research	4
PRLS 300 Seminar On Academic Aptitude Tests	3
PRLS 400 Open Seminar	3
PRLS 401 Family Law Seminar	3
Phil. 370 Fundamentals of Language and Judicial Criteria	4
Electives in the Major	
PUAD 355 Analysis of Public Policy	3
PUAD 390 Administrative Law	3
PUAD 346 Personnel Administration II	3
SOCI 315 Sociology of Law	3
TOTAL CREDITS 118	

\*POSC 110 and SOCI 110 are institutional requirements; however, both should be approved with a grade of C or higher

\*\*Should be approved with a grade of C or higher.



**CURRICULUM BY SEMESTER AND YEAR  
THREE-YEAR PROGRAM**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ORIE	0	ORIE	0
SPAN 141	3	SPAN 142	3
ENGL 114	3	ENGL 213	3
SOCI 110	3	POSC 110	3
HIST 116	3	PHIL 207	3
MATH 141	3	MATH 142	3
BIOL 117	3	BIOL 118	3
THEO 130	3	THEO 131	3
<b>CREDITS 21</b>		<b>CREDITS 21</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PRLS 207	3	PUAD 346	3
PRLS 225	5	POSC 260	3
ENGL 214	3	POSC 280	3
POSC 250	3	SPAN 455	3
POSC 215	3	PRLS 300	3
SPAN 205	3	PRLS 307	4
<b>CREDITS 20</b>		<b>CREDITS 19</b>	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PUAD 390	3	POSC 329	3
Elective (PUAD)	3	HIST 303	3
HIST 253	3	PRLS 401	3
POSC 306	3	PHIL 312	3
ENGL 300	3	PRLS 450	2
PHIL 370	4	PRLS 400	3
PHED	2	THEO 132	3
<b>CREDITS 21</b>		<b>CREDITS 20</b>	

**CURRICULUM BY SEMESTER AND YEAR  
FOUR-YEAR PROGRAM**

<b>FIRST YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
ORIE	0	ORIE	0
SPAN 141	3	SPAN 142	3
ENGL 201	3	ENGL 213	3
SOCI 110	3	POSC 101	3
PHED ELECTIVE	1	PHIL 312	3
MATH 111	3	MGNT 130	3
THEO 130	3		
<b>CREDITS 16</b>		<b>CREDITS 15</b>	

<b>SECOND YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
PRLS 207	3	PRLS 307	4
PRLS 225	5	POSC 250	3
POSC 215	3	POSC 260	3
POSC 280	3	SPAN 455	3
SPAN ELECTIVE	3	PUAD 346	3
<b>CREDITS 17</b>		<b>CREDITS 16</b>	

<b>THIRD YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
POSC 329	3	PRLS 300	3
POSC 306	3	PRLS 400	3
PHIL 370	4	PRLS 450	2
CHEM 117/BIOL 118	3	PUAD 355	3
ENGL 214	3		
<b>CREDITS 16</b>		<b>CREDITS 14</b>	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 305	3	AH ELECTIVE	3
PUAD 390	3	HIST ELECTIV	3
HIST 253	3	GENERAL SC ELECTIVE	3
THEO 131	3	THEO 132	3
<b>CREDITS 12</b>		<b>CREDITS 12</b>	

## COURSE DESCRIPTIONS

### **POSC 215: UNITED STATES GOVERNMENT AND POLITICS**

#### **Prerequisites: SOCI 110, POSC 110**

Course discusses the elements of the U.S. political system; the problems of American federalism; the legislative, administrative, and judicial functions; and modern trends in American government and politics.

3 hours, 1 semester, 3 credits

### **POSC 250: GOVERNMENT AND POLITICS OF PUERTO RICO**

#### **Prerequisites: SOCI 110, POSC 110**

Course gives an overview of the political system of Puerto Rico and the relationship between Puerto Rico and the United States; study of political parties, pressure groups, the government, and the political behavior of Puerto Ricans.

3 hours, 1 semester, 3 credits

### **POSC 260: COMPARATIVE POLITICAL ANALYSIS**

#### **Prerequisite: POSC 110**

Course discusses the structure of the political system and traditional and modern methodologies used in the analysis of comparative politics. Emphasis on the elements of a political system: the elite, pressure groups, political parties, as well as analysis of the fundamental political processes.

3 hours, 1 semester, 3 credits

### **POSC 280: PRINCIPLES OF JUDICIAL ADMINISTRATION IN PUERTO RICO**

#### **Prerequisite: POSC 110**

Course discusses the theory of the judicial process; the cause of action, origin, development, and organization of judicial power in the Commonwealth of Puerto Rico since 1952; and the process of the administration of justice in Puerto Rico.

3 hours, 1 semester, 3 credits

---

**POSC 306: COMPENDIUM OF MODERN POLITICAL THOUGHT**

**Prerequisite: POSC 110**

Exposition, description, and analysis of the principal political theories developed throughout history, from ancient times to the present. Critical study of some of the works of political thinkers who most influenced present political thought and models. Emphasis on the relationship between political theory and historical reality to demonstrate the interaction between them.

3 hours, 1 semester, 3 credits

**POSC 329: CONSTITUTIONAL LAW**

**Prerequisite: POSC 110**

An analysis of the fundamental concepts and principles of the Constitutions of the United States and Puerto Rico through the study of judicial decisions. Emphasis on civil rights.

3 hours, 1 semester, 3 credits

**PRLS 207: INTRODUCTION TO PRE-LAW STUDIES**

**Prerequisites: SOCI 110, POSC 110**

Course introduces the different sources of our legal system. Study of the historical development and philosophy of law and a comparative analysis of the different judicial systems.

3 hours, 1 semester, 3 credits

**PRLS 225: STATISTICS AND SOCIAL RESEARCH (LABORATORY)**

**Prerequisites: SOCI 110, POSC 110, MATH 117 or MATH 141**

Course designed to develop the basic principles of descriptive statistics and research techniques from a sociological perspective. Students are familiarized with statistical techniques; the process of scientific social research in order to develop a scientific attitude is emphasized.

4 hours, 1 semester, 5 credits, 1 Lab hr.

**PRLS 300: SEMINAR ON ACADEMIC APTITUDE TEST**

**Prerequisites: SPAN 141, SPAN 142, ENGL 114, ENGL 213, MATH 117 or MATH 141**

A training course to enable students to successfully pass the Examination for Admission to Graduate Studies (EXADEP) and the Law School Admissions Test (LSAT). Techniques needed to answer both objective and subjective tests are practiced.

4 hours, 1 semester, 3 credits

**PRLS 307: LEGAL RESEARCH**

**Prerequisite: PRLS 207**

Course offers students the sources and methods to conduct legal research. Introduction to bibliographical resources, accessibility, composition, and ranking of these sources; training workshops will be offered on the use of computerized information systems.

4 hours, 1 semester, 4 credits

**PRLS 400: OPEN SEMINAR**

**Prerequisites:** PRLS 207, PRLS 300

Free topic to be selected by the Instructor and the Department Director. The course should be geared towards a discussion of topics related to public and private law, jurisprudential criticism, and the analysis of legal problems.

3 hours, 1 semester, 3 credits

**PRLS 401: FAMILY LAW SEMINAR**

**Prerequisite:** PRLS 207

Course will familiarize students with the general dispositions of the Puerto Rico Civil Code of Law regarding family law, as well as the most recent legislation concerning adoption and alimony. Applicable jurisprudence will be examined, and legal problems related to these topics will be analyzed.

3 hours, 1 semester, 3 credits

**PRLS 450: DOCUMENT WRITING SEMINAR**

**Prerequisites:** PRLS 207, POSC 280, POSC 329, SPAN 131, SPAN 132, SPAN 205, POSC 329

Students will develop the necessary skills for critical analysis of the different issues and problems that emerge in our society where law and politics intervene as agents of change. Students will learn about the art of document writing. Students will also learn the adequate use of information sources and research techniques that serve as the basis for drafting legal documents.

2 hours, 1 semester, 2 credits

**PHIL 370: FUNDAMENTALS OF LANGUAGE AND JUDICIAL CRITERIA**

**Prerequisite:** PHIL 207

The abstract nature of the thought process determines the use of the language to express oneself. Hence, the need for an understanding of the linguistic as well as the logical contexts of the thought process, both in expressing one's own understanding as well as comprehending the expressions of others. Throughout the course, the critical elements that will enable the student to structure coherent arguments, free from logical and semantic errors, will be provided. The student will be faced, in a virtual way, with recurring daily life and future professional situations. Emphasis will be placed on judgment criteria used to differentiate logical truth from falsehood in any argumentative dialogue. The strengthening of rational and coherent judgment, rich at the same time in linguistics and veracity, is promoted.

4 hours, 1 semester, 4 credits

## LAW STUDIES PROGRAM

**Waleska Sanabria León, MA, Ph.D., Director**

**Faculty:** Otto Sievens Irizarry, MPA, Ph.D., Hilda M. Mejías Crespo, MPA, JD, Maricely Tirado Ortiz, MPA, JD

### OBJECTIVES

The fundamental and main objective of this program is to influence and form professionals devoted to the mission and objectives of the Institution who wish to continue graduate studies in Law; to help them obtain another academic Degree and develop analytical and writing skills that enable them to pass the Law School Admissions Test and successfully complete the necessary requirements to obtain a Law Degree.

Therefore, this program requires students to:

Acquire the written and oral communications skills necessary to succeed in the School of Law.

Learn about the nature of Judicial Administration in Puerto Rico.

Learn about the origin and history of the legal systems of Puerto Rico and the United States.

Be able to analyze the political and economical changes that Puerto Rico has undergone during the past years in light of the relationship between the Commonwealth of Puerto Rico and the United States.

Know the Civil Rights Act of the Commonwealth of the Puerto Rico and be able to contribute ideas which result in a better Puerto Rico.

Develop the necessary skills in research and statistics to draft judicial and social research proposals.

Acquire the knowledge and skills necessary to pass the Law School Admissions Test.

### REQUIREMENTS FOR THE PRE-LAW STUDIES PROGRAM

Students must meet the following Department requirements for admission:

Be a High School graduate.

Have an academic (grade point) average not lower than 3.00.

Pass the College Board Admissions Test with a score no lower than 500 points.

Have undergone an interview with the Program's Admissions Committee.

	CREDITS
General Education Courses	61
Courses required by the College	18
Courses required for the Major **	41
Major Courses	
POSC 215 United States Government and Politics	3
PRLS 207 Introduction to Pre-Law Studies	3
POSC 250 Puerto Rican Government and Politics	3

POSC 260 Comparative Political Analysis	3
POSC 306 Compendium of Political Thought	3
POSC 280 Principles of Judicial Administration	3
PUAD 390 Administrative Law	3
POSC 329 Constitutional Law	3
PRLS 225 Social Research and Statistics	5
PRLS 450 Seminar (Document Writing)	2
PRLS 300 Seminar on Academic Aptitude Test	3
Electives for Major	
PUAD 355 Analysis of Public Policy	3
PUAD 390 Employment Protection Legislation	3
PUAD 346 Personnel Administration II	3
PRLS 400 Open Seminar	3
SOCI 315 Sociology of Law	3
PRLS 401 Family Law Seminar	3
TOTAL CREDITS 120	

\*POSC 110 and SOCI 110 are institutional requirements; nevertheless, they must be completed with a grade of C or higher.

\*\*Must be completed with a grade of C or higher.

Suggested program sequence by semester and academic year:

### Suggested program sequences by semester and academic year

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ORIE	0	ORIE	0
SPAN 141	3	SPAN 142	3
ENGL 115	3	ENGL 201	3
SOCI 110	3	POSC 101	3
CHEM117/BIOL 118	3	MGNT 130	3
MATH 111	3	GENERAL CS ELECTIVE	3
PHED	1		1
CREDITS 16		CREDITS 15	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PRLS 207	5	PRLS 307	4
PRLS 225	3	POSC 250	3
POSC 215	3	POSC 260	3
POSC 280	3	SPAN ELECTIVE	3
HIST 105	3	PHIL 312	3
<b>CREDITS 17</b>		<b>CREDITS 16</b>	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
POSC 329	3	PRLS 300	3
POSC 306	3	PHIL 340	3
HIST 253	3	HIST ELECTIVE	3
THEO 130	3	THEO 131	3
ENGL 213	3		
<b>CREDITS 15</b>		<b>CREDITS 12</b>	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PUAD 390	3	PRLS 450	2
ENGL 305	3	PRLS ELECTIVE	3
SPAN ELECTIVE	3	ART, MUSI, THEA	3
THEO 132	3	SOCI 440	3
PHIL ELECTIVE	3	AH ELECTIVE	3
<b>CREDITS 15</b>		<b>CREDITS 14</b>	



---

## COURSE DESCRIPTIONS

### **POSC 215: UNITED STATES GOVERNMENT AND POLITICS**

**Prerequisites:** SOCI 110, POSC 110

Course discusses the elements of the U.S. political system; the problems of American federalism; the legislative, administrative, and judicial functions; and modern trends in American government and politics

3 hours, 1 semester, 3 credits

### **PRLS 207: INTRODUCTION TO PRE-LAW STUDIES**

**Prerequisites:** SOCI 110, POSC 110

Course introduces the different sources of our legal system. Study of the historical development and philosophy of law and a comparative analysis of the different judicial systems.

3 hours, 1 semester, 3 credits

### **POSC 250: GOVERNMENT AND POLITICS OF PUERTO RICO**

**Prerequisites:** SOCI 110, POSC 110

Course gives an overview of the political system of Puerto Rico and the relationship between Puerto Rico and the United States; study of political parties, pressure groups, the government, and the political behavior of Puerto Ricans.

3 hours, 1 semester, 3 credits

### **POSC 260: COMPARATIVE POLITICAL ANALYSIS**

**Prerequisite:** POSC 110

Course discusses the structure of the political system and the traditional and modern methodologies used in the analysis of comparative politics. Emphasis on the main elements of a political system: the elite, pressure groups, political parties, as well as an analysis of the fundamental political processes.

3 hours, 1 semester, 3 credits

### **POSC 306: COMPENDIUM OF MODERN POLITICAL THOUGHT**

**Prerequisite:** POSC 110

Exposition, description, and analysis of the principal political theories developed throughout history, from ancient times to the present. Critical study of some of the works of political thinkers who most influenced present political thought and models. Emphasis on the relationship between political theory and historical reality to demonstrate the interaction between them.

3 hours, 1 semester, 3 credits

### **POSC 280: PRINCIPLES OF JUDICIAL ADMINISTRATION IN PUERTO RICO**

**Prerequisite:** POSC 110

Course discusses the theory of the judicial process; the cause of action; origin, development, and organization of judicial power in the Commonwealth of Puerto Rico since 1952; and the processes and factors of the administration of justice in Puerto Rico.

3 hours, 1 semester, 3 credits

---

**POSC 329: CONSTITUTIONAL LAW**

**Prerequisite: POSC 110**

An analysis of fundamental concepts and principles of the Constitutions of the United States and Puerto Rico through the study of judicial decisions. Emphasis on civil rights.

3 hours, 1 semester, 3 credits

**PRLS 225: STATISTICS AND SOCIAL RESEARCH (LABORATORY)**

**Prerequisites: SOCI 110, POSC 110, MATH 117 or MATH 141**

Course designed to develop the basic principles of descriptive statistics and research techniques from a sociological perspective. Students are familiarized with statistical techniques; the process of scientific social research in order to develop a scientific attitude is emphasized.

4 hours, 1 semester, 5 credits, 1 Lab hr.

**PRLS 300: SEMINAR ON ACADEMIC APTITUDE TESTS**

**Prerequisites: SPAN 141, SPAN 142, ENGL 114, ENGL 213, MATH 117 or MATH 141**

A training course to enable students to successfully pass the Examination for Admission to Graduate Studies (EXADEP) and the Law School Admissions Test (LSAT). Techniques needed to answer both objective and subjective tests are practiced.

4 hours, 1 semester, 3 credits

**PRLS 307: LEGAL RESEARCH**

**Prerequisite: PRLS 207**

Course offers students the sources and methods to conduct legal research. Introduction to bibliographical resources, accessibility, composition, and ranking of these sources; training workshops will be offered on the use of computerized information systems.

4 hours, 1 semester, 4 credits

**PRLS 400: OPEN SEMINAR**

**Prerequisites: PRLS 207, PRLS 300**

Free topic to be selected by the Instructor and the Department Director. The course should be geared towards a discussion of topics related to public and private law, jurisprudential criticism, and the analysis of legal problems.

3 hours, 1 semester, 3 credits

**PRLS 401: FAMILY LAW SEMINAR**

**Prerequisite: PRLS 207**

Course will familiarize students with the general dispositions of the Puerto Rico Civil Law Code regarding family law, as well as the most recent legislation concerning adoption and alimony. Applicable jurisprudence will be examined, and legal problems related to these topics will be analyzed.

3 hours, 1 semester, 3 credits

### **PRLS 450: DOCUMENT WRITING SEMINAR**

**Prerequisites:** PRLS 207, POSC 280, POSC 329, SPAN 141, SPAN 142, SPAN 205, POSC 329

Students will develop the necessary skills for the critical analysis of the different issues and problems that emerge in our society where law and politics intervene as agents of change. Students will learn about the art of document writing. Students will also learn the adequate use of information sources and research techniques that serve as the basis for the drafting of legal documents.

2 hours, 1 semester, 2 credits

### **ACTIVITIES**

The Department of Social Science considers the extracurricular activities of its Professors and students to be a matter of crucial importance. Therefore, it promotes the participation of its members in student associations, research activities, and professional improvement conferences.

Student Associations

There are four Associations in our Department: Political Science Association, Criminology Association, Phi Alpha Delta (Pre-law Fraternity, Pedro Albizu Campos Chapter) and Association of Public Administration Students.

## **DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES**

***Dr. Marta Fontanez Long, Ed.D., director***

### **ENGLISH PROGRAM**

***Faculty:*** Dr. Ana M. Montero, Ph.D, Dr. Marta Fontanez, Ed.D., Dr. Mercedes Torres, Ed. D., Dr. Kenneth Horowitz, Ed.D., Prof. Amelia Cuenca, Prof. Eligio Rodriguez, Prof. Iván Dávila, Prof. Brunilda Guzmán, Prof. Shirley Santiago

### **MISSION AND OBJECTIVES**

The **Mission** of the Department of English and Foreign Languages is to empower students to develop competencies in English and foreign languages for personal and professional growth as well as promote Christian values which will enable them to serve their community and contribute to the well-being of society. Knowledge of English is a valuable resource for the university student, for it contributes to his/her professional growth and relationship with the contemporary world. In accordance with this Mission, the English Program of the Department of English and Foreign Languages has the following

#### **Objectives for the Core Curriculum courses:**

1. To help students improve their skills in spoken and written English;
2. To offer students a foundation for the development of bilingual skills;
3. To expose students to the use of English in academic, social, and cultural contexts;
4. To foster critical and creative thinking skills in all aspects of the language;

5. To offer students, through active participation in linguistic activities, the opportunity to reflect on social, moral, and cultural values in the light of the Catholic faith.

The **Objectives for the Major courses** of the English Program are the following:

1. To motivate students to improve their skills in spoken and written English;
2. To help students utilize bilingual skills as a means of gaining access to other academic and professional resources;
3. To serve as an instrument by which students can better understand English-speaking cultures, particularly through the study of English and American literature, non-literary readings, and other contemporary means of communication;
4. To foster critical and creative thinking skills in all aspects of the language;
5. To offer students, through the discussion of literary selections, the opportunity to reflect on social, moral, and cultural values in the light of the Catholic faith.

## LABORATORY

As an aid in attaining these objectives, a computer laboratory and audio-visual materials are available to students. In the laboratory, students practice drills employing computer programs, commercial tapes, or exercises prepared by the Professor. The laboratory period supplements classroom work to further strengthen the mastery of language skills.

## COURSE SEQUENCE FOR REQUIRED GENERAL COURSES IN ENGLISH

Every student at the PCUPR must take nine (9) credits in English as part of the requirements in the General Curriculum. The course sequence in accordance with the CEEB scores **and subject to placement** is as follows:

CEEB SCORE (ENGLISH)	COURSE SEQUENCE
200-440	<b>ENGL 109*</b> , ENGL 115, <b>ENGL 201**</b> , ENGL 213/214, or <b>ENGL 383***</b>
441-499	ENGL 115, ENGL 201**, ENGL 213/214, ENGL 383***
500-599	ENGL 201**, ENGL 213, ENGL 214/383***
600-699	ENGL 213, ENGL 214, ENGL 300/383***
700+ or PNA 3	The student will be granted six (6) credits in English: ENGL 213 and ENGL 214 (The student should take ENGL 300/383***).
PNA of 4 or 5	6 credits approved: ENGL 214 and ENGL 300 (The student should take an English course at 300/383*** level)
ADVANCED PLACEMENT	From ENGL 115, the student should take ENGL 201, ENGL 213 or ENGL 214/383***
HONOR PROGRAM	ENGL 115 Honor ENGL 201 Honor, ENGL 213 Honor, ENGL 214 Honor (9 CRS.)
MAJOR IN ENGLISH EDUCATION	ENGL 121, ENGL 205, ENGL 223, ENGL 224
MAJOR IN ENGLISH	ENGL 223, ENGL 224, ENGL 240

**\*ENGL 109:** this course combines ENGL 001 and ENGL 110 and it is considered a remedial course, in accordance with the CEEB score for placement of the English level, and it is not considered as part of the nine English credits (9 Credits) required for the completion of the Degree. Some Academic Programs require additional English courses.

**\*\* ENGL 201:** numerically replaces ENGL 114.

**\*\*\* ENGL 383:** students of Business Administration/Pharmacy, or those who have not taken ENGL 115 at the beginning of the required sequence. This course is not considered as part of the 9 elective credits for English Majors or English Education Majors; these students should take elective courses in Literature or Writing at a 300 or 400 level

### REQUISITES FOR THE BACHELOR'S DEGREE OF ARTS IN ENGLISH

<b>Required General Courses</b>	<b>61</b>
<b>Required College Courses</b>	<b>24</b>
<b>Required Major Courses: (D)</b>	<b>42</b>
<b>TOTAL</b>	<b>127</b>
ENGL 223-224 ©	6*
ENGL 240 ©	3*
ENGL 300	3
ENGL 310	3
ENGL 311-312	6
ENGL 323	3
ENGL 348	3
ENGL 349	3
HIST ELECTIVE (ENGL 423) ©	3*
ENGL 410	3
ENGL 400	3
ENGL 499	3
ENGL ELECTIVE	12
<b>TOTAL 42</b>	

\*Institutional requisites which count toward the Major Field of Study; consequently, **an average of C or better** is required in these courses. **For students majoring in Education, an average of B or better is required.** These courses have already been accounted for in the General Education Curriculum.

## CURRICULUM FOR THE BACHELOR OF ARTS DEGREE IN ENGLISH

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ORIE (003)	0	ORIE (004)	0
ENGL 223	3	ENGL 224	3
SPAN 141	3	SPAN 142	3
HIST 105	3	HIST 253	3
ENGL 240	3	ENGL 300	3
THEO 130	3	THEO 131	3
PHED ELECTIVE	1		1
<b>CREDITS 16</b>		<b>CREDITS 15</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 311	3	ENGL 312	3
MATH 111	3	FOLG/FREN/LATI/ITAL	3
SPAN 205 (ELECT)©	3	PHIL 312	3
FOLG/FREN/LATI/ITAL ©	3	SOCI 102	3
ENGL 348 (AMER. LIT.)	3	ENGL 349 (ENGL LIT)	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SOCI ELECTIVE	3	SOCI 218	3
GEN.SC 117/118	3	ENGL 400	3
ENGL 323	3	CHEM/BIOI/FREE ELECTIVE	3
FREE ELECTIVE	3	PHIL 340	3
ENGL 410	3	ENGL ELECTIVE	3
ENGL 310	3	ENGL ELECTIVE	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL ELECTIVE	3	PHIL DIRECTED(COED 430)	3
HIST ELECTIVE (Directed ENGL 423)	3	THEO 132	3
MGNT 130	3	ART101/MUSI 102/THEA	3
FREE ELECTIVE	3	FREE ELECTIVE	3
ENGL 499	3	ENGL LECTIVE	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

For transfer students, basic courses will be evaluated to determine their equivalence.  
It is required to take just ORIE 005

## COURSE DESCRIPTIONS

### ENGL 109: BASIC INTENSIVE ENGLISH

This is an intensive basic course that focuses on grammar, fundamental reading skills, and structured oral and written practice. There is an emphasis on vocabulary improvement developed through the integration of the four language skills: listening, speaking, reading, and writing. This course involves controlled activities such as dialogues, drills, role-playing, instructional games, group discussions, oral, guided and silent reading, journal writing, and dictations. Students will attend a computer-assisted language learning session once a week for a total of 15 hours as part of the course. There is a maximum of 30 students per section. This will apply to those campuses with a computer lab.

3 hours, 1 semester, 3 credits

**Note:** A lab fee will be incorporated in those Branch Campuses where computer facilities are available.

**These three (3) credits do not count towards a degree; however, students are evaluated using the standard grading system.**

\*Every student at the PCUPR must take nine (9) credits in English as part of the requirements of the General Curriculum as stipulated by the English Department in the policy regarding the sequence of courses and placement.

### ENGL 115: ORAL COMMUNICATION AND LISTENING COMPREHENSION

This course is geared towards the improvement of oral communication skills through the intensive practice of phonological patterns of English and structured communicative activities involving relevant social and functional formulas of the language. In addition, listening discrimination and comprehension skills are reinforced utilizing drills and natural speech in structured situations.

Fee: \*Fee to be incorporated in those Branch Campuses where computer facilities are available.

3 hours, 1 semester, 3 credits

---

**ENGL 120: ENGLISH FOR TOURISM**  
**(For students in the Tourism Program)**

This course is designed for students majoring in Tourism who need to improve their conversational English skills. Students will improve their mastery of American English through the use of specialized vocabulary in job-related situations with activities such as dialogues, drills, role-play, task-oriented lessons, demonstrations, field trip reports, job-related interviews, and group discussions in the framework of industries such as tourism, banking, and public safety.

3 hours, 1 semester, 3 credits

**ENGL 121: ORAL COMMUNICATION FOR EDUCATION MAJORS SPECIALIZING IN ENGLISH**

This course focuses on the improvement of oral communication skills in students who will major in the teaching of English at the elementary or secondary level. The student will be involved in specific speech activities such as conversations, oral presentations, interviews, and group work which strengthen critical thinking skills as well as focus on those sub-skills (fluency, accuracy, and pronunciation) that influence spoken proficiency. In addition, listening comprehension and auditory discrimination skills are reinforced.

3 hours, 1 semester, 3 credits

**ENGL 201: BASIC PRINCIPLES OF READING AND WRITING**

This course will offer students the opportunity to develop basic writing skills through practice of varied sentence patterns and short-paragraph writing evolving into a five-paragraph essay. This course will also concentrate on the practice and reinforcement of reading skills. In addition, basic dictionary skills will be emphasized.

3 hours, 1 semester, 3 credits

**ENGL 205: CONVERSATIONAL ENGLISH**

**Prerequisites: 3 crds in english**

This course focuses on the development of the fundamental conversational language structures. Its purpose is to lead students to communicative performances when listening and speaking as well as understanding the language in reading and writing activities. This course promotes vocabulary acquisition used in real life situations.

3 hours, 1 semester, 3 credits

**ENGL 213: ADVANCED READING SKILLS**

This course offers an intensive reading experience to develop reading skills. In addition to the textbook, selections from magazines, newspapers, and other sources are used. Previously learned writing skills will be reinforced based on reading material covered in the course.

3 hours, 1 semester, 3 credits

**ENGL 214: ADVANCED COMPOSITION**

This course offers students intensive experience in English essay writing involving vocabulary development and the enhancement of grammatical and syntactical structures.

3 hours, 1 semester, 3 credits



### **ENGL 223: READING AND GRAMMAR FOR ENGLISH MAJORS AND EDUCATION MAJORS IN ENGLISH**

This course offers intensive reading and grammar skills for students majoring in English. There is critical analysis of professional and other varied readings. Analysis of grammar in sentences and paragraphs will be covered.

3 hours, 1 semester, 3 credits

### **ENGL 224: ESSAY WRITING AND GRAMMAR FOR ENGLISH MAJORS AND EDUCATION MAJORS IN ENGLISH**

**Prerequisite:** ENGL 223

This course, for students majoring in English, offers intensive writing practice and reinforcement of grammar skills. Students will progress from writing simple paragraphs to an essay consisting of 500-700 words.

3 hours, 1 semester, 3 credits

### **ENGL 240: ENGLISH GRAMMAR AND USAGE**

This course for students majoring in English and English Education will review basic grammar structure and practice effective sentence writing to help students become better writers and speakers, acquire a solid foundation of grammar knowledge, and study advanced grammar and usage.

3 hours, 1 semester, 3 credits

### **ENGL 300: INTRODUCTION TO THE STUDY OF LITERATURE FOR EDUCATION MAJORS SPECIALIZING IN ENGLISH**

**Prerequisites:** Elementary Education: ENGL 121, ENGL 201, and 223

Secondary Education: ENGL 121, ENGL 213, ENGL 214, ENGL 223, y ENGL 224, approval of the Department Director

Analysis of selected poems, short stories, and plays with emphasis on the basic elements of these genres in the light of traditional theories of literary criticism.

3 hours, 1 semester, 3 credits

### **ENGL 305: LEGAL ENGLISH**

**Prerequisites:** One of the following options is required:

1. Political Science and Law Program: have passed ENGL 201, 213 and 214
2. Prelaw Studies Program: have passed ENGL 115, 205, and 213
3. Have passed 9 credits in English that includes ENGL 213 and 214
4. By direct placement by the Department Director

This course is geared primarily towards students interested in pursuing a graduate degree in a Law School Program. The course focuses on the acquisition of English legal vocabulary and the improvement of skills involving listening and oral communication, critical reading and thinking, and research which are necessary to understand, analyze, and evaluate articles, essays, and case studies in English on legal topics of interest. In addition, students will reinforce writing skills to compose and summarize appropriate legal documents. Students will also apply the necessary information literacy and computer skills to effectively sustain academic projects and research in the course.

3 hours, 1 semester, 3 credits

---

**ENGL 310: Public Speaking**

This course is geared to the study of the basic communication principles and techniques in preparing, researching, organizing, composing, and delivering speeches for various purposes. The course focuses on enabling the student to communicate orally in clear, coherent language appropriate to the purpose and audience.

3 hours, 1 semester, 3 credits

**ENGL 311: ELEMENTS OF ENGLISH STRUCTURE I: PHONETICS AND MORPHOLOGY**

**Prerequisites:** ENGL 240, ENGL 223, ENGL 224

This course includes a practical introduction to the segmental elements (vowel and consonant sounds) and the paralinguistic features (stress, pitch, and juncture) of standard American English. It also includes a brief description of the morphological system of English. This course is a Prerequisite to other courses in linguistics and language structure. It is also required for English Majors and Education Majors specializing in English.

3 hours, 1 semester, 3 credits

**ENGL 312: ELEMENTS OF ENGLISH STRUCTURE II: MORPHOLOGY, SYNTAX AND SEMANTICS**

**Prerequisite:** ENGL 311

A detailed study of the structural systems (morphology, syntax and some aspects of semantics) using traditional and modern approaches to language study, specifically generative transformational grammar. This course is a Prerequisite to other courses in linguistics and language structure. It is also required for English Majors and for Education Majors specializing in English.

3 hours, 1 semester, 3 credits

**ENGL 323: SHAKESPEARE, THE DRAMATIST**

**Prerequisite:** ENGL 300

The study of selected dramatic works of Shakespeare, including comedies, historical plays, and tragedies, with special attention to the analysis of the creative genius and the techniques employed by the dramatist.

3 hours, 1 semester, 3 credits

**ENGL 326: LITERATURE FOR CHILDREN AND YOUNG ADULTS**

**Prerequisite:** ENGL 300

This course offers students the opportunity to study and analyze literature intended for children and young adult readers. Students in this course will be exposed to the criteria used to select and evaluate these works, in order to develop a positive attitude toward literature for children and young adults.

3 hours, 1 semester, 3 credits

**ENGL 337: MODERN ENGLISH LITERATURE**

**Prerequisites:** ENGL 300

This course studies the major English writers of the first half of the 20th century.

3 hours, 1 semester, 3 credits

---

**ENGL 338: CONTEMPORARY LITERATURE**

**Prerequisites:** ENGL 300

This course is a study of American and English contemporary themes, movements, and authors through the critical analysis of literary works of the 20th century.

3 hours, 1 semester, 3 credits

**ENGL 345: DEVELOPMENT OF THE NOVEL**

**Prerequisite:** ENGL 300

To become familiar with the historical and chronological development of the novel from the 18<sup>th</sup> century to the present.

3 hours, 1 semester, 3 credits

**ENGL 346: THE SHORT STORY**

**Prerequisite:** ENGL 300

This course is an in-depth study of the short story with special emphasis on the techniques used by selected world authors.

3 hours, 1 semester, 3 credits

**ENGL 347: DRAMA**

**Prerequisite:** ENGL 300

A detailed study of the major or most cultivated principal themes in the English Theater.

3 hours, 1 semester, 3 credits

**ENGL 348 SURVEY OF AMERICAN LITERATURE (COMPENDIUM)**

**Prerequisites:** ENGL 300, level placement according to CBS, or approval or recommendation by the department's director.

This course surveys American Literature from the major literary works of the colonial times to the writers of the modern period. It examines a range of literary text, diverse in both content and form, in order to evaluate the formation and evolution of American literature.

**ENGL 349: SURVEY OF ENGLISH LITERATURE**

**Prerequisites:** ENGL 300, level placement according to CBS, or approval or recommendation by the department's director

This course is the study of English literature from the Anglo-Saxon Period through the Victorian era, emphasizing the changes in values and the struggle to maintain human dignity.

3 hours, 1 semester, 3 credits

**ENGL 383: BUSINESS COMMUNICATIONS**

**Prerequisites:** Six credits in English.

This course is designed primarily for the study of the crucial principles of communication in business and for the development of effective writing and speaking skills. Topics that incorporate multi-cultural, technological, ethical, legal, and interpersonal factors related to business are integrated throughout the course. Students will make use of the computer lab.

3 hours, 1 semester, 3 credits

**Note:** \*Fee to be incorporated in those Branch Campuses where computer facilities are available.

### **ENGL 400: CREATIVE WRITING**

**Prerequisites:** ENGL 223-224 or ENGL 300

The course offers students the opportunity to develop the skills necessary to write effective poetry, through the analysis of selected short works, exercises, and detailed discussion of the students' own works.

3 hours, 1 semester, 3 credits

### **ENGL 410: TRANSLATION**

Translation is a complex and fundamental human activity that involves transfer of meaning between languages and cultures. This course is geared towards the development of basic written skills in translating from English to Spanish, and Spanish to English. The translation will evolve from word to a complete thought.

3 hours, 1 semester, 3 credits

### **ENGL 411 TRANSLATION II**

**Prerequisites:** ENGL 410, ENGL 240 OR ITS EQUIVALENT

This course focused in the translation practice and profession is geared towards acquiring further knowledge of the translation field and process, and developing analysis, investigation, and review skills in order to achieve correct and true translation in English and Spanish.

3 hours, 1 semester, 3 credits

**Note:** \*Fee to be incorporated in those Branch Campuses where computer facilities are available

### **ENGL 412: MOVIE TRANSLATION SUBTITLING**

**Prerequisites:** ENGL 240, ENGL 410

Audiovisual Translation (AVT) is a new field in Translation Studies that covers a range of areas. This course is geared towards the development of the skills necessary to translate and subtitle movies for both general audiences and deaf and hard hearing audiences.

3 hours, 1 semester, 3 credits

**Note:** \*Fee to be incorporated in those Branch Campuses where computer facilities are available

### **ENGL 423: HISTORY OF THE ENGLISH LANGUAGE**

**Prerequisites:** ENGL 311-312

This course will trace the development of the English language from the Anglo-Saxon (Old English) period to modern times, focusing on the historical events which influenced the language, to explain the changes which have occurred.

3 hours, 1 semester, 3 credits

### **ENGL 499: OPEN SEMINAR**

**Prerequisite:** Advanced Writing Course and the approval of the Department Director.

The student will apply the skills of critical thinking and written discourse to the evaluation of a significant learning experience involving the English language.

3 hours, 1 semester, 3 credits

## FOREIGN LANGUAGE PROGRAM

Faculty: Prof. Edgardo Torres Reyes, Prof. Nilda Torres Morales, Prof. Marco Porcu, Prof. Maria H. Trevisan, Prof. Akemi Morales, Prof. Virginia Malai

**FRENCH , ITALIAN, GERMAN, RUSSIAN, CHINESE MANDARIN, JAPANESE, LATIN, GREEK, PORTUGUESE, CREOLE, KOREAN, ARABIC  
(FREN, ITAL, FOLG & LATI)**

The Foreign Language Program of the Pontifical Catholic University offers a Bachelor of Arts Degree in French , a Minor in French, a Minor in Foreign Languages, and basic courses in French, Italian, German, Russian, Japanese, Mandarin Chinese, Latin, Korean, Arabic, and Greek. The objectives of the Program apply not only to students with a Major/Minor in French but also to those interested in learning about the basic elements of the culture and language studied.

### OBJECTIVES

- To develop in students the ability to understand and speak the foreign language studied with reasonable fluency according to the level attained.
- To develop in students the ability to read and enjoy literary selections in the foreign language.
- To provide students with the necessary elements that will enable them to write the language correctly.
- To offer students, through the discussion of literary selections in the foreign language, the opportunity to reflect on social, moral, and cultural values in the light of the Catholic faith.

### LABORATORY

As an aid in attaining these objectives, a computer laboratory for foreign languages is available to students, with audio-visual materials. In the Foreign Language Laboratory, the student practices drills employing computer programs, commercial tapes or exercises prepared by the Professor. The Foreign Language Laboratory period supplements classroom work to further strengthen the mastery of language skills. Laboratory work is an essential part of learning foreign languages. Students taking elementary and intermediate French language courses use the laboratory one hour per week. Students majoring in French are required to do two additional hours of individual lab work. All foreign language courses benefit from the use of the Language Lab.

### REQUISITES FOR THE BACHELOR OF ARTS DEGREE IN FRENCH

\*Every student at the PCUPR must take nine (9) credits in English as part of the requirements of the General Curriculum as stipulated by the English Department in the policy regarding the sequence of courses and placement.

	CREDITS
<b>Required Courses in General Education</b>	<b>61</b>
<b>Required College Courses</b>	<b>24</b>
<b>Required Major Courses</b>	<b>42</b>
<b>TOTAL</b>	<b>127</b>
FREN 221-222	6
FREN 300 (D)	3
FREN 301-302	6
FREN 310-311	6
FREN 331-332	6
FREN 400	3
FREN ELECTIVES	12
<b>TOTAL 42</b>	

#### REQUIRED COURSES FOR A MINOR CONCENTRATION IN FRENCH

Required Courses for Minor	CREDITS
FREN 101-102	6
FREN 221-222	6
FREN 301-302	6
FREN Elective 300/331/332/310/311/400/405/490	3
<b>TOTAL 21</b>	

*Students who have completed one or two years of French in high school are advised to take a placement test and an oral interview to determine their proficiency in the language. Depending on the results of the examination and interview, the student will be placed in a course consonant with his/her proficiency.*

#### CURRICULUM FOR THE BACHELOR OF ARTS DEGREE IN FRENCH

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 115 (G)	3	ENGL 201 (G)	3
HIST 105 (G)	3	THEO 130 (G)	3
SPAN 141 (G)	3	SPAN 142 (G)	3
FREN 101 (C)	3	FREN 102 (C)	3
SOCI 102 (G)	3	SOCI ELECTIVE (G)	3
PHED (G)	1	ORIE 004	0
ORIE 003	0		
<b>CREDITS 16</b>		<b>CREDITS 15</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 213/214 (G)	3	FREN 222 (D)	3
SPAN 205 (G)	3	HIST 253 (G)	3
FREN 221 (D)	3	FREN 332 (D)	3
GEN SC 117/118 (G)	3	THEO 131 (G)	3
MATH 111 (G)	3	GEN. SC. ELECTIVE (G)	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	
THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
FREN 300 (D)	3	SOCI 218 (C)	3
FREN 301 (D)	3	MGNT 130 (G)	3
FREN 331 (D)	3	FREN 302 (D)	3
THEO 132 (G)	3	PHIL 312 (C)	3
HIST ELECTIVE (C)	3	FREN 310 (D)	3
		FREN 400	3
<b>CREDITS 15</b>		<b>CREDITS 18</b>	
FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
FREN 311 (D)	3	FREN ELECTIVE (D)	3
FREN ELECTIVE (D)	3	FREN ELECTIVE (D)	3
PHIL 340 (G)	3	PHIL ELECTIVE (C)	3
FREN ELECTIVE (D)	3	ART 101/MUSI 102. THEA 101	3
FREE ELECTIVE (C)	3	FREE ELECTIVE	3
FREE ELECTIVE	3		
<b>CREDITS 18</b>		<b>CREDITS 15</b>	

## **FRENCH (FREN)**

### **FREN 101-102: ELEMENTARY FRENCH I & II**

The development and integration of the basic language skills essential in the study of a foreign language: reading, writing, listening comprehension, and conversation.

4 hours, 1 laboratory hour, 2 semesters, 6 credits

### **FREN 221: INTERMEDIATE FRENCH I - READING AND WRITING**

**Prerequisites:** FREN 101-102 or its equivalent in placement examination.

An intensive study of French grammatical structures through composition and discussion of readings which emphasize Catholic, cultural, and social points of view.

3 hours, 1 laboratory hour, 1 semester, 3 credits

### **FREN 222: INTERMEDIATE FRENCH II: READING AND WRITING**

**Prerequisite:** FREN 221

An intensive study of French grammatical structures through composition and discussion of readings which emphasize Catholic, cultural, and social points of view.

3 hours, 1 laboratory hour 1 semester, 3 credits

### **FREN 300: CONVERSATIONAL FRENCH**

**Prerequisites:** FREN 221-222

The development of fluency and correctness in oral French through the study and use of colloquial expressions in contemporary French.

3 hours, 1 semester, 3 credits

### **FREN 301: FRENCH CIVILIZATION I**

**Prerequisites:** FREN 221-222

The main objective of this intermediate French course is to, harmoniously associate the characteristic elements of French society: culture, historical events, and political movements; economic, geographical and scientific elements; and educational, intellectual, artistic and social movements. With the integration of French history, geography and culture, students become knowledgeable about the French nation, its people and its influence on the world.

3 horas, 1 semester, 6 credits

### **FREN 302: FRENCH CIVILIZATION II**

**Prerequisites:** FREN 221-222

The main objective of this intermediate French course is to, harmoniously associate the characteristic elements of French society: culture, historical events, and political movements; economic, geographical and scientific elements; and educational, intellectual, artistic and social movements. With the integration of French history, geography and culture, students become knowledgeable about the French nation, its people and its influence on the world.

3 horas, 1 semester, 6 credits



---

**FREN 303: FRENCH-SPEAKING SOCIETY AND CULTURE**

**Prerequisites:** FREN 101, 102, 200, 221

An intermediate French course which harmoniously combines the characteristic elements of French society: civilization, economic problems, geography; and scientific, educational, intellectual, artistic, and social trends. By integrating history, geography, and the French Culture, students will learn about the French nation, its people, and its influence in the world.

3 hours, 1 semester, 3 credits

**FREN 304: CONVERSATIONAL BUSINESS FRENCH**

**Prerequisites:** FREN 101, 102, 221, 222

This course is designed for the intermediate-level student who has a background in the French language and wishes to converse in French about economics, communication, finance, business correspondence, and the business world in general.

3 hours, 1 semester, 3 credits

**FREN 305: CONVERSATIONAL FRENCH II**

Course designed to achieve that the student develops fluency and correctness in oral French, emphasizing the use of colloquial expressions in contemporary French.

3 hours, 1 semester, 3 credits

**FREN 310: SURVEY OF FRENCH LITERATURE I**

**Prerequisites:** FREN 221-222

Study of different French literary movements, from the Middle Ages to the 20th Century, and critical study of each period: selections from the works of outstanding writers, emphasizing humanistic and Catholic values.

3 hours, 2 semesters, 6 credits

**FREN 311: SURVEY OF FRENCH LITERATURE II**

**Prerequisites:** FREN 221-222

Study of different French literary movements, from the Middle Ages to the 20th Century, and critical study of each period: selections from the works of outstanding writers, emphasizing humanistic and Catholic values.

3 hours, 2 semesters, 6 credits

**FREN 320 FRENCH CINEMA**

**Prerequisites:** FREN 221/222

The purpose of this course is to continue learning and use of the French language through the screening and discussion of films. This will allow students to discover the many facets of the francophone world, and at the same time to expand the vocabulary, grammatical skills reinforcing student's ability to develop and discuss various topics while using the language creatively.

3 hours, 1 semester, 3 credits

---

**FREN 331: FRENCH COMPOSITION**

**Prerequisites:** FREN 221-222

Study and analysis of the elements of composition in French through written and oral compositions emphasizing grammar, spelling, and syntax.

3 hours, 1 semester, 3 credits

**FREN 332: FRENCH PHONETICS**

**Prerequisites:** FREN 221-222

Study of French phonetics through transcriptions and the use of selected readings to practice pronunciation and intonation.

3 hours, 1 semester, 3 credits

**FREN 400: FRENCH-SPEAKING WORLD**

**Prerequisites:** FREN 310-311 y FREN 332

This course shows the diversity of the nations as well as the cultural enrichment of the countries where the French language has been adopted as a native, official or cultural language. We will emphasize on social, political and cultural, and economic aspects of the francophone territories.

3 horas, 1 semester, 3 créditos

**FREN 405: CONTEMPORARY FRANCE (STUDY TRIP TO PARIS)**

Contemporary France is an intensive course that brings students to the latest information on the historical, political, social, technological and cultural aspects that affects today's French society. This will be achieved through a journey that includes studies in the University "La Sorbona" of Paris combined with excursions sites of major importance from its historical and cultural point of views.

3 Credits

**FREN 410: GOLDEN AGE OF FRENCH LITERATURE**

**Prerequisites:** FREN 310-311

Study of the characteristics of classicism in 17th Century French literature giving special consideration to drama and discussion of the qualities of the "honnête homme", that is, of the typical man of the society and period.

3 hours, 1 semester, 3 credits

**FREN 420: AGE OF THE ENLIGHTENMENT**

**Prerequisites:** FREN 310-311

Study and literary analysis of the authors who established the ideological basis for the French Revolution and who reflect the main trends of 18th Century thought.

3 hours, 1 semester, 3 credits

**FREN 430: FRENCH LITERATURE OF THE 19TH CENTURY**

**Prerequisites:** FREN 310-311

Study of the French literary movements of the 19th Century, focusing on romanticism, realism, and symbolism, including reading and analysis of outstanding works representative of each movement.

3 hours, 1 semester, 3 credits

---

**FREN 460: FRENCH LITERATURE OF THE 20TH CENTURY**

**Prerequisites:** FREN 311

Study of the French literary movements of the 20th Century covering all the genres and including the reading and analysis of outstanding works.

3 hours, 1 semester, 3 credits

**FREN 480: THE MODERN FRENCH NOVEL**

**Prerequisites:** FREN 310-311

Study of the development of the French novel of the 20th Century through the analysis of outstanding works.

3 hours, 1 semester, 3 credits

**FREN 490: METHODS IN THE TEACHING OF A FOREIGN LANGUAGE**

Study and application of the methods used in the teaching of a foreign language (specifically, French).

Use of modern techniques, demonstrative classes. Familiarize the student with existing audio-visual materials and their use in the teaching of French.

3 hours, 1 semester, 3 credits

**ITALIAN (ITAL)**

**ITAL 101-102: ELEMENTARY ITALIAN I & II**

Practice in basic grammar usage of Italian reinforced by means of conversation, grammar, discussions of contemporary readings, and illustrations which reflect Italian culture.

3 hours, 2 semesters, 6 credits

**ITAL 221: INTERMEDIATE ITALIAN I**

**Prerequisites:** ITAL 101-102

Study of some short stories and anecdotes in addition to a general view of Italian life in terms of customs, hobbies, education, and communications media. A basic grammar review is included.

3 hours, 1 semester, 3 credits

**ITAL 222: INTERMEDIATE ITALIAN II**

**Prerequisite:** ITAL 221

An overall look at Italy through its geography, history, and literature, and study of outstanding people in the fields of literature, art, science, math, music, film; a grammar review is included.

3 hours, 1 semester, 3 credits

**FOREIGN LANGUAGE SECTION**

**GERMAN (FOLG)**

**FOLG 100-101: ELEMENTARY GERMAN I & II**

Basic knowledge of German, emphasizing grammar, phonetics, and German vocabulary through conferences, oral and aural exercises, dictations, and writing practice.

6 hrs, 2 semesters, 6 credits

### **FOLG 221 INTERMEDIATE GERMAN I**

**Prerequisites:** FOLG 100 and FOLG 101

This course focuses on the expansion of vocabulary and the strengthening of the mastery of grammatical structures. In addition special emphasis will be placed on developing understanding of readings, along with additional listening comprehension and conversational practice.

3 hours, 1 semester, 3 credits

### **RUSSIAN (FOLG)**

#### **FOLG 120-121: ELEMENTARY RUSSIAN I AND II**

Courses offer the student the opportunity to obtain basic knowledge of the Russian language with emphasis on grammar, phonetics, and vocabulary. This course will enable students to learn about the culture and traditions of the Russian world.

6 hrs, 2 semesters, 6 credits

### **CHINESE MANDARIN (FOLG)**

#### **FOLG 140: ELEMENTARY MANDARIN CHINESE I**

The course offers the student the opportunity to develop a basic knowledge of the phonetics, grammar, and vocabulary of Mandarin Chinese "Putonghua", with emphasis on intonation, inflection, and its characteristics through the use of "Pinyin", the official transcription system that uses the letters of the Latin alphabet to describe the word sounds.

6 hrs, 2 semesters, 6 credits

#### **FOLG 141: ELEMENTARY MANDARIN CHINESE II**

**Prerequisite** FOLG 140

The course offers the student the opportunity to continue developing the skills acquired in the first part of the course, by learning additional vocabulary through the use of "Pinyin", oral practices, and writing with the Chinese symbols.

6 hrs, 2 semesters, 6 credits

#### **FOLG 142: MANDARIN CHINESE III**

This course gives the student the opportunity to continue the development of skills acquired in previous courses of Mandarin Chinese I and II by learning of additional vocabulary using the "pinyin" conversational practice and the writing of Chinese roots.

3 hrs, 1 semester, 3 credits

### **JAPANESE (FOLG)**

#### **FOLG 130-131: JAPANESE I & II**

This course is designed for students with little or no experience in the Japanese language. It emphasizes in the development of basic communication, integrating 4 skills: speaking, listening,

reading, and writing. It also gives the student the opportunity to learn basic Japanese grammar through oral practice.

6 hrs, 2 semesters, 6 credits

### **FOLG 132 ELEMENTARY JAPANESE III**

Prerequisite: Japanese I and II

This course is the continuation of Japanese basic courses II. It will emphasize the grammatical elements of the Japanese oral language. It designed for students who have already take the second part of the basic Japanese course. It will review the skills learned in Japanese I and II. It will also emphasize on the development of the basic Japanese communication skills through speaking, listening, reading, and writing, and the managing of its grammatical functional structure in the oral practices. It will also include additional audiovisual elements such as Japanese movies and music. This course will continue with the writing and reading in Kanji.

3 hours, 1 semester, 3 credits

### **FOLG 331: CONTEMPORARY JAPANESE SOCIETY AND CULTURE**

This course is designed to enrich the student's knowledge of Japan by visiting the country and being in contact with its people, historical sites, and cultural centers. The course will also emphasize Japanese artistic, social, technological, economical, and political expressions, and their influence on today's world. 6 hrs, 2 semesters, 6 credits

## **PORTUGUESE (FOLG)**

### **FOLG 150-151: BASIC PORTUGUESE I & II**

Study of different aspects of the Portuguese language, with special attention to the correct use of grammar and oral expression, through the use of readings and practice of structural exercises.

6 hours, 2 semesters, 6 credits

## **HAITIAN CREOLE (FOLG)**

### **FOLG 160: BASIC CREOLE (HAITIAN VARIETY)**

Study and analysis of the Creole language (Haitian Variety), a combination of a French lyrical base and African dialects. It will emphasize concepts and theoretical practice of the grammatical and phonological structure of the language.

3 hours, 1 semester, 3 credits

## **ARABIC (FOLG)**

### **FOLG 170: BASIC ARABIC I**

Study of the different phases of the Arabic language, with special attention on the correct use of grammar and oral expressions, through reading and practical structural exercises for students who do not possess prior knowledge of the Arabic language.

3 hours, 1 semester, 3 credits

## KOREAN (FOLG)

### FOLG 180 ELEMENTARY KOREAN I

This course develops the four language arts in Korean: speaking, listening, reading and writing. The purpose is to develop oral, auditory skills and the understanding of the language. It will study the basic grammatical structures and basic vocabulary so that students gain a solid foundation in Korean, which allows him/her to continue studies in the same language. All language is focuses within a cultural framework. Therefore, this course will cover cultural, geographical and historical elements for better understanding of the current daily life of this Asian culture.

### FOLG 181: ELEMENTARY KOREAN II

#### Prerequisite: FOLG 180

This course develops the four language arts in Korean: speaking, listening, reading and writing,. The purpose is to develop oral, auditory skills and the understanding of the language. It will study the basic grammatical structures and basic vocabulary so that students gain a solid foundation in Korean, which allows him/her to continue studies in the same language. All language is focuses within a cultural framework. Therefore, this course will cover cultural, geographical and historical elements for better understanding of the current daily life of this Asian culture.

3 hours, 1 semester, 3 credits

## GREEK (FOLG)

### FOLG 111-112 GREEK PHONETICS WRITING AND MORPHOLOGY (FOR SEMINARIANS ONLY)

Introductory course in Greek to provide the basic skills to allow students to read and comprehend simple biblical Greek and paleo Christian passages. Study of morphology of Greek to enable the students to identify basic syntactical forms. They will learn grammatical forms presented in brief and simple passages, which give them the opportunity to read and translate, form the very beginning.

6 hours, 6 credits, 2 semesters

## LATIN (LATI)

### LATI 101-102: LATIN PHONETICS AND MORPHOLOGY I & II

Study of the basic elements of the Latin language. Special attention is given to basic vocabulary, the analysis of simple sentences and proverbs, and elementary composition.

3 hours, 2 semesters, 6 credits

### LATI 221-222: LATIN SYNTAX I and II

#### Prerequisites: LATI 101-102

Analysis of basic Latin syntax and intermediate-level composition. Selected readings from Phaedrus, Nepos, Cicero's letters, Caesar, Ovid's Metamorphosis, and Virgil's Eclogues are discussed.

3 hours, 2 semesters, 6 credits

### **LATI 331: MEDIEVAL PATRISTIC LATIN (FOR SEMINARIANS ONLY)**

**Prerequisites:** LATI 101-102, 221-222

Discussion and analysis of the characteristics and literary value of the Latin works of the Latin Fathers: St. Jerome, St. Augustine, St. Ambrose, St. Leo the Great, Saint Gregory the Great, and of the principal figures of Medieval Theology: St. Thomas Aquinas, St. Bonaventure, and Abelard.  
4 hours, 1 semester, 4 credits

### **LATI 332: ECCLESIASTICAL AND CANONICAL LATIN (FOR SEMINARIANS ONLY)**

**Prerequisites:** LATI 101-102, 221-222, 331

Translation and analysis of different texts from the Vulgate, the Roman Ritual, Canon Law and various Councils, especially Trent and Vatican II. To memorize some of the texts, oral and written exercises are used.  
4 hours, 1 semester, 4 credits

## **DEPARTMENT OF THEOLOGY AND PHILOSOPHY**

The Most Reverend Ruben Antonio Gonzalez Medina. CMF, . Bishop of Ponce, Grand Chancellor, Honorary Director

**Rev. Fray Roberto Martinez Rivera, Director**

## **THEOLOGY PROGRAM**

**Faculty:** **Fray Roberto Martinez Rivera**, Rev. Fr. Eladio Díaz Frías, Rev. Fr. Adalin Rivera Saez, Bro. Carlos A. Rodríguez Villanueva, O.P., Msgr. Herminio De Jesús, Prof. Néstor Rolón Borrero, Prof. Jorge Macías de Cespedes, Msgr. Elías S. Morales, Msgr. Roberto García Blay, Msgr. Juan Rodríguez Orengo, Msgr. Francisco Medina, Rev. Fr. José Diego Rodríguez Martínó, Rev. Fr. Segismundo Cintrón, Rev. Fr. Antonio Portalatín, Rev. Julio Rolón, Rev. Fr. Javier Iñigo, Rev. Fr. Víctor Rojas, Rev. Fr. Ángel L. Ríos, P. Orlando Lugo, Rev. Fr. Oscar Sánchez, Rev. Fr. Victor Rojas, Rev. Fr. Oscar Sanchez, Rev. Fr. Ferdinand Cruz

## **OBJECTIVES**

The Theology Department is the heart which gives meaning to the University as a Pontifical Catholic University. To attain this end, the Department has formulated the following Objectives:

1. To be the reference point of theological thought for the other disciplines of the University;
2. To offer the university student a basic understanding of the religious dimension of man and the answers which Christianity and the Catholic Church offer him/her;
3. To prepare students to face the challenges of the modern apostolate;
4. To prepare well-qualified professionals, capable of fulfilling their social and civic obligations, while giving testimony of their own faith to the world.

In order to attain these Objectives, the Department offers the following Programs:

## **BASIC PROGRAM**

### **COURSE DESCRIPTIONS**

#### **THEO 100: INTRODUCTION TO THE MYSTERY OF CHRIST AND THE HISTORY OF SALVATION**

This course explains the unity and order of the seminarian's ecclesiastical studies, especially Philosophy and Theology so that the candidate can understand the nature, structure, and purpose of each. Permits a solidifying of his faith, helping him to follow his priestly vocation. The unifying principle of this course: the mystery of Christ and the history of salvation.

3 hours, 1 semester, 3 credits

#### **THEO 130: DIVINE REVELATION**

This course seeks to present Divine Revelation centered on Jesus Christ together with its sources in Sacred Scripture and the tradition of the People of God. God has revealed Himself to man through the Incarnate Word as Creator and Father. Revelation begins with the selection of Israel as the chosen people and attains its fullness in the New Testament with the Messiah, the only Son of God and the Son of the Ever Virgin Mary. The mystery of Jesus is manifested throughout His life until His death and Resurrection. Man responds to the Divine through obedience and love (the first commandment) and filial prayer.

3 hours, 1 semester, 3 credits

#### **THEO 131: THE CHURCH OF CHRIST**

This course will explain the mission of the Church, led by the Holy Spirit, to make known the living Jesus in today's world and in history through the lives of its members and through its Liturgy and Sacraments. It will explain how man's freedom is shaped and redeemed by the grace of Christ in order to lead each individual to a full, happy life, imperfect now but perfect after death. The Sacraments of the Church bestow, nourish, and strengthen eternal life in the human heart and restore it when lost through sin. The Sacraments also organize the priestly, prophetic, and kingly community through the priesthood and the ministry of the faithful.

3 hours, 1 semester, 3 credits

#### **THEO 132: THE CHRISTIAN FAMILY**

This course considers all relationships that are generated by the family (marriage, kinship, work, education, and society) in the light of Christian theology: dogmatic, moral, and spiritual. These relationships are used to deduce specific moral norms that should govern human co-existence in areas of conjugal love, family obligations, social justice, prayer, respect for truth, and the sacredness of human life, all of which are fomented within the nuclear family. Sin and distortions that threaten and impede the authentic development of the person in this context will also be considered in this course.

3 hours, 1 semester, 3 credits



---

### **PROGRAM OF THEOLOGICAL INITIATION (30 credits)**

This Program provides a deeper understanding of the Christian faith to Catholic school teachers. Those who take this course are religious educators and agents of the Church's evangelization: lay people and religious Brothers and Sisters.

Candidates should have previously acquired basic religious formation, as well as a high school diploma or its equivalent.

This course leads to a Theological Competency Certificate. Candidates must pass the complete Program of 30 credits in Theology with a Grade Point Average of 2.0 or more.

### **COURSE DESCRIPTIONS**

#### **THEO 201: INTRODUCTION TO THE MYSTERY OF CHRIST**

The beginnings of salvation; God reveals Himself progressively as the Redeemer in Biblical prehistory, the patriarchs, Moses, the Monarchy, the Prophets, and wisdom literature. The promised salvation fully realized in Christ and the Church.

2 hours, 1 semester, 2 credits

#### **THEO 221: INTRODUCTORY MORAL THEOLOGY**

Panorama of main currents in contemporary Moral Theology. Study of the moral human act. Conscience, law, sin, conversion, habits.

2 hours, 1 semester, 2 credits

#### **THEO 312: FUNDAMENTAL ECCLESIOLOGY**

The mystery of the Church as People of God. The Mystical Body and the Church of Christ; institutional and charismatic dimensions of the Church; the Church and the Jewish people; ecclesiastical quality of different Christian denominations; authority to govern, teach, and sanctify. How to understand the statement "outside the Church, there is no salvation." The Church as the meeting place of man with God in faith and the Sacraments. Mary and her relation to Christ and the Church.

2 hours, 1 semester, 2 credits

#### **THEO 321: THE MYSTERY OF GOD, ONE AND TRIUNE**

Methodology of the treatise on God, faith, theology, theodicy; the existence of God, dogma of faith. Discovery of God in the world. Contemporary atheism. What God is: divine perfection. God is at work; God's Will, Providence, predestination, and censure. God is Father, Son, and Holy Spirit. Theological reflection. The Trinity in the cosmos, in the Christian, in the Church.

2 hours, 1 semester, 2 credits

#### **THEO 323: THE OLD TESTAMENT**

Names and divisions of the Bible. God is the principal author. The hagiographers and secondary authors. Study of the Pentateuch: theological content. Genesis: content and objective of the Book. Division and structure, composition and literary origin. The history of the narrations. Exodus: content

and religious doctrine. Brief study of Leviticus, Numbers, and Deuteronomy. Brief study of the major and minor Prophets.

2 hours, 1 semester, 2 credits

**THEO 335: METHODOLOGY IN THE TEACHING OF RELIGION**

The growth of Christianity. Various catecheses and religious teaching. Evangelization. Acceptance and proclamation of the Word of God.

2 hours, 1 semester, 2 credits

**THEO 361: HISTORY OF THE CHURCH I: ANCIENT & MEDIEVAL**

The origin of Christianity and its expansion inside and outside of the Roman Empire. The primitive life of the Christian community in the development of its institutions. The evolution of the life of the Church until the invasions. The evangelization of barbarian nations. The Carolinian renaissance and its decline. The resurgence of the Church under the German Protectorate. The investiture controversy. Internal growth of Christianity (11th and 12th Centuries). The Papacy and the Church as dominant forces in the 13th Century world. The clerical and general culture of the Christian West.

2 hours, 1 semester, 2 credits

**THEO 362: HISTORY OF THE CHURCH II: MODERN & CONTEMPORARY**

- ***Modern Age***

Foundation of a new age (XIVth and XVth Centuries). The Renaissance and Humanism. The Protestant Reformation and Catholic reforms.

- ***Contemporary Age***

The Gallican Church Century. The Enlightenment or the age hostile to revelation. The Church in the struggle with disbelief and skepticism in modern culture (XIXth Century).

2 hours, 1 semester, 2 credits

**THEO 400: SOCIAL DOCTRINE OF THE CHURCH**

A critically elaborated doctrinal system based on principles of Moral Theology regarding temporal realities in the service of the human person in his social dimension. The sources are Divine Revelation, the teachings of the Fathers, and the Magisterium of the Church. The basic premises of this doctrinal *corpus* are the dignity and inalienable rights of the human person; the demands of the common good; the idea that temporal goods are for everyone; the social function of private property; essential moral demands of social justice.

2 hours, 1 semester, 2 credits

**THEO 401: SACRAMENTAL THEOLOGY**

Study of the nature and structure of the Sacraments. The Church as the first Sacrament; the Sacramental system and salvation. The effects of the Sacraments. Study of each of the Sacraments and their special ecclesiological and saving character. Christian morality and the moral aspects derived from each Sacrament.

2 hours, 1 semester, 2 credits

### **THEO 404: INTRODUCTION TO THE LITURGY**

The nature of Liturgy: the Encyclical *Mediator Dei*; the Constitution on the Liturgy of Vatican Council II, and post-conciliar documents. The importance of the Liturgy. Liturgical symbolism and ritual. participation in the Liturgy. The liturgical assembly and different functions within the assembly. The Church building and its annexes. The Liturgical Year. The Liturgy of the Sacraments. The Divine Office: Liturgy of the Hours.

2 hours, 1 semester, 2 credits

### **THEO 415: CONTEMPORARY MORAL PROBLEMS**

A consideration from the perspective of Moral Theology of the situations which most disturb the consciences of men and women of today: problems which have arisen as a result of scientific and technological progress and also social changes. Examples of these contemporary problems are alcoholism, drug addiction, experimentation on human beings, euthanasia, suicide, abortion, and conscientious objection.

2 hours, 1 semester, 2 credits

### **THEO 423: THE GOSPELS**

The historical and inspirational character of the Synoptic Gospels: authors, addresses, literary genre, theological value. Explanation of the main points of each Gospel. The Gospel of St. John and a brief explanation of the Prologue.

2 hours, 1 semester, 2 credits

### **THEO 424: ST. PAUL**

Life and personality of St. Paul. Theology of his writings. Analysis of the Letter to the Romans and the First Letter to the Corinthians.

2 hours, 1 semester, 2 credits

### **THEO 425: PASTORAL USE OF THE BIBLE**

The liturgical, symbolical, poetical, and mystical sensibility of the Sacred text: its full sense. Criteria and guidelines for the use of Scripture in catechesis, religious instruction, preaching, liturgical, and para-liturgical services and for popular religious devotions. The great archetypal symbols of ecclesiastical tradition. The difficulties which most frequently divide Christians on the basis of Scripture, especially in Puerto Rico: how to resolve them.

2 hours, 1 semester, 2 credits

### **OPTIONAL OR SUPPLEMENTARY COURSES:**

These supplementary pastoral-theological courses are offered to give students the opportunity to deepen their formation in this field.

### **THEO 222: PRINCIPLES OF PASTORAL THEOLOGY**

Pastoral action in the light of the Bible and the history of the Church. Pastoral action and theological reflection. Commanding principles of pastoral action. Overall coordinated pastoral action.

The idea of the People of God and Church sociodynamics. Christocentric and Charismatic dynamics of the Church. The ecclesial promotion of the laity and ecumenism.

2 hours, 1 semester, 2 credits

### **THEO 303: PSYCHOLOGICAL PRINCIPLES APPLIED TO PASTORAL MINISTRY**

The advances of Psychology is forming a new image of man, mainly in the area of comprehension and counseling. An attempt is made to apply the psychological method to general pastoral care in its methodology, structure, and in special pastoral cases.

3 hours, 1 semester, 3 credits

### **THEO 325: THEOLOGY OF RELIGIOUS LIFE**

History of religious life: in the Old Testament. In the New Testament. In the tradition of the Church. Religious life as a Sign. Evangelical Councils. Canonical structures of religious life. Purpose of religious life.

2 hours, 1 semester, 2 credits

### **THEO 450: SOCIOLOGY OF RELIGION**

Is there a Sociology of Religion? Religious morphology, religion and social integration, the socio-cultural transformation. Religious practices and social class. Ways of "belonging" to the Church and their evolution. Social conditioning of Christian organizations. The Religious Institutes and socio-cultural evolution.

3 hours, 1 semester, 3 credits

### **THEO 499: RELIGION IN THE MODERN WORLD**

The course follows the structure of the Pastoral Constitution of the Second Vatican Council on the Church in the Modern World "*Gaudium et Spes*"; not a mere commentary but, with the help of this authoritative text, a study of the struggle of the Church to find an appropriate attitude for the world of today. Analysis of the endeavors operating in the world today and of the instruments the Church is using in order to orient them towards the coming of the Kingdom.

2 hours, 1 semester, 2 credits

## **FORMATION PROGRAM FOR PERMANENT DEACONS (30 credits)**

### **GENERAL OBJECTIVES**

1. To teach, study, and deepen the understanding of Theology with a view to carrying out the ministry of Deacon in the Puerto Rican Church.
2. The integral, theological formation of candidates for the Holy Orders of the Diaconate.

### **PURPOSE**

The purpose of establishing a Theological Formation Program for Deacons corresponds to the primordial objective of the Pontifical Catholic University of Puerto Rico, in relation to its commitment to the evangelization of culture. The urgency can be seen in the light of the great need for evangelization at a deeper intellectual level in Puerto Rico.

With this end, the program aims to cultivate and promote the study and teaching of Sacred Doctrine and its related disciplines, and above all, to deepen understanding of Christian Revelation by the systematic study of the truths contained in it, reflecting in the light of Revelation on the issues now arising in Puerto Rico, Latin America, and the world in general, and presenting these reflections to our contemporaries in a way which speaks adequately to our culture.

It is necessary, furthermore, to give an outstanding formation to future Deacons in the areas pertaining to their vocation, adequately preparing them for the exercise of their pastoral Ministry.

Finally, the Pontifical Catholic University of Puerto Rico hopes, by means of this Program, to make a valuable contribution in close collaboration with the Church Hierarchy, to the Catholic Church in Puerto Rico, and to the Universal Church, in its evangelizing mission.

Since the Department of Theology is the central nucleus which gives meaning to this Institution as a Pontifical Catholic University, the formation program for Permanent Deacons is a decisive step toward the achievement of the University's Objectives and the strengthening of its identity as a Pontifical Institution.

### **SPECIFIC OBJECTIVES**

1. To provide students with the skills and knowledge which are fundamental to their role as Deacons.
2. To promote interest among students in the various areas of Theology and the pastoral care of souls.
3. To ensure that the study of Theology assists the personal growth and spiritual enrichment of students in their identification with Jesus Christ, Servant and High Priest of the New Covenant.

### **REQUIREMENTS FOR ADMISSION**

1. Candidates must complete all admissions requirements to the Pontifical Catholic University of Puerto Rico, as indicated in its catalog.
2. Candidates must possess previous basic religious formation, as well as a High School Diploma or its equivalent.
3. Each candidate must submit with his request for enrollment a letter of introduction and recommendation from his Bishop. The Bishop's approval for the candidate's admission and continuation in the program is an essential requirement.

### **COURSE DESCRIPTIONS**

#### **THEO 151: INTRODUCTION TO SACRED SCRIPTURE**

The truth of the Bible and its literary genres. The Canon of the Old and New Testaments. The text and versions of the Bible. The character of the Synoptic Gospels as historical and divinely inspired.

2 hours, 1 semester, 2 credits

---

**THEO 161: REVELATION, FAITH, AND CULTURE**

Critical demonstration of the history of supernatural Revelation as a prerequisite for the demonstration of other revealed truths. The relation between culture and faith.

2 hours, 1 semester, 2 credits

**THEO 162: THE MYSTERY OF GOD, UNITY AND TRINITY, CREATOR**

The existence of God: dogma of faith. The discovery of God by means of the created world. The nature of God: divine perfections; God as Father, Son, and Holy Spirit. The concept of creation.

2 hours, 1 semester, 2 credits

**THEO 163: THE MYSTERY OF CHRIST**

The historical Christ of Christian faith: the person of Christ, true God and true Man. The purpose of the Incarnation.

2 hours, 1 semester, 2 credits

**THEO 165: THE MYSTERY OF THE CHURCH: MARIOLOGY**

The mystery of the Church as People of God, and Mystical Body of Christ. Mary in her relation to Christ and the Church.

2 hours, 1 semester, 2 credits

**THEO 166: GRACE AND THE THEOLOGICAL AND MORAL VIRTUES**

The theological virtues, source of the moral life. Distinction between habitual and actual grace. The moral virtues.

2 hours, 1 semester, 2 credits

**THEO 167: SACRAMENTAL THEOLOGY**

The study of the nature and structure of the Sacraments. The Church as the first Sacrament. Study of each of the sacraments, especially Baptism and Marriage.

3 hours, 1 semester, 3 credits

**THEO 168: SPIRITUALITY OF THE DEACON**

Study of Christian perfection in the specific context of the Permanent Diaconate. The spiritual environment of the family: the family as "domestic Church," especially the Deacon's family. Sanctification in one's civil employment. The means of sanctification in the life of the Deacon. Spiritual direction. Marian devotion.

2 hours, 1 semester, 2 credits

**THEO 251: MORAL THEOLOGY: FUNDAMENTAL AND SPECIAL**

Study of the human moral act, conscience, law, sin, conversion. Contemporary problems: alcoholism, drug addiction, euthanasia, suicide, abortion, divorce, criminality, child abuse, and domestic violence.

3 hours, 1 semester, 3 credits

**THEO 257: SOCIAL DOCTRINE OF THE CHURCH**

The doctrinal system regarding temporal realities as service to the human person in his social dimension. The fundamental presuppositions of this body of doctrine are the dignity and inalienable rights of the

human person; requirements of the common good; the universal destiny of temporal goods; the social function of private property; essential moral imperatives of social justice.

1 hour, 1 semester, 1 credit

### **THEO 261: CANON LAW**

Rights and duties of the Christian faithful. The hierarchical constitution of the Church. Acts of Divine Worship. Sacred places and times.

3 hours, 1 semester, 3 credits

### **THEO 263: CHURCH HISTORY**

Panorama of the development of Christianity from the Apostolic age until today. Principal themes: the Church under the Roman Empire; the evangelization of Europe; Christological disputes of the Patristic Age; Church and society in the Middle Ages; the Protestant Reformation; Christianity in Europe during the 17th to 19th Centuries; the Twentieth-Century Church before and after Vatican Council II.

2 hours, 1 semester, 2 credits

### **THEO 265: LITURGICAL CEREMONIES AND SACRAMENTS**

The nature and importance of Liturgy. Study of the Liturgical Ceremonies of each Sacrament in accordance with the norms of the current Roman Missal.

2 hours, 1 semester, 2 credits

### **THEO 267: HOMILETICS**

Homiletics as the art (theory and practice) of presenting the message of the Gospel, taking into account the circumstances of time, place, and cultural environment.

1 hour, 1 semester, 1 credit

### **THEO 269: PAROCHIAL MINISTRY**

Parochial archives and documents. Pastoral interviews. Practical information on completing ecclesiastical forms and marriage dispensations. Pastoral care and visitation of the sick.

1 hour, 1 semester, 1 credit

## **PHILOSOPHY PROGRAM**

**Faculty:** Prof. Néstor J. Gómez, Prof. Renato Ibarra, Dr. Enid Miranda, Ph.D., Dr. Giuseppe Zaffaroni, Ph.D., Prof. Nelson Rodríguez, Dr. Fabricio Acciaro, Ph.D., Prof. Carl Sauder, Prof. José A. Ortiz,

### **OBJECTIVES**

1. To fully develop the student's speculative capacity;
2. To challenge the student's rational capacities with the problems faced by man throughout history, concerning himself, the world, and God;
3. To prepare students to exchange ideas with their contemporaries, basing their views on the patrimony of the Perennial Philosophy, on current philosophical investigations and their influence on society and the sciences;

4. To promote the student's love of researched, observed, and demonstrated truth;
5. To relate Philosophy to the problems of our daily lives and to the most relevant questions concerning students themselves;
6. The Philosophy Faculty will have as its primary Objective the rational exposition of the coherence between Philosophy and the Christian vision of the world, man, and God.

### PREREQUISITES FOR THE BACHELOR OF ARTS DEGREE IN PHILOSOPHY

	CREDITS
Required General Education Courses	68
Courses Required by the College	24
Courses Required for the Major	39
<b>TOTAL CREDITS</b>	<b>131</b>

MAJOR COURSES	CREDITS
*PHIL 207	3
PHIL 250-301-302	9
*PHIL 312	3
PHIL 315,321,324	9
*PHIL 340	3
PHIL 411,412,499	9
Free Electives	9

\*Institutional Prerequisites which count for the Major.

### CURRICULUM OF THE BACHELOR OF ARTS DEGREE IN PHILOSOPHY

#### FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ORIE	0	ORIE	0
ENGL 115	3	ENGL 201	3
SPAN. 141	3	SPAN 142	3
HIST 103	3	HIST 104	3
MATH 117	3	MATH 118	3
THEO 130	3	THEO 131	3
SOCI 110	1	POSC 110	3
PHED	3	PHED	1
<b>CREDITS 19</b>		<b>CREDITS 19</b>	



## SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 117	3	BIOL 118	3
SPAN 205	3	HIST 360	3
PHIL 207	3	MUSI 102	3
THEO 132	3	PHIL 312	3
FOLG 101	3	FOLG 102	3
ENGL 213 or 214	3	PHIL 250	3
CREDITS 18		CREDITS 18	

## THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PHIL 301	3	PHIL 302	3
PHIL 315	3	PHIL 321	3
PHIL 340	3	HIST (263-303-373-402)	3
SPAN Lit.	3	SPAN Lit.	3
HIST 253	3	ART 101	3
HIST 116	3		
CREDITS 18		CREDITS 15	

## FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PHIL 324	3	PHIL 412	3
PHIL 411	3	PHIL 499	3
PHIL Elective	3	Elective (Free)	3
Elective (Free)	3	Elective (Free)	3
CREDITS 12		CREDITS 12	

---

## COURSE DESCRIPTIONS

### PHIL 207: ELEMENTARY LOGIC

The principles of reasoning in traditional and modern Logic; deductive inference; Aristotelian syllogistics. Truth functions and theory of quantification. Analysis of arguments and detection of fallacies. The relationship between Logic and Mathematics.

3 hours, 1 semester, 3 credits

### PHIL 210: PHILOSOPHY OF NATURE

Philosophy of Nature studies natural beings as presented to our empirical sensory knowledge. This study revolves around two topics prior to the elaboration of specialized Science, namely: (1) What is motion? and (2) What are the elements of coming-to-be?

Philosophy of Nature provides the student with the physical concepts necessary to understand the nature of natural beings as mobile beings rather than “measurable beings” or “beings as such”. The radical difference between this discipline and mathematical physics and metaphysics, respectively, is derived from this particular mode of considering natural beings.

3 hours, 1 semester, 3 credits

**PHIL 250: PANORAMA OF WESTERN PHILOSOPHICAL THOUGHT** General overview of the development of Philosophy in Europe and America from Ancient Greece until modern times. Attention will be given to the founders, or greatest representatives, of the contrasting tendencies which have stood the test of time over the centuries and are still influential.

3 hours, 1 semester, 3 credits

### PHIL 301: HISTORY OF ANCIENT PHILOSOPHY

Analysis of the philosophical problems from the beginnings of Philosophy up to and including, Neoplatonism. Special emphasis on the great teachers: Socrates, Plato, Aristotle, the moral schools, especially Stoicism.

3 hours, 1 semester, 3 credits

### PHIL 302: HISTORY OF MEDIEVAL PHILOSOPHY

Study of the evolution of philosophical thought during the Middle Ages, beginning with the Patristic Period and emphasizing Jewish and Arabic thought, as well as the great figures of Christian Philosophy: St. Augustine, St. Thomas Aquinas, St. Bonaventure, ending with William of Ockham's nominalism.

3 hours, 1 semester, 3 credits

### PHIL 312 PHILOSOPHICAL ANTHROPOLOGY

Sources and methods in the Philosophy of the human being. Study of human nature and its different facets: organic, psychological, and rational and the interrelation of the three. The concept of person in classical and contemporary Philosophy. Intelligence and human liberty. The human soul: its origin, nature, and immortality. The origin of human being. The human, social, cultural, and religious aspects of human being.

3 horas, 1 semestre, 3 créditos

---

**PHIL 315: EPISTEMOLOGY**

Epistemological study of human knowledge centering on the problems of objectivity, truth, and certainty. Examination of the amplitude and limits of knowledge. Exposition of diverse theories of knowledge from Greek Philosophy to the present.

3 hours, 1 semester, 3 credits

**PHIL 321: PHILOSOPHY OF BEING (METAPHYSICS)**

Being and reality as the object of metaphysics. Object and method of Metaphysics. The absolute and the relative; the concept of participation. Transcendence and analogy. Properties of real beings. Reality and being from Descartes to Heidegger.

3 hours, 1 semester, 3 credits

**PHIL 324: THEODICY**

The rational knowledge of God, the methods of Theodicy. Connection with Metaphysics. Traditional and contemporary demonstrations of the existence of God. The Proofs (Ways) of St. Thomas Aquinas. Divine nature and its attributes. The phenomenon of atheism and its psychological and social dimensions.

3 hours, 1 semester, 3 credits

**PHIL 328: ESTHETICS**

Historical and critical study of the concept of beauty. Genesis of the work of art. Form in art. Types of art. Art and society. Art and morals. Art and religion.

3 hours, 1 semester, 3 credits

**PHIL 340 FUNDAMENTAL ETHICS**

**PRE-REQUISITE: PHIL 312: PHILOSOPHICAL ANTHROPOLOGY**

Foundations of Ethics. Human acts and their worth. Moral norms. The end as origin and guide of human conduct. Natural and moral law. Moral conscience. Moral dispositions: habits and virtues. Duties and rights. Moral systems and their worth. Concrete moral problems of today.

3 hours, 1 semester, 3 credits

**PHIL 370: FUNDAMENTS OF LANGUAGE AND JUDICIAL CRITERIA \*\*\***

The abstract nature of the thought process determines the utilization of language to manifest it. Hence, the linguistic as well as the logical spheres are treated insofar as they are two sides of the thought process. Throughout the course, the student will be provided with the critical instruments that will enable the construction of coherent arguments free from logical and semantic errors. The student will be confronted, in a virtual manner, with recurring situations of daily life and his or her future profession. Emphasis on judgmental criteria allowing differentiation between logical truth and falsity in any argumentative dialogue. The strengthening of rational and coherent judgment simultaneously in linguistic expression and veracity will be promoted.

4 hours, 1 semester, 4 credits

**PHIL 395: LATIN AMERICAN THOUGHT**

Latin American thought will be presented from the viewpoint of its development across the centuries. Emphasis will be given to the intellectual variety of the great cultures which have now disappeared. The presence of new ideas during the Colonial Period will be examined, along with the independence movements, including the "democratic" initiatives in Latin American countries. Special attention will be

given to the presence of the Catholic Church and to the origins and development of utopian thought. Philosophical aspects of Latin American literature will also be covered.

3 hours, 1 semester, 3 credits

**PHIL 411: HISTORY OF MODERN PHILOSOPHY**

Philosophical thought since the Renaissance: a crisis and new approach to Philosophy. Descartes and Rationalism. The British Empiricists. The Philosophy of Immanuel Kant. German Idealism, with emphasis on Hegel.

3 hours, 1 semester, 3 credits

**PHIL 412: HISTORY OF CONTEMPORARY PHILOSOPHY**

Principal trends in post-Hegelian Philosophy: voluntarism, positivism, Marxism, logical positivism, analytic philosophy, phenomenology, existentialism,\* Neo-Thomism, and contemporary Catholic thought.

3 hours, 1 semester, 3 credits

**PHIL 415: ADVANCED MODERN LOGIC**

**Prerequisite: PHIL 207: Elementary Logic**

Covers the rational principles, formalization and calculations of modern Logic. Contains the Logic of predication of the first order, the Logic of classes, the Logic of relations, the Logic of identity, and the prerequisite procedures for decision making. Also included: the theories concerning the formalization of principles and those concerning deduction.

3 hours, 1 semester, 3 credits

**PHIL 416: BIOETHICS**

**PRE-REQUISITE: PHIL 312 and PHIL 340**

The development and fundamental teaching of Bioethics. Its relation to ethics. The analysis and reasoning of contemporary bioethical problems from the anthropological and ethical perspective of perennial philosophy of the Roman Catholic Church. The discussion and analysis of moral problems and situations within the framework of the life and health sciences.

3 hours, 1 semester, 3 credits

**PHIL 420: PHILOSOPHY OF SCIENCE**

A study of the logical and epistemological aspects of scientific method and inference. An examination of the various themes of observation, principles, formation and confirmation of hypotheses, laws and crucial experiments, making reference to contemporary problems and possible conflicts between Science and the Christian Faith.

3 hours, 1 semester, 3 credits

**PHIL 430: HERMENEUTICS AND IGNOPHANY**

The "art of understanding" (Hermeneutics) will be explained by means of (a) its historical evolution (Mantics, Law, Theology, Philosophy) and (b) its great masters (Schleiermacher, Dilthey, Heidegger, Gadamer). A critical study will bring us to the conviction that it is necessary to "overcome" (Aufheben) this hermeneutical vision in order to enter the exciting field of "signs", with the purpose of "discovering" the secrets which they always conceal (Ignophany). When the various theoretical principles have been acquired, their application to the sciences (above all, the human sciences) will be extensive.

3 hours, 1 semester, 3 credits

---

**PHIL 440: PHILOSOPHY OF LANGUAGE**

Study of the nature and functions of language. Relationship between knowledge and language. Familiarity with the present currents in Linguistic Philosophy.  
3 hours, 1 semester, 3 credits

**PHIL 498: PHILOSOPHICAL SYNTHESIS**

Presentation of the Exam “Universa Philosophia” after approving 80 percent of the courses of the program. In this exam the student will develop and demonstrate his dominium of the general and specific areas of philosophical thought.  
1 hour, 1 semester, 1 credit

**PHIL 499 PHILOSOPHICAL RESEARCH**

Current, relevant themes, always including the methodology of scientific research. Some possible themes to be covered in coordination with other Departments and Colleges include the following:

- Philosophy of Education (College of Education)
- Business Ethics (College of Business)
- Philosophy of History (History Department)
- Philosophy of Religion (Theology Department)

3 hours, 1 semester, 3 credits

**ACTIVITIES**

1. The Department of Theology and Philosophy and the Alpha Alpha Kappa Club promote and organize curricular and extracurricular activities which enrich the academic life of its members.
2. One of the fundamental activities of the department is active participation in interdisciplinary panels and in the religious life of the University.
3. The following Committees function within the Department: Activities, Faculty Hiring Committee, and Evaluation of Professors.

**DEPARTMENT OF SOCIAL WORK**

**Prof. Rafael Rodríguez Delgado, Director**

Faculty: Prof. Emérita Alvarado Quiñones, Dr. Carmen Adela Molina González, Prof. Glorymel Rosado Ortiz, Dr. Carmen Yolanda Tirado Pérez

**MISSION**

According to the mission of the Pontifical Catholic University of Puerto Rico, the mission of the Department of Social Work are committed in academically forming generalist social workers, with the present task of including a Holistic- Christian Education, that encompasses social and economic justice. The program is also driven to the achievement of the competencies of its students in the development of social policies and programs that properly satisfy the basic necessities of the human being.

## OBJECTIVES

1. Students will be able to apply their knowledge and skills for the proper intervention with diverse populations such as: oppressed and vulnerable groups on a micro, mezzo macro level.
2. Students will be able to apply critical thinking skills such as: problem solving, decision making and evaluation of integrating the different theories to the practice of Social Work.
3. Students will have the ability to carry out a critical analysis about the impact of social welfare policies in Puerto Rico.
4. Students will integrate ethical values in the execution of professional competencies.
5. Students will participate in courses of continuous education to reinforce the knowledge of the Social Work profession.
6. Students will have the ability to apply critical analysis using qualitative and quantitative methodologies, utilizing various technological instruments in their scientific investigations.
7. Students will apply intervention skills to work with diverse and at risk populations, promoting social and economic justice.
8. Students will show commitment when empowering at risk and vulnerable populations of the southern area of Puerto Rico.

## REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE IN SOCIAL WORK

	CREDITS
General Education Courses	61
College Required Courses	15
Social Work and other electives courses	52
<b>TOTAL</b>	<b>128</b>
COURSES REQUIRED FOR THE MAJOR	CREDITS
SOWK 207	3
SOWK 209	3
SOWK 210	3
SOWK 211	3
SOWK 214	3
SOWK 306	3
SOWK 307	3
SOWK 309	3
SOWK 301	3
SOWK 323	3
SOWK 415	3
SOWK 432 (Field Practicum I)	5
SOWK 433 (Field Practicum Seminar I)	1.5
SOWK 434 (Field Practicum II)	5
SOWK 435 Field Practicum Seminar II)	1.5
SOWK Electives Courses (SOWK 304, SOWK 407 or SOWK 412)	3

## CURRICULUM FOR THE BACHELOR OF ARTS DEGREE IN SOCIAL WORK

FIRST YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ORIE 003(G)	0	ORIE 004 (G)	0
SOWK 207 (D)	3	SOWK 209 (D)	3
SPAN 141 (G)√	3	SPAN 142 (G)√	3
SOCI 102 (G)	3	ELECTIVE SOCI (G)	3
ENGL 115 (G)√	3	ENGL 201 (G)√	3
HIST 105 (G)	3	ELECTIVE DIRECTED HIST 116 (C)	3
		PHED (Elective) (G)	1
<b>TOTAL CREDITS</b>	<b>15</b>	<b>TOTAL CREDITS</b>	<b>16</b>

SECOND YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
SOWK 210 (D)	3	SOWK 211 (D)	3
SOWK 214 (D)	3	THEO 130 (G)	3
MATH 111 (G)√	3	MGNT 130 (G)	3
CHEM 117 or BIOL 118 (G)	3	ELECTIVE GENERAL SCIENCE (G)	3
ENGL 213 or ENGL 214 (G)√	3	ART 101, MUSI 102, TEAT 101 (G)	3
ELECTIVE DIRECTED SPAN 455 (G)	3	ELECTIVE PHIL (C)	3
<b>TOTAL CREDITS</b>	<b>18</b>	<b>TOTAL CREDITS</b>	<b>18</b>

THIRD YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
SOWK 306 (D)	3	SOWK 307 (D)	3
SOCI 218 (D) ✕	3	SOWK 301 (D) ✕	3
SOWK 309 (D)	3	SOWK 323 (D)	3
ELECTIVE COLLEGE (C)	3	ELECTIVE COLLEGE (C)	3
HIST 253 (G)	3	ELECTIVE HIST (C)	3
THEO 131 (G)	3	PHIL 312 (G)	3
<b>TOTAL CREDITS</b>	<b>18</b>	<b>TOTAL CREDITS</b>	<b>18</b>

FOURTH YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
SOWK 432 (D)	5	SOWK 434 (D)	5
SOWK 433 (D)	1.5	SOWK 435 (D)	1.5
SOWK 415 (D)	3	ELECTIVE SOWK (D)	3
PHIL 340 (G)	3	THEO 132 (G)	3
<b>TOTAL CREDITS</b>	<b>12.5</b>	<b>TOTAL CREDITS</b>	<b>12.5</b>

## COURSE DESCRIPTIONS

### SOWK 207- INTRODUCTION TO SOCIAL WORK

This course provides students of Social work a general conceptual framework of Social work as a profession. This includes an introduction to the philosophical and theoretical components of the profession and the development of their values. Students will learn about the historical background and will learn the application of the code of ethics as future professionals.

45 hours; 1 semester; 3 credit

### SOWK 209- SOCIAL WELFARE SYSTEMS

(Equivalent to SOWK 208)

Prerequisite: SOWK 207

This course analyze the structure and nature of social policies. The history and development of the welfare system, in the context of the political relationship with the United States. Also, the analysis and formulating process of social policies.

45 hours; 1 semester; 3 credit

### SOWK 210- HUMAN BEHAVIOR AND SOCIAL ENVIRONMENT I

Prerequisites: SOWK 207, 209

This course provides a conceptual framework that enables students to understand human behavior and its relationship with the social environment. Different theories about human development from conception through adolescence will be studied. The course enables the evaluation and application of theories to situations with customers. In addition, values and ethical aspects related to the presented theories will be discussed.

45 hours; 1 semester; 3 credits

### SOWK 211- HUMAN BEHAVIOR AND SOCIAL ENVIRONMENT II

Prerequisites: SOWK 207, 209, 210

This course is based in a system theory approach. The course provides a conceptual framework to understand the human behavior and the social environment. Through the study of different theories about human development. Biological, psychological, social and spiritual systems are studied, and its impact on behavior. Students will have the opportunity to analyze human behavior in relation to family, groups, organizations and the community.



45 hours; 1 semester; 3 credits

### **SOWK 214- PSYCHOLOGY & SOCIAL WORK**

Prerequisites: SOWK 207, 209

The course assumes a critical analysis of the client and their circumstances from a holistic perspective. It introduces knowledge of human behavior with the purpose of analyzing social performance from the perspective of the different psychological schools. We examine the relationship between social work and psychology, mental health diagnoses and its application for the profession of Social work. The issues discussed will be framed from the generalist practice in different social settings.

45 hours; 1 semester; 3 credits

### **SOWK 301- SOCIAL RESEARCH**

Prerequisites: MATH 111 OR MATH 117, SOCI 218

Study of research methods as a process of construction of knowledge that contribute to the theory and practice of social work. The process of quantitative and qualitative research, and its link to social research. The evidence based practice is discussed in the context of social work.

45 hours; 1 semester; 3 credits

### **SOWK 304- SOCIAL WORK IN THE LEGAL CONTEXT**

Study of the legal aspects related to the profession, with emphasis on the laws that affect the practice of social work in Puerto Rico. The social workers roles in the courts are analyzed. Analysis of the judicial branch functioning and the procedures in the courts of children and family.

45 hours; 1 semester; 3 credits

### **SOWK 306- INTERVENTION METHODS FOR SOCIAL WORK I**

Prerequisites: SOWK 207, 209, 210, 211, 214

Acquire basic assessment and intervention skills of the generalist social work, with individuals, families, group, organizations and community. The course promotes the integration of theory and practice focused on the development of professional skills from the perspective of the generic process of intervention with the different participating systems. The student will be exposed to theoretical analysis and practical application in which situations of learning have been developed through the use of cases.

45 hours; 1 semester; 3 credits

### **SOWK 307- INTERVENTION METHODS FOR SOCIAL WORK II**

Prerequisites: SOWK 207, 209, 210, 211, 214, 306, 309

This course emphasizes the practice with groups and communities. It offers the theoretical and methodological foundations for social work with groups. The study of essential components, procedures and skills that students must develop in the intervention. Also, the study of methods for working with organizations and community development.

45 hours; 1 semester; 3 credits

### **SOWK 309- INTERVENTION MODELS FOR SOCIAL WORK**

Prerequisites: SOWK 207, 209, 210, 211, 214

The course includes models of intervention in the gener social work practice; for the attention of the needs, interests and situations of the population it serves and the professional social work. We study models for intervention with individuals, families, groups and community. Aspects of diversity and oppression are integrated in the use of different models.

45 hours; 1 semester; 3 credits

**SOWK 323- INTERVIEWING AND RECORDING IN SOCIAL WORK**

Prerequisites: SOWK 207, 209, 210, 211, 214, 306, 309

Study and application of the basic principles of the interview as an instrument in the practice of social work. Importance of the essential concepts of the interview in social work, especially those related to direct service. In addition, the types of writing and the documents collected through the interview are distinguished.

45 hours; 1 semester; 3 credits

**SOWK 407- SOCIAL WORK AND FAMILY INTERVENTION**

Study of the issues that affect the family functioning and dynamics. Analysis of the interactions in the family system, as well as the possible courses of action from the social work. The use of genogram as a tool for the family assessment.

45 hours; 1 semester; 3 credits

**SOWK 412- CONFLICT MEDIATION**

Course designed for students of social work and other disciplines to acquire the basic knowledge of mediation as an alternative to resolve conflicts. Discussion of principles and strategies for negotiation and mediation of the micro and mezo systems.

45 hours; 1 semester; 3 credits

**SOWK 415- SOCIAL WORK PRACTICE WITH THE ELDERLY AND THEIR FAMILY**

Prerequisites: SOWK 207, 209, 210, 211, 214, 306, 307, 309, 323

This course aims to help students learn about the aging process from the biological, social and psychological perspective. Understand and apply methods of intervention of social work with older clients, the family and the community. Learning of theoretical models or approaches that explain the aging process and identification of factors influencing the process. It is expected that students take into consideration ethical-legal and biodiversity aspects to identify needs that require attention in the process of intervention with this population.

45 hours; 1 semester; 3 credits

**SOWK 416 – SOCIAL WORK & COMMUNITY SERVICE**

This course gives students the opportunity to experience socioeconomic, cultural, and religious aspects from disadvantage communities in Puerto Rico and/or similar countries around the globe. Students will interact with the community, applying skills at micro, mezzo and macro level of interventions. Skills were obtained from concentration courses.

1 semester; 3 credits

**SOWK 432- SUPERVISED FIELD PRACTICUM I**

Prerequisites: SOWK 207, 209, 210, 211, 214, 306, 307, 309, 323

The course SOWK 432-Field Practicum is integrated to SOWK 433-Supervised Field Seminar, taken concurrently, is designed to prepare the student for generalist social work practice at the beginning level. Though the learning activities in the integrative field seminar, students will synthesize academic learning from their course work with practical experience gained in the field. The combination of learning activities will include lectures, readings, oral and written assignments and group discussions, the academic field

instructor will guide students to examine their professional development to achieve readiness for practice as beginning generalist social workers. Emphasized are the values, knowledge, skills for an effective assessment and intervention this emphasis is reflected in social work/client relationship, assessment, strategies/techniques, use of self, steps of the helping process and evaluation. . It is required that the students complete 200 hours at the end of the academic semester in which enrolled. Course with Practicum Fee.

1 semester; 5 credits

### **SOWK 433 - FIELD PRACTICUM SEMINAR I**

Prerequisites: SOWK 207, 209, 210, 211, 214, 306, 307, 309, 323

This seminar is concurrently taken with Supervised Field Practicum I. Though the learning activities in the integrative field seminar, students will synthesize academic learning from their course work with practical experience gained in the field. The combination of learning activities will include lectures, readings, oral and written assignments and group discussions. This course is evaluated as Pass ("P") or Fail ("NP").

22.5 hours; 1 semester, 1.5 credits

### **SOWK 434 - SUPERVISED FIELD PRACTICUM II**

Prerequisites: SOWK 432, 433

Is the second supervised field practice course designed to prepare students for the generalist social work practice with individuals, families, groups, organizations, and communities. Is concurrently taken with SOWK 435-Supervised Practicum Seminar II. It is required that the students complete 200 hours at the end of the academic semester in which enrolled. This course requires a Practice Fee.

1 semester; 5 credits

### **SOWK 435 – FIELD PRACTICUM SEMINAR II**

Prerequisites: SOWK 432, 433

This seminar is concurrently taken with Supervised Field Practicum II. Promotes the opportunity to continue integrating the knowledge acquired in the learning activities developed through the educational continuum. The combination of learning activities will include lectures, readings, oral and written assignments and group discussions. This course is evaluated as Pass ("P") or Fail ("NP").

22.5 hours; 1 semester, 1.5 credits

### **STUDENT ORGANIZATIONS**

1. Association of Future Social Workers, Pioneers of Change
2. Phi Alpha Honor Society for Social Workers, Signa Nu, Puerto Rico Chapter

## DEPARTMENT OF HISPANIC STUDIES

***Prof. Mayra B. Gotay Cruz, Director***

**Faculty:** Dr. José Juan Báez Fumero, Dr. Ivelisse Collazo Rivera, Dr. Lesbia María Cruz Alfonso, Dr. José Raúl Feliciano Rivera, Prof. Migdalia González Pérez, Dr. José Iván González Robles, Dr. Juan Carlos López Pérez, Dr. María de los Ángeles Pastor Rodríguez, Dr. Iván Segarra Báez.

### OBJECTIVES

1. To develop an oral and written command of Spanish.
2. To encourage interest in the Hispanic cultural heritage.
3. To stimulate a critical attitude and an aesthetic appreciation through the study of literary works.
4. To contribute to the academic training of candidates for teaching positions in primary and secondary schools.
5. To encourage a desire for intellectual and professional growth.
6. To analyze and evaluate literary themes and their implications to the Catholic faith and ethical values.

### PREREQUISITES FOR THE BACHELOR OF ARTS IN HISPANIC STUDIES

	CREDITS
General Education Courses	61
Courses Required by the College	24
Courses Required by the Department	42

Courses Required for the Major*	
SPAN 305	3
SPAN 307-308	6
SPAN 331-332	6
SPAN 341-342	6
SPAN 335-336	6
SPAN 461-462	6
SPAN 455	3
SPAN 499	3
SPAN Electives	3
<b>CREDITS</b>	<b>42</b>

\*Major courses must be passed with a grade of C or higher.

**CURRICULUM FOR THE BACHELOR OF ARTS IN HISPANIC STUDIES**

<b>FIRST YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
ORIE 003	0	ORIE 004	0
SPAN 141	3	SPAN142	3
MATH 111	3	SOCI 102	3
CHEM 117 o BIOL 118	3	GESC (elective) **	3
ENGL 115*	3	ENGL 201 *	3
THEO 130	3	THEO 131	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

<b>SECOND YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
THEO 132	3	PHIL 312	3
SPAN 205	3	ENGL 213 o 214*	3
SOCI (elective) ****	3	SPAN 305	3
HIST 105	3	SOCI 218	3
ART 101 o MUSI 102 o THEA 101	3	MGNT 130	3
PHED (elective)	1	AH (elective) ****	3
<b>CREDITS 16</b>		<b>CREDITS 18</b>	

<b>THIRD YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
HIST 253	3	HIST 263	3
PHIL 340	3	PHIL (elective)*****	3
SPAN 307	3	SPAN 308	3
LATI101, FREN 101, ITAL 101*****	3	LATI 102, FREN 102, ITAL 102*****	3
SPAN 341	3	SPAN 342	3
SPAN 335	3	SPAN 336	3

CREDITS 18		CREDITS 18	
FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 331	3	SPAN 332	3
SPAN 461	3	SPAN 462	3
HIST 373	3	SPAN (elective)	3
SPAN 455	3	SPAN 499	3
AH (elective)****	3		
CREDITS 15		CREDITS 12	

\*PCUPR students must take nine (9) credits in English as part of the General Education Requirements. The course sequence is in accordance with the CEEB scores and/or placement by the English Department. They must also take additional English courses if so required by their Major Program.

\*\*GESC –Electives in general science: CHEM 120, CHEM 125, BIOL 115, BIOL 118.

\*\*\*SOC1 – Electives in social science: SOCI 213, SOCI 303, SOCI 313, SOCI 316, SOCI 325, SOCI 405, SOCI 424, SOCI 440, SOCI 455, POSC 101, POSC 215, POSC 221, POSC 250, POSC 260, POSC 280, POS 301, POSC 302, POSC 325, POSC 329, POSC 355, HIST 211, HIST 212, HIST 213, PUAD 265, PSYC 100, PSYC 150, PSYC 231, PSYC 252, PSYC 272, ECON 201, ECON 304, ECON 317, ECON 415, ECON 426.

\*\*\*\*AH –Electives in arts and humanities: SOCI 213, SOCI 303, SOCI 313, SOCI 325, SOCI 424, SOCI 455, POSC 250, POSC 260, POSC 325, POSC 329, POSC 355, PHIL 207, PHIL 250, PHIL 315, PHIL 328, PHIL 395, PHIL 411, PHIL 412, PHIL 415, PHIL 430, PHIL 440, HIST 116, HIST 303, HIST 312, HIST 401, HIST 402, HIST 403, HIST 404, SPAN 311, SPAN 321, SPAN 322, SPAN 343, SPAN 344, SPAN 444, SPAN 449, SPAN 466, ART 101, ART 201, ART 202, ART 205, ART 300, ART 305, MUSI 102, MUSI 323, MUSI 415, MUSI 420, THEA 101, THEA 105, THEA 121, THEA 122, THEA 214, THEA 215, THEA 250, THEA 335, THEA 341, THEA 350, THEA 351, THEA 338, THEA 402

\*\*\*\*\*PHIL –Electives in philosophy: PHIL 207, PHIL 201, PHIL 250, PHIL 315, PHIL 328, PHIL 341, PHIL 370, PHIL 395, PHIL 411, PHIL 412, PHIL 415, PHIL 420, PHIL 430, PHIL 440, MGNT 416, COED 430

\*\*\*\*\*Two subsequent semesters of the same language would comply with the language requirement.

## COURSE DESCRIPTIONS

### \*SPAN 104: PRACTICAL COURSE IN SPANISH

This course develops the basic skills of writing and oral communication through the reading.

3 hours, 1 semester, 3 credits

\*These 3 credits do not count toward a degree.

**SPAN 109-110: FUNCTIONAL SPANISH FOR NON-SPANISH SPEAKING STUDENTS I & II**

Development of the necessary skills to obtain a basic command of oral Spanish: vocabulary, pronunciation, oral communication.

4 hours, 2 semesters, 6 credits

**SPAN 141: READING, WRITING AND SPEECH FOR COMMUNICATION I**

This course is aimed at first-year students. It provides practice in the skills of strategic reading, effective written and oral communication for the purposes of improving reading comprehension and of developing the ability to produce writing based on the critical interpretation of reality. Reading, writing and speaking will be used to emphasize the four modes of discourse: narration, description, exposition and argument.

3 hours, 1 semester, 3 credits

**SPAN 142: READING, WRITING AND SPEECH FOR COMMUNICATION I**

**Prerequisite:** SPAN 141

This course is aimed at first-year students. It provides practice in the skills of strategic reading, effective writing and oral communication for the purposes of improving reading comprehension and of developing the ability to produce writing based on the critical interpretation of reality. Reading, writing and speaking will be used to emphasize the four modes of discourse: narration, description, exposition and argument.

3 hours, 1 semester, 3 credits

**SPAN 205: INTRODUCTION TO THE STUDY OF LITERATURE**

**Prerequisites:** SPAN 142

A study of literary genres, as a way of representing the world through artistic words: the novel, the poetry, the drama and the essay, as a hybrid form of writing.

3 hours, 1 semester, 3 credits

**SPAN 305: INTRODUCTION TO LITERARY CRITICISM**

**Prerequisites:** SPAN 141, 142, 205

This course will introduce students to the study of literary criticism by a) defining the theory and relating it to philology, psychology, and sociology; b) briefly examining the development of literary criticism from Neoclassicism to present times; c) indicating the different levels of literary analysis (pretextual, subtextual, and textual) and (d) using them in stylistics, structural, and genetically structural analysis.

3 hours, 1 semester, 3 credits

**SPAN 307-308: SPANISH LITERATURE I & II**

**Prerequisites:** SPAN 141, 142, 205

A chronological survey of Spanish literature, examining the characteristics of each literary movement by genre.

3 hours, 2 semesters, 6 credits

---

**SPAN 311: LITERATURE AND SOCIETY**

**Prerequisites:** SPAN 141, 142

A study of the interrelations between language, literature, and society; the function of literature as a discourse language in culture and society; and literary works representative of the relationship between the author and his/her social class and environment.

3 hours, 1 semester, 3 credits

**SPAN 321-322: MASTERPIECES OF WORLD LITERATURE I & II**

**Prerequisites:** SPAN 141, 142

Analysis of representative works and authors from the most important historical periods and literary movements. First semester: Study of ancient and medieval literature. Second semester: modern and contemporary literature.

3 hours, 2 semesters, 6 credits

**SPAN 331-332: PRINCIPLES OF GENERAL LINGUISTICS I & II**

**Prerequisites:** SPAN 141, 142, 205, 335, 336

A scientific study of language in accordance with modern trends in linguistic theories and applied to analysis and language instruction. The student must have taken and passed Spanish 331 before taking Spanish 332.

3 hours, 2 semesters, 6 credits

**SPAN 335-336: ADVANCED GRAMMAR I & II**

**Prerequisites:** SPAN 141, 142, 205

Study of modern grammar. First semester: Fundamental theories, phonological level, and morphological level. The student must have taken and passed Spanish 335 before taking Spanish 336.

3 hours, 2 semesters, 6 credits

**SPAN 341-342: SPANISH AMERICAN LITERATURE I & II**

**Prerequisites:** SPAN 141, 142, 205

A survey of literary trends and a study of representative works and authors of Spanish American Literature. First semester: from the colonial period to "Modernism." Second semester: from Postmodernism to the present.

3 hours, 2 semesters, 6 credits

**SPAN 343: THE SPANISH AMERICAN SHORT STORY OF THE TWENTIETH CENTURY**

**Prerequisites:** SPAN 141, 142

Analysis of the main trends of short narrative prose from the last decades of the XIX Century, with emphasis on the latest works.

3 hours, 1 semester, 3 credits

**SPAN 344: THE SPANISH AMERICAN NOVEL OF THE TWENTIETH CENTURY**

**Prerequisites:** SPAN 141, 142

A critical study of the most representative novels of the 1912, 1927, 1942, 1957, and 1972 generations.

3 hours, 1 semester, 3 credits



**SPAN 365: ACADEMIC AND CULTURAL TRIP**

**Prerequisites: SPAN 141, 142**

Academic journey with a linguistic and literature-based approach. The student will be exposed to a panoramic view of the cultural, social, artistic, religious, educational, linguistic, and historical aspects, among others, of the chosen destination. The student will have the opportunity to engage in the language and literature of selected destination through scheduled visits and conferences.

3 hours, 1 semester, 3-6 credits

**SPAN 444 THE NEW SPANISH POETRY**

**Prerequisites: SPAN 141, 142**

Spanish poetry from 1885 to the present. Study of new movements. Reading and analysis of the poets representative of the new trends.

3 hours, 1 semester, 3 credits

**SPAN 449: ANTILLEAN LITERATURE**

**Prerequisites: SPAN 141, 142,**

A survey of the literature of the Antilles with emphasis on the works of the Hispanic Antilles: Cuba, Dominican Republic, and Puerto Rico. Study of the main works in each genre. Reading of representative works, reflecting the trends and ideas which forge the cultural identity of the Caribbean people.

3 hours, 1 semester, 3 credits

**SPAN 455: ADVANCED COMPOSITION**

**Prerequisites: SPAN 141, 142, 205**

The course is designed to provide the student with the appropriate resources to attain competent writing skills. A study of the most significant writing strategies: selection of vocabulary; the paragraph; styles of writing, categories and classification of the definition, grammatical aspects of composition with respect to literature.

3 hours, 1 semester, 3 credits

**SPAN 461-462: PUERTO RICAN LITERATURE I & II**

**Prerequisites: SPAN 141, 142, 205**

A survey of Puerto Rican literature, movements, and ideas that shape our national and cultural identity. Reading and analysis of outstanding works. First semester: from the beginning to the 19<sup>th</sup> Century.

Second semester: 20<sup>th</sup> Century to the present.

3 hours, 2 semesters, 6 credits

**SPAN 466: THE MODERNIST MOVEMENT IN PUERTO RICO**

**Prerequisites: SPAN 141, 142**

A study of the Modernist movement in Puerto Rico (1896-1916) from the beginning to its culmination and decline, with emphasis on the modernist spirit and Latin America of 1898 and its consequences for Puerto Rico.

3 hours, 1 semester, 3 credits

### **SPAN 499: RESEARCH SEMINAR**

**Prerequisites:** The student must have completed at least 15 credits in Major courses.

Research Techniques. Individual analysis. Each student must conduct a research on a particular subject and submit a written as well as an oral report.

3 hours, 1 semester, 3 credits

### **STUDENT ORGANIZATIONS**

The Literary Circle “**®-Evolución Expresiva**” is a student organization within the Department of Hispanic Studies whose main objectives are to stimulate critical analysis, increase knowledge about literature and language, and to develop creativity. The Circle meets weekly with a Professor from the Department as Moderator. The members participate in conferences and workshops. The Circle is an organization for all students who pursue a stronger bond with literature.

### **The University Lion’s Club**

The University Lion’s Club is a non-profit association adscribed to the Department of Hispanic Studies. Its objectives are in harmony with the Lion’s Club objectives at the international level. Its ends include community service, promotion of efficiency and ethics, always conscious of the duties and obligations of all citizens and as promoters of good international relations. This organization is open to students of all Colleges who are interested in civics.

### **ACTIVITIES**

As part of students’ academic and intellectual growth, the Department promotes student participation in theater presentations, conferences, and visits to museums and art galleries.

## **DEPARTMENT OF LIBERAL STUDIES**

***Prof. Caridad E. Álvarez Suárez, Director***

The Pontifical Catholic University of Puerto Rico, in keeping with its Mission and commitment to Puerto Rican society, has established the Bachelor of Science Degree in Liberal Studies as an innovative academic Program especially designed for non-traditional adult students.

### **GENERAL OBJECTIVES**

The Objectives of the Bachelor of Science Degree in Liberal Studies are

1. To offer a new study alternative to the non-traditional student;
2. To provide students with the opportunity to take courses which will best contribute to their professional development;
3. To prepare students to function efficiently in diverse jobs;
4. To contribute to the development of ethical, moral, and Christian principles which students may apply effectively in their work;
5. To recognize the educational value of a wide variety of activities in the formation of professionals.

The graduate of this program will be able to

1. Demonstrate a general culture which will permit a relationship with the different branches of human knowledge;
2. Function effectively in diverse positions of responsibility in the public, private, and non-profit sectors;
3. Apply the knowledge acquired in order to contribute significantly to the progress of Puerto Rico;
4. Demonstrate a Christian conscience and responsibility when performing professional functions;
5. Enrich his/her professional experience with the theoretical part of his/her education.

### PROGRAM OF STUDY

#### BACHELOR OF SCIENCE DEGREE IN LIBERAL STUDIES - 120 CREDITS GENERAL REQUIREMENTS - 68 CREDITS

English	9 credits
Spanish	9 credits
Theology	9 credits
Philosophy	9 credits
Humanities	9 credits
General Science	6 credits
Mathematics	6 credits
Social Science	6 credits
History of Puerto Rico	3 credits
Physical Education	2 credits
Orientation	0 credits (non-credit)

#### SPECIALTY COURSES - 52 CREDITS

The student has the following options:

- A. Choose from existing courses in the curricula of the various Departments of the University; 001-099 courses could be used. (All courses must be passed with a grade of C or better).
- B. Receive up to a maximum of 30 credits (with a grade of P) for:
  1. Experience which will be counted as Open Seminar (LIBS).
  2. Continuing Education which will be counted as Open Seminar.
- C. Combine Options A and B.

---

## OPTIONS FOR OBTAINING CREDITS WITH A GRADE OF P

### A. Experience: (counted as Open Seminar).

1. Work experience
2. Military training
3. Employment training

### B. Continuing Education: (counted as Open Seminar.)

1. Conferences
2. Workshops
3. Seminars
4. Military courses which have no equivalent in the University curriculum.

**NOTE:** The options for obtaining credits with a grade of P may also be applied in substitution for courses of the General Requirements. The evidence or portfolio for the substitution shall be submitted to the Dean of the corresponding College.

## EXPLANATION

### A. Work experience and military or employment training acceptable as Open Seminar:

1. Have had significant experience of at least three months' duration, which shall be equivalent to 3 credits per each 45 hours.\*
2. In order to receive credit, the student shall register in the course as Open Seminar I (LIBS 310), Open Seminar II (LIBS 320), (as the case may be), after his/her portfolio has been evaluated. Once it is accepted, the grade (P) will be given.

### B. Continuing Education

1. Minimum of 15 hours = 1 credit \*
2. In order to receive credit, the student shall register in the course as Open Seminar I (LIBS 310) or Open Seminar II (LIBS 320), as the case may be. Afterwards, the student will present evidence of participation in the activity. Once evidence is accepted, the grade of (P) will be given.

\* Fractions of credits will not be awarded.

**CURRICULAR SEQUENCE**

<b>FIRST YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
SPAN 131	3	SPAN 132	3
ENGL 110	3	ENGL 114	3
THEO 130	3	PHIL 207	3
ORIE 003, or ORIE 017	0	ORIE 004, or ORIE 018	0
*C.A.S.	3	* C.A.S.	3
*C.A.S.	3	* C.A.S.	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

<b>SECOND YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
MATH 117	3	MATH 118	3
HIST 103	3	HIST 104	3
PHIL 312	3	THEO 131	3
*C.A.S.	3	* C.A.S.	3
*C.A.S.	3	*C.A.S.	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

<b>THIRD YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
POSC 110	3	ENGL 115	3
SPAN 205	3	CHEM 117	3
Art or Music 101 or 102	3	PHIL 340	3
*C.A.S.	3	* C.A.S.	3
*C.A.S.	3	* C.A.S.	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
HIST 253	3	THEO 132	3
SOCI 110	3	PHED	2
*C.A.S.	3	*C.A.S.	4
*C.A.S.	3	*C.A.S.	3
*C.A.S.	3	BIOL 118	3
CREDITS 15		CREDITS 15	

\*. Courses in Area of Specialization (includes Practical Application or Open Seminar).

## ACADEMIC LOAD

The student may take up to 24 credits in one semester if regular courses are combined with Open Seminar or Practical Application courses. In the Summer Session, the student is limited to 6 credits per month without restrictions (regular courses, Open Seminar courses, or Practical Application courses). Candidates for graduation may be exempted from these norms.

## ADMISSIONS REQUIREMENTS FOR NEW STUDENTS

1. Must be a graduate of an accredited High School or have completed equivalent studies.
2. Must have an academic average in High School of 2.00 or higher on a scale of 4.00 or its equivalent.
3. Must be a non-traditional student.
4. Must comply with the general admissions procedure of the University.
5. Must be interviewed by the Interview Committee of the Program.

## ADMISSION OF TRANSFER STUDENTS FROM OTHER PROGRAMS WITHIN THE SAME INSTITUTION

1. Must have an academic average of 2.00 or higher in the courses transferable to the Program.
2. Must be a non-traditional student.
3. Must be interviewed by the Interview Committee of the Program.

## ADMISSION OF TRANSFER STUDENTS FROM OTHER INSTITUTIONS

Students who have completed university studies in other accredited institutions of higher learning will be accepted if they comply with the admissions norms of the Program and of the University.

**NOTE:** If the procedure or general admission norms of the Institution change, the changes will also apply to the Bachelor of Science Degree in Liberal Studies.

## CREDITS TRANSFERABLE FROM OTHER INSTITUTIONS

1. Courses passed with a grade of C or better may be transferred if they are equivalent or if they may be substituted for courses of the curriculum. If more than ten years have elapsed since the courses were taken, they must be evaluated by the corresponding Dean, who will issue a recommendation.
2. 30 credits leading to the Degree must be completed successfully at our Institution (not counting courses passed with a grade of P).

## GRADUATION REQUIREMENTS

The Requirements for Graduation are as follows

1. To have completed the number of credits (120) required by the Program.
2. To have a cumulative Grade Point Average of 2.00 or higher on a scale of 4.00.
3. To have completed at least 30 credits at this University. Credits for courses passed with a grade of P are not acceptable for this purpose.
4. To have completed any other general Institutional requirement.

## GRADUATION WITH HONORS

The degree of Bachelor of Science in Liberal Studies with honorable mention will be conferred on those students who have completed at least 75% of the required credits (90 credits\*) at this University and whose final Grade Point Average is as follows:

Summa Cum Laude	3.95
Magna Cum Laude	3.80
Cum Laude	3.50

## COURSE DESCRIPTIONS

### LIBS 310-395: OPEN SEMINAR

The Open Seminar provides the student the opportunity of presenting evidence of knowledge acquired by means of various activities in Continuing Education which form part of the student's integral professional preparation.

15-60 hours, 1-4 credits

## COURSE DISTRIBUTION

### OPEN SEMINARS

Dept.	Course	Course Name	Credits
LIBS	310	Open Seminar I	1-4
LIBS	311	Open Seminar XV	1-4
LIBS	312	Open Seminar XVI	1-4
LIBS	313	Open Seminar XVII	1-4
LIBS	314	Open Seminar XVIII	1-4
LIBS	315	Open Seminar XIX	1-4
LIBS	316	Open Seminar XX	1-4
LIBS	317	Open Seminar XXI	1-4
LIBS	318	Open Seminar XXII	1-4
LIBS	319	Open Seminar XXIII	1-4
LIBS	320	Open Seminar II	1-4
LIBS	330	Open Seminar III	1-4
LIBS	340	Open Seminar IV	1-4
LIBS	350	Open Seminar V	1-4
LIBS	360	Open Seminar VI	1-4
LIBS	370	Open Seminar VII	1-4
LIBS	380	Open Seminar VIII	1-4
LIBS	390	Open Seminar IX	1-4
LIBS	391	Open Seminar X	1-4
LIBS	392	Open Seminar XI	1-4
LIBS	393	Open Seminar XII	1-4
LIBS	394	Open Seminar XIII	1-4
LIBS	395	Open Seminar XVII	1-4



## COLLEGE OF SCIENCE

***Dr. Alma Santiago Cortés, Ph.D., Dean***

### HISTORY

In August 1966, the Departments of Biology, Chemistry, Mathematics, and Nursing, formerly part of the College of Arts and Science, were organized under a Dean to constitute the College of Science. In August 1967, the School of Medical Technology was established, and in 1969, the College of Science also incorporated the newly established Department of Psychology.

During the 1970s, Bachelor's Degree Programs in Physics, General Science, and Home Economics, and the Graduate Program in Nursing were established. In the 1980s, an Associate Degree in Digital Electronics and Computer Programming started; the Department of Gerontology was established; and graduate offerings were expanded to include Medical-Surgical specialization in Nursing and the Master of Science in Chemistry. Binary programs in consortia with universities and schools of recognized prestige were also initiated.

During 1990s, the Bachelor's Degree Program in Environmental Sciences was established. When the College of Science was reorganized, the Departments of Physics and Mathematics became an integrated administrative unit, as well as the Departments of Psychology and Gerontology. The Department of Home Economics then became part of the College of Education. In 2001, the bachelor program in Non-Invasive Cardiovascular Technology was initiated. Two years later, the Master of Science Degree in Environmental Science started; in January 2008, the Master of Science in Biotechnology was established; and in August 2011, the Bachelor's Program in Biotechnology was started. **During academic year 2015-2016, the General Sciences Department and Program changed its name to Biomedical Sciences.** The three programs in the Master of Integrated and Applied Neuroscience initiated in January 2018.

### GOALS

The College of Science at the Pontifical Catholic University of Puerto Rico aims to provide undergraduate and graduate education programs grounded in fundamentals that prepare students to apply scientific knowledge and skills responsibly in accordance with the humanistic philosophy and Christian values of the Catholic Church. Graduates will be prepared to meet the technological and scientific needs of industry, government, and society. Specifically, the College of Science aims to:

1. Provide academic programs which respond to students' interests and abilities, social needs, and the job market in the areas of science and technology.
2. Provide scientific literacy and promote positive, creative, and critical attitudes towards scientific knowledge.
3. Offer opportunities for acquiring up to date scientific knowledge and developing specialized skills required to successfully compete for job positions in the fields of science and technology.
4. Provide a solid academic preparation which will allow students to compete for admission to and complete graduate studies in Medical Schools, Odontology Schools, and allied health studies.

5. Offer opportunities for acquiring knowledge and developing skills and attitudes required by health professionals in accordance with professional accrediting agencies and government licensing requirements.
6. Provide students with opportunities for research training.
7. Promote scholarly research and engagement in research related activities among Faculty.
8. Assure that scientific endeavors guarantee human respect and dignity, and preserve natural resources and the environment.
9. Promote community service to develop engaged citizens who work for the benefit of humanity.

## ORGANIZATION AND ADMINISTRATION

The College of Science is directed by a Dean who, with the assistance of an Associate Dean, is responsible for planning, organizing, supervising, evaluating services and activities offered by the College, and overseeing its good functioning. The College has seven Departments, a School of Medical Technology, and a research unit. Each Department functions as an independent administrative unit under a Director who responds directly to the Dean. The Graduate Program in Nursing has two Coordinators, one for the Bachelor's Degree Program and one for the Master's Degree Program, who respond directly to the Director of the Nursing Department. The B.S. and M.S. Programs in Environmental Science and the Biotechnology Program have Coordinators who respond to the Director of the Biology Department. The Master of Neurosciences has a coordinator and two liason profesores, one for the College of Education and the other for the College of Graduate Studies. This coordinator responds to the Biomedical Sciences Department Director. Faculty participation in governance is channeled through Department and College meetings and through permanent and *ad-hoc* committee work at the Department and College levels.

## PROGRAMS OF STUDY

The College of Science offers the following academic Programs:

- A. Bachelor of Science Degrees (B.S.) in Biology, Chemistry, **Biomedical Sciences**, Environmental Science, Mathematics, Psychology, Medical Technology (B.S.M.T.), Nursing (B.S.N.), Non-Invasive Cardiovascular Technology (B.S.H.S.), and Biotechnology.
- B. Binary Programs in consortia with other institutions that offer the opportunity of obtaining two academic Degrees. There are eight Binary Programs currently offered: two in pharmacy (BS PharmD), one in medicine (BSMD), two in veterinary medicine (BSDVM), one in chiropractic medicine (BSDC), one in MS in Public Health (BS/MS), and one in PhD of Biomedical Sciences (BS/PhD).
- C. Certificate in Medical Technology for B.S. graduates
- D. Master's Degree Programs
  1. Master of Science Degree in Nursing (M.S.N.) with specialization in Psychiatry and Mental Health, and in Medical-Surgical.
  2. Master of Science Degree (M.S.) in Chemistry, Environmental Science, and Biotechnology.
  3. Master of Integrated and Applied Neurosciences in Neurobiology, Clinical Neuroscience and Cognitive Neuroscience.

The **Accreditation Commission for Education in Nursing (ACEN)** accredits B.S.N. and M.S.N. Programs for Education in Nursing (ACEN) and the **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)** accredits the Medical Technology Program.

## GRADUATION REQUIREMENTS

**Bachelor of Science Degree, Bachelor of Science Degree in Nursing, Bachelor of Health Sciences Degree in Cardiovascular Technology, and candidates for B.S.M.T.**

### GENERAL EDUCATION COURSES

COURSES	CREDITS
Theology 130- 131- 132	9
Philosophy 312- 340- BMSC 400	9
Spanish 141-142- 205	9
English _____, _____, _____	9
History 105	3
History 253	3
Art 101 or Music 102 or Theater 101	3
Social Sciences 102 (Elective in social or behavioral sciences)	6
Physical Education Elective	1
Matemáticas 141-142 (Psychology majors take MATH 111; Nursing and Cardiovascular Technology majors take MATH 117)	6/3
General Biology 107-108 (Nursing and Cardiovascular Technology Majors take Biology 240-241)	8/6
MGNT 130	3
Orientation 003-004 (Transfer students take Orientation 005)	0
<b>TOTAL CREDITS</b>	<b>69/64</b>

\*Courses according to placement and sequence established by English Department

## COLLEGE OF SCIENCE REQUIREMENTS

### Bachelor's Degree in Natural Science

COURSES	CREDITS
General chemistry 105-106	8
Physics 215-216	8
Mathematics 298, 271, or Biology 250	3/4
<b>TOTAL CREDITS</b>	<b>19/20</b>

### Bachelor's Degree in Health and Behavioral Science

COURSES	CREDITS
Chemistry 123	3
Biology 105	3
Mathematics 298	3
<b>TOTAL CREDITS</b>	<b>9</b>

### MAJOR FIELD REQUIREMENTS

For major field requirements, see the appropriate Department.

## DEPARTMENT OF BIOMEDICAL SCIENCES

**Prof. Juan Acevedo Alfaro, Director**

### GOAL

The Biomedical Sciences Department has as its main purpose the development of students who are able to hold responsible positions in areas related to science and health while highlighting the importance of moral and spiritual values in the formation of competent and conscientious professionals.

### OBJECTIVES

1. To contribute to the academic preparation and development of future professionals in areas related to Biomedical Science.
2. To contribute to the academic preparation and development of future professionals in the areas of Health.
3. To provide an alternative for students who want to study Science and want to continue in a Program which does not require specialization.

## SPECIFIC OBJECTIVES

1. Motivate students to continue studies in Medicine, Dentistry, or any medical or para-medical field such as Medical Technology, Optometry, Veterinary Science, Pharmacy, and others.
2. Prepare students to continue graduate studies (Master's or Doctoral Degrees) in areas requiring preparation in two or more of the Science and Biomedical Sciences disciplines.
3. Enable students to work for industries, private companies, or government agencies in positions requiring ample knowledge of Science.

## PROGRAMS OF STUDY

The Department of Biomedical Sciences offers the following academic Programs:

1. Bachelor of Science Degree in Biomedical Sciences.
2. Binary Programs in consortia with Universities and Schools of recognized prestige. Seven binary programs are offered.
  - a. Bachelor of Science Degree (Biomedical Sciences) and Doctor in Pharmacy Degree in consortium with Nova Southeastern University
  - a. Bachelor of Science Degree (Biomedical Sciences) and Doctor in Pharmacy Degree in consortium with Notre Dame of Maryland University School of Pharmacy
  - b. Bachelor of Science Degree (Biomedical Sciences) and Doctor in Medicine Degree in consortium with the Ponce Health Sciences University
  - c. Bachelor of Science Degree (Biomedical Sciences) and Doctor in Veterinary Medicine Degree in consortium with the School of Veterinary Medicine of the University of Wisconsin at Madison
  - d. Bachelor of Science Degree (Biomedical Sciences) and Doctor in Veterinary Medicine Degree in consortium with the School of Veterinary Medicine of Mississippi State University.
  - e. Bachelor of Science Degree (Biomedical Sciences) and Doctor of Chiropractic Degree in consortium with the College of Chiropractic at Sherman College, South Carolina.
  - f. Bachelor of Science Degree (Biomedical Sciences) and Master's Degree in Public Health in consortium with the Ponce Health Sciences University
  - g. Bachelor of Science Degree (Biomedical Sciences or Biology) and Doctor in Biomedical Science Degree in consortium with the Ponce Health Sciences University

## PROGRAM DESCRIPTION

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE IN BIOMEDICAL SCIENCES

General Education	69
College of Science Requirements	19

#### A. Courses in Allied Fields:

COURSE	CREDITS
Psychology 104	3

B. Courses required for the Major:

COURSE	CREDITS
Biology 427; Chemistry 446 o Biology 436	8
Chemistry 201-202; 231-232	8
Electives in Science (200 level or higher)	12

	CREDITS
Elective courses	6

<b>TOTAL CREDITS 125</b>
--------------------------

**CURRICULUM OF BACHELOR OF SCIENCE DEGREE IN BIOMEDICAL SCIENCE**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
ENGL _____	3	ENGL _____	3
SPAN 141	3	SPAN 142	3
CHEM 105	4	CHEM 106	4
BIOL 107	4	BIOL 108	4
MATH 141	3	MATH142	3
ORIE 003	0	ORIE 004	0
<b>CREDITS 17</b>		<b>CREDITS 17</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
ENGL _____	3	PHIL 312	3
SPAN _____	3	THEO 130	3
CHEM 231-201	4	CHEM 232-202	4
PHYS 215	4	PHYS 216	4
SOCI 102	3	PSYC 103	3
<b>CREDITS 17</b>		<b>CREDITS 17</b>	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
THEO 131	3	PHIL 340	3
BIOL 427	4	CHEM 446	4
MATH 298	3	*Free elective	3
HIST105	3	THEO 132	3
PSYC 104	3	PHED _____	1
CREDITS 16		CREDITS 14	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
Sciences Elective	4	MGNT 130	3
Sciences Elective	4	Sciences Elective	4
BMSC 400	3	ART101 or MUSI 102 or THEA 101	3
*Free Elective	3	HIST 253	3
CREDITS 14		CREDITS 13	

\*Courses related to student's vocational interest. Students who wish to study Medicine, Dentistry, or other allied health professions which require additional Spanish (3 credits) and English (3 credits) courses must take these as their free elective courses

**CURRICULUM FOR THE BINARY PROGRAM OF SCIENCE AND MEDICINE  
(B.S./M.D.) (Consortium PCUPR and Ponce Health Sciences University)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
CHEM 105	4	CHEM 106	4
BIOL 107	4	BIOL 108	4
MATH 141	3	MATH 142	3
ENGL _____	3	ENGL _____	3
SPAN 141	3	SPAN 142	3
PHED ELECT	1		
ORIE 003		ORIE 004	0
CREDITS 18		CREDITS 17	

SUMMER	
COURSE	CREDITS
CHEM 231-201	4
CHEM 232-202	4
CREDITS 8	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
PHYS 215	4	PHYS 216	4
BIOL 360	4	BIOL 361	4
PSYC 103	3	PSYC 104	3
ENGL _____	3	ENGL _____	3
SPAN 205	3	SPAN _____	3
THEO 130	3	THEO 131	3
CREDITS 20		CREDITS 20	

SUMMER
Students are urged to participate in volunteer work, internship, study abroad or research.

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
BIOL 427	4	CHEM 446	4
PHIL 340	3	BMSC 400	3
MATH 298	3	MGNT 130	3
SOCI 102	3	HIST 105	3
THEO 132	3		
CREDITS 17		CREDITS 13	

To continue in the Program, the student must comply with satisfactory standards of academic achievement in the PCUPR component, including:

- Minimum grade point average 3.20 each semester



- b. Minimum grade point average of 3.50 in overall course work.
- c. Minimum grade point average of 3.50 in science courses
- d. No grades of C-, D, F, or W.

To obtain admission to the School of Medicine component at *Ponce Health Sciences University*, the student must complete all the required courses in the PCUPR component and must:

- e. Take the Medical College Admission Test (MCAT), and obtains the minimum score required by PHSU.
- f. Obtain a satisfactory recommendation of the PHSU Admissions Committee

At the end of the first year completed satisfactorily at PHSU, the student qualifies for the Bachelor of Science Degree in Biomedical Sciences; the Registrar's office at PCUPR must receive evidence, through an official transcript from PHSU. The student will request readmission for the Registrar's office to activate his record and consequently perform the evaluation for graduation.

**CURRICULUM FOR THE BINARY PROGRAM OF SCIENCE AND PHARMACY  
(B.S./Pharm.D.) (Consortium PCUPR and School of Pharmacy of NOVA Southeastern University)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 105	4	CHEM 106	4
BIOL 107	4	BIOL 108	4
ENGL _____	3	ENGL _____	3
MATH 141	3	MATH 142	3
SPAN 141	3	SPAN 142	3
PHED ELECT	1		
ORIE 003	0	ORIE 004	0
<b>CREDITS 18</b>		<b>CREDITS 17</b>	

SUMMER			
COURSE	CREDITS	COURSE	CREDITS
CHEM 231-201	4	CHEM 232-202	4
<b>CREDITS 4</b>		<b>CREDITS 4</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 360	4	BIOL 361	4
ENGL 383	3	PSYC 100	3
SPAN 205	4	THEO 130	3
BIOL 303	3	MATH 271	4
MATH 298	3	ART 101 o MUSI 102 o THEA 101	3
CREDITS 18		CREDITS 17	

SUMMER			
COURSE	CREDITS	COURSE	CREDITS
THEO 131	3	THEO 132	3
PHIL 312	3		
CREDITS 6		CREDITS 3	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PHIL 340	3	BMSC 400	3
SOCI 102	3	CHEM 446	4
PHYS 215	4	PHYS 216	4
HIST 105	3	ECON 201 o 202	3
BIOL 427 o 450 o 436	4		
CREDITS 17		CREDITS 14	

For admission to the School of Pharmacy of NOVA Southeastern University, students should comply with the following requirements:

1. Maintain a minimum Grade Point Average of 3.00 each semester at the PCUPR;
2. Maintain a minimum Grade Point Average of 3.00 in Science courses;
3. Maintain a cumulative grade point average of 3.20;
4. Have no grades below C in any course;
5. Take the Pharmacy College Admissions Test (PCAT) no later than October of the year of application and obtain the minimum score required by NOVA;
6. Have a favorable recommendation of the Admissions Committee.

At the end of the first year completed satisfactorily at the School of Pharmacy of NOVA Southeastern University, the student qualifies for the Bachelor of Science Degree in Biomedical Sciences; the

Registrar's office at PCUPR must receive evidence, through an official transcript from NOVA Southeastern University. The student will request readmission for the Registrar's office to activate his record and consequently perform the evaluation for graduation.

**CURRICULUM FOR THE BINARY PROGRAM OF SCIENCE AND PHARMACY  
(B.S./Pharm.D.) (Consortium PCUPR and School of Pharmacy of *Notre Dame of Maryland University*)  
FIRST YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 105	4	CHEM 106	4
BIOL 107	4	BIOL 108	4
ENGL 213	3	ENGL 214	3
MATH 141	3	MATH 142	3
SPAN 141	3	SPAN 142	3
ORIE 003	0	ORIE 004	0
CREDITS 17		CREDITS 17	

**SUMMER**

PRIMER SEMESTRE		SEGUNDO SEMESTRE	
COURSE	CREDITS	COURSE	CREDITS
CHEM 231-201	4	CHEM 232-202	4
CREDITS 4		CREDITS 4	

**SECOND YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 360	4	BIOL 361	4
ENGL 310	3	PSYC 100	3
SPAN 205	4	THEO 130	3
BIOL 303	3	MATH 271	4
MATH 298	3	PHIL 312	3
CREDITS 17		CREDITS 17	

**SUMMER**

COURSE	CRÉDITOS	COURSE	CRÉDITOS
THEO 131	3	THEO 132	3
CRÉDITOS 6		CRÉDITOS 3	

### THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PHIL 340	3	BMSC 400	3
SOCI 102	3	CHEM 446	4
PHYS 215	4	PHYS 216	4
HIST 105	3	ECON 201 o 202	3
BIOL 427 o 436	4	PHED ELECT	1
CREDITS 17		CREDITS 15	

### CURRICULUM FOR THE BINARY PROGRAM OF SCIENCE AND VETERINARY MEDICINE (B.S./D.V.M.)

(Consortium PCUPR and School of Veterinary Medicine, Mississippi State University)

Students who participate in this Program may credit the following courses: Spanish six credits (SPAN 141-142), English six credits (ENGL 213-214), either reaching a score of 700 or higher on the College Board Examination Board or taking the Advanced Level Tests and passing them with a score of 3 or more. They may also pass with a score of 4 or 5 the Advanced Level Test (Mathematics II) that credits six credits of Algebra and Trigonometry (MATH 141-142). They can also take courses in the University as High School Honor students.

### FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 105	4	CHEM 106	4
BIOL 107	4	BIOL 108	4
ENGL 213	3	ENGL 214	3
SPAN 141	3	SPAN 142	3
MATH 141	3	MATH 142	3
		PHED (Elective)	1
ORIE 003	0	ORIE 004	0
CREDITS 17		CREDITS 18	

### SUMMER

COURSE	CREDITS
CHEM 231 – 201	4

CHEM 232 – 202	4
<b>CREDITS 8</b>	

<b>SECOND YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
PHYS 215	4	PHYS 216	4
BIOL 221	4	BIOL 303	4
THEO 130	3	THEO 131	3
BMSC 201	1	BMSC 202	1
ENGL 383	3	ENGL ELECT/BTEC 213	3
SPAN 205	3	PHIL 312	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

<b>SUMMER</b>	
<b>COURSE</b>	<b>CREDITS</b>
MATH 271	4
SOCI 102	3
HIST 105	3
<b>CREDITS 10</b>	

<b>THIRD YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
BMSC 203	1	MGNT 130	3
ELECT CS**	4	CHEM 446	4
BIOL 427	4	BMSC 400	3
HIST 253 o ART 101 o MUSI 102	3	ELECT CS **	4
PHIL 340	3	THEO 132	3
MATH 298	3		
<b>CREDITS 18</b>		<b>CREDITS 17</b>	

\*\* BIOL 450, 355, 436, 418, PHYS 301, 325, MATH 391.

Admission into the School of Veterinary Medicine at the Mississippi State University will be granted after completion of all the required courses, provided the student:

1. Maintains satisfactory standards of academic achievement, including:
    - a) A minimum cumulative Grade Point Average of 3.50.
    - b) A minimum Grade Point Average of 3.30 in Science courses.
    - c) No grades of C-, D, E or W.
    - d) No grades on a Pass/Fail or other ungraded basis in any of the courses taken except for the Orientation courses and the Veterinary Practicum.
  2. Demonstrates an understanding of the veterinary medical profession via completion of the veterinary practicum at the PCUPR.
  3. Demonstrates proficient communication skills in English and Spanish.
  4. An interview conducted face-to-face or via video link with members of MSU-CVM's Admission Committee.
  5. Letter of approval from the PCUPR's Selection Committee.
- At the end of the first year at the School of Veterinary Medicine, the student qualifies for the Bachelor of Science Degree in Biomedical Sciences and upon completion of the four years for the Degree of Doctor of Veterinary Medicine.

### CURRICULUM FOR THE BINARY PROGRAM OF SCIENCE AND VETERINARY MEDICINE (B.S./D.V.M.)

(Consortium PCUPR and School of Veterinary Medicine, University of Wisconsin-Madison)

Students who participate in this Program may credit the following courses: Spanish six credits (SPAN 141-142), English six credits (ENGL 213-214), either reaching a score of 700 or higher on the College Board Examination Board or taking the Advanced Level Tests and passing them with a score of 3 or more. They may also pass with a score of 4 or 5 the Advanced Level Test (Mathematics II) that credits six credits of Algebra and Trigonometry (MATH 141-142). They can also take courses in the University as High School Honor students.

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 105	4	CHEM 106	4
BIOL 107	4	BIOL 108	4
ENGL 213	3	ENGL 214	3
SPAN 141	3	SPAN 142	3
MATH 141	3	MATH 142	3
		PHED (Elective)	1
ORIE 003	0	ORIE 004	0
CREDITS 17		CREDITS 18	

SUMMER	
COURSE	CREDITS
CHEM 231 – 201	4
CHEM 232 – 202	4
CREDITS 8	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PHYS 215	4	PHYS 216	4
BIOL 221	4	BIOL 303	4
THEO 130	3	THEO 131	3
BMSC 201	1	BMSC 202	1
ENGL 383	3	ENGL ELECT/BTEC 213	3
SPAN 205	3	PHIL 312	3
CREDITS 18		CREDITS 18	

SUMMER	
COURSE	CREDITS
MATH 271	4
SOCI 102	3
HIST 105	3
CREDITS 10	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BMSC 203	1	MGNT 130	3
ELECT CS**	4	CHEM 446	4
BIOL 427	4	BMSC 400	3
HIST 253 o ART 101 o MUSI 102	3	ELECT CS **	4
PHIL 340	3	THEO 132	3
MATH 298	3		
CREDITS 18		CREDITS 17	

\*\* BIOL 450, 355, 436, 418, PHYS 301, 325, MATH 391.

Admission into the School of Veterinary Medicine at the University of Wisconsin-Madison will be granted after completion of all the required courses, provided the student:

1. Maintains satisfactory standards of academic achievement, including:
  - a) A minimum cumulative Grade Point Average of 3.50.
  - b) A minimum Grade Point Average of 3.30 in Science courses.
  - c) No grades of C-, D, E or W.
  - d) No grades on a Pass/Fail or other ungraded basis in any of the courses taken except for the Orientation courses and the Veterinary Practicum.
2. Demonstrates an understanding of the veterinary medical profession via completion of the veterinary practicum at the PCUPR.
3. Demonstrates proficient communication skills in English and Spanish.
4. An interview conducted face-to-face or via video link with members of University of Wisconsin-Madison Admission Committee.
5. Letter of approval from the PCUPR's Selection Committee.

At the end of the first year at the School of Veterinary Medicine, the student qualifies for the Bachelor of Science Degree in Biomedical Sciences and upon completion of the four years for the Degree of Doctor of Veterinary Medicine.

**CURRICULUM FOR THE BINARY PROGRAM OF SCIENCE AND CHIROPRACTIC  
(B.S./M.D.) (Consortium PCUPR and Sherman College of Chiropractic, South Carolina)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
CHEM 105	4	CHEM 106	4
BIOL 107	4	BIOL 108	4
MATH 141	3	MATH 142	3
ENGL ____	3	ENGL ____	3
SPAN 141	3	SPAN 142	3
PHED ELECT	1		
ORIE 003	0	ORIE 004	0
<b>CREDITS 18</b>		<b>CREDITS 17</b>	

SUMMER	
COURSE	CREDITS
CHEM 231-201	4
CHEM 232-202	4
<b>CREDITS 8</b>	



SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
PHYS 215	4	PHYS 216	4
BIOL 360	4	BIOL 361	4
PSYC 103	3	PSYC 104	3
ENGL _____	3	ENGL _____	3
SPAN 205	3	THEO 130	3
CREDITS 17		CREDITS 17	

SUMMER
Students are urged to participate in volunteer work, internship, study abroad or research.

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
PHIL 340	3	CHEM 446	4
THEO 131	3	THEO 132	3
MATH 298	3	BMSC 400	3
BIOL 427	4	HIST 105	3
SOCI 102	3	MGNT 130	3
CREDITS 16		CREDITS 16	

Admission to the B.S./D.C. Program automatically guarantees admission into Sherman College of Chiropractic after completion of all the required courses as long as the student:

Maintains satisfactory standards of academic achievement including:

1. Minimum Grade Point Average of 3.00 each semester at the PCUPR.
2. Minimum Grade Point Average of 3.00 in overall course work.
3. No grades of C-, D, F or W.

At the end of the first year (completed satisfactorily) at the Sherman College of Chiropractic, the student qualifies for the Bachelor of Science Degree in Biomedical Sciences.

**CURRICULUM FOR THE DUAL DEGREE PROGRAM OF A BACHELOR OF SCIENCE AND  
MASTER OF PUBLIC HEALTH  
(B.S./M.P.H.) (Consortium PCUPR and Ponce Health Sciences University)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL _____	3	ENGL _____	3
SPAN 141	3	SPAN 142	3
CHEM 105	4	CHEM 106	4
BIOL 107	4	BIOL 108	4
MATH 141	3	MATH 142	3
		PHED (Elective)	1
ORIE 003	0	ORIE 004	0
<b>CREDITS 17</b>		<b>CREDITS 18</b>	

SUMMER			
COURSE	CREDITS	COURSE	CREDITS
*ART 101 or MUSI 102 or THEA 101	3	*PHIL 312	3
<b>CREDITS 3</b>		<b>CREDITS 3</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL _____	3	SPAN 205	3
CHEM 231 y 201	4	CHEM 232 y 202	4
PHYS 215	4	PHYS 216	4
THEO 130	3	THEO 131	3
PSYC 103	3	PSYC 104	3
<b>CREDITS 17</b>		<b>CREDITS 17</b>	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SOCI 102	3	CHEM 446 o BIOL 436	4
BIOL 360	4	BIOL 361	4
THEO 132	3	MATH 298	3
PHIL 340	3	BMSC 400	3
HIST 105	3	HIST 253	3
BIOL 399 o CHEM 452 o ENSC 470	2		
CREDITS 18		CREDITS 17	

Admission to the Bachelor of Science and Master of Public Health Dual Degree Program guarantees admission into the Ponce Health Sciences University upon completion of all the requirements of the PCUPR component provided the student

1. Completes the curricular sequence within the established time frame (maximum 3 years) and maintains satisfactory standards of academic achievement including:
  - Minimum Grade Point Average of 3.30
  - Minimum cumulative Grade Point Average of 3.00 in all Science courses
  - No grades lower than C
2. Takes the Admissions Test for Graduate Studies: Graduate Record Examination (GRE) or Examen de Admisión a Estudios Graduados (EXADEP) after completion of ninety (90) credits.
3. Demonstrates professional behavior in accordance with Institutional academic policies and values.
4. Submits required documentation in accordance with the Ponce Health Sciences University's admissions policies and procedures.

**CURRICULUM FOR THE DUAL DEGREE PROGRAM OF SCIENCE  
AND Ph.D. IN BIOMEDICAL SCIENCE  
(B.S./Ph.D.) (Consortium PCUPR and Ponce Health Sciences University)**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL _____	3	ENGL _____	3
SPAN 141	3	SPAN 142	3
CHEM 105	4	CHEM 106	4
BIOL 107	4	BIOL 108	4
MATH 141	3	MATH 142	3
		PHED (Elective)	1

ORIE 003	0	ORIE 004	0
<b>CREDITS 17</b>		<b>CREDITS 18</b>	

## SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PSYC 103	3	PSYC104	3
ENGL _____	3	SPAN 205	3
CHEM 231-201	4	CHEM 232-202	4
PHYS 215	4	PHYS 216	4
THEO 130	3	THEO 131	3
<b>CREDITS 17</b>		<b>CREDITS 17</b>	

## THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 360	4	BIOL 361	4
PHIL 340	3	MATH 298	3
HIST 105	3	BIOL 399	2
THEO 132	3	BMSC 400	3
SOCI 102	3	PHIL 312	3
<b>CREDITS 16</b>		<b>CREDITS 15</b>	

Admission to the Bachelor of Science and Master of Public Health Dual Degree Program guarantees admission into the Ponce Health Sciences University upon completion of all the requirements of the PCUPR component provided the student

5. Completes the curricular sequence within the established time frame (maximum 3 years) and maintains satisfactory standards of academic achievement including:
  - Minimum Grade Point Average of 3.30
  - Minimum cumulative Grade Point Average of 3.00 in all Science courses
  - No grades lower than C
6. Takes the Admissions Test for Graduate Studies: Graduate Record Examination (GRE) or Examen de Admisión a Estudios Graduados (EXADEP) after completion of ninety (90) credits.
7. Demonstrates professional behavior in accordance with Institutional academic policies and values.
8. Submits required documentation in accordance with the Ponce Health Sciences University's admissions policies and procedures.

## NOTES:

- a) The Bachelor of Biomedical Sciences Degree will be awarded to every student in the Binary Programs who, after completion of the corresponding curriculum and special requirements, is admitted to the consortium institution via automatic or regular admission.
- b) The Binary and the Transfer Programs are subject to curricular changes at the Pontifical Catholic University and at the participating institutions of the respective consortia. Therefore, it is essential that the student maintain continuous communication with the Biomedical Sciences Program Director who is a Liaison Officer for the Binary Programs.

## COURSE DESCRIPTIONS

### **BMSC 201: FIELD EXPERIENCES I IN VETERINARY MEDICINE**

Course designed for Pre-Veterinary students. Under the supervision of a Doctor of Veterinary Medicine, the student will be introduced to proper professional practices and will initiate the development of skills and attitudes characteristics of the discipline.

100 hours, 1 summer, 1 credit

### **BMSC 202: FIELD EXPERIENCES II IN VETERINARY MEDICINE**

#### **Prerequisite: BMSC 201**

Course designed for Pre-Veterinary students. Under the supervision of a Doctor of Veterinary Medicine, the student will relate to proper professional practices and will continue to develop skills and attitudes characteristic of the discipline which were introduced in practice course BMSC 201.

100 hours, 1 semester, 1 credit

### **BMSC 203: FIELD EXPERIENCES II IN VETERINARY MEDICINE**

#### **Prerequisite: BMSC 202**

Course designed for Pre-Veterinary students. Under the supervision of a Doctor of Veterinary Medicine, the student will relate to proper professional practices and will continue to develop skills and attitudes characteristic of the discipline which were introduced in practice course BMSC 202.

100 hours, 1 semester, 1 credit

### **BMSC 400 INTEGRATIVE BIOETHICS**

#### **Prerequisite: PHIL 340**

Analysis of the ethical and bioethical aspects related to the different fields of science. Discussions include the fundamental principle of human dignity, ethical aspects based on a philosophical anthropology as related to the new challenges and problems inherent to the advancement of science. The course is based on the school of personalist thinking, as part of an integral bioethics, as promoted by the Catholic Church.

3 hours, 1 semester, 3 credits

### **GESC 280: INTRODUCTION TO SCIENTIFIC RESEARCH**

Introductory course focusing on design, methodology, analysis, and responsible conduct in scientific research. Includes preparation and evaluation of research proposals, reports, and review articles.  
2 hours, 1 semester, 2 credits

## **DEPARTMENT OF BIOLOGY**

***Dr. Carlos Lugo Ortíz, Director***

***Faculty:*** Juan F. Acevedo, Dallas Alston, Hna. Nancy Arroyo, Virginia Báez, Rosa Berríos, Conrado M. Calzada, Edwin Carrasquillo, Gladys Chompré, Xavier Cruz, Marielly Cuevas, Jennilka Garriga, Lymarie González, Carlos Lugo, Zaira Mateo, Marla Méndez, Sandra Molina, Haydée Morales, Ana Pérez, Dinah Ramos, Carmen Reyes, Mishelle Rivera, Abeliz Rosado, Hesmy Sánchez, Alma Santiago, Cariluz Santiago, Olga Santiago, Jasmine Seda, and Ceidy Torres.

### **BACHELOR OF SCIENCE DEGREE IN BIOLOGY, BACHELOR OF SCIENCE DEGREE IN BIOTECHNOLOGY, AND BACHELOR OF SCIENCE DEGREE IN ENVIRONMENTAL SCIENCE**

The Department of Biology offers bachelor in Biology, Biotechnology or Environmental Sciences. The goal is to empower students to perform scientific research, be educators and professionals in fields related to the disciplines, and perform graduate studies.

### **BACHELOR OF SCIENCE DEGREE IN BIOLOGY**

#### **OBJECTIVES:**

1. Demonstrate responsibility towards the conservation and protection of all the forms of life in the planet.
2. Analyze problems of biological origin and be able to present solutions.
3. Develop oral and written communication skills to explain biological concepts and facilitate the scientific dialogue.
4. Defend life sciences knowledge, without adversely affecting people with different point of view.
5. Instill ethical principles that are consistent with our discipline and with the protection of all life forms.
6. Apply qualitative and quantitative procedures of the scientific method to solve biological problems.
7. To promote scientific and technological literacy to help express the biological knowledge.
8. Use conflict management skills for solving biological problems.
9. Develop skills in the use of materials and laboratory equipment.
10. Develop the capacity to complete graduate studies.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE IN BIOLOGY

	CREDITS
General Education	69
College Requirements	19
Concentration requirements and related courses	
COURSE	CREDITS
Zoology – BIOL 221	4
Botany - BIOL 222	4
Microbiology – BIOL 303	4
Ecology - BIOL 340	4
Genetics - BIOL 427	4
Capstone course on Biology - BIOL 498	2
<i>BIOL (Electives at 300 and 400 level; a minimum of 8 credits at 400 level)</i>	14
Organic Chemistry I and II - CHEM 231-232	6
Organic Chemistry Laboratory I y II - CHEM 201-202	2
<b>TOTAL</b>	<b>132</b>

### CURRICULUM FOR THE BACHELOR OF SCIENCE DEGREE IN BIOLOGY

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 107	4	BIOL 108	4
CHEM 105	4	CHEM 106	4
MATH 141	3	MATH 142	3
SPAN 141	3	SPAN 142	3
ENGL_____	3	ENGL_____	3
		PHED ELECT ____	1
ORIE 003	0	ORIE 004	0
<b>CREDITS</b>	<b>17</b>	<b>CREDITS</b>	<b>18</b>

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 221	4	BIOL 222	4
CHEM 231	3	CHEM 232	3

CHEM 201	1	CHEM 202	1
SPAN 205	3	ART 101 o MUS 102 o THEA 101	3
ENGL_____	3	SOCI 102	3
THEO 130	3	THEO 131	3
<b>CREDITS</b>	<b>17</b>	<b>CREDITS</b>	<b>17</b>

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 303	4	BIOL 340	4
PHYS 215	4	PHYS 216	4
HIST 105	3	HIST 253	3
PHIL 312	3	PHIL 340	3
THEO 132	3	POSC/SOCI/PSYC HIST/ECON/PUAD	3
<b>CREDITS</b>	<b>17</b>	<b>CREDITS</b>	<b>17</b>

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 427	4	BIOL 498	2
BMSC 400	3	MGNT 130	3
Electivas en Biología (nivel 300/400)	7	BIOL 250	3
		Electivas en Biología (nivel 300/400)	7
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>14</b>

Master in Science in Biotechnology or Environmental Sciences are offerings for students interested in continuing toward a master degree. These programs are described in the Graduate Catalog. The Master in Biotechnology requires Molecular Biology – BIOL 436.

Students interested in studying medicine, dentistry and related areas are advised to take the following courses: Developmental Biology (Embryology) – BIOL 320, Human Biology I and II – BIOL 260 and 261 and Molecular Biology - BIOL 436. In addition, we recommended courses in General Psychology – PSYC 103 and 104, and 3 additional credits in English for admission to some medical schools.



Students interested in studying Medical Technology are required to take the following courses: Analytical Chemistry Quantitative - CHEM 220, Human Biology II - BIOL 261 and among the elective courses in Biology the following: Immunology - BIOL 355 and Molecular Biology - BIOL 436.

## **COURSE DESCRIPTIONS**

### **BIOL 105 BASIC PRINCIPLES OF MICROBIOLOGY**

This course is a requirement for the Nursing and Cardiovascular Technology programs. It examines the microorganisms related to health and emphasizes the control mechanisms and symptoms of diseases caused by them. The laboratory includes techniques for culture and identification of microorganisms studied during the lectures.

3 hours lecture, 3 hours laboratory, 1 semester, 4 credits

### **BIOL 107-108 GENERAL BIOLOGY I AND II**

Basic courses for students of natural sciences. The fundamentals of biology are explored, with emphasis on laboratory experiences. Topics include cell structure and function, metabolism, genetics, taxonomy, evolution, and ecology. The student acquires experiences in collaborative group work.

3 hours lecture, 3 laboratory hours, 2 semesters, 8 credits (4 credits each)

### **BIOL 115 FUNDAMENTALS OF ENVIRONMENTAL SCIENCES AND ECOLOGY**

Course on the fundamentals of environmental sciences and ecology with a humanistic approach. The characteristics of the natural sciences and the importance of data and measurements are discussed. It deals with ethical aspects of the environmental sciences and ecology, particularly regarding pollution and conservation.

3 hours of lecture, 1 semester, 3 credits

### **BIOL 116 FUNDAMENTALS OF HUMAN BIOLOGY**

Science course for the General Education curriculum. The course deals with basic concepts of human biology and health conditions. The different systems of the human body and diseases or more common health conditions are discussed. Delivery approach will be traditional and/or online virtual lectures, tasks, chat rooms, and other electronic modalities.

3 hours of lecture, 1 semester, 3 credits

### **BIOL 221 ZOOLOGY**

#### **Requirement: BIOL 108**

Topics of this course include the general aspects of the structure, function, ethology, and evolution of animals. The major animal taxonomic groups are described with reference to local and global fauna. The economic and ecological value of various species are discussed. Dissections are performed during the laboratory, including the study of live, preserved, and model specimens. One field trip provides an opportunity for the students to apply their experiences as collaborative work.

3 hours lecture, 3 hours laboratory, 1 semester, 4 credits

### **BIOL 222 BOTANY**

#### **Requirement: BIOL 108**

Study of the structure and physiology of plants. Plant taxa are discussed, including examples of each.

The evolutionary development of plants, classification, anatomy, morphology, and life cycles are discussed. Cooperative learning activities and presentations are conducted. Lecture material is reinforced with laboratory work where students examine living and preserved plant material.  
3 hours lecture, 3 hours laboratory, 1 semester, 4 credits

### **BIOL 240-241 HUMAN ANATOMY AND PHYSIOLOGY I and II**

Courses designed for students of Nursing, Physical Education, and Cardiovascular Technology. Topics include cell biology, organization, and human body systems, including support, protection, and movement; control and integration; and maintenance and continuity. The course emphasizes concepts learned during lecture through laboratory experiences.  
2 hours lecture, 3 hours laboratory, 2 semesters, 6 credits

### **BIOL 242 CARDIOVASCULAR AND RESPIRATORY BIOLOGY**

#### **Requirement: BIOL 241**

Course designed for students in Cardiovascular Technology and Nursing. The role of the cardiovascular system and its relation to the maintenance of homeostasis are emphasized, as well as interaction with the respiratory system and other systems. The student develops the ability to analyze changes that occur in the pressure-volume curves at the cardiovascular level, the cardiac cycle, and blood pressure. The ventilation mechanism and control it has on the exchange of gases is explained. Students make oral reports on the pathology of the cardiovascular and respiratory systems, disease prevention, and health maintenance.  
3 hours lecture, 3 hours laboratory, 1 semester, 4 credits

### **BIOL 250 BIOSTATISTICS**

#### **Requirement: BIOL 108**

This course enables students to establish a hypothesis, analyze quantitative and qualitative data from experiments as from observational studies and draw conclusions from statistical tests. It includes probability, binomial models, distribution types, descriptive statistics and hypothesis tests such as comparative tests among groups, association between variables and categorical analysis. The EXCEL program and the statistical software SPSS are used. All skills developed in this course will serve as a basis to be able to analyze results generated from research in other courses and at a professional level.  
3 hours, 1 semester, 3 credits

### **BIOL 303 MICROBIOLOGY**

#### **Requirement: BIOL 108 and CHEM 106**

This course include the study of virus, archaea, bacteria, fungi and protist and their relationship to humans. Cellular and physiological characteristics are studied as criteria for the identification, the most important ones of the different taxa and the genetics of these groups. The control mechanisms of microorganisms and their industrial application are described, as their environmental and clinical importance. Laboratory experiences are emphasized.  
3 conference hours, 3 laboratory hours, 1 semester, 4 credits

### **BIOL 315 ORNITHOLOGY**

#### **Requirement: BIOL 221**

This course studies the morphology, physiology, ecology, distribution and biological and economical importance of birds from Puerto Rico. The laboratory experience includes field trips to observe and study birds from aquatic and terrestrial ecosystems. This course helps the study acquire experience in collaborative group work.

2 conference hours, 3 laboratory hours, 1 semester, 3 credits

### **BIOL 320 DEVELOPMENTAL BIOLOGY**

#### **Requirement: BIOL 108**

This course will examine the cellular and molecular mechanisms of human development and of other vertebrate and invertebrate organisms. The importance of regulatory mechanisms and intrinsic and extrinsic factors that can alter the development are also studied. Laboratory experiences will allow the student to observe microscopic and macroscopic changes related to the development of vertebrate and invertebrate organisms.

2 conference hours, 3 laboratory hours, 1 semester, 3 credits

### **BIOL 327 INTRODUCTION TO ORGANIC EVOLUTION**

#### **Requirement: BIOL 108**

A study of the scientific evidence supported by the biological evolution in organisms and the examination of the mechanisms related to the micro and macro-evolutionary changes. Genetics changes that occurred in populations are discussed and the molecular, ecological and ethological factors that influence these changes. The different concepts related to species are examined and phylogenetic hypothetical reconstructions are made based on models.

3 hours, 1 semester, 3 credits

### **BIOL 340 ECOLOGY**

#### **Requirement: BIOL 108**

This course covers the interrelationships of living organisms and their abiotic environment. It is based on population, community and ecosystem concepts. It enables the student to integrate concepts from other sciences in a holistic framework. Laboratory experiences include field trips, sampling and data record and analysis.

3 conference hours, 3 laboratory hours, 1 semester, 4 credits

### **BIOL 343 INTRODUCTION TO ENTOMOLOGY**

#### **Requirement: BIOL 108**

Introductory course to the Insecta class for students in the science bachelor program. Aspects related to biology, classification, ecology, behavior and control of insects are discussed to different ecosystems. This course includes trips to different ecosystems to collect insects. A final collection is required from each student.

2 conference hours, 3 laboratory hours, 1 semester, 3 credits

### **BIOL 345 PLANCTOLOGY**

#### **Requirement: BIOL 108**

This course examines the marine and fresh waters planktonic communities from an ecological and taxonomic view point. Techniques for sampling and analysis of zooplankton and phytoplankton are covered.

1 hour conference, 3 laboratory hours, 1 semester, 2 credits

### **BIOL 355 IMMUNOLOGY**

#### **Requirements: BIOL 108 and CHEM 106**

This course examines the defense mechanisms of the human body, focusing especially on the essential cellular and molecular immunology concepts. Processes related to innate immune response and its integration with and in dependence to the adaptive immune response are analyzed. The integration of clinical case studies allows the analysis of the importance of the efficiency of the immunological system for maintaining the physical integrity and homeostasis of the human body.

3 conference hours, 1 semester, 3 credits

### **BIOL 360-361 HUMAN BIOLOGY I Y II**

#### **Requirement: BIOL 108**

Integrated course of the structure and function of all the body's systems: integumentary, skeletal, muscular, circulatory, respiratory, digestive, urinary, reproductive, endocrine and nervous. Both courses are designed for students interested in further studies related to health and psychology. There is special emphasis given to laboratory experiences.

3 conference hours, 3 laboratory hours, 2 semester, 8 credits

### **BIOL 399 BIOLOGY RESEARCH**

#### **Requirements: BIOL 108 and any other course the Professor directing the research may require**

The student is advised and guided by the professor in the process of doing research, following the scientific method. Developing oral and written communication skills is an important part of the course, so is integrating biostatistics and the use of computers. An oral and written presentation related to the research experience is required.

Minimum 6-9 contact hours in accordance with the mentor. 1 semester, 2 or 3 credits

### **BIOL 401 TAXONOMY OF ANGIOSPERMS**

This course allows students to classify and identify angiosperms species with an emphasis on trees in Puerto Rico. It includes collection and preservation techniques and the use of taxonomic keys.

Acquired knowledge and experiences will become an useful tool for any other job or research which requires knowledge of our flora. Laboratory experiences includes and require field trips to collect samples that will be identified and preserved in a herbarium.

2 conference hours, 3 laboratory hours, 1 semester, 3credits

### **BIOL 413 MICOLOGY**

#### **Requirements: BIOL 108 and BIOL 303**

This course examines the morphology, physiology and reproduction of the main groups of fungi as criteria for their classification. It includes ecology, genetics and biochemistry aspects. Each phylum of fungi is studied in the laboratory.

2 conference hours, 3 laboratory hours, 1 semester, 3 credits

### **BIOL 418 PARASITOLOGY**

#### **Requirements: BIOL 108 and BIOL 221**

This course discusses parasites affecting human beings and domestic animals. The emphasis is on taxonomic groups with epidemiological importance. The conferences describe their structure and life cycle. Representative groups are examined in the laboratory.

2 conference hours, 3 laboratory hours, 1 semester, 3 credits

### **BIOL 424 HISTOLOGY**

#### **Requirement: BIOL 108**

This course covers the anatomy and physiology of human tissues. Laboratory experiences include microscopy and histological and histochemical methods.

3 conference hours, 3 laboratory hours, 1 semester, 4 credits

### **BIOL 427 GENETICS**

#### **Requirements: BIOL 108 and CHEM 106**

This course examines the structure and expression of genes as the basis for life. Mendel's postulates and their impact on modern science are discussed. The course covers various themes: cytogenetic, population genetic, quantitative genetics, molecular genetics and their importance in the development and adaptation of organisms. It also analyzes gene manipulation from a Bioethical standpoint. There is emphasis given to laboratory experiences.

3 conference hours, 3 laboratory hours, 1 semester, 4 credits

### **BIOL 429 ECOSYSTEMS OF PUERTO RICO**

#### **Requirements: BIOL 221, BIOL 222 y BIOL 340**

This course explores the different types of ecosystems in Puerto Rico from an ecological point of view: marine, terrestrial, and fresh water ecosystems, and their use, management and conservation. The student is guided to be able to integrate other knowledge and skills acquired in other courses such as botany, zoology and ecology. Written and oral communication skills are also fostered. The student has to work independently and in group settings. The course includes field trips to different ecosystems in the island.

3 conference hours, 3 laboratory hours, 1 semester, 4 credits

### **BIOL 431 MARINE BIOLOGY**

#### **Requirements: BIOL 221 and BIOL 222; must know how to swim**

This course covers the morphology, classification and ecology of species of different marine ecosystems in Puerto Rico such as coral reefs, mangroves, estuaries, sea grass beds, rocky and sandy coasts. Laboratory experiences include study trips to these ecosystems.

3 conference hours, 3 laboratory hours, 1 semester, 4 credits

### **BIOL 436 MOLECULAR BIOLOGY**

#### **Requirements: BIOL 108 and CHEM 232**

This course examines the molecular basis and regulation of the main biological processes. It integrates genetic and biochemistry concepts. Students learn the importance of biomolecules, protein synthesis, gene regulation, and genetic engineering models. The students learn to use common molecular genetics techniques utilized in the lab. There is also emphasis given to the importance of bioethics and the directives of the Catholic Church regarding the gene and genome manipulation.

3 conference hours, 3 laboratory hours, 1 semester, 4 credits

### **BIOL 450 CELL PHYSIOLOGY**

#### **Requirement: BIOL 108**

The main aim of this course is to understand the structure and function of cells and their organelles. Discusses cell signaling processes, intra and extra cellular traffic, the regulatory mechanisms of the cell cycle, and alterations in the cycle that affect the functioning of the cells and/or the organism as a whole. The student is guided through the critical analysis of scientific articles that highlight cellular physiology. Laboratory experiences will enable students to learn techniques for the study of the morphology and functioning of cell organelles.

3 conference hours, 3 laboratory hours, 1 semester, 4 credits

### **BIOL 460 NEUROSCIENCE**

#### **Requirement: BIOL 361**

This course examines in details the composition of the Human Nervous System and its function. It also includes studying how modifications in the anatomy and/or functioning of this system can manifest in somatic, mental or behavior disorders. It is expected that students develop the necessary skills to critically analyze up to date scientific literature in the Neuroscience field. Laboratory experiences focus on a deeper comprehension of the physiology of the Neuro System through demonstrations and dissections.

3 conference hours, 3 laboratory hours, 1 semester, 4 credits

### **BIOL 498 CAPSTONE COURSE IN BIOLOGY**

#### **Requirement: Must present evidence of having approved all the required courses of the Biology Concentration**

This is an integrated course (Capstone) for senior students and a Prerequisite for graduation in the Biology concentration. The course is designed to broadening the student's perspective in biological sciences and prepares him to pursue graduate studies and/or join the workforce. A special emphasis is given to the critical analysis of scientific articles and the oral and written communication skills.

2 conference hours, 1 semester, 2 credits

## BACHELOR OF SCIENCE DEGREE IN BIOTECHNOLOGY

The goal of the *Bachelor in Science-concentration in Biotechnology* is: to qualify competent individuals to receive a multidisciplinary formation and a general knowledge of the techniques applied to the Biotechnology field.

### OBJETIVES

1. Implement an education of excellence in science, oriented to the learning of the principles and the theories in the biotechnology field, through the practical-theoretical development of basic bioscience.
2. Based on ethical and Christian values, promote the critical analysis of the problems that the application of biotechnology generates in our society.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE IN BIOTECHNOLOGY

	CREDITS
<b>General Education</b> Includes ECON 201	<b>69</b>
<b>Requirements of the College of Sciences</b>	<b>19</b>
<b>Concentration Requirements</b>	<b>35 /36</b>
BTEC 201 –General Biotechnology	3
BTEC 213 - Technical and Scientific Writing in English	3
BTEC 324 – Fundamentals in Agricultural Biotechnology	3
BTEC 420 –Tissue Culture Techniques	3
ENSC 313 – Environmental Microbiology	3
BIOL 355 – Immunology	3
BIOL 427 – Genetics	4
CHEM 446 ó BIOL 436 Biochemistry or Molecular Biology	4
<b>Major Electives</b> BIOL, CHEM ó ENSC 300 ó 400 level	<b>3 ó 4</b>
<b>Directed Electives</b>	<b>6</b>
BTEC 222 - Plant Propagation Techniques BTEC 411 - Introduction to Bioinformatics BIOL 343 Introduction to Entomology	
<b>Related Requirements</b>	<b>14</b>
CHEM 231, 232, 201, 202 Organic Chemistry I, Organic Chemistry II, Organic Chemistry I & II Laboratory	8
<b>Total</b>	<b>131 - 132</b>

**CURRICULUM FOR THE BACHELOR OF SCIENCE DEGREE IN BIOTECHNOLOGY**

<b>FIRST YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
BIOL 107	4	BIOL 108	4
CHEM 105	4	CHEM 106	4
MATH 141	3	MATH 142	3
SPAN 141	3	SPAN 142	3
ENGL _____	3	ENGL _____	3
ORIE 003	0	ORIE 004	0
<b>CREDITS</b>	<b>17</b>	<b>CREDITS</b>	<b>17</b>

<b>SECOND YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
ENSC 313	3	BTEC 201	3
CHEM 231	3	CHEM 232	3
CHEM 201	1	CHEM 202	1
SPAN 205	3	BTEC 213	3
ENGL _____	3	BIOL 250	3
THEO 130	3	ART 101 o MUS 102 o THEA 101	3
<b>CREDITS</b>	<b>16</b>	<b>CREDITS</b>	<b>16</b>

<b>THIRD YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
BIOL 427	4	BTEC 324	3
HIST 105	3	HIST 253	3
PHIL 312	3	ECON 201	3
PHYS 215	4	PHYS 216	4
THEO 131	3	BTEC ELECT	3
		PHED ELECT	1
<b>CREDITS</b>	<b>17</b>	<b>CREDITS</b>	<b>17</b>



FOURTH YEAR			
FIRST SEMESTER		FIRST SEMESTER	
COURSE	COURSE	COURSE	COURSE
BTEC 420	3	BIOL, CHEM o ENSC ELECT	3 o 4
SOCI 102	3	MGNT 130	3
BIOL 436 o CHEM 446	4	BIOL 355	3
PHIL 340	3	BMSC400	3
THEO 132	3	BTEC Electiva	3
<b>CREDITS</b>	<b>16</b>	<b>CREDITS</b>	<b>15 o 16</b>

## COURSE DESCRIPTIONS

### BTEC 201 GENERAL BIOTECHNOLOGY

**Requirements: BIOL 108 and CHEM 106**

The history of biotechnology and the regulations in research and industrial biotechnology laboratories are presented in this course. Other themes covered are biotechnology products, common biotechnology techniques and their applications. Aspects regarding professionalism and ethics in biotechnology are presented also.

3 hours, 1 semester, 3 credits

### BTEC 213 TECHNICAL AND SCIENTIFIC WRITING IN ENGLISH

**Requirements: BIOL 108 and ENGL115**

This course will train students in the comprehension and writing in English of technical reports and scientific articles. The student will become familiar with the scientific style and will be able to identify common errors in writing.

3 hours, 1 semester, 3 credits

### BTEC 222 PLANT PROPAGATION TECHNIQUES

**Requirements: BIOL 303 or ENSC 313**

This course covers basic concepts related to the structure and development of plants. It describes the methodology and the techniques to increase germplasm. It presents the diversity of useful structures in plant propagation and describes the specific vegetative material for propagation. Practical problems in vegetative propagation are discussed and commercial propagation techniques are also presented.

2 hours conference, 3 hours laboratory, 1 semester, 3 credits

### BTEC 324 FUNDAMENTALS IN AGRICULTURAL BIOTECHNOLOGY

**Requirement: BIOL 108**

This course covers the different methodologies used in agriculture for generating important genetically modified plants utilizing diverse DNA clones. The applications related to these processes include: the development of more nutritious plants, resistant to biotic factors or tolerant to abiotic factors, in order to

obtain a better yield. Regulations, biosecurity and ethical aspects of the genetically modified crops are analyzed.

3 hours, 1 semester, 3 credits

### **BTEC 411 INTRODUCTION TO BIOINFORMATICS**

**Requirements: BIOL 427 and COSC 210**

This course focuses on the use of scientific data base and the theory related to the computational analysis of DNA, RNA and proteins. The analysis of homologous sequences, specific regions, gene expression and the construction and application of phylogenetic trees are covered.

3 hours, 1 semester, 3 credits

### **BTEC 420 TISSUE CULTURE TECHNIQUES**

**Requirement: BIOL 427**

Theory and applications of plant and animal tissue culture includes: maintenance, manipulation, analysis and optimization of animal cell culture. The study of those principles and applications related to plant tissue culture include plant transfection and micropropagation principles.

2 hours conference, 3 hours laboratory, 1 semester, 3 credits

## **BACHELOR OF SCIENCE DEGREE IN ENVIRONMENTAL SCIENCES**

**The main objective of this program is to provide Puerto Rico with professionals who consciously and responsibly, to address different environmental problems through scientific analysis**

### **OBJETIVES**

1. Demonstrate responsibility towards the conservation and protection of the Biosphere recognizing it as the home of all species.
2. Use critical thinking to solve situations that negatively affect the quality of the environment within a holistic framework.
3. Improve skills of oral and written communication for the analysis of environmental issues.
4. To defend the knowledge in environmental sciences, without undermining other different view points.
5. Instill ethical principles and apply them in different situations that students will face as professionals in environmental sciences.
6. Use qualitative and quantitative methods as a valid procedure for verification of hypotheses or to answer research questions.
7. Develop skills for managing information and technology that are applicable to the environmental sciences.
8. To enable the student to manage conflicts in their profession.
9. Develop skills in the use of materials and laboratory equipment.
10. Develop the capacity to complete graduate studies.

## REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE IN ENVIRONMENTAL SCIENCE

	CREDITS
<b>General Education</b>	<b>69</b>
<b>College Requirements</b>	<b>19</b>
<b>Concentration requirements and related courses</b>	<b>34</b>
Ecology – BIOL 340	4
Ecosystems of Puerto Rico - BIOL 429	4
Environmental Chemistry – CHEM 350	4
Energy and Environment – PHYS 325	3
Environmental Microbiology – ENSC 313	3
Environmental Problems and Management - ENSC 350	4
Hazardous and Non Hazardous Solid Wastes - ENSC 440	3
Water Treatment Systems - ENSC 450	3
Air Contamination– ENSC 451	3
Practicum or Research in Environmental Sciences - ENSC 470 o ENSC 480	2
Topics in Environmental Sciences – ENSC 490	1
<b>* Major Electives</b>	<b>3 or 4</b>
Fundamentals of Environmental Epidemiology – ENSC 360 (3), Zoology – BIOL 221 (4), Botany – BIOL 222 (4), Ornithology – BIOL 315 (3), Introduction to Organic Evolution – BIOL 327 (3), Introduction to Entomology – BIOL 343 (3), Taxonomy of Angiosperms – BIOL 401 (3) or Marine Biology – BIOL 431 (4)	
Environmental Law- BLAW 410 (3)	
Quantitative Analytical Chemistry or Introduction to Instrumental Analyses CHEM 220 (4) or CHEM 420 (4)	
<b>Requirements related to the concentration</b>	<b>8</b>
Organic Chemistry I and II - CHEM 231-232	6
Organic Chemistry Lab I and II - CHEM 201-202	2
<b>TOTAL</b>	<b>133 or 134</b>

\*These courses must be approved with a C grade or higher.

## CURRICULUM FOR THE BACHELOR DEGREE IN ENVIRONMENTAL SCIENCE

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 107	4	BIOL 108	4
CHEM 105	4	CHEM 106	4

MATH 141	3	MATH 142	3
SPAN 141	3	SPAN 142	3
ENGL _____	3	ENGL _____	3
		PHED _____	1
ORIE 003	0	ORIE 004	0
<b>CREDITS</b>	<b>17</b>	<b>CREDITS</b>	<b>18</b>

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 340	4	BIOL 429	4
CHEM 231	3	CHEM 232	3
CHEM 201	1	CHEM 202	1
SPAN 205	3	ENGL _____	3
PHYS 215	4	PHYS 216	4
THEO 130	3	THEO 131	3
<b>CREDITS</b>	<b>18</b>	<b>CREDITS</b>	<b>18</b>

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
THEO 132	3	PHIL 312	3
HIST 105	3	HIST 253	3
CHEM 350	4	ENSC 450	3
ART 101 o MUSI 102	3	ENSC 440	3
ENSC 350	4	ENSC 313	3
<b>CREDITS</b>	<b>17</b>	<b>CREDITS</b>	<b>15</b>

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PHIL 340	3	BMSC 400	3
SOCI 102	3	POSC/SOCI/PSYC HIST/ECON/PUAD	3

MGNT 130	3	ENSC 470 or ENSC 480	2
BIOL 250	3	ENSC 451	3
PHYS 325	3	ELECT	3 ó 4
ENSC 490	1		
<b>CREDITS</b>	<b>16</b>	<b>CREDITS</b>	<b>14 o 15</b>

## COURSE DESCRIPTIONS

### ENSC 313: ENVIRONMENTAL MICROBIOLOGY

**Prerequisites:** BIOL 107, 108; CHEM 231

This is a requirement for the Major in Environmental Science. The course covers the main microbes that live in water, soil, and food. The environmental conditions in which these microorganisms develop, as well as methods of detection, management, and control of contaminated areas are examined. Students apply the knowledge acquired in lectures to laboratory experiences.

2 hours lecture, 3 hours laboratory, 1 semester, 3 credits

### ENSC 350: ENVIRONMENTAL PROBLEMS AND MANAGEMENT

**Prerequisite:** BIOL 340

This is a requirement for the Major in Environmental Science. The student explores the most relevant environmental problems of Puerto Rico and the planet. Emphasis is on the origin and development of the problem, as well as its management and the discussion of applicable laws and regulations at the local and international levels. The student has the opportunity to evaluate current environmental management and to present new alternatives for future management. The laboratory experiences include tours to areas where there is correct management and areas where there is incorrect management.

3 hours lecture, 3 hours laboratory, 1 semester, 4 credits

### ENSC 360 FUNDAMENTALS OF ENVIRONMENTAL EPIDEMIOLOGY

**Prerequisite:** BIOL 108

Basic course on environmental epidemiology, which provides an overview of the epidemiological strategy aimed at the study of the phenomenon cause and effect and elements that modify risk. The course includes the concept of causality, descriptive epidemiology, epidemiological study designs and research epidemics. Students will learn about the epidemiological methodology in research and the epidemiology of effects of greater importance in public health applied to environmental sciences.

3 hours lecture, 1 semester, 3 credits

### ENSC 440: HAZARDOUS AND NON-HAZARDOUS SOLID WASTES

**Prerequisite:** BIOL 340

This course is a requirement for the concentration in Environmental Science. The Environmental Public Policy for the management and disposal of solid waste in Puerto Rico is discussed, as well as applicable laws and regulations. It includes the definition, classification, characterization, and sources of different types of solid waste. The advantages and disadvantages of physical, chemical, biological, combined, and thermal treatment systems are studied. It highlights the plight of landfill systems in

terms of location, operation, design, inspection of groundwater, corrective action, closure, post-closure, financial security, and operational risks. The student has the opportunity to develop a comprehensive plan for the management of solid waste for the community or for the university.

3 hours lecture, 1 semester, 3 credits

### **ENSC 450: WATER PROCESSING SYSTEMS**

**Prerequisites:** BIOL 340, CHEM 105-106

This is a requirement for the concentration in Environmental Science. Students learn about the biological, physical, and chemical processes that are currently required for maintaining quality control of water treatment plants in the municipalities and industries of Puerto Rico. They gain knowledge on environmental issues associated with treatment plants such as monitoring of biological indicators, facility design of treatment systems, kinetic renewal processes, environmental accidents and injuries that occur in facilities, regulations in Puerto Rico and the U.S., the current conditions of facilities, and current water contamination problems. During the laboratory, field trips and extra work extending beyond the established time schedule are required.

2 hours lecture, 3 hours laboratory, 1 semester, 3 credits

### **ENSC 451: AIR POLLUTION**

**Prerequisites:** BIOL 340; CHEM 105, 106

This course is a requirement for the concentration in Environmental Science. Students acquire basic concepts of climate and their relation to air pollution. It provides the knowledge needed to understand global atmospheric issues affecting the health of human beings. It discusses global warming, the deterioration of the ozone layer, acid rain, fog photochemistry and fine particles in the atmosphere. Students are able to integrate knowledge of chemistry, physics, ecology, environmental management, environmental problems, solid wastes, and others.

3 hours lecture, 1 semester, 3 credits

### **ENSC 470: PRACTICE IN ENVIRONMENTAL SCIENCE**

**Prerequisites:** Previous selection of the practice Agency and the disposition and means to travel outside of the University Campus. (At least six (6) courses of the specialization (ENSC).)

Practice course for students in the concentration of Environmental Science. Students have the opportunity to incorporate skills acquired throughout the concentration in a public or private agency whose mission is related to the management and/or protection of the environment. The selection of the agency depends on the interests of the student and the availability of spaces at the agencies. The work plan is coordinated between the Program Director and the Supervisor at the selected agency. It requires the completion of 120 hours by the end of the semester. Students should submit a written report at the end of the semester.

Hours completed by agreement, 1 semester, 2 credits

### **ENSC 480: RESEARCH IN ENVIRONMENTAL SCIENCE**

**Prerequisites:** GESC 280, a course on Statistics and basic knowledge on the use of software to analyze and summarize data. (At least six (6) courses of the specialization (ENSC).)

This course allows students to perform scientific research in the area of Environmental Science. It requires a previous interview with a Professor conducting research related to this area. The Professor should monitor students in their research. Students must integrate written and oral communications

skills, as well as incorporate into their research an interdisciplinary approach using the knowledge acquired in previous courses. It requires six hours of research during the week and a written and oral presentation of his/her research at the end of the semester.

Hours completed by agreement, 1 semester, 2 credits

### **ENSC 490: TOPICS IN ENVIRONMENTAL SCIENCE**

**Prerequisites:** At least six (6) courses of the specialization (ENSC).

This is a seminar in which students have the opportunity to investigate, evaluate, and discuss various environmental issues that have current relevance both for the island and the planet. An oral presentation and a monograph on the subject that is investigated are required. The student and teacher may invite guest speakers to offer a better understanding of the situation.

1 hour lecture, 1 semester, 1 credit

## **DEPARTMENT OF NURSING**

### **BACHELOR'S PROGRAM**

**Dr. Rosalina Rivera Rodríguez, Director**

**Prof. Daisy Santiago Cabrera, Coordinator**

**Faculty:** Wanda González Serrano, Leila González Rivera, Mildred Lespier Ruiz, Ruth Maldonado Medina, Iris Y. Quirindongo Rivera, Elizabeth Torres Giorgi, Myriam Torres Oliveras, Roxana Lanause Rodríguez, Felícita Albizu Rivera, María del C. Toro Guzmán

### **GOALS OF THE NURSING DEPARTMENT**

The Nursing Department of Pontifical Catholic University of Puerto Rico, guided by the beliefs stated in the philosophy and objectives of the Institution, pursues the preparation of nursing professionals who

1. guided by principles of morality and Christian ethics are capable of satisfying health needs of the persons they serve;
2. are able to assume leadership in the field, thus contributing to the enrichment of the nursing profession and development of mankind; Perform their duties on behalf of humanity and the protection of life based on scientific knowledge in nursing and the natural and behavioral science fields.

Programs offered by the Nursing Department of Pontifical Catholic University of Puerto Rico prepare nurses:

1. at the BSN level capable of performing general nursing duties in diverse scenarios: and levels primary, secondary, and tertiary.
2. at the MS level as clinical nursing specialists with master degree in Mental Health and Psychiatric Nursing or Medical Surgical Nursing. These professionals will provide service the community through direct care to individuals, families, and groups; teaching in health areas; counseling; and scientific research. They will be able to teach or manage in nursing related scenarios.

## OBJECTIVES OF THE BACHELOR'S PROGRAM

Upon completion of the program, the graduate will be able to:

1. apply principles of Christian philosophy in nursing interventions;
2. apply scientific knowledge from nursing, natural science, and general education courses when making decisions in nursing;
3. use the nursing process to identify the potential health of individuals, groups, families, and communities and to meet their health needs;
4. provide comprehensive nursing care to persons without discrimination of race, sex, religion, or culture in a variety of settings;
5. use community resources to achieve the academic and professional goals of nursing students;
6. assume individual responsibility for decisions made and actions taken related to nursing intervention;
7. assume leadership as a member of the health team and community;
8. apply principles of scientific investigation in testing nursing intervention as hypothesis for the improvement of nursing practice;
9. employ appropriate actions to enhance personal and professional growth in order to cope with changes within the health care system.

## ADMISSION REQUIREMENTS

All students applying to the Bachelor of Nursing Program must

1. Meet general University requirements for admission.
2. Have minimum high school a grade index of 2.50 in a 4.00 scale and an average of 400 or more in the 5 parts the CEEB.
3. Be interviewed by a faculty member of the Nursing Department.

## DEPARTMENT OF NURSING POLICIES

Students in the Nursing Program will also be required to

1. Have general grade index of 2.00 or more in a 4.00 scale in the major field.
2. Pass nursing courses with a minimum grade of C. Any nursing course with a grade less than C or get any type of W must be repeated before other nursing courses are taken. Students who fail the same course twice may not continue in the Nursing Program.
3. Follow the curriculum as designed. Each student must complete first year courses in order to be eligible to take second year courses, and so on. Science courses are considered requisites or co-requisites for the nursing courses.
4. Obtain a Cardiopulmonary Resuscitation (CPR) certificate to meet the clinical practice centers requirements.
5. Meet the graduation requirements stated in the General University Catalog. Students whose enrollment period extends to more than ten years must have their nursing courses reevaluated. Major courses expire after 10 years and therefore must be repeated.
6. Have active health insurance.
7. Have evidence of an updated health certificate and vaccination against Hepatitis B and other diseases.



8. Submit Negative Certification of Penal Record by the Puerto Rico Police Department.
9. Comply with simulation laboratory and clinical hours of nursing courses in order to approve the course. The licensing process requires that students have the required hours in order to qualify for a license in Puerto Rico and United States.

### REQUISITES FOR THE BACHELOR OF SCIENCE IN NURSING

	CREDITS
Required General Education Courses Includes: MATH 117, PSYC 231, NURS 457, BMSC 400- eliminar BIOL 240-241, MGNT 130	60

#### Courses Required for the Major and Allied Courses

COURSES	CREDITS
NURS 132, 211	5
NURS 214, 215	7
NURS 241	4
NURS 212, 216	10
NURS 223	5
NURS 304, 340	5
NURS 321, 432	4
NURS 457, 475, 490	7
NURS 468, 483	8
NURS Electiva	2
NURS 499	1
MATH 298, BIOL 105, CHEM 123, BMSC 400	12
COSC 210	3
TOTAL	73
<b>TOTAL</b>	<b>133</b>

**CURRICULUM FOR THE BACHELOR OF SCIENCE IN NURSING  
FIRST YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NURS 211	4	NURS 214	5
BIOL 240	3	BIOL 241	3
MATH 117	3	NURS 215	2
PSYC 231	3	ENGL 115	3
ORIE 003	0	ORIE 004	0
NURS 132	1	BIOL 105	3
<b>CREDITS: 14</b>		<b>CREDITS: 16</b>	

**SECOND YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NURS 216	5	NURS 223	5
NURS 212	5	NURS 241	4
CHEM 123	3	COSC 210	3
SPAN 141	3	THEO 132	3
		HIST 105	3
<b>CREDITS: 16</b>		<b>CREDITS: 18</b>	

**THIRD YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NURS 340	3	PHIL 340	3
NURS 304	2	NURS 432	2
ENGL 201	3	NURS 321	2
SPAN 142	3	NURS Electiva	2
BMSC 400	3	ENGL 213 or 214	3
MATH 298	3	SOCI 102	3
		THEO 130	3
<b>CREDITS: 17</b>		<b>CREDITS: 18</b>	

#### FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PHIL 312	3	NURS 468	6
MGNT 130	3	NURS 483	2
NURS 475	4	HIST 253	3
NURS 457	1	SPAN 205	3
ART 101, MUSI 102 or THEA 101	3	THEO 131	3
NURS 490	2	NURS 499	1
<b>CREDITS: 16</b>		<b>CREDITS: 18</b>	

#### COURSES DESCRIPTION

##### **NURS 132 NURSING TECHNIQUES**

**Co-requisite:** NURS 211, BIOL 240

Course designed for the development of psychomotor skills corresponding to basic physiological, safety, and risk control level. Demonstrations of techniques, discussion of scientific principles, practice and evaluation in the simulated laboratory are also given.

4 laboratory hours, 1 semester, 1 credit

##### **NURS 211 FUNDAMENTAL PRINCIPLES IN NURSING CARE**

**Co-requisites:** NURS 132, BIOL 240

Introduction to the discipline of nursing, its evolution, values, organizations, and laws. Students are introduced to the use of the nursing process as a tool to meet the patient's holistic needs. Emphasis is placed on communication skills in the assessment of clients and in nursing interventions supported by scientific principles, holistic, and Christian vision of human beings, and the development of basic skills to offer nursing care. Theory is complemented by selected clinical experiences in multiple health settings.

3 hours lecture, 4 clinical practice hours, 1 semester, 4 credits

##### **NURS 212 NURSING CARE OF THE CHILD**

**Requisites:** BIOL 105, NURS 214, 215

Focus on the acquisition of knowledge and development of skills related to the care of the sick child. Identification of needs related to health from birth to adolescence is emphasized. The nursing process is utilized as a tool in providing nursing care. Course includes health history assessment and physical examination. The child is considered an integral human being within a family and a God's creature. The effect of illness and hospitalization upon the family is analyzed.

3 hours lecture, 4 clinical practice hours, 3 laboratory hours, 1 semester, 5 credits

### **NURS 214 COMMON HEALTH PROBLEMS IN THE ADULT**

**Requisites:** BIOL 240, NURS 211, 132

**Co-Requisites:** NURS 215, BIOL 241

Study and analysis of health problems which interfere with the integral functioning of individuals in the different stages of adulthood. Emphasis is placed on the nursing process as a tool to provide care for satisfying the following needs: fluids and electrolyte balance, tissue repair, protection, nutrition, urinary and intestinal elimination, and sexuality. Basic concepts of pathophysiology, interpersonal relationships, diet therapy, teaching, asepsis, pharmacotherapy, epidemiology, and Christian and ethical principles are integrated. Course provides for the development of communication skills, critical thinking, and nursing interventions.

3 hours lecture, 6 clinical practice hours, 2 laboratory hours, 1 semester, 5 credits

### **NURS 215 PRINCIPLES OF PHARMACOLOGY**

**Requisites:** MATH 117

**Co-requisites:** NURS 214

Provides for the understanding of common medicines and the developing skills for their administration. Emphasis is placed on nursing responsibilities, including posology and concepts of pharmacology. Theory is complemented with clinical practice.

2 hours lecture, 2 laboratory hours, 1 semester, 2 credits

### **NURS 216 COMPLEX HEALTH PROBLEMS IN THE ADULT**

**Requisites:** NURS 214, 215

Study and analysis of health problems which interfere with the integral functioning of individuals in the different stages of adulthood. Emphasis in the nursing process as the tool to provide and satisfy nursing care in of the following needs: oxygenation, circulation, cellular proliferation, metabolism, and chemical/neural regulation. Basic concepts of pathophysiology, interpersonal relationships, diet therapy, rehabilitation, teaching, asepsis, pharmacotherapy, epidemiology, and Christian and ethical principles in nursing care are integrated. Provides for the development of communication skills, critical thinking, and nursing interventions within the framework of the nursing process.

3 hours lecture, 6 clinical practice hours, 2 laboratory hours, 1 semester, 5 credits

### **NURS 223 NURSING CARE OF THE PREGNANT FAMILY**

**Requisites:** NURS 212, 216, BIOL 105

Study of the normal process of pregnancy, including labor and delivery, puerperium and the newborn child all within the family context. Major complications of this process are analyzed. Students have the opportunity to develop competencies by assisting in history taking and physical examination of pregnant women and the newborn. The nursing process and Christian beliefs and principles are utilized to identify and fulfill the needs of families in childbirth and puerperium crisis. Common gynecologic conditions are discussed. Theory is complemented with clinical experiences in hospital settings.

3 hours lecture, 6 clinical practice hours, 2 laboratory hours, 1 semester, 5 credits

### **NURS 241 MENTAL HEALTH AND PSYCHIATRIC NURSING**

**Requisites:** NURS 212, 216, PSYC 231

Focuses on the basic concepts in the development of a healthy personality and the application of mental health principles in the prevention, treatment, and rehabilitation of individuals who suffer any psychopathology. Study of behavior and the appropriate nursing actions used by nurses to help individuals adopt healthy ways to cope with the difficulties of daily living. The basic tools utilized are the nursing process; therapeutic relationship; use of the self in the therapeutic process; and interactions with individuals, their families, and the health team supported by Christian philosophy. Includes practice with individuals in mental health agencies and psychiatric hospitals.

3 hours lecture, 4 clinical practice hours, 1 semester, 4 credits

### **NURS 304 NURSING THEORIES AS BASIS FOR PRACTICE AND RESEARCH**

Analysis of the concept of professional nursing based on the following theories: interpersonal, needs, environment, and systems. Emphasis in the use of nursing theories as basis for nursing research and direct and indirect nursing care. The role of the professional nurse as a provider of health care services is identified.

2 hours lecture, 1 semester, 2 credits

### **NURS 321 SPIRITUAL INTERVENTIONS IN NURSING**

This course provides for the application of the nursing process in the solution of spiritual problems presented by the patient and family. The Christian vision of the human being in God's will is incorporated. Focuses on the human being's needs for spirituality, love, hope, faith, charity, forgiveness, and transcendence. Emphasizes the nurse's role while intervening with patients and families experiencing spiritual suffering.

2 hours lecture, 1 semester, 2 credits

### **NURS 340 HEALTH ASSESSMENT AND NURSING DIAGNOSIS**

Students have the opportunity to develop skills in health history taking, physical assessment, and interpretation of findings to formulate a nursing diagnosis. Practice is provided in the simulation lab and selected clinical settings.

2 class hours, 4 laboratory hours, 1 semester, 3 credits

### **NURS 392 TRENDS IN THE STUDY OF THE AGED (Elective Course)**

**Requisites:** NURS 216

Introduction to the normal physical changes related to old age with implications for nursing assessment and intervention. Emotional, social, and spiritual aspects of this stage are discussed and analyzed.

2 class hours, 1 semester, 2 credits

### **NURS 227 INTRODUCTION TO SUBSTANCE USE DISORDERS (Elective Course)**

Discuss nursing care and interventions for patients with substance abuse that affect the central nervous system. Considers incidence, prevalence, etiology, classification, physical and behavioral changes associated with specific substances and the incidence of concurrent disorders. Social, legal, ethical and spiritual implications of substances dependency are discussed.

2 hours lecture, 1 semester, 2 credits

### **NURS 393 EMERGENCY NURSING (Elective Course)**

#### **Co-requisites: NURS 216**

Trends and new procedures for emergency situations are presented, considering emotional, social, and spiritual needs. Principles of nursing in a disaster situation and care of patients with trauma are included. 1 class hour, 3 laboratory hours, 1 semester, 2 credits

### **NURS 432 ADVANCED NURSING TECHNIQUES**

Designed for the development of advanced psychomotor skills apply to diverse situations in which the professional nurse intervenes. Includes nursing interventions such as neurologic control, respiratory, tissue perfusion. Demonstration of techniques within the framework of scientific principles, practice, and evaluation in the simulation laboratory are done.

1 hour lecture, 3 laboratory hours, 1 semester, 2 credits

### **NURS 457 NURSING INTERVENTIONS FOR HEALTH PROMOTION**

Focuses on nursing interventions for risk reduction and risk control. It includes interventions to facilitate the functioning of individuals across the life span and families and to promote the health and well-being of family members. Interventions analyzed are promotion of family integrity, reduction of violence, genetic counseling, environmental safety, stress control, promotion of self esteem, and promotion of health and exercise.

2 hours lecture, 1 semester, 1 credit

### **NURS 468 ROLE OF PROFESSIONAL NURSING IN SPECIALIZED UNITS**

#### **Requisites: NURS 475**

Practice is designed to develop, assessment, evaluation, leadership, administration, supervision, communication, problem solving and, decision-making techniques, and managerial skills in the comprehensive care of groups of patients in specialized units. Opportunities to practice in the roles of education, collaboration, coordination, agent of change, and advocate for the patient and family rights. Case discussion in weekly seminars.

3 hours lecture, 8 clinical practice hours, 2 laboratory hours, 1 semester, 6 credits

### **NURS 475 ROLE OF THE PROFESSIONAL NURSE IN COMMUNITY**

#### **Requisites: NURS 223, 304, 340**

Emphasis is placed on the nursing process as an instrument to offer education and care to the individual, family, and community in community and mental health settings. It includes preventive levels of care in the health system. Includes nursing interventions to promote healthy life styles, early detection of illness, identification of protective and predictive factors that influence the health of families and communities, risk reduction, health screening, and case identification. Integrates concepts of environmental health and epidemiology.

3 hours lecture, 6 clinical practice hours, 1 semester, 4 credits

### **NURS 483 PERSPECTIVES IN NURSING**

Seminars that provide for the transition from nursing students to a professional nurses. New trends and their relation to the historic development of the profession are discussed. Emphasis is placed on the legal, social, economic, ethical, and moral implications in the nursing practice. Students are initiated in the research process through the analysis of published studies.

2 hours lecture, 1 semester, 2 credits

### **NURS 490 PRINCIPLES OF NURSING RESEARCH**

**Co-requisites:** COSC 210, NURS 304

Basic principles of research are introduced. Emphasis is placed on the process of research from the formulation of the problem to the interpretation of data. Discussion of how research contributes to improve the nursing practice. Students are introduced to research proposal writing.

2 hours lecture, 1 semester, 2 credits

### **NURS 499 INTEGRATIVE SEMINAR**

**Requisites:** NURS 457 and 475

Reviews nursing core content using the nursing process and the categories of basic needs. Content from adult care, child (pediatric) care, pregnancy, childbirth and newborn care, psychiatric care, community health, research, and administrative and professional nursing roles in primary settings is reviewed. Students have the opportunity to evaluate their strengths and weaknesses through diagnostic tests presented on line and to establish their improvement plans.

30 study hours, 1 semester, 1 credit

## **PHYSICS-MATHEMATICS DEPARTMENT**

**Prof. Wanda M. Vázquez González, Director**

*FACULTY:* César E. Echevarría, José A. González, Jorge V. López, William Mojica, Virgilio Morales, Javier Palomino, Rubén Pereira, William Pérez, Gaspar Torres, Luis E. Torres, María Trevisan, Wanda M. Vázquez.

### **GOALS**

- To form students in accord with the basic goals of the University, both as Christian human beings and as scientists.
- To ensure that the mathematical concepts and the logical thinking process are understood, appreciated, and applied effectively.
- To develop in students a positive, creative, and critical attitude towards the scientific-mathematical knowledge.

### **OBJECTIVES**

- To provide the mathematical knowledge necessary to perform well and professionally in this area.

- To provide a solid preparation in mathematics to enable students pursue graduate studies.
- To offer future educators a solid foundation in mathematics.
- To provide a strong foundation in mathematics and physics to students interested in an engineering career.
- To provide the basic mathematics and physics concepts to those studying other disciplines.

## PROGRAMS

The Physics-Mathematics Department offers a Bachelor of Science in Mathematics program

### REQUISITES FOR THE BACHELOR OF SCIENCE IN MATHEMATICS

REQUIRED COURSES	CREDITS
General Education	69
College of Sciences Requirements	19
Majors Field Requirements	41
MATH 203, 271-272, 287	14
MATH 373, 391	7
MATH 401, 402, 435, 450	11
MATH (Electives)	6
COMP 138	3
General Electives	3
<b>TOTAL CREDITS</b>	<b>132</b>

In addition to the courses above, the student must take two orientation courses (ORIE 003-004) or Orientation 005 for transfer students.

### CURRICULUM FOR THE BACHELOR OF SCIENCE IN MATHEMATICS

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MATH 141	3	MATH 142	3
CHEM 105	4	CHEM 106	4
THEO 130	3	THEO 131	3
SPAN 141	3	SPAN 142	3
ENGL _____	3	ENGL _____	3
ORIE 003	0	ORIE 004	0
		PHED ELECT	1
<b>Total credits</b>	<b>16</b>	<b>Total credits</b>	<b>17</b>



SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MATH 203	3	MATH 287	3
MATH 271	4	MATH 272	4
SPAN (Elective)	3	ENGL _____	3
BIOL 107	4	BIOL 108	4
COMP 138	3	PHIL 312	3
Total credits		17	Total credits 17

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MATH 373	4	MATH 391	3
MATH (elective)	3	SOCI 102	3
PHYS 215	4	PHYS 216	4
HIST 105	3	HIST 253	3
PHIL 340	3	MATH (elective)	3
Total credits		17	Total credits 16

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MATH 401	3	MATH 435	3
MATH 402	3	MATH 450	2
ART 101 o MUSI 102 o THEA 101	3	POSC/SOCI/PSYC HIST/ECON/PUAD	3
BMSC 400	3	MGNT 130	3
THEO 132	3	MATH 298	3
General Elective	3		
Total credits		18	Total credits 14

Electives in Mathematics: MATH 318\*, 447\*, 252\*, 253\*

\* These courses are only offered once a year.

## **COURSE DESCRIPTIONS**

### **MATH 111 MATHEMATICAL REASONING**

In this course, the fundamental concepts of basic mathematics are presented with focus on practicality and logical reasoning. After each fundamental topic is taught, several practice activities are developed where the concepts are applied in analyzing and solving particular situations related to the topic.

4 hours, 1 semester, 3 credits

This course is also offered by the online mode.

### **MATH 117 FUNDAMENTAL COLLEGE MATHEMATICS I**

This course presents basic concepts of arithmetic and algebra. Emphasis is given to the analysis and solution of mathematical problems, which involves situations inherent to health sciences areas. The course is designed for undergraduate students in health science programs.

3 hours, 1 semester, 3 credits

This course is also offered by the online mode.

### **MATH 118 FUNDAMENTAL COLLEGE MATHEMATICS II**

#### **Prerequisite: MATH 117**

This course presents different types of graphs, algebra concepts, and an introduction to statistics. The topics discussed are graph interpretation, polynomials, linear and quadratic equations, simple and compound interest, systems of linear equations and measures of central tendency and of dispersion. Emphasis is given to the analysis and solution of everyday problems and the use of the scientific calculator.

3 hours, 1 semester, 3 credits

This course is also offered by the online mode.

### **MATH 121 INTRODUCTIONS TO ALGEBRA**

This course is designed for students whose curriculum requires MATH 141-142, MATH 143, or Math 153 but have difficulty with mathematics. Students must get a C or a higher grade in the course in order to take other math courses. The course reviews the basic concepts of arithmetic and algebra. The topics discussed are integers, fractions, decimals, operations with different kinds of numbers, percent, polynomials, linear and quadratic equations, factorization, radicals and the Pythagorean Theorem. Emphasis is given to the analysis and solutions of everyday life problems.

3 hours, 1 semester, 3 credits

### **MATH 141 ALGEBRA AND TRIGONOMETRY I**

**Requisite:** Student placement in this course is based on CEEB score (500 or more on the math aptitude area).

This course presents algebra concepts. The topics discussed are the Real Number System, algebraic expressions and polynomials, linear and non-linear equations and inequalities, the rectangular coordinate system, functions and graphs (linear, quadratic, and polynomial), inverse functions, the Remainder Theorem, the Factor Theorem, zeros of polynomials, complex numbers, and applications.

This course is offered 3 or 4 hours per week.

3 or 4 hours, 1 semester, 3 credits

This course is also offered by the online mode

## **MATH 142 ALGEBRA AND TRIGONOMETRY II**

### **Prerequisite: MATH 141**

This course presents algebra and trigonometry concepts. The topics discussed are rational functions and their graphs, exponential and logarithmic functions (graphs, properties, and applications), trigonometric functions (graphs, properties, equations, identities, inverses, and applications), the Law of Sine, the Law of Cosine, and systems of equations. This course is offered 3 or 4 hours per week.

3 or 4 hours, 1 semester, 3 credits

This course is also offered by the online mode

## **MATH 143 INTEGRATED ALGEBRA AND TRIGONOMETRY**

### **Requisite: Student placement in this course is based on CEEB score (500 or more on the math aptitude area).**

This course is designed for those students in the Architectural Bachelor Program. The course includes the study of the rectangular coordinate plane, algebraic expressions and polynomials, linear and nonlinear equations, relations and functions, exponential, logarithmic and trigonometric functions (graphs, properties, and applications), the Law of Sine, the Law of Cosine, and vectors. The course integrates the use of the graphic calculator and technology software to enhance learning.

4 hours, 1 semester, 3 credits

## **MATH 153 BUSINESS MATHEMATICS**

### **Prerequisites: Student placement in this course is based on CEEB score (500 or more on the math aptitude area).**

This course presents basic concepts of mathematics applied to business administration. Emphasis is given to the development of reasoning and to the mathematical skills and techniques needed to solve problems and to understand models applied to business. Some of the topics discussed are linear equations, ratio and proportion, percents, simple and series discounts, logarithms, simple and compound interest, annuities, and others.

3 or 4 hours, 1 semester, 3 credits

## **MATH 203 INTRODUCTION TO NUMBER THEORY AND DISCRETE MATHEMATICS**

### **Prerequisite MATH 142**

In this course, special emphasis is given to the number and the counting theory. The topics discussed are divisibility, division algorithm, Euclidean Algorithm, Fundamental Theorem of Arithmetic, important results associated to prime numbers, congruence, Diophantine equations, Fermat's Theorem, Wilson's Theorem, Chinese Remainder Theorem, topics on counting theory, and basic definitions and results in graph theory.

3 hours, 1 semester, 3 credits

## **MATH 218 ELEMENTARY STATISTICS**

### **Prerequisites: MATH 118 or MATH 142**

This course presents descriptive statistics concepts. The topics discussed are data description, frequency distribution, measures of central tendency, dispersion and localization, correlation and linear regression, probability and probability distributions, binomial and normal distributions, and the Central Limit Theorem.

3 hours, 1 semester, 3 credits

### **MATH 252 BASIC GEOMETRY I**

#### **Prerequisite: MATH 142**

This course presents the basic concepts of Plane Geometry. The topics discussed are geometric constructions, measurements, congruence and similarity, perimeter, area, volume, and coordinate plane geometry.

3 hours, 1 semester, 3 credits

### **MATH 253 BASIC GEOMETRY II**

#### **Prerequisite: MATH 252**

This course presents basic geometry concepts and deductive reasoning in theorems' proofs and in geometric constructions. Topics as circles, ratios, proportion, similarity, vectors, rotations, translations and symmetry are discussed.

3 hours, 1 semester, 3 credits

### **MATH 271 CALCULUS I**

#### **Prerequisite: MATH 142 or MATH 143**

This course presents calculus concepts and applications with different approaches (numeric, graph, and algebraic). The topics discussed are limits, continuity, and differentiation of algebraic and trigonometric functions, applications of the derivative, graphs and extremes, integration, the Fundamental Theorem of Calculus and applications.

4 hours, 1 semester, 4 credits

### **MATH 272 CALCULUS II**

#### **Prerequisite: MATH 271**

This course presents calculus concepts and applications with different approaches (numeric, graph, and algebraic). The topics discussed are derivatives and integrals of trigonometric, logarithmic and exponential functions, integration techniques, conics, polar coordinates, parametric equations, an introduction to partial derivatives, and applications.

4 hours, 1 semester, 4 credits

### **MATH 287 FOUNDATIONS OF MATHEMATICS**

#### **Prerequisite: MATH 271**

In this course, the topics discussed are logic and methods of proof, sets theory, mathematical induction, relations and functions, partition, cardinality of a set (finite and infinite sets), countable and uncountable sets, algebraic structures, and the real number field.

3 hours, 1 semester, 3 credits

### **MATH 298 INTRODUCTION TO THE PRACTICE OF STATISTICS**

#### **Prerequisites: MATH 118 or MATH 142**

This course presents the basic concepts of descriptive and inferential statistics and their applications. The topics discussed are data description and interpretation, measures of central tendency, dispersion and localization, frequency distribution and graphs, probability, Normal Distribution, Binomial Distribution, estimates, confidence interval estimate, hypothesis testing, parametric and nonparametric tests ( $z$ ,  $t$ ,  $\chi^2$ ), correlation and linear regression. Statistics software is used throughout the course.

3 hours, 1 hour lab, 1 semester, 3 credits

### **MATH 318 INTERMEDIATE STATISTICS**

#### **Prerequisite: MATH 218**

This course presents the theory and application of inferential statistics. The topics discussed are sample theory, the Central Limit Theorem, contingency tables, various distributions (mean and proportion sampling, mean difference,  $t$ ,  $X^2$ (chi-square),  $F$ , and multinomial), estimation, hypothesis testing, and variance analysis. Statistics software is used throughout the course.

3 hours, 1 semester, 3 credits

### **MATH 373 CÁLCULUS III**

#### **Prerequisite: MATH 272**

In this course the topics discussed are: sequences and series, vectors, lines and planes, three-dimensional coordinate system, cylindrical and spherical coordinates, multi-variable functions, directional derivative and the gradient, Lagrange multipliers, optimization, and multiple and line integrals.

4 hours, 1 semester, 4 credits

### **MATH 391 DIFFERENTIAL EQUATIONS**

#### **Prerequisite: MATH 272**

This course presents various types of differential equations, which are solved by numerical, algebraic and graphical methods. The following topics are discussed: first order differential equations, differential equations reducible to first order, higher order differential equations, systems of differential equations, and applications.

3 hours, 1 semester, 3 credits

### **MATH 401 ABSTRACT ALGEBRA**

#### **Prerequisites: MATH 287, 272, or Department Director approval**

This course presents basic concepts of abstract algebra and fundamental algebraic structures. The topics discussed are relations, functions, binary operations, integers, groups, permutations, subgroups, cyclic groups, quotient groups, Lagrange's Theorem, homomorphism, isomorphism, rings, ideals, integral domains and fields.

3 hours, 1 semester, 3 credits

### **MATH 402 LINEAR ALGEBRA**

#### **Prerequisites: MATH 272 or Department Director Approval**

This course presents the basic and fundamental concepts of linear algebra. The topics discussed are linear equation systems, matrices, determinants, vector spaces, inner-products spaces, linear transformations, Eigenvalues, Eigenvectors and applications.

3 hours, 1 semester, 3 credits

### **MATH 435 ADVANCED CALCULUS I**

#### **Prerequisites: MATH 287 and MATH 373**

This course presents concepts of real variable calculus rigorously and with an analytical approach. Topics discussed are: properties of real numbers and its applications; topological basic concepts such as open sets, closed sets, compact sets; Heine Borel Theorem; convergence and divergence of real numbers sequences; and monotonic sequences. Also discussed are: Bolzano-Weierstrass Theorem, Cauchy Convergence Criteria, limits of functions, continuity, uniform continuity, increasing and decreasing

functions, inverse functions, derivatives of real variable functions, Mean Value Theorem, Taylor Theorem, and introduction to the Riemann Integral.

3 hours, 1 semester, 3 credits

### **MATH 447 ELEMENTARY NUMERICAL ANALYSIS**

**Prerequisites:** COSC 216, MATH 402

**Pre or co-requisite:** MATH 391

This course presents numerical methods to the solution of basic problems and the analysis of error prediction. The topics discussed are round-off errors, computational arithmetic, roots of non-linear equations, Interpolation Theory, function approximation, numerical differentiation and integration, numerical solution of linear systems, and numerical methods for differential equations.

3 Conference hours, 1 lab. hour, 1 semester, 3 credits

### **MATH 450 SEMINAR**

**Prerequisite:** Department Director Approval

In this course the students, guided by the professor, review and summarize the most important topics studied in the mathematics courses required in their major field. Additional topics are discussed in order to fulfill the students' mathematical knowledge. The professor presents selected topics and each student selects, analyzes, and presents a topic. Fundamental mathematical concepts are evaluated.

2 hours, 1 semester, 2 credits

### **PHYS 215 GENERAL PHYSICS I**

**Prerequisite:** MATH 142

This course presents the concepts and fundamental laws of translational kinematics and dynamics, the rotational kinematics and dynamics, work and energy, fluid static and fluid dynamics, thermodynamics, and oscillatory motion. Students learn the concepts and discover the natural laws of physics by hands-on experiences specially designed and which use electronic equipment, such as computers, graph calculators, analog and digital interfaces for data acquisition by means of a variety of sensors connected to either computers or calculators.

6 hours, 1 semester, 4 credits

### **PHYS 216 GENERAL PHYSICS II**

**Prerequisite:** PHYS 215

This course presents the concepts and fundamental laws of waves, electromagnetism, and optics. Furthermore, the topics of atomic and nuclear physics are studied. Students learn the concepts and discover the natural laws of physics by hands-on experiences specially designed and which use electronic equipment, such as computers, graph calculators, analog and digital interfaces for data acquisition by means of a variety of sensors connected to either computers or calculators.

6 hours, 1 semester, 4 credits

### **PHYS 217 PHYSICS FOR ARCHITECTS**

**Prerequisite:** MATH 143 or MATH 142

This course presents the relation between the fundamental laws of physics and their applications in the construction of operational and environment-friendly structures. Topics studied include: measurement systems, force and equilibrium, work and energy, simple

machines, statics and dynamics of fluids, physical states of matter, temperature and heat transfer, refrigeration and efficiency, elasticity and fracture, waves, sound and acoustic damping, electricity, magnetism, electric circuits, greenhouse effect, geometric and physical optics, and modern physics. Simulations will be integrated to facilitate the understanding and application of the physical concepts.

4 hours, 1 semester, 3 credits

### **PHYS 301 ASTRONOMY**

**Prerequisite:** PHYS 216

This course presents the different components of our solar system, physical theories about the formation of stars and galaxies, and a summary of the development of astronomy and cosmology as sciences. Students apply the concepts by means of simulations.

3 hours, 1 semester, 3 credits

### **PHYS 325 ENERGY AND THE ENVIRONMENT**

**Prerequisites:** PHYS 216

This course presents the different forms of energy and natural energy sources. Relation is established between the global energy demand and the existing renewable and non-renewable reserves, adverse effects on the environment that are related with energy production are analyzed. A study is made of the needs of new technology for a better use of our energy reserves but that produce a minimum harm to the environment. During the course, students become aware of the responsibility of the present generation to preserve resources for use by future generations and the obligation of maintaining an environment capable of sustaining life.

3 hours, 1 semester, 3 credits

### **COSC 210 APPLICATIONS SOFTWARE OF COMPUTERS**

**Prerequisites:** MATH 118 or MATH 141

This course enables students in the use of an operating system and the different means for the input, output, and storage of data in computers. It also introduces the applications most commonly used in computers: word processing, data base administrator, electronic spread sheet, and a presentation program.

3 hours, 1 semester, 3 credits

## **DEPARTMENT OF PSYCHOLOGY**

**Dr. José Angel Gandía Pabón, Director**

**Faculty:** Marisol Camacho Santiago, José Gandía Pabón, Laura M. Pietri Gómez, Ramón Soto Martínez, Carlos Sellas Hernández, Ninza Marqués Saavedra y Luis Cañal Berrios.

The Psychology Department works within the structure of the College of Science with a primary goal of preparing students to continue graduate studies in Psychology. It also provides students with a B.S. degree required to seek employment in areas related to human behavior.

The Program's orientation is based on a critical analysis of Psychology both as a science and a criterion-bound discipline. This orientation requires the study of biological, socio-cultural, historical and spiritual bases of behavior as part of curricular programming. Themes and academic offerings included in the curriculum allow for the analysis of areas closely related to the Catholic view of human nature that characterizes our Institution. A commitment to include the Catholic Church's doctrine when appropriate allows students to analyze situations from multiple points of view including ethical reasoning.. It also promotes the development of critical analysis skills and a sense of community through service-learning considered fundamental to the professional training of Psychologists.

## OBJECTIVES

1. Provide basic theoretical knowledge to continue graduate studies in Psychology.
2. Develop in future professionals an understanding of human subjectivity, with special attention to puertorrican culture's social and historical dimensions in the search for solutions and alternatives to current problems which affect us.
3. Promote creative and critical scientific research among students according to the highest ethical standards within the profession.
4. Contribute to students' christian formation through the analysis of psychosocial phenomena from a Catholic viewpoint and set of values.
5. Provide educational experiences to complement theoretical knowledge that will allow students to further develop basic skills needed for their professional performance.
6. Promote responsible exercise of freedom of choice..

## REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE IN PSYCHOLOGY

Academic Requirements	CREDITS
<b>General Education</b>	<b>66</b>
<b>College of Science Requirements</b>	<b>6</b>
CHEM 123	3
MATH 298	3
<b>Related Fields Requirements</b>	<b>8</b>
Biology 360-361	4-4
<b>Major Field Requirements</b>	<b>42</b>
Psychology 103-104	6
Psychology 231, 235*	4
Psychology 335*, 340, 351, 352, 373, 374,	16
Psychology 410, 421, 435*, 482	10
Psychology Electives	6
<b>General Electives</b>	<b>1</b>
<b>TOTAL CREDITS 123</b>	

\*Psychology Majors must accumulate three credits in Professional Seminars (Psychology 235, 335 and 435).



Passing grades for Major courses must be **C** or higher.

**CURRICULUM FOR THE BACHELOR OF SCIENCE DEGREE IN PSYCHOLOGY  
FIRST YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*ENGL ____	3	*ENGL ____	3
SPAN 141	3	SPAN 142	3
MATH 111	3	ART 101 or MUSI 102 or THEA 101	3
BIOL 107	4	BIOL108	4
PSYC 103	3	PSYC104	3
		PSYC 235	1
ORIE 003	0	ORIE 004	0
<b>CREDITS 16</b>		<b>CREDITS 17</b>	

**SECOND YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
THEO 130	3	MGNT 130	3
PSYC 231	3	MATH 298	3
HIST 105	3	PSYC 352	3
SPAN 205	3	HIST 253	3
BIOL 360	4	BIOL 361	4
<b>CREDITS 16</b>		<b>CREDITS 16</b>	

**THIRD YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PHIL 312	3	PSYC 335	1
SOCI 102	3	POSC/SOCI/PSYC HIST/ECON/PUAD	3
PSYC 351	3	THEO 131	3
PSYC 340	3	GENERAL ELECTIVE	1
CHEM123	3	PSYC elective	3
		PHIL 340	3
<b>CREDITS 15</b>		<b>CREDITS 14</b>	

#### FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL ____	3	PSYC 374	3
PSYC 373	3	PSYC 482	3
PSYC 410	3	PSYC elective	3
PSYC 421	3	THEO 132	3
PSYC 435	1	PHED elective	1
BMSC 400	3		
CREDITS 16		CREDITS 13	

#### COURSE DESCRIPTIONS

##### PSYC 100: GENERAL PSYCHOLOGY (COMPENDIUM)

A general Psychology course for non-Majors. Not acceptable for Psychology Majors. It includes a general overview of Psychology as a scientific discipline. Course offers a general discussion of Psychology as criteria and scientific discipline including basic areas of nature-nurture controversy, motivation, emotion, sensation, perception, learning, personality, psychopathology, and social behavior. Emphasis on learning psychological principles for helping people deal more effectively with their environment and for personal application in daily life.

3 lecture hours, 1 semester, 3 credits

##### PSYC 103: GENERAL PSYCHOLOGY I

First part of General Psychology course in which the historical, scientific and theoretical foundations of the discipline or psychological science, and its main areas of specialty are discussed. Similarly, the biological and socio-cultural bases of the human being are considered and analyzed, through the study psychological processes of sensation, perception, consciousness, learning, memory, language, thought, intelligence, motivation and emotion.

3 lecture hours, 1 semester, 3 credits

##### PSYC 104: GENERAL PSYCHOLOGY II

###### Pre-requisite: PSYC 103

Second part of General Psychology course. It implies a panoramic view of the discipline from the biopsychosocial orientation, focusing on the applied areas. Course begins with the study of developmental psychology and continues with human sexuality, personality, health and well-being, psychological disorders, forms of treatment and social psychology. It emphasizes on situations that affect the quality of everyday life and how Psychology conceptualizes them.

3 lecture hours, 1 semester, 3 credits

##### PSYC 150: INTRODUCTION TO FORENSIC PSYCHOLOGY

Elective course aimed at raising awareness about the legal aspects within the practice of Psychology and other related areas of study. Emphasis on the production and application of psychological

knowledge to civil and criminal justice systems and to the application of psychological research, theory and practice to answer legal questions. The roles of the psychologist involved in the legal process will be defined and clarified.

3 lecture hours, 1 semester, 3 credits

### **PSYC 231: PSYCHOLOGY OF HUMAN DEVELOPMENT**

The basic principles of development from conception to death are explored. Theories relating to human development, including psychoanalytic, humanistic, constructivist, and behaviorist perspectives are presented. Physical, intellectual, and emotional aspects within each stage of development are reviewed.

3 hours conference, 1 semester, 3 credits

### **PSYC 235: PROFESSIONAL SEMINAR I: PSYCHOLOGY AND ETHICS**

Seminar is designed to help students learn to analyze and understand the ethical criteria pertaining to psychological intervention, including clinical and research practice. Codes of ethics that apply professionally are discussed through a variety of situations involving ethical, legal, and moral issues for the Psychology professional. Emphasis on professional practice in Puerto Rico is provided.

1 lecture hour, 1 semester, 1 credit

### **PSYC 250: SEMINAR ON HUMAN SEXUALITY**

The discussion of human sexuality from biological, psychosocial, and Catholic perspectives. An analysis of the most common sexual myths and fallacies concerning human sexuality is included, with particular attention to physiological, sociological, cultural, and psychological parameters of sexuality. Social constructions regarding gender and human sexual practices, including attitudes toward sexuality, are considered. The analysis emphasizes cultural mores regarding sexuality and how they are socialized in Puerto Rican society.

3 lecture hours, 1 semester, 3 credits

### **PSYC 251: TECHNIQUES IN HYPNOSIS AND MEDITATION FOR SELF-IMPROVEMENT**

This course is designed for students of different Departments within the University. The course aims at enhancement of quality of life. Critical analysis and uses of self-hypnosis and meditation techniques are presented. It includes practical applications demonstrated through guided exercises. Emphasizes the importance of integrating the spiritual values of the human being in its work of self-knowledge. It includes theoretical aspects on the subject and practice in class exercises to promote a better quality of life.

3 conference hours, 1 semester, 3 credits

### **PSYC 252: SPORTS PSYCHOLOGY: INTERACTION AND ANALYSIS**

Theoretical course in which the psychological implications of the main theories research concerning the practice of sports are analyzed. The mental, emotional, and psychological aspects, as well as the individual differences of participants in sports activities are considered.

3 hours seminar, 1 semester, 3 credits

### **PSYC 272: HISTORY OF PSYCHOLOGY**

#### **Prerequisite: PSYC 104**

A critical overview of the beginnings of Psychology and its historical transformations from a constructionist perspective that relate disciplinary changes to social, political, economical, and theoretical conditions. Emphasis on the history of psychology in Puerto Rico is provided.

3 conference hours, 1 semester, 3 credits

### **PSYC 290: INTRODUCTION TO HEALTH PSYCHOLOGY**

Elective course that promotes the application of psychological knowledge to different health scenarios, emphasizing in the promotion of healthy life and the prevention of diseases. The theoretical models pertinent to the area and its methods will be analyzed critically. The course promote the "Mind-Body" model and links the psychological, economic, political, ecological, social and cultural systems as important variables of health promotion and disease prevention.

3 conference hours, 1 semester, 3 credits

### **PSYC 308: BEHAVIORAL, EMOTIONAL, AND LEARNING PROBLEMS IN CHILDHOOD AND ADOLESCENCE**

General approach to emotional and learning problems during childhood and adolescence. Disorders and their treatment and prevention are evaluated and classified from a clinical perspective, integrating social and historical dimensions.

3 conference hours, 1 semester, 3 credits

### **PSYC 335: PROFESSIONAL SEMINAR II: PSYCHOLOGY AS A PROFESSION**

Provides a comprehensive analysis of Psychology as a profession, as well as the opportunities for post-graduate studies and employment opportunities. The relationship among various psychological areas at the scientific professional levels is studied. Orientation on graduate program entrance examinations; the interview; applications for financial aid; and analysis of the process for admission to graduate studies to provide students with effective strategies for acceptance to graduate programs, as well as skills for successful job applications are discussed and practiced.

1 conference hours, 1 semester, 1 credit

### **PSYC 340: PSYCHOPHYSIOLOGY**

#### **Prerequisites: PSYC 103, PSYC 104, BIOL 360, BIOL 361**

Analysis and discussion of the neurophysiological processes directly related to behavior. Panoramic scientific study of areas related to behavior including learning, memory, emotion, sensation, perception, psychopathology, addictions and stress. Study of the mind-body relation in normal and abnormal functioning of the human being. In the laboratory activities, demonstrations and investigations related to the subjects studied in the course are performed.

2 hours of conference, 2 hours of laboratory, 1 semester, 3 credits

### **PSYC 351: THEORIES OF PERSONALITY**

#### **Prerequisite: 104**

Directed towards the intensive study of the principal behavior and personality theories of different approaches in Psychology. Psychodynamics, behavioral, humanist, cognitive, social learning,

constructivist, and social constructionist theories regarding human behavior and subjectivity are discussed and compared.

3 conference hours, 1 semester, 3 credits

### **PSYC 352: ABNORMAL PSYCHOLOGY**

#### **Prerequisite: PSYC 104**

Analysis of the various conceptualizations around the origin, development, dynamics and treatments of the main "psychological disorders". Diagnostics and therapeutic processes are problematized as historical, political and culturally situated products. The salient points of the Diagnostic and Statistical Manual of Mental Disorders (DSM) as a clinical tool are analyzed critically.

3 conference hours, 1 semester, 3 credits

### **PSYC 354 PSYCHOLOGY OF MOURNING**

The course offers relevant psychological knowledge and the skills and competencies necessary for the work of the duel with individuals and families. Presents an overview of the major psychological models that have addressed the issue of the duel, including contributions of Freud, Lindemann, Kubler-Ross, among others. The most important theoreticians of these models and the basic principles of his theories are discussed. Analyzes the duel as a process mediated by conditions historical, socio-cultural and religious.

3 conference hours, 1 semester, 3 credits

### **PSYC 361: COMPUTERIZED STATISTICAL ANALYSES**

#### **Prerequisites: MATH 298 OR BIOL 250 OR SOCI 218**

Importance of statistical reasoning in human behavior research is discussed. Consideration is given to diverse statistical analyses (descriptive analyses, correlation, and probability) and their limitations and uses. The course enables students to understand and apply SPSS computerized programs for research purposes.

15 conference hours, 15 computer lab hours, 1 semester, 2 credits

### **PSYC 362: INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY**

The introductory course in Industrial Organizational Psychology examines, from a critical standpoint, the dynamics of contemporary workplace experience: all the factors that affect how people behave, think about, influence, and interact with each other at work, including workplace organization. The course also examines labor transformations as a result of sociocultural, political, economic and legal conditions which affect job performance.

3 conference hours, 1 semester, 3 credits

### **PSYC 373: PRINCIPLES OF RESEARCH METHODOLOGY IN PSYCHOLOGY**

#### **Prerequisites: PSYC 104, MATH 298**

Course includes analysis of the philosophical foundations of science and research methodology as they relate to Psychology. Qualitative and quantitative research designs are discussed and demonstrated to enable students to choose a specific method for a given investigation. Different statistical analyses will be discussed as they apply to research design.

2 conference hours, 2 laboratory hours, 1 semester, 3 credits

---

**PSYC 374: APPLICATION OF RESEARCH METHODS AND TECHNIQUES IN PSYCHOLOGY**

**Prerequisites: PSYC 235 AND PSYC 373**

The course promotes the application of research skills. Students will be engaged in writing a research proposal and conducting a pilot study in an area of interest to them. All steps necessary for the completion of the research project will be discussed. Direct supervision will be given to students to help them achieve their research goals.

2 conference hours, 2 laboratory hours, 1 semester, 3 credits

**PSYC 410: COUNSELING PSYCHOLOGY**

**Prerequisite: PSYC 104, PSYC 351**

Discussion of the counseling and psychotherapy process. Analysis of the different theoretical models that are used in counseling and psychotherapy, as well as theoretical, ethical and practical problems in different therapeutic strategies. Practice of fundamental techniques and skills for counseling. Emphasis the conceptualization of emotional and behavioral problems from a critical perspective.

3 conference hours, 1 semester, 3 credits

**PSYC 421: SOCIAL PSYCHOLOGY**

**Prerequisite: PSYC 104**

The study of human action from a critical, social psychological standpoint as compared with the more classical and individually oriented Social Psychology; theories and research methods in Social Psychology are analyzed considering traditional and social change perspectives. A critical reflection on social human processes, such as self and social perception, socialization, and the social construction of reality is promoted. Students are encouraged to apply the critical and psychosocial approaches to the analysis of situations that affect the culture of Puerto Rico as a means to understand subjectivity.

3 conference hours, 1 semester, 3 credits

**PSYC 423: COMMUNITY PSYCHOLOGY**

**Prerequisite: PSYC 104, PSYC 421**

The course is designed to prepare fourth year level students with the knowledge and skills that will enable them to evaluate and develop psychosocial interventions from a community perspective. It comprises an analysis of the main conceptual framework for interventions in Community Psychology. The course will emphasize an alternative analysis of Puerto Rican society and reality, to promote in students the Christian and community commitment of the Institution. Design and implementation of creative community interventions to attend to social injustice and social problems and promote social transformation from a critical point of view complete the course.

3 conference hours, 1 semester, 3 credits

**PSYC 435: PROFESSIONAL SEMINAR III: PSYCHOLOGY IN PUERTO RICO**

**Prerequisites: PSYC 104 and 235**

Course aims to confront Majors with the most important and/or controversial issues of Psychology in Puerto Rico to be considered in order to effectively fulfill the professional practice. Historical, social, political, and theoretical events that affect Psychology, in the context of Puerto Rican reality, are considered, with an emphasis on multicultural dimension as a decisive element in the development of human subjectivity and psychological practice.

1 conference hour, 1 semester, 1 credit

### **PSYC 440: INDEPENDENT RESEARCH**

#### **Prerequisites: PSYC 374 and approval by Research Mentor**

The student works on an investigation in a specific problem area of Psychology under the supervision of a Professor. The student prepares and presents a written report of the investigation completed during the semester, following the American Psychological Association's parameters. This project aims to fortify and extend the knowledge of Psychology.

3 conference hours, 1 semester, 3 credits

### **PSYC 442: PSYCHOLOGICAL TESTING**

#### **Prerequisite: PSYC 104**

An introduction to the theory of psychological testing and test construction, including a discussion of validity and reliability of the major psychological tests. Discussion and analysis of the leading intelligence, aptitude, and personality tests are discussed and analyzed. Psychological tests, report writing, and practical applications of acquired knowledge and skills are required.

3 conference hours, 1 semester, 3 credits

### **PSYC 480: READING SEMINAR**

Topics of interest are chosen, discussed, and analyzed through extensive reading in the area. Students may register in the course with program director approval.

3 conference hours, 1 semester, 3 credits

### **PSYC 482: PRACTICUM SEMINAR**

#### **Prerequisites: PSYC 104, 352\*, 410\*, 362\*\*, 421\*\*\***

A supervised and integrated *practicum* to provide students the opportunity to apply the skills and knowledge attained throughout their studies in a supervised "real" center or facility. Students may be placed according to their interests in sites such as mental health facilities, schools, community centers, and industries. Each student will be academically supervised by a Professor and receive direct practical supervision provided by qualified personnel from the practicum center.

(\*Prerequisites for clinical practice; \*\*Prerequisite for Industrial Psychology practice; \*\*\*Prerequisite for Psychosocial practice)

1 conference hour, 4 weekly hours field work and supervision for a total of 60 *practicum* hours, 1 semester, 3 credits

## **DEPARTMENT OF CHEMISTRY**

### **Prof. Javier Carrasquillo Salib, Director**

**Faculty:** Dr. Luis Álamo Nole, Dr. Monica Marie Arroyo, Dr. Adalgisa Batista Parra, Prof. Javier Carrasquillo Salib, Prof. José López Vázquez, Dr. Myriam Quintana Alsina, Dr. José Rivera Pagán, Dr. Margarita Rodríguez López, Dr. José F. Rodríguez Quiñones, Dr. Lizette Santos Santori, Dr. Ivette Torres Vera, Dr. Wilda Vargas Gregory, Dr. Carmen S. Velázquez Almodóvar, Prof. Carmen L. Velázquez Almodóvar.

## GOALS AND OBJECTIVES

In accordance with the mission and the vision of Pontifical Catholic University of Puerto Rico, the Chemistry Department aims to contribute to the integral formation of an active and academic University community, always seeking for the truth and the development of human beings in all of their dimensions. Its goal is to develop in students, of the BS and MS programs, a dynamic attitude toward scientific and technological progress with a humanistic view point. In order to fulfill this goal, the Department of Chemistry has a dynamic curriculum that provides the opportunity to acquire the knowledge and to develop the skills and attitudes necessary, not only to become a competent professional but also a better human being.

The Bachelor in Science in Chemistry is a professional degree that includes thirty six (36) credits in Chemistry and aims to:

- Offer an academic program in chemistry in accordance to students' goals, their abilities, and the needs of the society.
- Prepare competent chemists for industry, government agencies, and private companies.
- Foment ethical and Christian values in students so that their scientific activities are realized with dignity and honesty, and they become conscious of the importance of protecting our natural resources and the environment.
- To promote scientific and technological literacy and a positive, creative, and an inquiring attitude toward scientific knowledge.
- Provide students ample academic knowledge as the foundation to pursue graduate studies in chemistry.
- Increase research interest in pure and applied chemistry.
- Foment a Christian - humanistic development in students.
- Foment community services in accordance with Christian values.

A student majoring in chemistry may continue studies in medicine, odontology, pharmacy, and related health sciences. Also, She/he can continue studies in medical technology, optometry, veterinary, public health, and others. She/he will need to take additional credits in biology, English, and Spanish, according to the requirements of each program.

## REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN CHEMISTRY

	CREDITS
<b>General Education</b>	<b>69</b>
<b>College of Science Requirements (MATH 271)</b>	<b>20</b>
<b>Major Field Requirements</b>	<b>36</b>
CHEM 220, CHEM 201-202, CHEM 231-232	
CHEM 392, CHEM 401-402, CHEM 415, CHEM 420, CHEM 421-422, CHEM 441	
CHEM 220, CHEM 201-202, CHEM 231-232	



<b>Allied Fields Requirements</b>	<b>4</b>
MATH 272	
<b>Electives courses*</b>	<b>3</b>
<b>TOTAL</b>	<b>132</b>

\* Remedial courses are not considered as electives.

All chemistry courses must be passed with a minimum grade of C.

### CURRICULUM FOR THE BACHELOR IN SCIENCE IN CHEMISTRY

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 107	4	BIOL 108	4
CHEM 105	4	CHEM 106	4
MATH 141	3	MATH 142	3
ENGL ____*	3	ENGL ____*	3
SPAN 141	3	SPAN 142	3
PHED 107	1		
ORIE 003	0	ORIE 004	0
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>17</b>

\*Course sequence determined by the English Department.

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 231	3	CHEM 232	3
CHEM 201	1	CHEM 202	1
MATH 271	4	MATH 272	4
ENGL ____*	3	SPAN ____	3
SOCI 102	3	MGNT 130	3
THEO 130	3	THEO 131	3
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>17</b>

\*Course sequence determined by the English Department.

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 220	4	CHEM 420	4
PHYS 215	4	PHYS 216	4
HIST 105	3	PHIL 340	3
CHEM 441	2	THEO 132	3
PHIL 312	3	POSC/SOCI/PSYC HIST/ECON/PUAD	3
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>17</b>

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 421	4	CHEM 422	4
CHEM 401	1	CHEM 402	1
CHEM 350 o CHEM 446	4	CHEM 415	3
BMSC 400	3	Electiva libre	3
HIST 253	3	ART101 o MUSI 102 o THEA 101	3
CHEM 392	1		
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>14</b>

Students interested in admission to medicine, odontology, or optometry schools should take:

- three additional credits in English
- three additional credits in Spanish
- three or four credits in Biology at a 200 or higher level
- six credits in psychology

Students who wish admission to a Medical Technology School should take CHEM 446 (Biochemistry) as an elective in Chemistry and the following Biology courses: BIOL 221 (Zoology), BIOL 360 (Human Biology I), BIOL 361 (Human Biology II), BIOL 303 (Microbiology), BIOL 355 (Immunology), and BIOL 418 (Parasitology).

## **COURSE DESCRIPTIONS**

### **CHEM 117 - GENERAL SCIENCE: PHYSICAL SCIENCE**

Basic science course with a humanistic vision. Includes ethical aspects of the natural sciences and basic concepts of physics, chemistry, earth science, and astronomy. Topics like the preservation of natural resources, energy crisis, and environmental pollution are reviewed.

3 lecture hours, 1 semester, 3 credits

(Offered online and in the traditional method)

### **CHEM 119 - GENERAL SCIENCE: PHYSICAL SCIENCE (for elementary education majors)**

Basic course in science designed for students of elementary education, focused on enabling them in the teaching/learning of natural sciences at the primary and secondary level. This course offers an integral formation in physical and earth sciences (physics, chemistry, astronomy, energy resources, environmental quality, etc.). The course familiarizes students with the cognoscitivist-constructivist approach as a teaching method. The course is complemented with manipulative laboratory practices that follow the rules of discovery, the constructivist theory of knowledge, and collaborative learning.

2 lecture hours, 2 laboratory hours, 1 semester, 3 credits

### **CHEM 120 – CHEMISTRY IN DAILY LIFE**

This is a basic course in science that relates to the study of Chemistry in everyday life. The advantages and limitations of chemistry in daily life will be discussed with topics such as the chemistry of: home and sports products, crime investigations, health, cosmetics, agriculture and the environment.

3 lecture hours, 1 semester, 3 credits

### **CHEM 125: BASIC PRINCIPLES OF FOOD PROCESSING AND NUTRITION**

Basic course designed to provide a general overview of chemical methods related to every day. It raises the theoretical basis underlining the basic principles of nutrition and its relationship with physical health in humans. The topics included in the course are: macromolecules in food components, metabolic processes, food processing, and basic concepts in nutrition.

3 lecture hours, 1 semester, 3 credits

### **CHEM 105 - GENERAL CHEMISTRY I**

#### **Co-requisite: MATH 141**

Systematic study of some laws and theories of chemistry including atomic theory, quantum theory, kinetic theory, and gas laws. Study of the periodic classification of the elements, chemical bonds, quantitative principles of chemical reactions, and changes of state. Selected experiments provided in order to apply theoretical concepts and to develop a scientific attitude in the student.

3 lectures, 3 laboratory hours, 1 semester, 4 credits

(Offered hybrid and in the traditional method)

### **CHEM 106 - GENERAL CHEMISTRY II**

**Requisite:** CHEM 105

**Co-requisite:** MATH 142

Systematic study of liquids and solids, solutions, kinetics, electrochemistry and chemical equilibrium of gases, acids and bases, and oxidation-reduction. Selected experiments provided in order to apply theoretical concepts including titrations and kinetics.

3 lectures, 3 laboratory hours, 1 semester, 4 credits

(Offered hybrid and in the traditional method)

### **CHEM 123 - BIOLOGICAL CHEMISTRY**

Survey of basic aspects of chemistry: atomic structure; chemical bonds, formulas, equations; mixtures; gases; acids, bases and salts. Study of the principles of organic and biochemistry including hydrocarbons and derivatives, carbohydrates, lipids, proteins, metabolic routes. Includes applications to health sciences.

2 lecture hours, 3 laboratory hours, 1 semester, 3 credits

### **CHEM 201 - ORGANIC CHEMISTRY LABORATORY I**

**Requisite or Co-requisite:** CHEM 231

Introduction to techniques such as purification, separation, synthesis, and identification of organic compound. Also the study of the three-dimensional representation of organic molecules.

4 laboratory hours, 1 semester, 1 credit

### **CHEM 202 - ORGANIC CHEMISTRY LABORATORY II**

**Requisite or Co-requisite:** CHEM 232

Practice in synthesis, purification, and characterization organic compounds by physical and chemical methods. Methods as Infrared Spectroscopic and Nuclear Magnetic Resonance are discussed. Elemental analysis and degree of unsaturation are used as complementary tools. Microscale techniques are emphasis.

4 laboratory hours, 1 semester, 1 credit

### **CHEM 220 - QUANTITATIVE ANALYTICAL CHEMISTRY**

**Requisites:** CHEM106, MATH 142

Course designed to study the theoretical aspects and the practical applications of the classical analytical methods and some instrumental methods of analysis; the theory and practice of volumetric, gravimetric, and potentiometer techniques as well as visible and ultraviolet spectrophotometry.

3 lectures, 4 laboratory hours, 1 semester, 4 credits

### **CHEM 231 - ORGANIC CHEMISTRY I**

**Requisite:** CHEM 106

Systematic study of organic compounds based on modern electronic theory. Modern structural theory is used to explain the chemical and physical properties of the aliphatic compounds. The IUPAC nomenclature, reactions, synthesis, and mechanisms are emphasized.

3 lectures, 1 semester, 3 credits

(Offered hybrid and in the traditional method)

### **CHEM 232 - ORGANIC CHEMISTRY II**

#### **Requisite: CHEM 106**

Systematic study of organic compounds based on modern electronic theory. Modern structural theory is used to explain the chemical and physical properties of compounds with oxygen, sulfur, and nitrogen atoms. The IUPAC nomenclature, reactions, synthesis, and mechanisms are emphasized. The chemistry of aromatic compounds is included.

3 lectures, 1 semester, 3 credits

### **CHEM 233 ORGANIC CHEMISTRY COMPENDIUM**

#### **Requisite: CHEM 106**

Course designed for nutrition and dietetics students. It studies the principles of the chemistry of carbon compounds and its application in the field of nutrition. The topics to be discussed include characteristics of functional groups, stereochemistry, nomenclature, reactivity and energetics. Laboratory experiences complement and strengthen theory introduced in lecture.

3 lecture hours, 3 laboratory hours, 1 semester, 4 credits

### **CHEM 321 - FUNDAMENTALS OF ELECTROCHEMISTRY**

#### **Requisite: CHEM 220**

Systematic study of the fundamental concepts of electrochemistry and the electrochemical methods for qualitative and quantitative analysis.

3 lectures, 1 semester, 3 credits

### **CHEM 330 - POLYMERS**

#### **Requisite: CHEM 232**

Basic principles of polymerization process, including classification, preparation, properties, and applications, and the role of polymers in the environment.

1 lecture, 1 semester, 1 credit

### **CHEM 347 - FUNDAMENTALS OF TOXICOLOGY**

#### **Requisites: CHEM 232, BIOL 108**

Study of the fundamental concepts of toxicology including the basic principles of absorption, distribution, excretion, biotransformation, and adverse effects of foreign compounds in the human body; conventional studies of toxicity and effects in specific organs. Also, studies of toxic compounds according to their classification by use are included.

3 lecture, 1 semester, 3 credits

### **CHEM 350 - ENVIRONMENTAL CHEMISTRY**

#### **Requisites: CHEM 220, CHEM 202, CHEM 232; BIOL 108**

Study of the prominent role of chemistry in the environment; its impact on the environmental pollution problem and its contribution to the control of our environment. Specific problems of Puerto Rico; special attention is given to water and air pollution; the laws regulating the quality of water and air; the preparation of environmental impact statements (EIS) and laboratory techniques used in the detection, identification, and control of pollutants in water as well as air. Problems regarding the disposition of solid waste in Puerto Rico are also discussed.

3 lectures, 4 laboratory hours, 1 semester, 4 credits

### **CHEM 392 - SOURCES OF CHEMICAL INFORMATION AND THEIR USE IN RESEARCH**

**Requisites:** CHEM 220, CHEM 232

Introduction to sources of information useful for the chemist. Exercises in search, organization, and oral and written presentation of scientific information.

1 hour, 1 semester, 1 credit

### **CHEM 401 - PHYSICAL CHEMISTRY LABORATORY I**

**Requisite or Co-requisite:** CHEM 421

Determination and application of physical properties of pure substances and solutions: dissolution heat, viscosity, equilibrium constants, partial molar volume, adsorption and others.

4 laboratory hours, 1 semester, 1 credit

### **CHEM 402 - PHYSICAL CHEMISTRY LABORATORY II**

**Requisite:** CHEM 401

**Requisite or Co-requisite:** CHEM 422

Analysis of kinetic reactions, determination, and application of optical measurements and thermodynamics in the study of the properties of matter.

4 laboratory hours, 1 semester, 1 credit

### **CHEM 415 - INTERMEDIATE INORGANIC CHEMISTRY**

**Requisite:** CHEM 232

A detailed study of inorganic chemistry including atomic-molecular structure, classification of elements, periodicity, chemical bonds, ionic interactions, solid state chemistry, theories of the formation and stabilization of coordination compounds, theories of acids and bases.

3 lectures, 1 semester, 3 credits

### **CHEM 420 - INTRODUCTION TO INSTRUMENTAL ANALYSIS**

**Requisites:** CHEM 202, CHEM 220, CHEM 232

Designed to study the theoretical aspects and practical applications of instrumental methods of analysis including gas chromatography and high performance liquid chromatography. Also, theory and practice of UV, visible and infrared spectroscopy and emission atomic spectroscopy. The theory of fluorescence and X-Ray spectroscopy as well as the theory and interpretation of mass spectra.

3 lectures, 4 laboratory hours, 1 semester, 4 credits

### **CHEM 421 - PHYSICAL CHEMISTRY I**

**Requisites:** CHEM 220, Math 272, PHYS 216

Discussion and application of the laws that govern the behavior of matter in its different aspects from the thermodynamic view point. It also includes the kinetic molecular theory and basic concepts of statistical thermodynamics.

4 lectures, 1 semester, 4 credits

### **CHEM 422 - PHYSICAL CHEMISTRY II**

**Requisite:** CHEM 421

Discussion and application the kinetic chemical reactions and the quantum theory in the study of the behavior of matter. The study of the thermodynamics of electrochemical cells is also included.

4 lectures, 1 semester, 4 credits

### **CHEM 430 - SPECTROSCOPY**

**Requisite:** CHEM 420

Theory and application of infrared and ultraviolet spectroscopy, nuclear magnetic resonance, and mass spectrometry in the determination of the structure of organic compounds.

1 lecture, 1 semester, 1 credit

### **CHEM 441 - ORGANIC CHEMISTRY III**

**Requisite:** CHEM 232

Special topics in organic chemistry including structural theory with emphasis on synthetic and mechanistic aspects; for chemistry majors.

2 lectures, 1 semester, 2 credits

### **CHEM 446 - BIOCHEMISTRY**

**Requisites:** CHEM 232

Fundamental concepts of biochemistry including the chemistry of living cells and the principles underlying the function of biomolecules, carbohydrates, lipids, proteins, and nucleic acids; the nature and function of enzymes, hormones, and vitamins; energy transport; the transfer of genetic information; replication, transcription, and translation.

3 lectures, 4 laboratory hours, 1 semester, 4 credits

### **CHEM 452 - UNDERGRADUATE RESEARCH**

**Requisites:** CHEM 220, CHEM 231

**Co-requisite:** CHEM 232, Director's authorization

The study of a research problem under the guidance of a faculty member.

Minimum of three hours a week per credit, 1 semester, 1-3 credits

### **CHEM 453 - PRACTICE IN CHEMISTRY**

**Requisite:** CHEM 420, Director's authorization

Student is sent to an industry or lab to perform the duties and the responsibilities of a chemist under the supervision of industry personnel and a faculty member. He or she must to give a presentation about the duties, the learning experiences, and application of what was learned.

The student meets with the professor every week and must have a minimum of 225 hours work at the practice site,

1 semester, 5 credits

### **CHEM 460 - INDUSTRIAL CHEMISTRY**

**Requisites: CHEM 220, CHEM 232**

Course designed to study the industrial processes performed in an environment of Good Manufacturing Practices, (GMP) and following the Standard Operational Procedures (SOP). The student will have the opportunity to learn how to prepare a laboratory notebook according the USP/NF standards. Other aspects studied are the statistics in a pharmaceutical analytical laboratory, fundamentals of the basic analytical procedures, and solution chemistry.

3 lecture hours, 1 semester, 3 credits

## **DEPARTMENT OF HEALTH SCIENCES**

### **NON INVASIVE CARDIOVASCULAR TECHNOLOGY PROGRAM**

**Dr. Laura Leticia Escobales Ramos, Director**

**Faculty:** Dr. Johanna I. Morales Torres, Dr. Ivis Ortiz Balay

The Department of Health Sciences with the Non-Invasive Cardiovascular Technology Program, guided by the postulates of the philosophy and objectives of the Institution, offers the student, knowledge and practical activities for mastering the protocols of non-invasive cardiovascular studies. The Program aims to train specialists at the forefront of sonographic technical advances. Graduates of this program will be able to demonstrate humane values in their professional performance with a critical, ethical and legal sense, thus contributing to improve community health.

#### **OBJECTIVES**

Upon completion of the program, the graduate will be able to

1. Act in accordance with the Christian values and principles proclaimed in the Pontifical Catholic University integrating humanistic education based on evangelical principles with quality and efficiency.
2. Demonstrate skills in counseling in health aspects such as cardiovascular prevention measures and health promotion.
3. Collect data and perform preliminary analysis of non-invasive cardiovascular information.
4. Apply the methods or protocols to obtain a complete and accurate picture of the patient's cardio-pathological findings pertinent to each of the cardiovascular tests requested by a doctor (electrocardiogram, echocardiogram, vascular sonography, among others).
5. Work collaboratively with the health team in different scenarios and situations.
6. Properly use the instruments and equipment for cardiovascular studies considering their preparation, calibration and handling.
7. Demonstrate skills to offer first aid and cardiorespiratory resuscitation.



### BACHELOR OF SCIENCE DEGREE IN HEALTH SCIENCES

	CREDITS
General Education	61
College of Science Requirements	15
Allied Field Requirements	4
College of Health Science Requirements	10
Major Field Requirements	34
<b>TOTAL CREDITS 124</b>	

### CURRICULUM FOR PROGRAM

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 240	3	BIOL 241	3
MATH 117	3	SPAN 142	3
CCHS 120	3	CCHS 122	3
SPAN 141	3	MATH 298	3
PHED	1	ENGL _____	3
PSYC 231	3	ORIE 004	0
ORIE 003	0		
<b>CREDITS 16</b>		<b>CREDITS 15</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 242	4	CHEM 123	3
BIOL 105	3	CCHS 218	2
CVT 215	3	CVT 216	3
ENGL _____	3	SPAN 205	3
CVT 210	2	ENGL 213 Ó 214	3
		MGNT	3
<b>CREDITS 15</b>		<b>CREDITS 17</b>	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
HIST 105	3	SOCI 102	3
CVT 305	3	CVT 306	3
CVT 309	4	CVT 310	4
PHIL 312	3	PHIL 340	3
THEO 130	3	THEO 131	3
CREDITS 16		CREDITS 16	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CCHS 410	2	CVT 430	6
ART 101 o MUSI 102 o THEA 101	3	BMSC 400	3
CVT 415	3	HIST 253	3
CVT 420	3	THEO 132	3
OFAD 404	3		
CREDITS 14		CREDITS 15	

Graduates of this program of studies are eligible to take the exams offered by the Board of Examiners of Cardiovascular Technologists of Puerto Rico, ARDMS and CCI, which certify them to practice the profession in Puerto Rico and in the United States.

## COURSE DESCRIPTIONS

### HEALTH SCIENCES COURSES

#### CCHS 120: INTRODUCTION HEALTH CONCEPTS

This course describes the effect of political, social, and technological changes on healthcare in the United States and Puerto Rico. It also analyses the effect of values, beliefs and cultural practices on the determination of health needs in the population.

3 lecture hours, 1 semester, 3 credits

#### CCHS 122: PATHOPHYSIOLOGY

**Prerequisites:** BIOL 240, 241

The course focuses on the pathophysiology of the most common acute or chronic conditions affecting the human being at different stages of its life cycle. It discusses degenerative processes and the adaptive power of the individual needed to maintain homeostasis against constant threats to the physical integrity of body.

3 lecture hours, 1 semester, 3 credits

### **CCHS 218: PHARMACOLOGY AND CARDIOVASCULAR SYSTEM**

**Prerequisites:** CHEM 123, MATH 117, BIOL 242

The course studies general principles underlying drug classification, their functions, and effects in the human body. It introduces the processes of pharmacokinetics and pharmacodynamics; therapeutic utility of each of the different drug groups is also discussed. Adverse reactions, indications, and interactions with other drugs and/or with food are also discussed.

3 lecture hours, 1 semester, 2 credits

### **CCHS 410: LEGAL ASPECTS OF HEALTH CARE**

Analysis of the laws governing the provision of health services and their implications to health professionals. It includes the right to confidentiality and proper management of clinical information. Interpretation of laws through the discussion of situations and case studies.

3 lecture hours, 1 semester, 2 credits

## **CARDIOVASCULAR COURSES**

### **CVT 210: CARDIOVASCULAR ASSESSMENT**

**Prerequisites:** BIOL 240-241

Course focuses on the development of effective communication techniques and skills in students. Discusses security measures and controls for client and examiner; and health history as an indispensable tool for gathering relevant information of a patient. Emphasis is given to cardiovascular exam.

1 lecture hour, 3 hours lab, 2 credits

### **CVT 215: ULTRASOUND PHYSICS**

**Prerequisites:** MATH 117, BIOL 240, 241

Physics basic principles needed to explain ultrasound images are discussed. It includes visits to units specialized in diagnostic procedures.

3 lecture hours, 2 lab hours, 1 semester, 3 credits

### **CVT 216: MEDICAL ELECTRONICS AND INSTRUMENTATION**

**Prerequisites:** MATH 117

Applications, requirements, specifications and limitations of medical electronic instrumentation are studied. Different current, sound, pressure and temperature sensors are used to clarify concepts.

3 lecture hours, 2 lab. hours, 1 semester, 3 credits

### **CVT 305 General sonography**

**Prerequisites:** CCHS 122, CVT 215-216 BIOL 240, 241, 242

Discusses the basic techniques of sonography. It includes sonography protocols and selection of transducers. Laboratory procedures include simulations and in vivo sonography. Emphasizes in the identification of normal sonographic patterns in abdominal shallow and deep structures. Introduces cross-sectional anatomy.

2 lecture hours, 3 lab hours, 1 semester, 3 credits

### **CVT 306 Vascular sonography**

**Prerequisites** CCHS 122, CVT 215-216, CVT 305 BIOL 240, 241, 242

Discusses the basic techniques and protocols for vascular studies of neck, lower extremities and upper, with emphasis on the Doppler principle. Laboratory procedures include simulations and in vivo sonography.

2 lecture hours, 3 lab hours, 1 semester, 3 credits

### **CVT 309: NON-INVASIVE CARDIOVASCULAR TECHNIQUES I**

**Prerequisites:** BIOL 242, CCHS 122, CVT 215, 216

Course focuses on the evaluation and assessment of cardiac patients through medical history, cardiovascular exams, and laboratory results. Cardiovascular conditions and changes registered by non-invasive techniques are analyzed. Course focus is given to electrocardiograms, with or without exercise, Holter, telemetry, vectocardiography, phonocardiography, record and interpretation of changes observed. The course includes cardiopulmonar resuscitation (CPR).

3 lecture hours, 4 lab. hours, 1 semester, 4 credits

### **CVT 310: NON-INVASIVE CARDIOVASCULAR TECHNIQUES II**

**Prerequisites** BIOL 242 CCHS 122, CVT 215-216,309

Application of ultrasound to heart examination is discussed. Course focus is given to echocardiography with transthoracic and transesophageal color Doppler and its usefulness for signaling heart morphology and function. Includes analysis of pathology necessary for differential assessment, record of findings, and virtual lab experiences.

3 lecture hours, 4 lab. hours, 1 semester, 4 credits

### **CVT 415: CONCEPTS OF CARDIOVASCULAR REHABILITATION**

**Prerequisites:** Basic CPR, CCHS 218, CVT 309

Study and description of cardiac rehabilitation as medical practice performed when taking care of persons suffering from heart disease. Treatment's different phases and procedures needed for the patient to return to his personal and occupational duties and activities will be examined. Emphasis is placed on the educational role of the health professional.

2 lecture hours, 2 lab hours, 1 semester, 3 credits

### **CVT 420: HEMODYNAMIC MONITORING**

**Prerequisites:** BIOL 242, CVT 309-310

Study of invasive and non-invasive monitoring systems. Includes interpretation of test results and its implications in patients' care. Monitoring patients confined to bed, is also included..

3 lecture hours, 1 semester, 3 credits

### **CVT 430: FIELD EXPERIENCE**

**Prerequisites:** All major field requirements

Rotation through a variety of scenarios where non-invasive cardiovascular studies are performed (EKG, vascular sonography, stress test, holter test and echocardiography). Course provides for integration of learned concepts, development of psychomotor skills; and effective communication skills to treat patients and their families and interact the health personnel team.

2 lecture hours, 12 clinical practice hours a week, 1 semester, 6 credits

## SCHOOL OF MEDICAL TECHNOLOGY

**Program Director:** Prof. Waleska Alvarado Rodríguez

**Faculty:** Prof. Maribel Figueroa Peña, Prof. Vivian A. Lind Crespo, Prof. Maria I. Ascanio Jusino, Prof. Sheila López Torres

**Clinical Instructors:** Personnel from affiliated clinical laboratories.

The School of Medical Technology offers a twelve-month program leading to an advanced Certificate in Medical Technology or a Bachelor of Science Degree in Medical Technology (B.S.M.T.). It is affiliated with multiple clinical sites such as: hospitals, urgency and primary care centers, private, and reference laboratories.

The School is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and recognized by the Board of Examiners of Medical Technologists of Puerto Rico. Upon completion of the Program, students are eligible to take the exams offered by the Board of Examiners of Medical Technologists of Puerto Rico and the American Society of Clinical Pathologists Board of Certification (ASCP/BOC). These certification examinations qualify graduates to practice the profession in Puerto Rico and/or the United States.

### GOAL

To instill in future Medical Technologists / Clinical Laboratory Scientists profound moral and Christian sensibilities and enable them, along with other healthcare members, to deliver quality services to the community.

### OBJECTIVES

Within the Philosophy of the Pontifical Catholic University of Puerto Rico and inspired by the Vision of the Catholic Church, the School of Medical Technology strives that at the end of the Program, their graduates will:

1. Apply concepts, principles, and competencies to adequately work in the health care industry.
2. Demonstrate skills that empower them to perform reliable clinical analysis.
3. Recognize the importance of updating their knowledge.
4. Apply ethical principles to their relationship with patients and with the healthcare community.
5. Perform the functions and duties of a Medical Technologist/Clinical Laboratory Scientist in their workplace and in community service.
6. Develop habits, attitudes, and values which will make them excellent members of the healthcare community.

### DESCRIPTION OF THE MEDICAL TECHNOLOGY PROGRAM

The program consists of an academic session, and a clinical rotation session distributed in a 1 year period.

The Academic Session consists of a series of courses that cover the various fields of study in Medical Technology, with conferences and laboratory sessions held at the Ponce Campus. This session begins in early August and ends in February. The Clinical Practice Session is devoted to clinical laboratory practices at affiliated hospitals and laboratories on a rotating schedule supervised by the Clinical Instructors and the Faculty. This session begins in early March and lasts until July.

The program offers two degrees:

- Bachelor of Science in Medical Technology (BSMT)
- Certificate in Medical Technology

### **BACHELOR OF SCIENCE OF MEDICAL TECHNOLOGY (BSMT)**

The School of Medical Technology offers a study program designed to admit undergraduate PUCPR students from the Biology, Biomedical Science, Chemistry or Bachelor in Science with a major in Medical Technology departments. These candidates must complete all the Science College requisites and the School of Medical Technology Science pre-requisites. These students will be awarded a Bachelor of Science in Medical Technology (BSMT) degree upon satisfactory completion of the program.

Any student from another institution who wishes to opt for this alternative must transfer to the PUCPR and complete all the before-mentioned pre-requisites in order to apply for admission.

### **BACHELOR OF SCIENCE DEGREE IN MEDICAL TECHNOLOGY (BSMT)**

	<b>CREDITS</b>
<b>General Education</b>	<b>69</b>
<b>College Of Science Requirements</b>	<b>19</b>
*Chem. 105-106	8
*Physics 215-216	8
Biol. 250 (Biostatistics) or Math 298 (Statistics)	3
<b>Allied Fields Requirements:</b>	<b>31</b>
*Chem. 220 (Analytical Chem.)	4
*Chem. 231-232, 201-202 (Organic Chem. I & II and Lab.)	8
*Chem. 446 (Biochemistry) or Biol. 436 (Molecular Biology)	4
*Biol. 261 (Human Anatomy & Physiology)	4
*Biol. 303 (Microbiology)	4
*Biol. 355 (Immunology)	3
*Biol. 107-108	8

*Biol. 427 (Genetics)	4
<b>TOTAL CREDITS</b>	<b>119</b>

\*These courses must be completed with a minimum grade of **C**.

## BSMT CURRICULUM

### FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
ENGL ____	3	ENGL ____	3
MATH 141	3	MATH 142	3
BIOL 107	4	BIOL 108	4
CHEM 105	4	CHEM106	4
PHED 107	1		
ORIE 003	0	ORIE 004	0
<b>CREDITS</b>	<b>18</b>	<b>CREDITS</b>	<b>17</b>

### SUMMER

COURSE	CREDITS	COURSE	CREDITS
SOCI 102	3	PHIL 312	3
HIST 105	3	MNGT 130	3
<b>CREDITS</b>	<b>6</b>	<b>CREDITS</b>	<b>6</b>

### SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 427	4	BIOL 361	4
CHEM 231	3	CHEM 232	3
CHEM 201	1	CHEM 202	1
BIOL 250 o MATH 298	3	PHIL 340	3
ENGL 213	3	SPAN ____	3
THEO 130	3	THEO 131	3
<b>CREDITS</b>	<b>17</b>	<b>CREDITS</b>	<b>17</b>

### SUMMER

COURSE	CREDITS	COURSE	CREDITS
PHYS 215	4	PHYS 216	4
BMSC 400	3		
<b>CREDITS</b>	<b>7</b>	<b>CREDITS</b>	<b>4</b>

### THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 220	4	CHEM 446 o BIOL 436	4
BIOL 303	4	BIOL 355	3
SOCI electiva	3	ART 101, MUSI 102 o THEA 101	3
THEO 132	3	HIST 253	3
<b>CREDITS</b>	<b>14</b>	<b>CREDITS</b>	<b>13</b>

To complete the degree the student must be admitted to the school of medical technology and pass all courses with a minimum of **C** in all the courses of the \*\* curriculum of medical technology (50 credits).

### CERTIFICATE IN MEDICAL TECHNOLOGY

Post-graduate students with a Bachelor's Degree in Science from this or any accredited institution who meet all the science prerequisites are granted a Certificate in Medical Technology upon satisfactory completion of the Medical Technology Program.

### PREREQUISITES

COURSE
General Chemistry I & II
Analytical Chemistry
Organic Chemistry I & II
Biochemistry/Molecular Biology
General Biology I & II
Human Anatomy & Physiology
Microbiology
Immunology
Mathematics (Algebra and Trigonometry) I & II
College Physics I & II
Genetics



English (Advanced Reading Comprehension)

These courses must be completed with a minimum grade of **C**.

## ADMISSION REQUIREMENTS

Applicants must meet the following requirements:

1. The student must complete or be in the process of completing the admission prerequisites by the month of May prior to the semester for which admission is requested.
2. The Application Form and **all** the required documents must be submitted before the last Friday in March.
3. To be evaluated by the Committee, the student must meet the following criteria:

a. General Cumulative Grade Point Average (minimum=2.50)
b. Science Prerequisites Grade Point Average (minimum=2.50)
c. Interview with members of the Admission Committee
d. 3 Letters of Recommendation including one from each area: Biology, Chemistry, and Physics/Math
e. Admission committee members recommendation

- Completion of the above requirements does not guarantee admission to the School. Admission is limited to a maximum of 25 students per year.

## **\*\*CURRICULUM OF MEDICAL TECHNOLOGY**

ACADEMIC SESSION COURSE	HOUR/WEEK	CREDITS
MEDT 440 - Introduction to Clinical Laboratory Science	2	2
MEDT 443 - Immunology and Serology	3	3
MEDT 444 - Immunohematology	4	4
MEDT 447 - Hematology and Hemostasis	6	5
MEDT 455 - Study and Analysis of Urine and Other Body Fluids	3	3
MEDT 463 - Education, Ethics and Administration of the Clinical Lab.	2	2
MEDT 464 - Medical Mycology	1	1
MEDT 465 - Clinical Bacteriology	7	5
MEDT 467 - Clinical Parasitology and Virology	2	2
MEDT 472 - Clinical Chemistry	5	4
MEDT 473 - Clinical Instrumentation	1	1
<b>TOTAL CREDITS</b>	<b>36</b>	<b>32</b>

### CLINICAL PRACTICE SESSION

COURSE	WEEKS	HOURS	CREDITS
MEDT 450 - Medical Microbiology Practice	4	160	4
MEDT 456 - Urinalysis Practice	1	40	1
MEDT 459 - Hematology and Hemostasis Practice	4	160	4
MEDT 468 - Research and Case Studies	1*	40	1
MEDT 469 - Immunohematology Practice	3	120	3
MEDT 474 - Clinical Chemistry Practice	3	120	3
MEDT 475 - Clinical Molecular Diagnostic	1	30	1
MEDT 476 - Parasitology Practice	1	40	1
<b>TOTAL CREDITS</b>	<b>18</b>	<b>720</b>	<b>18</b>

### COURSE DESCRIPTIONS

#### **MEDT 440: INTRODUCTION TO CLINICAL LABORATORY SCIENCES**

Description of the profession of Medical Technologist/Clinical Laboratory Scientist. Discussion of the duties, responsibilities, technical skills, and moral traits required to practice the profession. Included are basic concepts and practice in core competencies common to all laboratory science disciplines, including safety; quality assurance and regulatory framework; laboratory mathematics; laboratory equipment, supplies; and microscopy.

2 conference hours and laboratory, 2 credits

#### **MEDT 443: IMMUNOLOGY AND SEROLOGY**

This course covers the science of Immunology and Serology through the study of theories and processes related to natural body defenses. Included are basic antigen - antibody reactions, complement, cellular response, humoral immune response and the basic serological procedures used to aid in the detection of certain diseases. Throughout this course, special emphasis is placed on correlating laboratory results with the patient's probable condition.

3 conference hours and laboratory, 3 credits

#### **MEDT 444: IMMUNOHEMATOLOGY**

Principles and concepts of the blood bank including blood typing, Coombs testing, prenatal and neonatal testing, cross-matching, donor processing, plasmapheresis, and antibody studies. Biochemistry, antigens, and genetics of clinically significant blood group systems, transfusion reactions, auto-immune hemolytic anemia, transfusion practice, HLA, transplantation, and quality assurance are discussed.

4 conference hours and laboratory, 4 credits

#### **MEDT 447: HEMATOLOGY AND HEMOSTASIS**

A study of the fundamental principles involved in the physiology and function of blood cells; incorporating the physical, biochemical, and physiological principles necessary to understand the blood-forming processes in normal and pathological conditions, with special emphasis on anemia, leukemia, and other degenerative disorders. Comprises the study of the process of hemostasis and blood coagulation

factors, together with the manual and automated techniques used in the collection, handling, and processing of blood samples for hematology and coagulation studies.

6 conference hours and laboratory, 5 credits

#### **MEDT 450: MEDICAL MICROBIOLOGY PRACTICE**

Study and practical training on the fundamental principles and techniques required for the isolation and identification of pathogenic microorganisms from clinical samples. Conventional, automated, immunological, and special techniques are used in the identification of clinically significant bacteria and fungi. Emphasis is given to the clinical correlation and proper quality assurance measures.

160 clinical practice hours, 4 credits

#### **MEDT 455: STUDY AND ANALYSIS OF URINE AND OTHER BODY FLUIDS**

Study of the fundamental concepts in renal and gastrointestinal physiology with emphasis on the principles and techniques involved in the physicochemical and microscopic analysis of urine, feces and body fluids. Emphasis is given to the correlation of the results obtained with normal and pathologic states and the quality assurance protocol.

3 conference hours, 3 credits

#### **MEDT 456: URINALYSIS PRACTICE**

Practice on the physicochemical and microscopic analysis of urine as a diagnostic tool, with emphasis on the implementation of proper quality assurance measures in such analyses.

40 clinical practice hours, 1 credit

#### **MEDT 459: HEMATOLOGY AND HEMOSTASIS PRACTICE**

Training in the proper phlebotomy techniques and the processing and analysis of blood samples through manual and automated procedures. Emphasis on the development and implementation of the proper quality assurance measures in the areas of hematology and coagulation. Clinical correlation between the obtained values and the expected values under normal conditions and those expected in the various hematologic and coagulation disorders.

160 clinical practice hours, 4 credits

#### **MEDT 463: EDUCATION, ETHICS, AND ADMINISTRATION IN THE CLINICAL LABORATORY**

Relevant aspects related to the educational, ethical and administrative processes of the future professionals for the clinical laboratory are presented. Educational methodology aspects, topics on professional ethics and the study of administrative processes and procedures required for the operation of a clinical laboratory within the hospital setting are included.

2 conference hours, 2 credits

#### **MEDT 464: MEDICAL MYCOLOGY**

Systematic study of the various fungi pathogenic to human beings. Emphasis on the isolation and identification of those fungi from clinical specimens along with etiology, clinical symptoms, treatment, and epidemiology of human mycotic infections.

15 semester hours, 1 credit

---

**MEDT 465: CLINICAL BACTERIOLOGY**

A study of disease-producing organisms comprising human pathogenic bacteria. Includes a description of nomenclature, taxonomy, physiology, metabolism and genetics. The recommended procedures for the collection, transport, direct examination and identification of clinical specimens are discussed and practiced along with the quality assurance protocol.

6 conference hours and laboratory, 5 credits

**MEDT 467: CLINICAL PARASITOLOGY AND VIROLOGY**

A study of the parasites of clinical relevance for the human being. Special emphasis is given to the life cycle and infectious stages. The recommended procedures for the collection, transport and direct examination of clinical specimens are discussed and practiced. Included is the study and description of clinically important viruses, as well as recommended procedures for their collection, handling, transport and identification.

2 conference hours and laboratory, 2 credits

**MEDT 468: RESEARCH AND CASE STUDIES**

Introduction to research methodology applied to the profession of Clinical Laboratory Science. A research paper is required of all students using a process of literature research based on recent topics related to the administration of the clinical laboratory. After completion of the clinical practice session, review sessions on all areas of the profession will be conducted using case study presentations.

40 semester hours, 1 credit

**MEDT 469: IMMUNOHEMATOLOGY PRACTICE**

Study and practice of the collection, preservation, processing, and analysis of donated blood for therapeutic purposes. Students are involved with the role of the Blood Bank in a hospital setting. Emphasis is given to the strict quality assurance measures required for the operation of a Blood Bank and to its significance in diagnosis and treatment.

120 hours clinical practice, 3 credits

**MEDT 472: CLINICAL CHEMISTRY**

Theory and application of chemical analytical procedures in the study of diseases that cause quantitative changes in substances dissolved in blood, urine and other body fluids. The interpretation and clinical correlation of laboratory data obtained using manual and automated techniques is emphasized along with strict quality assurance measures.

5 conference hours and laboratory, 4 credits

**MEDT 473: CLINICAL INSTRUMENTATION**

Theory and application of laboratory automation. General information about basic principles and theory of instrumental analysis as applied to the laboratory medicine field. Computers are incorporated as a complement to clinical instrumentation.

1 hour conference and laboratory, 1 credit

### **MEDT 474: CLINICAL CHEMISTRY PRACTICE**

Intensive training in the manual and automated techniques used for the quantitative determination of dissolved substances in blood, urine and other body fluids. Special training is also given on quantitative immunochemical techniques. Proper quality assurance measures are incorporated in all procedures. 120 hours clinical practice, 3 credits

### **MEDT 475: CLINICAL MOLECULAR DIAGNOSTIC**

Training on the essential tools needed for the management and clinical diagnosis of diseases, using molecular techniques such as PCR, Southern Blotting and gel electrophoresis. Molecular based diseases, their variables and monitoring are discussed along with hereditary and or acquired conditions. Principles and procedures for the management and diagnosis of infectious diseases are included. Bioethical and Christian considerations are discussed. 40 clinical practice hours, 1 credit

### **MEDT 476: PARASITOLOGY PRACTICE**

Practical training on the isolation and identification of parasites from clinical samples. Emphasis is given to clinical correlation and proper quality assurance measures. 40 clinical practice hours, 1 credit

## **COLLEGE OF EDUCATION**

### **HISTORY**

***Dr. Myriam Zayas Zengotita, Dean***

***Prof. Ana I. Báez Rodríguez, Associate Dean***

The College of Education of the Pontifical Catholic University of Puerto Rico, Ponce Campus began as a department within the university's structure. By then it was called Department of Education and functioned as a division under the College of Arts and Science, directed by an associate dean. Years after, it was ranked as College, under the administration of a dean.

At first, the College of Education started by obtaining a Normal Diploma. Later, came the incorporation of the Bachelor of Arts in Elementary Education. In 1959 the curriculum for the degree of Bachelor of Science in Secondary Education was established.

After that, the demand to create courses that would satisfy the needs of the Public Instruction System of Puerto Rico, today known as the Department of Education of Puerto Rico, in the south area arose. That is when the Graduate Program is developed. During the summer of 1967 these courses were consolidated and reorganized under the direction of a Dean for Graduate studies. In August 1970, the Graduate Studies' Program was incorporated to the College of Education under the direction of a director.

In 1970, the undergraduate and graduate curriculum was placed under the administration and supervision of a Dean of the College of Education. It was in August 1971, that the Department of Physical

Education was integrated as part of the College of Education with offerings in Bachelor and Master Courses.

In January 2001, the Doctorate's Program in Education was created. After that, the Department of Graduate Studies was recognized as Graduate School in Education. It is in August 2009, that an associate dean was named and formed part of the College of Education.

At this time, the College of Education, Ponce Campus has the following academic units: Department of Elementary Education, Department of Secondary Education, Department of Physical Education, Sports Science and Integrative Wellness and the Graduate School of Education. It also has a Laboratory of Educative Resources and Materials (LERMA), a Preschool Center and a Diagnostic and Treatment for children with Learning Disabilities Center (CEDYTA).

At the Colleges of Education in Arecibo and Mayaguez Campuses the offerings are as follows: Mayaguez offers Bachelor's and Master Programs. In Arecibo Campus, there are seven (7) Teacher Preparation Programs and in Mayaguez there are eight (8) Teacher Preparation Programs. Both campuses, the College of Education are directed by a College Director.

All our Teacher Preparation Programs are accredited by Teacher Education Program's Accreditation (TEAC) since May 7, 2014.

## **COLLEGE GOALS AND OBJECTIVES**

### **GOALS**

The College of Education has four main goals. These are:

1. Encourage the personal and professional formation of teachers and other educators to contribute to the individual and collective wellness of a society characterized by continuous technological changes.
2. Develop research skills as a means to respond to the educational needs of the present and future society.
3. Project a positive image to the Puerto Rican community by attending the demands and challenges of the educational system.
4. Contribute to the formation of Christian teachers, aware of their moral and spiritual values whom act according to their faith.

### **OBJECTIVES**

The PCUPR has the responsibility to contribute to the care, example and education of children, youngsters and adults which are the society's future. To obtain this, we need to take the future teachers and other education professionals to profound knowledge of the Christian faith and an exact scientific and technological progress valuation in harmony with the Revelation, as it is interpret by the

Ecclesiastical Magisterium, respecting the true academic freedom. With this perspective purpose, the objectives of the College of Education are established to:

1. Contribute to the training of teachers and other education professionals with high skills to enable them to exercise their teaching, administrative and support work in educational institutions.
2. Raise awareness among prospective teachers and other educators about their duties and responsibilities in education and integral formation of children, youth and adults in the country.
3. Train students in the use and application of computer and emerging technology as a useful tool for the learning process.
4. Foster in students the skills to inquire, think critically and creatively, solve problems and make decisions that will improve their lives in social personal, professional and.
5. Promote action research and educational research as a basic foundation for updating the learning and practice of the profession.
6. Respond to the needs of contemporary Puerto Rican society with viable alternatives based on relevant professional literature, research findings and Gospel values.
7. Gather the ethics of access and use of professional information for educational purposes and to carryout projects and research.
8. Train teachers and education professionals with a high sense of duty and commitment to the issues and problems facing the Department of Education of Puerto Rico and private educational institutions.
9. Contribute to the development of a culture of peace in schools by training professionals that promote optimal learning environment in schools and educational settings.
10. Promote community service and acts of solidarity that contribute to meeting the needs, problems and challenges of the Puerto Rican, Caribbean and global society.
11. Provide a holistic preparation on the Christian faith to guide their students and graduates to act in accordance with the principles and values that the institution is governed.
12. Create awareness among future teachers and educators, their projection and impact on children, youth, parents, and society in general; and responsibility in the task of dignity, by example, the image of the Teacher.

Consistent with these goals and objectives, the College contributes to the formation of a full and comprehensive citizen. This aspiration to achieve academic excellence and to clarify the rationale underpinning the Teacher Preparation Programs and Educators (PPM-E) is expressed explicitly in the Conceptual Framework of the College of Education.

## ORGANIZATION AND ADMINISTRATION

The College of Education is run by a dean who is responsible for the organization, administration and general supervision of all components and sub-units that compose it. To exercise these and other functions, he /she has the support of an associate dean. It has four academic departments under the direct management and supervision of a director: Department of Elementary Education, Department of Secondary Education, Department of Physical Education, Sports Science and Integrative Wellness and Graduate School of Education. Each department operates under the jurisdiction of a director who reports directly to the Dean.

## PROGRAMS OF STUDY

The College of Education offers the following Programs:

1. A four or five year course leading to the degree of Bachelor of Science in Elementary Education.
2. A four or five year course leading to the degree of Bachelor of Science in Secondary Education.
3. A four or five year course leading to the degree of Bachelor of Science in Sport Science Fitness.
4. A two or three years of study leading to an Associate of Science Degree in Elementary Education, specifically designed for foreign students.
5. A two-year program of study leading to an Associate Degree in Fashion Design.
6. A program leading to the award of master's degree, namely:
  - a. Master of Education
7. A program leading to the award of degree of Doctor of Education with specialization in:
  - a. Curriculum and Teaching
  - b. Educational Management
  - c. Professional Counseling

Graduate level programs carry their own admission requirements differ in purpose and requirements for obtaining the degree.

## SPECIFIC ADMISSION REQUIREMENTS FOR THE TEACHER PREPARATION PROGRAM OF THE COLLEGE OF EDUCATION

In order to comply with the federal and local regulations in force such as Title II, Sections 207 & 208 of the Higher Education Reauthorization Act (HEA) and Title IV, Section 208 (b) (HEA), and the Department of Education of Puerto Rico, the College of Education has established the following specific admission requirements, in addition to the general requirements at the undergraduate level:



- The minimum average needed to be admitted in the College of Education is 3.00 until July 2016 and 3.00 from August 2016 on.

**IMPORTANT NOTICE:** The admission requirements of the College of Education could change according to the regulations established by the Department of Education of Puerto Rico.

### ADDITIONAL ACADEMIC REQUIREMENTS FOR THE TEACHER PREPARATION PROGRAM OF THE COLLEGE OF EDUCATION

1. The minimum average for the Teaching Practicum is 3.00. The codes for the Practicum and Seminar in the Department of Elementary Education are ELED 431, ELED 411, and ELED 434. The codes for the Practicum and Seminar in the Department of Secondary Education are SEED 481 – SEED 401.
2. Students assigned to the College of Education or with minor or additional concentrations must approve the general courses with a minimum of C and the College of Education and concentration courses with a minimum of B.
3. The undergraduate academic status norm for the College of Education will be different for students registered in the College or taking courses geared towards minor or additional concentrations. The following table illustrates what will be applied concerning the accumulated minimum academic average required according to the completed credits.

#### ACCUMULATED MINIMUM ACADEMIC AVERAGE REQUIRED ACCORDING TO THE COMPLETED CREDITS

Accumulated and Completed Credits	Minimum academic average effective August 2010 for the students of the College of Education
12	2.00
24	2.20
36	2.30
48	2.40
60	2.50
72	2.60
84	2.70
96	2.80
108	2.90
More than 108	3.00

---

## **CORE CURRICULUM FOR THE COLLEGE OF EDUCATION (COED)**

### **THIS CURRICULUM IS REQUIRED FOR ALL STUDENTS WHO WANT TO OBTAIN THE BACHELOR OF SCIENCE IN EDUCATION**

The concentration courses are taken in the Department in which they are assigned.

#### **DESCRIPTION OF THE CORE COURSES**

##### **COED 200 – THE CURRICULUM AND THE CLINICAL EXPERIENCES IN THE ELEMENTARY SCHOOL**

**(For students of the Department of Elementary Education)**

Overview of the Educational System of Puerto Rico. Study of the components of the basic, programmatic and instructional curriculum. Analysis of the general, professional and humanistic competences of the future teacher, and of documents related to their role, duties and responsibilities. Relationship between the theoretical principles taught in the course and the educational reality in the classroom. Emphasis on the importance of ethics, effective communication and the skills of thinking as a fundamental tool of teaching teachers, in the face of the diversity of students. The student must approve the corequisites of the course that include: completing two (2) hours per week, for ten weeks, as a laboratory experience in a public school and; take the diagnostic tests of Spanish, English and mathematics from the Resources and Materials Laboratory (LERMA).

3 hours, 1 semester, 3 credits

##### **COED 202 – THE CURRICULUM AND THE CLINICAL EXPERIENCES IN THE SECONDARY SCHOOL**

**(For students of the Department of Secondary Education)**

Overview of the Educational System of Puerto Rico. Study of the components of the basic, programmatic and instructional curriculum. Analysis of the general, professional and humanistic competences of the future teacher, and of documents related to their role, duties and responsibilities. Relationship between the theoretical principles taught in the course and the educational reality in the classroom. Emphasis on the importance of ethics, effective communication and the skills of thinking as a fundamental tool of teaching teachers, in the face of the diversity of students. The student must approve the corequisites of the course that include: completing two (2) hours per week, for ten weeks, as a laboratory experience in a public school and; take the diagnostic tests of Spanish, English and mathematics from the Resources and Materials Laboratory (LERMA).

3 hours, 1 semester, 3 credits

##### **COED 203 – PSYCHOLOGICAL FOUNDATIONS OF EDUCATION**

**Prerequisites: COED 200 or COED 202, COED 328**

Study of the basic principles of educational psychology related with the student, the teacher, and the teaching and learning process. Discussion of the educational practices that are derived from learning theories and motivation. Analysis of recent research in educational psychology and its application to the classroom. Emphasis of the Christian qualities that teachers should possess.

3 hours, 1 semester, 3 credits

### **COED 204 – SOCIOLOGICAL FOUNDATIONS OF EDUCATION**

#### **Prerequisites: COED 200 or COED 202**

Study of family, school and social institution and of the society and its impact in the individual's natural and formal educative process. Nature and content of the sociological foundations and their implications in the teaching and learning process. The teacher as changing agent in a technological and dynamic society. Student will visit a public or private government agencies and will study the relation between these, the family and school.

3 hours, 1 semester, 3 credits

### **COED 270 - THE COMPUTER AND ITS APPLICATIONS IN EDUCATION**

This course is designed for prospective teachers of all levels and subjects. It prepares students with a variety of technology in order to highly enrich the educational process. The benefits of technology use in education are discussed. The course develops the topics of computer literacy, distance learning, and computer applications such as Word, Excel, Power Point for integration in the education process. Internet and electronic mail are used as learning tools.

3 hours, 1 semester, 3 credits

### **COED 313 – EVALUATION, MEASUREMENT, AND ASSESSMENT AT PRIMARY AND ELEMENTARY LEVELS**

#### **Prerequisites: COED 200**

Study of the concepts of measurement, assessment, and educational evaluation. Analysis of the different techniques, evaluation, and assessment instruments. Practice in the design, use, correction, and administration of the instruments at the elementary level. Discussion of the process of interpretation of test scores using descriptive statistics.

3 hours, 1 semester, 3 credits

### **COED 314 – EDUCATIONAL RESEARCH SEMINAR**

#### **Prerequisites: COED 313 or COED 354 or ELED 334**

Study of the foundation of educative investigation. Investigative methodologies qualitative and quantitative statistics design, data interpretation techniques will be examined as well as the style of writing recommended by the College of Education. The course requires a revision of literature of an issue in education in order to prepare an investigative proposal.

### **COED 328 - HUMAN DEVELOPMENT**

#### **Prerequisites: COED 200 or 202**

Study of the basic principles of human development from conception to death. Analysis of the physical, intellectual, emotional, social, and personality development characterized in each one of the following stages: prenatal, new born, infancy, childhood, pre-adolescence, adolescence, youth, adulthood, and the aged. Discussion of the principle theories about human development: psychoanalytical, cognitive, behavioral, humanistic, and socio-cultural.

3 hours, 1 semester, 3 credits

### **COED 340 – EXCEPTIONAL CHILD AND YOUNGSTER**

Study of the definitions, ethiology and characteristics of exceptional students. Analysis of the legal aspects related to this population, including placement alternatives, technological assistance and

reasonable accommodations. Application of varied instructional strategies directed to take care of student's diversity given emphasis on the Universal Design for Learning (DUA). Curriculum adaptation for exceptional students. Includes 10 hours of clinical experiences in a school or center approved by the program.

3 hours, 1 semester, 3 credits

### **COED 354 – MEASUREMENT, EVALUATION, AND ASSESSMENT AT SECONDARY LEVEL**

#### **Prerequisites: COED 202**

Study of the concepts of measurement, assessment, and educational evaluation. Analysis of the different techniques, evaluation, and assessment instruments. Practice in the design, use, correction, and administration of the instruments at the secondary level. Discussion of the process of interpretation of test scores using descriptive statistics.

3 hours, 1 semester, 3 credits

### **COED 430 – PHILOSOPHICAL FOUNDATIONS OF EDUCATION**

#### **Prerequisites: COED 200 or 202 AND 6 CRS IN PHILOSOPHY**

Analysis of the philosophical idealistic, realistic, pragmatic, existential and reconstructionist postures and its implications in education. Discussion of the philosophical-educative innovations in the XX and XXI century. Explanation of the philosophical assumptions and the foundations of the code of Ethics in which Puerto Rico's education is founded. Study of the principles of the catholic educative philosophy, based on the Church's Social Doctrine (DSI).

3 hours, 1 semester, 3 credits

### **COED 440 – FUNDAMENTAL KNOWLEDGE AND COMMUNICATION COMPETENCIES SEMINAR**

#### **Prerequisites: General courses with thematic content included in the Teacher Certification Test (PCMAS)**

Integrative course with an interactive and practical focus. Content of the general knowledge and communication competencies that a prospective teacher should know are reinforced in order to be efficient no matter the grade or concentration teaching. The course includes components of: Social Studies, Humanities, Science, Computer literacy, Spanish, English, and Math. Discussion and analysis of pedagogical situations, with special emphasis on the culture and educative context reality.

3 hours, 1 semester, 0 credits

## **DEPARTMENT OF ELEMENTARY EDUCATION (ELED)**

***Dr. Miriam Deida Colón, Director***

***Faculty: Miriam Pacheco Molina, Maritza García González and María Sierra Ayala***

### **VISION**

The Department of Elementary Education at Pontifical Catholic University of Puerto Rico projects itself as one of the best options in the Program of Teacher Preparation in the regional and national level as well as externally. Our offerings are oriented towards the formation of teachers, with professional and technological competencies needed in the practice of their profession and who will assist the public and

private educational system of the country. Our aspiration is to form professionals that will perform their work with excellence and commitment, respect the dignity of human beings and promote children's integral development, on sustaining to their pedagogical practice on the principles of Gospel.

## MISSION

The mission of the Department of Elementary Education at Pontifical Catholic University of Puerto Rico is to provide programs of excellence in the preparation of teachers at the elementary school. We prepare our students for their profession with innovative pedagogical practices that respond to new concepts, knowledge, and the actual education paradigms, but also conscious of the intellectual, moral, and ethical base that society expects from them.

In our programs, we promote the development of teachers who apply to the educational scenario the theoretical base of their professional formation, pedagogical investigation, and educational innovation, while contributing to their continuous personal and professional growth. At the same time, they must provide an education of excellence, which children of our country demand and need.

## MOTTO

The education of future teachers is similar to polishing, with great jealousy and care, the chest that will keep the most precious treasure: the children of our country.

## OBJECTIVES

1. To develop in prospective teachers authentic values and a sense of social responsibility in the fulfillment of their profession.
2. To prepare teachers with the required professional competencies to teach at the elementary level.
3. To foster in prospective teachers the desire to continue graduate studies and professional development.
4. To develop teachers distinguished by their highest sense of integrity, ethic, and respect for all aspects of life.
5. To contribute in the formation of elementary level teachers capable of facing the continuous technological and social changes.
6. To comply with the mission, vision, and philosophy of Pontifical Catholic University of Puerto Rico and the goals of the College of Education.

## PROGRAMS OF STUDY

The Department of Elementary Education offers programs of study leading to the preparation of elementary school teachers with a: Bachelor of Science in Elementary Education with majors in:

- a) EACH – Early Childhood (K – 3<sup>rd</sup> grade)
- b) GEED – General Education (4<sup>th</sup> to 6<sup>th</sup> grade)
- c) VISU - Visual Arts

- d) SPED - Special Education
- e) ENGL - English
- f) MUSI - Music
- g) PHED- \*Physical Education
- h) Certification Courses

\* See the Department of Physical Education.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION IN EARLY CHILDHOOD (K-3) (EACH)

COURSES REQUIREMENTS	CREDITS
General Education	61
College	33
Concentration and methodology	34
Elective	3
Total credits	131

### CURRICULUM FOR BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION PROGRAM IN EARLY CHILDHOOD (K-3)

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
HIST 105	3	HIST 253	3
ENGL 121	3	ENGL 240	3
ORIE 003	0	ORIE 004	0
SOCI 102	3	SOCI – ELECT DIR	3
MATH 111	3	*COED 340	3
*PHED 102	1	*COED 204	3
*COED 200	3		
<b>CREDITS 19</b>		<b>CREDITS 18</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECT DIR	3	ENGL 213	3
CHEM 117 / BIOL 115	3	SCIENCE – ELECT DIR	3
*ELED 347	3	*ELED 348	3
*COED 270	3	HIST 303	3
*COED 313	3	THEOL 130	3
*ELED 337	3	*COED 203	3
CREDITS 18		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
THEO 131	3	MGNT 130	3
PHED 205	2	*ELED 150	3
PHIL 312	3	*ELED 155	3
*ELED 206	3	*ELED 208	3
*ELED 112	3	*ELED 445	3
*ELED 410	3	*COED 314	3
**COED 440	0		
CREDITS 17		CREDITS 18	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 430	3	*ELED 411	1
*ELEC - ELED 443 / 350 / 306	3	*ELED 431	5
*ELED 308	3		
*ELED 352	3		
THEO 132	3		
*ELED 106/108	2		
**ELED 450	0		
CRÉDITOS 17		CRÉDITOS 6	

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\* The approval grade for Capstone Courses is P (Pass).  
Students transferred from other universities must register in Orientation 005.

**REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION PROGRAM  
- EDUCATION IN GENERAL EDUCATION (4<sup>th</sup> – 6<sup>th</sup> grade) (GEED)**

COURSES REQUIREMENTS	CREDITS
General Education	61
College	33
Concentration and methodology	31
Electives	6
Total credits	131

**CURRICULUM FOR BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION IN  
GENERAL EDUCATION (4<sup>th</sup> – 6<sup>th</sup> grade)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
HIST 105	3	HIST 253	3
ENGL 121	3	ENGL 240	3
ORIE 003	0	ORIE 004	0
SOCI 102	3	SOCI – ELECT DIR	3
MATH 111	3	*COED 204	3
*PHED 102	1	*COED 340	3
*COED 200	3		
<b>CREDITS 19</b>		<b>CREDITS 18</b>	



SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECT DIR	3	ENGL 213	3
CHEM 117 / BIOL 115	3	SCIENCE – ELECT DIR	3
*ELED 347	3	PHIL 312	3
*COED 270	3	*COED 313	3
*COED 328	3	*COED 203	3
THEO 130	3	*ELECTIVA	3
CREDITS 18		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
HIST 303	3	MGNT 130	3
*ELED 308	3	*COED 314	3
*ELED 206	3	*ELED 154	3
*ELED 208	3	*ELED 207	3
*ELED 152	3	*ELED 445	3
THEO 131	3	*ELED 111	3
**COED 440	0		
CREDITS 18		CREDITS 18	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 430	3	*ELED 411	1
THEO 132	3	*ELED 431	5
*ELED 410	3		
*PHED 205	2		
*ELECTIVA	3		
*ELED 106/108	2		
**ELED 450	0		
CRÉDITOS 16		CRÉDITOS 6	

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\* The approval grade for Capstone Courses is P (Pass).  
Students transferred from other universities must register in Orientation 005.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION IN VISUAL ARTS (VISU)

COURSES REQUIREMENTS	CREDITS
General Education	62
College	36
Concentration and methodology	31
Total credits	129

### CURRICULUM FOR BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION PROGRAM IN VISUAL ARTS (VISU)

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
HIST 105	3	HIST 253	3
ENGL 115	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
SOCI 102	3	SOCI – ELECT DIR	3
MATH 111	3	*COED 204	3
*PHED 102	1	*COED 270	3
*COED 200	3		
CREDITS 19		CREDITS 18	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECT DIR	3	ENGL 213	3
CHEM 117 / BIOL 115	3	SCIENCE – ELECT DIR	3
THEO 130	3	PHIL 312	3
*ART 103	3	*ART 104	3
*ART 205	3	HIST 303	3
*COED 328	3	*COED 203	3
CREDITS 18		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*ELED 307 / MUSI 102 / THEA 101	3	MGNT 130	3
*ART 201	3	*ART 202	3
*ART 210	3	*ART 362	3
*COED 340	3	*COED 314	3
*COED 313	3	*PHED 205	2
THEO 131	3	THEO 132	3
**COED 440	0		
CREDITS 18		CREDITS 17	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*SEED 370	3	*ELED 411	1
*ART 240	3	*ELED 431	5
*ART 272	3		
*ART 280	3		
*COED 430	3		
**ELED 450	0		
CRÉDITOS 15		CRÉDITOS 6	

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\* The approval grade for Capstone Courses is P (Pass).  
Students transferred from other universities must register in Orientation 005.

**REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION IN  
SPECIAL EDUCATION (K-12)**

COURSES REQUIREMENTS	CREDITS
General Education	63
College	33
Concentration and methodology	28
Total credits	124

**CURRICULUM FOR BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION PROGRAM IN  
SPECIAL EDUCATION (K-12)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
HIST 105	3	HIST 253	3
ENGL 115	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
SOCI 102	3	SOCI – ELECT DIR	3
MATH 111	3	*COED 340	3
*COED 200	3	*COED 270	3
CREDITS 18		CREDITS 18	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECT DIR	3	ENGL 213	3
CHEM 117 / BIOL 115	3	SCIENCE – ELECT DIR	3
*ELED 419	4	*ELED 329	3
*COED 204	3	*ELED 331	3
*ELED 333	3	*COED 203	3
*COED 328	3	PHIL 312	3
CREDITS 19		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
THEO 130	3	THEO 131	3
HIST 303	3	MGNT 130	3
*ELED 213	3	*ELED 214	3
*ELED 345	3	*ELED 202	3
*ELED 334	3	*COED 314	3
**COED 440	0		
CREDITS 15		CREDITS 15	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 430	3	*ELED 411	1
*ELED 318	3	*ELED 434	5
*ELED 418	3		
THEO 132	3		
PHED 309	3		
**ELED 450	0		
CREDITS 15		CREDITS 6	

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\* The approval grade for Capstone Courses is P (Pass).  
Students transferred from other universities must register in Orientation 005.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN EDUCATION IN ENGLISH (ENGL)

COURSES REQUIREMENTS:	CREDITS
General Education	61
College	36
Concentration and methodology	34
Total credits	131

**CURRICULUM FOR BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION PROGRAM IN  
ENGLISH (ENGL)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
SPAN 141	3	SPAN 142	3
HIST 105	3	SOCI 102	3
ENGL 121	3	ENGL 240 – ELECT DIR	3
ORIE 003	0	ORIE 004	0
ENGL 223	3	ENGL 224	3
MATH 111	3	*COED 204	3
*PHED 102	1	*COED 270	3
*COED 200	3		
CREDITS 19		CREDITS 18	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
SPAN – ELECT DIR	3	PHIL 312	3
CHEM 117 / BIOL 115	3	SCIENCE – ELECT DIR	3
SOCI – ELECT DIR	3	MGNT 130	3
THEO 130	3	*THEO 131	3
*COED 340	3	HIST 303	3
*COED 328	3	*COED 203	3
CREDITS 18		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
*ENGL 311	3	ENGL 312	3
*ELED 206	3	*ELED 207	3
*SEED 301	3	*ELED 208	3
*COED 313	3	*ENGL 326	3
THEO 132	3	*SEED 360	3
ENGL 300	3	*COED 314	3
**COED 440	0		
CREDITS 18		CREDITS 18	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
*COED 430	3	*ELED 411	1
*ELED 106/108	2	*ELED 431	5
HIST 253	3	PHED 205	2
*SEED 361	3		
*ELED 445	3		
**ELED 450	0		
**SEED 445	0		
CREDITS 14		CREDITS 8	

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\*The approval grade for Capstone Courses is P (Pass).

Students transferred from other universities must register in Orientation 005.

#### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN EDUCATION IN MUSIC (MUSI)

COURSES REQUIREMENTS	CRÉDITOS
General Education	62
College	36
Concentration and methodology	40
Total credits	138

#### CURRICULUM FOR BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION PROGRAM IN MUSIC (MUSI)

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
SPAN 141	3	SPAN 142	3
HIST 105	3	HIST 253	3
ENGL 115	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
*MUSI 105	3	MUSI 106	3
MATH 111	3	*COED 204	3
*PHED 102	1	*COED 270	3
*COED 200	3		

<b>CREDITS 19</b>	<b>CREDITS 18</b>
-------------------	-------------------

<b>SECOND YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSES</b>	<b>CREDITS</b>	<b>COURSES</b>	<b>CREDITS</b>
SPAN – ELECT DIR	3	ENGL 213	3
CHEM 117 / BIOL 115	3	SCIENCE – ELECT DIR	3
SOCI 102	3	SOCI – ELECT DIR	
*MUSI 205	3	*MUSI 211	3
*MUSI 221	3	*MUSI 222	3
*COED 328	3	PHIL 312	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

<b>THIRD YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSES</b>	<b>CREDITS</b>	<b>COURSES</b>	<b>CREDITS</b>
*COED 313	3	*COED 314	3
*PHED 205	2	*COED 203	3
*MUSI 212	3	*MUSI 405	3
THEO 130	3	THEO 131	3
*COED 340	3	SEED 379	3
HIST 303	3	MGNT 130	3
**COED 440	0		
<b>CREDITS 17</b>		<b>CREDITS 18</b>	

<b>FOURTH YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSES</b>	<b>CREDITS</b>	<b>COURSES</b>	<b>CREDITS</b>
*MUSI 407	3	*MUSI 410	3
*MUSI 415	3	*MUSI 412	3
*MUSI 420	3	*ELED 411	1
THEO 132	3	*ELED 431	5
*COED 430	3		
ART 101 / THEA 101	3		
**ELED 450	0		
<b>CREDITS 18</b>		<b>CREDITS 12</b>	



\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\* The approval grade for Capstone Courses is P (Pass).  
Students transferred from other universities must register in Orientation 005.

## **COURSE DESCRIPTION**

### **ELED 106 – MUSIC TEACHING METHODOLOGY AT THE ELEMENTARY SCHOOL**

Study of music in the elementary school curriculum. Theory and practice of general principles of music. Morphology and analysis of music related to different school levels. Methodology for teaching music. Demonstrations of different music genre allusive to the Puerto Rican culture and our surroundings as a Caribbean island.

2 hours, 1 semester, 2 credits

### **ELED 108 - ART TEACHING METHODOLOGY AT THE ELEMENTARY SCHOOL**

Analysis of the curricular areas that comprise the Visual Arts Program at the elementary level. Emphasis is given to the techniques, objectives, and attitudes in the teaching of visual arts to elementary school students (4th to 6th graders).

2 hours, 1 semester, 2 credits

### **ELED 111 – SCIENCE TEACHING METHODOLOGY IN THE ELEMENTARY SCHOOL**

**Prerequisites:** COED 200, COED 313, CHEM 117 or BIOL 115

Study of the Science Program Curriculum Framework with emphasis in the Standards of Excellence of the Department of Education of Puerto Rico. Analysis of methods, techniques, means, organizational systems, tendencies, and materials used in the teaching of science at the elementary level. Preparation of teaching units and lesson plans aligned to the standards of content, performance, and assessment of the Department of Education. Editing of the observable objectives and teaching techniques. Clinical experiences in the elementary schools to provide relevance to the material studied. Emphasis on the Christian teacher's role in the teaching of science.

3 hours, 1 semester, 3 credits

### **ELED 112 – METHODOLOGY IN THE TEACHING OF SCIENCE IN THE PRIMARY LEVEL (K-3) OF THE ELEMENTARY SCHOOL**

**Prerequisites:** COED 200, COED 313, CHEM 117 or BIOL 115

Global vision of the Science Program in Elementary Education at the (K-3) level study of the Curriculum Framework in the Science Program with emphasis on the Standards of Excellence of the Department of Education (DEPR). Analysis of methods, techniques, means, organizational system, tendencies and materials used in the teaching of science in grades K-3. Preparation of teaching units and lesson plans aligned to the content standards, delivery and assessment of the DEPR. Clinical experiences at

elementary schools at the level of K-3 to make it more relevant to the material studied. Discussion of ethical and moral aspects in the teaching of science.

3 hours, 1 semester, 3 credits

### **ELED 150 – METHODOLOGY IN THE TEACHING OF MATHEMATICS AT THE PRIMARY LEVEL (K-3) OF THE ELEMENTARY SCHOOL**

**Prerequisites:** COED 200, COED 313, MATH 111

Analysis of the philosophy, goals and general competencies of the Mathematics Program in grades K-3. Study of the Mathematic curriculum according to the National Council of Mathematics Standards (NCTM) and the Department of Education of Puerto Rico (DEPR). Discussion of the teaching strategies that give evidence of the application of Mathematics and problem solving through logical reasoning and as communication mean. Emphasis on the development of a cognitive-interactive approach for a better learning and the concept of a Mathematics Laboratory. Use of manipulatives and technological materials to transform the teaching of Mathematics clinical experiences in a real school scenario.

### **ELED 152 – MATHEMATICS TEACHING METHODOLOGY FOR THE ELEMENTARY SCHOOL**

**Prerequisites:** COED 200, COED 313, MATH 111

Analysis of the philosophy, goals, and general competencies of the Mathematics Program at the Elementary Level (4-6 grades). Study of the mathematics curriculum based on the standards highlighted by the National Council of Mathematics (NCTM) and the Department of Education (DEPR). All class activities are geared toward the basic principles of the revision of the DEPR related to the relevance of education, development of thought, and educative values. Discussion of teaching strategies that evidence the application of mathematics in logical reasoning and as an effective means of communicating ideas.

The concept of the math classroom as a lab (manipulative) through the cognitive-constructivist theory will be the concept use in the course. Use of technological equipment and materials as an educative tool will help in the transformation of math learning according to the DEPR bylaws.

3 hours, 1 semester, 3 credits

### **ELED 154 – SOCIAL STUDIES TEACHING METHODOLOGY IN THE ELEMENTARY LEVEL**

**Prerequisites:** COED 200, COED 313, HIST 105

Study and analysis of the Social Studies Program with attention on the vision, mission, content, and program offerings. Study and analysis of the program's curriculum in accordance with the current bylaws and the Social Studies Curriculum Framework emphasizing the standards of content, performance, and evaluation. Description, study, analysis, and application of the teaching methodology: strategies, methods, teaching techniques, and assessment pertinent to the course and level. Explanation, study, and application of lesson plans. Study of the effective classroom discipline techniques. Discussion and analysis of the classroom observations performed. Clinical experiences in the elementary schools to provide relevance to the course taught.

3 hours, 1 semester, 3 credits

---

**ELED 155 – METHODOLOGY IN THE TEACHING OF SOCIAL STUDIES AT THE PRIMARY LEVEL (K-3) OF THE ELEMENTARY SCHOOL**

**Prerequisites:** COED 200, COED 313, HIST 105

Study of the Social Studies Program with attention to the vision, mission, content and offerings of the program. Analysis of the program curriculum in accordance to the Policy letters and its curriculum framework, with emphasis on the content standards, delivery and evaluation of the K-3 level. Description and application of strategies, methods, teaching techniques and assessment process pertinent to the subjects and level K-3. Lesson planning exercises in primary grades and classroom management techniques. Clinical experiences in a real classroom scenario.

3 hours, 1 semester, 3 credits

**ELED 201 - TEACHING PRACTICUM SEMINAR**

**(Associate Degree in Education - Foreign Students Only)**

To be taken concurrently with the professional internship. Analysis of the situations and problems encountered in the internship using the seminar approach through group and panel discussions, films, resource persons, observations, simulation, and role-playing situations, among others.

1 hour, 1 semester, 1 credit

**ELED 202 - METHODOLOGY IN THE TEACHING OF MATHEMATICS AT THE (K-12) LEVEL FOR EXCEPTIONAL STUDENTS**

**Prerequisites:** COED 200, MATH 111

Analysis of the fundamental cognitive processes for the development of mathematical abilities. Study of the Mathematics Program curricular in the elementary and secondary levels. Application of varied instructional strategies directed to take care of the diverse style of learning and curricular adaptation for exceptional students. Consideration will be given to the new technologies to increase, individualize, and allow students to express learning in different ways. Includes 10 hours of clinical experiences, demonstration and adaptation of materials and activities using as reference the curricular content of the program.

3 hours, 1 semester, 3 credits

**ELED 203 - METHODOLOGY IN THE TEACHING OF MATHEMATICS AT THE 7-12 LEVEL FOR STUDENTS WITH IMPAIRMENT**

**Prerequisites:** COED 200, MATH 111

Analysis of the philosophy, goals and general competencies of the Mathematics Program at the Elementary and Secondary Level. The study of the curriculum of mathematics in highlight to the standards of the National Council of Mathematics (NTCM) and the Department of Education of Puerto Rico. Emphasis of the development of the constructivist approach as means to obtain significant learning. Presentation and adaptation of math content according to needs, interest and realities of each exceptional case using a pragmatic approach. Inclusion of technologic assistance and the adaptation of materials through the presentations and demonstration.

3 hours, 1 semester, 3 credits

---

**ELED 206 - METHODOLOGY IN THE TEACHING OF LANGUAGE ARTS IN THE EARLY CHILDHOOD LEVEL (K-3) OF THE ELEMENTARY SCHOOL**

**Prerequisites:** COED 200, SPAN 141, SPAN 142

Analysis of the language arts teaching-learning process in the primary level of the elementary school. Development of reading strategies in order to obtain, evaluate, and utilize the text as interaction with the same. Emphasis given to the main strategies of the reading-writing process in accordance with the new approaches of the Spanish Program. Activities will be provided to involve parents in the integrated reading process. Demonstration classes in which the student is the center of the educative process and the teacher is the learning facilitator with a Christian approach in teaching will be offered. The multidisciplinary approach and the student's cultural awareness will be taken into consideration in a reflective, critical and creative way. Clinical experiences with a constructivist approach taking into consideration the content standards, performance and assessment, and special needs.

3 hours, 1 semester, 3 credits

**ELED 207 – METHODOLOGY IN LANGUAGE ARTS AND READING IN THE SECONDARY LEVEL AT THE ELEMENTARY GRADES (4-6)**

**Prerequisites:** ELED 206, COED 200, SPAN 141, SPAN 142

Theoretical background of the reading process and its relationship to written language skills, as well as some basic aspects of children's literature. Includes the stages of enrichment and refinement of the skills of comprehension, interpretation and the quality of silent and oral reading corresponding to the fourth, fifth, and sixth grades of elementary education. Emphasis on the diagnosis and correction of language and reading deficiencies. Analysis of grammatical aspects, comprehension, and writing skills.

3 hours, 1 semester, 3 credits

**ELED 208 – METHODOLOGY IN THE TEACHING OF ENGLISH AS A SECOND LANGUAGE**

**Prerequisites:** COED 200, COED 313 AND 18 CRS IN ENGLISH

This course studies the principles that govern the teaching of English as a second language and their application to the curricula of public and private elementary schools in Puerto Rico. Preparation of lesson plans, use of audiovisual aids, and evaluation techniques will be studied. Laboratory experiences through real school classroom observations in order to enhance relationships between theory and practice.

3 hours, 1 semester, 3 credits

**ELED 213 - METHODOLOGY IN THE TEACHING OF LANGUAGE ARTS AT THE ELEMENTARY LEVEL (K-6) FOR EXCEPTIONAL STUDENT**

**Prerequisites:** COED 200, SPAN 141, SPAN 142

Analysis of the teaching-learning process of the language arts at the primary level of the elementary school and the differences in the acquisition of skills in exceptional students. Curricula adaptation and methods for the development of the mechanics of reading. Application of varied instructional strategies to take care of diverse learning styles. Consideration will be given to the use of new technologies to increase, individualize, and allow students to express learning in creative ways. It includes 10 hours of clinical experiences, demonstration and adaptation of materials and activities using as reference the curricular content of the Spanish program.

3 hours, 1 semester, 3 credits

---

### **ELED 214 - METHODOLOGY IN THE TEACHING OF LANGUAGE AND READING AT THE SECONDARY (7-12) LEVEL FOR EXCEPTIONAL STUDENT**

**Prerequisites:** ELED 213, SPAN 141, SPAN 142

Analysis of the teaching-learning process in language arts at the secondary level with emphasis on reading comprehension and text writing abilities as well as high level thinking. Study of the difference in the acquisition of these skills in exceptional students. Application of varied instructional strategies and curricular adaptation directed to take care of the diverse learning styles. Consideration will be given to the use of new technologies to increase, individualize and allow students to express learning in creative ways. Includes 10 hours of clinical experiences, demonstration and adaptation of materials and activities using as reference the curricular content of the Spanish program.

3 hours, 1 semester, 3 credits

### **ELED 308 - CREATIVE ARTS IN THE PRESCHOOL AND ELEMENTARY LEVELS**

**Prerequisites:** COED 200

Study of the stages of the creative development of children in preschool and early childhood grades (K-3). Recommended techniques to develop and assess the child's creativity during early childhood. Emphasis on the stimulation and development of children's creative expression through the arts. Correlation of creative arts with other curricular areas such as music, arts, drama, and body movements.

3 hours, 1 semester, 3 credits

### **ELED 318 – CREATIVE ARTS IN SPECIAL EDUCATION**

Study of techniques recommended to encourage and develop the creativity and sensitivity in the exceptional student through Fine Arts. Emphasis in the stimulation and culture of the artistic expression, consideration is taken on developing skills in individuals of this population.

3 hours, 1 semester, 3 credits

### **ELED 329 – STUDENTS WITH SPECIFIC LEARNING PROBLEMS AND ATTENTION DEFICIT DISORDERS**

**Prerequisite:** COED 340

Study of the specific learning problems, attention disorder y how these affect the academic achievement. Analysis of the relation and existing differences between both conditions. Analysis of the most relevant approaches to identify, diagnose and treatment for them.

3 hours 1 semester, 3 credits

### **ELED 331 - EDUCATION OF THE STUDENT WITH BEHAVIORAL PROBLEMS**

**Prerequisite:** COED 340

Study of the term emotional disturbance; its causes, characteristics, and categories. Evaluation of the task performed by professionals involved in the education of students with behavioral problems. Teaching strategies including behavior modification.

3 hours, 1 semester, 3 credits

### **ELED 333 – EDUCATION OF THE STUDENT WITH AUTISM**

**Prerequisite:** COED 340

Study of the nature and characteristics of autism. Study of the most recent research related to its etiology and prevalence. Evaluation of the educative programs and existent approaches for the

education of this population. Consideration on the inclusion as a placement alternative, reasonable accommodations and technological assistance available to them.

3 hours, 1 semester, 3 credits

### **ELED 334 – MEASUREMENT, EVALUATION, AND ASSESSMENT FOR THE STUDENT WITH DISABILITIES**

**Prerequisite:** COED 340, MATH 111

Study of the different procedures techniques; and measurement, evaluation, and assessment instruments used with the students with disabilities. Integration and application of technological assistance in these processes. Bylaws according to the Special Education workshop experiences for the preparation of evaluative instruments will be given. Development of professional competencies and humanistic values associated with the Christian educator.

3 hours, 1 semester, 3 credits

### **ELED 337 - CHILD DEVELOPMENT**

**Prerequisites:** COED 200

Study of the basic principles of child development from birth to 8 years of age. Includes the main psychological theories from psychoanalytic, behaviorist, and humanistic perspectives. Study of physical, intellectual, emotional, and social development typical of each stage of child development.

3 hours, 1 semester, 3 credits

### **ELED 345- STUDENTS WITH INTELLECTUAL AND COMMUNICATION INCAPACITY**

**Prerequisites:** COED 340

Study of the concepts and principles related to the intellectual and communication disorder. Classifications, etiologies, prevalence and characteristics of these students. Evaluation of educative programs and reasonable accommodations for this population. Emphasis on the importance of early intervention and inclusion.

3 hours, 1 semester, 3 credits

### **ELED 347 – FOUNDATIONS OF EARLY CHILDHOOD EDUCATION**

**Prerequisites:** COED 200, ELED 337

Course designed for teachers and personnel in the field of early childhood and elementary education. It includes the historical development of the early childhood concept in Europe, United States, and Puerto Rico; the historical antecedents, and the contemporary trends in early childhood and elementary education. General orientation on different professional organizations such as APENET and NAEYC, which support early childhood, will be given. Code of Ethics of both organizations will be studied. Practice experiences in different programs in the field of early childhood education, as well as parent involvement in the education. Development of professional competencies and humanistic values associated with the Christian educator.

3 hours, 1 semester, 3 credits

### **ELED 348 – CURRICULUM IN EARLY CHILDHOOD**

**Prerequisites:** COED 200, ELED 347

Course designed to prepare teachers to successfully work in early childhood educational programs utilizing appropriate practices for early childhood. Integrated approach of the curricular areas based on

children's literature for the early childhood level, taking into consideration parameters such as interests, abilities and particular needs in order to develop the child's potential to the maximum, so he/she can have a happy childhood and become a citizen with positive attitudes in school. Demonstration classes following the innovative curricular using learning centers and children's literature as a support to the reading-writing approach. Clinical experiences in early childhood environment to develop critical thinking competencies, research, and creative thinking. Development of professional competencies and humanistic values associated with the Christian educator. Attention to students with special needs.

3 hours, 1 semester, 3 credits

### **ELED 350 – INFLUENCE OF PLAY IN CHILD DEVELOPMENT**

**Prerequisites:** COED 200, ELED 337

This course emphasizes the different theories, factors, and characteristics associated with child play. It is designed to provide students with an introduction of the influence that play and toys have on the development of the child from early childhood, as well as the teacher's role in play. Awareness of the effect and importance of play in family and school settings. Presentation of experiences that enhance the need to play as an exploratory activity where the child learns by playing. The course will present simulations with play, an exploratory activity that will become fundamental in the process of the child's education.

3 hours, 1 semester, 3 credits

### **ELED 352 - EARLY CHILDHOOD EDUCATION OF HIGH-RISK STUDENTS WITH DISABILITIES**

**Prerequisites:** COED 200, COED 340, ELED 337

Study of the etiology of the different disabilities and their manifestations in the first stages of child development as well as the implications on the different areas of development. Discussion of the importance of early childhood education and the inclusion of the child with disabilities. Analysis of the Federal and State Legislation in force that guarantee students with disabilities rights. Adaptations of the regular preschool curriculum, technological assistance, and specialized learning strategies for each disability. Includes field experiences.

3 hours, 1 semester, 3 credits

### **ELED 385 – SIGN LANGUAGE**

**Prerequisites:** COED 340

Analysis of the nature of auditory disability; the social, educational, and psychological implications, as well as the communication systems; and the variations in the use of sign language. Experiences and supervised practices in the acquisition and comprehension of sign language as an instrument of communication and socializing agent between the hearing and hearing- disabled population. Sign language is recognized as a means of extended or alternate communication for other exceptional people that exhibit significant difficulty in this area.

3 hours, 1 semester, 3 credits

### **ELED 386 – SIGN LANGUAGE INTERMEDIATE K-12**

**Prerequisites:** ELED 385

Experiences and supervised practices for the acquisition, comprehension and use of sign language at the intermediate level. Study of the strategies for an effective communication among deaf, people and



non-deaf people and of partial deaf people. Emphasis in interpretation of conversations, stories and other narratives. Consideration of ethical aspects related to the interpretation of sign language.

3 hours, 1 semester, 3 credits

### **ELED 395 - ADVANCED SIGN LANGUAGE**

**Prerequisites:** ELED 385, ELED 386

Course with a humanistic-social focus centered in an active learning. Its finality is to complement the academic formation of professionals trained in the assistance of the community of Deafs in Puerto Rico. Emphasis in the effective communication among listeners and Deaf people in mean to develop sensitivity and ethical attitude which contributes to maintain this population's rights in Puerto Rico. Students must complete 12 hours of interpretation, simultaneously or consecutive in different scenarios emphasizing the legal, medical, artistic-cultural, religious and government/economy context.

3 hours, 1 semester, 3 credits

### **ELED 403 – MOTOR DEVELOPMENT FOR PRESCHOOLERS**

Course designed for the personnel that works in Daycare Centers, Early Childhood Centers, Head Start Centers, preschools, future home visitors, and other options for early childhood. This course emphasizes that professionals or the future professionals related to these children need to understand their role in developing motor skills and why children should be encouraged at an early age. The intrinsic value of the physical development in the integral development process is discussed. The development of coordination and body control, as well as the development of perceptions which are aspects that indicate academic tasks. Presentation of different types of motor activities and how these are involved in the cognitive development. Students will have the opportunity to design different types of activities geared towards facilitating the development of these skills in preschoolers.

3 hours, 1 semester 3 credits

### **ELED 404 – READING-WRITING: INTEGRAL APPROACH FOR THE TEACHING OF READING AND WRITING IN EARLY CHILDHOOD**

**Prerequisites:** COED 200, ELED 206

Course designed for the personnel that works in Daycare Centers, Head Start Centers, Preschools, Home visitors and other options for the education in early childhood. The course will help the professional understand the reading and writing learning process. New trends in the field will be presented in a way that the teacher will learn the tendencies and methodology approaches appropriate for the integration of the preschool curriculum. Preparation of materials and activities to demonstrate that preschoolers can learn reading-writing as a natural process within the environmental circumstances, with parents' participation.

3 hours, 1 semester, 3 credits

### **ELED 406 – APPROPRIATE PRACTICES AND DIDACTIC MATRIALS FOR THE INTEGRAL DEVELOPMENT OF INFANTS, MATERNALS AND PRESCHOOLERS**

Course directed to form professionals in the field of Early Childhood: infants, maternal and preschoolers from 0 to 3 years old. Application of interactive and creative strategies that are successful in early childhood and preschool and help develop human and teaching competencies. The study of different ways to organize the physical and psychological environment in the educative center in order to facilitate the efficient management of the general and particular necessities in children, promoting an integral



development in an optimum way. Learning activities with babies (0-8) months, (9-17) months and toddlers (18-36) months, Emphasis in collaborative work with parents. Clinical experiences in a real scenario.

3 hours, 1 semester, 3 credits

### **ELED 410 - ADMINISTRATION OF EARLY CHILDHOOD EDUCATION CENTERS: PARENTS AND COMMUNITY**

**Prerequisites:** COED 200, ELED 347

This course studies the development of programs for the early childhood population. Emphasis is given to the involvement of parents and the community services available to this population. Procedure manuals and appropriate practices for the educational management of these children are included. Also included is the discussion of the existing procedures for design, administration, and operation of preschool centers. Emphasis on the study of preparation of budget, selection, and purchasing of equipment in compliance with the requisites established by the Department of Education of Puerto Rico and the NAEYC. Clinical experiences on preschool centers will be provided. Students will visit different government agencies for certification and accreditation according to NAEYC standards.

3 hours, 1 semester, 3 credits

### **ELED 411 - TEACHING PRACTICUM SEMINAR**

**(For candidates for the Bachelor of Science in Elementary Education)**

**Co-requisite:** ELED 431 or ELED 434

To be taken concurrently with the Senior Professional Internship. Analysis of the problems encountered in the student-teaching experience. Study of the psychological, philosophical, and sociological principles in each situation, the impact, and the students' academic and behavioral proficiency. Special attention given to a teacher's moral and spiritual values.

1 hour, 1 semester, 1 credit

### **ELED 418 TEACHING PLANNING AND LEGAL ASPECTS IN SPECIAL EDUCATION**

**Prerequisite:** COED 340

Study and analysis of the current federal and state legislation that guarantees the rights of exceptional students. Emphasis on lesson planning, as well as in the writing models of Individualized Educative Programs.

3 hours, 1 semester, 3 credits

### **ELED 419- TECHNOLOGICAL ASSISTANCE AND DIDACTIC MATERIALS**

**Prerequisite:** COED 340, COED 270

General knowledge development of the Technological Assistance (AT) and Universal Design for Learning (DUA). Study of the federal and state legislation that guarantees the use of technology as a resource that promotes in an impaired person independent participation at home, school, work or community. Includes 15 hours of workshop during the semester. Students will have the opportunity to adapt, construct and demonstrate materials directed to increase, maintain and improve the functional capacities for people with functional diversity.

4 hours, 1 semester, 4 credits

### **ELED 431 - TEACHING PRACTICUM**

**Prerequisites:** General index and specialization index no less than 3.00 in the scale of 4.0.

**Co requisite ELED 411**

Supervised teaching internship in an accredited public or private school at the elementary level (K-6<sup>th</sup>) in the concentration area. The intern must attend a minimum of four (4) hours daily, five (5) days a week, during one (1) semester in a Practicum Center under the daily supervision of a cooperative teacher and a university professor, who will be responsible for the evaluation of the intern's professional development. 20 hours per week, 300 hours semester, 1 semester, 5 credits

### **ELED 434 - SPECIAL EDUCATION PROFESSIONAL PRACTICUM**

**Prerequisites:** General index and specialization index no less than 3.00 in the scale of 4.0.

Supervised practicum in the area of Special Education in a school or center approved by the Program. The student will attend a minimum of four (4) hours daily, five (5) days a week, during a semester in a practicum Center under the daily supervision of a cooperating teacher and a periodic supervision of a university professor, who will be responsible of the evaluation and professional growth of the student-teacher.

20 hours per week, 300 hours semester, 1 semester, 5 credits

### **ELED 443 - CHILDREN'S LITERATURE (IN SPANISH)**

**Prerequisites:** COED 200, ELED 206, ELED 337

Emphasis on the two basic aspects of children's literature: its origin and history and the teaching strategies appropriate to develop and enhance in children love, good taste, and interest for literature. Study of basic children's literature giving special attention to the Puerto Rican folklore. Demonstrations on how children's literature stimulates creativity and aids in the development of ethic and spiritual values. Group practice experiences in K-3 classrooms. Preparation of a portfolio of materials to be used in the professional internship as well as for the use of the regular elementary school teacher.

3 hours, 1 semester, 3 credits

### **ELED 445 - DIDACTIC MATERIALS AT PRIMARY (K-3) AND ELEMENTARY (4-6)**

**Prerequisites:** COED 200, COED 328

Study and preparation of resources, recommended for teaching children from the beginning in education to the primary level. Preparation of materials and demonstration of constructivist teaching activities suitable for the primary level.

3 hours, 1 semester, 3 credits

### **ELED 450 – INTEGRATIVE SEMINAR OF THE PROFESSIONAL COMPETENCIES IN THE ELEMENTARY LEVEL**

**Prerequisites:** Have approved all the Foundation in Education courses including methodology and COED 313 or ELED 334, also approval of 21 credits in the concentration.

Integrative course with a reflexive, interactive, and applicable approach, which includes fundamental topics such as human development, psychological education, and exceptional children. Implications of the social and philosophical foundations in the education process, the curriculum, and the instructional design and planning of teaching-learning process. Emphasis on the assessment process and the

study of educational research. Analysis and application of the course content in pedagogical situations that respond to the contemporary Puerto Rican educational context.

3 hours, 1 semester, 0 credits

### **ELED 463 – METHODS IN COMMUNICATION FOR STUDENTS WITH AUTISM SPECTRUM DISORDERS**

Course based on the study and comparison between the typical and atypical development in individuals with Autism. Disorder in the areas of communication. Discussion and analysis of the social basis in the language development and its impact in this area. This course will provide intervention strategies in communication as well as visual methods to improve communication such as TEACCH, PECS and others, which have proven to be successful with population.

3 hours, 1 semester, 3 credits

### **ELED 464 – BIO-PSYCHOSOCIAL ASPECTS IN STUDENTS WITH AUTISM SPECTRUM DISORDER**

Profile of bio-psychosocial problems encountered by students with Autism Spectrum Disorders and their families will be explored. Emotional conditions that coexist with Autism will be discussed. Theories regarding behavioral management that provide the basis for intervention models will be analyzed. Those models will serve as guides to the optimal bio-psychosocial development of these students.

3 hours, 1 semester, 3 credits

### **ELED 465 - BEHAVIORAL MANAGEMENT IN STUDENTS WITH AUTISM SPECTRUM DISORDER**

Study of the most known methods in management and intervention for behavioral problems presented in students with the condition. Students will have the opportunity to analyze cases based on the approaches studied in class and demonstrate strategies that will be used in each case analyzed.

3 hours, 1 semester, 3 credits

### **ELED 466 - COLLABORATIVE WORK BETWEEN PROFESSIONAL ATTENTION AND SUPPORT TO PARENTS OF CHILDREN WITH AUTISM SPECTRUM DISORDER**

This course will emphasize the importance of working in a collaborative way with professionals and family members in order to succeed in any intervention program of students with Autism Spectral Disorder. Analysis of the stages and parents' feeling from a humanistic ethical, Christian, social, and cultural perspective. Presentation of different models of parent and professional involvement; students will participate in the design and elaboration of intervention models with parents and professionals.

3 hours, 1 semester, 3 credits

### **ELED 467 - CURRICULUM, METHODOLOGIES AND TEACHING OF STUDENTS WITH AUTISM SPECTRUM DISORDER, PART I**

Students will be exposed to different educative intervention, therapeutic, medical and nutrition models for autism spectral disorder. Analysis of methods from different Christian, humanistic, social, and cultural perspectives, as well as respect to human dignity. Selection of materials to facilitate learning and treatment according to the condition's particularities. Students will work with the physical and emotional environment in the classroom. This course requires a minimum of 50 hours per semester of laboratory experiences.

3 hours, 1 semester, 3 credits

### **ELED 468 - CURRICULUM, METHODOLOGIES AND TEACHING OF STUDENTS WITH AUTISM SPECTRUM DISORDER, PART II**

Continuation course in the study of different models on educative intervention, therapeutically, medical and nutrition for autism spectral disorder. Students will have the opportunity to demonstrate each of the most known treatment and education models for the disorder. Participation in the design and elaboration of materials that respond to each intervention approach. The course requires a minimum of 50 hours per semester of laboratory experiences.

3 hours, 1 semester, 3 credits

### **DEPARTMENT OF SECONDARY EDUCATION (SEED)**

***Dr. Miriam Deida Colón, Director***

***Faculty:*** Dr. Miriam Deida Colón, Dr. Mirta Rivera Ramos, Dr. Rosany Rodríguez Cintrón

#### **VISION:**

The Department of Secondary Education (SEED) at Pontifical Catholic University of Puerto Rico, Ponce Campus, desires to be among the best options in the Secondary School Teacher Preparation Programs at the regional and national levels as well as in the Caribbean. Our vision is to attain excellence in our academic programs for the integral formation of future teachers with knowledge, pedagogical methodology, and the necessary technological skills to satisfy the needs and demands of our society. We want our graduates to be worthy role models for their students and be characterized by their ethical and moral basis embodied by the Gospels.

#### **MISSION:**

The mission of the Department of Secondary Education (SEED) is to provide an education of the same institutional quality of excellence and to form Christian teachers. Our academic programs promote the best practices, new trends in knowledge, and technical skills required at the secondary level. We promote investigation in the different areas of study to prepare students to pursue graduate studies and serve the community by integrating the principles of faith and Catholic life.

#### **MOTTO:**

**“Our students are sole examples of academic excellence because their model and guide is Christ, Teacher of Teachers.”**

#### **OBJECTIVES:**

1. To prepare teachers with the professional competencies required to teach at the secondary level.

2. To emphasize the importance of the formation a Christian teacher aware of his/her spiritual and moral values.
3. To contribute to the improvement of secondary education through the formation of competent, dedicated, and committed professionals with educational excellence.
4. To make students conscience of their obligations and responsibilities as future teachers within a dynamic society.
5. To promote in students educational research and academic excellence.
6. To contribute to the compliance of the mission, vision, and philosophy of Pontifical Catholic University of Puerto Rico and the goals of the College of Education.

## PROGRAMS OF STUDY

The Department of Secondary Education offers a study program leading to a Bachelor of Science in Secondary Education. In addition, programs to confer a Bachelor of Science in Family Science and Community, and an Associate in Applied Science in Fashion Designed are offered. Moreover, the Department offers graduates from other colleges or majors, the courses required by the Puerto Rico Department of Education for teacher certification.

### BACHELOR OF SCIENCE IN SECONDARY EDUCATION

This is a four or five-year program designed for the preparation of secondary school teachers. A minimum of 140 credits are required, depending on the major.

Field of concentration (30) credits or more in one of the following areas related to the school program): Visual Arts, Biology, General Sciences, Family Science and Community, Physical Education, Spanish, History, English, Mathematics, Music, Chemistry.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN VISUAL ARTS (VISU)

COURSES REQUISITOS	CREDITS
General Education Courses	62
Courses Required by the College	36
Concentration and methodology	30
Total credits	128

**CURRICULUM FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN  
VISUAL ARTS (VISU)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
HIST 105	3	HIST 253	3
ENGL 115	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
SOCI 102	3	SOCI – ELECTIVE DIR	3
MATH 111	3	*COED 204	3
*COED 202	3	*COED 270	3
CREDITS 18		CREDITS 18	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECTIVA DIR	3	ENGL 213	3
CHEM 117 / BIOL 115	3	SCIEN – ELECTIVE DIR	3
THEO 130	3	THEO 131	3
*ART 103	3	*ART 104	3
*ART 205	3	HIST 303	3
*COED 328	3	MGNT 130	3
CREDITS 18		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 354	3	*COED 314	3
*COED 203	3	THEO 132	3
*COED 340	3	*PHED 205	2
*MUSI 102 / THEA 101	3	PHIL 312	3
*ART 201	3	*ART 202	3
*ART 210	3	*ART 362	3
**COED 440	0		
CREDITS 18		CREDITS 17	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*SEED 370	3	*SEED 401	1
*ART 240	3	*SEED 481	5
*ART 272	3		
*ART 280	3		
*COED 430	3		
**SEED 450	0		
CREDITS 15		CREDITS 6	

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\*The approval grade for Capstone Courses is P (Pass).

Students transferred from other universities must register in Orientation 005.

#### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN BIOLOGY (BIOL)

COURSES REQUISITOS	CREDITS
General Education Courses	67
Courses Required by the College	36
Concentration and methodology	32
Total credits	135

#### CURRICULUM FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN BIOLOGY (BIOL)

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
HIST 105	3	*COED 204	3
ENGL 115	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
*BIOL 107	4	*BIOL 108	4
MATH 141	3	MATH 142	3
*COED 202	3	*COED 270	3
CREDITS 19		CREDITS 19	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECTIVE DIR	3	ENGL 213	3
SOCI 102	3	SOCI – ELECTIVE DIR	3
*COED 328	3	HIST 253	3
*BIOL 221	4	*BIOL 222	4
*CHEM 105	4	*CHEM 106	4
*PHED 205	2	THEO 130	3
CREDITS 19		CREDITS 20	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 340	3	HIST 303	3
*COED 203	3	THEO 131	3
*PHYS 215	4	PHIL 312	3
*BIOL 303	4	*BIOL 340	4
*COED 354	3	*COED 314	3
**COED 440	0	MGNT 130	3
CREDITS 17		CREDITS 19	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 430	3	*SEED 401	1
*SEED 373	3	*SEED 481	5
*BIOL 427	4		
THEO 132	3		
ART 101 / THEA 101/ MUS 102	3		
**SEED 450	0		
**SEED 447	0		
CREDITS 16		CREDITS 6	

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index



required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\*The approval grade for Capstone Courses is P (Pass).

Students transferred from other universities must register in Orientation 005.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN GENERAL SCIENCE (GESC)

COURSES REQUIREMENTS	CREDITS
General Education	67
College	36
Concentration	20
Electives	10
Total credits	133

### CURRICULUM FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN GENERAL SCIENCE (GESC)

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
ENGL 115	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
*BIOL 107	4	*BIOL 108	4
MATH 141	3	MATH 142	3
HIST 105	3	*COED 204	3
*COED 202	3	*COED 270	3
CREDITS 19		CREDITS 19	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECTIVE DIR	3	ENGL 213	3
SOCI 102	3	SOCI – ELECTIVE DIR	3
*COED 328	3	HIST 253	3
*PHYS 215	4	*PHYS 216	4
*CHEM 105	4	*CHEM 106	4
THEO 130	3		
CREDITS 20		CREDITS 17	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*BIOL – ELECTIVE	4	*BIOL 221	4
*BIOL – ELECTIVE	3	HIST 303	3
*COED 340	3	PHIL 312	3
*COED 354	3	*COED 314	3
*COED 203	3	MGNT 130	3
**COED 440	0	THEO 131	3
CREDITS 16		CREDITS 19	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 430	3	*SEED 401	1
*SEED 373	3	*SEED 481	5
THEO 132	3		
*BIOL – ELECTIVE	3		
*PHED 205	2		
ART 101 / THEA 101 / MUSI 102	3		
**SEED 450	0		
**SEED 447	0		
CREDITS 17		CREDITS 6	

**Electives must be taken in Physics, Chemistry, Biology and/or Environmental and Earth Science.**

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\*The approval grade for Capstone Courses is P (Pass).

Students transferred from other universities must register in Orientation 005.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN SPANISH (SPAN)

COURSES REQUIREMENTS	CREDITS
General Education	62
College	36
Concentration	33
Total credits	131

### CURRICULUM FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN SPANISH (SPAN)

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*SPAN 141	3	*SPAN 142	3
HIST 105	3	HIST 253	3
ENGL 115	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
SOCI 102	3	SOCI – ELECTIVE DIR	3
MATH 111	3	*COED 204	3
*COED 202	3	*COED 270	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECTIVE DIR	3	ENGL 213	3
CHEM 117 / BIOL 115	3	SCIEN – ELECTIVE DIR	3
THEO 130	3	THEO 131	3
HIST 303	3	*PHED 205	2
PHIL 312	3	MGNT 130	3
*COED 340	3	*SPAN 305	3
CREDITS 18		CREDITS 17	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 328	3	*COED 203	3
*COED 354	3	*COED 314	3
*SPAN 307	3	*SPAN 308	3
*SPAN 341	3	*SPAN 342	3
*SPAN 335	3	*SPAN 336	3
THEO 132	3		
**COED 440	0		
CREDITS 18		CREDITS 15	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*SPAN 331	3	*SPAN 332	3
*SPAN 461	3	*SPAN 462	3
*COED 430	3	*SEED 401	1
ART 101 / THEA 101 / MUSI 102	3	*SEED 481	5
*SEED 374	3		
*SEED 450	0		
*SEED 444	0		
CREDITS 15		CREDITS 12	

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\*The approval grade for Capstone Courses is P (Pass).  
Students transferred from other universities must register in Orientation 005.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN HISTORY (HIST)

COURSES REQUIREMENTS	CREDITS
General Education	62
College	36
Concentration	24
Elective	3
Total credits	125

### CURRICULUM FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN HISTORY (HIST)

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
*HIST 105	3	*HIST 253	3
ENGL 115	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
SOCI 102	3	SOCI – ELECTIVE DIR	3
MATH 111	3	*COED 204	3
*COED 202	3	*COED 270	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECTIVE DIR	3	ENGL 213	3
*HIST 311	3	*HIST 312	3
CHEM 117 / BIOL 115	3	SCIENCE – ELECT DIR	3
THEO 130	3	*COED 328	3
HIST – ELECTIVE DIR	3	*COED 340	3
*PHED 205	2		
CREDITS 17		CREDITS 15	

### THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 354	3	*COED 314	3
*HIST 211	3	*HIST 212	3
*HIST 401	3	*HIST 402	3
*HIST 303	3	MGNT 130	3
THEO 131	3	PHIL 312	3
**COED 440	0	*COED 203	3
*COED 354	3	*COED 314	3
CREDITS 15		CREDITS 18	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*HIST 371	3	*HIST 372	3
ART 101 / THEA 101 / MUSI 102	3	*SEED 401	1
THEO 132	3	*SEED 481	5
*COED 430	3		
*SEED 372	3		
**SEED 450	0		
**SEED 446	0		
CREDITS 15		CREDITS 9	

**ELECTIVE COURSES: HIST 408, 409 or 370 and SOCI 303.**

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\* The approval grade for Capstone Courses is P (Pass).  
Students transferred from other universities must register in Orientation 005.

**REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN ENGLISH (ENGL)**

COURSES REQUIREMENTS	CREDITS
General Education	62
College	36
Concentration	21
Electives	9
Total credits	128

**CURRICULUM FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN ENGLISH (ENGL)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
HIST 105	3	SOCI 102	3
*ENGL 121	3	*ENGL 224	3
ORIE 003	0	ORIE 004	0
*ENGL 223	3	*ENGL 240 – ELECTIV DIR	3
MATH 111	3	*COED 204	3
*COED 202	3	*COED 270	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECTIVE DIR	3	HIST 253	3
CHEM 117 / BIOL 115	3	SCIENCE – ELECTIV DIR	3
SOCI – ELECTIV DIR	3	PHIL 312	3
THEO 130	3	*COED 203	3
*COED 340	3	HIST 303	3
*COED 328	3	MGNT 130	3
CREDITS 18		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*ENGL 311	3	*ENGL 312	3
*ENGL 326	3	*ENGL – ELECTIVE	3
*SEED 301	3	*SEED 360	3
*ENGL 300	3	*SEED 371	3
*PHED 205	2	THEO 131	3
*COED 354	3	*COED 314	3
**COED 440	0		
CREDITS 17		CREDITS 18	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 430	3	*SEED 401	1
ART 101 / THEA 101 / MUSI 102	3	*SEED 481	5
THEO 132	3		
*SEED 361	3		
*ENGL – ELECTIVE	3		
**SEED 450	0		
**SEED 445	0		
CREDITS 15		CREDITS 6	

ELECTIVE COURSES: ENGL 240 323, 348, 349, 400, 410, 411, 412, 499



\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\*The approval grade for Capstone Courses is P (Pass).  
Students transferred from other universities must register in Orientation 005.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN MATHEMATICS (MATH)

COURSES REQUIREMENTS	CREDITS
General Education	65
College	36
Concentration	33
Total credits	134

### CURRICULUM FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN MATHEMATICS (MATH)

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
ENGL 115	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
CHEM 117 / BIOL 115	3	SCIEN – ELECTIVE DIR	3
*MATH 141	3	*MATH 142	3
HIST 105	3	*COED 204	3
*COED 202	3	*COED 270	3
CREDITS 18		CREDITS 18	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECTIVE DIR	3	ENGL 213	3
*COED 328	3	HIST 253	3
SOCI 102	3	SOCI – ELECTIVE DIR	3
*MATH 271	4	THEO 130	3
*MATH 203	3	*MATH 272	4
*PHED 205	2	*MATH 287	3
CREDITS 18		CREDITS 19	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 340	3	MGNT 130	3
*COED 354	3	*COED 314	3
*COED 203	3	*SEED 380	3
*MATH 252	3	*MATH 253	3
*MATH 373	4	*MATH 298	3
THEO 131	3	PHIL 312	3
**COED 440	0		
CREDITS 19		CREDITS 18	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*MATH 401	3	*SEED 401	1
*MATH 402	3	*SEED 481	5
THEO 132	3	HIST 303	3
ART 101 / THEA 101 / MUSI 102	3		
*COED 430	3		
**SEED 450	0		
**SEED 448	0		
CREDITS 15		CREDITS 9	

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index

required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\*The approval grade for Capstone Courses is P (Pass).  
Students transferred from other universities must register in Orientation 005.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN MUSIC (MUSI)

COURSES REQUIREMENTS	CREDITS
General Education	62
College	36
Concentration	39
Total credits	137

### CURRICULUM FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN MUSIC (MUSI)

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
ENGL 115	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
*MUSI 105	3	*MUSI 106	3
HIST 105	3	HIST 253	3
MATH 111	3	*COED 204	3
*COED 202	3	*COED 270	3
CREDITS 18		CREDITS 18	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECTIVE DIR	3	ENGL 213	3
CHEM 117 / BIOL 115	3	SCIENC – ELECTIVE DIR	3
*MUSI 205	3	THEO 130	3
*MUSI 221	3	*MUSI 222	3
SOCI 102	3	SOCI – ELECTIVE DIR	3
*COED 328	3	MGNT 130	3
CREDITS 18		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 354	3	*COED 314	3
HIST 303	3	*COED 203	3
THEO 131	3	*COED 340	3
PHIL 312	3	*SEED 379	3
*MUSI 211	3	*MUSI 212	3
*PHED 205	2	*MUSI 405	3
**COED 440	0		
CREDITS 17		CREDITS 18	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*MUSI 407	3	*MUSI 412	3
*MUSI 415	3	*MUSI 410	3
*MUSI 420	3	*SEED 401	1
*COED 430	3	*SEED 481	5
THEO 132	3		
*ART 101 / THEA 101	3		
**SEED 450	0		
CREDITS 18		CREDITS 12	

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index

required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\* The approval grade for Capstone Courses is P (Pass).

Students transferred from other universities must register in Orientation 005.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN CHEMISTRY (CHEM)

COURSES REQUISITOS	CREDITS
General Education	67
College	36
Concentration	31
Total credits	134

### CURRICULUM FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN CHEMISTRY (CHEM)

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
HIST 105	3	*COED 204	3
ENGL 115	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
BIOL 107	4	BIOL 108	4
MATH 141	3	MATH 142	3
*COED 202	3	*COED 270	3
CREDITS 19		CREDITS 19	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECTIVE DIR	3	ENGL 213	3
SOCI 102	3	SOCI – ELECTIVE DIR	3
*COED 328	3	HIST 253	3
MATH 271	4	THEO 130	3
*CHEM 105	4	*CHEM 106	4
*PHED 205	2	*COED 203	3
CREDITS 19		CREDITS 19	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*COED 340	3	MGNT 130	3
THEO 131	3	PHIL 312	3
*CHEM 201	1	*CHEM 202	1
*CHEM 231	3	*CHEM 232	3
*CHEM 220	4	PHYS 215	4
*COED 354	3	*COED 314	3
**COED 440	0		
CREDITS 17		CREDITS 17	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*CHEM 452	1	THEO 132	3
*CHEM 415	3	*SEED 401	1
*CHEM 415	3	*SEED 401	1
THEO 132	3	*SEED 481	5
*SEED 373	3	HIST 303	3
ART 101/ THEA 101 / MUSI 102	3		
*COED 430	3		
**SEED 450	0		
**SEED 447	0		
CREDITS 15		CREDITS 9	

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\* The approval grade for Capstone Courses is P (Pass).  
Students transferred from other universities must register in Orientation 005.

## TEACHER OF SECONDARY SCHOOL CERTIFICATE

A post-graduate program designed for students who have obtained a bachelor's degree in other field and want to obtain a teaching certificate for the secondary school. After fulfilling all requirements required by the Puerto Rico Department of Education to obtain the certificate. (Teacher Certification Bylaw, 2004) including the required major credits, the student is eligible to request this document.

In addition, the student should approve a one-semester internship (5 credits), concurrently with an internship seminar (1 credit). Students interested in obtaining the teaching certificate in secondary education should be interviewed by the department director to receive the appropriate orientation.

### COURSE DESCRIPTION

#### **SEED 301 – COMPARATIVE ANALYSIS BETWEEN ENGLISH AND SPANISH**

Study of the nature and process of acquiring a second language in contrast with the learning of the vernacular. The influence of psychological, sociological, and environmental factors in this process are discussed. Discussion of related research and educational implications. Laboratory experiences (demonstration classes, class observations, examples). Analysis of the impact of these on the development of moral and spiritual values.

3 hours, 1 semester, 3 credits

#### **SEED 360 – APPLIED LINGUISTIC TO EDUCATIONAL PRACTICE**

**Prerequisites:** Have approved at least 12 credits in English and the following courses: including ENGL 311 and ENGL 312

Application of linguistics to the major aspects of phonology, morphology, and American syntax. Continuous reference to the contrast patterns in the structural system of English and Spanish and the implications to educational practice, particularly to English teaching to non-English speakers. Includes laboratories and demonstration classes.

3 hours, 1 semester, 3 credits

#### **SEED 361 – TEACHING READING IN ENGLISH AS SECOND LANGUAGE**

**Prerequisites:** Have approved at least 12 credits in English.

Study of the techniques and reading process in a second language and the psychological influence that the social environment exert. Discussion and analysis of models, processes, and points of view of reading in a second language. Discussion of research done and its educational implications. Laboratory experiences and demonstration classes. Applications of teaching reading techniques.

3 hours, 1 semester, 3 credits

#### **SEED 362 – FOUNDATIONS OF VOCATIONAL EDUCATION**

Study and analysis of the principles that direct the teaching of vocational education. Discussion of the different theories, practices, and curriculum that provide orientation in the teaching of these subjects and the social function of vocational education in a Christian society. Updated knowledge about vocational education in a changing world. Opportunities for employment and vocational decisions based on the historical moment lived.

3 hours, 1 semester, 3 credits

### **SEED 370 – VISUAL ARTS TEACHING METHODOLOGY FOR ELEMENTARY AND SECONDARY SCHOOLS (K-12)**

**Prerequisites:** COED 354 and 18 credits approved in major courses

Study and analysis of the Visual Arts Program modeled on the Curricular Framework of the Department of Education. Philosophy, functioning, and projections of the Visual Arts Program. Analysis of the visual arts teacher's performance from an ethical, humanistic and Christian perspective. Pre-practicum experience with a duration of 30 hours (three hours per week during ten weeks) in a real teaching scenario. Interactive application of pedagogical principles in the artistic education at the elementary and secondary levels. Reflective analyses of the teaching experience.

3 hours, 1 semester, 3 credits

### **SEED 371 – METHODOLOGY IN TEACHING ENGLISH AT THE SECONDARY LEVEL (for English major students)**

**Prerequisites:** COED 354, SEED 301, SEED 360 and 15 credits in English

Study and discussion of the influence of special sociological factors that affect the teaching and learning of a second language. Analysis of the principles that govern the teaching of a second language to those that do not speak the language. Students will have the opportunity to familiarize themselves with the English as a second language curriculum carried out at the secondary level in the public system. Emphasis on oral and written communication and professional attitude highlighting the moral and spiritual values as well as the integrity stated by the institution's mission and philosophy. Demonstration classes and clinical experiences with a duration of 30 hours (3 hours per week during 10 weeks) in a classroom.

3 hours, 1 semester, 3 credits

### **SEED 372 – METHODOLOGY IN TEACHING SOCIAL STUDIES AND HISTORY AT THE SECONDARY LEVEL**

**Prerequisites:** COED 354, and 18 credits approved in major courses

Study and analysis of the Social Studies and/or History Program with attention to the vision, mission, contents, and offerings of the program. Study and analysis of the Program curriculum in accordance to current by-laws and the Curricular Framework Document for Social Studies and/or History of the Department of Education with emphasis on content, performance, and evaluation standards. Lesson planning, classroom management and application of the teaching methodology, strategies, methods, assessment techniques relevant to the subject and level. Pre-practicum experiences with a duration of 30 hours (3 hours per week during 10 weeks) in a real scenario. Reflective analyses of the teaching experience seen from an ethical, humanistic and Christian perspective.

3 hours, 1 semester, 3 credits

### **SEED 373 – METHODOLOGY IN TEACHING SCIENCE AT THE SECONDARY LEVEL**

**Prerequisites:** COED 354 and 18 credits approved in major courses

Study of the Science Program placing special attention to the vision, mission content and curriculum based on the By-Laws and Curricular Framework of the Department of Education at the secondary level. Emphasis on the program's standards. Lesson planning, classroom management and application of strategies, methods, teaching techniques and assessment pertinent to the course and school level. Pre-practicum experiences with a duration of 30 hours (three hours per week during 10 weeks) in areal



scenario. Reflective analyses of the teaching experience seen from an ethical, humanistic and Christian perspective.

3 hours, 1 semester, 3 credits

### **SEED 374 – METHODOLOGY IN TEACHING SPANISH AT THE SECONDARY LEVEL**

**Prerequisites:** COED 354 and 18 credits approved in major courses

Study and analysis of the Spanish Program with attention to the vision, mission, content, and offerings of the program. Study and analysis of program curriculum in accordance to current by-laws and the Spanish Curricular Framework Document with emphasis on content, performance, and evaluation standards of the program in the Department of Education. Emphasis on the content standards. Lesson planning, classroom management and application of strategies, methods, teaching techniques and assessment pertinent to the course and school level. Pre-practicum experiences with a duration of 30 hours (three hours per week during 10 weeks) in areal scenario. Reflective analyses of the teaching experience seen from an ethical, humanistic and Christian perspective.

3 hours, 1 semester, 3 credits

### **SEED 378 – METHODOLOGY IN TEACHING HOME ECONOMICS AT THE SECONDARY SCHOOL**

**Prerequisites:** COED 354 and 18 credits approved in major courses

Course intended to provide experiences that permit observation of the functions and responsibilities of the educator of this area. The opportunity to visualize the program in all developmental stages and the means in which it should be adapted to the students' needs to reach a pertinent and integral education is offered. Students may become familiar with the teaching process in classrooms, methods, techniques, curricular framework, standards, curricular materials, daily planning according to new pedagogical tendencies. Design of educational materials according to major. Emphasis on the development of Christian values applied to teaching of adolescents in a regular classroom, students with disabilities, as well as adults or school graduates.

3 hours, 1 semester, 3 credits

### **SEED 379 – METHODOLOGY IN TEACHING MUSIC (K-12) (For elementary and secondary majors)**

**Prerequisites:** COED 354 and 18 credits approved in major courses

Study and analysis of the Music Program with attention to the vision, mission, content and offerings. Study and analysis of program curriculum in accordance with the current by-laws and the Curricular Framework of Creative Arts of the Department of Education with emphasis on content, performance, and evaluation standards pertinent to the subject and level. Lesson planning, classroom management and application of strategies, methods, teaching techniques and assessment pertinent to the course and school level. Pre-practicum experiences with a duration of 30 hours (three hours per week during 10 weeks) in areal scenario. Reflective analyses of the teaching experience seen from an ethical, humanistic and Christian perspective.

3 hours, 1 semester, 3 credits

### **SEED 380 – METHODOLOGY IN TEACHING MATHEMATICS AT THE SECONDARY LEVEL**

**Prerequisites:** COED 354 and 18 credits approved in major courses

Study of the Mathematics Program Curriculum of the Department of Education of Puerto Rico, its principles and Standards of Excellence as proposed by the National Council of Teachers of Mathematics (NCTM). Lesson planning, classroom management and application of strategies, methods, teaching

techniques and assessment pertinent to the course and school level. Pre-practicum experiences with a duration of 30 hours (three hours per week during 10 weeks) in areal scenario. Reflective analyses of the teaching experience seen from an ethical, humanistic and Christian perspective.  
3 hours, 1 semester, 3 credits

### **SEED 382 – GENERAL METHODOLOGY IN THE TEACHING OF ELEMENTARY AND SECONDARY EDUCATION**

**Prerequisites:** COED 354 and 18 credits approved in major courses

Study and application of the method, techniques and teaching strategies. Emphasis on modern trends and educative materials in teaching in both Elementary and Secondary academic programs. Analysis of the academic programs' curriculum, placing particular attention to the study of goals, competencies, skills, values, themes and new projects. Analysis of the educator's professional and excellence standards, as well as each program's expectations. Study and analysis of classroom management.  
3 hours, 1 semester, 3 credits

### **SEED 390 – METHODOLOGY IN TEACHING OF FAMILY AND CONSUMER SCIENCE FOR EXCEPTIONAL STUDENTS**

**Prerequisites:** COED 354 or ELED 334 and 18 credits approved in major courses

Course designed to provide experiences conducive to role exploration, functions, and design of educational materials to be used in home economics teaching for special education. Opportunities to visualize the program in all developmental stages and in the means that it should be adapted to the different needs of the exceptional population are offered. The opportunity of professional development is provided. This course gives students the opportunity to explore and discover how teaching in a special education classrooms is. Design of curricular materials and educational techniques based on teaching levels and special needs to be satisfied in the different educational locations. Course intended to develop an effective, functional, and creative education to satisfy the exceptional students.  
3 hours, 1 semester, 3 credits

### **SEED 401 – PRACTICUM SEMINAR IN SECONDARY SCHOOL**

**Co-requisite:** SEED 481

Analysis of the student teacher's experience and the situations experienced in the teaching-learning process. Study of the psychological, philosophical, and sociological principles of each situation and their impact on the academic achievement and behavior of students. Special attention given to moral and spiritual values of a teacher.  
1 hour, 1 semester, 1 credit

### **SEED 435 - ADMINISTRATIONS AND SUPERVISION OF THE PRACTICUM**

Course designed for cooperating teachers and supervisors of practicum. Analysis of all the legal basis of the practicum, description of the responsibilities and functions of the student-teacher, cooperating teacher, cooperating director and university supervisor. Definition and explanation of the three basic aspects of the practicum: observation, participation and teaching; analysis of the teaching skills and techniques, styles and teaching models; supervision techniques, and student-teacher evaluation process.  
45 hours, 1 semester, 3 credits

#### **SEED 444 – INTEGRATIVE SEMINAR OF THE MAJOR IN SPANISH**

**Prerequisites:** COED 354 and 21 credits approved in the concentration, 3.00 academic average.

Integrative course with emphasis on grammatical-linguistic knowledge that is necessary in order to teach Spanish, as well as the knowledge and competencies for literary analysis. Opportunities for written communication, writing, and composition are provided. Analysis and evaluation of pedagogical situations where the student applies knowledge of teaching methodology and evaluation (assessment) of the Spanish language.

3 hours, 1 semester, 0 credits

#### **SEED 445 – INTEGRATIVE SEMINAR OF THE MAJOR IN ENGLISH**

**Prerequisites:** COED 354 and 21 credits approved in the concentration, 3.00 academic average.

Integrative seminar for students who aspire to become English teachers. The course content considers those essential and common aspects of the English curricula, especially, the general but fundamental elements in the teaching of English as a second language. It includes the areas such as linguistics, literature, reading, writing English as a second language methodology, among others. Integration of necessary concepts for the understanding of the syntactic structures of English morphology and semantics, phonology and phonetics, as well as the comparative analysis of English and Spanish. A review of the characteristics of literary genres: drama, essay, story, and poetry. Practical and methodological applications through pedagogical situations.

3 hours, 1 semester, 0 credits

#### **SEED 446 – INTEGRATIVE SEMINAR OF THE MAJOR IN SOCIAL STUDIES AND HISTORY**

**Prerequisites:** COED 354 and 21 credits approved in the concentration, 3.00 academic average.

Integrative course that includes the content areas that are the basis for curriculum development of Social Studies and History at the secondary schools in Puerto Rico: History of Puerto Rico, History of United States, History of Latin America as well as the essential knowledge of Ancient and Medieval History and Modern and Contemporary History. It includes general knowledge of Geography, Sociology, and Economy. Practical applications with exercises in each area. Analysis and evaluation of pedagogical situations so the student can apply knowledge on teaching methodology and evaluation (assessment) of the subject matter.

3 hours, 1 semester, 0 credits

#### **SEED 447 – INTEGRATIVE SEMINAR OF THE MAJOR IN SCIENCE**

**Prerequisites:** COED 354 and 21 credits approved in the concentration, 3.00 academic average.

Integrative course that includes six content areas, which are the basis for curriculum development of Science in the secondary schools of Puerto Rico: biology, chemistry, physics, science, technology, and society. Practical applications with exercises in each of these areas. Analysis and evaluation of pedagogical situations so the student can apply knowledge of teaching methodology and the evaluation (assessment) of the sciences.

3 hours, 1 semester, 0 credits

#### **SEED 448 – INTEGRATIVE SEMINAR OF THE MAJOR IN MATHEMATICS**

**Prerequisites:** COED 354 and 21 credits approved in the concentration, 3.00 academic average.

Integrative course that includes six content areas which are the basis for curriculum development of Mathematics in the secondary schools of Puerto Rico: numbering system, operations, geometry,

measurement, relations, probabilities and statistics. Practical applications with exercises in each of these areas. Analysis and evaluation of pedagogical situations so the student can apply knowledge of teaching methodology and the evaluation (assessment) of the mathematics.

3 hours, 1 semester, 0 credits

### **SEED 450 – INTEGRATIVE SEMINAR OF THE PROFESSIONAL COMPETENCIES IN THE SECONDARY LEVEL**

**Prerequisites:** Have approved all the Foundation in Education courses including methodology and COED 354, also approval of 21 credits in the concentration.

Integrative course with a reflexive, interactive and applicable approach. Reinforcement of the conceptual and theoretical content of the basic courses of the Teacher Preparation Programs at the secondary level: philosophical, psychological, and sociological foundations in education, human development and growth, exceptional student, principles of teaching methodology, evaluation of the academic performance, and research. Analysis and application of the course content in pedagogical situations with emphasis on the contemporary reality of the Puerto Rican people and the educational context at the secondary level.

3 hours, 1 semester, 0 credits

### **SEED 481 – PRACTICUM IN SECONDARY SCHOOL**

**Prerequisites:** GPA of 3.00 or higher is required in core and major courses. All education courses must be approved and at least 21 approved credits in major.

Supervised teaching practicum in a public or an accredited private school at the secondary level in the area of specialization. Student will attend an internship center a minimum of 4 hours per day, five hours weekly during one semester, under the daily supervision of a cooperative teacher and the periodic supervision of a university professor who will be responsible for the evaluation of the intern's professional development.

20 hours per week, 1 semester, 5 credits

## **BACHELOR OF SCIENCE IN SECONDARY EDUCATION WITH CONCENTRATION IN FAMILY AND CONSUMER SCIENCES (FACO)**

**Dr. Miriam Deida Colón, Director**

**Faculty:** Dr. Rosany Rodríguez Cintrón, Dr. Josephine Soto Vega, Matilde Cruz Negrón

### **REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN FAMILY AND CONSUMER SCIENCES (FACO)**

<b>COURSES REQUIREMENTS</b>	<b>CREDITS</b>
General Education	62
College	36
Concentration	33
Total credits	131

**CURRICULUM FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN  
FAMILY AND CONSUMER SCIENCES (FACO)  
(HOME ECONOMICS)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
HIST 105	3	SOCI 102	3
ENGL 115	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
CHEM 123	3	*COED 328	3
MATH 111	3	*COED 204	3
*COED 202	3	*COED 270	3
CREDITS 18		CREDITS 18	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN – ELECTIVA DIR	3	ENGL 213	3
THEO 130	3	PHIL 312	3
*BIOL 240	3	*BIOL 241	4
*FACO 201	3	HIST 253	3
*FACO 202	3	*FACO 203	3
*ART 101 / THEA 101 / MUSI 102	3	*HIST 303	3
CREDITS 18		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*PHED 205	2	SOCI – ELECTIVE DIR	3
*COED 354	3	*COED 314	3
*COED 203	3	MGNT 130	3
THEO 131	3	THEO 132	3
*COED 340	3	*FASD 302	3
*FACO 300	3	*FACO 301	3
**COED 440	0		
CREDITS 17		CREDITS 18	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*SEED 378	3	*FACO 404	3
*FACO 400	3	*SEED 401	1
*FACO 401	3	*SEED 481	5
*COED 430	3		
*SEED 362	3		
**SEED 450	0		
CREDITS 15		CREDITS 9	

\*All Education and Concentration courses must be approved with a grade of no less than B. General Education courses must be approved with a grade not less than C. The minimum academic index required for new students, readmitted or transferred to the teacher preparation programs of the College of Education and to conduct the Practicum is 3.00.

\*\*The approval grade for Capstone Courses is P (Pass).

Students transferred from other universities must register in Orientation 005.

## COURSE DESCRIPTION

### FACO 201 - FAMILY ECOSYSTEM

Discussion of different aspects of family as a basic institution in society. Analysis of role changes and family interaction within the family and social ecosystem. Study of various aspects relevant for improving the quality of family life such as planning before marriage, conflict and crisis solution, laws related to family matters, domestic violence prevention, and adolescent pregnancy.

3 hours, 1 semester, 3 credits

### FACO 203 - HOUSING DESIGN AND DECORATION

Application of art principles and techniques in the selection of housing and furniture; the economic, social and aesthetic aspects. Analysis of dwelling design to satisfy individual and family needs.

3 hours, 1 semester, 3 credits

### FACO 300 - HUMAN NUTRITION

**Prerequisites:** BIOL 241, CHEM 123

Study of the nature and function of carbohydrates, proteins, lipids, vitamins, minerals, water, and their relationship to the well-being of individuals. Emphasis on the importance of nutritional needs during the life cycle and how to satisfy them in families with different incomes. Nutritional needs in the different stages of the life cycle are also studied.

4 hours, 1 semester, 3 credits

---

### **FACO 301 - FOOD SCIENCE**

Study of the composition, nutritional value, selection, sanitation, storage, and conservation of food. Discussion, analysis, and evaluation of scientific principles involved in the preparation of food to preserve its nutritional value, color, and taste. Laboratory experience to apply these principles.

2 lecture hours, 4 laboratory hours, 1 semester, 3 credits

### **FACO 400 - HOUSING, HEALTH, AND THE CONSUMER**

Study of housing and its influence on the physical and mental health of the individual, family, and community. Analysis of positive or negative factors which affect home-life, based on the Puerto Rican reality. Study of public and private agencies available to solve these problems. A research project related to housing problems is required from every student.

3 hours, 1 semester, 3 credits

### **FACO 401 - MANAGEMENT AND FAMILY ECOSYSTEM**

Discussion of theories and management processes, and their effect upon the family ecosystem and the changing social and economic situation. Integration and application of concepts.

3 hours, 1 semester, 3 credits

### **FACO 404 - MEAL PLANNING AND SERVICE**

#### **Prerequisites: FACO 301**

Discussion of methods and techniques in the planning, organization, preparation, and service of meals for various occasions, considering the nutritional need, economic level, and family size. Consideration of efficient use of money, time, energy, and equipment as well as aesthetic principles in meal preparation.

2 lecture hours, 4 laboratory hours, 1 semester, 3 credits

### **FACO 405 - PASTRY PRINCIPLES AND TECHNIQUES**

Study of the principles, methods, and techniques for the preparation and decoration of pastry; their use as a possible family income. Confection of pies, sweet pastry, cakes, icings, candies, doughnuts and their decoration during the laboratory phase.

2 lecture hours, 4 laboratory hours, 1 semester, 3 credits

### **FACO 407 - TEACHING METHODS IN NUTRITION**

#### **Prerequisites: FACO 301**

Teaching methods and preparation of materials in nutrition. Emphasis on the use of demonstration and audio-visual material. Particular attention is given to educational problems in Puerto Rico considering the varied age and socio-economic levels; opportunity to apply the acquired knowledge.

3 hours, 1 semester, 3 credits

### **FACO 409 - CHILD NUTRITION**

Study of principles of human nutrition and factors, which influence the development of habits essential for the preservation of health and the prevention of disease from early childhood through adolescence.

3 lecture hours, 1 semester, 3 credits

### **FACO 410 - NUTRITION IN AGING**

Introduction to the study of feeding the elderly. Emphasis on the importance of the recommended dietary allowance in order to prevent illness in this life cycle. Study of the financial, physical, physiological, sociological, and psychological factors which influence nutrition in aging.

3 hours, 1 semester, 3 credits

## **ASSOCIATE DEGREE IN APPLIED SCIENCE IN FASHION DESIGN (FASD)**

**Dr. Miriam Deida Colón, Director**

**Faculty:** Dr. Daily Mangual Vázquez, Evelyn Clavell Ortiz, Liz Maestre Negrón

The Associate Degree in Applied Science in Fashion Design offers an alternative of study at the university level to satisfy interest and need in the community for technical training and self-employment in the field of fashion design.

### **OBJECTIVES**

1. To offer an alternative of study in the field of fashion design of the Puerto Rican community.
2. To provide an education of academic excellence in a short period of time.
3. To satisfy interest and need of the community for technical training and self-employment.
4. To contribute to the professional formation of individuals with the abilities needed to work in the fashion design field.
5. To prepare professionals that can contribute to the industrial and technical development of the community.
6. To train personnel with the skills and knowledge for the work market and self-employment.
7. To encourage the interest for knowledge, and the desire to excel in every aspect of life.

### **REQUIREMENTS FOR THE ASSOCIATE DEGREE IN APPLIED SCIENCE IN FASHION DESIGN**

<b>COURSES REQUIREMENTS</b>	<b>CREDITS</b>
General Education	30
College	0
Concentration	40
Total credits	70



**CURRICULUM FOR THE ASSOCIATE DEGREE IN APPLIED SCIENCE  
IN FASHION DESIGN (FASD)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*FASD 101	3	COED 270	3
*FASD 102	3	ENGL 201	3
ENGL 115	3	ORIE 004	0
ORIE 003	0	*FASD 103	3
*FASD 202	3	*FASD 204	3
*FASD 302	3	*FASD 206	3
MATH 111	3	*FASD 303	3
CREDITS 18		CREDITS 18	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MGNT 230	3	SOCI 102	3
SPAN 141	3	SPAN 142	3
*FASD 205	3	THEO 130	3
*FASD 207	3	*FASD 104	3
*FASD 403	3	THEO 131	3
CREDITS 15		CREDITS 15	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*FASD 218	1		
*FASD 228	3		
CREDITS 4		CREDITS	

\* All the Concentration courses need to be approved with a "C" or higher.

\*\* Students transferred from other universities must register in Orientation 005.

---

## **COURSE DESCRIPTION**

### **FASD 101 - FASHION THEORIES AND TRENDS**

Discussion of the chronology of the development and evolution of clothing styles in the western world. Emphasis on events and characteristics of every historical period and its relation to political, cultural, economic, and technological development with clothing.

3 lecture hours, 1 semester, 3 credits

### **FASD 102 - FASHION ILLUSTRATION**

Discussion and practice of the principles and elements of fashion illustration through drawing and painting techniques.

2 lecture hours, 4 laboratory hours, 1 semester, 3 credits

### **FASD 103 - FASHION MARKETING**

**Prerequisite:** FASD 101

Principles and processes involved in the marketing and production of clothing. Emphasis on the nature, development, and operation of the fashion industry as a business.

3 hours, 1 semester, 3 credits

### **FASD 104 - FITTING AND ALTERATIONS**

**Prerequisites:** FASD 202, FASD 302, FASD 303

Application of techniques and principles to clothing confection with emphasis on fitting alterations and haute couture techniques.

2 hours, 3 laboratory hours, 1 semester, 3 credits

### **FASD 202 - TEXTILES AND THE CONSUMER**

**Co-requisite:** FASD 302 - For students of Associate Degree in Applied Sciences in Fashion Design

Introduction to the study of the textile-science, oriented toward the consumer. The properties and characteristics of fiber and textile products on the market. Emphasis on the processes of production fiber, yarns, fabrics, and finishes. Basic experience to determine fiber content, classification, products reaction, types of yarns and weaves.

4 hours, 1 semester, 3 credits

### **FASD 204 - FASHION DESIGN I**

**Prerequisite:** FASD 102

Introduction to the principles of fashion designs for diverse clothing. Practical application of techniques.

2 lecture hours, 3 laboratory hours, 1 semester, 3 credits

### **FASD 205 - FASHION DESIGN II**

**Prerequisites:** FASD 204

Illustration and creation of collection of original designs collections. Preparation of portfolio.

2 lecture hours, 3 laboratory hours, 1 semester, 3 credits

### **FASD 206 - INDUSTRIAL PATTERN**

**Prerequisite:** FASD 202, FASD 302

Design and confection of patterns using industrial techniques and draping. Creation of patterns with requirements by the industry.

2 lecture hours, 3 laboratory hours, 1 semester, 3 credits

### **FASD 207 - GRADING**

**Prerequisites:** FASD 202, FASD 206, FASD 302, FASD 303

Study of measurements according to figure types. Discussion and practice of grading techniques according to the size of the human body.

2 lecture hours, 3 laboratory hours, 1 semester, 3 credits

### **FASD 215 - FASHION DRAPING**

**Prerequisites:** FASD 206, FASD 302

Study of traditional French Couture method of draping muslin or fabric on mannequins to create patterns. Students learn to recognize properties of different fabrics and project them on mannequins. A notebook of transferred patterns is required.

3 hours, 1 semester, 3 credits

### **FASD 218 - INTERNSHIP SEMINAR**

**Prerequisites:** FASD 101, FASD 103, FASD 104, FASD 205, FASD 206, FASD 207, FASD 302, FASD 303, FASD 403

**Co-requisite:** FASD 228

Analysis of the situations students find during their practice experience. Instruction for professional and personal improvement that offers students exposure to topics related with employment and social environment. Preparation of professional portfolio.

2 lecture hours, 1 semester, 1 credit

### **FASD 228 - INTERNSHIP**

**Prerequisites:** FASD 101, FASD 103, FASD 104, FASD 205, FASD 206, FASD 207, FASD 302, FASD 303, FASD 403

**Co-requisite:** FASD 218

Coordinated and supervised training to offer students work exposition and experience in fashion design and clothing confection, fitting and alteration of clothing, and clothing manufacture. Students will observe, analyze, evaluate, and execute activities related to the clothing industry. Students are required to complete of 225 hours under the supervision of a university supervisor.

225 hours, 1 semester, 3 credits

### **FASD 302 – BASIC SEWING**

**Co-requisite:** FASD 202 - for students of Associate Degree in Applied Science in Fashion Design

Discussion of the economic, social, and psychological principles involved in the production, consumption, and distribution of clothing, accessories, commercial patterns, and techniques in making clothes. Laboratory incorporates basic and advanced techniques of dressmaking.

2 lecture hours, 4 laboratory hours, 1 semester, 3 credits

### **FASD 303 - ADVANCED SEWING**

**Prerequisites:** FASD 202, FASD 302

Application of principles and techniques for the creation of clothing for children, men, pregnant women, the physically-impaired, and the elderly.

2 lecture hours, 3 laboratory hours, 1 semester, 3 credits

### **FASD 402 – EDUCATIONAL TRIP IN FASHION INDUSTRY**

**Prerequisites:** FASD 101, FASD 103

The purpose of this course is to complete an academic preparation through the development of practical experiences directed to the study and analysis of the global fashion industry. Students will visit different fashion museums, designer's ateliers, showrooms, important districts of the textile industry and visit different cultural and historic centers.

6 hours, 1 semester, 6 credits

### **FASD 403 - PATTERN ANALYSIS AND DESIGN**

**Prerequisites:** FASD 202, FASD 302

Clothing design and construction by the flat pattern method. Design analysis and application of the techniques in the transformation of the commercial pattern. Application of these techniques to a series of half-scaled designs and full-scaled designs in the laboratory experience.

2 lecture hours, 3 laboratory hours, 1 semester, 3 credits

## **DEPARTMENT OF PHYSICAL EDUCATION**

***Rafael Torres Santos, Director***

**Faculty:** Marta González Torres, Edgardo Guilbe Alomar, Gamaliel Toro Zayas, Karylyn Meléndez Marrero

### **OBJECTIVES**

In accordance with the philosophy of an integral education of Pontifical Catholic University of Puerto Rico, the Department of Physical Education is responsible for providing instruction in physical education to all registered students as part of their general education requirements. The Department considers, as its major responsibility, the preparation of teachers for the public and private school systems. The primary objective pursued through the teaching of physical education is to contribute to the physical, mental, social, emotional, spiritual, and cultural development of students. In accordance with this primary objective, the Physical Education Department aims specifically to:

1. Prepare teachers with the skills required to teach physical education at all levels of education.
2. Prepare professionals with the skills and competencies required in physical conditioning.
3. Develop the desirable habits, attitudes, skills, and abilities to help improve their quality of life.

4. Promote interest toward sports and activities related to their professional field.
5. Further their responsibility, honesty, and personal values in the light of the Gospel of Christ.
6. Contribute to the development of leadership in order to create and promote recreational programs in the community.
7. Contribute to the achievement of the vision, mission, and educational philosophy of Pontifical Catholic University.
8. Promote quality of life and well-being through the established programs.

**PROGRAMS:** The Department offers two different programs.

### **TEACHER EDUCATION PROGRAM AND SPORTS SCIENCE**

In harmony with the philosophy of the integral education of the Pontifical Catholic University of Puerto Rico, the Department of Physical Education, Physical Conditioning, and Integral Well-being has the responsibility to provide instruction in Physical Education and Physical Conditioning to all students enrolled in the different programs offered by the institution, as part of their graduation requirement. The Department of Physical Education, Physical Conditioning and Integral Well-being considers the responsibility to prepare teachers for the public and private system, as well as develop trained and committed students with the Sports Science in Physical Conditioning Program. Its primary objective is to contribute through the teaching of Physical Education a physical, mental, emotional, spiritual, and cultural in students.

### **SERVICE PROGRAM**

This program includes all basic courses from which students select one, in order to fulfill the two-credit general education requirement for graduation.

### **REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN PHYSICAL EDUCATION (PHED)**

<b>COURSES REQUISITES</b>	<b>CREDITS</b>
General Education	62
College	36
Concentration	26
Total credits	124

**CURRICULUM FOR THE BACHELOR OF SCIENCE IN SECONDARY EDUCATION IN  
PHYSICAL EDUCATION**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDIT	COURSE	CREDIT
SPAN 141	3	SPAN 142	3
HIST 105	3	ENGL 201	3
ENGL 115	3	SOCI 102	3
ORIE 003***	0	ORIE 004***	0
PHED 102*	1	PHED 309*	3
PHED 200*	3	COED 204*	3
COED 202*	3	COED 270*	3
CREDITS 16		CREDITS 18	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDIT	COURSE	CREDIT
SPAN (elective)	3	ENGL 213	3
CHEM 117	3	SCIENCE (elective)	3
MATH 111	3	HIST 253	3
COED 328*	3	COED 203*	3
PHED 310*	3	THEO 130	3
PHED 260*	1	PHED 338*	3
CREDITS 16		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
THEO 131	3	THEO 132	3
ART 101 / MUSI 102 / THEA 101	3	COED 430*	3
PHED 205*	2	PHED 340*	3
PHED 406*	3	SOCI (elective)	3
PHED 478*	3	COED 340*	3
COED 354*	3	COED 314*	3
COED 440**	0		
CREDITS 17		CREDITS 18	

FOURTH YEAR			
FIRST YEAR		SECOND YEAR	
COURSE	CREDITS	COURSE	CREDITS
PHIL 312	3	SEED 401*	1
HIST 303*	3	SEED 481*	5
PHED 385*	3		
PHED 441*	3		
MGNT 130	3		
SEED 450**	0		
CREDITS 15		CREDITS 6	

\*All education and concentration courses must be approved with a grade not less than B. The general education courses must be approved with a grade of no less than C. The minimum academic index required for new students, readmitted, or transferred to the teacher preparation programs of the College of Education and to do the Teaching Practice is 3.00

\*\*The approval grade for Capstone Courses is P (Pass).

\*\*\*Students transferred from other universities must register in Orientation 005.

#### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION IN PHYSICAL EDUCATION

COURSES REQUISITES	CREDITS
General Education	61
College	36
Concentration	26
Total credits	123

#### CURRICULUM FOR THE BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION IN PHYSICAL EDUCATION

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
HIST 105	3	ENGL 201	3
ENGL 115	3	SOCI 102	3
ORIE 003***	0	ORIE 004***	0
PHED 102*	1	PHED 309*	3
PHED 200*	3	COED 204*	3
COED 200*	3	COED 270*	3
CREDITS 16		CREDITS 18	

SECOND YEAR			
FIRST YEAR		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN (electiva)	3	ENGL 213	3
CHEM 117	3	SCIENCE (elective)	3
MATH 111	3	HIST 253	3
COED 328*	3	COED 203*	3
PHED 310*	3	THEO 130	3
PHED 260*	1	PHED 338*	3
CREDITS 16		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
THEO 131	3	THEO 132	3
ELED 106/108*	2	COED 430*	3
PHED 205	2	PHED 340*	3
PHED 406*	3	SOCI (elective)	3
PHED 478*	3	COED 340*	3
COED 313*	3	COED 314	3
COED 440**	0		
CREDITS 16		CREDITS 18	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PHIL 312	3	ELED 411*	1
HIST 303*	3	ELED 431*	5
PHED 385*	3		
PHED 441*	3		
MGNT 130	3		
ELED 450**	0		
CREDITS 15		CREDITS 6	

\* All education and concentration courses must be approved with a grade not less than B. The general education courses must be approved with a grade of no less than C. The minimum academic index required for new students, readmitted, or transferred to the teacher preparation programs of the College of Education and to do the Teaching Practice is 3.00



\*\*The approval grade for Capstone Courses is P (Pass).  
Students transferred from other universities must register in Orientation 005.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN SPORTS SCIENCES IN PHYSICAL CONDITIONING (PHCO)

COURSES REQUISITES	CREDITS
General Education	59
College	22
Concentration	35
Total credits	121

### CURRICULUM FOR THE BACHELOR OF SCIENCE IN SPORTS SCIENCES IN PHYSICAL CONDITIONING

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 115	3	ENGL 201	3
HIST 105	3	SOCI 102	3
SPAN 141	3	SPAN 142	3
PHED 200*	3	PHED 202*	3
MATH 111	3	COED 270	3
ORIE 003**	0	ORIE 004**	0
CREDITS 15		CREDITS 15	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN (elective)	3	ENGL 213	3
BIOL 240	3	BIOL 241	3
PHED 205*	2	FACO 300*	3
PHED 309*	3	PHED 338*	3
PHED 336*	3	PHED 340*	3
PHED 478*	3		
CREDITS 17		CREDITS 15	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
THEO 130	3	THEO 131	3
PHED 406*	3	COED 328*	3
PHED 409*	3	HIST 253	3
PHIL 312	3	PHED 479*	3
SOCI (elective)	3	PHED 480*	3
		PHED elective (320, 321, 322, o 323)	2
CREDITS 15		CREDITS 17	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PHIL 340	3	ART 101/ MUSI 102 / THEA 101	3
MGNT 230*	3	PHED 486	0
PHED 441*	3	THEO 132	3
PHED 481*	3	PHED 489*	3
PHED 482*	3	PHED 490*	1
PHED elective (320, 321, 322, o 323)	2		
CREDITS 17		CREDITS 10	

\* All the core courses and concentration courses must be approved with a grade not less than C.

\*\*Students transferred from other universities must register in Orientation 005.

## COURSE DESCRIPTION

### PHED 102- GAMES K-12

Study of appropriate games and sports and adapted in the manner of execution according to the academic level of students: elementary or secondary. Practice in the preparation and organization of games leading to the recreation and cooperative development, as part of their comprehensive training sports initiation. Construction and management of educational tools, in order to explore and improve skills of the neuromuscular system. Creation of recreational and rhythmic activities.

1 hour, 1 semester, 1 credit

---

### **PHED 105 - GAMES FOR THE ELEMENTARY SCHOOL I**

Required course for students in the teacher-preparation program for the elementary school. Study of appropriate games for the elementary school, practice in conducting and organizing basic games, singing games, and rhythmic activities, including simple folk dances.

2 hours, 1 semester, 1 credit

### **PHED 106 - GAMES FOR ELEMENTARY SCHOOL II**

Required courses for students of the teacher – preparation program for the elementary school. Study of appropriate games adapted to the level. Practice and organization of beginning sports games leading to recreation; rhythmic activities.

2 hours, 1 semester, 1 credit

### **PHED 107 - HEALTH AND PHYSICAL FITNESS**

Basic course required for all college students with the exception of those enrolled in the teacher preparation program. Participation in a variety of activities and the development of proficiency in conditioning exercises for physical fitness.

2 hours, 1 semester, 1 credit

Students may choose one course from the following one-credit courses in order to complete the additional one-credit education requirement in physical education. The courses meet twice a week.

PHED 251 Volleyball

PHED 235 Tae Kwon Do

PHED 253 Basketball

PHED 254 Tennis for beginners

PHED 256 Archery

PHED 260 Swimming for beginners

PHED 261 Swimming (intermediate level) Prerequisite: PHED 260

PHED 263 Aerobics Dance

The above courses include background, demonstration, practicing skills, and knowledge in selected sports and dance activities.

### **PHED 200 - FOUNDATIONS OF PHYSICAL EDUCATION**

Study of the principles, foundations, and bases of physical education and their application to practical problems related to curriculum, methods, administration, evaluation, and research in this field.

3 hours, 1 semester, 3 credits

### **PHED 202 - SOCIAL AND PSYCHOLOGICAL ASPECTS OF SPORTS**

Course presents theoretical research and theories related to the mental, emotional, and psychological aspects considering individual differences of participants in sports.

3 hours, 1 semester, 3 credits

---

### **PHED 205 - PERSONAL, SCHOOL, AND COMMUNITY HEALTH**

This course offers students a study of the beneficial and harmful factors that affect the human body, especially children and adolescents. Brief study of the precursors of health in general and school health as affected by its environment, health services offered to school children, and the importance of a healthy school environment. Analysis of contemporary strategies to solve health problems through research. Study of other problems that affect the person at the local, national, or international level. The student is provided with different suggestions to follow as a teacher in the observation measures, medical evaluation, and school inspection to complete the accumulative register and other documentation of the Health Department through the Department of Education of Puerto Rico.

2 hours, 1 semester, 2 credits

### **PHED 235 - TAEKWONDO**

This course offers students theory and training in Olympic Tae Kwon Do, in accordance with the Tae Kwon Do World Federation program. While learning the basic skills of the sport, students will experience marked physical and mental development. Any interested student may enroll in this course.

2 hours, 1 semester, 1 credit

### **PHED 240 - SPORTS ORIENTATION**

**(Course for students who, by medical order, cannot participate in courses listed under the Service Program)**

Theory, analysis, and demonstration of fundamentals and techniques in different sports; interpretation of rules of team and individual sports; theory and practice of spectator participation in sports competitions are discussed.

3 hours, 1 semester, 3 credits

### **PHED 251 - VOLLEYBALL**

Optional course for all students, except those registered in the teacher preparation program. Students participate in exercises and techniques in volleyball.

2 hours, 1 semester, 1 credit

### **PHED 253 - BASKETBALL**

Optional course for all students, except those registered in the teacher preparation program. Participation in exercises and techniques in basketball.

2 hours, 1 semester, 1 credit

### **PHED 254 - TENNIS FOR THE BEGINNERS**

Optional course for all students, except those registered in the teacher preparation program. Students participate in exercises and techniques in tennis.

2 hours, 1 semester, 1 credit

### **PHED 256 – ARCHERY**

Optional course for all students, except those registered in the teacher preparation program. Basic skills of archery are taught.

2 hours, 1 semester, 1 credit

---

### **PHED 260 - SWIMMING FOR BEGINNERS**

This course is designed for the beginners in swimming. Basic movements in the water, with emphasis on the different styles of swimming are taught.

2 hours, 1 semester, 1 credit

### **PHED 261 – INTERMEDIATE SWIMMING**

This course is designed for advanced level students or those who took PHED 260. Basic and competitive styles of swimming are taught. Emphasis on the techniques and skills of swimming is given.

2 hours, 1 semester, 1 credit

### **PHED 263 - AEROBIC DANCE**

This course studies the efficiency of the aerobic capacity, resistance, and muscular flexibility beyond the exercise experiences; dance steps that need more oxygen and prepare people to work with pleasure and obtain better health are also studied.

2 hours, 1 semester, 1 credit

### **PHED 306 - CREATIVE DANCE AND RHYTHMS**

Study of the modern techniques followed in the development of rhythmic skills. Creative improvisations for the enrichment of physical education and music education programs followed at the elementary and intermediate levels. Creativity and enrichment of dances and rhythmic exercises for the elementary and secondary levels are fostered.

3 hours, 1 semester, 3 credits

### **PHED 309 - PHYSICAL EDUCATION ADAPTED TO SPECIAL EDUCATION (EQUIVALENT TO ELED 309)**

This course studies the basic background for the adaptation of physical education to the special education area. Students are introduced to the development and improvement of the body's physical condition through motor, psychomotor, and perceptual- motor activities. Physical laboratory experience in various situations and environments are provided. Emphasis on the physical, mental, and emotional areas involved in the education of the disabled.

3 hours, 1 semester, 3 credits

### **PHED 310 - DANCE, RYTHMS AND CREATIVE MOVEMENTS**

Study of modern techniques in the development of movement and rhythmic skills. Creative Improvisation character enrichment programs physical education k-12. Movement activities, music education, and exploration on teaching basic skills and other aspects of the movement are integrated. Stimulate creativity and personal enrichment through dance and rhythmic exercises in grades.

3 hours, 1 semester, 3 credits

### **PHED 320 - EVALUATION AND PRESCRIPTION OF PHYSICAL APTITUDE**

#### **Prerequisite: PHED 338**

Course focused to the study, discussion and analysis of the evaluation procedures, principles, and physical conditioning methods for people with chronic diseases and disabilities. Prescription of exercises as a prevention mean and rehabilitation for this special population is emphasized.

2 hours, 1 semester 2 credits

### **PHED 321 - EXERCISE PRESCRIPTION FOR THE PEDIATRIC POPULATION**

Study, discussion, and analysis of the physiological limitations of the child and the changes and adaptation required for the child's integration to an exercise program. Evaluation processes and the physical conditioning methodology are emphasized. Analysis of the five components of physical aptitude: cardiovascular resistance, muscle resistance and strength, body composition, and flexibility.

2 hours, 1 semester 2 credits

### **PHED 322 - EXERCISE PRESCRIPTION FOR GERIATRIC POPULATION**

#### **Prerequisite: PHED 338**

Study, discussion, and analysis of the physiological changes modification, adaptation, and limitation during the aging process. Emphasis on exercise evaluation and prescription for geriatric population. Analysis of the components of physical aptitude.

2 hours, 1 semester 2 credits

### **PHED 323 - ORGANIZATION AND MANAGEMENT OF SUMMER CAMPS**

Study of the organization and administration of summer camps in the public and private sectors. Featured are the minimum requirements for the license, budget, legal issues, sales, and care of equipment, and public relations.

2 hours, 1 semester 2 credits

### **PHED 336 - PHYSICAL CONDITIONING TECHNIQUES**

Analysis of the rationale of methods followed in physical conditioning for physical education programs at the elementary and secondary levels.

3 hours, 1 semester, 3 credits

### **PHED 338 - PHYSIOLOGY OF EXERCISE**

Study of the effects of muscle activity on the human organism. Neuromuscular contraction, adaptation to the circulatory and respiratory systems, pulmonary ventilation, fatigue, nutrition, body temperature, and metabolism. Laboratory experiences will become an integral part of the course.

3 hours, 1 semester, 3 credits

### **PHED 340 - SAFETY IN SPORTS AND FIRST AID**

Analysis of the causes and prevention of accidents in sports, including treatment of injuries. Reference to the standard American Red Cross First-Aid course.

3 hours, 1 semester, 3 credits

### **PHED 341 - ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION**

Study of the organization and administration of school and community physical education programs: budget, legal aspects, purchase and care of equipment, program and public relations, among others.

3 hours, 1 semester, 3 credits

### **PHED 359 - METHODOLOGY IN THE TEACHING OF PHYSICAL EDUCATION AT THE ELEMENTARY SCHOOL**

**Prerequisites: (46) COED 313 or 354 and 18 credits in advanced concentration courses**

This course studies the meaning and purpose of physical education in the curriculum, planning, organization, and evaluation of the physical education programs. Analysis of the curriculum, the methods and recommended materials for the teaching of physical education at the elementary school. Particular attention to moral and spiritual values of the teacher is given. Modern trends, techniques, and principles that govern the teaching of modern physical education are emphasized. Individual and team activities for children from kindergarten to sixth grade as well as laboratory experiences related to the topics under study are provided.

3 hours, 1 semester, 3 credits

### **PHED 380 - MOVEMENT EDUCATION**

This course studies the foundations of movement during the child's first years. Exploration and experimentation in the teaching of the basic skills and other aspects of movements are used.

3 hours, 1 semester, 3 credits

### **PHED 385 – METHODOLOGY IN THE TEACHING OF PHYSICAL EDUCATION K-12**

**Prerequisites: COED 313 or COED 354 AND 18 CRS. IN CONCENTRATIONS COURSES**

Study of curriculum, methods and practices for teaching secondary physical education at the elementary level (K-6) and (7-12) materials. Analysis Program curriculum according to current circular letters and Physical Education Curriculum Framework, particularly the content standards, implementation and evaluation. Emphasis on trends, techniques and principles that govern contemporary teaching physical education: interscholastic philosophy, objectives and phases and activities for the development and strengthening motor sports, and intramural. Particular ethical and moral values and professional teacher attention. The student must complete 30 hours of clinical experience in school setting.

3 hours, 1 semester, 3 credits

### **PHED 406 - MEASUREMENT, ASSESSMENT, AND EVALUATION IN PHYSICAL EDUCATION**

Analysis, evaluation, interpretation, and use of tests and other measurement tools used in physical education; application of statistical procedures, experimental design, assessment, and evaluation principles and techniques used in this area.

3 hours, 1 semester, 3 credits

### **PHED 409 – ORGANIZATION AND ADMINISTRATION OF PROGRAMS OF WELL-BEING AND FITNESS**

This course studies the planning, organization, and administration of gymnasiums in private entities, government, and hospitals. Design and planning facilities, selection of personnel norms and procedures, purchase of equipment, marketing of facilities, programs, services, legal aspects are studied.

3 hours, 1 semester, 3 credits

---

**PHED 441 – ORGANIZATION, ADMINISTRATION AND RECREATION IN PHYSICAL EDUCATION**

Study of activities related to the field of physical education, emphasis on organization and administration of interscholastic, intramural, and recreational sports programs in school and community. Laboratory experiences by visiting different places to make use of recreational and sporting facilities.

3 hours, 1 semester, 3 credits

**PHED 451 - RECREATION FOR LEISURE**

Opportunity to become familiar with all types of recreation from early childhood through adulthood, laboratory experiences through visits to various recreational places to foster the best use of leisure time.

3 hours, 1 semester, 3 credits

**PHED 478 - KINESIOLOGY**

Analysis of the concepts of human movement and motor performance, emphasizing effects of internal and environmental variables. Laboratory.

3 hours, 1 semester, 3 credits

**PHED 479 - METHODOLOGY OF TRAINING**

**Prerequisite:** PHED 338

Course designed to discuss in detail the scientific factors that influence the preparation, organization, and structure of physical conditioning and performance training programs. Covers updated concepts in the training for performance of the high level athletic. Facilitates the development of skills for weekly, semi-annual, and annual planning.

3 hours, 1 semester, 3 credits

**PHED 480 - STRENGTH TRAINING**

**Prerequisite:** PHED 338, PHED 478

Study of the methods for strengthening the human body. Provides a detailed description of the physiological principles of strength training. Emphasis on specialized equipment used for optimal training results.

3 hours, 1 semester, 3 credits

**PHED 481 - NUTRITION, WEIGHT CONTROL, AND ATHLETIC PERFORMANCE**

Study of the nutritional needs before, during, and after physical training. Analysis of popular diets, vitamins and minerals, supplements, and other ergogenic products. Weight control recommendations.

3 hours, 1 semester, 3 credits

**PHED 482 - CARDIORESPIRATORY CONDITIONING**

Study, analysis, and discussion regarding cardiovascular illnesses, EKG before, during, and after the exercise; “stress test” tolerance to exercise test administration. Implementation of cardiovascular rehabilitation programs: Phase 1, 2, 3.

3 hours, 1 semester, 3 credits



---

**PHED 486 - SEMINAR INTEGRATED IN SCIENCES OF EXERCISE AND PHYSICAL EFFICIENCY**

**Prerequisites:** PHED 309, PHED 336, PHED 338, PHED 340, PHED 406, PHED 409, PHED 441, PHED 478, PHED 479, PHED 480, PHED 481, PHED 482.

Course designed to prepare students of Sports Science for the certification tests that are required by the Department of Recreation and Sports (DRD), National Strength and Conditioning Association (NSCA) and American College of Sports Medicine (ACSM). The knowledge and concepts that are fundamental in the field of exercise science and physical efficiency, and the skills required in the personal trainer profession are reinforced in an integrated manner.

3 hours 1 semester 0 credits

**PHED 489- PRACTICE IN EXERCISE PRESCRIPTION**

**Prerequisite:** PHED 338

**Co-requisite:** PHED 490

The internship provides experiences and practice in work performance and health related physical conditioning programs in businesses and hospitals under the supervision of professionals. The interns work as assistant coordinators in administrative tasks, physical evaluation, and prescription of exercise, as well as participate in special projects such as health fairs and educational presentations in health lifestyles, marketing, and recreational leadership. Students will develop the necessary skills for operating a gymnasium and must elaborate and implement a special project.

3 hours, 1 semester, 4 credits

**PHED 490 - PRACTICE IN EXERCISE PRESCRIPTION**

**Prerequisite:** PHED 338

**Co-requisite:** PHED 489

The seminar provides educational experience and practice under the supervision of health and physical aptitude professionals in companies and hospital.

1 hour, 1 semester, 1 credit

**ACTIVITIES**

The Department sponsors the following activities:

1. Association of Future Educators in Physical Efficiency and Integral Wellbeing (AEFBI)
2. Inter-class tournaments
3. Physical Education Week
4. Summer Camp – “Campionero”

**EDUCATIONAL RESOURCES AND MATERIALS LABORATORY**

The Educational Resources and Materials Laboratory (LERMA) provides support for students needing help in the areas of English, Spanish, and Mathematics. Other support centers of the institution available for students are the Academic Computing Center and the Educational Technology Center.

---

## COLLEGE OF BUSINESS ADMINISTRATION

Dr. David H. Zayas Montalvo, Dean

### HISTORY

The College of Business Administration was established in 1966 when the Departments of Business Administration and Secretarial Sciences, formerly under the College of Arts and Science, were merged under a new Dean. Upon reorganization of the College in 1969, the following Departments were established: Management, Marketing, General Studies in Business Administration, Accounting, Economics and Finance, and Secretarial Science. The Graduate Program in Business Administration was also established on that date. The concentrations in Computer Management in Business and Office Administration were established in 1983 and 1985 respectively. The Business Communications program was established in 1987. In 1997, the programs Global Business, and Public Accounting and the Associate Degree in Tourism were incorporated. Furthermore, in 1998, Majors in Organizational Communications, Entrepreneurship, Tourism Entrepreneurship, Entrepreneurial Experience, Advertising, Radio and Television Production, Human Resources and International Public Relations were incorporated into the Bachelor of Business Administration.

Also, during the same period of time, Majors in Accounting, Finance, General Business, Human Resources, Management, Management Information Systems, Marketing, and Office Administration were established in the Master of Business Administration (M.B.A.). The program of Master of Science (M.S.) in Office Administration was established at the end of the 1990's. Four binary programs leading to the combined Program of Bachelor of Business Administration and Master of Business Administration (B.B.A./M.B.A.) have also been offered since the late nineties. The Program leading the Doctorate of Business Administration (D.B.A.) was initiated in 2001. In 2006 the College of Business Administration signed a Memorandum of Collaboration with the Maine Maritime Academy. As a result of this agreement, two new programs were established in 2008: the Major in International Business and Logistics in the Baccalaureate Program, and the Postgraduate Professional Certificate in Transportation and Maritime Logistics. In 2014 two new programs were established: the Associate Degree in Medical Billing and Administration and the Master of Science in Integrated Communications.

Since 2016, all our academic programs are under curricular review. The review is part of the pre-accreditation process with the Accredited Council of Business Schools and Programs (ACBSP). On February 2018, the accreditation agency approved the Accreditation Candidacy status.

### GOALS AND OBJECTIVES

The Goal of the College of Business Administration is to qualify students to enter into professional positions in both business and government environments. Student decision-making capabilities will be expanded to enhance their overall performance in the different business specializations on an international economy environment.

---

## THE CURRICULUM WAS DEVELOPED CONSIDERING THE FOLLOWING SPECIFIC OBJECTIVES

1. To incorporate strong ethical and Christian values in managerial process.
2. Recognize the value of continuous learning process to deal with the entrepreneurial environment opportunities and threats.
3. Utilize critical thinking in the problem solving process and decision-making.
4. Manage all the tools associated with the creation, development and management of new business activities.
5. Use written and oral communications skills in an efficient way in business activities.
6. Develop cultural awareness in a global society.
7. To be skilled in technology required for data gathering and analysis.
8. To use entrepreneurial knowledge and skills to fulfill the community needs.
9. Integrate Quantitative and qualitative research skills in the generation of knowledge and innovation to promote social change.
10. Value the continuous changes in global economy, technology, politics, and social conduct associated to business activities and its impact in a modern society.
11. Develop a clear understanding of business functions and their interrelationship and relationship to other human activities.
12. Create an understanding of organizational structures and of individual and group conduct within these structures.
13. To be skilled in current technical techniques requiring the analysis of data, measurement of human conduct, and use of production and consumption factors.

## ORGANIZATION

At the academic level, the College of Business Administration is composed of two departments, one undergraduate department and a graduate program.

- Undergraduate Programs in Office Administration, Management, General Business and Information Systems; Communications, Marketing and Tourism; Accounting, Finance, and Business Law
- Graduate Program in Business Administration

## OPERATION

Each Department functions as an administrative unit under the direction of a Director who responds to the Dean. These Departments function as decision-making centers that generate academic and professional activities. The Dean coordinates and works with the Faculty, Standing and *Ad hoc* Committees, staff, and Department Directors to attain the College Objectives.

## PROGRAMS OF STUDY

The College of Business Administration offers the following academic programs: two associate degrees, two Baccalaureate: Bachelor of Business Administration and Bachelor of Sciences of Technology and Office Systems; three dual degree programs in Bachelor of Business Administration and Master of

Business of Business Administration, four postgraduate professional Certificates; the Master of Business Administration (M.B.A.), two Master of Science (M.S.), and the Doctorate of Business Administration (D.B.A.). Furthermore, the College of Business Administration in conjunction with the School of Law offers a Program leading to the M.B.A. and J.D. Degree.

- A. Associate in Applied Science in:
  - 1) Secretarial Sciences
  - 2) Tourism Techniques
  
- B. Bachelor of Business Administration (B.B.A.) with the following majors:
  - 1) Office Administration
  - 2) International Business
  - 3) International Business and Logistics (Moratorium)
  - 4) Accounting
  - 5) Public Accounting [5 years]
  - 6) Business Law
  - 7) Entrepreneurship
  - 8) Tourism Entrepreneurship
  - 9) General Business
  - 10) Professional Experience in Business (Moratorium)
  - 11) Finance
  - 12) Management
  - 13) Communications Media in Business
  - 14) Marketing
  - 15) Radio and Television Production
  - 16) Advertising
  - 17) Human Resources
  - 18) International Public Relations
  - 19) Information Systems
  
- C. Bachelor of Sciences of Technology and Office Systems (B.S.T.O.S.) (Moratorium)
  
- D. Combined program leading to the Bachelor of Business Administration and the Master of Business Administration (B.B.A./ M.B.A.) in areas such as:
  - 1) Accounting
  - 2) Management
  - 3) Human Resources
  
- E. Postgraduate Professional Certificates
  - 1) Accounting
  - 2) Management
  - 3) Human Resources
  - 4) Transportation and Maritime Logistics

F. Master of Business Administration (M.B.A.) with concentration in:

- 1) General Business
- 2) International Business
- 3) Accounting
- 4) Finance
- 5) Management
- 6) Marketing
- 7) Human Resources

G. Master of Science (M.S.) in:

- 1) Office Administration
- 2) Integrated Communications

H. Combined program: Juris Doctor and Master of Business Administration (M.B.A. – J.D.)

I. Doctor of Business Administration (D.B.A.)

For the General Education, College and Major Prerequisites, please refer to individual Programs listed ahead.

## UNDERGRADUATE PROGRAM GOALS

The Undergraduate Program of Business Administration has established the following goals:

1. Aims to educate students with a high level of understanding, religious commitment, and social responsibility.
2. Aspires to establish a Departmental culture that serves as a vehicle to celebrate teaching and non-teaching activities ensuring human integrity.
3. Desires to form graduates to compete favorably in the business environment and contributes to civic life.
4. Yearns to increase admissions rates in all of its academic offerings.
5. Establishes a cyclical system of curricular review to atune our offerings to the industry's demands.
6. Offers academic Programs that provide graduates with the necessary knowledge and skills to perform as professionals of excellence in the business environment.
7. Establishes a culture of Departmental commitment, consideration, facilitation, and support so that academic and nonacademic personnel can perform their functions efficiently.
8. Recognizes the importance of information in academic and nonacademic processes.
9. Strives to build and maintain physical infrastructure in optimal conditions to ensure that academic programs, services to the university community, and to the community in general are offered with a high level of quality.
10. Offers people with disabilities access and reasonable accommodation in all its facilities, programs and services, according to the requirements of the ADA, Section 504.

11. Significantly speeds up the managerial decision-making process to minimize unnecessary bureaucracy in order to strengthen academic and nonacademic processes.
12. Maintains an ongoing effort to increase the number of credits generated through academic programs.
13. Establishes a culture of continuous Departmental appraisal that includes mechanisms for assessing the quality of its academic offerings, the service provided to the University community and the external community.

### UNDERGRADUATE PROGRAM ACCOUNTING, ECONOMICS, FINANCE, AND BUSINESS LAW

***Prof. Vivianne Asad Pérez, Director***

**Faculty:** Ivelit Irizarry Pagán, José M. Irizarry Ruíz, Luis A. Lugo Cortijo, Fredy Martínez Martínez, Lourdes M. Peña Santiago, Luis A. Rivera Rosado, Edgar Rodríguez Ríos, Irma I. Rodríguez Vega, Juan E. Román Toro

#### A. PROGRAM OF PUBLIC ACCOUNTING

##### OBJECTIVES

- To provide the basic academic courses required by the American Institute of Certified Public Accountants (AICPA), in order to apply for the C.P.A. Examination.
- To develop the required basic knowledge and skills of the Accounting profession in order to enable students to perform professionally, applying the Generally Accepted Accounting Principles (GAAP).
- To develop professional high standards of human, ethical, and Christian values. To develop in accountants a high standard of integrity and objectivity in the profession.
- To develop in students analytical and effective communications skills.
- To develop in students discipline, organization, and effective use of time.
- To provide opportunities for continuing education to further students' professional development.

#### REQUIREMENTS FOR THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN PUBLIC ACCOUNTING

CURSOS	CRÉDITOS
General Education Courses	61
College Courses	42
Major Courses Required	35
Major electives courses	9
Free Electives	3
<b>TOTAL CREDITS 150</b>	

### COURSES REQUIRED BY THE COLLEGE

COURSES	CREDITS
# COMP 247 Spreadsheets	3
∞ ECON 201 Foundations and Applications of Economics I	3
∞ ECON 202 Foundations and Applications of Economics II	3
ECON 304 Economic Development of Puerto Rico	3
∞ FINA 211 Business Statistics I	3
∞ FINA 315 Financial Management I	3
∞ FINA 318 Business Statistic II	3
MGNT 111 Fundamentals of Management	3
∞ MGNT 210 Organizational Behavior	3
∞ MGNT 313 Business Law I	3
∞ MGNT 410 Global Business (Equivalent GLBM 310)	3
∞ MGNT 414 Business Law II	3
∞ MGNT 416 Business Ethics	3
∞ MKTG 211 Fundamental Marketing	3
<b>TOTAL CREDITS 42</b>	

# Courses require Laboratory Fee.

∞ Course with prerequisite

### Requirements for the Major in Public Accounting

COURSES	CREDITS
# ACCT 213 Fundamentals of Accounting I	4
∞ ACCT 214 Fundamentals of Accounting II	4
∞ ACCT 317 Intermediate Accounting I	3
∞ ACCT 318 Intermediate Accounting II	3
∞ ACCT 320 Governmental Accounting	3
∞***ACCT 322 Tax Law I	3
∞ACCT 419 Advanced Accounting	3
∞ACCT 422 Cost Accounting	3
∞ACCT 423 Auditing	3
∞ACCT 425 Contemporary Accounting Theory	3
◇∞ ACCT 498 Accounting Internship	2
√ ACCT 499 Accounting Seminar	1
Electives in Accounting	<b>9</b>
<b>TOTAL CREDITS 44</b>	

- # Courses require Laboratory Fee.  
 ∞ Course with prerequisite  
 √ Co-requisite de ACCT 498  
 ◇ Must have 20 credits approved in the Major, a GPA of 2.50 and GPA of 3.00 in the Major  
 + Requirements and elective courses in the Major must be approved with a grade of "C" or higher.  
 \*\*\* This course is subject to change as the legislation of Puerto Rico and the United States changes

### D ELECTIVE COURSES IN PUBLIC ACCOUNTING

COURSES	CREDITS
∞ ACCT 315 Managerial Accounting	3
∞ ACCT 325 Accounting for Non Profit Organizations	3
∞ACCT 340 International Accounting (Equivalent to GLBM 340)	3
∞# ACCT 420 Accounting Information Systems	3
∞ ACCT 424 Internal Auditing	3
∞ ACCT 426 Cost Accounting II	3
∞ACCT 430 Federal Income Tax	3
∞***ACCT 431 Tax Law II	3

- # Courses require Laboratory Fee.  
 ∞ Course with prerequisite  
 + Requirements and elective courses in the Major must be approved with a grade of "C" or higher.  
 \*\*\* This course is subject to change as the legislation of Puerto Rico and the United States changes

### CURRICULUM FOR THE BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION IN PUBLIC ACCOUNTING

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
#+ACCT 213	4	∞+ACCT 214	4
ENGL 115	3	ENGL 201	3
MATH 153	3	∞FINA 211	3
ORIE 003	0	MGNT 111	3
SOCI 102	3	ORIE 004	0
SPAN 141	3	SPAN 142	3
TOTAL CREDITS 16		TOTAL CREDITS 16	



SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
∞+ACCT 317	3	∞+ACCT 318	3
HIST 105	3	∞ECON 202	3
∞ECON 201	3	MGNT 230	3
∞FINA 318	3	PHED ____	1
POSC 101	3	SPAN ____	3
		THEO 130	3
TOTAL CREDITS 15		TOTAL CREDITS 16	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
∞+ACCT 320	3	+∞ACCT 419	3
∞+ACCT 322	3	BIOL 115	3
#COMP 247	3	#ENGL 383	3
ECON 304	3	∞FINA 315	3
∞MGNT 210	3	THEO 131	3
TOTAL CREDITS 15		TOTAL CREDITS 15	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
+ACCT__	3	∞+ACCT 423	3
∞+ACCT 422	3	HIST 253	3
CHEM 117	3	∞MGNT 410	3
∞MGNT 313	3	THEO 132	3
PHIL 312	3	PHIL 340	3
TOTAL CREDITS 15		TOTAL CREDITS 15	

FIFTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
+ACCT ____	3	+ACCT ____	3
∞ACCT 425	3	∞+ACCT498	2
Electiva Libre ____ (G,C, D)	3	√ ACCT 499	1
∞MGNT 416	3	ART 101, MUSI 102 o THEA 101	3
∞MKTG 211	3	∞MGNT 414	3
TOTAL CREDITS 15		TOTAL CREDITS 12	

## B. PROGRAM OF ACCOUNTING

### OBJECTIVES

- To provide the required basic skills of the Accounting profession in order to enable students to perform professionally, applying the Generally Accepted Accounting Principles (GAAP).
- To develop professional high standards of human, ethical and Christian values. To develop in accountants a high standard of integrity and objectivity in the profession.
- To develop analytical and effective communication skills in students.
- To develop discipline, organization, and effective use of time in students.
- To offer students continuing education opportunities in order to enhance their professional development.

### REQUIREMENTS FOR THE BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION IN ACCOUNTING

	CREDITS
General Education Courses	61
College Courses	39
Major Courses Required	23
Major Elective Courses	6
Free Elective	3
<b>TOTAL CREDITS</b>	<b>132</b>

### COURSES REQUIRED BY THE COLLEGE

COURSES	CREDITS
# COMP 247 Spreadsheets	3
∞ ECON 201 Foundations and Applications of Economics I	3
∞ ECON 202 Foundations and Applications of Economics II	3
ECON 304 Economic Development of Puerto Rico	3
∞ FINA 211 Business Statistics I	3
∞ FINA 315 Managerial Finance I	3
∞ FINA 318 Business Statistics II	3
MGNT 111 Fundamentals of Management	3
∞ MGNT 210 Organizational Conduct	3
∞ MGNT 313 Business Law	3
∞ MGNT 410 Global Business	3
∞ MGNT 416 Business Ethics	3
∞ MKTG 211 Fundamentals of Marketing	3
<b>TOTAL CREDITS 39</b>	

# Courses require Laboratory Fee.

∞ Course with prerequisite

### REQUIREMENTS FOR THE MAJOR IN ACCOUNTING

# ACCT 213 Fundamentals of Accounting I	4
∞ ACCT 214 Fundamentals of Accounting II	4
∞ ACCT 317 Intermediate Accounting I	3
∞ ACCT 318 Intermediate Accounting II	3
∞*** ACCT 322 Tax Law I	3
∞ ACCT 422 Cost Accounting	3
◇∞ACCT 498 Accounting Internship	2
√ ACCT 499 Accounting Seminar	1
Electives in Accounting	6
<b>TOTAL CREDITS 29</b>	

# Courses require Laboratory Fee.

∞ Course with prerequisite

√ Co-requisite de ACCT 498

◇ Must have 20 credits approved in the Major, a GPA of 2.50 and GPA of 3.00 in the Major

+ Requirements and elective courses in the Major must be approved with a grade of "C" or higher.

\*\*\* This course is subject to change as the legislation of Puerto Rico and the United States changes

**+ELECTIVE COURSES IN ACCOUNTING**

<b>COURSE</b>	<b>CREDITS</b>
∞ACCT 315 Managerial Accounting	3
∞ACCT 320 Governmental Accounting	3
∞ACCT 325 Accounting for Non Profit Entities	3
∞ACCT 340 International Accounting (Equivalent to GLBM 340)	3
∞ACCT 419 Advanced Accounting I	3
#∞ ACCT 420 Accounting Information Systems	3
∞ACCT 423 Auditing	3
∞ACCT 424 Internal Auditing	3
∞ACCT 425 Contemporary Accounting	3
∞ACCT 426 Cost Accounting II	3
∞ ACCT 430 Federal Income Tax	3
∞***ACCT 431 Tax Law II	3

# This course requires a Laboratory Fee.

∞ Course with prerequisite.

Requirements and elective courses in the Major must be approved with a grade of "C" or higher.

\*\*\* This course is subject to change as the legislation of Puerto Rico and the United States changes.

**CURRICULUM FOR THE BACHELOR OF  
BUSINESS ADMINISTRATION DEGREE IN ACCOUNTING**

<b>FIRST YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSES</b>	<b>CREDITS</b>	<b>COURSES</b>	<b>CREDITS</b>
# +ACCT 213	4	∞+ACCT 214	4
ENGL 115	3	∞ECON 201	3
MATH 153	3	ENGL 201	3
ORIE 003	0	∞FINA 211	3
PHED ____	1	ORIE 004	0
SOCI 102	3	SPAN 142	3
SPAN 141	3		
<b>TOTAL CREDITS 17</b>		<b>TOTAL CREDITS 16</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
∞+ACCT 317	3	∞+ACCT 318	3
# COMP 247	3	HIST 253	3
∞ECON 202	3	MGNT 230	3
∞FINA 318	3	MGNT 111	3
HIST 105	3	SPAN ____	3
POSC 101	3	THEO 130	3
TOTAL CREDITS 18		TOTAL CREDITS 18	

THIRD YEAR			
FIRST YEAR		SECOND YEAR	
COURSES	CREDITS	COURSES	CREDITS
***∞+ACCT 322	3	+ACCT ____	3
ECON 304	3	CHEM 117	3
# ENGL 383	3	∞ MGNT 313	3
∞FINA 315	3	∞MKTG 211	3
∞ MGNT 210	3	THEO 131	3
		PHIL 340	3
TOTAL CREDITS 15		TOTAL CREDITS 18	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
∞+ACCT 422	3	+ACCT ____	3
ART 101, MUSI 102 o THEA 101	3	∞+ACCT 498	2
BIOL 115	3	√ +ACCT 499	1
∞MGNT 410	3	Electiva Libre ____	3
PHIL 312	3	∞MGNT 416	3
		THEO 132	3
TOTAL CREDITS 15		TOTAL CREDITS 15	

---

## **COURSE DESCRIPTIONS**

### **ACCT 213: FUNDAMENTALS OF ACCOUNTING I**

Study of the fundamental accounting principles. Includes accounting cycles for individuals, service, and merchandising enterprises, journal entries, ledger preparation and basic analysis of financial statements; use of special journals and controlling accounts, elemental SOX issues, receivables, appraisement of inventories and cash.

2 conference hours and 2 laboratory hours, 1 semester, 4 credits

### **ACCT 214: FUNDAMENTALS OF ACCOUNTING II**

#### **Prerequisite: ACCT 213**

Study of the fundamental accounting principles. Emphasis on: Property, Plant and Equipment, Intangible Assets, Accounting Systems, Business Organizations, Current Liabilities and Payroll, Long-term Liabilities, Investments, preparation of Cash Flow Statements, Financial Statement Analysis, and Ethical Issues.

4 hours, 1 semester, 4 credits

### **ACCT 315: MANAGERIAL ACCOUNTING**

#### **Prerequisite: ACCT 214**

Analysis and evaluation of accounting information: its usefulness within business planning in order to maximize the resources in managerial decision making.

3 hours, 1 semester, 3 credits

### **ACCT 317: INTERMEDIATE ACCOUNTING I**

#### **Prerequisite: ACCT 214**

Intensive study of accounting behavior and theoretical framework related to financial accounting. Classification and valuation of balance sheet, income statement, and cash flow statement. Also includes other aspects of financial statement procedures. The current operational concept of net income and the all-inclusive theory; cash and accrual basis; cash and receivables; inventories and special methods for appraising inventories.

4 hours, 1 semester, 3 credits

### **ACCT 318: INTERMEDIATE ACCOUNTING II**

#### **Prerequisite: ACCT 317**

Study of acquisition, depreciation, disposition, and leases of property, plant and equipment; including depletion for the natural resources and amortization of intangible assets. Accounting for long-term liabilities and receivables, and investments on financial assets. Study of corporate capital structure, earnings per share, retained earnings, and dividends. Analysis of financial statements related with discussion topics.

4 hours, 1 semester, 3 credits

### **ACCT 320: GOVERNMENTAL ACCOUNTING**

#### **Prerequisite: ACCT 213**

Study of financial reporting, accounting principles, operating and budgetary statement accounts, accounting for governmental operating activities, illustrative transactions and financial statements

according to GASB #34 pronouncements model and the most recent pronouncements for state and local governments. Accounting for general capital assets, capital projects, general long-term liabilities and debt service, business-type and fiduciary activities for state and local governments.  
4 hours, 1 semester, 3 credits

### **ACCT 322: TAX LAW I**

#### **Prerequisite: ACCT 213**

Study of the principles procedures, and applications of Puerto Rico Income Tax Law including individual taxpayers, partnerships, states, trusts and corporations, preparation of Income Tax and other forms. Study of the Internal Revenue Code of Puerto Rico related to the above areas, governmental agencies, and Court decisions. Workshops about practical problems related to tax corporations and *addendums*.

4 hours, 1 semester, 3 credits

### **ACCT 325: ACCOUNTING FOR NONPROFIT ORGANIZATIONS**

#### **Prerequisite: ACCT 213**

Study of accounting for nonprofit entities, regulatory, taxation, and performance issues. Includes colleges, universities, health care organizations, and other entities. Accounting and reporting for the federal government, budgeting and costing of governmental services as part of the nonprofit sector. Analysis of financial performance and auditing for nonprofit organizations.

4 hours, 1 semester, 3 credits

### **ACCT 340: INTERNATIONAL ACCOUNTING**

#### **Prerequisites: ACCT 214**

Study of the international accounting dimensions related to transactions in foreign currency, auditing, financial statements and tax. Includes: efforts to harmonize accounting pronouncements and the issuance of international pronouncements; comparison of accounting procedures in various countries; economic, political, legal and cultural factors; management accounting systems for obtaining information, planning, control and implementation of performance measures in the company.

3 hours, 1 semester, 3 credits

### **ACCT 419: ADVANCED ACCOUNTING**

#### **Prerequisite: ACCT 318**

Intensive study of specialized areas of accounting involving organization liquidation of partnership. Discussion of complex accounting areas such as: Consolidation; of Interest theories. Preparation of consolidated financial statement. In addition the course covers discussion of accounting for a segment report and interim Financial Statement.

4 hours, 1 semester, 3 credits

### **ACCT 420 ACCOUNTING INFORMATION SYSTEMS**

#### **Prerequisites: ACCT 317; COMP 247**

Study of accounting information systems and their uses to achieve a significant and accurate accounting data. Includes concepts, techniques, functions, and analysis of manual and computerized accounting information systems; design and use of accounting information systems, exposure to technological information and utilization of the most recent software available as a tool to enhance

accounting transaction processing and enhance communication skills; finally, study internal control areas as tool for managerial accounting planning and control.

3 hours, 1 semester, 3 credits

### **ACCT 422: COST ACCOUNTING**

#### **Prerequisite: ACCT 214**

Study of the theory and practice on the different accounting methods used by companies as tools for planning and controlling the costs of operations. Emphasis on the classification, accumulation and interpretation of accounting data. Includes: work order methods, "activity base", procedural cost and standard cost.

4 hours, 1 semester, 3 credits

### **ACCT 423: AUDITING**

#### **Prerequisite: ACCT 318**

An integrated, systematic study of the Statement on Auditing Standards (SAS) of the American Institute of Certified Public Accountants (AICPA). Special emphasis on Auditing Theory and its application to an internal control system; auditor's independence; Code of Ethics; Statistical Sampling; Theory of Evidential Auditing using computers.

4 hours, 1 semester, 3 credits

### **ACCT 424: INTERNAL AUDITING**

#### **Prerequisite: ACCT 318**

Study and application of the Standards issued by the Institute of Internal Auditors. Includes the use of statistics sampling, principles of internal control, evaluation of information systems, and internal auditing reports.

3 hours, 1 semester, 3 credits

### **ACCT 425: CONTEMPORARY ACCOUNTING THEORY**

#### **Prerequisite: ACCT 318**

Study and analysis of contemporary accounting theory related to complex aspect application about official pronouncement of the entities that regulate the profession. Analysis of the earnings manipulation effects, alternatives to recognize income, theoretical and practical difference in tax expense recognition, pension plans and other employee compensations, derivatives, contingent events, business segments, interim reports, accounting changes, error corrections and other dimensions of financial reports.

4 hours, 1 semester, 3 credits

### **ACCT 426: COST ACCOUNTING II**

#### **Prerequisite: ACCT 422**

Study and application of advanced cost accounting techniques. Includes capital budgeting, project management and control, time and quality productivity, price policy, and decentralization.

3 hours, 1 semester, 3 credits



### **ACCT 430: FEDERAL INCOME TAX**

#### **Prerequisite: ACCT 213**

Study of Internal Revenue Code, regulations, Federal Treasury Department rulings, tax jurisprudence analyzed to develop student capacities to solve federal income tax problems, analyze the federal taxation of Puerto Rican residents, 933 section of the Federal Internal Revenue Code and its implications for our jurisdiction. Also, practical problems preparation of tax returns.

4 hours, 1 semester, 3 credits

### **ACCT 431: TAX LAW II**

#### **Prerequisite: ACCT 214**

Study of applications and procedures of the following laws: Personal and Real Property Tax, Use and Consumer Excise Tax, Municipal Patent, Donations, Inheritances, Payroll Contributions, and Forms preparation.

3 hours, 1 semester, 3 credits

### **ACCT 498: ACCOUNTING INTERNSHIP**

**Requisite: Have completed 20 credits in concentration. Accumulated index of 2.50 and have an average of 2.50 in the concentration. If the average requirement is not met, the student will choose a course of concentration electives**

Course offers a supervised experience in the Accounting area. The student will attend a practice center for a duration of 195 hours, where he/she will be under the supervision of a Department Coordinator as well as a representative of the pertinent business enterprise where the student is doing the internship.

195 hours, 1 semester, 2 credits

### **ACCT 499: ACCOUNTING SEMINAR**

#### **Co-requisite: ACCT 498**

Analysis and discussion of practical situations that emerge during the internship. In addition, **will discuss**, readings and reports of accounting special projects will be discussed.

1 hour weekly, 1 semester, 1 credit

## **PROGRAM OF MANAGERIAL ECONOMICS**

### **Close Program**

### **COURSE DESCRIPTIONS**

#### **ECON 201: FUNDAMENTALS AND APPLICATIONS OF ECONOMICS I**

##### **Prerequisite: MATH 153**

Study of the principles that govern the economic system from the micro point of view. It includes supply and demand theory and resource allocation under different market structures.

3 hours, 1 semester, 3 credits

#### **ECON 202: FUNDAMENTALS AND APPLICATIONS OF ECONOMICS II**

##### **Prerequisite: MATH 153**

Study of the principles that govern the economic system from the macro point of view. Measurement and determination of national income, employment, and prices. Includes the operation of fiscal and monetary policy and the basic principles of international trade.

3 hours, 1 semester, 3 credits

### **ECON 304: ECONOMIC DEVELOPMENT OF PUERTO RICO**

Study of the main characteristics of the Puerto Rican economy and the factors that determined the structural changes and growth of income, employment, and trade. Analysis of the main economic problems, the effectiveness of economic policy, and possible strategies for the future of Puerto Rico.  
3 hours, 1 semester, 3 credits

### **ECON 426: INTERNATIONAL ECONOMICS**

#### **Prerequisites: ECON 201-202**

Analysis of trade and international finance and its importance for the decision-making process in the firm. Includes exports and imports, trade barriers, balance of payment, international financial markets, and foreign investments.  
3 hours, 1 semester, 3 credits

## **DEPARTMENT OF FINANCE**

**Prof. Vivianne Asad Pérez, Director**

**Faculty:** Prof. Ivelit Irizarry Pagán, Prof. José M. Irizarry Ruíz, Prof. Luis A. Lugo Cortijo, Prof. Fredyz Martínez Martínez, Prof. Lourdes M. Peña Santiago, Prof. Luis A. Rivera Rosado, Prof. Edgar Rodríguez Ríos, Prof. Irma I. Rodríguez Vega, Prof. Juan E. Román Toro

## **OBJECTIVES**

1. To provide skills necessary for analysis and the decision-making process in the field of Finance.
2. To develop high standards of human and Christian ethical values. To develop professionals with high standards of integrity and objectivity in the field of Finance.
3. To develop in students a research mindset preparing them to develop alternatives in diverse financial environments.
4. To prepare students with the necessary analytical tools, so they can evaluate and understand rapid changes in the field of Finance.

## **REQUIREMENTS FOR THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN FINANCE**

	<b>CREDITS</b>
General Education Courses	<b>61</b>
College Courses	<b>47</b>
Major Courses Required	<b>18</b>
Electives in Finance	<b>6</b>
Free Elective	<b>3</b>
<b>TOTAL CREDITS 135</b>	

### COURSES REQUIRED BY THE COLLEGE

COURSE	CREDITS
#ACCT 213 Fundamentals of Accounting I	4
∞ACCT 214 Fundamentals of Accounting II	4
ADA 395 Business Documents Analysis	3
# COMP 247 Spreadsheets	3
∞ECON 201 Fundamentals and Applications of Economics I	3
∞ECON 202 Fundamentals and Applications of Economics II	3
ECON 304 Economic Development of Puerto Rico	3
∞ FINA 211 Business Statistics I	3
∞ FINA 318 Business Statistics II	3
MGNT 111 Fundamentals of Management	3
∞MGNT 210 Organizational Behavior	3
∞MGNT 313 Business Law I	3
∞MGNT 410 Global Business	3
∞MGNT 416 Business Ethics	3
∞MKTG 211 Fundamentals of Marketing	3
<b>TOTAL CREDITS 47</b>	

#Courses require Laboratory Fee.

∞ Course with prerequisite

### +REQUIREMENTS FOR THE MAJOR IN FINANCE

COURSE	CREDITS
∞FINA 313 Money and Banking	3
∞ FINA 315 Managerial Finance I	3
∞ FINA 316 Managerial Finance II	3
FINA 360 Personal Financial Planning	3
∞ FINA 416 Investments	3
∞ FINA 430 Seminar in Finance	3
Electives in Finance	6
<b>TOTAL CREDITS 24</b>	

### (D) ELECTIVE COURSES IN THE CONCENTRATION

COURSE	CREDITS
∞FINA 301 Risks and Insurance Management	3
∞FINA 302 Real Estate	3
∞FINA 305 Public Finance and Fiscal Policy	3
∞FINA 402 Life Insurance	3
∞FINA 405 Real Estate Appraisal	3
FINA 414 Management and Banking Operations	3
∞ FINA 420 International Finance (Equivalent to GLBM 420)	3
∞ FINA 425 Financial Markets	3

# Courses require Laboratory Fee.

∞Course with prerequisite

Required and Elective courses should be passed with a minimum grade of C.

### CURRICULUM FOR THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN FINANCE

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
#ACCT 213	4	∞ACCT 214	4
ENGL 115	3	∞ECON 201	3
MATH 153	3	ENGL 201	3
ORIE 003	---	∞FINA 211	3
PHED ____	1	MGNT 111	3
SOCI 102	3	ORIE 004	--
SPAN 141	3		
<b>CREDITS 17</b>		<b>CREDITS 16</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
HIST 105	3	#COMP 247	3
∞ECON 202	3	∞+FINA 313	3
+FINA 360	3	∞+FINA 315	3
∞FINA 318	3	∞MGNT 210	3
THEO 130	3	MGNT 230	3
		SPAN 142	3
CREDITS 15		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ADA 395	3	∞+FINA 316	3
#ENGL 383	3	CHEM 117	3
+FINA ____	3	+FINA ____	3
∞MGNT 313	3	PHIL 312	3
POSC 101	3	∞MKTG 211	3
SPAN ____	3	THEO 131	3
CREDITS 18		CREDITS 18	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 115	3	ART 101, MUSI 102, THEA 101	3
ECON 304	3	Free Elective ____	3
∞+FINA 416	3	∞+FINA 430	3
HIST 253	3	∞MGNT 410	3
THEO 132	3	∞MGNT 416	3
PHIL 340	3		
CREDITS 18		CREDITS 15	

# This course requires a Laboratory Fee

∞ Course with prerequisite

Required and Elective courses should be passed with a minimum grade of C.

---

## **COURSE DESCRIPTIONS**

### **FINA 211: BUSINESS STATISTICS I**

#### **Prerequisites: MATH 153**

Study of descriptive statistical methods and their applications in Business Administration: arranging data to convey meaning, frequency distribution, measures of central tendency, dispersion, introduction to probability, and probability distributions.

3 hours, 1 semester, 3 credits

### **FINA 301: RISK AND INSURANCE MANAGEMENT**

#### **Prerequisite: ECON 202**

Study of the principles and practices of insurance and risk management. Life insurance, health, and public responsibility insurance from personal, business, and societal points of view.

3 hours, 1 semester, 3 credits

### **FINA 302: REAL ESTATE**

#### **Prerequisite: ECON 202**

Study of financing, the markets and legal aspects of real estate. Topics such as horizontal property, property taxes, mortgages, property registry, illegal practices, and real estate ethics.

3 hours, 1 semester, 3 credits

### **FINA 305: PUBLIC FINANCE AND FISCAL POLICY**

#### **Prerequisite: ECON 201-202**

Studies the reasons why the public sector is necessary in society. Analyzes the functions of the public sector in countries with mixed economies including the provision of social services, adjustment of the distribution of income and wealth, and contribution toward economic stabilization. Studies the tools available to fiscal institutions with which to comply with their function, while operating within the public budget. Evaluation of the budgeting process and interaction: between a. politics and the budget, b. priorities of fiscal policy and the budget.

3 hours, 1 semester, 3 credits

### **FINA 313: MONEY AND BANKING**

#### **Prerequisite: ECON 202**

Analysis of the role of money and the banking system in the economy.

Includes: financial intermediaries; bank regulations; the money supply; the Federal Reserve System; major monetary policy tools; and international financing.

3 hours, 1 semester, 3 credits

### **FINA 315: MANAGERIAL FINANCE I**

#### **Prerequisites: ACCT 214**

Study of the role and importance of Managerial Finance and the financial manager in a firm. Analysis and consideration of the economic, financial, and fiscal environment from a corporative financial decision framework. Financial Statement analysis; discussion of the analysis in assessing an asset

risks and returns; introduction to stocks and bonds valuation and the basic foundations of capital budgeting in long term decision making.

3 hours, 1 semester, 3 credits

### **FINA 316: MANAGERIAL FINANCE II**

#### **Prerequisite: FINA 315**

Study of the fundamental elements of long-term finance and investing decisions; short term finance decisions. Includes financial planning, administration of capital, cash, marketable securities, accounts receivable, and inventories.

3 hours, 1 semester, 3 credits

### **FINA 318: BUSINESS STATISTICS II**

#### **Prerequisite: FINA 211**

Study of inferential statistics as a tool in decision making. Topics such as sampling theory, statistical estimation, testing hypotheses, analysis of variance, regression and correlation techniques, price indexes, time series analysis, and other methods used in decision making with the use of the computer are viewed.

3 hours, 1 semester, 3 credits

### **FINA 360: PERSONAL FINANCIAL PLANNING**

Introduction to personal finances from an approach of planning and financial management; strategies of managing personal financial resources; financial problems of individual consumers, budgeting, insurance planning, personal investments, and retirement planning.

3 hours, 1 semester, 3 credits

### **FINA 402: LIFE INSURANCE**

#### **Prerequisite: FINA 301**

Study and analysis of personal insurance versus personal risks. Topics such as life, health, and group insurance, programming, and politics of pricing are also studied.

3 hours, 1 semester, 3 credits

### **FINA 405: REAL ESTATE APPRAISAL**

#### **Prerequisite: FINA 302**

A study of the sources of real estate value, the techniques for appraising property value, and the effective use of appraisal information.

3 hours, 1 semester, 3 credits

### **FINA 414: MANAGEMENT AND BANKING OPERATIONS**

Study and analysis of how banking operates in the economy and finance. Topics such as legal regulations, loans and investments, bank statements, and internal-external control systems in commercial banking.

3 hours, 1 semester, 3 credits

### **FINA 416: INVESTMENTS**

#### **Prerequisites: FINA 315, FINA 313**

Study and analysis of the fundamentals of the investment environment, basic concepts, vehicles, techniques and strategies of investment from a framework of risk and return. Emphasis on the securities market, the mechanisms of negotiation and transactions on the securities markets; analysis and valuation of major financial instruments.

3 hours, 1 semester, 3 credits

### **FINA 420: INTERNATIONAL FINANCE**

#### **Prerequisites: FINA 315, FINA 313**

Study of the performance of international financial markets, the exchange risks and international investments with an emphasis on the formulation of financial strategies for the firm. Includes balance of payments; foreign currency markets; exchange rates; international monetary systems; economical, political, and accounting risks; short and long-term financial investments.

3 hours, 1 semester, 3 credits

### **FINA 425: FINANCIAL MARKETS**

#### **Prerequisite: FINA 313**

Study of the structure and operation of the principal financial markets. Includes determinants of the level and structure of interest rates; supply and demand of funds; financial securities valuation techniques, and an introduction to international markets and futures contracts.

3 hours, 1 semester, 3 credits

### **FINA 430: FINANCE SEMINAR**

#### **Prerequisites: FINA 313, FINA 315, FINA 316; FINA 416**

Analysis, discussion, and research, of contemporary and advanced topics in the field of Finance.

3 hours, 1 semester, 3 credits

## **DEPARTMENT OF BUSINESS LAW**

***Prof. Viviane Asad Pérez, Director***

**Faculty:** Prof. Ivelit Irizarry Pagán, Prof. José M. Irizarry Ruíz, Prof. Luis A. Lugo Cortijo, Prof. Fredyz Martínez Martínez, Prof. Lourdes M. Peña Santiago, Prof. Luis A. Rivera Rosado, Prof. Edgar Rodríguez Ríos, Prof. Irma I. Rodríguez Vega, Prof. Juan E. Román Toro

## **OBJECTIVES**

The program seeks to develop the Business student's ability to:

1. Evaluate the moral implications of laws and regulations relevant to the business and economic world.
2. Identify the legal rights and obligations of the enterprise's stakeholders, such as owners, workers, consumers, society, and government.



3. Apply knowledge about the laws and regulations relevant to the business and the economic world in the decision making process of businesses.
4. Formulate competitive strategies compatible with the legal environment of businesses.
5. Identify and evaluate the legal implications of different types of business organizations.
6. Identify information sources and conduct research in legal areas related to business and economics.

**PREREQUISITES FOR THE BACHELOR OF  
BUSINESS ADMINISTRATION DEGREE IN BUSINESS LAW**

	<b>CREDITS</b>
General Education Courses	<b>61</b>
Business Education Courses	<b>47</b>
Major Courses Required	<b>18</b>
Electives	<b>6</b>
Free Electives	<b>3</b>
<b>TOTAL CREDITS</b>	<b>135</b>

**COURSES REQUIRED BY THE COLLEGE**

<b>COURSES</b>	<b>CREDITS</b>
ADA 395 Business Documents Analysis	3
#ACCT 213 Fundamentals of Accounting I	4
∞ACCT 214 Fundamentals of Accounting II	4
# COMP 247 Spreadsheets	<b>3</b>
∞ECON 201 Foundations and Applications of Economics I	3
∞ECON 202 Foundations and Applications of Economics II	3
ECON 304 Economic Development of Puerto Rico	3
∞ FINA 211 Business Statistics I	3
∞FINA 315 Financial Management I	3
∞ FINA 318 Business Statistics II	3
MGNT 111 Fundamental Management	3
∞MGNT 210 Organizational Behavior	3
∞MGNT 410 Global Business	3
∞MGNT 416 Business Ethics	-
∞MKTG 211 Fundamental of Marketing	3
<b>TOTAL CREDITS 43</b>	

# Require a Laboratory Fee

∞ Course with prerequisite

**+ REQUIREMENTS FOR THE MAJOR IN BUSINESS LAW**

<b>COURSES</b>	<b>CREDITS</b>
∞MGNT 313 Business Law I	3
BLAW 315 Corporations	3
∞BLAW 317 Consumer Law	3
***∞ACCT 322 Income Tax Law I	3
MGNT 217 Labor Relations and Legislation	3
∞ BLAW 430 Business Law Seminar	3
Elective in Business Law	6
<b>TOTAL CREDITS</b>	<b>24</b>

**+ ELECTIVES COURSES IN BUSINESS LAW**

<b>COURSES</b>	<b>CREDITS</b>
*** ACCT 431 Income Tax Law II	3
BLAW 325 Maritime Law	3
BLAW 410 Environmental Law	3
#BLAW 490 Seminar on Academic Aptitude Test	3
COMM 311 Legal Aspects and Ethics of Communications	3
GLBM 335 Global Business Law	3
MGNT 390 Collective Bargaining	3
MGNT 414 Business Law II	3
TOUR 290 Hospitality and Travel Law	3

# This course requires a Laboratory Fee.

∞ Course with prerequisite

+ Required and Elective courses should be passed with a minimum grade of C.

\*\*\* This course is subject to change as the legislation of Puerto Rico and the United States changes.

**CURRICULUM FOR THE BACHELOR OF  
BUSINESS ADMINISTRATION DEGREE IN BUSSINES LAW**

<b>FIRST YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
ENGL 115	3	ENGL 201	3
SOCI 110	3	POSC 110	3
SPAN 141	3	SPAN 142	3
MATH 151	3	MATH 152	3
THEO 130	3	MGNT 111	3
PHED 107	1	Elective PHED __	1

ORIE 003	0	ORIE 004	0
<b>CREDITS 16</b>		<b>CREDITS 16</b>	

<b>SECOND YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
HIST 103	3	HIST 104	3
# ACCT 213	4	∞ACCT 214	4
∞ECON 201	3	∞ECON 202	3
SPAN 205	3	+ MGNT 313	3
MGNT 210	3	# COMP 247	2
		PHIL 207	3
<b>CREDITS 16</b>		<b>CREDITS 18</b>	

<b>THIRD YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
+BLAW 315	3	+∞BLAW 317	3
+MGNT 217	3	+***ACCT 322	3
#∞FINA 211	3	#∞FINA 318	3
#ENGL 383	3	MKTG 211	3
THEO 131	3	PHIL 312	3
FINA 315	3	HIST 253	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

<b>FOURTH YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
+ Elective BLAW____	3	+∞BLAW 430	3
+ Elective BLAW____	3	Free Elective____	3
THEO 132	3	BIOL 118	3
ADA 392	3	MGNT 410	3
∞ECON 304	3	ART 101, MUSI 102 or THEA 101	3

CHEM 117	3	*MGNT 416	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

# This course requires a Laboratory Fee.

∞ Course with prerequisite

+ Required and Elective courses should be passed with a minimum grade of C.

\*\*\* This course is subject to change as the legislation of Puerto Rico and the United States changes.

## COURSE DESCRIPTIONS

### BLAW 315: CORPORATIONS

Study of the legal aspects related to the organization, operation, and regulation of private corporations. This course includes different types of corporations and the rights and obligations of the corporation, their stockholders, officials, and directors.

3 hours, 1 semester, 3 credits

### BLAW 317: CONSUMER LAW

**Prerequisite: MGNT 313**

Study of the rights that citizens in Puerto Rico possess in their role as consumers and the corresponding responsibilities of both sellers and consumers.

3 hours, 1 semester, 3 credits

### BLAW 325: MARITIME LAW

The course covers admiralty jurisdiction areas, emphasizing maritime transportation, contracts, claims, and maritime insurance. Furthermore, constitutional and federalism affairs are discussed as well as maritime jurisdiction in contractual cases.

3 hours, 1 semester, 3 credits

### BLAW 410: ENVIRONMENTAL LAW

Study of environmental law and its implications on the social responsibility of businesses and management decisions. This course also includes areas as emissions control; usage and discharge of substances and materials.

3 hours, 1 semester, 3 credits

### BLAW 430: BUSINESS LAW SEMINAR

**Prerequisite: The student must have passed at least 15 credits in Business Law, including MGNT 313**

Contemporary issues in the field of business law. The course includes a research paper and an oral presentation on a topic chosen by the student. The issues covered may vary each semester.

3 hours, 1 semester, 3 credits

### **BLAW 490: SEMINAR ON ACADEMIC APTITUDE TEST**

This course is a training course to help students successfully pass the Business Graduate School Admissions Test (EXADEP) and the Law School Admissions Test (LSAT). Students will be trained in the techniques needed to answer both objective and subjective tests.

3 hours, 1 semester, 3 credit

### **UNDERGRADUATE PROGRAM OFFICE ADMINISTRATION**

***Prof. Vivianne P. Asad Pérez, MBA, Director***

**Faculty:** Prof. Blanca E. Nieves Pérez

#### **OBJECTIVES:**

The Graduate of the Bachelor Program for the Office Administration Department will be qualified to continue studies leading to a Master's Degree in Business Administration, Commercial Education, Public Communication, or a Juris Doctor Degree, complying with the requirements that each graduate school requires for these Degrees.

- Bachelor's in Technological Science and Office Systems (**Moratorium**)
- Bachelor's Degree in Business Administration with a concentration in Administration of Offices
- Associate Degree Program in Applied Sciences in Secretarial Science

Bachelor's Degree in **Technological Science and Office Systems:**

#### **Graduate Profile:**

1. Contributes to the advancement of our society in the economic, social and ethical-religious aspects.
2. Possess the knowledge and skills necessary to carry out their duties and problem-solve any office issues that may arise.
3. Is capable of maintaining effective interpersonal relations in the business field.
4. Effectively applies oral and written communications skills in Spanish and English to job performance.
5. Is able to interact with people from different nationalities, languages, races, beliefs, gender, and ages.
6. Demonstrates flexibility in adapting to any change in the work environment.
7. Incorporates ethical principles in the performance of their professional duties and in its social responsibility.
8. Continually assesses the methods used to provide high quality professional service.
9. Successfully utilizes up to date technology to process information and research through the networks.
10. Promotes a sense of cooperation to address situations that may be causing conflict.

---

**Program Objectives:**

1. Demonstrate Christian values in their job performance.
2. Critically examine the problems of an office or company and collaborate in their solution.
3. Use appropriate communications channels necessary to meet the needs of the company.
4. Effectively develop office documents.
5. Apply basic principles of business accountability.
6. Demonstrate interpersonal relationship skills in the culturally diverse business environment.
7. Apply ethical principles when working collaboratively.
8. Apply legal knowledge in the solution of specific problems of an office.
9. Apply technology in the management of information.

**Bachelor's Degree in Business Administration with a concentration in Administration of Offices:**

**Graduate Profile:**

1. A professional with strong Christian values and commitment to the company.
2. Critically analyze the affairs of the office and use the necessary techniques in problem solving.
3. Communicates effectively in oral and written form in the Spanish and English languages.
4. Accepts the diversity among human beings, their values, cultures and points of view.
5. Able to cope with change and the organization that it requires.
6. Assimilate changes and innovations in the area of Office Administration.
7. Work as a team and use his/her skills of leadership in their working environment by applying the ethical principles of the profession.
8. Apply the techniques of data analysis and performance of the factors of production and consumption.
9. Use technology in the management of various programs in search of information and in the production of documents.

**Program Objectives:**

1. Demonstrate ethical principles and values of the profession.
2. Use critical analysis in the solution of problems in a company.
3. Effectively write documents such as: letters, memoranda, reports, procedural manuals and other commercial documents in English and Spanish.
4. Present oral reports of various topics commensurate to the area of study.
5. Demonstrate respect and tolerance toward the diversity of opinions, values and cultures.
6. Work as a team taking into account ethical aspects, globalization, and the diversity of views.
7. Apply the basic principles of business accountability.
8. Effectively manage various programs in the production of documents and research in information networks.
9. Master the use of the computer.
10. Demonstrate filling skills.
11. Present solutions to problems in the work environment.
12. Use legal knowledge in the solution of problems in an office.

## Associate Degree Program in Applied Sciences in Secretarial Science

### Graduate Profile:

1. Contribute to the advancement of our society in the economic, social and ethical-religious aspects.
2. Possess the knowledge and skills necessary to carry out their duties and problem-solve any office issues that may arise.
3. Effectively apply the skills of oral and written communication in the English and Spanish languages when transcribing documents.
4. Is able to interact with people from different nationalities, languages, races, beliefs, genders, and ages.
5. Demonstrate flexibility to adapt to any change in the work environment.
6. Incorporate ethical principles in the performance of their professional duties and in their social responsibility.
7. Demonstrate mastery of technology to process information.
8. Able to maintain interpersonal relations effectively in the business field.

### Program Objectives:

1. Act in an ethical manner in their business functions.
2. Analyze specific problems in the management of an office and propose solutions.
3. Transcribe commercial documents in English and Spanish.
4. Exhibit appropriate oral communication skills required in an office.
5. Appreciate cultural diversity for the enrichment of the functioning of the office
6. Integrate their Christian-ethical training with performance of their duties in professional and personal life.
7. Apply the basic principles of accounting in a company.
8. Use the computer for management of information.
9. Use problem solving skills to manage conflictive situations in order to maintain harmony in the workplace environment.

### REQUIREMENTS FOR THE BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN ADMINISTRATION OF OFFICES (131 CRS.)

COURSES	CREDITS
General Education	61
College	32
Major	35
Free Elective	3
<b>TOTAL</b>	<b>131</b>

### COLLEGE COURSE REQUIREMENTS

COURSE	CREDITS
ACCT 213*	4
ACCT 214	4
ADA 395	3
COMP 117*	3
COMP 247*	3
ECON 201	3
MGNT 111	3
MGNT 210	3
MGNT 416	3
OFAD 487	3
<b>TOTAL</b>	<b>32</b>

\*Course requires an additional Laboratory Fee.

\*\*One seminar hour, fifteen hours of Internship weekly.

\*\*\* Students will take Orientation according to their enrollment (Regular, 003-004, transferred 005, Night 017-018).

### MAJOR COURSE REQUIREMENTS\*\*\*\*

COURSE	CREDITS
ADA 121*	3
ADA 122*	3
ADA 201	3
ADA 223	3
ADA 224	3
ADA 353	3
ADA 355*	3
OFAD 306*	3
OFAD 401	3
OFAD 404	3
OFAD 499**	5
<b>TOTAL</b>	<b>35</b>

\*Course requires an additional Laboratory Fee.

\*\*One seminar hour, fifteen hours of Internship weekly.

\*\*\* Students will take Orientation according to their enrollment (Regular, 003-004, transferred 005, Night 017-018).

\*\*\*\*Major courses must be passed with a grade of C or higher.

\*\*\*\*Major elective courses must be passed with a grade of C or higher.



**CURRICULUM FOR THE BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION  
WITH A CONCENTRATION IN ADMINISTRATION OF OFFICES (131 CRS.)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ADA 121 (D) *	3	ADA 122 (D)*	3
ENGL 115 (G)	3	ENGL 201 (G)	3
MGNT 111 (C)	3	MGNT 210 (C)	3
ORIE 003 (G)***	0	ORIE 004 (G)***	0
SPAN 141 (G)	3	PHED ____ (G)	1
MATH 152 (G)	3	SPAN 142 (G)	3
COMP 117 (C)*	3	THEO 130 (G)	3
CREDITS 18		CREDITS 16	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ADA 201 (D)	3	ADA 353 (D)	3
HIST 253 (G)	3	POSC 101 (G)	3
PHIL 312 (G)	3	COMP 247 (C) *	3
SOCI 102 (G)	3	ECON 201 (C)	3
SPAN ____ (G)	3	MGNT 230 (G)	3
THEO 131 (G)	3	PHIL 340 (G)	3
CREDITS 18		CREDITS 18	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ACCT 213 (C)*	4	ACCT 214 (C)	4
ADA 223 (D)	3	ADA 224 (D)	3
ENGL 383 (G)*	3	ADA 395 (C)	3
CHEM 117 (G)	3	BIOL 115 (G)	3
OFAD 306 (D)*	3	ADA 355 (D) *	3
CREDITS 16		CREDITS 16	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
HIST 105 (G)	3	Electiva Libre ____ (G, C, D)	3
ART 101, MUSI 102 o THEA 101 (G)	3	OFAD 487 (C)	3
MGNT 416 (C)	3	OFAD 499 (D) **	3
OFAD 401 (D)	3	THEO 132 (G)	3
OFAD 404 (D)	3		
CREDITS 15		CREDITS 14	

## **COURSE DESCRIPTIONS**

### **OFAD 100 KEYBOARDING**

Training in the use of the working parts of the computer. Keyboard domain. Basic skills development (speed and accuracy).

2 hours, 1 semester, 1 credit

### **OFAD 202 PROFESSIONAL IMAGE AND INTERPERSONAL RELATIONS**

Study of the relationship among the concept of personality, effective interpersonal skills, and success in organizational and personal settings.

2 hours, 1 semester, 2 credits

### **OFAD 301 INTRODUCTION TO WORD PROCESSING**

Introductory course with emphasis on the development of the modern office, through the use of automated equipment and trained personnel. Emphasis on the understanding of the concept of word processing, development of production skills, and equipment used to prepare written material, and how to apply these skills in the modern office.

3 hours, 1 semester, 3 credits

### **OFAD 306 LEGAL OFFICE PROCEDURES**

**Prerequisite:** ADA 122

Study of theoretical concepts of the law firm. Emphasis on dictation and transcription. The student will have an experience of 25 hours in a law firm.

3 hours, 1 semester, 3 credits

### **OFAD 350 AUTOMATED OFFICE: METHODS AND PROCEDURES**

**Prerequisite:** ADA 122

Course designed so that the Business Education student will acquire skills and knowledge in the management and operation of electronic and telecommunications equipment. Emphasis on learning essential office administrative and functioning skills which the Professor should convey to the business student.

4 hours, 1 semester, 3 credits

### **OFAD 401 OFFICE ADMINISTRATION**

**Prerequisites:** ADA 122, ADA 353

The correct way to administer an office effectively and efficiently through the processes of planning, organizing, and controlling information related to the activities of the firm.

3 hours, 1 semester, 3 credits

### **OFAD 404 MEDICAL OFFICE PROCEDURES**

**Prerequisite:** ADA 122

Emphasis on the study of medical terminology. Machine transcripts of medical documents.

Management of records, patients, appointments, business transactions peculiar to a medical office.

Preparation of payroll, inventories of equipment and material. Students will work 25 hours in the office a physician.

4 hours, 1 semester, 3 credits

#### **OFAD 487 ORAL ENGLISH COMMUNICATION FOR BUSINESS PERSONNEL**

**Prerequisite:** 9 credits in English

Course designed to expose students to oral communication to become more confident in speaking English in the workplace. Emphasis on improvement of oral communication skills, vocabulary enrichment, and correct English pronunciation. Review of main problem areas of English grammar for Spanish speaking students. Active participation in oral presentations in simulated business settings.

3 hours, 1 semester, 3 credits

#### **OFAD 499 OFFICE ADMINISTRATION PRACTICE**

**Prerequisites:** ADA 201, ADA 224, ADA 354

Office work experience in a practice center for a total of 225 hours per semester, supervised by a company representative and by the internship coordinator. Student also will attend 15 hours seminar in the classroom.

15 hours practice, 1 seminar hour, 1 semester, 5 credits

### **REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE IN TECHNOLOGY AND OFFICE SYSTEMS (135 CRS.) (MORATORIUM)**

<b>CURSOS</b>	<b>CRÉDITOS</b>
General Education	61
College	25
Major	46
Free Elective	3
<b>TOTAL</b>	<b>135</b>

### **COLLEGE COURSE REQUIREMENTS**

<b>COURSE</b>	<b>CREDITS</b>
ACCT 213*	4
ADA 395	3
ECON 201	3
COMP 117*	3
COMP 247*	3
MGNT 111	3
MGNT 416	3
OFAD 487	3
<b>TOTAL</b>	<b>25</b>

\*Course requires an additional Laboratory Fee.

\*\*One seminar hour, fifteen hours of Internship weekly.

\*\*\* Students will take Orientation according to their enrollment (Regular, 003-004, transferred 005, Night 017-018).

\*\*\*\*Major courses must be passed with a grade of C or higher.

\*\*\*\*Major elective courses must be passed with a grade of C or higher.

### MAJOR COURSE REQUIREMENTS\*\*\*\*

COURSE	CREDITS
ADA 121*	3
ADA 122*	3
ADA 190	3
ADA 191	3
ADA 201	3
ADA 223	3
ADA 224	3
ADA 293	4
ADA 353	3
ADA 355*	3
ADA 486*	2
ADA 499**	3
OFAD 306*	3
COMP 140*	3
COMP 275*	2
Major Elective	2
<b>TOTAL</b>	<b>49</b>

### MAJOR ELECTIVE COURSES

OFAD 202	2
COMP 265*	3
COMP 285*	2
COMP 432*	3
MGNT 217	3

**CURRICULUM FOR THE BACHELOR OF  
SCIENCE DEGREE IN TECHNOLOGY AND OFFICE SYSTEMS (MORATORIUM)**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ADA 121 (D)*	3	ADA 122 (D)*	3
COMP 117 (C)*	3	COMP 247 (C)*	3
ENGL 115 (G)	3	ENGL 201 (G)	3
MATH 152 (G)	3	HIST 105 (G)	3
ORIE 003 (G)***	0	ORIE 004 (G)***	0
SOCI 102 (G)	3	PHED ____ (G)	1
SPAN 141 (G)	3	SPAN 142 (G)	3
<b>CREDITS 18</b>		<b>CREDITS 16</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ADA 190 (D)	3	ADA 191 (D)	3
ADA 223 (D)	3	Major Elective __ (D)	2
CHEM 117 (G)	3	ADA 224 (D)	3
ENGL 383 (G) *	3	MGNT 230 (G)	3
MGNT 111 (C)	3	THEO 130 (G)	2
SPAN ____ (G)	3	COMP 140 (D)*	3
<b>CREDITS 18</b>		<b>CRÉDITOS 17</b>	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ADA 201 (D)	3	ADA 355 (D)*	3
ADA 293 (D)	4	THEO 132 (G)	3
ADA 353 (D)	3	ACCT 213 (C)	4
ECON 201 (C)	3	ADA 395 (C)	3
THEO 131 (G)	3	BIOL 115 (G)	3
		PHIL 340 (G)	3
<b>CREDITS 16</b>		<b>CRÉDITOS 19</b>	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ART 101/MUSI 102/THEA 101 (G)	3	ADA 486 (D)*	2
HIST 253 (G)	3	ADA 499 (D)	3
OFAD 306 (D)*	3	Free Elective ____ (G, C, D)	3
PHIL 312 (G)	3	MGNT 416 (C)	3
POSC 101 (G)	3	OFAD 487 (C)	3
COMP 275 (D)*	2		
<b>CREDITS 17</b>		<b>CREDITS 14</b>	

\*Course requires an additional Laboratory Fee.

\*\*One seminar hour, fifteen hours of Internship weekly.

\*\*\* Students will take Orientation according to their enrollment (Regular, 003-004, transferred 005, Night 017-018).

\*\*\*\*Major courses must be passed with a grade of C or higher.

\*\*\*\*Major elective courses must be passed with a grade of C or higher.

**REQUIREMENTS FOR THE ASSOCIATE DEGREE  
IN APPLIED SCIENCE IN SECRETARIAL SCIENCE (65 CRS.)**

	CREDITS
Required General Education Courses	21

COURSE	CREDITS
ENGL 115	3
ENGL 201	3
ORIE 003-004***	0
MATH 152	3
MGNT 230	3
SPAN 141-142	6
THEO 130 / THEO 131 / THEO 132	3
<b>TOTAL</b>	<b>21</b>

**COLLEGE COURSE REQUIREMENTS**

CURSOS	CRÉDITOS
ACCT 213*	4
ADA 395	3
ECON 201	3
MGNT 416	3
<b>TOTAL</b>	<b>13</b>

**MAJOR COURSE REQUIREMENTS\*\*\*\***

<b>CURSOS</b>	<b>CRÉDITOS</b>
ADA 121*	3
ADA 122*	3
ADA 190	3
ADA 191	3
ADA 201	3
ADA 223	3
ADA 224	3
ADA 293	4
ADA 353	3
ADA 499**	5
<b>TOTAL</b>	<b>31</b>

\*Course requires an additional Laboratory Fee.

\*\*One seminar hour, fifteen hours of Internship weekly.

\*\*\* Students will take Orientation according to their enrollment (Regular, 003-004, transferred 005, Night 017-018).

\*\*\*\*Major courses must be passed with a grade of C or higher.

\*\*\*\*Major elective courses must be passed with a grade of C or higher.

**CURRICULUM FOR THE ASSOCIATE DEGREE  
IN APPLIED SCIENCE IN SECRETARIAL SCIENCE**

<b>FIRST YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
ADA 121 (D)*	3	ADA 122 (D)*	3
ADA 190 (D)	3	ADA 191 (D)	3
ENGL 115 (G)	3	ECON 201 (C)	3
MATH 152 (G)	3	ENGL 201 (G)	3
ORIE 003 (G)***	0	MGNT 416 (C)	3
SPAN 141 (G)	3	ORIE 004 (G)***	0
THEO 130, THEO 131 or THEO 132	3	SPAN 142 (G)	3
<b>CRÉDITOS 18</b>		<b>CRÉDITOS 18</b>	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ACCT 213 (C)*	4	ADA 224 (D)	3
ADA 201 (D)	3	ADA 395 (C)	3
ADA 223 (D)	3	ADA 499 (D)**	3
ADA 293 (D)	4	MGNT 230 (G)	3
ADA 353 (D)	3		
CRÉDITOS 17		CRÉDITOS 12	

## COURSE DESCRIPTIONS

### ADA 105 INTRODUCTION TO ECONOMICS

Study of the foundations of the economy, changeable functions of trade in our modern society; practical applications of economic principles. Designed especially for the students of the Programs of Office Administration.

3 hours, 1 semester, 3 credits

### ADA 121 COMPUTERIZED KEYBOARD MANAGEMENT

Training in the use of the working parts of the computer. Introduction to a word processing software to create simple documents: memorandums and letters. Keyboard domain. Basic skills development (speed and accuracy).

4 hours, 1 semester, 3 credits

### ADA 122 DOCUMENT PROCESSING I

**Prerequisite:** ADA 121

Emphasis on speed development in the use of the computer. Extending electronic processing of word processing skills to include business correspondence such as: letters, memorandums, reports, tables, business newsletters and electronic communications.

4 hours, 1 semester, 3 credits

### ADA 190 SPEED WRITING TECHNIQUES IN SPANISH

Teaching of a quick method of writing in Spanish. Introduction to taking dictation and manual transcription skills. Emphasis on the language rules.

4 hours, 1 semester, 3 credits

### ADA 191 SPEED WRITING TECHNIQUES IN ENGLISH

Teaching of a quick method of writing in English. Introduction to taking dictation and manual transcription skills. Emphasis on the language rules.

4 hours, 1 semester, 3 credits



### **ADA 201 MANUAL AND ELECTRONIC RECORDS MANAGEMENT**

Study of theory, rules and procedures of manual and computerized systems for document management.

3 hours, 1 semester, 3 credits

### **ADA 220 LEGAL ASPECTS FOR THE ADMINISTRATIVE ASSISTANT**

This course will familiarize students with labor legislation related to employee's rights and duties; labor agreements, wages and salaries, collective bargaining, and employment relief.

3 hours, 1 semester, 3 credits

### **ADA 223 DOCUMENT PROCESSING II**

**Prerequisite:** ADA 122

Presentation of word processing functions at the intermediate level. Application of these functions on the business correspondence production. Emphasis in documents acceptability rules.

4 hours, 1 semester, 3 credits

### **ADA 224 ADVANCED METHODS FOR DOCUMENT DESIGN**

**Prerequisite:** ADA 223

Advanced information processing functions application for the design and production of commercial and administrative documents. Emphasis in documents acceptability rules.

4 hours, 1 semester, 3 credits

### **ADA 292 ACCOUNTING FOR THE ADMINISTRATIVE ASSISTANT**

Accounting designed especially for the Administrative Assistant. It includes basic knowledge of accounting: the accounting cycle; how to work with the procedures of closing the period; how to prepare an inventory; differences among assets, liabilities, and capital; and payroll preparation. The student will have the opportunity to work with accounts payable and receivable.

4 hours, 1 semester, 4 credits

### **ADA 293 TECHNIQUES FOR COMPUTERIZED TRANSCRIPTION**

**Prerequisites:** ADA 122, ADA 190, ADA 191

Transcription of acceptable computerized business documents in Spanish and English. Emphasis on the rules of language. Integration of ethical and moral aspects according with the Social Doctrine of the Church.

4 hours, 1 semester, 3 credits

### **ADA 353 MANAGEMENT OF AN AUTOMATED OFFICE**

**Prerequisite:** ADA 122

Integration of skills, knowledge and administrative procedures to perform business tasks. Practical and meaningful use of the technology for the automated office experience. Presentation of ethical and moral aspects according with the Social Doctrine of the Church, and relevant legal issues.

4 hours, 1 semester, 3 credits

### **ADA 354 MANAGEMENT OF AN AUTOMATED OFFICE II**

**Prerequisite:** ADA 353

Integration of techniques, theory, and administrative procedures for the performance of office tasks. Practical and significant experience in the use of appropriate technology for the automated office.  
4 hours, 1 semester, 3 credits

### **ADA 355 INTEGRATION OF SOFTWARE APPLICATIONS**

**Prerequisites:** ADA 122, COMP 117, COMP 247

Advanced integration of commercial documents produced in word processing applications, electronic presentations, database and spreadsheets level, to perform automated office tasks. Ethical and moral aspects according to the Social Doctrine of the Church are included to promote reasonable use of technology and the internet.  
3 hours, 1 semester, 3 credits

### **ADA 392 BUSINESS COMMUNICATION IN SPANISH**

**Prerequisite:** 6 credits in Spanish

This course offers the student the opportunity to apply writing techniques in Spanish to situations and topics related to the business world. Also to accept and understand innovations in the commercial area which correspond to technological advances that affect business communications in their various manifestations. Furthermore to maintain up to date vocabulary and business technicalities that give correspondence a modern tone.  
3 hours, 1 semester, 3 credits

### **ADA 395 BUSINESS DOCUMENTS ANALYSIS**

**Prerequisite:** 6 credits in Spanish

This course is designed to promote the search and analysis of the updated documentation in the business world. Work and class discussions will be framed on the findings of documents and information to assess the styles, formats and own terminology in companies and innovations to facilitate communication. It provides the opportunity for the student to actively engage in the use of the library and the latest technological means.  
3 hours, 1 semester, 3 credits

### **ADA 486 INTEGRATED SEMINAR FOR THE OFFICE PROFESSIONAL**

**Prerequisites:** ADA 201, ADA 224, ADA 293, ADA 354

Presentation of business matters to complement the office professional. Development. Promotion of teamwork for the organization and presentation of conferences and workshops.  
2 hours, 1 semester, 2 credits

### **ADA 499 INTERNSHIP**

**Prerequisites:** ADA 201, ADA 224, ADA 293, ADA 354

Supervised work experience in a community office for a total of 225 hours per semester. The internship coordinator will visit two times the office to assess the student work.  
15 practice hours, 1 seminar hours, 1 semester, 3 credits

---

## UNDERGRADUATE PROGRAM MANAGEMENT, INFORMATION SYSTEMS AND BUSINESS

***Prof. Vivianne P. Asad Pérez, MBA, Director***

**FACULTY:** Prof. Vivianne P. Asad Pérez, Dr. Lourdes de León Fortier, Dr. Jaime L. Santiago Canet, Ph.D., Dr. Nilda M. Seda Cuevas, Ph.D.

### Academic Programs

Bachelor's Degree in Business Administration with a concentration in Management (B.B.A.-MGNT)

Bachelor's Degree in Business Administration with a concentration in Entrepreneurship (B.B.A.-ETRS)

Bachelor's Degree in Business Administration with a concentration in Human Resources (B.B.A.-HURE)

Bachelor's Degree in Business Administration with a concentration in General Business (B.B.A.-GEBE)

Bachelor's Degree in Business Administration with a concentration in Professional Experience in Business (B.B.A.-PEBU) (**MORATORIUM**)

Bachelor's Degree in Business Administration with a concentration in Information Systems (B.B.A.-INFS)

Bachelor's Degree in Business Administration with a concentration in International Business (B.B.A.-INTB)

Bachelor's Degree in Business Administration with a concentration in International Business and Logistics (B.B.A.-LOGS) (**MORATORIUM**)

### DEPARTMENTAL GOALS

The Management, Information Systems, and Commerce Department has established the following Goals that help the Department in its dedication to meet institutional Goals.

1. Aims to educate students with a high level of understanding, religious commitment, and social responsibility.
2. Aspires to establish a Departmental culture that serves as a vehicle to celebrate teaching and non-teaching activities ensuring human integrity.
3. Desires to form graduates to compete favorably in the business environment and contributes to civic life.
4. Yearns to increase admissions rates in all of its academic offerings.
5. Establishes a cyclical system of curricular review to atune our offerings to the industry's demands.
6. Offers academic Programs that provide graduates with the necessary knowledge and skills to perform as professionals of excellence in the business environment.
7. Establishes a culture of Departmental commitment, consideration, facilitation, and support so that academic and nonacademic personnel can perform their functions efficiently.

8. Commits to being a facilitator of excellence so that educational processes are performed at the highest possible level.
9. Recognizes the importance of information in academic and nonacademic processes.
10. Strives to build and maintain physical infrastructure in optimal conditions to ensure that academic programs, services to the university community, and to the community in general are offered with a high level of quality.
11. Offers people with disabilities access and reasonable accommodation in all its facilities, programs and services, according to the requirements of the ADA, Section 504.
12. Significantly speeds up the managerial decision-making process to minimize unnecessary bureaucracy in order to strengthen academic and nonacademic processes.
13. Maintains an ongoing effort to increase the number of credits generated through academic programs.
14. Establishes a culture of continuous Departmental appraisal that includes mechanisms for assessing the quality of its academic offerings, the service provided to the University community and the external community.

### **BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN MANAGEMENT (BBA-MGNT)**

#### **OBJECTIVES**

1. Recognize the diversity of values, cultures, and points of view in the labor force.
2. Review business situations using the ethical-Christian framework in keeping with the Social Doctrine of the Catholic Church.
3. Develop managerial and communications skills which enables the graduate to occupy administrative and managerial positions of responsibility within the enterprise.
4. Identify solutions to situations of conflict within the Business field.
5. Manage information technology in research and managerial decision making
6. Scrutinize the various qualitative and quantitative methods needed in the implementation of managerial planning.

#### **GRADUATE PROFILE**

1. Recognize and apply the four basic managerial functions, namely planning, organization, direction, and control.
2. Identify the various existing organizational structures prevalent in modern enterprises.
3. Demonstrate professionalism along with ethical-Christian, and moral values in his/her commitment to the organization, employees and the various interest groups.
4. Integrate knowledge, skills, and aptitudes that permit him/her to become an ethical and effective professional as shown by his/her managerial performance.
5. Demonstrate mastery of the critical analysis and synthesis in business research.
6. Use information systems to prepare presentations, documents, spreadsheets and create databases to facilitate effective communication within the enterprise.

7. Use the Internet to perform searches in support of managerial decision-making.
8. Plan and develop short and long-term goals for the benefit of local and international organizations.
9. Recognize and respect the diversity of cultures, values, and beliefs that exist in the workplace.
10. Recognize the different techniques for managing conflict within a business environment.

**REQUIREMENTS FOR THE  
BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION  
WITH A CONCENTRATION IN MANAGEMENT (BBA-MGNT)**

<b>COURSES</b>	<b>CREDITS</b>
General Education	61
College	35
Major	21
Major Electives	9
Free Elective	3
<b>TOTAL</b>	<b>129</b>

**COLLEGE COURSE REQUIREMENTS**

	<b>COURSES</b>	<b>CREDITS</b>
ACCT 213*	Fundamentals of Accounting I	4
ACCT 214	Fundamentals of Accounting II	4
COMP 117*	Introduction to Computers (Equivalent to TOUR 250)	3
ECON 201	Fundamentals and Applications of Economics I	3
ECON 202	Fundamentals and Applications of Economics II	3
ECON 304	Economic Development of Puerto Rico	3
FINA 211*	Business Statistics I	3
FINA 315	Managerial Finance I	3
FINA 318*	Business Statistics II	3
MGNT 416	Business Ethics	3
MKTG 211	Marketing Fundamentals (Equivalent to TOUR 230)	3
	<b>TOTAL</b>	<b>35</b>

\*Course requires an additional Laboratory Fee.

\*\*One seminar hour, fifteen hours of Internship weekly.

\*\*\* Students will take Orientation according to their enrollment (Regular, 003-004, transferred 005, Night 017-018).

\*\*\*\*Major courses must be passed with a grade of C or higher.

\*\*\*\*Major elective courses must be passed with a grade of C or higher.

### MAJOR COURSE REQUIREMENTS\*\*\*\*

	COURSE	CREDITS
MGNT 111	Management Fundamentals (Equivalent to TOUR 220)	3
MGNT 210	Organizational Behavior (Equivalent to TOUR 305)	3
MGNT 217	Labor Legislation in the Workplace	3
MGNT 313	Business Law I (Equivalent to TOUR 290)	3
MGNT 320	Strategic Management of Human Resources (Equivalent to TOUR 415)	3
MGNT 410	Global Business (Equivalent to GLBM 310)	3
MGNT 425	Entrepreneurial Strategic Management	3
	Major Elective Courses	9
	<b>TOTAL</b>	<b>30</b>

\*\*\*\*Major courses must be passed with a grade of C or higher.

### MAJOR ELECTIVE COURSES\*\*\*\*

	COURSE	CREDITS
COMM 206	Public Relations	3
COMP 432*	Information System Administration	3
MGNT 250	Entrepreneurial Creativity and Innovation	3
MGNT 315	Sales Management	3
MGNT 340	Consumer Behavior (Equivalent to MKTG 330)	3
MGNT 370	Collective Bargaining	3
MGNT 400	Supervision	3
MGNT 405	Compensation Management	3
MGNT 414	Legal Entrepreneurial Environment II	3
MGNT 417*	Operations and Production Management	3
MGNT 419	Risk Management	3
MGNT 420	Fundamentals of Purchasing and Material Handling	3
MGNT 440	Techniques for the Development of Human Resources	3
MGNT 450	Franchises	3
MGNT 460*	Development of a Business Plan	3
MGNT 470	Family Business	3
MGNT 480	Strategic Corporate Entrepreneurship	3
MGNT 498	Management Internship	2
MGNT 499	Management Seminar	1

\*\*\*\*Major elective courses must be passed with a grade of C or higher.

**CURRICULUM SEQUENCE FOR THE  
BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION  
WITH A CONCENTRATION IN MANAGEMENT (BBA-MGNT)  
FIRST YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
COMP 117 (C)*	3	ENGL 201 (G)	3
ENGL 115 (G)	3	SOCI 102 (G)	3
MATH 153 (G)	3	ORIE 004 (G)***	0
ORIE 003 (G)***	0	PHED ____ (Elective) (G)	1
MGNT 111 (D)	3	FINA 211 (C)*	3
SPAN 141 (G)	3	SPAN 142 (G)	3
COMP 117 (C)*	3	THEO 130 (G)	3
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>16</b>

\*Course requires an additional Laboratory Fee

**SECOND YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ACCT 213 (C)*	4	ACCT 214 (C)	4
ECON 201 (C)	3	ECON 202 (C)	3
ENGL 383 (G)*	3	HIST 105 (G)	3
MGNT 210 (D)	3	MGNT 217 (D)	3
SPAN ____ (Elective) (G)	3	MKTG 211 (C)	3
<b>CREDITS</b>	<b>16</b>	<b>CREDITS</b>	<b>16</b>

\*Course requires an additional Laboratory Fee

**THIRD YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 117 (G)	3	BIOL 115 (G)	3
ECON 304 (C)	3	Major Elective__ (E)	3
FINA 315(C)*	3	POSC 101 (G)	3
MGNT 230 (G)	3	MGNT 313 (D)	3
MGNT 320 (D)	3	PHIL 312 (G)	3
THEO 131 (G)	3		
<b>CREDITS</b>	<b>18</b>	<b>CREDITS</b>	<b>15</b>

\*Course requires an additional Laboratory Fee

#### FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ART 101 / MUSI 102 / THEA 101 (G)	3	Major Elective__(E)	3
Major Elective ____ (E)	3	Free Elective __ (G, C, D)	3
FINA 318 (C)	3	HIST 253 (G)	3
MGNT 410 (D)	3	MGNT 416 (C)	3
THEO 132 (G)	3	MGNT 425 (D)	3
PHIL 340 (G)	3		
<b>CREDITS</b>	<b>18</b>	<b>CREDITS</b>	<b>15</b>

#### COURSE DESCRIPTIONS

##### **MGNT 111 MANAGEMENT FUNDAMENTALS (EQUIVALENT TO TOUR 220)**

Study of fundamentals of management in Business. Management philosophy, mission, vision, and politics are studied from an organizational perspective. The local environment, technology, quality of life, and organizational changes are relevant factors in the study of this course. Interpersonal relations, leadership, motivation, and teamwork in the managerial decision-making process are examined within a moral and ethical framework.

3 hours, 1 semester, 3 credits

##### **MGNT 130 ENTREPRENEURSHIP AND COMMUNITY DEVELOPMENT**

Study of the different perspectives of the entrepreneurial behavior theory applied to the development of economic and social projects and initiatives based on communities needs, resources and participation. The course emphasizes the role of entrepreneurship in both personal finances and community development. It includes the establishment of different business organizational forms such as sole proprietorship, partnerships, corporations, cooperatives and worker managed firms. The concepts of entrepreneurship are approached from the legal and global perspectives based on the principles of the Catholic Social Doctrine.

3 hours, 1 semester, 3 credits

##### **MGNT 202 ENTREPRENEURSHIP**

This course covers in detail the operation of the small business within our economy, achieving the proper balance between the functions of production, marketing, finance, organization, direction, and control. The discussion of real cases provides a close look at the prevailing situation of small businesses in the United States and Puerto Rico. It stresses and illustrates basic managerial concepts and their application to the successful operation of a small business.

3 hours, 1 semester, 3 credits



---

### **MGNT 210 ORGANIZATIONAL BEHAVIOR (EQUIVALENT TO TOUR 305)**

#### **Prerequisite: MGNT 111**

Human behavior in the workplace is discussed from the individual, group, and organizational perspective. The interaction of organizational behavior with the structure, technique, diversity, ethics and morality of the human resource is identified and examined from the view of Our Church. At the individual level the emphasis is on issues like: perception attitudes, motivation, among others. At group level, concepts like communication, leadership, and team work are integrated and examined. At the organizational level the principles of organizational structure, culture and change are studied.

3 hours, 1 semester, 3 credits

### **MGNT 217 LABOR LEGISLATION IN THE WORKPLACE**

#### **Prerequisite: MGNT 111**

Study of the employer-employee relationship, professional employment contracts and related concepts. The subjects of exempt and non-exempt employees are analyzed from the actual labor legislation perspective. A comparison of the actual legislation from Puerto Rico and the United States regarding vacations, sick leave, overtime, discrimination, amongst others, is illustrated. The subjects of wrongful discharge, extraordinary procedure, wage and salary claims are analyzed from the legal and moral-ethical perspectives of Our Church.

3 hours, 1 semester, 3 credits

### **MGNT 230 ENTREPRENEURSHIP (EQUIVALENT TO TOUR 235)**

Study the different perspectives of the entrepreneurial behavioral theory. The entrepreneurial culture is studied as a key element for the economic development of Puerto Rico and the world. The concept of entrepreneurship is examined within the legal, international, and ethical-morale frameworks of Our Church. The different stages of the entrepreneurial process are described and are applied by the student in a feasible study of the market.

3 hours, 1 semester, 3 credits

### **MGNT 250 ENTREPRENEURIAL CREATIVITY AND INNOVATION**

#### **Prerequisite: MGNT 230**

Study of the tools available for the development and application of creativity and innovation at organizations, the processes and the strategic management of business firms. The course provides the future entrepreneur with the knowledge and techniques to boost his/her analytical skills of new ideas and organizational change. The course aims to foster, as an entrepreneurial capability of the student, a culture of change and organizational innovation within a legal and ethical framework of Our Church.

3 hours, 1 semester, 3 credits

### **MGNT 313 BUSINESS LAW I (EQUIVALENT TO TOUR 290)**

#### **Prerequisite: MGNT 111**

The most relevant legislation and regulations governing commercial activities in Puerto Rico are studied. The course emphasizes commercial contracts; civil and criminal responsibilities of the business person, his/her agents and employees; different legal forms of establishing a business; legal responsibilities in oral and written communication; personal and automatized information systems. Ethical and moral concepts of Our Church are integrated in the daily diverse topics discussion.

3 hours, 1 semester, 3 credits

### **MGNT 315 SALES MANAGEMENT**

**Prerequisite:** MGNT 111, MKTG 211

Different kinds of activities related to the management area which supervises the sales representatives of an enterprise will be discussed. The functions of sales planning and control, predictions, budgets, and distribution by territories and routes will be studied. Analysis of the norms and existing problems in recruiting, selecting, supervising, evaluating, motivating, and training salespersons. Application oriented toward the problems of the sales representatives. Ethical moral concepts of Our Church, legal, and international issues related to the sales representative will be studied.

3 hours, 1 semester, 3 credits

### **MGNT 320 STRATEGIC MANAGEMENT OF HUMAN RESOURCES (EQUIVALENT TO TOUR 415)**

**Prerequisite:** MGNT 217

Study of human resource management functions, such as, planning, recruiting, training, interviewing, hiring, placing, performance appraisal, compensation, amongst others. Configuration and assessment of job analysis based upon organizational needs. Discussion, from the ethical-morale perspective of Our Church, includes topics such as, workforce diversity, safety and health at the workplace, discipline and real challenges.

3 hours, 1 semester, 3 credits

### **MGNT 330 ENTREPRENEURIAL FINANCE**

**Prerequisites:** ACCT 214

Study of the role and performance of a small business that focuses on the conceptualization, analysis, execution, and design of finances play. Analysis of small business development strategies and its competitiveness and productivity. Analysis and consideration of the financial, economic, and political environment towards the entrepreneurial financial decision making. Financial statement analysis, risk-return tradeoff analysis, capital budgeting fundamentals; strategies for the working capital management, capital investments, profitability and profit analysis, financial and personal financial planning are rehearsed and administered. Ethical and moral concepts of Our Church are integrated in the daily diverse topics discussion.

3 hours, 1 semester, 3 credits

### **MGNT 340 CONSUMER BEHAVIOR (EQUIVALENT TO MKTG 330)**

**Prerequisite:** MKTG 211

Study of the decision process and the activities performed by individuals in the evaluation, acquisition, utilization, and disposal of consumer goods and services. Further analysis concerning the effects of environmental changes affecting consumer behavior. Motivation and learning theories and legal and ethical aspects are discussed from Our Church's perspective.

3 hours, 1 semester, 3 credits

### **MGNT 370 COLLECTIVE BARGAINING**

**Prerequisite:** MGNT 217

Practical study of conflicts between employers and labor unions in the collective bargaining process. Analysis of the labor-management relationship and conflict resolution. Emphasis on subject such as strikes, protests, arranged activities, injunction; jurisdictional problems, representation controversies, conciliation, mediation and arbitration, and unfair labor practices is highlighted. Economic, human and

ethical implications of the collective bargaining process are considered. Justice and labor peace concepts are illustrated from Our Church framework.

3 hours, 1 semester, 3 credits

### **MGNT 400 SUPERVISION**

**Prerequisites:** MGNT 210 and MGNT 320

Study of various supervision tasks, such as, employee development, motivation, training development, leadership, and productivity. Application of learned skills and acquired knowledge in case analysis. Legal, ethical, and moral issues are examined from Our Church perspective.

3 hours, 1 semester, 3 credits

### **MGNT 405 COMPENSATION MANAGEMENT**

**Prerequisites:** MGNT 320

Study performance appraisal, compensation, and incentive programs. The study of performance appraisal includes methods, corrective action plans, and interviews. Other topics discussed are payment plans, compensation management, flexible benefits, individual and group incentives, legal restrictions, motivation, amongst others. Moral and ethical issues of Our Church are applied in the development of a compensation plan.

3 hours, 1 semester, 3 credits

### **MGNT 410 GLOBAL BUSINESS (Equivalent to GLBM 310)**

**Prerequisite:** MKTG 211

Study of managerial functions on the global economy. The evolution of the global business management, cultural diversity, effective use of human resources, and factors affecting senior management in strategic planning, organization, direction and control of global operations, are examine. Moral and ethical issues inherent in global operations are studied from the perspective of the social teaching of Our Church.

3 hours, 1 semester, 3 credits

### **MGNT 414 LEGAL ENTREPRENEURIAL ENVIRONMENT II**

**Prerequisite:** MGNT 313

Study of the legal entrepreneurial environment based upon the Uniform Commerce Code of the United States of America. Emphasis is given on various commercial law subjects, such as: warranty contracts, bankruptcy, negotiable instruments, agency-employee relationship, corporations, societies, DBA(self-employed), insurances, international and electronic law, consumer protection, amongst others. Commerce law related jurisprudence is discussed from the perspective of the ethical, moral and the values of Our Church.

3 hours, 1 semester, 3 credits

### **MGNT 416 BUSINESS ETHICS**

**Prerequisite:** MGNT 111

Analysis of ethical perspective that the private enterprise should adopt in order to endure. Study of ethics applied to cases and specific business examples: the worker and capital, employment and wages. Includes rights and responsibilities of both the business person and employee, the work objective, and

the worker's goal. Emphasis on the business area as a profession of honor. Ethics and morale of Our Church are applied to business relations for the business to be successful and effective.

3 hours, 1 semester, 3 credits

### **MGNT 417 OPERATIONS AND PRODUCTION MANAGEMENT**

#### **Prerequisite: MKTG 211**

Study of fundamentals, analytical techniques and decision making processes in operation and production management. Among the discussed topics are productivity, operations strategy, design and management of operations, supply chain, inventory management and production planning. Analysis, from Our Church's framework, of actual moral and ethical dilemmas within the implementation of operations and production techniques and process.

3 hours, 1 semester, 3 credits

### **MGNT 419 RISK MANAGEMENT**

#### **Prerequisite: MKTG 211**

Study of risk management and the expectancy of loss exposure by the individual and organization at the local and international scenarios. Discussion of risk analysis, as a managerial duty, and of various instruments that could be used to meet loss exposure such as insurance, social security, unemployment insurance, among others. The legal, ethical, and moral aspects of the individual-organization-intermediary-insurance-Church relationship are examined.

3 hours, 1 semester, 3 credits

### **MGNT 420 FUNDAMENTALS OF PURCHASING AND MATERIALS HANDLING**

#### **Prerequisite: MKTG 211**

Study of the managerial basics related to the purchasing and material handling in manufacturing. Relevant discussed topics are steps and procedures of the purchasing system, information systems and flow, and the objectives for effective management in the purchasing and materials management. Also included are market speculation, research planning, budget development and management techniques, transportation methods, and public purchasing processes. Integration of ethical and moral concepts of Our Church in purchasing and material handling topics.

3 hours, 1 semester, 3 credits

### **MGNT 425 ENTREPRENEURIAL STRATEGIC MANAGEMENT**

#### **Prerequisite: MKTG 211**

An integrative course. Application of the concepts and topics studied in management, economics, accounting, finance, marketing courses. Other subjects related to the business administration field are considered. It encompasses the study and analysis of cases, which integrate the skills and knowledge acquired in the establishment, development, and attainment of the firm's goals and objectives. The elements of strategic management are discussed within the ethical and moral principles of Our Church.

3 hours, 1 semester, 3 credits

### **MGNT 440 TECHNIQUES FOR THE DEVELOPMENT OF HUMAN RESOURCES**

#### **Prerequisites: MGNT 210 and MGNT 320**

Development and implementation of training programs for the human resource within the organization. Various methods regarding learning processes and human resource professional development are

illustrated. Discussion of different human resource adaptation processes towards organizational norms, practices, politics, rules, and regulations. Evaluation of the techniques for the development of human resources from the ethical-social perspective of Our Church.

3 hours, 1 semester, 3 credits

### **MGNT 450 FRANCHISES**

**Prerequisites:** MGNT 230 and MGNT 313

A framework illustration for the creation and administration of franchises in Puerto Rico and the United States of America. Meticulous exposition of advantages and potential risks to be considered before investing in a franchise. Emphasis in the evaluation of existing franchises. Discussion of the viability for the transformation of operating enterprises into franchises. Highlight of commercial ethics and social responsibility from the perspective of Our Church, which must be sustained by the franchises in Puerto Rico and the United States of America.

3 hours, 1 semester, 3 credits

### **MGNT 460 DEVELOPMENT OF A BUSINESS PLAN**

**Prerequisites:** MGNT 230, MGNT 313 and MKTG 211

Integration of entrepreneurial concepts in the areas of finance, economy, marketing, management, ethics, and legal environment, amongst others. Detailed exposition of users, need, characteristics, and components of the business plan. Business plan development including: business general outlook, product and service description, marketing, management, finance, and operations, amongst others. Emphasis on commercial ethics and social responsibility principles from the perspective of Our Church which must be sustained by Puerto Rico's businesses.

3 hours, 1 semester, 3 credits

### **MGNT 470 FAMILY BUSINESS**

**Prerequisites:** MGNT 230 and MGNT 313

Identifies the role of family business as an economic and social entity. The future entrepreneur will be provided with the all-important tools and know-how for conflict management and handling the impact that family relationship has upon business decisions. Development and handling of succession plans. Promotes an ethical and moral business culture, within Our Church framework, respecting the family role in business operations.

3 hours, 1 semester, 3 credits

### **MGNT 480 STRATEGIC CORPORATE ENTREPRENEURSHIP**

**Prerequisites:** MGNT 210 and MGNT 230

Study of theories regarding the innovative behavior of business employees. Identifies the entrepreneurial concept within the internal corporate context. It also highlights the need to develop the entrepreneurial concept within strategic planning. Describes the corporate obstacles which limit employee's innovative behavior in our country and the rest of the world. From Our Church's view, it illustrates the corporate entrepreneur profile in the actual legal, ethical, moral, and international settings.

3 hours, 1 semester, 3 credits

### **MGNT 485 MARITIME LOGISTICS**

A thorough analysis of maritime capabilities in facilitating contemporary supply chains from a global perspective; examines the supply chain needs of the end customer as well as those of the maritime entities. Topics includes ship ownership and operation, intermodal transportation management, port and terminal operations, outsourcing, legislative developments, and supply chain security. Integration of ethical and legal issues related to the maritime logistics are discussed from Our Church perspective.

3 hours, 1 semester, 3 credits

### **MGNT 490 MANAGEMENT PROFESSIONAL DEVELOPMENT SEMINAR**

The student has to participate in one (1) management professional development seminar. The course requires the student to submit an essay of the content and subject of the seminar considering Our Church's ethical and moral principles. The student will provide an original and reliable document of his/her participation and/or assistance to the seminar.

1 semester, 1 credit

### **MGNT 491 ENTREPRENEURSHIP PROFESSIONAL DEVELOPMENT SEMINAR**

The student has to participate in one (1) entrepreneurship professional development seminar. The course requires the student to submit an essay of the content and subject of the seminar considering Our Church's ethical and moral principles. The student will provide an original and reliable document of his/her participation and/or assistance to the seminar.

1 semester, 1 credit

### **MGNT 492 HUMAN RESOURCES PROFESSIONAL DEVELOPMENT SEMINAR**

The student has to participate in one (1) human resource professional development seminar. The course requires the student to submit an essay of the content and subject of the seminar considering Our Church's ethical and moral principles. The student will provide an original and reliable document of his/her participation and/or assistance to the seminar.

1 semester, 1 credit

### **MGNT 496 PROFESSIONAL EXPERIENCE IN PURCHASING AND MATERIALS MANAGEMENT**

The course provides students with the opportunity to demonstrate proficiency in the field of purchasing and materials management. The practical aptitudes related to the general and technical work, as well as, acquired knowledge, are emphasized. From Our Church's perspective, the student shows to be a professional with ethical and Christian values. At minimum, one (1) year of uninterrupted experience is required in three (3) or more of the following areas:

1. Procurement processes
2. Procedures in handling materials
3. Use of related computer software
4. Suppliers selection
5. Budget development and management
6. Means of transportation
7. Distribution and supply chain

1 semester, 3 credits

### **MGNT 497 PROFESSIONAL EXPERIENCE IN MANAGEMENT**

The course provides students with the opportunity to demonstrate proficiency in the field of management. The practical aptitudes related to the general and technical work, as well as, acquired knowledge are emphasized. From Our Church's perspective, the student shows to be a professional with ethical and Christian values. At minimum, one (1) year of uninterrupted experience is required in three (3) or more of the following areas:

1. Enterprise planning, control, management, and organization of an organization
  2. Human Resource supervision
  3. Business Operation Management
  4. Use of related computer software
  5. Human Resource recruitment and selection
  6. Organizational communication techniques management
  7. Participation in the development process of social responsibility and business ethics policies
  8. Organizational culture management
- 1 semester, 3 credits

### **MGNT 498 MANAGEMENT INTERNSHIP**

**Prerequisite:** The student must be in his/her last semester with a general Grade Point Average of at least 2.5 and a Major Grade Point Average of 3.0.

**Co-requisite:** MGNT 499

The course provides work experience in the area of management. The student works for fifteen (15) hours per week in a real scenario in which he/she strengthens his/her managerial skills demonstrating a moral-ethical sense from Our Church's view.

195 hours, 1 semester, 2 credits

### **MGNT 499 MANAGEMENT SEMINAR**

**Prerequisite:** The student must be in his/her last semester with a general Grade Point Average of at least 2.5 and a Major Grade Point Average of 3.0.

**Co-requisite:** MGNT 498

Analysis and discussion of actual situations and problems which arise in work experience. Review of readings and topics of current relevance in management from the moral-ethical perspective of Our Church.

15 hours, 1 semester, 1 credit

## **BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN ENTREPRENEURSHIP (BBA-ETRS)**

### **OBJECTIVES**

1. Recognize the importance of social responsibility, business ethics, and ethical Christian behavior in the successful administration of an enterprise.



2. Explain the areas of entrepreneurship, such as, creativity and innovation, development of a business plan, franchises, business, and conflict management that allow him/her to be a successful entrepreneur.
3. Discover the innovative and creative spirit that would allow him/her to develop his/her entrepreneurial skills.
4. Analyze the necessary tools to create, develop, and manage national and international enterprises, taking into consideration the diversity of ethnicities, cultures, and lifestyles.
5. Combine administrative, managerial, and communications expertise that would enable him/her to plan, analyze, develop and operate his/her own business.
6. Choose the appropriate information systems that support better decision making.

## GRADUATE PROFILE

1. Develop creativity and entrepreneurial innovation in the search for truth based upon the principles offered by the Catholic Church.
2. Analyze business opportunities using various qualitative and quantitative methods designed to contribute to the economic development of Puerto Rico.
3. Use creative techniques for the solution of obstacles to various business opportunities that arise in national and international environments.
4. Use his/her ethical/Christian, communication, tolerance of ambiguity, and technological skills to integrate his/her entrepreneurial knowledge with various challenges of the business environment in the financial, economic, marketing, management, and legal fields.
5. Evaluate various business decisions based upon an ethical, moral, Christian leadership perspective as part of their personal and professional development.
6. Use the necessary skills and abilities to access and evaluate relevant information for conflict management.

## REQUIREMENTS FOR THE BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN ENTREPRENEURSHIP (BBA-ETRS)

COURSES	CREDITS
General Education	58
College	32
Major	30
Major Electives	3
<b>TOTAL</b>	<b>123</b>



### COLLEGE COURSE REQUIREMENTS

	COURSE	CREDITS
ACCT 213*	Fundamentals of Accounting I	4
ACCT 214	Fundamentals of Accounting II	4
ECON 201	Fundamentals and Applications of Economics I	3
ECON 202	Fundamentals and Applications of Economics II	3
ECON 304	Economic Development of Puerto Rico	3
MKTG 211	Marketing Fundamentals (Equivalent to TOUR 230)	3
FINA 211*	Business Statistics I	3
MGNT 210	Organizational Behavior (Equivalent to TOUR 305)	3
MGNT 217	Labor Legislation in the Workplace	3
MGNT 416**	Business Ethics	3
<b>TOTAL</b>		<b>32</b>

\*Course requires an additional Laboratory Fee.

\*\*One seminar hour, fifteen hours of Internship weekly.

\*\*\* Students will take Orientation according to their enrollment (Regular, 003-004, transferred 005, Night 017-018).

\*\*\*\*Major courses must be passed with a grade of C or higher.

\*\*\*\*Major elective courses must be passed with a grade of C or higher.

### MAJOR COURSE REQUIREMENTS\*\*\*\*

	COURSE	CREDITS
MGNT 111	Management Fundamentals (Equivalent to TOUR 220)	3
MGNT 230	Entrepreneurship (Equivalent to TOUR 235)	3
MGNT 250	Entrepreneurial Creativity and Innovation	3
MGNT 313	Business Law I (Equivalent to TOUR 290)	3
MGNT 330	Entrepreneurial Finance	3
MGNT 340	Consumer Behavior (Equivalent to MKTG 330)	3
MGNT 425	Entrepreneurial Strategic Management	3
MGNT 450	Franchises	3
MGNT 460*	Development of a Business Plan	3
COMP 140*	Data Base	3
	Major Elective Course	3
<b>TOTAL</b>		<b>33</b>

**MAJOR ELECTIVE COURSES\*\*\*\***

	<b>COURSE</b>	<b>CREDITS</b>
ACCT 315	Managerial Accounting	3
COMM 206	Public Relations	3
COMP 247*	Spreadsheet	2
COMP 432*	Information Systems Administration	3
MGNT 315	Sales Management	3
MGNT 320	Strategic Management of Human Relations (Equivalent to TOUR 415)	3
MGNT 370	Collective Bargaining	3
MGNT 400	Supervision	3
MGNT 405	Compensation Management	3
MGNT 410	Global Business (Equivalent to GLBM 310)	3
MGNT 414	Legal Entrepreneurial Environment II	3
MGNT 417*	Operations and Production Management	3
MGNT 419	Risk Management	3
MGNT 420	Fundamentals of Purchasing and Materials Handling	3
MGNT 440	Techniques for the Development of Human Resources	3
MGNT 470	Family Business	3
MGNT 480	Strategic Corporate Entrepreneurship	3
MGNT 498	Management Internship	2
MGNT 499	Management Seminar	1
MKTG 320	Retailing	3

**CURRICULUM SEQUENCE FOR THE  
BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN  
ENTREPRENEURSHIP (BBA-ETRS)**

**FIRST YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSE</b>	<b>CREDITS</b>	<b>COURSE</b>	<b>CREDITS</b>
SPAN 141 (G)	3	FINA 211 ( C )*	3
ENGL 115 (G)	3	SPAN 142 (G)	3
ORIE 003 (G)*	0	ENGL 201 (G)	3
MGNT 111 (D)	3	ORIE 004 (G)***	0
MAHT 153 (G)	3	SOCI 102 (G)	3
COMP 140 (D)*	3	THEO 130 (G)	3
		PHED ____ (G)	1
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>16</b>

\*Course requires an additional Laboratory Fee

### SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN ____ G)	3	HIST 105 (G)	3
ENGL 383 (G)*	3	ACCT 214 (C)	4
ACCT 213 (C)*	4	ECON 202 (C)	3
ECON 201 (C)	3	MGNT 250 (D)	3
MGNT 230 (D)	3	MKTG 211 (C)	3
<b>CREDITS</b>	<b>16</b>	<b>CREDITS</b>	<b>16</b>

\*Course requires an additional Laboratory Fee

### THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 117 (G)	3	ART 101/ MUSI 102 / THEA 101 (G)	3
ECON 304 (C)	3	MGNT 330 (D)	3
POSC 101 (G)	3	MGNT 313 (D)	3
MGNT 210 (C )	3	MGNT 340 (D)	3
MGNT 217 (C )	3	PHIL 340 (G)	3
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>15</b>

\*Course requires an additional Laboratory Fee

### FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MGNT 425 (D)	3	THEO 132 (G)	3
PHIL 312 (G)	3	MGNT 460 (D)*	3
BIOL 115 (G)	3	MGNT 416 (C)	3
THEO 131 (G)	3	Major Elective (E) __	3
MGNT 450 (D)	3	HIST 253 (G)	3
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>15</b>

\*Course requires an additional Laboratory Fee

## **BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN HUMAN RESOURCES (B.B.A.-HURE)**

### **OBJECTIVES**

1. Select the appropriate channels to achieve effective communication within the business environment.
2. Coordinate Puerto Rico and the United States of America's labor law on conflict management.
3. Design official documents using technology, such as: job description, compensation structure, affirmative action plans, employee manuals, and training, among others.
4. Recognize ethical-Christian principles in the daily work of the human resource professional.
5. Handle and respect cultural diversity, values, and points of view within the enterprise.
6. Appropriately utilize recruitment and selection processes of human resources in the modern enterprise

### **GRADUATE PROFILE**

1. Design training programs taking into consideration current technology and the changing work environment.
2. Develop affirmative action plans in compliance with respect for the diversity of values, cultures, and points of view.
3. Outline the performance of human resources evaluations.
4. Review Puerto Rico and the United States of America's labor laws.
5. Identify the diversity of ethnicities and cultures existing in the workplace.
6. Analyze the specialized concepts of supervision in the workplace.
7. Design competitive compensation structures.
8. Use various types of business communication in conflict resolution.
9. Discuss current issues of ethical and moral problems in the modern workplace within the framework of the Social Doctrine of the Catholic Church.
10. Experience working as a team to express ideas and opinions related to the management of business human resources.

## **REQUIREMENTS FOR THE BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN HUMAN RESOURCES (BBA-HURE)**

<b>COURSES</b>	<b>CREDITS</b>
General Education	61
College	35
Major	30
Directed Elective	3
<b>TOTAL</b>	<b>129</b>

### COLLEGE COURSE REQUIREMENTS

	COURSE	CREDITS
ACCT 213*	Fundamentals of Accounting I	4
ACCT 214	Fundamentals of Accounting II	4
COMP 117*	Introduction to Computers (Equivalent to TOUR 250)	3
ECON 201	Fundamentals and Applications of Economics I	3
ECON 202	Fundamentals and Applications of Economics II	3
ECON 304	Economic Development of Puerto Rico	3
FINA 211*	Business Statistics I	3
FINA 315	Managerial Finance I	3
FINA 318*	Business Statistics II	3
MGNT 416	Business Ethics	3
MKTG 211	Marketing Fundamentals (Equivalent to TOUR 230)	3
<b>TOTAL</b>		<b>35</b>

\*Course requires an additional Laboratory Fee

### MAJOR COURSE REQUIREMENTS\*\*\*\*

	COURSE	CREDITS
MGNT 111	Management Fundamentals (Equivalent to TOUR 220)	3
MGNT 210	Organizational Behavior (Equivalent to TOUR 305)	3
MGNT 217	Labor Legislation in the Workplace	3
MGNT 313	Business Law I (Equivalent to TOUR 290)	3
MGNT 320	Strategic Management of Human Resources (Equivalent to TOUR 415)	3
MGNT 370	Collective Bargaining	3
MGNT 400	Supervision	3
MGNT 405	Compensation Management	3
MGNT 410	Global Business (Equivalent to GLBM 310)	3
MGNT 440	Techniques for the Development of Human Resources	3
	Directed Elective	3
<b>TOTAL</b>		<b>33</b>

#### DIRECTED ELECTIVE

MGNT 425	Entrepreneurial Strategic Management	3
MGNT 498	Management Internship	2
MGNT 499	Management Seminar	1

\*Course requires an additional Laboratory Fee.

\*\*One seminar hour, fifteen hours of Internship weekly.

\*\*\* Students will take Orientation according to their enrollment (Regular, 003-004, transferred 005, Night 017-018).

\*\*\*\*Major courses must be passed with a grade of C or higher.

\*\*\*\*Major elective courses must be passed with a grade of C or higher.

**CURRICULUM SEQUENCE FOR THE  
BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION  
WITH A CONCENTRATION IN HUMAN RESOURCES (BBA-HURE)**

**FIRST YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141 (G)	3	FINA 211(C)*	3
ENGL 115 (G)	3	SPAN 142 (G)	3
ORIE 003 (G)***	0	ENGL 201 (G)	3
MGNT 111 (D)	3	ORIE 004 (G)***	0
MATH 153 (G)	3	SOCI 102 (G)	3
COMP 117 (C)*	3	PHED ____ (G)	1
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>13</b>

\*Course requires an additional Laboratory Fee

**SECOND YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MKTG 211 (C)	3	HIST 105 (G)	3
ENGL 383 (G)*	3	ACCT 214 (C)	4
ACCT 213 (C)*	4	ECON 202 (C)	3
ECON 201 (C)	3	MGNT 217 (D)	3
MGNT 210 (D)	3	MGNT 410 (D)	3
<b>CREDITS</b>	<b>16</b>	<b>CREDITS</b>	<b>16</b>

\*Course requires an additional Laboratory Fee

### THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MGNT 230 (G)	3	PHIL 312 (G)	3
THEO 130 (G)	3	BIOL 115 (G)	3
CHEM 117 (G)	3	POSC 101 (G)	3
ECON 304 (C)	3	MGNT 313 (D)	3
FINA 315(C)*	3	MGNT 370 (D)	3
MGNT 320 (D)	3	SPAN _____(G)	3
<b>CREDITS</b>	<b>18</b>	<b>CREDITS</b>	<b>18</b>

\*Course requires an additional Laboratory Fee

### FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ART 101/ MUSI 102/THEA 101 (G)	3	HIST 253 (G)	3
THEO 131 (G)	3	THEO 132 (G)	3
FINA 318 (C)	3	MGNT 416 (C)	3
MGNT 400 (D)	3	MGNT 405 (D)	3
MGNT 440 (D)	3	Directed Elective (ED) ____	3
PHIL 340 (G)	3		
<b>CREDITS</b>	<b>18</b>	<b>CREDITS</b>	<b>15</b>

## BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN GENERAL BUSINESS (BBA-GEBE)

### OBJECTIVES

1. Be able to suggest recommendations and activities for conflict resolution within business administration in view of the diversity of values, cultures, and points of view.
2. Acknowledge the importance of labor diversity for conflict resolution in the enterprise.
3. Use information systems to prepare documents and facilitate effective communication within the business environment.
4. Analyze qualitative and quantitative data for decision-making.
5. Develop management skills in the field of Business Administration that allows him/her to manage and control the different functions of the organization.
6. Integrate ethical/Christian values and principles, which allow him/her to contribute through his/her performance in different positions in the enterprise.

## GRADUATE PROFILE

1. Develop activities to satisfy the client's needs considering the diversity of value, cultures, and points of view.
2. Integrate accounting, marketing, statistics, computers and economic principles in ethical and legal decision making and conflict resolution.
3. Illustrate knowledge of new information systems technologies including use of computer and Internet, and handling of desktop applications.
4. Possess Business Administration skills in the area of marketing, management, human resource management and information systems.
5. Show social responsibility and commitment towards the enterprise.
6. Exemplify his/her professional ethics and Christian values through his/her professional performance.
7. Develop and present proposals and reports related to his/her administrative functions.
8. Apply his/her conflict resolution knowledge in the areas of management, accounting, marketing, information systems, and economics.

### REQUIREMENTS FOR THE BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN GENERAL STUDIES IN COMMERCE (BBA-GEBE)

COURSES	CREDITS
General Education	61
College	41
Major	9
Major Electives	15
<b>TOTAL</b>	<b>126</b>

### COLLEGE COURSE REQUIREMENTS

	COURSE	CREDITS
ACCT 213*	Fundamentals of Accounting I	4
ACCT 214	Fundamentals of Accounting II	4
COMP 117*	Introduction to Computers	3
ECON 201	Fundamentals and Applications of Economics I	3
ECON 202	Fundamentals and Applications of Economics II	3
ECON 304	Economic Development of Puerto Rico	3
FINA 211*	Business Statistics I	3
FINA 315	Managerial Finance I	3
FINA 318*	Business Statistics II	3
MGNT 210	Organizational Behavior (Equivalent to TOUR 305)	3
MGNT 313	Business Law I (Equivalent to TOUR 290)	3
MGNT410	Global Business (Equivalent to GLBM 310)	3



MGNT 416	Business Ethics	3
	<b>TOTAL</b>	<b>41</b>

\*Course requires an additional Laboratory Fee

#### MAJOR COURSE REQUIREMENTS\*\*\*\*

	COURSES	CREDITS
MGNT 111	Management Fundamentals	3
MKTG 211	Marketing Fundamentals	3
MGNT 425	Entrepreneurial Strategic Management	3
	Major Elective Courses in Management	6
	Major Elective Courses in Marketing	6
	Major Elective Courses from the College of Business Administration	6
	<b>TOTAL</b>	<b>24</b>

\*\*\*\*Major courses must be passed with a grade of C or higher.

#### MAJOR ELECTIVE COURSES FROM THE COLLEGE OF BUSINESS ADMINISTRATION\*\*

COURSES	CREDITS
-Six (6) credits in Major Elective Courses from the College of Business Administration: <ul style="list-style-type: none"> <li>Any course from: <ul style="list-style-type: none"> <li>Office Administration Department</li> <li>Management, Information Systems, and Business Department</li> <li>Accounting, Economy, Finance and Business Law Department</li> <li>Communication, Marketing, and Tourism Department.</li> </ul> </li> </ul>	6
<b>TOTAL</b>	<b>6</b>

-Student must pass the Prerequisites of the Major courses from the College of Business Administration.

\*Course requires an additional Laboratory Fee.

\*\*One seminar hour, fifteen hours of Internship weekly.

\*\*\* Students will take Orientation according to their enrollment (Regular, 003-004, transferred 005, Night 017-018).

\*\*\*\*Major courses must be passed with a grade of C or higher.

\*\*\*\*Major elective courses must be passed with a grade of C or higher.

**CURRICULUM SEQUENCE  
FOR THE BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION  
WITH A CONCENTRATION IN GENERAL STUDIES IN COMMERCE (BBA-GEBE)**

**FIRST YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141 (G)	3	FINA 211 (C)*	3
ENGL 115 (G)	3	SPAN 142 (G)	3
ORIE 003 (G)***	0	ENGL 201 (G)	3
SOCI 102 (G)	3	ORIE 004 (G)***	0
MATH 153 (G)	3	MGNT 111 (D)	3
COMP 117 (C)*	3	HIST 105 (G)	3
		PHED _____ (G)	1
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>16</b>

\*Course requires an additional Laboratory Fee

**SECOND YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 383 (G)*	3	SPAN _____ (G)	3
ACCT 213 (C)*	4	ACCT 214 (C)	4
ECON 201 (C)	3	MGNT 230 (G)	3
THEO 130 (G)	3	ECON 202 (C)	3
MGNT 210 (C)	3	MKTG 211 (D)	3
<b>CREDITS</b>	<b>16</b>	<b>CREDITS</b>	<b>16</b>

\*Course requires an additional Laboratory Fee

**THIRD YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
THEO 131 (G)	3	ART 101/MUSI 102/THEA 101 (G)	3
CHEM 117 (G)	3	THEO 132 (G)	3
FINA 315 (C)*	3	ECON 304 (C)	3
MGNT 313 (C)	3	POSC 101 (G)	3
Elective MGNT (D) _____	3	Elective MGNT (D) _____	3

		Elective MKTG (D) _____	3
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>18</b>

\*Course requires an additional Laboratory Fee

#### FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
HIST 253 (G)	3	BIOL 115 (G)	3
MGNT 410 (C)	3	PHIL 312 (G)	3
FINA 318 (C)*	3	MGNT 416 (C)	3
Elective MKTG (D) _____	3	MGNT 425 (D)	3
College Elective (D) _____	3	PHIL 340 (G)	3
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>15</b>

### BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN PROFESSIONAL EXPERIENCE IN BUSINESS (BBA-PEBU) (MORATORIUM)

#### OBJECTIVES

1. Distinguish various strategies for conflict resolution within the workplace.
2. Apply the Social Doctrine of the Catholic Church in decision-making.
3. Foster communication and entrepreneurial skills that enables him/her to maintain effective collaborative and interpersonal relationships within the entrepreneurial environment.
4. Apply critical thinking and creative techniques in performing his/her entrepreneurial functions.
5. Use various qualitative and quantitative methods in entrepreneurial research.
6. Utilize information technology in his/her efforts to respect the diversity of values, cultures, and points of view.

#### GRADUATE PROFILE

1. Identify essential administrative functions within the entrepreneurial environment.
2. Integrate entrepreneurial experience and knowledge with his/her professional performance.
3. Highlight ethical-Christian and human principles of the Catholic Church in entrepreneurial decision-making.
4. Use the Internet in the quest for support in the exercise of entrepreneurial opinions and ideas.
5. Use creativity and effective communications skills in the expression of ideas and entrepreneurial opinions.
6. Use various qualitative and quantitative methods in entrepreneurial research.
7. Manage the challenges presented by existing conflicts to respect for the diversity in values, cultures, and points of view.

**REQUIREMENTS FOR THE  
BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN  
PROFESSIONAL EXPERIENCE IN BUSINESS (BBA-PEBU) (MORATORIUM)**

	<b>CREDITS</b>
General Education	61
College	29
Major	23
<p>23 credits in Elective Courses from the College of Business Administration:</p> <p>Any course from:</p> <ul style="list-style-type: none"> <li>○ Management, Information Systems, and Business Department</li> <li>○ Accounting, Economy, Finance, and Business Law Department</li> <li>○ Communications, Marketing, and Tourism Department.</li> <li>○ Office Administration Department</li> </ul> <p><b>Note:</b> Out of the 23 credits of elective courses, the student can take up to 12 credits in Professional Experience courses and up to 6 credits in Professional Development Seminar courses for a total of 18 credits.</p>	
Free Elective	3
<b>TOTAL</b>	<b>116</b>

**COLLEGE COURSE REQUIREMENTS**

	<b>COURSE</b>	<b>CREDITS</b>
ADA 395	Business Documents Analysis	3
ACCT 213*	Fundamentals of Accounting I	4
ACCT 214	Fundamentals of Accounting II	4
COMP 117*	Introduction to Computers (Equivalent to TOUR 250)	3
ECON 201	Fundamentals and Applications of Economics I	3
FINA 211*	Business Statistics I	3
MGNT 111	Management Fundamentals (Equivalent to TOUR 220)	3
MGNT 416	Business Ethics	3
MKTG 211	Marketing Fundamentals	3
	<b>TOTAL</b>	<b>27</b>

\*Course requires an additional Laboratory Fee

### MAJOR COURSE REQUIREMENTS\*\*\*\*

COURSES	CREDITS
23 credits in Elective Courses from the College of Business Administration: Any course from: <ul style="list-style-type: none"> <li>○ Management, Information Systems, and Business Department</li> <li>○ Accounting, Economy, Finance, and Business Law Department</li> <li>○ Communications, Marketing, and Tourism Department.</li> <li>○ Office Administration Department</li> </ul>	
<b>TOTAL</b>	<b>23</b>

\*Student must pass the Prerequisites of the Major courses from the College of Business Administration.

\*\*\*\* Major courses must be passed with a grade of C or higher.

### MAJOR ELECTIVE COURSES\*\*\*\*

	PROFESSIONAL EXPERIENCE COURSES	CREDITS
TOUR 495	Hospitality Experience	3
TOUR 496	Experience in Tourism Information	3
COMP 494	Professional Experience in C Programming Language	3
COMP 495	Professional Experience in RPG Programming Language	3
COMP 496	Professional Experience in COBOL Programming Language	3
COMP 497	Professional Experience in Systems Analysis and Design	3
ACCT 493	Professional Experience in Bookkeeping	3
ACCT 494	Experience in Taxes	3
ACCT 495	Governmental and Non Profit Accounting Experience	3
ACCT 496	Cost Experience	3
ACCT 497	Auditing Experience	3
OFAD 499	Internship	3
ADA 499	Internship	3
MGNT 496	Professional Experience in Purchasing and Materials Management	3
MGNT 497	Professional Experience in Management	3
COMM 494	Television Production Experience	3
COMM 495	Radio Production Experience	3
COMM 496	Experience in Public Relations	3
COMM 497	Experience in Advertising	3

MKTG 495	Experience in Service	3
MKTG 496	Experience in Sales	3
MKTG 497	Experience in Marketing	3

\*\*\*\*Major elective courses must be passed with a grade of C or higher.

	PROFESSIONAL DEVELOPMENT SEMINAR COURSES	CREDITS
MGNT 490	Management Professional Development Seminar	1
MGNT 491	Entrepreneurship Professional Development Seminar	1
MGNT 492	Human Resources Professional Development Seminar	1
COMP 490	Information System Professional Development Seminar	1
COMM 489	Seminar in Professional Development in Television	1
COMM 490	Internship in Organizational Communication	1
COMM 491	Seminar in Professional Development in Advertising	1
COMM 492	Seminar in Professional Development in Public Relations	1
COMM 493	Seminar in Professional Development in Radio	1
MKTG 490	Seminar in Professional Development in Marketing	1
TOUR 490	Seminar in Professional Development in Tourism	1
ACCT 490	Seminar in Professional Development in Accounting	1
ECON 490	Seminar in Professional Development in Economics	1
FINA 490	Seminar in Professional Development in Finance	1

\*\*Major elective courses must be passed with a grade of C or higher.

### CURRICULUM SEQUENCE FOR THE BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN PROFESSIONAL EXPERIENCE IN BUSINESS (BBA-PEBU) (MORATORIUM)

#### FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141 (G)	3	POSC 101 (G)	3
ENGL 115 (G)	3	SPAN 142 (G)	3
ORIE 003 (G)***	0	ENGL 201 (G)	3
SOCI 102 (G)	3	ORIE 004 (G)***	0
MATH 152 (G)	3	MGNT 111 (C)	3
COMP 117 (C)*	3	PHED Elective ____ (G)	1
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>13</b>

\*Course requires an additional Laboratory Fee

## SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN ____ (Elective) (G)	3	ART 101/MUSI 102/THEA 101( G )	3
HIST 105 (G)	3	ACCT 214 ( C )	4
CHEM 117 (G)	3	THEO 130 ( G )	3
ACCT 213 ( C )*	4	MGNT 230 (G)	3
ECON 201 ( C )	3	College Elective (D) ____	2
<b>CREDITS</b>	<b>16</b>	<b>CREDITS</b>	<b>15</b>

\*Course requires an additional Laboratory Fee

## THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 383 ( G )*	3	PHIL 312 ( G )	3
THEO 131 ( G )	3	THEO 132 ( G )	3
MKTG 211 ( C )	3	FINA 211 ( C )*	3
ADA 395 ( C )	3	College Elective (D)_____	3
College Elective (D)_____	3	College Elective (D)_____	3
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>15</b>

\*Course requires an additional Laboratory Fee

## FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
HIST 253 ( G )	3	BIOL 115 ( G )	3
PHIL 340 ( G )	3	MGNT 416 (C)	3
College Elective (D) _____	3	College Elective (D)_____	3
College Elective (D) _____	3	College Elective (D)_____	3
		Free Elective (D,C,G) _____	3
<b>CREDITS</b>	<b>12</b>	<b>CREDITS</b>	<b>15</b>

---

**BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN  
INFORMATION SYSTEMS (BBA-INFS)**

**OBJECTIVES**

1. Recognize problems of information processing in the business environment.
2. Identify resistance to technological change from the user's viewpoint.
3. Design Web pages and computer programs considering the cultural, ethical-Christian and legal aspects.
4. Analyze the various installation and configuration processes of the operating systems necessary for the development of various network structures.
5. Construct technical documents to communicate the findings of quantitative and/or qualitative investigations.
6. Justify computerized solutions for business conflicts using different programming languages.

**GRADUATE PROFILE**

1. Analyzes the needs of the enterprise, looks for ethical solutions through suggestions and the creation of flowchart designs.
2. Demonstrates mastery of drafting of technical documents to transfer and communicate the findings of quantitative and qualitative research.
3. Designs computer programs for a wide range of institutions, enterprises, or individuals following ethical principles.
4. Shows mastery of the use of different programming languages for the development of computerized solutions.
5. Evidences an ethical and Christian formation in performing his/her profession valuing, among other things, the concept of intellectual property.
6. Defines basic, intermediate, and advanced concepts regarding hardware, software, information technology, and processing methods.
7. Applies expertise and communications skills necessary to assess situations of technological change confronting international and local businesses.
8. Identifies the skills necessary to resolve situations of resistance to technological change and conflict management.
9. Performs his/her professional duties while demonstrating respect and appreciation for the diversity of cultures, values, and beliefs that exist in an organization.
10. Installs and configures operating systems for various types of networks.



**REQUIREMENTS FOR THE  
BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION  
WITH A CONCENTRATION IN INFORMATION SYSTEMS (BBA-INFS)**

<b>COURSES</b>	<b>CREDITS</b>
General Education	61
College	32
Major	27
Major Electives	5
Directed Elective	3
<b>TOTAL</b>	<b>128</b>

**COLLEGE COURSE REQUIREMENTS**

	<b>COURSE</b>	<b>CREDITS</b>
ACCT 213*	Fundamentals of Accounting I	4
ACCT 214	Fundamentals of Accounting II	4
ECON 201	Fundamentals and Applications of Economics I	3
FINA 211*	Business Statistics I	3
FINA 315	Managerial Finance I	3
MGNT 111	Fundamentals of Management (Equivalent to TOUR 220)	3
MGNT 313	Business Law I (Equivalent to TOUR 290)	3
MGNT 410	Global Business (Equivalent to GLBM 310)	3
MGNT 416	Business Ethics	3
MKTG 211	Marketing Fundamentals	3
	<b>TOTAL</b>	<b>32</b>

\*Course requires an additional Laboratory Fee

**MAJOR COURSE REQUIREMENTS\*\*\*\***

	<b>COURSE</b>	<b>CREDITS</b>
COMP 138*	Object Oriented Language I	3
COMP 140*	Data Bases	3
COMP 285*	Web Page Publishing	2
COMP 305*	Structured Query Language (SQL)	3
COMP 310*	C Language	2
COMP 315*	Java Programming Language	3
COMP 322*	Systems Analysis and Design	3
COMP 326*	Operating Systems and Hardware	3
COMP 350*	Networks	2
COMP 432*	Information Systems Administration	3

Electives****	Major Elective Courses	5
Elective****	Directed Elective	3
<b>TOTAL</b>		<b>35</b>

\*Course requires an additional Laboratory Fee

\*\*\*\*Major courses must be passed with a grade of C or higher.

#### MAJOR ELECTIVE COURSES\*\*\*\*

	COURSE	CREDITS
COMP 244*	Object Oriented Language II	2
COMP 247*	Spreadsheet	3
COMP 262*	Hypertext Markup Language (HTML)	3
COMP 265*	Introduction to Electronic Commerce	3
COMP 271*	Logic and Structured Design Concepts and Applications	2
COMP 272*	Supporting Users and Troubleshooting an Operating System	3
COMP 274*	Supporting Users and Troubleshooting Desktop Applications	3
COMP 275*	Software and Hardware Installation	2

#### DIRECTED ELECTIVE

COMP 425*	Development of Systems Applications	3
COMP 498*	Information System Internship	2
COMP 499*	Information Systems Seminar	1

\*Course requires an additional Laboratory Fee.

\*\*One seminar hour, fifteen hours of Internship weekly.

\*\*\* Students will take Orientation according to their enrollment (Regular, 003-004, transferred 005, Night 017-018).

\*\*\*\*Major courses must be passed with a grade of C or higher.

\*\*\*\*Major elective courses must be passed with a grade of C or higher.

**CURRICULUM SEQUENCE FOR THE  
BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION  
WITH A CONCENTRATION IN INFORMATION SYSTEMS (BBA-INFS)  
FIRST YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
COMP 138 (D)*	3	ENGL 201 (G)	3
ENGL 115 (G)	3	COMP 140 (D)*	3
MATH 153 (G)	3	MGNT 111 (C)	3
ORIE 003 (G)***	0	ORIE 004 (G)***	0
SOCI 102 (G)	3	THEO 130 (G)	3
SPAN 141 (G)	3	FINA 211 (C) *	3
PHED ____ (G)	1	SPAN 142 (G)	3
<b>CREDITS</b>	<b>16</b>	<b>CREDITS</b>	<b>18</b>

\*Course requires an additional Laboratory Fee

**SECOND YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ACCT 213 (C)*	4	ACCT 214 (C)	4
COMP 285 (D)*	2	COMP 310 (D)*	2
ECON 201 (C)	3	MKTG 211 (C)	3
COMP 305 (D)*	3	Major Elective ____ (E)*	2
ENGL 383 (G)*	3	HIST 105 (G)	3
SPAN ____ (G)	3	THEO 131 (G)	3
<b>CREDITS</b>	<b>18</b>	<b>CREDITS</b>	<b>17</b>

\*Course requires an additional Laboratory Fee

**THIRD YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
COMP 326 (D)*	3	ART 101/ MUSI 102/THEA 101 (G)	3
FINA 315 (C)	3	COMP 322 (D)*	3
MGNT 230 (G)	3	COMP 315 (D)*	3
MGNT 313 (C)	3	MGNT 410 (C)	3
COMP 350 (D)*	2	PHIL 312 (G)	3
<b>CREDITS</b>	<b>14</b>	<b>CREDITS</b>	<b>15</b>

\*Course requires an additional Laboratory Fee

#### FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 117 (G)	3	BIOL 115 (G)	3
COMP 432 (D)*	3	Directed Elective __ (ED)	3
Major Elective __ (E)*	3	MGNT 416(G)	3
POSC 101 (G)	3	THEO 132 (G)	3
HIST 253 (G)	3	PHIL 340 (G)	3
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>15</b>

\*Course requires an additional Laboratory Fee.

#### COURSE DESCRIPTIONS

##### **COMP 117 INTRODUCTION TO COMPUTERS (Equivalent to TOUR 250)**

Introductory course in computer literacy designed to offer students hands on experience in the use of computer equipment and commercial programs used in the business environment and society. Computer terminology along with their social, ethical, and moral implications is included. Guide students on how to use computer application programs such as word processing, electronic worksheets, databases, and graphic presentations. Additional topics include managing email, the Internet and their characteristics. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

##### **COMP 138 OBJECT ORIENTED LANGUAGE I**

Study general concepts of electronic data processing and its relationship with business activities. Include discussion of object-oriented programming concepts using Visual Basic programming language. Students work with variables, constants, data types, expression, decision structures, repetitive structure, and sequential file processing, among others. Emphasis placed on problem identification, problem solving, and decision-making taking into account ethical and moral standards. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

##### **COMP 140 DATABASES**

Study of the fundamental concepts of the databases used to increase efficiency and productivity in the business environment as well as for solving business problems from the ethical and moral perspective. Development of basic and advanced skills in the use of relational database systems. Discusses the basic design and manipulation of tables, forms, queries and reports. It delves into the application of advanced queries, forms, including calculations, import / export data and macro concepts, among others. The course requires an additional charge of lab fee.

3 hours, 1 semester, 3 credits

### **COMP 241 REPORT PROGRAMMING GENERATOR (RPG)**

**Prerequisites:** COMP 138 and ACCT 213

Provides a synthesis of programming tools and techniques for the development of computer programs in RPG language. Emphasis is given to electronic data processing in business, working on programs related to payroll, production reports, accounting systems, and inventory control. Entails one day (1 hour) in the classroom and one day (1 hour) in the computer laboratory.

2 hours, 1 semester, 2 credits

### **COMP 242 COBOL PROGRAMMING LANGUAGE**

**Prerequisite:** COMP 138

Provides an analysis of programming tools and techniques for the development of COBOL programs. The course includes language interactions, disk files, mathematical applications, conditions, arrays, tables, control breaks, interactive processes, and others. Payroll applications, accounting systems, and production reports are coded. Entails one day (1.5 hours) in the classroom and one day (1.5 hours) in the computer laboratory.

3 hours, 1 semester, 3 credits

### **COMP 244 OBJECT ORIENTED LANGUAGE II**

**Prerequisite:** COMP 138

Designed to introduce students to object-oriented programming using Delphi (Pascal version) and its association with business activities. Focus on problem identification and problem solving techniques. Students will utilize commands, statements, and procedures of this language to develop computer programs that takes into consideration ethical and moral aspects. The course requires an additional laboratory fee.

2 hours, 1 semester, 2 credits

### **COMP 247 SPREADSHEET**

Basic and advanced study for the use of electronic worksheet in solving business problems from the ethical and moral perspective. Basic topics include: spreadsheet design, mathematical operations, functions, sorting and classification of data, and development of graphs. It delves into the application advanced of financial functions, date / time, search reference, logic and statistics, management of consolidated spreadsheet; import / export data and macro concepts. The course requires an additional charge of lab fee.

3 hours, 1 semester, 3 credits

### **COMP 262 HYPERTEXT MARKUP LANGUAGE (HTML)**

Teach how to create Web documents using efficient, reliable, ethical, and moral practices using HTML code. Topics include HTML basic, structure, links, format, insertion of graphics and images, lists, tables, forms creation, cascading style sheets, among others. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

### **COMP 265 INTRODUCTION TO ELECTRONIC COMMERCE**

**Co-requisite:** MKTG 211

Explore how the Internet has revolutionized the buying and selling of goods and services in the marketplace. Topics include Internet business models, electronic commerce infrastructure, designing on-

line storefronts, payment acceptance and security issues, and the legal, moral, and ethical challenges of electronic commerce. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

### **COMP 271 LOGIC AND STRUCTURED DESIGN CONCEPTS AND APPLICATIONS**

Design to develop analytical thinking skills through a comprehensive introduction to logic and structured designed tools. Student develops programming algorithms to help solve various business situations evaluated from an ethical and moral aspect. The use of pseudo codes, hierarchical diagrams, flowcharts, among others techniques are contemplated. Help student understand and handle structured programming logic. The course requires an additional laboratory fee.

2 hours, 1 semester, 2 credits

### **COMP 272 SUPPORTING USERS AND TROUBLESHOOTING AN OPERATING SYSTEM**

Discuss concepts and procedures necessary for the maintenance, diagnostic and troubleshooting of basic problems end users will face while running mayor operating systems. Aid student to provide ethical and legal technical support to the end user community regarding operating systems. Presents concepts of installation, operation and diagnosis of problems with the operating system. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

### **COMP 274 SUPPORTING USERS AND TROUBLESHOOTING DESKTOP APPLICATIONS**

This course introduces students to applications included with the operating system, such as e-mail, web browsers, and maintenance utilities. It emphasizes the concepts necessary for providing technical support and problem solving. Furthermore, it will enable students to offer technical support to users in the management and use of the desktop programs most commonly used by businesses, as well as solve any user-related problems. Lab is required.

3 hours, 1 semester, 3 credits

### **COMP 275 SOFTWARE AND HARDWARE INSTALLATION**

Teach student how to install, update, and maintain personal computer hardware and software. Discuss information system terminology along with their social, ethical, moral, and legal implications. Hardware and software installation demonstration and hand-on exercise are included. The course requires an additional laboratory fee.

2 hours, 1 semester, 2 credits

### **COMP 285 WEB PAGE PUBLISHING**

Designed to provide both theoretical and practical knowledge on creating webpages. Emphasis placed on the principle of planning, designing, building, and publishing website, along with the social, ethical, moral, and legal implication. The course requires an additional laboratory fee.

2 hours, 1 semester, 2 credits

### **COMP 305 STRUCTURED QUERY LANGUAGE (SQL)**

**Co-requisite: COMP 140**

Provide student with a theoretical and practical knowledge on the use of "Structured Query Language (SQL)." Instructs database programmer how to use SQL to create, modify, and search stored data from

a relational database. Topics include storing, retrieving, summarizing, modifying data, compounded conditions, formats, data integrity, row function, arithmetic operations, ethical and legal aspects of managing data, and a relational database, among others. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

### **COMP 310 C LANGUAGE**

#### **Prerequisite: COMP 138**

Study the fundamentals of the C programming language based on the principles of structured programming and its applications in business activities. Emphasis placed on design, development, and program code using C programming language to derive at an ethical and legal business solutions. Topics include input/output operations, iteration, arithmetic operations, and conditional statements, among other. The course requires an additional laboratory fee.

2 hours, 1 semester, 2 credits

### **COMP 315 JAVA PROGRAMMING LANGUAGE**

#### **Prerequisite: COMP 138**

Discuss computer-programming concepts using the JAVA programming language with object-oriented programming principles. Emphasis placed on event-driven programming methods, designing, coding, testing, executing, and solving business problems from an ethical and moral perspective. Topics include classes, objects, methods, arithmetic and logical operators, selection structure, Graphic User Interface (GUI) applications, among others. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

### **COMP 322 SYSTEMS ANALYSIS AND DESIGN**

Discuss the established and evolving system methodologies. Emphasis placed on system characteristics, analysis, design, and development. Topics include, managing projects, prototyping, system development life cycle phases, data validation, ethical and legal aspects of managing information systems, among others. Student create and analyze, data flow diagrams, data dictionaries, process specifications, entity-relation diagrams, Warnier-Orr, use-case, and others. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

### **COMP 326 OPERATING SYSTEMS AND HARDWARE**

Discuss fundamental concepts of computer operating systems design and implementation. Emphasize placed on intellectual property, legal and moral aspects of managing and maintain operating systems. Topics include I/O programming, concurrent processes and synchronization problems, process management and scheduling of processes, virtual memory management, device management, file systems, deadlock problems, system calls, and process communication, among others. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

### **COMP 350 NETWORKS**

Describe computer networks and telecommunications concepts and principles. Material covers basic network terminology, as well as, planning, installation, configuration, administration, management,

maintenance, monitoring, and troubleshooting of network infrastructure components. The student participates in network simulations taking into account ethical and moral standards. The course requires an additional laboratory fee.

2 hours, 1 semester, 2 credits

### **COMP 425 DEVELOPMENT OF SYSTEM APPLICATIONS**

**Prerequisites:** COMP 138, COMP 140 and one of the following courses: COMP 242, COMP 244, COMP 262, COMP 310, COMP 315)

Design to aid students in the development of business applications. Students assume an active role in the development of information system applications. Requires students to document and develop business computer application using object oriented programming principles. The course promotes the importance of creating computer application solutions that reflect ethical and legal concepts. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

### **COMP 432 INFORMATION SYSTEMS ADMINISTRATION**

Provide an introduction to management information system concepts and an examination of their supporting role in business functions. Explore the relationship between information technology and its impact on different organizational components, such as organizational strategy, organization structure, management process, individual roles, technological resistance, ethical-legal issues, and global implications, among others. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

### **COMP 490 INFORMATION SYSTEM PROFESSIONAL DEVELOPMENT SEMINAR**

The student has to participate in one (1) information systems professional development seminar. The course requires the student to submit an essay of the content and subject of the seminar considering ethical and moral principles found in the field of informatics. The student will provide an original and reliable document of his/her participation and/or assistance to the seminar.

1 semester, 1 credit

### **COMP 494 PROFESSIONAL EXPERIENCE IN C PROGRAMMING LANGUAGE**

Provides the opportunity to demonstrate proficiency using the C Programming Language. Emphasis placed on practical work aptitudes, as well as, general and technical knowledge acquired during his/her professional experience. Students will illustrate ethical and moral professionalism. A minimum of one (1) year of uninterrupted professional experience is required in three (3) or more of the following areas:

1. Statistical programming
2. Finance programming
3. Managerial programming
4. Economy programming
5. File creation and manipulation
6. Modification and/or revision of existing applications
7. Designing and programming interactive screens
8. Program documentation
9. End-user support training

1 semester, 3 credits



### **COMP 495 PROFESSIONAL EXPERIENCE IN RPG PROGRAMMING LANGUAGE**

Provides the opportunity to demonstrate proficiency using the RPG Programming Language. Emphasis placed on practical work aptitudes, as well as, general and technical knowledge acquired during his/her professional experience. Students will illustrate ethical and moral professionalism. A minimum of one (1) year of uninterrupted professional experience is required in three (3) or more of the following areas:

1. Payroll programming
2. Production programming
3. Accounting and inventory control programming
4. Modification and/or revision of existing applications
5. Designing and programming interactive input and output screens
6. Program documentation
7. End-user support training

1 semester, 3 credits

### **COMP 496 PROFESSIONAL EXPERIENCE IN COBOL PROGRAMMING LANGUAGE**

Provides the opportunity to demonstrate proficiency using the COBOL Programming Language. Emphasis placed on practical work aptitudes, as well as, general and technical knowledge acquired during his/her professional experience. Students will illustrate ethical and moral professionalism. A minimum of one (1) year of uninterrupted professional experience is required in three (3) or more of the following areas:

1. File creation and maintenance
2. Payroll programming
3. Accounting programming
4. Production programming
5. Modification and/or revision of existing applications
6. Designing and programming interactive input and output screens
7. Experience working with complicated and complex mathematical equations and situations.
8. Programming arrays processing and table handling
9. Program documentation
10. End-user support training
11. File maintenance with sorting concept

1 semester, 3 credits

### **COMP 497 PROFESSIONAL EXPERIENCE IN SYSTEMS ANALYSIS AND DESIGN**

Provides the opportunity to demonstrate proficiency in system analysis and design. Emphasis placed on practical work aptitudes, as well as, general and technical knowledge acquired during his/her professional experience. Students will illustrate ethical and moral professionalism. A minimum of one (1) year of uninterrupted professional experience is required in three (3) or more of the following areas:

1. Analysis of information systems or computer applications.
2. Preparation of questionnaires to collect data.
3. Preparation of interviews to obtain data.
4. Preparation of observations to obtain data.
5. Preparation and use of prototypes to implement or improve a system.
6. Use of the data flow for analysis.

7. Use of the entity relational diagram.
8. Design of input window.
9. Design of output window.
10. Design of files for the handling systems.
11. Using specification process: English Structured, Decision Table, Decision Tree.
12. Preparation of reports to describe the files in a system.

1 semester, 3 credits

### **COMP 498 INFORMATION SYSTEM INTERNSHIP**

**Prerequisite:** The student must be in his/her last semester.

**Co-requisite:** COMP 499

Provide work experience, in an internship center, in the area of information systems. During this experience, the student works a minimum of 15 hours per week until completing 195 minimum hours during the semester. Help strengthen communication, leadership, critical analysis, and conflict management skills demonstrating an ethical, moral, and legal sense.

195 hours, 1 semester, 2 credits

### **COMP 499 INFORMATION SYSTEMS SEMINAR**

**Prerequisite:** The student must be in his/her last semester.

**Co-requisite:** COMP 498

Analyze and discuss student experience during the weekly information system internship. Review of readings and topics of current relevance in information systems from an ethical, moral, and legal perspective.

15 hours, 1 semester, 1 credit

## **BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN INTERNATIONAL BUSINESS (B.B.A.-INTB)**

### **OBJECTIVES**

1. Discuss the role of the ethical-Christian values of the Catholic Church in the context of various situations taking place in global business.
2. Acknowledge, within the global economic order, the humanistic role of human resources within the various positions in the global trade field.
3. Resolve conflicts of global trade using qualitative and quantitative methods.
4. Experiment through his/her performance with various systems of information technology.
5. Combine several entrepreneurial functions regarding conflict resolution within global business.
6. Appreciate the existing diversity in values, culture, and points of view within the global business environment.

## GRADUATE PROFILE

1. Acknowledge the importance of quantitative and qualitative research in regards to the various areas of global business.
2. Use the entrepreneurial functions of planning, organizing, control, and leading in conflict resolution within the global business scenario.
3. Further entrepreneurial functions within the managerial and economic orders of global businesses.
4. Outline the use of communications skills in problem resolution in regard to the diversity of values, cultures, and points of view.
5. Apply his/her moral formation in ethical-Christian values of the Catholic Church in his/her professional performance within the global business framework.
6. Differentiate the necessary information for decision making in regards to the finance and marketing systems of global businesses.

### REQUIREMENTS FOR THE BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN INTERNATIONAL BUSINESS (BBA-INTB)

COURSES	CREDITS
General Education	61
College	43
Major	33
Major Electives	3
<b>TOTAL</b>	<b>140</b>

### COLLEGE COURSE REQUIREMENTS

	COURSE	CREDITS
ADA 395	Business Documents Analysis	3
ACCT 213*	Fundamentals of Accounting I	4
COMP 117*	Introduction to Computers (Equivalent to TOUR 250)	3
ECON 201	Fundamentals and Applications of Economics I	3
FINA 211*	Business Statistics I	3
FINA 315	Managerial Finance I	3
FINA 318*	Business Statistics II	3
GLBM 340	International Accounting (Equivalent to ACCT 340)	3
GLBM 426	Global Economics (Equivalent to ECON 426)	3
MGNT 111	Management Fundamentals (Equivalent to TOUR 220)	3
MGNT 210	Organizational Behavior (Equivalent to TOUR 305)	3

MGNT 313	Business Law I (Equivalent to TOUR 290)	3
MGNT 416	Business Ethics	3
MKTG 211	Marketing Fundamentals (Equivalent a TOUR 230)	3
	<b>TOTAL</b>	<b>43</b>

\*Course requires an additional Laboratory Fee

#### MAJOR COURSE REQUIREMENTS\*\*\*\*

	COURSE	CREDITS
GLBM 230	Cultural Awareness in Global Business	3
GLBM 310	Global Business (Equivalent to MGNT 410)	3
GLBM 316	Global Marketing (Equivalent to MKTG 416)	3
GLBM 320	Global Strategy	3
GLBM 335	Global Business Law	3
GLBM 445	Transportation and Global Logistics	3
GLBM 498	Global Business Internship	2
GLBM 499	Global Business Seminar	1
FINA 313	Money and Banking	3
MGNT 417*	Operations and Production Management	3
MGNT 420	Fundamentals of Purchasing and Materials Handling	3
MKTG 400	Marketing Channels	3
	Major Elective Course	3
	<b>TOTAL</b>	<b>36</b>

\*\*\*\*Major courses must be passed with a grade of C or higher.

#### MAJOR ELECTIVE COURSES\*\*\*\*

	COURSES	CREDITS
COMM 206	Public Relations	3
COMP 432*	Information Systems Administration	3
GLBM 497	International Business Experience	3
MKTG 314	Marketing Research	3
MKTG 430	Services Marketing	3
MKTG 440	Marketing Management	3

\*Course requires an additional Laboratory Fee

\*\*\*\*Major elective courses must be passed with a grade of C or higher.

**CURRICULUM SEQUENCE FOR THE  
BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION  
WITH A CONCENTRATION IN INTERNATIONAL BUSINESS (BBA-INTB)  
FIRST YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141 (G)	3	POSC 221 (G)	3
ENGL 115 (G)	3	SPAN 142 (G)	3
ORIE 003 (G)***	0	ENGL 201 (G)	3
SOCI 102 (G)	3	ORIE 004 (G)***	0
MATH 152 (G)	3	MGNT 111 (C)	3
COMP 117 (C)*	3	PHED ____ (Elective) (G)	1
ART 101/MUSI 102/THEA 101 (G)	3	GLBM 230 (D)	3
<b>CREDITS</b>	<b>18</b>	<b>CREDITS</b>	<b>16</b>

\*Course requires an additional Laboratory Fee

**SECOND YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 213 (G)	3	FOLG ____ (Elective) (G)	3
ACCT 213 (C)*	4	HIST 105 (G)	3
ECON 201 (C)	3	GLBM 310 (D)	3
MGNT 210 (C)	3	THEO 130 (G)	3
MKTG 211 (C)	3	GLBM 340 (C)	3
		CHEM 117 (G)	3
<b>CREDITS</b>	<b>16</b>	<b>CREDITS</b>	<b>18</b>

\*Course requires an additional Laboratory Fee

**THIRD YEAR**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MGNT 230 (G)	3	GLBM 426 (C)	3
BIOL 115 (G)	3	FINA 318 (C)*	3
FINA 211 (C)*	3	ADA 395 (C)	3
MGNT 313 (C)	3	MGNT 417 (D)*	3
GLBM 316 (D)	3	GLBM 320 (D)	3
PHIL 312 (G)	3	PHIL 340 (G)	3
<b>CREDITS</b>	<b>18</b>	<b>CREDITS</b>	<b>18</b>

\*Course requires an additional Laboratory Fee

#### FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
GLBM 335 (D)	3	MKTG 400 (D)	3
THEO 131 (G)	3	HIST 211 (G)	3
FINA 315 (C)	3	THEO 132 (G)	3
GLBM 445 (D)	3	MGNT 416 (C)	3
FINA 313 (D)	3	GLBM 498 and 499 (D)	3
Major Elective (E) _____	3	MGNT 420 (D)	3
<b>CREDITS</b>	<b>18</b>	<b>CREDITS</b>	<b>18</b>

#### BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN INTERNATIONAL BUSINESS AND LOGISTICS (BBA-LOGS) (MORATORIUM)

##### OBJECTIVES

1. Emphasize the importance of Economics, Finance, Marketing, and Management in relation to Global Business and Logistics.
2. Educate about situational conflicts prevalent with regards to the diversity of cultural values and tolerance of ambiguity within the organizations participating in Global Business and Logistics.
3. Examine the behavior of today's enterprises in view of the ethical-Christian values of the Catholic Church.
4. Consider various alternatives and solutions to existing conflicts using quantitative and qualitative methods.
5. Write about solutions to case studies in Global Business and Logistics based on information systems.
6. Compare communications skills used in management of interpersonal relations and of effective collaboration in the framework of Global Commerce and Logistics.

##### GRADUATE PROFILE

1. Highlight the existence of diversity in values, culture, and tolerance of ambiguity within enterprises operating in the global business area.
2. Express his/her ethical-Christian values in managing situations related to Global Business and Logistics.
3. Apply critical thinking skills in regards to materials purchasing, handling, and selection of distribution channels within the Global Business and Logistics environment.
4. Analyze qualitative and quantitative methods in the operations management of Global Businesses and Logistics.

5. Combine conflict resolution and communications concepts in the effective management of enterprises within the Global Trade and Logistics environment.
6. Select appropriate information systems for the development of transportation and logistics strategies in global trade.

**REQUIREMENTS FOR THE  
BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION  
WITH A CONCENTRATION IN INTERNATIONAL BUSINESS AND LOGISTICS (BBA-LOGS)  
(MORATORIUM)**

<b>COURSES</b>	<b>CREDITS</b>
General Education	61
College	44
Major International Business	24
Major Logistics	15
Free Elective	3
<b>TOTAL</b>	<b>147</b>

**COLLEGE COURSE REQUIREMENTS**

	<b>COURSE</b>	<b>CREDITS</b>
ADA 395	Business Documents Analysis	3
ACCT 213*	Fundamentals of Accounting I	4
ACCT 214*	Fundamentals of Accounting II	4
COMP 117*	Introduction to Computers (Equivalent to TOUR 250)	3
ECON 201	Fundamentals and Applications of Economics I	3
ECON 202	Fundamentals and Applications of Economics II	3
FINA 211*	Business Statistics I	3
FINA 315	Managerial Finance I	3
FINA 318*	Business Statistics II	3
MGNT 111	Management Fundamentals (Equivalent to TOUR 220)	3
MGNT 210	Organizational Behavior (Equivalent to TOUR 305)	3
MGNT 313	Business Law I (Equivalent to TOUR 290)	3
MGNT 416	Business Ethics	3
MKTG 211	Marketing Fundamentals (Equivalent a TOUR 230)	3
	<b>TOTAL</b>	<b>44</b>

\*Course requires an additional Laboratory Fee

**MAJOR COURSE REQUIREMENTS\*\*\*\***

<b>INTERNATIONAL BUSINESS</b>		<b>CREDITS</b>
GLBM 230	Cultural Conscience in Global Business	3
GLBM 310	Global Business (Equivalent to MGNT 410)	3
GLBM 316	International Marketing (Equivalent to MKTG 416)	3
GLBM 320	Global Strategy	3
GLBM 426	Global Economy (Equivalent to ECON 426)	3
GLBM 445	Transportation and Logistics	3
	Major Elective Courses	6
<b>TOTAL</b>		<b>24</b>

**MAJOR ELECTIVE COURSES\*\*\*\***

<b>INTERNATIONAL BUSINESS</b>		<b>CREDITS</b>
GLBM 340	International Accounting (Equivalent to ACCT 340)	3
GLBM 497	International Business Experience	3
GLBM 498	Global Business Internship	2
GLBM 499	Global Business Seminar	1
MKTG 314	Marketing Research	3
MKTG 430	Services Marketing	3
MKTG 440	Marketing Management	3

**MAJOR COURSE REQUIREMENTS\*\*\*\***

<b>LOGISTICS</b>		<b>CREDITS</b>
GLBM 335	Global Business Law	3
MGNT 417*	Operations and Production Management	3
MGNT 420	Fundamentals of Purchasing and Materials Handling	3
MKTG 400	Marketing Channels	3
FINA 313	Money and Banking	3
<b>TOTAL</b>		<b>15</b>

\*Course requires an additional Laboratory Fee



### MAJOR ELECTIVE COURSES\*\*\*\*

LOGISTICS		CREDITS
GLBM 455	Transportation and Global Logistics	3
GLBM 460	Port Security Management	3
MGNT 320	Strategic Management of Human Resources (Equivalent to TOUR 415)	3
MGNT 485	Maritime Logistic	3
BLAW 325	Maritime Law	3

\*\*\*\*Major Elective courses must be passed with a grade of C or higher.

### CURRICULUM SEQUENCE FOR THE BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN INTERNATIONAL BUSINESS AND LOGISTICS (BBA-LOGS) FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141 (G)	3	POSC 221 (G)	3
ENGL 115 (G)	3	SPAN 142 (G)	3
ORIE 003 (G)***	0	ENGL 201 (G)	3
SOCI 102 (G)	3	ORIE 004 (G)***	0
MATH 152 (G)	3	MGNT 111 (C)	3
COMP 117 (C)*	3	PHED ____ (Elective) (G)	3
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>13</b>

\*Course requires an additional Laboratory Fee

### SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 383 (G)*	3	FOLG ____ (Elective) (G)	3
ACCT 213 (C)*	4	HIST 105 (G)	3
ECON 201 (C)	3	ACCT 214 (C)	4
MGNT 210 (C)	3	ECON 202 (C)	3
MKTG 211 (C)	3	GLBM 230 (D)	3
<b>CREDITS</b>	<b>16</b>	<b>CREDITS</b>	<b>16</b>

\*Course requires an additional Laboratory Fee

### THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MGNT 230 (G)	3	THEO 130 (G)	3
CHEM 117 (G)	3	FINA 318 (C)*	3
FINA 211 (C)*	3	ADA 395 (C)	3
MGNT 313 (C)	3	PHIL 312 (G)	3
GLBM 310 (D)	3	GLBM 320 (D)	3
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>15</b>

\*Course requires an additional Laboratory Fee

### FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
GLBM 335 (D)	3	ART 101/MUSI 102/THEA 101 (G)	3
THEO 131 (G)	3	HIST 211 (G)	3
FINA 315 (C)	3	THEO 132 (G)	3
GLBM 316 (D)	3	BIOL 115 (G)	3
FINA 313 (D)	3	GLBM 426 (D)	3
<b>CREDITS</b>	<b>15</b>	<b>CREDITS</b>	<b>15</b>

### FIFTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MKTG 400 (D)	3	MGNT 417 (D)*	3
GLBM 445 (D)	3	MGNT 420 (D)	3
PHIL 340 (G)	3	Major Elective (D)_____	3
Major Elective (D) _____	3	Free Elective (D,G,C) _____	3
		MGNT 416 (C)	3
<b>CREDITS</b>	<b>12</b>	<b>CREDITS</b>	<b>15</b>

\*Course requires an additional Laboratory Fee

---

## **COURSE DESCRIPTIONS**

### **GLBM 230 CULTURAL CONSCIENCE IN GLOBAL BUSINESS**

Study of business etiquette and protocol techniques which empower the students in understanding the global environment of international enterprises. Provides knowledge based upon existing geopolitical, social, economic and cultural diversity. These aspects are examined from Our Church ethical and moral perspective.

3 hours, 1 semester, 3 credits

### **GLBM 310 GLOBAL BUSINESS (Equivalent to MGNT 410)**

#### **Prerequisite: MKTG 211**

Study of managerial functions in the global economy. The evolution of the global business management; cultural diversity; the effective use of human resources, and factors affecting senior management in strategic planning, organization, direction and control of global operations are examined. Moral and ethical issues inherent in global operations are studied from the perspective of the social doctrine of Our Church.

3 hours, 1 semester, 3 credits

### **GLBM 316 INTERNATIONAL MARKETING (Equivalent to MKTG 416)**

#### **Prerequisite: MKTG 211**

Study the nature of marketing activities beyond national frontiers. Includes entry strategies to offshore markets and the levels of participation in the global market. Study the management of marketing mix within the international environment. Study the ethical and moral aspects of the Church's social doctrine inherent to global marketing activities.

3 hours, 1 semester, 3 credits

### **GLBM 320 INTERNATIONAL MARKETING (Equivalent to MKTG 416)**

#### **Prerequisite: GLBM 310**

This course goes beyond global and international strategic development and focuses on the implementation of strategy in a global marketplace. Course material and class discussions go beyond single country firm strategy, and focus on the global aspect of strategy, and management. Topics such as organizing a firm in order to facilitate the implementation and execution of global strategies, the function of the national managers of worldwide organizations in the implementation of global strategies. Special attention is placed on social responsibility issues from a Christian ethical moral perspective.

3 hours, 1 semester, 3 credits

### **GLBM 335 GLOBAL BUSINESS LAW**

#### **Prerequisite: MGNT 313**

All essential legal aspects regarding global business will be studied. Includes a discussion of how international treaties and the different legal systems of the world affect global business. Emphasis on how the administration of a business enterprise operating in a global market is benefitted, based on the legal aspects which apply.

3 hours, 1 semester, 3 credits

### **GLBM 340 INTERNATIONAL ACCOUNTING (EQUIVALENT TO ACCT 340)**

#### **Prerequisite: ACCT 214**

Study of accounting connecting it with international dimensions. Discussion of areas related to foreign currency transactions; auditing; financial statements and taxes. Includes: efforts of harmonization and issuance of international accounting standards; comparison of foreign countries accounting procedures; economic, political, legal and cultural factors; discussion of managerial accounting areas concerned with information gathering, planning, control and the implementation of business performance measures taking in account ethical and moral issues of Our Church social doctrine.

3 hours, 1 semester, 3 credits

### **GLBM 420 INTERNATIONAL FINANCE (Equivalent to FINA 420)**

#### **Prerequisite: FINA 315**

Study the role of financial markets, foreign exchange risks, and international investment in the formulation of financial strategies in the enterprise. Includes: balance payments; currency markets; rate exchange; international monetary system; accounting, economic and political risk, short and long term financial investment. Study of the relationship between ethical and moral issues and the decision making process within the financial international markets.

3 hours, 1 semester, 3 credits

### **GLBM 426 GLOBAL ECONOMY (Equivalent to ECON 426)**

#### **Prerequisite: ECON 202**

Study of trade and international finance and its relevance in the organization's decision making process: exports, imports, trade barriers, balance payment, foreign direct investment and international financial markets. Identify Social Doctrine aspects of Our Church within international economy issues.

3 hours, 1 semester, 3 credits

### **GLBM 445 TRANSPORTATION AND GLOBAL LOGISTICS**

#### **Prerequisite: GLBM 310**

Study of various subjects regarding transportation and logistics as elements in global business. Discussion of theory, history and practice of supply chain. Provides the student with the basic knowledge inherent in the design and planning of the logistics and transportation. Details of the metric areas and actual tendencies in this industry are considered. The course is presented from the ethical and moral perspective of Our Church.

3 hours, 1 semester, 3 credits

### **GLBM 455 INTERNATIONAL TRANSPORTATION MANAGEMENT**

A study of the management of various modes of transportation with particular emphasis on maritime and intermodal issues; examination of transportation economics and policies in a global context including activities of key interest groups, governmental and nongovernmental organizations, and contemporary market trends.

3 hours, 1 semester, 3 credits

### **GLBM 460 PORT SECURITY MANAGEMENT**

Study of port security management, its history and importance. Discussion of safety policies, regulations, legislation and treaties which the local, national and international trade must comply. Analysis of the

Homeland Security Enhancement Act, Patriot Act and Domestic Security Act impact upon the economic port activities. Discussion of handling cargo technologies, devices and strategies used at ports. Integration of ethical and moral concepts of Our Church in port security management.

3 hours, 1 semester, 3 credits

### **GLBM 497 INTERNATIONAL BUSINESS EXPERIENCE**

#### **Prerequisite: GLBM 497**

This course offers the student with a global business perspective and the opportunity to develop first-hand knowledge related to global business. Provides the student with an opportunity to be exposed to international business environment and practices outside of Puerto Rico. Facilitates the student with the experience of developing knowledge regarding the cultural, social, political, and business environment of the host country. Emphasis is given on the ethical and moral issues of Our Church which arouse in the exposition to other cultures.

3 hours, 1 semester, 3 credits

### **GLBM 498 GLOBAL BUSINESS INTERNSHIP**

**Prerequisites:** The student must be in his/her last semester with a minimum cumulative Grade Point Average of 2.5 and a minimum concentration Grade Point Average of 3.0.

#### **Co-requisite: GLBM 499**

This course provides work experience in the area of global business. During this experience, the student works a minimum of fifteen (15) hours per week and 195 hours in the semester at only one (1) center of practice in which he/she strengthens his/her managerial skills demonstrating a moral-ethical sense.

195 hours, 1 semester, 2 credits

### **GLBM 499 GLOBAL BUSINESS SEMINAR**

**Prerequisites:** The student must be in his/her last semester with a minimum cumulative Grade Point Average of 2.5 and a minimum concentration Grade Point Average of 3.0.

#### **Co-requisite: GLBM 498**

Analysis and discussion of real situations and problems that arise in work experience. Review of readings and topics of current relevance in management from the moral-ethical perspective of Our Church.

15 hours, 1 semester, 1 credit

## **UNDERGRADUATE PROGRAM COMMUNICATIONS, MARKETING AND TOURISM**

**Prof. Vivianne Asad Pérez, M.B.A., Director**

**Dr. José Lucas Rodríguez Fontánez, D.B.A., Coordinator**

**Faculty:** Dr. Francisco González González, Prof. Marisol López Feliberty, Dr. Frank Lozada Contreras, Dr. José Lucas Rodríguez Fontánez, Prof. Frances Santiago Hernández

## BACHELOR OF BUSINESS ADMINISTRATION IN COMMUNICATION MEDIA IN BUSINESS (BBA-MEDI)

### GRADUATE PROFILE:

1. Evidence ethical and Christian values in their role within the media.
2. Apply related to the field of public relations knowledge.
3. Develop and implement advertising strategies and persuasion.
4. Apply writing techniques for different media both print and electronic.
5. Employ speaking techniques and speech in the performance of their duties.
6. Recommends strategies for effective purchase of spaces in the media.
7. It has the administrative skills to manage various media.
8. Master the techniques of radio and television production using information technology and tools.

### PROGRAM OBJECTIVES:

1. To express ethical and Christian values in handling the media.
2. Design strategies for developing an advertising plan.
3. Apply technical skills of production in the various electronic media, such as radio and television.
4. Demonstrate administrative and leadership skills to lead a media outlet.
5. Use correct public relations techniques to promote the good image of a company.
6. Use oratory skills and speech in the effective management of mass media.
7. Recognize the impact and responsibility of mass media in the field of business.

### REQUIREMENTS FOR THE BACHELOR OF BUSINESS ADMINISTRATION OF COMMUNICATION MEDIA IN BUSINESS

	CREDITS
Courses Required in General Education	61
Courses Required by the College	35
Courses Required by the Major in Communication Media in Business	36
<b>TOTAL CREDITS 132</b>	

### COURSES REQUIRED IN GENERAL EDUCATION

		CREDITS
ART 101, MUSI 102 or THEA 101	Art Appreciation, Music Appreciation or Theatre Appreciation	3
BIOL 115	Fundamentals of Environment Sciences and Ecology	3
CHEM 117	General Science: Physical Science	3
ENGL 115	English Oral Communication and Listening Comprehension	3
ENGL 201	Basic Principles of Reading and Writing	3
ENGL 383	Business Communication	3
HIST 105	History of Western Thought	3
HIST 253	History of Puerto Rico (Condensed)	3
MATH 153	Business Mathematics	3

MGNT 230	Entrepreneurship	3
ORI 003-004	University Introduction I-II	0
PHED	Elective	1
PHIL 312	Elemental Logistic or Human Philosophy	3
PHIL 340	Ethics	3
POSC 101	Political and Economics Process	3
SOCI 102	Study of Human Coexistence	3
SPAN	Elective	3
SPAN 141-142	Reading, writing and speaking for Communication I-II	6
THEO 130	The Divine Revelation	3
THEO 131	The Church of Christ	3
THEO 132	The Christian Family	3

### COURSES REQUIRED BY THE COLLEGE

		CREDITS
ACCT 213-214	Fundamentals of Accounting I-II	8
COMP 117	Introduction to Computers	3
ECON 201	Fundamentals and Application of Economics I	3
FINA 211	Quantitative Methods I	3
FINA 315	Financial Management I	3
MGNT 111	Management Fundamentals	3
MGNT 410	Global Business (Equivalent GLBM 310)	3
MGNT 416	Business Ethics	3
MKTG 211	Marketing Fundamentals	3
MKTG 340	Sales Promotion and Advertising	3

### COURSES REQUIRED FOR THE MAJOR OF COMMUNICATION MEDIA IN BUSINESS

		CREDITS
COMM 113	Communication Theory	3
COMM 200	Public Speaking and Announcing	3
COMM 201	Journalism Techniques	3
COMM 206	Public Relations	3
COMM 207	Script Writing for Radio and Television	3
COMM 215	Design and Planning of Print Media	3
COMM 311	Legal and Ethical Aspects of Communication	3
COMM 317	Radio Production	3
COMM 319	Television Production	3
COMM 400	Communication Media Management	3
COMM 430	Media Buying	3
COMM 498	Communication Internship	2
COMM 499	Communication Seminar	1

Minimum Grade for the approval of major courses is a C.

**Note: This curriculum applies to students, who declare or change major effective august 2018.**

**CURRICULUM SEQUENCE FOR THE BACHELOR OF BUSINESS  
ADMINISTRATION IN COMMUNICATION MEDIA IN BUSINESS**

<b>FIRST YEAR</b>			
<b>FIRST SEMESTER</b>	<b>CREDITS</b>	<b>SECOND SEMESTER</b>	<b>CREDITS</b>
COMM 113	3	ART 101, MUSI 102 o THEA 101	3
COMP 117	3	ENGL 201	3
ENGL 115	3	FINA 211	3
MATH 153	3	ORIE 004	0
ORIE 003	0	MGNT 111	3
PHED	1	SPAN 142	3
SPAN 141	3	THEO 130	3
<b>CREDITS 16</b>		<b>CREDITS 18</b>	

<b>SECOND YEAR</b>			
<b>FIRST SEMESTER</b>	<b>CREDITS</b>	<b>SECOND SEMESTER</b>	<b>CREDITS</b>
ACCT 213	4	ACCT 214	4
COMM 201	3	COMM 200	3
COMM 206	3	COMM 207	3
ECON 201	3	COMM 215	3
THEO 131	3	SPAN	3
<b>CREDITS 16</b>		<b>CREDITS 16</b>	

<b>THIRD YEAR</b>			
<b>FIRST SEMESTER</b>	<b>CREDITS</b>	<b>SECOND SEMESTER</b>	<b>CREDITS</b>
COMM 311	3	HIST 105	3
COMM 317	3	FINA 315	3
COMM 319	3	MGNT 410	3
MKTG 211	3	MKTG 340	3
PHIL 312	3	PHIL 340	3
SOCI 102	3	POSC 101	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	



FOURTH YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
CHEM 117	3	BIOL 115	3
COMM 430	3	COMM 400	3
ENGL 383	3	COMM 498	2
MGNT 230	3	COMM 499	1
MGNT 416	3	HIST 253	3
		THEO 132	3
CREDITS 15		CREDITS 15	

### BACHELOR OF BUSINESS ADMINISTRATION IN RADIO AND TELEVISION PRODUCTION (BBA-RADI)

#### GRADUATE PROFILE:

1. It has ethical and Christian values and evidence in their professional performance as a producer of radio and television.
2. Exhibits and administrative skills to lead mass media such as radio and television skills.
3. Apply knowledge in the area of planning, design, production and execution of electronic media programming.
4. Develop scripts and screenplays for media production.
5. Create productions of radio and television according to the needs and expectations of customers.
6. Apply journalism techniques in the production of news programs for radio and television.
7. Manage effectively the production equipment for radio and television.

#### PROGRAM OBJECTIVES:

1. Encourage the development of social responsibility and the highest Christian ethical values in students to produce educational and training program for the media.
2. Encourage the development of administrative skills the student to direct social electronic media such as radio and television.
3. To acquire technical skills for proper and effective management of production equipment radio and television programming in development with the highest degree of innovation and creativity.
4. Develop knowledge in the area of production of electronic media such as radio and television in the light of new technological advances in the telecommunications industry.

## REQUIREMENTS FOR THE BACHELOR OF BUSINESS ADMINISTRATION OF RADIO AND TELEVISION PRODUCTION

	CREDITS
Courses Required in General Education	61
Courses Required by the College	25
Courses Required by the Major	36
Major Elective Courses	3
Free Elective	3
<b>TOTAL CREDITS 128</b>	

### COURSES REQUIRED IN GENERAL EDUCATION

		CREDITS
ART 101, MUSI 102 or THEA 101	Art Appreciation, Music Appreciation or Theatre Appreciation	3
BIOL 115	Fundamentals of Environment Sciences and Ecology	3
CHEM 117	General Science: Physical Science	3
ENGL 115	English Oral Communication and Listening Comprehension	3
ENGL 201	Basic Principles of Reading and Writing	3
ENGL 383	Business Communication	3
HIST 105	History of Western Thought	3
HIST 253	History of Puerto Rico (Condensed)	3
MATH 153	Business Mathematics	3
MGNT 230	Entrepreneurship	3
ORI 003-004	University Introduction I-II	0
PHED	ELECTIVE	1
PHIL 312	Elemental Logistic or Human Philosophy	3
PHIL 340	Ethics	3
POSC 101	Political and Economics Process	3
SOCI 102	Study of Human Coexistence	3
SPAN	Elective	3
SPAN 141-142	Reading, writing and speaking for Communication I-II	6
THEO 130	The Divine Revelation	3
THEO 131	The Church of Christ	3
THEO 132	The Christian Family	3

### COURSES REQUIRED BY THE COLLEGE

		CREDITS
ACCT 213	Fundamentals of Accounting I	4
COMP 117	Introduction to Computers	3
ECON 201	Fundamentals and Application of Economics I	3
FINA 211	Quantitative Methods I	3
MGNT 111	Management Fundamentals	3

MKTG 211	Marketing Fundamentals	3
MGNT 416	Business Ethics	3
MKTG 340	Sales Promotion and Advertising	3

### COURSES REQUIRED FOR THE MAJOR

		CREDITS
ADA 395	Business Documents Analysis	3
COMM 113	Communication Theory	3
COMM 201	Journalism Techniques	3
COMM 207	Script Writing for Radio and Television	3
COMM 208	Photojournalism	3
COMM 311	Legal and Ethical Aspects of Communication	3
COMM 317	Radio Production	3
COMM 319	Television Production	3
COMM 320	Advanced Production for Television	3
COMM 400	Communication Media Management	3
COMM 430	Media Buying	3
COMM 432	Corporate Video Production	3
COMM 498	Communication Internship	2
COMM 499	Communication Seminar	1

### MAJOR ELECTIVE COURSES

		CREDITS
COMM 200	Public Speaking and Announcing	3
COMM 208	Photojournalism	3
COMM 330	Sports Journalism	3
COMM 350	Public Speaking	3
COMP 432	Information Systems Management	3

### FREE ELECTIVE

		CREDITS
Free Elective	General Education, College or Concentration	3

Minimum Grade for the approval of major courses is a C.

**Note: This curriculum applies to students, who declare or change major effective August 2016**

### CURRICULUM SEQUENCE FOR THE BACHELOR OF BUSINESS ADMINISTRATION IN RADIO AND TELEVISION PRODUCTION

FIRST YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
COMM 113	3	ART 101, MUSI 102 o THEA 101	3

COMP 117	3	ENGL 201	3
ENGL 115	3	ORIE 004	0
MATH 153	3	SOCI 102	3
ORIE 003	0	SPAN 142	3
PHED _____	1	THEO 130	3
SPAN 141	3		
<b>CREDITS 16</b>		<b>CREDITS 15</b>	

<b>SECOND YEAR</b>			
<b>FIRST SEMESTER</b>	<b>CREDITS</b>	<b>SECOND SEMESTER</b>	<b>CREDITS</b>
ADA 395	3	ACCT 213	4
COMM 201	3	COMM 207	3
ECON 201	3	HIST 105	3
MGNT 111	3	MKTG 211	3
PHIL 312	3	SPAN _____	3
POSC 101	3		
<b>CREDITS 18</b>		<b>CREDITS 16</b>	

<b>THIRD YEAR</b>			
<b>FIRST SEMESTER</b>	<b>CREDITS</b>	<b>SECOND SEMESTER</b>	<b>CREDITS</b>
COMM 317	3	BIOL 115	3
COMM 319	3	COMM _____	3
FINA 211	3	COMM 311	3
MKTG 340	3	COMM 320	3
PHIL 340	3	HIST 253	3
THEO 131	3	MGNT 230	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

<b>FOURTH YEAR</b>			
<b>FIRST SEMESTER</b>	<b>CREDITS</b>	<b>SECOND SEMESTER</b>	<b>CREDITS</b>
CHEM 117	3	COMM 430	3
COMM 400	3	COMM 432	3
FREE ELECTIVE	3	COMM 498	2
MGNT 416	3	COMM 499	1
THEO 132	3	ENGL 383	3
<b>CREDITS 15</b>		<b>CREDITS 12</b>	

## **BACHELOR OF BUSINESS ADMINISTRATION IN ADVERTISING (BBA-ADVT)**

### **GRADUATE PROFILE:**

1. Integra moral formation and Christian values in the development and implementation of advertising campaigns.
2. Notes and investigates behaviors and trends in consumer behavior to identify needs and opportunities to create successful brands through advertising.
3. Develop strategies for advertising documents focused on the consumer, product and / or service on the market.
4. Use critical thinking, communication skills integrated, skills and creativity to maximize the potential of advertising campaigns interdisciplinary messages to the consumer.
5. Generate creative ideas and effective advertising campaigns that are distinguished in the media.
6. Domain visual skills, verbal and written presentation.
7. Practice principles of leadership and effective communication in groups.
8. Applies to advertising a local and global vision and integrates the principles and skills of effective multicultural communication.

### **PROGRAM OBJECTIVES:**

1. Develop creative and effective advertising campaigns with the highest ethical and Christian content.
2. To demonstrate ethical and Christian values in the performance of their profession.
3. Develop advertising campaigns with professional standards and designed to promote services, products and brands.
4. Apply your knowledge of advertising in local and international markets.
5. Integrate your knowledge of advertising communication with other disciplines.
6. Exercise leadership and communication skills to work effectively as a team.
7. Plan and evaluate advertising campaigns using research skills to understand the behavior and characteristics of the audience.
8. Using traditional and non-traditional communication for effective advertising campaigns.
9. Mastering the use of technology and software for the development and implementation of promotional campaigns tools.

### **CURRICULUM SEQUENCE FOR THE BACHELOR OF BUSINESS ADMINISTRATION IN ADVERTISING**

	<b>CREDITS</b>
Courses Required in General Education	61
Courses Required by the College	37
Courses Required by the Major	27
Major Elective	3
Free Elective	3
<b>TOTAL CREDITS 131</b>	

### COURSES REQUIRED IN GENERAL EDUCATION

		CREDITS
ART 101, MUSI 102 or THEA 101	Art Appreciation, Music Appreciation or Theatre Appreciation	3
BIOL 115	Fundamentals of Environment Sciences and Ecology	3
CHEM 117	General Science: Physical Science	3
ENGL 115	English Oral Communication and Listening Comprehension	3
ENGL 201	Basic Principles of Reading and Writing	3
ENGL 383	Business Communication	3
HIST 105	<u>History of Western Thought</u>	3
HIST 253	History of Puerto Rico (Condensed)	3
MATH 153	Business Mathematics	3
MGNT 230	Entrepreneurship	3
ORI 003-004	University Introduction I-II	0
PHED	Elective	1
PHIL 312	Elemental Logistic or Human Philosophy	3
PHIL 340	Ethics	3
POSC 101	Political and Economics Process	3
SOCI 102	Study of Human Coexistence	3
SPAN	Elective	3
SPAN 141-142	Reading, writing and speaking for Communication I-II	6
THEO 130	The Divine Revelation	3
THEO 131	The Church of Christ	3
THEO 132	<u>The Christian Family</u>	3

### COURSES REQUIRED BY THE COLLEGE

		CREDITS
ACCT 213	Fundamentals of Accounting I	4
ADA 395	Business Documents Analysis	3
COMP 117	Introduction to Computers	3
ECON 201	Fundamentals and Applications of Economics I	3
ECON 202	Fundamentals and Applications of Economics II	3
FINA 211	Quantitative Methods I	3
FINA 315	Financial Management I	3
MGNT 111	Management Fundamentals	3
MGNT 416	Business Ethics	3
MGNT 210	Organizational Behavior	3
MGNT 410	Global Business (Equivalent GLBM 310)	3
MGNT 416	Business Ethics	3
MKTG 211	Marketing Fundamentals	3

### COURSES REQUIRED FOR THE MAJOR

		CREDITS
COMM 113	Communication Theory	3
COMM 115	Communication Psychology	3
COMM 260	Branding	3
COMM 370	Advertising Creative Design	3
COMM 430	Media Buying	3
COMM 460	Integrated Communications	3
MKTG 314	Marketing Research and Analysis	3
MKTG 330	Consumer Behavior (Equivalent MGNT 340)	3
MKTG 340	Sales Promotion and advertising	3

### MAJOR ELECTIVE COURSES

		CREDITS
COMM 201	Journalism Techniques	3
COMM 215	Design and Planning of Print Media	3
COMM 307	Communications Media Analysis	3
COMM 311	Legal and Ethical Aspects of Communications	3
COMM 317	Radio Production	3
COMM 319	Television Production	3
COMM 400	Communication Media Management	3
COMM 425	Corporate Image Campaign Development	3
COMM 432	Corporate Video Production	3
COMM 498	Communication Internship	2
COMM 499	Communication Seminar	1
COMP 432	Management Information Systems	3
MKTG 416	Global Marketing (Equivalent GLBM 316)	3
MKTG 424	Direct Marketing	3

### FREE ELECTIVE

		CREDITS
Free Elective	General Education, College or Concentration	3

Minimum Grade for the approval of major courses is a C.

**Note: This curriculum applies to students, who declare or change major effective August 2016.**

## CURRICULUM SEQUENCE FOR THE BACHELOR OF BUSINESS ADMINISTRATION IN ADVERTISING

FIRST YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
COMM 113	3	ART 101, MUSI 102 o THEA 101	3
COMP 117	3	CHEM 117	3
ENGL 115	3	ENGL 201	3
MATH 153	3	MGNT 111	3
ORIE 003	0	ORIE 004	0
PHED _____	1	SOCI 102	3
SPAN 141	3	SPAN 142	3
<b>CREDITS 16</b>		<b>CREDITS 18</b>	

SECOND YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
COMM 115	3	ACCT 213	4
ECON 201	3	COMM 260	3
MKTG 211	3	ECON 202	3
POSC 101	3	MGNT 210	3
THEO 130	3	MKTG 314	3
<b>CREDITS 15</b>		<b>CREDITS 16</b>	

THIRD YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ADA 395	3	ENGL 383	3
FINA 211	3	HIST 105	3
MKTG 330	3	MGNT 230	3
PHIL 312	3	MKTG 340	3
THEO 131	3	PHIL 340	3
		SPAN _____	3
<b>CREDITS 15</b>		<b>CREDITS 18</b>	

FOURTH YEAR			
-------------	--	--	--



FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
COMM 370	3	BIOL 115	3
COMM 460	3	COMM 430	3
COMM/MKTG _____	3	FREE ELECTIVE	3
FINA 315	3	MGNT 410	3
HIST 253	3	THEO 132	3
MGNT 416	3		
<b>CREDITS 18</b>		<b>CREDITS 15</b>	

### **BACHELOR OF BUSINESS ADMINISTRATION IN INTERNATIONAL PUBLIC RELATIONS (BBA-INPU)**

#### **GRADUATE PROFILE:**

1. Develop communication strategies and programs aimed at creating and strengthening an image and foster understanding and acceptance of a product, person or organization using as a basis of Christian ethics and moral education.
2. Analyzes and evaluates crisis situations solutions to recommend effective communication strategies.
3. Conceptualizes and creates special events public relations.
4. Design public service campaigns to modify, enhance or change levels of knowledge, attitudes and / or behavior.
5. Domain drafting documents such as press releases, speeches, lectures and special publications.
6. Evidence ethics and Christian formation in the performance of their profession.
7. Contrast the public relations trends at local and international levels.
8. Prepare programs of community relations for institutions, companies or individuals, aimed at creating or strengthening an image and foster understanding and acceptance in the community.
9. Master the use of technology and software for program development and PR campaigns tools.
10. Select the appropriate media for effective communication between public.

#### **PROGRAM OBJECTIVES:**

1. Demonstrate a Christian ethical behavior in the performance of their profession as public relations.
2. Plan strategies, communication programs and public relations campaigns aimed at strengthening the image and mutual understanding among the public.
3. Use proper writing techniques to improve communication of the organization with its publics.
4. Using information technology for research, development and dissemination of programs and public relations campaigns.
5. Effectively manage communication in crises, within the organization.

## CURRICULUM SEQUENCE FOR THE BACHELOR OF BUSINESS ADMINISTRATION IN INTERNATIONAL PUBLIC RELATIONS

	CREDITS
Courses Required in General Education	61
Courses Required by the College	31
Courses Required by the Major	36
Major Electives	6
<b>TOTAL CREDITS 134</b>	

### COURSES REQUIRED IN GENERAL EDUCATION

		CREDITS
ART 101, MUSI 102 or THEA 101	Art Appreciation, Music Appreciation or Theatre Appreciation	3
BIOL 115	Fundamentals of Environment Sciences and Ecology	3
CHEM 117	General Science: Physical Science	3
ENGL 115	English Oral Communication and Listening Comprehension	3
ENGL 201	Basic Principles of Reading and Writing	3
ENGL 383	Business Communication	3
HIST 105	History of Western Thought	3
HIST 253	History of Puerto Rico (Condensed)	3
MATH 153	Business Mathematics	3
MGNT 230	Entrepreneurship	3
ORI 003-004	University Introduction I-II	0
PHED	Elective	1
PHIL 312	Elemental Logistic or Human Philosophy	3
PHIL 340	Ethics	3
POSC 101	Political and Economics Process	3
SOCI 102	Study of Human Coexistence	3
SPAN	Elective	3
SPAN 141-142	Reading, Writing and Speaking for Communication I-II	6
THEO 130	The Divine Revelation	3
THEO 131	The Church of Christ	3
THEO 132	<u>The Christian Family</u>	3

### COURSES REQUIRED BY THE COLLEGE

		CREDITS
ACCT 213	Fundamentals of Accounting I	4
COMP 117	Introduction to Computers	3
ECON 201	Fundamentals and Applications of Economics I	3
ECON 202	Fundamentals and Applications of Economics II	3
FINA 211	Quantitative Methods I	3

MGNT 111	Fundamentals of Management	3
MGNT 210	Organizational Behavior	3
MGNT 416	Business Ethics	3
MKTG 211	Marketing Fundamentals	3
MKTG 416	Global Marketing (Equivalent GLMB 316)	3

### COURSES REQUIRED FOR THE MAJOR

		CREDITS
ADA 395	Business Documents Analysis	3
COMM 113	Communication Theory	3
COMM 201	Journalism Techniques	3
COMM 206	Public Relations	3
COMM 209	International Public Relations	3
COMM 214	Public Relations Writing and Design	3
COMM 215	Design and Planning of Print Media	3
COMM 307	Communication Media Analysis	3
COMM 311	Legal and Ethical Aspects of Communication	3
COMM 340	Effective Crisis Management	3
COMM 425	Corporate Image Campaign Development	3
COMM 498	Communication Internship	2
COMM 499	Communication Seminar	1

### MAJOR ELECTIVE COURSES

		CREDITS
COMM 115	Communication Psychology	3
COMM 309	Intercultural Communication	3
COMM 317	Radio Production	3
COMM 319	Television Production	3
COMM 325	Online Public Relations	3
COMM 400	Communication Media Management	3
COMM 428	Health Care Public Relations	3
COMM 432	Corporate Video Production	3
COMP 432	Management Information Systems	3
MGNT 410	Global Management (Equivalent GLBM 310)	3
POSC 221	International Politics and Organization	3
POSC 325	Political Parties	3

Minimum Grade for the approval of major courses is a C.

**Note: This curriculum applies to students, who declare or change major effective August 2016.**

**CURRICULUM SEQUENCE FOR THE BACHELOR OF  
BUSINESS ADMINISTRATION IN INTERNATIONAL PUBLIC RELATIONS**

<b>FIRST YEAR</b>			
<b>FIRST SEMESTER</b>	<b>CREDITS</b>	<b>SECOND SEMESTER</b>	<b>CREDITS</b>
COMM 113	3	ART 101, MUSI 102 o THEA 101	3
COMP 117	3	CHEM 117	3
ENGL 115	3	ENGL 201	0
MATH 153	3	ORIE 004	3
ORIE 003	0	SOCI 102	3
PHED _____	1	SPAN 142	3
SPAN 141	3	THEO 130	3
<b>CREDITS 16</b>		<b>CREDITS 18</b>	

<b>SECOND YEAR</b>			
<b>FIRST SEMESTER</b>	<b>CREDITS</b>	<b>SECOND SEMESTER</b>	<b>CREDITS</b>
ADA 395	3	COMM 201	3
COMM 206	3	COMM 214	3
COMM 209	3	ECON 202	3
COMM 215	3	ENGL 383	3
ECON 201	3	MKTG 211	3
MGNT 111	3	SPAN _____	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

<b>THIRD YEAR</b>			
<b>FIRST SEMESTER</b>	<b>CREDITS</b>	<b>SECOND SEMESTER</b>	<b>CREDITS</b>
COMM _____	3	COMM 307	3
COMM 311	3	COMM 340	3
FINA 211	3	HIST 253	3
HIST 105	3	MGNT 230	3
MGNT 210	3	MKTG 416	3
THEO 131	3	PHIL 312	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

<b>FOURTH YEAR</b>			
<b>FIRST SEMESTER</b>	<b>CREDITS</b>	<b>SECOND SEMESTER</b>	<b>CREDITS</b>
ACCT 213	4	COMM 425	3
BIOL 115	3	COMM 498	2
COMM _____	3	COMM 499	1

PHIL 340	3	MGNT 416	3
POSC 101	3	THEO 132	3
<b>CREDITS 16</b>		<b>CREDITS 12</b>	

## COURSE DESCRIPTION

### COMM 113 COMMUNICATION THEORY

Study of communication media and their activities, which include characteristics, objectives, organization, function and history. Analysis of the different theories, which evaluate the communication process considering their effects and social implications.

3 hours, 1 semester, 3 credits

### COMM 115 COMMUNICATION PSYCHOLOGIES

**Prerequisite:** COMM 113

A study of human behavior and its implications for mass communication. Analysis of communication as an instrument for persuasion.

3 hours, 1 semester, 3 credits

### COMM 200 PUBLIC SPEAKING AND ANNOUNCING

**Prerequisite:** COMM 113

Study of the theory and practice of the different types of public speaking situations, their characteristics, and their applications. It provides the student with the opportunity to plan, design, and develop different types of oral messages using simulations, parliamentary discussions; scenic mastery, nonverbal communication, correct use of microphones, and other audiovisual aids.

3 hours, 1 semester, 3 credits

### COMM 201 JOURNALISM TECHNIQUES

**Prerequisites:** COMM 113, SPAN 141 AND SPAN 142

Study of journalism techniques used in the communication media. Includes information gathering, evaluation, writing, editing, dissemination of news, and news releases for the communication media. Entails one session in the classroom and one session in the laboratory.

3 hours, 1 semester, 3 credits

### COMM 206 PUBLIC RELATIONS

Study of the fundamentals of public relations. Integrated analysis of the public, media, and methods to be utilized in the organization for the efficient practice of public relations. Laws related to the practice of public relations.

3 hours, 1 semester, 3 credits

### COMM 207 SCRIPT WRITING FOR RADIO AND TELEVISION

**Prerequisite:** COMM 113

The course provides the opportunity to learn several ways of writing scripts used in the production of radio and television programs in Puerto Rico. It also provides practice in

script writing for commercial and public services, advertising, entertainment programs, newscasts, humoristic programming, and others. Computer lab.

3 hours, 1 semester, 3 credits

### **COMM 208 PHOTOJOURNALISM**

The course provides to initiate students in the world of Photojournalism. Through review of news and articles accompanied by photographic images. Will be train in the use and handling of all photographic format especially in the 35 mm format. Techniques of artistic and commercial photography. Knowledge in the vocabulary of photography and practice in the laboratory, through the use and development of their own photographs in digital and conventional. Retouching of images with the program adobe Photoshop 7.0. Sending of photographic images by telephone to the media.

3 hours, 1 semester, 3 credits

### **COMM 209 INTERNATIONAL PUBLIC RELATIONS**

Study of public relations beyond national and cultural frontiers. Disciplinary models to deal with international, multicultural, and multiethnic aspects are applied. The importance of public relations in multinational and global business is explored.

3 hours, 1 semester, 3 credits

### **COMM 214 PUBLIC RELATIONS WRITING AND DESIGN**

**Prerequisite:** COMM 206

Study of research, writing, editing, design and production of public relations documents. Development of public relations writing documents such as: news releases, biographies, brochures, annual reports, managerial reports, scripts, public relations articles, publicity, speeches and other documents.

3 hours, 1 semester, 3 credits

### **COMM 215 DESIGN AND PLANNING OF PRINT MEDIA**

**Prerequisite:** COMM 113

Students will get acquainted with design and production techniques of the print communication media (newspapers and magazines) used for the corporate image. Also, they will design newspaper and magazine advertisements as required by corporate clients. The course will include fundamental concepts of photography. Includes computer and photographic laboratories.

3 hours, 1 semester, 3 credits

### **COMM 260 BRANDING**

Study of the principles and characteristics that constitutes a successful brand identity. Exposes the relationship between advertising and the strengths and weaknesses of brands are discuss. Highlights behavior of the brands in the local and international markets.

3 hours, 1 semester, 3 credits

### **COMM 307 COMMUNICATION MEDIA ANALYSIS**

#### **Prerequisite: COMM 113**

The course includes theoretical and practical analyses of communication media. Study and application of statistical methods for the analysis and collection of data: study design, sampling, questionnaires and hypothesis testing.

3 hours, 1 semester, 3 credits

### **COMM 309 INTERCULTURAL COMMUNICATION**

Study of communication beyond national, ethnic, and cultural frontiers. Disciplinary models to deal with group communication interaction among cultures, gender, and age are applied. Study of the effect that this factor has on international, multicultural, and multiethnic business relations.

3 hours, 1 semester, 3 credits

### **COMM 311 LEGAL AND ETHICAL ASPECTS OF COMMUNICATION**

#### **Prerequisite: COMM 113**

Communication and the First Amendment of the Constitution of the United States are discussed. In addition, Sections 4 and 9 of the Constitution of the Commonwealth of Puerto Rico are studied. Subjects included are promotion, oral communication, articles and news of newspapers, the media and the revolution in the field of the communications and jurisprudence, right, and duties of the reporter, books, monopolies, freedom of press, access to court cases, and others.

3 hours, 1 semester, 3 credits

### **COMM 317 RADIO PRODUCTION**

#### **Prerequisite: COMM 207**

The course provides the student with the theory and practice for the design, script writing, and production of messages for radio transmission. Includes the purpose, type, and style to use when constructing these messages. The course is designed to introduce the student to the basic live and recorded radio production elements and techniques. Includes laboratory.

3 hours, 1 semester, 3 credits

### **COMM 319 TELEVISION PRODUCTION**

#### **Prerequisite: COMM 207**

Theories and techniques for the production of programs for television as required by the business organization will be taught. The course will discuss fundamental skills for television production such as script writing, set design, and use of production equipment. Includes laboratory.

3 hours, 1 semester, 3 credits

### **COMM 320 ADVANCED PRODUCTION FOR TELEVISION**

#### **Prerequisite: COMM 319**

This course is designed to present the theory and practice for the design and production of commercial and public service messages and to program in different formats to be televised. It includes the purpose, type, and style of the messages and programs that are transmitted by television stations. The course is designed for the student to accomplish live and pre-recorded production for television in Puerto Rico and the exterior. TV lab included.

3 hours, 1 semester, 3 credits

### **COMM 325 ON LINE PUBLIC RELATIONS**

**Prerequisite: COMM 206**

The effective use of media in the practice of public relations on the Internet. Discussion of theories and research in the field of online communications, based on Christian and ethical values and their impact in an international level.

3 hours, 1 semester, 3 credits

### **COMM 330 SPORTS JOURNALISM**

Study of media coverage of local and international sports events. Discussion of sports elements, writing and broadcasting of sports news.

3 hours, 1 semester, 3 credits

### **COMM 340 PUBLIC RELATIONS CRISIS MANAGEMENT**

**Prerequisite: COMM 206**

Development of public relations strategies for crisis management using emergency communications, image restoration and organizational learning. Intensive case studied and development of crisis communications plan with a local and international approach.

3 hours, 1 semester, 3 credits

### **COMM 350 VIDEO EDITING SEMINAR**

Development of nonlinear editing techniques to enhance television programs and documentaries. Includes practical exercises in the editing laboratories.

3 hours, 1 semester, 3 credits

### **COMM 370 ADVERTISING CREATIVE DESIGN**

**Prerequisites: COMM 113 and MKTG 340**

Advertising development skills to develop creative and effective campaigns for package goods, services, and institutions. The campaigns have a local and international perspective.

3 hours, 1 semester, 3 credits

### **COMM 400 COMMUNICATION MEDIA MANAGEMENT**

**Prerequisites: COMM 113 and MGNT 111**

Communication media management techniques will be discussed. Among these are budgeting, magazine, newspaper, television and radio format design, contract writing, and radio traffic design techniques. These techniques will be applied to the local, regional, national, and international environment.

3 hours, 1 semester, 3 credits

### **COMM 425 CORPORATE IMAGE CAMPAING DEVELOPMENT**

**Prerequisite: COMM 206**

Study of the strategic planning of corporate image campaigns of organizations within their external and internal environments. Emphasis will be given to the need for coordination among organizational departments. Includes the development of an image campaign and case studies.

3 hours, 1 semester, 3 credits



### **COMM 428 HEALTH CARE PUBLIC RELATIONS**

**Prerequisite:** COMM 206

This course provides basic concepts of public relations in the healthcare field. Students can acquire basic notions about internal and external communication with special emphasis in regulatory agencies, medical faculty, patients and their families.

3 hours, 1 semester 3 credits

### **COMM 430 MEDIA PURCHASING**

**Prerequisite:** COMM 113

Students will learn about the fundamental strategies of media purchasing. Emphasis will be given to strategies based on data analysis of audience, markets, and psychographic. Includes the study of traditional media and new media in the market.

3 hours, 1 semester, 3 credits

### **COMM 432 CORPORATE VIDEO PRODUCTION**

**Prerequisite:** COMM 207

Students are introduced to the strategies and techniques of pre-production and post-production of corporate videos. Students learn that knowledge of these strategies and techniques becomes essential for marketing and management functions. They are applied within various business environments. Includes laboratory.

3 hours, 1 semester, 3 credits

### **COMM 460 INTEGRATED COMMUNICATIONS**

**Prerequisite:** COMM 113

This course presents the fundamental principles, disciplines and strategies to understand integrated communication strategies. It enables the students to have the skills necessary to develop successful integrated marketing communications programs with the highest ethical and Christian standards.

3 hours, 1 semester, 3 credits

### **COMM 498 COMMUNICATION MEDIA IN BUSINESS INTERNSHIP**

**Co-Prerequisite:** COMM 499

**Requisite:** The student must be in his/her last semester with a minimum general grade point average of 2.50 and a minimum major grade point average of 3.00.

This course enables students to gain practical experience in management of a business or agency. During the course of the internship, students will engage in 15 hours of real-life work experience, in which they can reinforce knowledge acquired in the classroom.

195 hours, 1 semester, 2 credits

### **COMM 499 COMMUNICATION MEDIA IN BUSINESS SEMINAR**

**Co-Prerequisite:** COMM 498

Analysis and discussion of problem-situations, which occur during the internship. Discussion of readings and reports on special communication projects. The session meets one hour per week.

15 hours, 1 semester, 1 credit

## BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING (BBA-MKTG)

### GRADUATE PROFILE:

1. Demonstrates-Christian ethic that guides you in performing its functions in different areas of marketing training.
2. It analyzes the behavior, needs and desires of consumers to propose appropriate marketing strategies.
3. Designs and implements integrated coordinating various elements of the promotional mix promotional strategies.
4. Evaluates, recommends and implements strategies for the marketing plan of the organization.
5. Recognizes the role of marketing research as a basis for making strategic decisions.
6. Integrate technology in formulating marketing strategies.

### PROGRAM OBJECTIVES:

1. Apply ethical and Christian values in marketing functions.
2. To analyze the behavior of consumers to plan effective marketing strategies.
3. Apply the skills of marketing research planning process, implementation and control of marketing programs.
4. Use communication skills to work effectively as a team.
5. Effectively use technology and information resources in the performance of marketing functions.

### REQUIREMENTS FOR THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN MARKETING

	CREDITS
Courses required in General Education	61
Courses required by the College	41
Courses required for the Major	24
Major Electives	6
<b>TOTAL CREDITS 132</b>	

### COURSES REQUIRED IN GENERAL EDUCATION

		CREDITS
ART 101, MUSI 102 or THEA 101	Art Appreciation, Music Appreciation or Theatre Appreciation	3
BIOL 115	Fundamentals of Environment Sciences and Ecology	3
CHEM 117	General Science: Physical Science	3
ENGL 115	English Oral Communication and Listening Comprehension	3
ENGL 201	Basic Principles of Reading and Writing	3

ENGL 383	Business Communication	3
HIST 105	History of Western Thought	3
HIST 253	History of Puerto Rico (Condensed)	3
MATH 153	Business Mathematics	3
MGNT 230	Entrepreneurship	3
ORI 003-004	University Introduction I-II	0
PHED	Elective	1
PHIL 312	Elemental Logistic or Human Philosophy	3
PHIL 340	Ethics	3
POSC 101	Political and Economics Process	3
SOCI 102	Study of Human Coexistence	3
SPAN	Elective	3
SPAN 141-142	Reading, writing and speaking for Communication I-II	6
THEO 130	The Divine Revelation	3
THEO 131	The Church of Christ	3
THEO 132	<u>The Christian Family</u>	3

### COURSES REQUIRED BY THE COLLEGE

		CREDITS
ACCT 213	Fundamentals of Accounting I	4
ACCT 214	Fundamentals of Accounting II	4
ADA 395	Business Documents Analysis	3
COMP 117	Introduction to Computers	3
ECON 201	Fundamentals and Applications of Economics I	3
ECON 202	Fundamentals and Applications of Economics II	3
FINA 211	Quantitative Methods I	3
FINA 315	Managerial Finance I	3
FINA 318	Quantitative Methods II	3
MGNT 111	Management Fundamentals	3
MGNT 313	Business Law I	3
MGNT 410	Global Business (Equivalent GLBM 310)	3
MGNT 416	Business Ethics	3

### COURSES REQUIRED FOR THE MAJOR

		CREDITS
MKTG 211	Marketing Fundamentals	3
MKTG 314	Marketing Research	3
MKTG 330	Consumer Behavior (Equivalent MGNT 340)	3
MKTG 340	Sales Promotion and Advertising	3

MKTG 350	Internet Marketing	3
MKTG 416	Global Marketing (Equivalent GLBM 316)	3
MKTG 440	Marketing Management	3
MKTG 498	Marketing Internship	2
MKTG 499	Marketing Seminar	1

### MAJOR ELECTIVE COURSES

		CREDITS
COMM 206	Publics Relation	3
COMM 215	Design and Planning of Print Media	3
COMM 430	Media Buying	3
MKTG 320	Retailing	3
MKTG 369	Personal Selling	3
MKTG 400	Marketing Channels	3
MKTG 410	Agricultural Marketing	3
MKTG 424	Direct Marketing	3
MKTG 430	Services Marketing	3

Minimum Grade for the approval of major courses is a C.

**Note: This curriculum applies to students, who declare or change major effective August 2016.**

### CURRICULUM SEQUENCE FOR THE BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING

FIRST YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ENGL 115	3	ART 101, MUSI 102 o THEA 101	3
HIST 105	3	COMP 117	3
MATH 153	3	ENGL 201	3
MGNT 111	3	MKTG 211	3
ORIE 003	0	ORIE 004	0
SPAN 141	3	PHED _____	1
		SPAN 142	3
CREDITS 15		CREDITS 16	

SECOND YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ACCT 213	4	ACCT 214	4
CHEM 117	3	ECON 202	3
ECON 201	3	MKTG 330	3
ENGL 383	3	PHIL 312	3

MKTG 314	3	SOCI 102	3
		THEO 130	3
<b>CREDITS 16</b>		<b>CREDITS 18</b>	

THIRD YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ADA 395	3	BIOL 115	3
FINA 211	3	FINA 318	3
MGNT 230	3	MGNT 410	3
MGNT 313	3	MKTG _____	3
MKTG 340	3	MKTG 350	3
SPAN _____	3	POSC 101	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

FOURTH YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
HIST 253	3	FINA 315	3
MKTG _____	3	MGNT 416	3
MKTG 416	3	MKTG 440	3
PHIL 340	3	MKTG 498/499	3
THEO 131	3	THEO 132	3
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

## COURSES DESCRIPTION

### MKTG 211 MARKETING FUNDAMENTALS

**Prerequisite:** MNGT 111

The fundamentals of marketing activities in a global economy; markets, goods and services; organizational structures and distribution, promotion, prices, planning and evaluation of the marketing effort are studied. Emphasis on systems, programs, and concepts; the human factor; solutions to marketing problems; and the process of decision-making in marketing.

3 hours, 1 semester, 3 credits

### MKTG 314 MARKETING RESEARCH AND ANALYSIS

**Prerequisite:** MKTG 211

**Co-Prerequisite:** FINA 211

Ways of planning and performing studies and research in the industrial and consumer markets are discussed. Analysis of the principal internal and external procedures used in collecting, processing, and

evaluating both quantitative and qualitative data; research design, management of information. The nature of experimentation and the errors affecting experimental results.

3 hours, 1 semester, 3 credits

### **MKTG 320 RETAILING**

#### **Prerequisite: MKTG 211**

Historical development of the retail institutions is discussed. The social influences in consumer behavior, store location, store layout, and their strategies are studied. Also, the merchandising policies, brand merchandise policy and control; the merchandise budget, source of supplies, pricing policies and practices. Retail promotion, advertising media, selection and creativity, security, legal, and ethical aspects are considered.

3 hours, 1 semester, 3 credits

### **MKTG 330 CONSUMER BEHAVIOR**

#### **Prerequisite: MKTG 211**

Study of the decision-making process and the activities performed by individuals in the evaluation, acquisition, utilization, and disposal of consumer goods and services. Further analysis concerning the effects of environmental changes affecting consumer behavior. Motivation and learning theories and legal and ethical aspects are discussed.

3 hours, 1 semester, 3 credits

### **MKTG 340 SALES PROMOTION AND ADVERTISING**

#### **Prerequisite: MKTG 211**

Study of the psychology of sales, basic up-to-date principles of advertising and sales promotion. Consideration is given to ethical, social, and economical aspects of commercial advertising and sales promotion functions; also, discussion of media selection, campaigns, display, research, sources of information, budgeting, evaluation of advertising methods are discussed.

3 hours, 1 semester, 3 credits

### **MKTG 350 INTERNET MARKETING STRATEGIES**

#### **Prerequisite: MKTG 211**

This course studies the Internet marketing activities as part of an organization's marketing activities. Emphasize strategies that permit the development of distinctive marketing activities in the Internet and the marketing role in the execution of the strategies using Internet. The integration of the implemented strategies in the Internet and physical world is studied.

3 hours, 1.5 laboratory, 1 semester, 3 credits

### **MKTG 369 PERSONAL SELLING**

#### **Prerequisite: MKTG 211**

Discussion of the practical aspects of personal selling with emphasis on sales techniques and sales planning. The personal selling process, such as identification of prospective buyers, pre-approach, presentation, demonstration, closing, and follow up. Study of the factors that influence consumer behavior. Retail selling, direct selling to consumer, and industrial selling are included. Ethical and legal aspects of personal selling are also discussed.

3 hours, 1 semester, 3 credits

### **MKTG 400 MARKETING CHANNELNELS**

#### **Prerequisite: MKTG 211**

The study of the practice used in distribution channels at domestic and global levels, in addition to, the management of logistics from a perspective of business networks. This course provides the student the opportunity to understand logistics as a tool used throughout the value chain in order to increase a firm's competitiveness. This course integrates and addresses the concept of value added as indispensable to firm's competitiveness. Furthermore, the course covers the services offered by the different members of the distribution channels with emphasis on the role of each member as a link in the domestic, foreign and international value chain.

3 hours, 1 semester, 3 credits

### **MKTG 410 AGRICULTURAL MARKETING**

#### **Prerequisite: ACCT 214**

This course is oriented toward practical aspects of agricultural marketing and all activities related to production, processing, and distribution of agricultural products for final consumers. It includes analysis of needs, motive, and buying behavior of the consumer.

3 hours, 1 semester, 3 credits

### **MKTG 416 GLOBAL MARKETING (EQUIVALENT GLBM 316)**

#### **Prerequisite: MKTG 211**

The course involves the study of the nature of the marketing activities beyond national boundaries. It includes the entry modes to foreign markets and the level of involvement in global marketing. Also studies the international environment and the management of the marketing mix in global marketing. It includes the ethical aspects of global operations.

3 hours, 1 semester, 3 credits

### **MKTG 424 DIRECT MARKETING**

#### **Prerequisite: MKTG 211**

The course covers the use of the communication media to interact with consumers to obtain immediate response. It includes the use of direct mail, catalogs, telephone, and television, among others.

3 hours, 1 semester, 3 credits

### **MKTG 430 SERVICE MARKETING**

#### **Prerequisite: MKTG 211**

The course covers the different aspects of service marketing, positioning of services in the market, and the tools to be used to market services. The nature of the different types of services and their characteristics are studied. The course includes the ethical aspects of services marketing.

3 hours, 1 semester, 3 credits

### **MKTG 440 MARKETING MANAGEMENT**

#### **Prerequisite: MKTG 330**

This course involves a broad study of the marketing field, with particular attention to planning, implementation, control, and decision-making. Topics such as consumer behavior, marketing research,

market segmentation, forecasting, product development, price, promotion, sales-force management, distribution, and the integral marketing strategy are studied. It includes ethical, social, and legal aspects of marketing.

3 hours, 1 semester, 3 credits

### **MKTG 498 MARKETING INTERNSHIP**

**Co-Prerequisite:** MKTG 499

**Requisite:** The student must be in his/her last semester with a minimum general grade point average of 2.50 and a minimum major grade point average of 3.00.

The course offers a practical experience to marketing students in a marketing organization or agency. During the internship, the student will be involved in a realistic work environment where he/she will be able to strengthen the skills learned in the classroom.

195 hours, 1 semester, 2 credits

### **MKTG 499 MARKETING SEMINAR**

**Co-Prerequisite:** MKTG 498

Analysis and discussion of problem and situations encountered in the internship. Readings and special project reports will also be discussed. Students will meet one hour per week.

15 hours, 1 semester, 1 credit

## **ASSOCIATE DEGREE IN TOURISM TECHNIQUES (ASS-TOUT)**

### **GRADUATE PROFILE:**

1. Expresses high moral and ethical Christians in their performance within the hospitality industry values.
2. Effectively use interpersonal communication skills to work in the tourism industry.
3. Understands and values diversity through the integration of cultural knowledge related to tourism.
4. Demonstrates ethics, responsibility and professionalism in interaction with tourists.
5. They manage effectively the computerized reservation systems of the tourism industry.

### **PROGRAM OBJECTIVES:**

1. Demonstrate a comprehensive education geared to the needs of tourists and framed in ethical and Christian values.
2. Develop cognitive and framed in contemporary tourism market practical skills.
3. Responding to the needs of the tourism industry with professionalism.
4. Acquire the skills needed to work in the tourism industry certifications.

	<b>CREDITS</b>
Courses Required in General Education	30
Courses Required by the Major	34
Major Electives	3
<b>TOTAL CREDITS</b>	<b>67</b>



### COURSES REQUIRED IN GENERAL EDUCATION

		CREDITS
ART 101, MUSI 102 or THEA 101	Art Appreciation, Music Appreciation or Theatre Appreciation	3
ENG 120	Conversational English	3
ENG 201	Basic Principles of Reading and Writing	3
HIST 105	<u>History of Western Thought</u>	3
HIST 253	Compendium of History of Puerto Rico	3
ORI 003-004	University Introduction I-II	0
PHIL 312	Elemental Logistic or Human Philosophy	3
SPAN 141-142	Reading, writing and speaking for Communication I-II	6
THEO 130	The Divine Revelation	3
THEO 131	The Church of Christ	3

### COURSES REQUIRED FOR THE MAJOR

		CREDITS
TOUR 220	Management Fundamentals (Equivalent MGNT 111)	3
TOUR 225	Fundamentals of Accounting I (Equivalent ACCT 213)	4
TOUR 230	Marketing Fundamentals (Equivalent MKTG 211)	3
TOUR 240	Introduction to Tourism	3
TOUR 245	Tour Guiding	3
TOUR 250	Introduction to Computers (Equivalent COMP 117)	3
TOUR 255	Travel Agency Administration	3
TOUR 260	Hotel Administration	3
TOUR 275	Computerized Reservation Systems for Travel Agencies	3
TOUR 285	Human Relations	3
TOUR 300	Internship I	1
TOUR 301	Internship II	1
TOUR 302	Internship III	1
TOUR 315	Quality Services	3
TOUR	Elective	3

### MAJOR ELECTIVE COURSES

		CREDITS
TOUR 235	Entrepreneurship (Equivalent MGNT 230)	3
TOUR 280	International Destination Geography	3
TOUR 290	Hospitality and Travel Law (Equivalent MGNT 313)	3
COMP 432	Information Systems Management	3

Minimum Grade for the approval of major courses is a C.

**Note: This curriculum applies to students, who declare or change major effective August 2016**

## CURRICULUM SEQUENCE FOR THE ASSOCIATE DEGREE IN TOURISM TECHNIQUES

FIRST YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ENGL 120	3	ART 101, MUSI 102 or THEA 101	3
ORIE 003	0	ENGL 201	3
SPAN 141	3	HIST 105	3
THEO 130	3	ORIE 004	0
TOUR 220	3	SPAN 142	3
TOUR 240	3	TOUR 245	3
TOUR 250	3	TOUR 300	1
<b>CREDITS 18</b>		<b>CREDITS 16</b>	

SECOND YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
HIST 253	3	THEO 131	3
PHIL 312	3	TOUR _____	3
TOUR 225	4	TOUR 275	3
TOUR 230	3	TOUR 285	3
TOUR 260	3	TOUR 302	1
TOUR 301	1	TOUR 315	3
<b>CREDITS 17</b>		<b>CREDITS 16</b>	

## BACHELOR OF BUSINESS ADMINISTRATION IN TOURISM ENTREPRENEURSHIP (BBA-TOEN)

### GRADUATE PROFILE:

1. Demonstrates sensitivity to the ethical and Christian aspects that can influence the quality of service in the tourism industry.
2. Possesses the skills to develop their own business in the tourism sector.
3. Use organizational skills and interpersonal communication in the preparation of proposals for tourist activities for visitors.
4. Evidence respect and understanding for the diversity of cultures and thoughts present in the tourism industry.
5. Demonstrates Christian ethics in conflict management values and decision making in tourism.
6. Plans and develops feasibility studies for a company in the tourism industry.
7. Apply your knowledge of technology and information management in the operation and development of tourism enterprises.

8. Analyzes critically tourism market issues and applies the decision-making process in the search for appropriate solutions.

**PROGRAM OBJECTIVES:**

1. Evidence moral formation of ethical values Christians in their professional performance in the tourism industry.
2. Understand and analyze the needs of the tourism labor market.
3. Develop a business vision focused on planning and efficient resource management within the tourism industry.
4. Encourage human relations skills that allow them to face the challenges of the industry local and international tourism.
5. Use the knowledge and skills ethically in the management of tourism enterprises.
6. Develop cognitive, research and analytical oriented service quality in the tourism market skills.
7. Use knowledge acquired in technology and information management in the operation and development of tourism enterprises.
8. Get a practical experience through their professional internship to develop their knowledge and skills in the tourism industry.

	CREDITS
Courses Required in General Education	58
Courses Required by the College	35
Courses Required by the Major	30
Major Elective	3
Free Elective	3
<b>TOTAL CREDITS 129</b>	

**COURSES REQUIRED IN GENERAL EDUCATION**

		CREDIT S
ART 101, MUSI 102 or THEA 101	Art Appreciation, Music Appreciation or Theatre Appreciation	3
BIOL 115	Fundamentals of Environment Sciences and Ecology	3
CHEM 125	Basic Principles of Food Processing and Nutrition	3
ENGL 120	Conversational English	3
ENGL 201	Basic Principles of Reading and Writing	3
ENGL 383	Business Communications	3
FOLG, FREN, ITAL o SPAN	Elective in Language or Spanish	3
HIST 213	Geography of Puerto Rico	3
HIST 253	History of Puerto Rico	3
MATH 153	Business Mathematics	3
MGNT 230	Entrepreneurship	3
ORI 003-004	University Introduction I-II	0
PHED _____	Elective	1
PHIL 312	<u>Philosophy of Man</u>	3

PHIL 340	Ethics	3
POSC 101	Political and Economics Process	3
SOCI 102	Study of Human Coexistence	3
SPAN 141-142	Reading, Writing and Speaking for Communication I-II	6
THEO 130	The Divine Revelation	3
THEO 131	The Church of Christ	3
THEO 132	The Christian Family	

### COURSES REQUIRED BY THE COLLEGE

		CREDITS
ACCT 214	Fundamentals of Accounting II	4
ECON 201	Fundamentals & Applications of Economics	3
ECON 304	Economic Development of PR	3
FINA 211	Quantities Methods I	3
FINA 315	Managerial Finance	3
MGNT 313	Business Law I (Equivalent TOUR 290)	3
MGNT 416	Business Ethics	3
TOUR 220	Management Fundamentals (Equivalent MGNT 111)	3
TOUR 225	Fundamentals of Accounting I (Equivalent ACCT 213)	4
TOUR 230	Marketing Fundamentals (Equivalent MKTG 211)	3
TOUR 250	Introduction to Computers (Equivalent COMP 117)	3

### COURSE REQUIRED OF THE MAJOR

		CREDITS
TOUR 235	Entrepreneurship (Equivalent MGNT 230)	3
TOUR 240	Introduction to Tourism	3
TOUR 245	Tour Conducting	3
TOUR 260	Hotel Administration	3
TOUR 275	Computerized Reservation Systems for Travel Agencies	3
TOUR 305	Organizational Conduct (Equivalent MGNT 210)	3
TOUR 315	Quality Services	3
TOUR 410	Foods and Drink Service Administration	3
TOUR 415	Hospitality Human Resources (Equivalent MGNT 320)	3
TOUR 498	Tourism Internship	2
TOUR 499	Tourism Seminar	1
TOUR	Elective	3

### MAJOR ELECTIVES COURSES

		CREDITS
TOUR 280	International Destination Geography	3
TOUR 285	Human Relations	3
TOUR 400	Reception Administration	3

TOUR 405	Conventions: Organization of Meeting and Congresses	3
TOUR 410	Food and Beverages Administration	3
TOUR 425	Cruises	3
TOUR 430	Educational Travel	3
TOUR 497	Disney Experience	6

**FREE ELECTIVE**

		CREDITS
<b>Free Elective</b>	General Education, College or Concentration	3

Minimum Grade for the approval of major courses is a C.

**Note:** *This curriculum applies to students, who declare or change major effective August 2016*

**CURRICULUM SEQUENCE FOR THE BACHELOR OF BUSINESS ADMINISTRATION  
IN TOURISM ENTREPRENEURSHIP**

FIRST YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ENGL 120	3	ART 101, MUSI 102 or THEA 101	3
MATH 153	3	ENGL 201	3
ORIE 003	0	ORIE 004	0
PHED _____	1	SOCI 102	3
SPAN 141	3	SPAN 142	3
TOUR 220	3	TOUR 245	3
TOUR 240	3		
<b>CREDITS 16</b>		<b>CREDITS 15</b>	

SECOND YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
CHEM 125	3	ACCT 214	4
THEO 130	3	BIOL 115	3
TOUR 225	4	MGNT 313	3
TOUR 250	3	TOUR 230	3
TOUR 260	3	TOUR 275	3
<b>CREDITS 16</b>		<b>CREDITS 16</b>	

THIRD YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS

ECON 201	3	ECON 304	3
FINA 211	3	FINA 315	3
HIST 253	3	PHIL 340	3
PHIL 312	3	POSC 101	3
TOUR 235	3	THEO 131	3
		TOUR 305	3
<b>CREDITS 15</b>		<b>CREDITS 18</b>	

FOURTH YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ENGL 383	3	FREE ELECTIVE	3
FOLG, FREN, ITAL or SPAN _____	3	MGNT 416	3
HIST 213	3	TOUR ____	3
THEO 132	3	TOUR 415	3
TOUR 315	3	TOUR 498	2
TOUR 410	3	TOUR 499	1
<b>CREDITS 18</b>		<b>CREDITS 15</b>	

## COURSE DESCRIPTION

### TOUR 220 MANAGEMENT FUNDAMENTALS (EQUIVALENT MGNT 111)

Study of the fundamentals of management in a business: philosophy, mission, vision, and policies are studied from an organizational perspective. The local environment, technology, quality of life, and organizational changes are relevant factors in the study of the course. Interpersonal relations, leadership, motivation, and teamwork in the managerial decision making process within a moral and ethical framework.

3 hours, 1 semester, 3 credits

### TOUR 225 FUNDAMENTALS OF ACCOUNTING I (EQUIVALENT ACCT 213)

Study of the following fundamental principles of accounting: accounting cycles for individuals, services and merchandising enterprises; preparation and analysis of financial statements; use of special journals; controlling accounts over receivables and valuation of inventories.

4 hours, 1 semester, 4 credits

### TOUR 230 MARKETING FUNDAMENTALS (EQUIVALENT MKTG 211)

#### Prerequisite: TOUR 220

The fundamentals of marketing activities in a global economy; markets, goods and services; organizational and distributional structures and prices, and promotion, planning and evaluation of the

marketing effort are studied. Emphasis on systems, programs, and concepts; the human factor; problem-solution, and the process of decision making in marketing.

3 hours, 1 semester, 3 credits

### **TOUR 235 ENTREPRENEURSHIP (EQUIVALENT MGNT 230)**

**Prerequisite:** TOUR 230 and TOUR 240

Description of the entrepreneurial theory and feasibility of principles for identification of economic opportunities. Study of entrepreneurial establishment and development, financial planning organization, and marketing; also the legal and ethical aspects, which affect the continuity of various businesses.

3 hours, 1 semester, 3 credits

### **TOUR 240 INTRODUCTION TO TOURISM**

Analysis of basic concepts of tourism. Studies the historical and geographical development of tourism, and its relationship to other disciplines. Analysis of socioeconomic importance of tourism as a mass phenomenon. The main components of hospitality and travel industries are described and analyzed.

3 hours, 1 semester, 3 credits

### **TOUR 245 TOURS CONDUCTING**

**Prerequisite:** TOUR 240

Study of a tour guide's functions and responsibilities. Analysis and description of materials, routines and tour itineraries study of the psychology of customer and service supplier as well as some helpful techniques to solve possible inconveniences. Planning of guided visits to cities, museums, monuments, and other touristic landmarks. Development of skills that will enable students to read and interpret maps as well as to program tours.

3 hours, 1 semester, 3 credits

### **TOUR 250 INTRODUCTION TO COMPUTERS (EQUIVALENT COMP 117)**

This course provides the student with an actualized vision of computer principles applied to data processing. A synthesis of the different systems and data processing methods will be discussed in the classroom. The student will acquire knowledge of operating systems and computer applications such as Word Processing, Data Base, Electronic Worksheet, and Electronic Graphics. The course entails one day in the classroom and one day in the computer laboratory.

3 hours, 1 semester, 3 credits.

### **TOUR 255 TRAVEL AGENCY ADMINISTRATION**

**Prerequisite:** TOUR 240

Study of the structure and functions of a travel agency. Analysis of the most important activities performed by a travel agent. Examination of its relationship with other organizations such as travel wholesalers, airlines, ground transportation companies, accommodations, food service suppliers, and others.

3 hours, 1 semester, 3 credits

### **TOUR 260 HOTEL ADMINISTRATION**

**Prerequisite:** TOUR 240

General principles of hotel administration are studied. Examination of a hotel's organizational chart. Includes the analysis of the departments that constitute a hotel, their main purposes, tasks, and the relationship among them.

3 hours, 1 semester, 3 credits

### **TOUR 275 COMPUTERIZED RESERVATION SYSTEMS FOR TRAVEL AGENCIES**

**Prerequisite:** TOUR 240 or COMP 117

Study of the structure, functions and characteristics of a travel agency using a computerized reservation system (CRS). Identify marketing trends that impact the travel agencies, as well of factors and effects of selling services through Internet based on the ethical and moral aspects of the Church's Social Doctrine. Students will practice in real-life CRS program simulation basic functions such as creation and modification of passenger name records (PNR), requesting airline availability and ticket rates to issuing tickets, pricing fares and itineraries, among others.

3 hours, 1 semester, 3 credits

### **TOUR 280 INTERNATIONAL DESTINATION GEOGRAPHY**

**Prerequisite:** TOUR 240

Analysis of spatial factors and effects in the interaction between tourists and the geographical environment. Study of the tourism phenomenon from a natural resource perspective. Description of the most important tourist destinations, as well as their main tourist attractions.

3 hours, 1 semester, 3 credits

### **TOUR 285 HUMAN RELATIONS**

**Prerequisite:** TOUR 240

Analysis of human behavior from an interaction perspective. Personality development and interpersonal relations. Study of theoretical aspects of communication and assertive communication skills development. It provides students with the experience to put in practice acquired skills, as well as solving problem-situations, such as conflicts and crisis management.

3 hours, 1 semester, 3 credits

### **TOUR 290 HOSPITALITY AND TRAVEL LAW (EQUIVALENT MGNT 313)**

**Prerequisite:** TOUR 240

Exposure and analysis to law regarding different aspects of the hospitality and tourism industry in the U.S. and Puerto Rico. Discussion and commentary of rules and laws applying mainly to travel agencies, transportation, accommodations, and food service. Immigration and tax regulations are also included. Labor laws as they pertain to tourism will also be analyzed.

3 hours, 1 semester, 3 credits

### **TOUR 300 INTERNSHIP I**

Supervised practice in a museum. Students will have the opportunity to practice what they have learned in their courses, as well as to demonstrate their knowledge of spoken Spanish and English. Student performance will be evaluated on-site.

60 hours, 1 semester, 1 credit



### **TOUR 301 INTERSHIP II**

Supervised practice in a travel agency. Students will be given the chance to practice their acquired knowledge and skills. They will gain experience in travel agency procedures, reservations, and customer relations. Student performance will be evaluated on-site.

60 hours, 1 semester, 1 credit

### **TOUR 302 INTERSHIP III**

Supervised practice in a hotel. It will include all the processes both before and after the customer's stay at the hotel. Tasks such as room reservation, customer check-in, customer check-out, customer assistance, and administrative tasks will be learned. Student performance will be evaluated on-site.

60 hours, 1 semester, 1 credit

### **TOUR 305 ORGANIZACIONAL CONDUCT (EQUIVALENT MGNT 210)**

**Prerequisites:** TOUR 220 and TOUR 240

Research study on the knowledge and the skills necessary to work with individuals and groups. Analysis of the dynamics of human interactions in the organizations. At the group level are integrated and applied concepts such as communication and leadership. Emphasis on management strategies for the management of situations related to the work, such as: motivation, decision-making, teamwork, values and principles work ethics.

3 hours, 1 semester, 3 credits

### **TOUR 315 QUALITY SERVICES**

**Prerequisite:** TOUR 240

Analysis of products and services. Study of the characteristics of service quality and the importance of client satisfaction. Analysis of the elements for higher-quality services. Students receive appropriate training for personal and professional development through client-worker relationship. Visits to related enterprises.

3 hours, 1 semester, 3 credits

### **TOUR 400 ADMINISTRATION OF RECEPTION**

**Prerequisite:** TOUR 240 and TOUR 260

Study the hotels functional and organizational structure. A deeply study of front desk department accountability. It puts emphasis in the importance of the department as a distributor and coordinator of others departments work and its facet of interrelation between them and clients. Visits to establishments are made.

3 hours, 1 semester, 3 credits

### **TOUR 405 CONVENTIONS ORGANIZATION OF MEETINGS AND CONGRESSES**

**Prerequisites:** TOUR 220 and TOUR 240

Analysis of basic elements for holding meetings and conventions and the economic impact they entail. Process for planning, budgeting, and implementation of meetings and congresses are emphasized. Includes ethical, legal, and fiscal aspects of meetings and congresses. Visits to related enterprises.

3 hours, 1 semester, 3 credits

### **TOUR 410 FOODS AND DRINK SERVICE ADMINISTRATION**

**Prerequisites:** TOUR 240 and TOUR 260

This course is designed to familiarize students with the control processes of food and drink departments with emphasis on benefits obtained through the planning of menus, letters. Visits to related enterprises. 3 hours, 1 semester, 3 credits

### **TOUR 415 HOSPITALITY HUMAN RESOURCES (EQUIVALENT MGNT 320)**

**Prerequisites:** TOUR 220 and TOUR 240

Study of management styles and motivational theories. Students learn to design organizational charts used by the hotel industry, as well as how to handle stress problems. Emphasis on personnel hiring, the importance of continued training and service to the client. Students become familiar with budgeting procedures and preparation of work schedules. Visits to related establishments. 3 hours, 1 semester, 3 credits

### **TOUR 425 CRUISES**

**Prerequisite:** TOUR 240

Study of the principal cruising routes. Study of the typical tasks performed aboard ship. Analysis of the functions before, during, and after the trip. Emphasis on the importance of service to the client.

3 hours, 1 semester, 3 credits

### **TOUR 430 EDUCATIONAL TRIP**

Educational trip to different places organized by the Department of Tourism during the year. Participants will learn about traditions, customs, political, social, economic, and cultural aspects of places visited.

Variable Period: 2 weeks to 1 month, 3 credits

### **TOUR 497 DISNEY EXPERIENCE**

Selected students may participate in the Walt Disney World College Program. This experience consists of preparatory sessions before the trip, work experience, and study at Disney University. Students must do homework and prepare a portfolio.

500 practical-experience hours, 30 contact education hours, 6 credits

### **TOUR 498 TOURISM INTERNSHIP**

**Co Prerequisite:** TOUR 499

**Requisite:** The student must be in his/her last semester with a minimum general grade point average of 2.50 and a minimum major grade point average of 3.00.

The course offers practical managerial experience in a tourism agency. The student will spend 15 hours per week in a real working environment where he/she will reinforce the skills obtained in the classroom. 210 hours, 1 semester, 2 credits

### **TOUR 499 TOURISM SEMINAR**

**Co Prerequisite:** TOUR 498

Analysis and discussion of problem-situations that occur during the internship. Readings and special project reports will also be discussed. The course meets one hour per week.

15 hours, 1 semester, 1 credit

---

**DEPARTMENT OF AEROSPACE STUDIES**  
*(updated 25 May 16)*

**AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC)**

Air Force ROTC is designed to recruit, educate and commission officer candidates through college campus programs based on Air Force requirements.

**Mission**

Our mission is to develop quality leaders for the Air Force, Puerto Rico and America.

**Vision**

The AFROTC vision is to be a highly successful organization, respected throughout the Air Force, the educational community and the nation.

**Program Overview**

The Air Force ROTC program offered at the University of Puerto Rico-Mayaguez is a 3 or 4 year undergraduate-level program by which young men and women are educated, motivated, and trained for Air Force commissioned service.

The program consists of the General Military Course (GMC) and the Professional Officer Course (POC).

**General Military Course (GMC)**

The GMC is a 1 or 2-year course, consisting of the following four courses: Aerospace Studies (AEST) 3001, 3002, 3011, and 3012. These courses are designed to motivate and prepare cadets for entry into the POC. Each course meets once weekly and is one-academic hour course.

**Professional Officer Course (POC).**

The POC is a 2-year course, consisting of AEST 4001, 4002, 4011, and 4012. These courses are designed to prepare cadets for active duty as Air Force officers. Each course meets twice a week and is a four academic-hour course.

**Leadership Laboratory (LLAB)**

LLAB is a dynamic and integrated grouping of leadership developmental activities designed to meet the needs and expectations of prospective Air Force second lieutenants and complement the Air Force

ROTC academic program. It is a student planned, organized, and executed practicum conducted under the supervision of the Professor of Aerospace Studies and Assistant Professor of Aerospace Studies.

### **Field Training**

Students who are selected for the POC will attend a four-week Field Training program that takes place in Maxwell AFB, AL and Camp Shelby, MS. The primary objective of Field Training is to evaluate leadership potential to enter the POC through a transformational training environment.

### **Membership Eligibility**

Each individual must:

1. Be a full-time undergraduate student enrolled at any of the following universities:

University of Puerto Rico:

Aguadilla  
Arecibo  
Mayaguez  
Ponce

Inter-American Universities:

Aguadilla  
Arecibo  
Ponce  
San German

Pontifical Catholic University of Puerto Rico

2. Take no more than 16 credit hours per semester.
3. Participate in both AS classes and LLAB while enrolled in school to be considered a GMC or POC member.
4. Be age 14 or older.
5. Have an AFROTC calculated GPA of 2.5 or greater for all previous college-level coursework.
6. Pass the American Language Course Placement Test with at least an 80%.

### **Program Goals**

Each student must demonstrate:

1. An understanding of the fundamental concepts and principles of military, naval, and aerospace sciences.
2. A basic understanding of associated professional knowledge.
3. A strong sense of personal integrity, honor, and individual responsibility.
4. An appreciation of the requirements for national security.

## Air Force ROTC Scholarships

Air Force ROTC offers three different type of scholarships (up to \$18,000) for outstanding students. Scholarships include tuition, most fees and books. Upon activation, all scholarship cadets receive a monthly living expenses stipend during the academic year. Currently, the monthly stipend is \$300 for first year cadets, \$350 for second year cadets, \$450 for third year cadets and \$500 for fourth year cadets.

## FACULTY

**LIEUTENANT COLONEL CASIMIRO BENAVIDEZ**, *Professor of Aerospace Studies*, Master Military Operational Art and Science, Air University, 2012. M.S. International Relations, Troy University, 2005.

**CAPTAIN RAFAEL E. BELTRAN**, *Assistant Professor of Aerospace Studies*, M.A. Global Security/Intelligence Studies, American Military University.

**CAPTAIN FRANCISCO J. ROSARIO**, *Assistant Professor of Aerospace Studies*, B.S. Aerospace Engineering, Rolla, University of Missouri.

**CAPTAIN JONATHAN T. WAVELL**, *Assistant Professor of Aerospace Studies*, B.A. Sociology, Loyola Marymount University.

## COURSES OF INSTRUCTION

**ESAE 3001/3002. THE FOUNDATIONS OF THE UNITED STATES AIR FORCE.** Two credit hours per semester. One hour of lecture and one-and-a-half hours of Leadership Laboratory per week each semester.

A survey course designed to introduce students to the United States Air Force and provides an overview of the basic characteristics, missions, and organization of the Air Force.

**ESAE 3011/3012. THE EVOLUTION OF USAF AIR AND SPACE POWER.** Two credit hours per semester. One hour of lecture and one-and-a-half hours of Leadership Laboratory per week each semester.

Features topics on Air Force heritage and leaders; introduction to air power through examination of the Air Force Core Functions; and continued application of communication skills. Its purpose is to instill an appreciation of the development and employment of air power and to motivate sophomore students to transition from AFROTC cadet to AFROTC officer candidate.

**ESAE 4001/4002. THE UNITED STATES AIR FORCE LEADERSHIP STUDIES.** Four credit hours per semester. Three hours of lecture and one-and-a-half hours of Leadership Laboratory per week each semester.

Teaches cadets advanced skills and knowledge in management and leadership. Special emphasis is placed on enhancing leadership skills. Cadets have an opportunity to try out these leadership and management techniques in a supervised environment as juniors and seniors.

**ESAE 4011/4012. NATIONAL SECURITY AFFAIRS & PREPARATION FOR ACTIVE DUTY.** Four credit hours per semester. Three hours of lecture and one-and-a-half hours of Leadership Laboratory per week each semester.

Designed for college seniors and gives them the foundation to understand their role as military officers in American society. It is an overview of the complex social and political issues facing the military profession and requires a measure of sophistication commensurate with the senior college level.

## ARECIBO CAMPUS

***Dr. Edwin Hernandez Vera, Ph.D., Rector***

The Arecibo Campus serves the academic needs of the communities of Arecibo, Barceloneta, Camuy, Ciales, Florida, Hatillo, Isabela, Lares, Manatí, Morovis, Quebradillas, Utuado and Vega Baja in harmony with the Institutional rules of the Pontifical Catholic University of Puerto Rico in Ponce. The facilities are located in the Santana Ward, Hwy. 662 in front of the Arecibo Airport and rice mills of Puerto Rico.

Any person who wishes to be admitted at this Campus may apply directly to the Office of Admissions, P.O. Box 144045, Arecibo, Puerto Rico 00614-4045. There are three academic sessions: day, night and Saturday; the same services will be provided in all three.

### OBJECTIVES

The Arecibo Campus has the same Mission, Objectives, and Goals as the main Campus. In view of its location with a different socioeconomic and cultural environment, it also aims to:

1. Serve the specific educational needs of the Arecibo area and the neighboring towns.
2. Promote knowledge of the region and its special needs.
3. Encourage an attitude of commitment and service, guided by the Catholic philosophy of education.

### ACADEMIC PROGRAMS

I. Bachelor Degree Programs:

#### A. College of Arts and Humanities

- 1) B.A. in Criminology
- 2) B.S. in Science in Liberal Studies

#### B. College of Science

1. Associate Degree in
  - a. A.A.S. Optics Sciences

## **2. Bachelor**

- a. B.S. Biology
- b. B.S. Biotechnology
- c. Biomedical Science
- d. Psychology
- e. Chemistry \*
- f. Environmental Science
- g. Medical Technology \*

\* Courses of the first two years of other Majors are also offered for students who wish to transfer and finish their degrees at the Ponce Campus. The descriptions of the courses are in the catalog for the Ponce Campus. In the case of Optical Sciences, it is under the Mayagüez Campus.

## **C. College of Business Administration**

### **1. Associate Degree in**

- a. A.A.S. in Business Administration
- b. A.A.S. in Technical Supervision and Personnel Management
- c. A.A.S. in Support for Information Technologies
- d. A.A.S. in Medical Office Administration and Billing

### **2. Bachelor Degrees**

- a. B.B.A. in Accounting
- b. B.B.A. in Management
- c. B.B.A. in Information Systems
- d. B.B.A./M.B.A. Combined Program: Bachelor and Master's Degree in Accounting

## **D. College of Education**

### **1. Elementary Education**

- a. B.S.E.E. in Elementary Education (Kindergarten to 3<sup>rd</sup>)
- b. B.S.E.E. in Elementary Education (General Education) (4<sup>th</sup> to 6<sup>th</sup>)
- c. B.S.E.E. in Elementary in Special Education, with specialty Autism

### **2. Secondary Education**

- a) B.S.S.E. in Secondary Education with specialization in:
  - History
  - Biology

II. Courses of the first two years of other Majors are also offered for students who wish to transfer and finish their degrees at the Ponce Campus.

## COLLEGE OF SCIENCES

Director: Prof. José D. Padín Jiménez

### ASSOCIATE DEGREE OF SCIENCE IN OPTICS (OPTI)

#### GENERAL DESCRIPTION

This Program provides an alternative to students who want to study a short technical career in Science, or who want to start their own business in the future. The program allows the student to be employed in optics, in a lens factory, or start their own business.

The program of Optics aims to contribute to the preparation of future professionals through specialized training for practical work in the area of optics. It fosters the integral formation of our students through their intellectual, spiritual, ethical, scientific and social development so that they can contribute to the Puerto Rico of the new millennium. It also offers other professional options or short duration careers to those who wish to study Science but do not want to earn a Bachelor's Degree.

#### OBJECTIVES

The General Objectives include:

1. Contribution to the preparation and academic development of future professionals in short careers in the area of Applied Sciences.
2. Contribution to the preparation and the academic development of future professionals in Health-Related Sciences.
3. Highlighting the importance of training professionals aware of their moral, ethical, and spiritual values as well as their social formation.
4. Fostering the development of professional attitudes in the different branches of the Pure and Applied Sciences.
5. Application of the concepts of the scientific method to the resolution of problems, managing time effectively and respecting the ideas of others.
6. Recognition of the importance of Applied Science in our daily lives, in our society, in our body and in the development of the person.
7. Showing interest in research, starting from the general concepts of Biology.
8. Applying the skills and techniques learned in the academic area of the Pure and Applied Sciences such as:



- a. Mastery of the fundamental concepts of Visual Optics, Geometrical Optics, and Physics Optics.
- b. Mastery of optical equipment and materials necessary for the manufacturing of ophthalmic lenses, as well as their design and preparation.
- c. Dispensing eyeglasses with specific measures and prescriptions recommended for each patient.
- d. Specific knowledge of the anatomy and physiology of the eye, as well as pathological conditions that it can develop.
- e. Design and manufacturing of contact lenses, as well as hygiene and maintenance techniques.
- f. Techniques for selection of contact lenses according to the needs of the patient.
- g. Knowledge of pathological conditions that could come with the use of contact lenses.

## GRADUATE PROFILE

The graduate will be able to:

1. Develop a scientific and Christian commitment of service to the individual, the family, and society.
2. Analyze concepts and techniques with a positive, creative, and critical attitude.
3. Contribute to improvement of the quality of life through the application of their knowledge.
4. The graduate must have knowledge and will develop skills in the following areas:
  - a. General concepts of Biology.
  - b. Fundamental concepts of Physics and Optics, applied to visual function.
  - c. Techniques of design, production and manufacture of ophthalmic lenses.
  - d. Mastery in the use of optical equipment for the manufacture of ophthalmic lenses.
  - e. Clearance eyeglasses prescription according to the patient's condition.
  - f. Knowledge of the anatomy and physiology of the eye and pathological conditions affecting the eye.
  - g. General concepts of anatomy and physiology of the cornea and its layers, the lacrimal system, and the composition of tear ducts and eyelids.
  - h. Understanding of the close relationship between the organs of the eye, refractive errors, and a selection and effective adaptation of hard and soft contact lenses.
  - i. Mastery of the techniques of hygiene and handling of hard and soft contact lenses.
  - j. Learn about the most common conditions that affect users of hard and soft contact lenses.
  - k. Understand the medical application of lenses and the adaptation in infants, preschool children, adolescents, and adults.

## REQUIREMENTS OF THE ASSOCIATE DEGREE IN SCIENCE IN OPTICS

DISTRIBUTION	CREDITS
Required General Education Courses	24
Required Concentration Courses	30
Elective in Theology	3
Directed Elective	3
<b>TOTAL</b>	<b>60</b>

### CONCENTRATION COURSES (30 credits)

TITLE	CREDITS
OPTI 110 Fundamentals of Optics	4
OPTI 111 Fundamentals of Optics Laboratory	1
OPTI 117 Ophthalmic Materials 1	3
OPTI 118 Ophthalmic Materials Laboratory 1	1
OPTI 130 Contact Lenses 1	3
OPTI 131 Contact Lenses Laboratory 1	1
OPTI 120 Ophthalmic Materials 2	3
OPTI 121 Ophthalmic Materials Laboratory 2	1
OPTI 230 Contact Lenses 2	3
OPTI 231 Contact Lenses Laboratory 2	1
OPTI 242 Practices in Dispensing Ophthalmic Prescriptions	3
OPTI 243 Dispensing of Ophthalmic Prescriptions Laboratory	1
OPTI 270 Anatomy and Physiology of the Eye	4
OPTI 271 Vision Anomalies	1
<b>TOTAL</b>	<b>30</b>

\* These courses must be passed with a grade of “C” or higher.

### ELECTIVE IN THEOLOGY (3 credits)

TITLE	CREDITS
THEO 130 Divine Revelation	3
THEO 131 The Church of Christ	3
THEO 132 The Christian Family	3
<b>TOTAL</b>	<b>63</b>

### DIRECTED ELECTIVES (3 credits)

TITLES	CREDITS
MGNT 130 Entrepreneurship and Community	3
<b>TOTALS</b>	<b>3</b>

## ASSOCIATE DEGREE IN SCIENCE IN OPTICS CURRICULUM

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SPAN 141	3	SPAN 142	3
MATH 141	3	MATH 111	3
OPTI 110	4	OPTI 117	3
OPTI 111	1	OPTI 118	1
OPTI 270	4	OPTI 130	3
BIOL 118	3	OPTI 131	1
ORIE 003	0	ORIE 004	0
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>14</b>

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 115	3	ENGL 201	3
Elective in Theology	3	SOCI 102	3
OPTI 120	3	OPTI 271	1
OPTI 121	1	OPTI 242	3
OPTI 230	3	OPTI 243	1
OPTI 231	1	PHIL 340	3
Directed Elective	3		
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>14</b>

## OPTICS COURSE DESCRIPTIONS

### OPTI 110: FUNDAMENTALS OF OPTICS

Co-Prerequisite: MATH 111

Laws and fundamental concepts of Physics related to Optics are studied. The main theories of light and the principles of curved and flat surfaces of mirrors and lenses are highlighted. Topics include: the nature of light, illumination, reflection and refraction, dispersion, lenses, diffraction, polarization and prisms.

4 hours of lecture, 1 semester, 4 credits

### OPTI 111: FUNDAMENTAL OF OPTICS LABORATORIES

Co-requisite: OPTI 110

Experiments related to lenses, mirrors and prisms, imaging, combination of lenses and lens aberrations. In addition, the phenomena of distraction, interference, and magnification lenses are studied.

3 hours, 1 semester, 1 credit

---

**OPTI 117: OPHTHALMIC MATERIALS I**

This course is an introduction to laboratory procedures and practices. Knowledge of the equipment required and the techniques needed to manufacture lenses and give them the proper termination are highlighted. Topics include: terminology, selection of materials, techniques of grinding and finishing of surfaces, inspection, and insertion of lenses.

3 hours, 1 semester, 3 credits

**OPTI 118: OPHTHALMIC MATERIALS LABORATORY I**

**Co-requisite:** OPTI 117

In this course the student has practices in laboratory techniques for lens manufacturing and finishing. Topics include selection of materials, techniques of grinding and finishing of surfaces, inspection and insertion of lenses.

3 hours, 1 semester, 1 credit

**OPTI 120: OPHTHALMIC MATERIALS II**

**Co-requisite:** OPTI 117

Continuation of the study of lens manufacturing. The use of special materials, bifocal lenses and termination techniques are highlighted. Includes topics such as: special materials, multifocal lenses, multifocal lens inspection, optical calculations, special lenses, frame repair, and maintenance of optical equipment.

3 hours, 1 semester, 3 credits

**OPTI 121: OPHTHALMIC MATERIALS LABORATORY II**

**Prerequisite:** OPTI 118

**Co-requisite:** OPTI 120

Continuation of the practice of lens manufacturing. Use of special materials, bifocal lenses and termination techniques are highlighted. Multifocal and other special lens inspection practices, optical calculations, lens frame repair, and maintenance of optical equipment are included.

3 hours, 1 semester, 1 credit

**OPTI 130: CONTACT LENSES I**

Introduction to the adjustment of contact lenses. Clinical applications, patient selection, design, instrumentation and the physiology of the cornea are highlighted. At the end of the course, the students will be able to complete a patient basic evaluation and adjust soft and hard contact lenses, identify problems and find adequate solutions.

3 hours, 1 semester, 3 credits

**OPTI 131: CONTACT LENS LABORATORY I**

**Co-requisite:** OPTI 130

This course includes practical experiences in flexible and rigid contact lenses design, modification, and verification. It included lens care products, complications, and special lenses.

3 hours, 1 semester, 1 credit

**OPTI 230: CONTACT LENSES II**

**Prerequisite:** OPTI 130

Study of contact lens adjustment. Advanced techniques of adjustment, design, bifocal, flexible and other special lens care are emphasized.

3 hours, 1 semester, 3 credits

**OPTI 231: CONTACT LENS LABORATORY II**

**Prerequisite:** OPTI 131; **Co-requisite:** OPTI 230

Continuation of the study of contact lens adjustment. Advanced techniques of adjustment, design, bifocal, flexible and other special lens care are emphasized.

3 hours, 1 semester, 1 credit

**OPTI 242: PRACTICE OF OPHTHALMIC PRESCRIPTION DISPENSING**

**Prerequisites:** OPTI 120 and OPTI 230

This course studies the different kinds of eyeglass frames as well as their components. It also studies facial measurements and alignments. It includes topics on adjustment and eyeglasses frame repair.

3 hours, 1 semester, 3 credits

**OPTI 243: OPHTHALMIC PRESCRIPTION DISPATCHING PRACTICE LABORATORY**

**Prerequisites:** OPTI 121 and OPTI 231;

**Co-requisite:** OPTI 242

This course studies the different kinds of eyeglass frames as well as their components. It also studies facial measurements and alignments. It includes topic on adjustment and eyeglasses frame repair.

4 hours laboratory, 1 semester, 1 credit

**OPTI 270: ANATOMY AND PHYSIOLOGY OF THE EYE**

**Co-requisite:** BIOL 118

Study of the cell, structure, and function of the eye and associated structures. The nervous system and the brain, ocular motility, and eye reflexes are included. A group of experiments to apply theoretical concepts and to develop in the student a scientific attitude is included.

3 hours lecture and 3 hours lab, 1 semester, 4 credits

**OPTI 271: VISION ANOMALIES**

**Prerequisite:** BIOL 118

Study of anomalies of the eye that cause problems with vision including problems with the cornea, iris, ciliary body, lens, retina, optical nerve and others.

1 hour, 1 semester

**COLLEGE OF BUSINESS ADMINISTRATION**

Director: Profesor Brenda Morales Torres

**ASSOCIATE'S DEGREE IN BUSINESS ADMINISTRATION AND MEDICAL OFFICE BILLING**

The Program of the Associate's Degree in Administration and Medical Office Billing aims to:

1. Teaching the principles that frame the profession of Administrative Assistant in the area of medicine based on the concepts of ethics and Christian principles.
2. Train our students with the skills of communication, human relations, and competencies that allow them to serve effectively as Medical Office Managers.
3. Train our students in finding creative solutions to problems that may arise in the daily management of the Medical Office.
4. Train our students in the duties, functions, and responsibilities of physician's assistants to work in a global and multicultural environment.
5. Train our students in the management of the office equipment and emerging technology in the area of electronic medical billing.
6. Guidance on the importance of aspects such as positive human relationships, ethics, professional ethics, confidentiality, and discretion in matters of the medical office.
7. Apply the HIPPA law to identify the correct handling of the legal aspects of the doctor-patient relationship.
8. Provide the student the knowledge related to the application of information technologies of, such as billing programs used in the various offices of medical services.
9. Manage conflicts that may arise between assistant-patient; patient-physician provider; medical health plan-physician; assistant-physician, within a Christian, humanist and ethical framework.
10. Identify different documents that are processed in a medical office such as:
  - a. Follow up forms
  - b. Appointment book
  - c. Medical Plan manual billing
  - d. Medical plan electronic billing
  - e. Patient History sheet
  - f. Medical Forms
11. Use the codebooks of procedures, services, and diagnostics correctly, according to each medical record document.
12. Correctly apply typing rules, spelling and wording to produce various documents that are used in a medical office.

---

## GRADUATE PROFILE

Graduates of the Associate's Degree in Medical Office Administration Program will show the following attributes:

1. Capability to manage a medical office in all its details related to:
  - a. Follow up forms
  - b. Records of appointments manually and electronically
  - c. Patient history
  - d. Medical forms
  - e. HIPPA Regulations
  - f. Emergency management
  - g. Files management manually and electronically
  - h. Billings of different health plans manually and electronically
2. Work in the administration offices of a hospital, diagnostic, and treatment center, outpatient clinic, private medical office, laboratories and medical equipment service companies.
3. Design office procedures that increase the efficiency and effectiveness of patient services.
4. Make decisions based on research, analysis and application of the principles of conflict management and ethical Christian values.
5. Use the skills of communication and human relations that will enable them to serve effectively as a Medical Office Manager.
6. Working as a Medical Office Assistant demonstrating a spirit of service, love and responsibility towards human life.
7. Evaluate different alternatives in solving problems and managing administrative and/or patient service disputes.
8. Discriminate between confidential and non-confidential patient information.
9. Maintain positive relationship and tolerance towards diversity of opinions that arise as a result of the work with colleagues, physicians, patients, suppliers and customers in general.
10. Make decisions based on analysis and application of the principles of research ethics and Christian values.
11. Exhibit ethical principles in civic, professional and cultural life in the management of the services of the Medical Office where they work.

12. Apply technological and conflict management skills to resolve ethical problems related to health service.

## PROGRAM ADMISSION REQUIREMENTS

### Who can be admitted to the Program?

1. First year new students
2. Active students who wish to change concentration
3. Intra-institutional transfer students
4. Transfer students

### Admission Requirements:

1. Have a minimum Grade Point Average of 2.00 on a 4.00 point scale or its equivalent.
2. Have achieved the minimum scores required in the Spanish (P.E.A.U.) or English (SAT) versions of the College Entrance Examination Board (CEEB).

### Graduation Requirements

1. Have a 2.00 Grade Point Average on a 4.00 point scale.
2. Pass all the required courses in the Program of study as established by the University.
3. Complete and submit a formal application for graduation on or before the stipulated date.
4. Meet all financial responsibilities with the Institution.

## MEDICAL OFFICE BILLING AND ADMINISTRATION ASSOCIATE DEGREE REQUIREMENTS

	CREDITS
General Education Required Courses (G)	24
College required Courses (C)	12
Concentration Required Courses (D)	27
<b>TOTAL</b>	<b>63</b>

### CONCENTRATION COURSES

COURSE	COURSE TITLE	CREDITS
ADA 121	Computerized Keyboarding	3
ADA 122	Document Processing I	3
ADA 201	Manual and computerized documents management	3
MOAB 106	Fundamentals of human anatomy for medical billing plans	3
MOAB 107	Medical Coding	3



MOAB 220	Billing	3
MOAB 210	Medical Office Management	3
MOAB 211	Medical Audit	3
MOAB 298	Internship Medical Office	3
<b>TOTAL</b>		<b>27</b>

\* These courses must be passed with a grade of “C” or better.

## ASSOCIATE DEGREE REQUIREMENTS FOR MEDICAL OFFICE ADMINISTRATION AND BILLING

### FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
AUGUST	CREDITS	JANUARY	CREDITS
ADA 121 (D)	3	ADA 122 (D)	3
ENGL 115 (G)	3	ENGL 201 (G)	3
MATH 152 (G)	3	COMP 117 (C)	3
MOAB 106 (D)	3	MOAB 107 (C)	3
MGNT 111	3	SOCI 102 ó POSC 101 (G)	3
ORIE 003	0	ORIE 004	0
SPAN 141 (G)	3	SPAN 142 (G)	3
<b>CREDITS 18</b>		<b>CREDITS 18</b>	

### SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
AUGUST	CREDITS	JANUARY	CREDITS
ADA 201 (D)	3	MGNT 416 (C)	3
MGNT 230 (G)	3	MOAB 211 (D)	3
MOAB 220 (D)	3	MOAB 298 (D)	3
MOAB 210 (D)	3	OFAD 487 (C)	3
THEO 130, 132 Ó 132 (G)	3		
<b>CREDITS 15</b>		<b>CREDITS 12</b>	

### COURSE DESCRIPTIONS

#### Concentration Required Courses

#### ADA 121: COMPUTERIZED KEYBOARDING

Training in the use of computer hardware. The student starts word processing programs to create simple documents: memos and letters. Keyboarding proficiency is developed. Development of basic skills (speed and accuracy), to a minimum of 25 words per minute with a maximum of 5 errors.

4 hours, 1 semester, 3 credits

---

### **ADA 122 DOCUMENT PROCESSING I**

Prerequisite: ADA 121

Gives emphasis to the development of higher levels of speed in computer use. Expands word processing skills to include business documents such as: letters, memorandums, reports, tables, newsletters, and electronic communications. Develops basic skills at a minimum rate of 32 words per minute with a maximum of 6 errors. Correct use of grammar, proofreading, and the electronic dictionary (thesaurus).

4 hours, 1 semester, 3 credits

### **ADA 201: MANUAL AND COMPUTERIZED DOCUMENT MANAGEMENT**

Studies the need to keep a record system; the way it is created, stored and retrieved. Different file systems, procedures, equipment and materials are included.

3 hours, 1 semester, 3 credits

### **MOAB 106: FUNDAMENTALS OF HUMAN ANATOMY FOR MEDICAL BILLING PLANS**

This course was designed for students in the Associate Degree Program in Business Administration and Medical Billing. The course emphasizes the teaching of human anatomy and medical terminology related to specialties and medical sub-specialties, medical procedures, and disease names. The course will teach the concepts in English and Spanish.

3 hours, 1 semester, 3 credits

### **MOAB 107: MEDICAL CODING**

This course teaches medical diagnostic and outpatient procedure coding. The use of CPT 4, ICD-9-CM and HCPCS manuals are taught.

3 hours, 1 semester, 3 credits

### **MOAB 210: MEDICAL OFFICE MANAGEMENT**

This course was designed for students in the Associate Degree Program in Business Administration and Medical Billing. Studies how to manage human and physical resources of a medical office through the processes of planning, organization, management and control. The study of HIPAA, managing patient records, scheduling appointments for patients, emergency management, interpersonal relationships, and personality of a medical office assistant are emphasized.

3 hours, 1 semester, 3 credits

### **MOAB 211: MEDICAL AUDITING**

Reconciliation and adjustment of medical bills are studied. Emphasis on rejected invoices, invoice verification, reasons for refusal, and the evidence necessary to make the proper claim.

3 hours, 1 semester, 3 credits

### **MOAB 220: BILLING**

This course develops the knowledge and basic procedures of billing and collection of medical plans in a manual form, both for specialties and medical sub-specialties. They teach: the concept of billing, and the manual preparation of invoices using the CMS Form F1500 (Center for Medicare and Medicaid Services).

3 hours, 1 semester, 3 credits

---

**MOAB 298: INTERNSHIP IN MEDICAL OFFICE**

**Prerequisites:** ADA 121, ADA 201, MOAB 106, 107, 208, 209, 210

Internship of ten (10) hours per week in a medical office. In a one-hour weekly seminar, different aspects of the work experience will be discussed.

1 hour, 1 semester, 3 credits

**COLLEGE REQUIRED COURSES**

**COMP 117: INTRODUCTION TO COMPUTERS**

Introductory course in computer literacy designed to offer students hands on experience in the use of computer equipment and commercial programs used in the business environment and society. Computer terminology along with their social, ethical, and moral implications is included. Guide students on how to use computer application programs such as word processing, electronic worksheets, databases, and graphic presentations. Additional topics include managing email, the Internet and their characteristics.

The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

**MGNT 111: MANAGEMENT FUNDAMENTALS**

Study of management fundamentals in business. The management philosophy, mission, vision, and policy are studied from an organizational perspective. The local environment, technology, quality of life, and organizational changes are relevant factors in the study of this course. Interpersonal relations, leadership, motivation, and teamwork in the managerial decision-making process within a moral and ethical frame.

3 hours, 1 semester, 3 credits

**MGNT 416: BUSINESS ETHICS**

**Prerequisite:** MGNT 111

Analysis of the ethical perspective that private enterprise should adopt in order to survive. Study of ethics applied to case studies and specific business examples: the worker and capital, employment and wages. Includes rights and responsibilities of both the business person and employee, the work objectives, and the worker's goals. Emphasis on the business area as an honorable profession. Ethics is applied to business relations for the business to be successful and effective.

3 hours, 1 semester, 3 credits

**OFAD 487: ORAL COMMUNICATION FOR BUSINESS PERSONNEL**

Course designed to expose students to oral communications to become more confident in speaking English in the workplace. Emphasis on the improvement of oral communications skills, vocabulary enrichment, and correct English speaking. Active participation in oral presentations of simulated business settings.

3 hours, 1 semester, 3 credits

**GENERAL COURSES**

**MATH 152 COMMERCIAL MATHEMATICS**

Study of the basic concepts of applied mathematics to the commerce: system of real numbers, equations and inequalities. Functions and their graphs: polynomials, exponentials and logarithms, system of matrix equations and determinants, ratios and proportions, maximum and minimum, introduction to linear

programming, compound interest, bank discounts of negotiable instruments, annuities, amortization funds, methods for cost, volume and benefit analysis, growth rates and other basic math concepts applied to problem solving and decision making in the commercial field.

3 hours, 1 semester, 3 credits

### **ENGL 115: ORAL COMMUNICATION AND LISTENING COMPREHENSION**

This course is geared towards the improvement of oral communication skills through the intensive practice of phonological patterns of English and structured communicative activities involving relevant social and functional formulas of the language. In addition, listening discrimination and comprehension skills are reinforced utilizing drills and natural speech in structured situations.

3 hours, 1 semester, 3 credits

### **ENGL 201: BASIC PRINCIPLES OF READING AND WRITING**

This course will offer students the opportunity to develop basic writing skills through practice of varied sentence patterns and short-paragraph writing evolving into a five-paragraph essay. This course will also concentrate on the practice and reinforcement of reading skills. In addition, basic dictionary skills will be emphasized.

3 hours, 1 semester, 3 credits

### **SPAN 141: READING, WRITING AND SPEECH FOR COMMUNICATION I**

This course is aimed at first-year students. It provides practice in the skills of strategic reading, effective written and oral communication for the purposes of improving reading comprehension and of developing the ability to produce writing based on the critical interpretation of reality. Reading, writing and speaking will be used to emphasize the four modes of discourse: narration, description, exposition and argument.

3 hours, 1 semester, 3 credits

### **SPAN 142: READING, WRITING AND SPEECH FOR COMMUNICATION I**

Prerequisite: SPAN 141

This course is aimed at first-year students. It provides practice in the skills of strategic reading, effective writing and oral communication for the purposes of improving reading comprehension and of developing the ability to produce writing based on the critical interpretation of reality. Reading, writing and speaking will be used to emphasize the four modes of discourse: narration, description, exposition and argument.

3 hours, 1 semester, 3 credits

### **THEO 130: DIVINE REVELATION**

This course seeks to present Divine Revelation centered on Jesus Christ together with its sources in Sacred Scripture and the tradition of the People of God. God has revealed Himself to man through the Incarnate Word as Creator and Father. Revelation begins with the selection of Israel as the chosen people and attains its fullness in the New Testament with the Messiah, the only Son of God and the Son of the Ever Virgin Mary. The mystery of Jesus is manifested throughout His life until His death and Resurrection. Man responds to the Divine through obedience and love (the first commandment) and filial prayer.

3 hours, 1 semester, 3 credits

---

### **THEO 131: THE CHURCH OF CHRIST**

This course will explain the mission of the Church, led by the Holy Spirit, to make known the living Jesus in today's world and in history through the lives of its members and through its Liturgy and Sacraments. It will explain how man's freedom is shaped and redeemed by the grace of Christ in order to lead each individual to a full, happy life, imperfect now but perfect after death. The Sacraments of the Church bestow, nourish, and strengthen eternal life in the human heart and restore it when lost through sin. The Sacraments also organize the priestly, prophetic, and kingly community through the priesthood and the ministry of the faithful.

3 hours, 1 semester, 3 credits

### **MGNT 230: ENTREPRENEURSHIP**

Study of the different perspectives of the theory of business conduct. Discussion of the business culture as an important element for the economic development of Puerto Rico and the world. The concept of entrepreneurship is identified within the legal, international and ethical-moral framework of Our Church. In addition, the phases of the business development process are described, which the student applies in the preparation of a feasibility study.

3 hours, 1 semester, 3 credits

### **SOCI 102: SOCIAL SCIENCES: STUDY OF HUMAN COEXISTENCE**

This course presents a panoramic vision of the fields in which human coexistence is developed in its multiple dimensions: sociological, economic, anthropological, political and psychological. Issues of sustainable economic development, social and political movements, social solidarity, dignity of the human being and their role in society are analyzed.

3 hours, 1 semester, 3 credits

### **POSC 101: POLITICAL SCIENCES: POLITICAL AND ECONOMIC PROCESSES**

This course studies government, public policies, the political process and its role in solving public problems. Fundamental aspects of what an ideal system of government means and how power and resources are distributed in society will be discussed. The most relevant processes and institutions in decision making are analyzed from a globalized perspective. The economic fundamentals of the market society will be exposed, as well as its relation with the political processes.

3 hours, 1 semester, 3 credits

## **ASSOCIATE IN APPLIED SCIENCE DEGREE IN SUPPORT OF INFORMATION TECHNOLOGY**

### **OBJECTIVE**

Provide an academic program to enable students to develop computer skills and acquire knowledge in the science of data processing.

**REQUIREMENTS FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE IN SUPPORT  
OF INFORMATION TECHNOLOGY**

	<b>CREDITS</b>
Required Courses in General Education	31
Required Concentration Courses	22
Required Courses of College	10
Elective Concentration Course	3
<b>TOTAL CREDITS 66</b>	

**CURRICULUM FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE IN SUPPORT  
OF INFORMATION TECHNOLOGY**

**FIRST YEAR**

<b>AUGUST</b>	<b>CRÉDITS</b>	<b>JANUARY</b>	<b>CREDITS</b>
SPAN 141	3	SPAN 142	3
ENGL 115	3	ENGL 201	3
MATH 152	3	SOCI 102 o POSC 101	3
COMP 117	3	THEO 130	3
COMP 138	3	COMP 140	3
COMP 285	2	MGNT 230	3
ORIE 003	0	ORIE 004	0
<b>CRÉDITS 17</b>		<b>CREDITS 18</b>	

**SECOND YEAR**

<b>AUGUST</b>	<b>CREDITS</b>	<b>JANUARY</b>	<b>CREDITS</b>
THEO 131	3	MKTG 211	3
ACCT 213	4	PHIL 312	3
MGNT 111	3	COMP 274	3
COMP 272	3	COMP 350	2
COMP ____ (E)	3	COMP 432	3
		PHED (electiva)	1
<b>CREDITS 16</b>		<b>CREDITS 15</b>	

**LEGEND:**

COMP 117	INTRODUCTION TO COMPUTERS
COMP 138	ELECTRONIC DATA PROCESSING & BASIC PROGRAMMING
COMP 140	DATA BASES
COMP 272	SUPPORTING USERS AND TROUBLESHOOTING AN OPERATING SYSTEM
COMP 274	SUPPORTING USERS AND TROUBLESHOOTING DESKTOP APPLICATIONS
COMP 285	WEB PAGE PUBLISHING
COMP 350	ONLINE DATA COMMUNICATIONS SYSTEMS
COMP 432	INFORMATION SYSTEMS ADMINISTRATION

All computer courses must be passed with a grade of “C” or higher. These courses include an additional Laboratory Fee.

## **COURSE DESCRIPTIONS**

### **CONCENTRATION COURSES**

#### **COMP 117: INTRODUCTION TO COMPUTERS**

Introductory course in computer literacy designed to offer students hands on experience in the use of computer equipment and commercial programs used in the business environment and society. Computer terminology along with their social, ethical, and moral implications is included. Guide students on how to use computer application programs such as word processing, electronic worksheets, databases, and graphic presentations. Additional topics include managing email, the Internet and their characteristics. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

#### **COMP 138: OBJECT ORIENTED LANGUAGE I**

Study general concepts of electronic data processing and its relationship with business activities. Include discussion of object-oriented programming concepts using Visual Basic programming language. Students work with variables, constants, data types, expression, decision structures, repetitive structure, and sequential file processing, among others. Emphasis placed on problem identification, problem solving, and decision-making taking into account ethical and moral standards. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

#### **COMP 140: DATABASES**

Introduce database systems fundamental concepts, as well as, design, and manipulation of relational databases. Discuss examples that demonstrate how to use database management systems to increase efficiency and productivity in the business environment. Topics include database concepts, tables, forms, queries, reports, and ethical and social aspects of database management, among others. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

---

**COMP 272: SUPPORTING USERS AND TROUBLESHOOTING AN OPERATING SYSTEM**

Discuss concepts and procedures necessary for the maintenance, diagnostic and troubleshooting of basic problems end users will face while running mayor operating systems. Aid student to provide ethical and legal technical support to the end user community regarding operating systems. Presents concepts of installation, operation and diagnosis of problems with the operating system. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

**COMP 274: SUPPORTING USERS AND TROUBLESHOOTING DESKTOP APPLICATIONS**

This course introduces students to applications included with the operating system, such as e-mail, web browsers, and maintenance utilities. It emphasizes the concepts necessary for providing technical support and problem solving. Furthermore, it will enable students to offer technical support to users in the management and use of the desktop programs most commonly used by businesses, as well as solve any user-related problems. Lab is required.

3 hours, 1 semester, 3 credits

**COMP 285: WEB PAGE PUBLISHING**

Designed to provide both theoretical and practical knowledge on creating webpages. Emphasis placed on the principle of planning, designing, building, and publishing website, along with the social, ethical, moral, and legal implication. The course requires an additional laboratory fee.

2 hours, 1 semester, 2 credits

**COMP 350: NETWORKS**

Describe computer networks and telecommunications concepts and principles. Material covers basic network terminology, as well as, planning, installation, configuration, administration, management, maintenance, monitoring, and troubleshooting of network infrastructure components. The student participates in network simulations taking into account ethical and moral standards. The course requires an additional laboratory fee.

2 hours, 1 semester, 2 credits

**COMP 432: INFORMATION SYSTEMS ADMINISTRATION**

Provide an introduction to management information system concepts and an examination of their supporting role in business functions. Explore the relationship between information technology and its impact on different organizational components, such as organizational strategy, organization structure, management process, individual roles, technological resistance, ethical-legal issues, and global implications, among others. The course requires an additional laboratory fee.

3 hours, 1 semester, 3 credits

**COURSES OF COLLEGE**

**ACCT 213: FUNDAMENTALS OF ACCOUNTING I**

Study of the fundamental accounting principles. Includes accounting cycles for individuals, service, and merchandising enterprises, journal entries, ledger, preparation and basic analysis of financial statements;



use of special journals and controlling accounts, elemental SOX issues, receivables, appraisement of inventories and cash.

2 conference hours and 2 laboratory hours, 1 semester, 4 credits

### **MGNT 111: MANAGEMENT FUNDAMENTALS**

Study of fundamentals of management in Business. Management philosophy, mission, vision, and politics are studied from an organizational perspective. The local environment, technology, quality of life, and organizational changes are relevant factors in the study of this course. Interpersonal relations, leadership, motivation, and teamwork in the managerial decision-making process are examined within a moral and ethical framework.

3 hours, 1 semester, 3 credits

### **MKTG 211: MARKETING FUNDAMENTALS**

Prerequisites: MGNT 111

The fundamentals of marketing activities in a global economy; markets, goods and services; organizational structures and distribution, promotion, prices, planning and evaluation of the marketing effort are studied. Emphasis on systems, programs, and concepts; the human factor; solutions to marketing problems; and the process of decision-making in marketing.

3 hours, 1 semester, 3 credits

## **COURSES IN GENERAL EDUCATION**

### **MATH 152 COMMERCIAL MATHEMATICS**

Study of the basic concepts of applied mathematics to the commerce: system of real numbers, equations and inequalities. Functions and their graphs: polynomials, exponentials and logarithms, system of matrix equations and determinants, ratios and proportions, maximum and minimum, introduction to linear programming, compound interest, bank discounts of negotiable instruments, annuities, amortization funds, methods for cost, volume and benefit analysis, growth rates and other basic math concepts applied to problem solving and decision making in the commercial field.

3 hours, 1 semester, 3 credits

### **ENGL 115: ORAL COMMUNICATION AND LISTENING COMPREHENSION**

This course is geared towards the improvement of oral communication skills through the intensive practice of phonological patterns of English and structured communicative activities involving relevant social and functional formulas of the language. In addition, listening discrimination and comprehension skills are reinforced utilizing drills and natural speech in structured situations.

3 hours, 1 semester, 3 credits

### **ENGL 201: BASIC PRINCIPLES OF READING AND WRITING**

This course will offer students the opportunity to develop basic writing skills through practice of varied sentence patterns and short-paragraph writing evolving into a five-paragraph essay. This course will also concentrate on the practice and reinforcement of reading skills. In addition, basic dictionary skills will be emphasized.

3 hours, 1 semester, 3 credits

---

### **SPAN 141: READING, WRITING AND SPEECH FOR COMMUNICATION I**

This course is aimed at first-year students. It provides practice in the skills of strategic reading, effective written and oral communication for the purposes of improving reading comprehension and of developing the ability to produce writing based on the critical interpretation of reality. Reading, writing and speaking will be used to emphasize the four modes of discourse: narration, description, exposition and argument. 3 hours, 1 semester, 3 credits

### **SPAN 142: READING, WRITING AND SPEECH FOR COMMUNICATION I**

Prerequisite: SPAN 141

This course is aimed at first-year students. It provides practice in the skills of strategic reading, effective writing and oral communication for the purposes of improving reading comprehension and of developing the ability to produce writing based on the critical interpretation of reality. Reading, writing and speaking will be used to emphasize the four modes of discourse: narration, description, exposition and argument. 3 hours, 1 semester, 3 credits

### **PHED 107 - HEALTH AND PHYSICAL FITNESS**

Basic course required for all college students with the exception of those enrolled in the teacher preparation program. Participation in a variety of activities and the development of proficiency in conditioning exercises for physical fitness.

2 hours, 1 semester, 1 credit

### **THEO 130: DIVINE REVELATION**

This course seeks to present Divine Revelation centered on Jesus Christ together with its sources in Sacred Scripture and the tradition of the People of God. God has revealed Himself to man through the Incarnate Word as Creator and Father. Revelation begins with the selection of Israel as the chosen people and attains its fullness in the New Testament with the Messiah, the only Son of God and the Son of the Ever Virgin Mary. The mystery of Jesus is manifested throughout His life until His death and Resurrection. Man responds to the Divine through obedience and love (the first commandment) and filial prayer.

3 hours, 1 semester, 3 credits

### **THEO 131: THE CHURCH OF CHRIST**

This course will explain the mission of the Church, led by the Holy Spirit, to make known the living Jesus in today's world and in history through the lives of its members and through its Liturgy and Sacraments. It will explain how man's freedom is shaped and redeemed by the grace of Christ in order to lead each individual to a full, happy life, imperfect now but perfect after death. The Sacraments of the Church bestow, nourish, and strengthen eternal life in the human heart and restore it when lost through sin. The Sacraments also organize the priestly, prophetic, and kingly community through the priesthood and the ministry of the faithful.

3 hours, 1 semester, 3 credits

### **SOCI 102: SOCIAL SCIENCES: STUDY OF HUMAN COEXISTENCE**

This course presents a panoramic vision of the fields in which human coexistence is developed in its multiple dimensions: sociological, economic, anthropological, political and psychological. Issues of

sustainable economic development, social and political movements, social solidarity, dignity of the human being and their role in society are analyzed.

3 hours, 1 semester, 3 credits

### **POSC 101: POLITICAL SCIENCES: POLITICAL AND ECONOMIC PROCESSES**

This course studies government, public policies, the political process and its role in solving public problems. Fundamental aspects of what an ideal system of government means and how power and resources are distributed in society will be discussed. The most relevant processes and institutions in decision making are analyzed from a globalized perspective. The economic fundamentals of the market society will be exposed, as well as its relation with the political processes.

3 hours, 1 semester, 3 credits

### **MGNT 230: ENTREPRENEURSHIP**

Study of the different perspectives of the theory of business conduct. Discussion of the business culture as an important element for the economic development of Puerto Rico and the world. The concept of entrepreneurship is identified within the legal, international and ethical-moral framework of Our Church. In addition, the phases of the business development process are described, which the student applies in the preparation of a feasibility study.

3 hours, 1 semester, 3 credits

## **PROGRAM FOR THE ASSOCIATE DEGREE IN PERSONNEL SUPERVISION AND MANAGEMENT**

### **GENERAL OBJECTIVE**

The Program offers students a complete education, in which the general, college, and concentration Prerequisites are not only combined but are also directed toward a global vision of the human resources market. It will also develop qualified professionals who are prepared to face the challenges of a complicated world. It will form responsible and sensible professionals with Christian and moral values who will be able to occupy positions that require high responsibility standards in both the private sector and government. It will provide students with the skills and knowledge necessary to perform successfully in the consolidation of the county's economy.

### **PREREQUISITES FOR THE ASSOCIATE DEGREE IN PERSONNEL SUPERVISION AND MANAGEMENT**

	<b>CREDITS</b>
General Education Required Courses	28
College Required Courses	10
Concentration Required Courses	24
<b>TOTAL CREDITS 62</b>	

**LEGEND:**

<b>Concentration Required Courses</b>	<b>CREDITS</b>
MGNT. 111 - Fundamentals of Management	3
MGNT. 210 - Organizational Behavior	3
MGNT. 217 - Labor Relations and Legislation	3
MGNT. 320 - Strategic Management of Human Resources	3
MGNT. 370 - Collective Bargaining	3
MGNT. 400 - Supervision	3
MGNT. 230 - Entrepreneurship	
MGNT. 416 - Business Ethics	3
<b>TOTAL CREDITS 24</b>	

**CURRICULUM FOR THE ASSOCIATE DEGREE IN PERSONNEL SUPERVISION AND MANAGEMENT**

**FIRST YEAR**

<b>AUGUST</b>	<b>CREDITS</b>	<b>JANUARY</b>	<b>CREDITS</b>
SPAN 141	3	SPAN 142	3
ENGL 115	3	ENGL 201	3
MATH 152	3	THEO 130	3
COMP 117	3	MGNT 210	3
MGNT 111	3	MGNT 217	3
ORIE 003	<u>0</u>	ORIE 004	<u>0</u>
<b>CREDITS 15</b>		<b>CREDITS 15</b>	

**SECOND YEAR**

<b>AUGUST</b>	<b>CREDITS</b>	<b>JANUARY</b>	<b>CREDITS</b>
ACCT 213	4	MGNT 400	3
SOCI 102 o POSC 101	3	MGNT 230	3
ECON 201	3	MGNT 416	3
MGNT 320	3	THEO 131	3
MGNT 370	<u>3</u>	PHED (Electiva)	<u>1</u>
		PHIL 312	<u>3</u>
<b>CREDITS 16</b>		<b>CREDITS 16</b>	

All concentration courses must be passed with a grade of “C” or higher. Computer courses include an additional Laboratory Fee.

## **COURSE DESCRIPTIONS**

### **General Requirements**

#### **MATH 152 COMMERCIAL MATHEMATICS**

Study of the basic concepts of applied mathematics to the commerce: system of real numbers, equations and inequalities. Functions and their graphs: polynomials, exponentials and logarithms, system of matrix equations and determinants, ratios and proportions, maximum and minimum, introduction to linear programming, compound interest, bank discounts of negotiable instruments, annuities, amortization funds, methods for cost, volume and benefit analysis, growth rates and other basic math concepts applied to problem solving and decision making in the commercial field.

3 hours, 1 semester, 3 credits

#### **ENGL 115: ORAL COMMUNICATION AND LISTENING COMPREHENSION**

This course is geared towards the improvement of oral communication through the intensive practice of phonological patterns of English and structured communications activities involving relevant social and functional use of the language. In addition, auditory discrimination and comprehension skills are reinforced utilizing drills and natural speech in structured situations.

3 hours, 1 semester, 3 credits

#### **ENGL 201: BASIC PRINCIPLES OF READING AND WRITING**

This course will offer students the opportunity to develop basic writing skills through practice of varied sentence patterns and short-paragraph writing evolving into a five-paragraph essay. This course will also concentrate on the practice and reinforcement of reading skills. In addition, basic dictionary skills will be emphasized.

3 hours, 1 semester, 3 credits

#### **SPAN 141-142: ORAL AND WRITTEN COMMUNICATION**

These courses emphasize the process of communication and the discourse variations that are appropriate for each circumstance. Oral and written skills will include narration, description, and argumentation. Written skills will underscore text structure, vocabulary, and sentence and paragraph construction.

3 hours, 2 semesters, 6 credits

#### **PHED 107: HEALTH AND PHYSICAL FITNESS**

Basic course required for all college students with the exception of those enrolled in the teacher preparation Program. Participation in a variety of activities and development of proficiency in conditioning exercises for physical fitness.

2 hours, 1 semester, 1 credit

#### **THEO 130: DIVINE REVELATION**

This course presents Divine Revelation centered on Jesus Christ together with its sources in Sacred Scripture and the Tradition of the People of God. God has revealed Himself as Creator and Father to man through the Incarnate Word. Revelation begins with the selection of Israel as the Chosen People

and attains its fullness in the New Testament with the Messiah, the only Son of God and the Son of the Ever Virgin Mary. The mystery of Jesus is manifested throughout His life until His death and Resurrection. Man responds to the Divine through obedience and love (the first commandment) and filial prayer.

3 hours, 1 semester, 3 credits

### **THEO 131: THE CHURCH OF CHRIST**

This course will explain the Mission of the Church, led by the Holy Spirit, to make known the living Jesus in today's world and in history through the lives of its members and through its Liturgy and Sacraments. It will explain how man's freedom is shaped and redeemed by the grace of Christ in order to lead each individual to a full, happy life, imperfect now but perfect after death. Sacraments of the Church bestow, nourish, and strengthen eternal life in the human heart and restore it when lost through sin. They also organize the priestly, prophetic, and kingly community through the Priesthood and the ministry of the faithful.

3 hours, 1 semester, 3 credits

### **PHIL 312: PHILOSOPHY OF MAN**

Sources and methods in the Philosophy of the human being. Study of human nature and its different facets: organic, psychological, and rational and the interrelation of the three. The concept of person in classical and contemporary Philosophy. Intelligence and human liberty. The human soul: its origin, nature, and immortality. The origin of man. The human, social, cultural, and religious aspects of man.

3 hours, 1 semester, 3 credits

## **COLLEGE REQUIREMENTS**

### **ACCT 213: FUNDAMENTALS OF ACCOUNTING I**

Study of the following fundamental principles of accounting: accounting cycle for individuals, services, and merchandising enterprises; use of special journals; controlling accounts; preparation and analysis of financial statements; valuation of inventories; plant assets and intangible assets; systems and controls.

2 hours, 1 semester, 4 credits

### **COMP 117: INTRODUCTION TO COMPUTERS**

This course provides the student with an updated vision of computer principles applied to data processing. A synthesis of the different systems and data processing methods will be discussed in the classroom. The student will acquire knowledge in operating systems and computer applications such as: Word Processing, Data Bases, Electronic Worksheets and Electronic Graphics. The course entails one day in the classroom and one day in the laboratory.

3 hours, 1 semester, 3 credits

### **ECON 201: FUNDAMENTALS AND APPLICATIONS OF ECONOMICS I**

Prerequisite: MATH 152

Analysis of the principles of the economics system from its micro perspective aspects. Theory of supply and demand, and determination of resources by the price system under the different market structures.

3 hours, 1 semester, 3 credits

### **MGNT 111: FUNDAMENTALS OF MANAGEMENT**

The study of management fundamentals in a company. Study of management, philosophy, mission approach and policy from an organizational perspective. The general environment, technology, quality of life, and organizational changes are studied, as well as human relations, leadership, motivation, and teamwork in the process of decision making within an ethical framework.

3 hours, 1 semester, 3 credits

### **MGNT 210: ORGANIZATIONAL BEHAVIOR**

**Prerequisite:** MGNT 111

Human conduct in the workplace will be discussed on an individual and group level; interaction of structures, techniques, and human resources at the individual level; aspects such as perception, attitudes, and motivation, among others, will be stressed. At the group level, concepts such as communications, leadership, and organizational culture will be integrated.

3 hours, 1 semester, 3 credits

### **MGNT 217: LABOR RELATIONS AND LEGISLATION**

**Prerequisite:** MGNT 111

Analysis of labor relations and the most important labor legislation; emphasis on employee rights, strikes, pickets, boycotts, and other activities; the injunction in labor disputes, jurisdictional problems, representation issues, collective bargaining, labor agreements, conciliation, mediation, arbitration, unfair employment practices, and wage and hour laws in Puerto Rico, and governmental agencies.

3 hours, 1 semester, 3 credits

### **MGNT 230: ENTREPRENEURSHIP**

Study of the different perspectives of the theory of business conduct. Discussion of the business culture as an important element for the economic development of Puerto Rico and the world. The concept of entrepreneurship is identified within the legal, international and ethical-moral framework of Our Church. In addition, the phases of the business development process are described, which the student applies in the preparation of a feasibility study.

3 hours, 1 semester, 3 credits

### **MGNT 320: STRATEGIC MANAGEMENT OF HUMAN RESOURCES**

**Prerequisite:** MGNT 217

Study of the functions of human resource management: planning, hiring, testing, interviewing, selecting, placing, performance appraisal and measurement, compensation, and retirement. Other topics such as motivation, supervision, leadership, professional development processes, and total quality will be discussed.

3 hours, 1 semester, 3 credits

### **MGNT 370: COLLECTIVE BARGAINING**

**Prerequisite:** MGNT 217

Practical analysis of the conflicts that emerge between unions and management during collective bargaining. Study of the process from the beginning of the conflict until the final resolution is reached.

Economic, human, and ethical implications of collective bargaining; the sense of peace and justice in the workplace is discussed.

3 hours, 1 semester, 3 credits

#### **MGNT 400: SUPERVISION**

**Prerequisites:** MGNT 210 and MGNT 320

Study and application of the functions of supervision including management and development of associates, leadership for total quality, and productivity improvements. Supervision skills are developed through case analysis of motivation training and legal issues, among others. Also includes the analysis of diverse problem situations to apply the knowledge obtained.

3 hours, 1 semester, 3 credits

#### **MGNT 416: BUSINESS ETHICS**

**Prerequisite:** MGNT 111

Analysis of ethical perspective that private enterprise should adopt in order to survive. Study of ethics applied to cases and specific business examples: the worker and capital, employment and wages. Includes rights and responsibilities of both business person and employee, the work objectives, and the workers' goals. Emphasis on the business area as an honorable profession. Ethics must be applied to business relations for the business to be successful and effective.

3 hours, 1 semester, 3 credits

### **COLLEGE OF EDUCATION**

#### **BACHELOR IN SCIENCE PROGRAM IN ELEMENTARY EDUCATION WITH A CONCENTRATION IN SPECIAL EDUCATION: AUTISM**

Director: Profesor Brenda Morales Torres

#### **OBJECTIVE**

Given the dramatic increase in children and young people identified with autism in Puerto Rico, the PCUPR-Arecibo, consistent with its Mission and educational Vision, wishes to establish this Special Education Program focused on the area of autism. The primary purpose of the University is to serve as an educational entity by preparing Special Education professionals having appropriate competencies to adequately serve this particular population while contributing to a social need of our country.

#### **ADMISSIONS REQUIREMENTS**

1. Be a graduate of an accredited High School or its academic equivalent.
2. Have a minimum Grade Point Average of **3.00 on a 4.00** point scale or its equivalent.



3. Have achieved the minimum scores required in the Spanish (P.E.A.U) or English (SAT) versions of the College Entrance Examination Board (CEEB). Students 21 years of age or older are exempt from these tests, unless they are applying to the College of Science or any other program which requires these tests for admission.

## GRADUATION REQUIREMENTS

1. Pass all the required courses in the Program of Study as established by the University and complete the Program of Studies within the time specified by the Institution.
2. Pass the total number of credits required for the Program with a minimum Grade Point Average of **3.00 on a 4.00** point scale.
3. Transfer students must pass at the PCUPR at least 25% of the credits required for the Degree and 50% of the required credits for the concentration or specialty.
4. All students who have been admitted to the PCUPR will be subject to the Graduation Requirements that were in effect the year they entered. However, if the curriculum is modified after the student has entered the PCUPR, he/she can choose the curriculum in effect at the time of graduation, but never a combination of both.
5. Submit the proper Graduation Form on or before the date indicated on the University Calendar. (Students who do not submit the formal application for graduation may still qualify as candidates for graduation provided the Registrar certifies that all requirements for the particular Academic Degree have been fulfilled.) After one academic year, the Graduation Form will expire, and the student will have to submit a new Form.

### REQUIREMENTS FOR THE BACHELOR IN SCIENCE DEGREE IN ELEMENTARY EDUCATION WITH A CONCENTRATION IN SPECIAL EDUCATION: AUTISM

REQUIRED COURSES	CREDITS
Requirements for General Education	60
Requirements of the College	30
Concentration Requirements and Methodology	37
<b>TOTAL</b>	<b>127</b>

## REQUIREMENTS OF THE COLLEGE

COURSE	TITLE	CREDITS
COED 200	The Curriculum and Clinical Experience in Elementary School	3
COED 203	Psychological Foundations of Education	3

COED 204	Sociological Foundations of Education	3
COED 270	The Computer and its Applications in Education	3
COED 328	Human Development	3
COED 340	Exceptional Children and Young People	3
COED 430	Philosophical Foundations of Education	3
COED 314	Educational Research Seminar	3
ELED 411	Teaching Practice Seminar	1
ELED 434	Teaching Practice in Special Education	5
	<b>TOTAL</b>	<b>30</b>

### CONCENTRATION COURSES AND METHODOLOGY

COURSE	TITLE	CREDITS
ELED 202	Methodology in Teaching Mathematics at the K-12 Level for Students with Disabilities	3
ELED 213	Methodology in Teaching Language Arts at the Elementary Level (K-6) for Students with Disabilities	3
ELED 214	Methodology in Language and Reading Teaching at the Secondary Level (7-12) for Students with Disabilities	3
ELED 260	Autism: History, Prevalence, Diagnosis and Characteristics	3
ELED 261	Social and Psychological Perspectives of Students with Autism	3
ELED 318	The Fine Arts in Special Education	3
ELED 371	Communication Disorders in Students with Autism	3
ELED 372	Behavior Management of Children with Autism Spectrum Disorder	3
ELED 380	Teaching and Curriculum Development for Students with Autism Spectrum Disorder	3
ELED 385	Sign Language	3
ELED 401	Evaluation Process and Assessment of Students with Autism	3
ELED 419	Technological Assistance and Teaching Materials	4
	<b>TOTAL</b>	<b>37</b>

\* All Education and Concentration courses must be passed with a minimum grade of "B", and General Education courses must be passed with a minimum grade of "C" (this rule applies to newly admitted, readmitted, and transfer students from August 2007). According to the Rules of Certification of Teachers in Puerto Rico, 2016, a minimum general and specialty Grade Point Average of at least 3.00 is required. Therefore, the minimum required to enter Teaching Practice is 3.00.

**REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE IN ELEMENTARY EDUCATION  
WITH A CONCENTRATION IN SPECIAL EDUCATION: AUTISM**

**FIRST YEAR**

**FIRST SEMESTER**

**SECOND SEMESTER**

<b>COURSE</b>	<b>TITLE</b>	<b>CRS.</b>	<b>COURSE</b>	<b>TITLE</b>	<b>CRS.</b>
SPAN 141	Oral Communication 1	3	SPAN 142	Written communication	3
HIST 105	Development of Western Civilization Thought	3	CHEM 117 ó BIOL118	Physical Sciences or Biological Sciences	3
ENGL 115	Oral Communication	3	ENGL 201	Basic Principles of Reading and Writing	3
COED 200	The curriculum Clinical Experiences in elementary school	3	SOCI 102	Study of Human Coexistence	3
MATH 111	Mathematical reasoning	3	COED 204	Sociological Foundations of Education	3
COED 270	The Computer and its Applications in Education	3	ORIE 004	Orientation to University Life 2	0
ORIE 003	Orientation to University Life 1	0			
	<b>Total</b>	<b>18</b>		<b>Total</b>	<b>15</b>

**\*Students transferring from other universities must take Orientation 005.**

**SECOND YEAR**

**FIRST SEMESTER**

**SECOND SEMESTER**

<b>COURSE</b>	<b>TITLE</b>	<b>CRS.</b>	<b>COURSE</b>	<b>TITLE</b>	<b>CRS.</b>
SPAN ____	Spanish Elective	3	ENGL 213	Advanced reading skills	3
ELED 260	Autism: History, Prevalence and Diagnosis	3	CIENCIAS	Elective Sciences Dir	3
COED 340	The exceptional child	3	HIST 253	History of PR (Compendium)	3
ELED 371	Disorders Education Autism	3	ELED 261	Social and psychological perspective	3
COED 328	Human development	3	ELED 318	Fine arts in special education	3
MGNT 130	Entrepreneurship and Community Development	3	COED 203	Psychological Foundations of Education	3
	<b>Total</b>	<b>18</b>		<b>Total</b>	<b>18</b>

**THIRD YEAR**

FIRST SEMESTER			SECOND SEMESTER		
COURSE	TITLE	CRS.	COURSE	TITLE	CRS.
SOCI (E)	Directed Elective	3	PHIL 312	Philosophy of Man	3
ELED 213	Language arts methodology	3	ELED 202	Methodology of mathematics (K-12) for students with imp.	3
ELED 401	Elementary level (K-6)	3	HIST 303	United States history	3
THEO 130	Evaluation process and evaluation	3	THEO 131	Church of Christ	3
ELED 419	Divine Revelation	4	ELED 214	Methodology of teaching language and reading	3
ELED 385	Technological Assistance and Teaching Materials	3	ELED 372	Behavior Management of Children with Disorders	3
<b>Total</b>		<b>19</b>	<b>Total</b>		<b>18</b>

**FOURTH YEAR**

FIRST SEMESTER			SECOND SEMESTER		
COURSE	TITLE	CRS.	COURSE	TITLE	CRS.
COED 430	Philosophical foundations	3	ELED 411	Internship	1
COED 314	Educational Research Seminar	3	ELED 434	Professional internship Special Education	5
COED 440	Conoco Fund and Communication Comp Seminar	0			
ELED 380	Curriculum Teaching and Development	3			
THEO 132	Christian family	3			
PHED 309	Adapted Physical Education	3			
ELED 450	Integrating Seminar on Professional Competencies	0			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>6</b>

**COURSE DESCRIPTIONS**

**REQUIREMENTS OF THE COLLEGE**

**COED 200 – THE CURRICULUM AND THE CLINICAL EXPERIENCES IN THE ELEMENTARY SCHOOL**

**(For students of the Department of Elementary Education)**

Prerequisites COED 101

Course offers students a general vision of the Puerto Rico educational system. Analysis of the core, programmatic, and instructional curriculum and their components. Study of documents, such as: roll

book, official letters, records, and by-laws and other documents. Student must comply with 10 hours (1 hour per week) in a public school. Observation and reflection of the system's reality from the pedagogical, affective and Christian perspective as future teacher.

3 hours, 1 semester, 3 credits

### **COED 203 – PSYCHOLOGICAL FOUNDATIONS OF EDUCATION**

Prerequisites: COED 328

Study of the basic principles of educational psychology related with the student, the teacher, and the teaching and learning process. Discussion of the educational practices that are derived from learning theories and motivation. Analysis of recent research in educational psychology and its application to the classroom. Emphasis of the Christian qualities that teachers should possess.

3 hours, 1 semester, 3 credits

### **COED 204 – SOCIOLOGICAL FOUNDATIONS OF EDUCATION**

Study of family, school and social institution and of the society and its impact in the individual's natural and formal educative process. Nature and content of the sociological foundations and their implications in the teaching and learning process. The teacher as changing agent in a technological and dynamic society. Student will visit a public or private government agencies and will study the relation between these, the family and school.

3 hours, 1 semester, 3 credits

### **COED 270 - THE COMPUTER AND ITS APPLICATIONS IN EDUCATION**

This course is designed for prospective teachers of all levels and subjects. It prepares students with a variety of technology in order to highly enrich the educational process. The benefits of technology use in education are discussed. The course develops the topics of computer literacy, distance learning, and computer applications such as Word, Excel, Power Point for integration in the education process. Internet and electronic mail are used as learning tools.

3 hours, 1 semester, 3 credits

### **COED 314 – EDUCATIONAL RESEARCH SEMINAR**

Study of the foundation of educative investigation. Investigative methodologies qualitative and quantitative statistics design, data interpretation techniques will be examined as well as the style of writing recommended by the College of Education. The course requires a revision of literature of an issue in education in order to prepare an investigative proposal.

3 hours, 1 semester, 3 credits

### **COED 328 - HUMAN DEVELOPMENT**

Prerequisites: COED 200 or 202

Study of the basic principles of human development from conception to death. Analysis of the physical, intellectual, emotional, social, and personality development characterized in each one of the following stages: prenatal, new born, infancy, childhood, pre-adolescence, adolescence, youth, adulthood, and the aged. Discussion of the principle theories about human development: psychoanalytical, cognitive, behavioral, humanistic, and socio-cultural.

3 hours, 1 semester, 3 credits

### **COED 340 – EXCEPTIONAL CHILD AND YOUNGSTER**

Conceptual and theoretic study of the definitions, etiology, and characteristics of exceptional students. Study and analysis of legal aspects related with this population. Analysis of the different instructional strategies available for each case including technological assistance and special needs. Presentation of the different placement alternatives available for each case. Student must comply with 20 hours (2 hours per week) in a public school. Observation and collaboration of exceptional students integrated in the regular classroom. Promotion of critical reflection from an ethical, humanistic and Christian perspective. 3 hours, 1 semester, 3 credits

### **COED 430 – PHILOSOPHICAL FOUNDATIONS OF EDUCATION**

Prerequisites: COED 202

Analysis of the philosophical idealistic, realistic, pragmatic, existential and reconstructionist postures and its implications in education. Discussion of the philosophical-educative innovations in the XX and XXI century. Explanation of the philosophical assumptions and the foundations of the code of Ethics in which Puerto Rico's education is founded. Study of the principles of the catholic educative philosophy, based on the Church's Social Doctrine (DSI).

3 hours, 1 semester, 3 credits

### **ELED 411 - TEACHING PRACTICUM SEMINAR**

(For candidates for the Bachelor of Science in Elementary Education)

Co-requisite: ELED 431 or 434

To be taken concurrently with the Senior Professional Internship. Analysis of the problems encountered in the student-teaching experience. Study of the psychological, philosophical, and sociological principles in each situation, the impact, and the students' academic and behavioral proficiency. Special attention given to a teacher's moral and spiritual values.

1 hour, 1 semester, 1 credit

### **ELED 434 - SPECIAL EDUCATION PROFESSIONAL PRACTICUM**

Prerequisites: General index and specialization index no less than 3.00 in the scale of 4.0.

Supervised teaching internship in the area of Special Education in a public school. The intern must attend a minimum of four (4) hours daily, five (5) days a week, during one (1) semester in a Practicum Center under the daily supervision of a cooperative teacher and a university professor who will be responsible of the evaluation and the intern's professional development.

20 hours per week, 300 hours semester, 1 semester, 5 credits

## **CONCENTRATION REQUIREMENTS AND METHODOLOGY**

### **ELED 202 – METHODOLOGY IN THE TEACHING OF MATHEMATICS IN THE EARLY CHILDHOOD LEVEL (K-12) ELED 202 - METHODOLOGY IN THE TEACHING OF MATHEMATICS AT THE (K-12) LEVEL FOR STUDENTS WITH IMPAIRMENT**

Prerequisites: COED 200 and MATH 111

Analysis of the philosophy, goals and general competencies of the Mathematics Program at the Elementary and Secondary Level. The study of the curriculum of mathematics in highlight to the

standards of the National Council of Mathematics (NTCM) and the Department of Education of Puerto Rico. Emphasis of the development of the constructivist approach as means to obtain significant learning. Presentation and adaptation of math content according to needs, interest and realities of each exceptional case using a pragmatic approach. Inclusion of technologic assistance and the adaptation of materials through the presentations and demonstration classes, learning strategies that respond to different cognitive levels, learning styles and different conditions.

3 hours, 1 semester, 3 credits

### **ELED 213 - METHODOLOGY IN THE TEACHING OF LANGUAGE ARTS AT THE ELEMENTARY LEVEL K-6 FOR STUDENTS WITH IMPAIRMENT**

Analysis of the teaching –learning process in language arts at the primary school level. Development of reading strategies in order for the student to obtain evaluates and uses the text information to interest with the same. Emphasis on the main strategies of the reading-writing process according to new approaches in the Spanish program, taking into consideration individual differences of student's impairment. Demonstration classes adopting the curriculum and materials.

3 hours, 1 semester, 3 credits

### **ELED 214 - METHODOLOGY IN THE TEACHING OF LANGUAGE AND READING AT THE SECONDARY (7-12) LEVEL FOR STUDENTS WITH IMPAIRMENT**

Study of the theories that analyze the skills a comprehension interpretation, synthesis of silent and reading. Development of thinking skills adapted to the student's cognitive level. Use of assessment to identify weaknesses the reading-writing area. Emphasis on the stages of refinement and enrichment. Modifications of curriculum according the students' needs and particular interest. Design and adaption of materials as well as the use of technological assistance in the reading-writing process.

3 hours, 1 semester, 3 credits

### **ELED 260: AUTISM: HISTORY, PREVALENCE, DIAGNOSIS AND CHARACTERISTICS**

This course examines theories and research models that focus on typical and atypical development. Psychological, social, intellectual, and physical understanding of the development of a child with autism are emphasized. The historical problems of the course of autism, biological vs. psychological reality, will be examined along with trends in research on the Autism Spectrum Disorder until the present day. This course will focus on autism as a neurodevelopmental disorder characterized by social interaction impairments, communication and behavioral disorders. Autism is recognized as a broad spectrum where children can have a range of cognitive levels.

3 hours, 1 semester, 3 credits

### **ELED 261: SOCIAL AND PSYCHOLOGICAL PERSPECTIVES OF STUDENTS WITH AUTISM**

One of the characteristics of Autism Spectrum Disorder in the social deficit. This course will present interventions on how to develop social skills through an approach that involves the whole family. This course emphasizes family relationships among children with Autism Spectrum Disorder and their siblings, parents, divorced parents, and their blended families, extended family relationships, relationships in the community where they live and relationships in the school community, taking into account the cultural environment of the Puerto Rican family.

3 hours, 1 semester, 3 credits



---

### **ELED 318 – CREATIVE ARTS IN SPECIAL EDUCATION**

Techniques for the fostering and developing the creativity and sensibility of disabled students through creative arts are discussed. Emphasis in the stimulation and creativity of the artistic expression considering the skills to be developed and individual differences of the students.

3 hours, 1 semester, 3 credits

### **ELED 371: COMMUNICATION DISORDERS IN STUDENTS WITH AUTISM**

Communication disorder is one of the diagnostic criteria in the spectrum of children with autism. Children with Autism Spectrum Disorder and children with developmental delays have abnormalities in communication that are associated with behavioral problems and impact educational development throughout their lives. This course examines the criteria, assessment, teaching strategies based on the development of effective language, alternate forms of communication such as PECS (Picture Exchange Communication System), sign language, and other nonverbal communication systems.

3 hours, 1 semester, 3 credits

### **ELED 372: BEHAVIORAL MANAGEMENT OF CHILDREN WITH AUTISM SPECTRUM DISORDER**

This course presents the process and intervention of Functional Behavior Assessment (FBA) through the use of Positive Behavior Intervention and Support (PBIS). This course emphasizes the use of least restrictive techniques, no adverse techniques, and techniques that take into account the child from a holistic perspective proposing appropriate behavior for each child.

3 hours, 1 semester, 3 credits

### **ELED 380: TEACHING AND CURRICULUM DEVELOPMENT FOR STUDENTS WITH AUTISM SPECTRUM DISORDER**

This course emphasizes the diagnosis, assessment, and best educational practices in teaching children with Autism Spectrum Disorder. This course presents various approaches to teaching and analyzes Applied Behavior Analysis (ABA), Treatment and Education of Autistic and Related Communication Handicapped Children (TEACCH), Miller Method, Auditory Training, Picture Exchange Communication System (PECS) in areas and stages of development from early intervention to the transition to adulthood programs, and from promoting basic skills of autonomy, social interaction, and communication to the development of the academic curriculum. Skills for the integration of Information Technology in the classroom are developed and the computer is used as an attractive and stimulating material for the student; it helps to operate much of the functional academic content and allows access to student situations or contexts that can only occur through the computer.

3 hours, 1 semester, 3 credits

### **ELED 385 – SIGN LANGUAGE**

Analysis of the nature of auditory disability; the social, educational, and psychological implications, as well as the communication systems; and the variations in the use of sign language. Experiences and supervised practices in the acquisition and comprehension of sign language as an instrument of communication and socializing agent between the hearing and hearing- disabled population. Sign language is recognized as a means of extended or alternate communication for other exceptional people that exhibit significant difficulty in this area.

3 hours, 1 semester, 3 credits



### **ELED 401: EVALUATION AND ASSESSMENT PROCESS OF STUDENTS WITH AUTISM**

The objective of this course is to present the different types of educational and functional valuation often used to determine the strengths and weaknesses in children with Autism Spectrum Disorder in the PEI. Tools such as Psychoeducation Profile 3<sup>rd</sup>. Edition (PEP 111), Assessment of Basic Language and Learning Skills Revised (ABLLS-R) and the Vineland Adaptive Behavior Scale will be reviewed and interpreted. Besides the emphasis on assessment, this course will emphasize the specific goals of students, including variables such as development of independent living skills, recreation, vocational training, and transition to adulthood.

3 hours, 1 semester, 3 credits

### **ELED 419- TECHNOLOGICAL ASSISTANCE AND DIDACTIC MATERIALS**

#### **Prerequisite: COED 340**

Course directed to the development of general knowledge concerning technological assistance. Study of state and federal laws that guarantee the use of technology as a resource that promotes a person with disorder to participate in an independent manner at home, school, work and community. Students will have the opportunity to adapt, construct and demonstrate materials. Construction of diverse equipment of low and medium technology to maximize the student's potential and contribute to quality of life. The course includes 15 hours of laboratory during the semester.

4 hours, 1 semester, 4 credits

## **GENERAL EDUCATION**

### **MATH 111 MATHEMATICAL REASONING**

In this course, fundamental concepts of basic mathematics are presented through a practical approach and logical reasoning. After each fundamental topic, some practical activities are developed in which the studied concepts are applied to analyze and solve particular situations related to the topic.

4 hours, 1 semester, 3 credits

### **ENGL 115: ORAL COMMUNICATION AND LISTENING COMPREHENSION**

This course is geared towards the improvement of oral communication skills through the intensive practice of phonological patterns of English and structured communicative activities involving relevant social and functional formulas of the language. In addition, listening discrimination and comprehension skills are reinforced utilizing drills and natural speech in structured situations.

3 hours, 1 semester, 3 credits

### **ENGL 201: BASIC PRINCIPLES OF READING AND WRITING**

This course will offer students the opportunity to develop basic writing skills through practice of varied sentence patterns and short-paragraph writing evolving into a five-paragraph essay. This course will also concentrate on the practice and reinforcement of reading skills. In addition, basic dictionary skills will be emphasized.

3 hours, 1 semester, 3 credits

---

### **ENGL 213: ADVANCED READING SKILLS**

This course offers an intensive reading experience to develop reading skills. In addition to the textbook, selections from magazines, newspapers, and other sources are used. Previously learned writing skills will be reinforced based on reading material covered in the course.

3 hours, 1 semester, 3 credits

### **SPAN 141: READING, WRITING AND SPEECH FOR COMMUNICATION I**

This course is aimed at first-year students. It provides practice in the skills of strategic reading, effective written and oral communication for the purposes of improving reading comprehension and of developing the ability to produce writing based on the critical interpretation of reality. Reading, writing and speaking will be used to emphasize the four modes of discourse: narration, description, exposition and argument.

3 hours, 1 semester, 3 credits

### **SPAN 142: READING, WRITING AND SPEECH FOR COMMUNICATION I**

Prerequisite: SPAN 141

This course is aimed at first-year students. It provides practice in the skills of strategic reading, effective writing and oral communication for the purposes of improving reading comprehension and of developing the ability to produce writing based on the critical interpretation of reality. Reading, writing and speaking will be used to emphasize the four modes of discourse: narration, description, exposition and argument.

3 hours, 1 semester, 3 credits

### **THEO 130: DIVINE REVELATION**

This course seeks to present Divine Revelation centered on Jesus Christ together with its sources in Sacred Scripture and the tradition of the People of God. God has revealed Himself to man through the Incarnate Word as Creator and Father. Revelation begins with the selection of Israel as the chosen people and attains its fullness in the New Testament with the Messiah, the only Son of God and the Son of the Ever Virgin Mary. The mystery of Jesus is manifested throughout His life until His death and Resurrection. Man responds to the Divine through obedience and love (the first commandment) and filial prayer.

3 hours, 1 semester, 3 credits

### **THEO 131: THE CHURCH OF CHRIST**

This course will explain the mission of the Church, led by the Holy Spirit, to make known the living Jesus in today's world and in history through the lives of its members and through its Liturgy and Sacraments. It will explain how man's freedom is shaped and redeemed by the grace of Christ in order to lead each individual to a full, happy life, imperfect now but perfect after death. The Sacraments of the Church bestow, nourish, and strengthen eternal life in the human heart and restore it when lost through sin. The Sacraments also organize the priestly, prophetic, and kingly community through the priesthood and the ministry of the faithful.

3 hours, 1 semester, 3 credits

### **THEO 132: THE CHRISTIAN FAMILY**

This course considers all relationships that are generated by the family (marriage, kinship, work, education, and society) in the light of Christian theology: dogmatic, moral, and spiritual. These relationships are used to deduce specific moral norms that should govern human co-existence in areas

of conjugal love, family obligations, social justice, prayer, respect for truth, and the sacredness of human life, all of which are fomented within the nuclear family. Sin and distortions that threaten and impede the authentic development of the person in this context will also be considered in this course.

3 hours, 1 semester, 3 credits

### **SOCI 102: SOCIAL SCIENCES: STUDY OF HUMAN COEXISTENCE**

This course presents a panoramic vision of the fields in which human coexistence is developed in its multiple dimensions: sociological, economic, anthropological, political and psychological. Issues of sustainable economic development, social and political movements, social solidarity, dignity of the human being and their role in society are analyzed.

3 hours, 1 semester, 3 credits

### **PHIL 312: PHILOSOPHY OF MAN**

Sources and methods in the Philosophy of the human being. Study of human nature and its different facets: organic, psychological, and rational and the interrelation of the three. The concept of person in classical and contemporary Philosophy. Intelligence and human liberty. The human soul: its origin, nature, and immortality. The origin of man. The human, social, cultural, and religious aspects of man.

3 hours, 1 semester, 3 credits

### **HIST 253: HISTORY OF PUERTO RICO (COMPENDIUM)**

(non-major course)

Study and interpretative analysis of the main socio-economic, cultural, and political processes that Puerto Rican society has experienced from 1508 to the present time.

3 hours, 1 semester, 3 credits

### **HIST 303: UNITED STATES HISTORY (COMPENDIUM)**

(non-major course)

A synthesized study of the political, economic, social, and cultural development of the United States from its origins to the present.

3 hours, 1 semester, 3 credits

### **BIOL 118 GENERAL SCIENCE: BIOLOGICAL SCIENCES**

This course is designed for students who do not belong to the College of Sciences. The objective is to enable students to examine and analyze current situations of biological and environmental interest. It includes topics concerning the environment, evolution, genetics, human biology, and bioethics.

3 hours of lecture, 1 semester, 3 credits

### **CHEM 117 - GENERAL SCIENCE: PHYSICAL SCIENCE**

Basic science course with a humanistic vision. Includes ethical aspects of the natural sciences and basic concepts of physics, chemistry, earth science, and astronomy. A vision of the preservation of natural resources, energy crisis, and environmental pollution are reviewed.

3 lecture hours, 1 semester, 3 credits

---

**PHED 309 - PHYSICAL EDUCATION ADAPTED TO SPECIAL EDUCATION  
(EQUIVALENT TO ELED 309)**

This course studies the basic background for the adaptation of physical education to the special education area. Students are introduced to the development and improvement of the body's physical condition through motor, psychomotor, and perceptual- motor activities. Physical laboratory experience in various situations and environments are provided. Emphasis on the physical, mental, and emotional areas involved in the education of the disabled.

3 hours, 1 semester, 3 credits

**HIST 105: DEVELOPMENT OF WESTERN THOUGHT**

Panoramic course that examines the historical development of humanity, from the Greco-Roman past to the present, emphasizing the core contributions that forged Western civilization.

3 hours, 1 semester, 3 credits

**MGNT 130: ENTREPRENEURSHIP AND COMMUNITY DEVELOPMENT**

Study of the different perspectives of the theory of business conduct applied to the development of projects and initiatives, both economic and social, based on the needs, resources and participation of the members of a community. The role of entrepreneurship in both personal finance and community development is highlighted. The establishment of different types of companies such as individual companies, companies, corporations, cooperatives and workers' companies is considered. The concepts of entrepreneurship are identified within the legal, global framework and the Social Doctrine of our Church.

3 hours, 1 semester, 3 credits

## **MAYAGÜEZ CAMPUS**

***Dr. Olga N. Hernández de Patiño, Ph.D., Chancellor***

**Administration:** Dr. Frank Jimmy Sierra Cortés, Ph.D., Dean of Academic Affairs, Prof. Alejandro Ruiz Caíno, Associate Dean of Student Affairs, Prof. Cándida González Cebollero, Associate Dean of Administration Affairs. Prof. Karen Morales Rodríguez, Director of Continuing Education and Courses of Short Institute, Lcda. Lindsay López Murillo, Legal Advisor and Special Projects.

### **HISTORY**

The Mayagüez Campus of the Pontifical Catholic University of Puerto Rico is a young academic institution. Given its dynamism, rapid growth, and development, it has become a unique option for higher education in western Puerto Rico. This Campus, which began as an Extension in the early 1960's, was awarded the title of Center in 1982. It eventually became the Mayagüez Campus of the Pontifical Catholic University of Puerto Rico (PCUPR) in 1996.

The Mayagüez Campus offers its services to two groups of students: the traditional High School graduates and adult students. The traditional students, for the most part, come from low-income families and have limited opportunities for personal and professional growth. The adult students, undergraduate

and graduate students who usually take evening courses, are looking to advance their education for personal growth and better job opportunities. In accordance with the Institutional Mission, the Mayagüez Campus of the Pontifical Catholic University of Puerto Rico offers this population the opportunity to obtain top quality higher education.

Graduate Programs being offered at the Mayagüez Campus are providing yet another group of students the opportunity to enhance and further their education and professional development. These Programs began in 1998 on the semester system. The trimester system was established in August 2004. The Institution works on both projects with technology integration as a teaching strategy in the courses.

### **LOCATION**

The Mayaguez Campus is located on the Ramon Emeterio Betances Street (known as Post Street) #482 South. Its mailing address is: P.O. Box 1326, Mayaguez, PR 00681. Its telephone number is: 787-834-5151. The fax number is: 787-833-8478

### **ADMINISTRATION:**

The Mayagüez Campus of the Pontifical Catholic University of Puerto Rico is administered by a Chancellor who represents the Campus at the University Senate, the University Board, the Academic Council, the Institutional Curriculum Committee, the Institutional Recruitment Committee, and the Administrative Board. The following officials help the Rector with its administration: the Dean of Academic Affairs, the Associate Dean of Administrative Affairs, and the Associate Dean of Student Affairs. Each College and the Graduate Program has a Director. Other officials complete the Administrative body.

### **VISION**

The Mayagüez Campus of the Pontifical Catholic University of Puerto Rico is an institution of higher education committed to the Catholic tradition and to the Southwestern area, which it serves and represents.

It is committed to promoting a learning community focused on the development of skills for decision-making, problem solving, critical and creative thinking, and the human skills that allow the integral formation of the student through innovative curricular programs, using technology as a resource.

### **MISSION**

The Mayaguez Campus administers and organizes administrative, academic, and student processes, and those of community service toward the achievement of the Mission of the PCUPR. An integral part of that Mission is to embody the values of the Gospel to illuminate social, scientific, managerial, and cultural activities, as well as the physical and human environment that surround us.

### **GOALS**

The Mayagüez Campus intends to:

- Serve the needs of higher education of the population of approximately fifteen (15) municipalities of the western region of Puerto Rico.

- Respond to the needs of professional and technical preparation according to the existing demands of the region it attends.
- Integrate technology with the administrative and academic processes.
- Offer education degrees to adults and transfer students to continue their educational preparation in evening and Saturday courses.
- Provide university Programs leading to Associate Degrees, in particular, in Business Administration, Secretarial Sciences, Office Technicians, Medical Office Administration and Billing, Hotel and Restaurant Administration, and other.
- Provide university Degrees leading to Bachelor's Degrees in the concentrations approved by the Higher Education Council of Puerto Rico and offered by the Colleges of Business Administration, Science, Arts and Humanities, and Education.
- Provide university Programs leading to Master's Degrees in Business Administration, Education, and Social Sciences.
- Provide educational opportunities in the area of General Education as an initial part of specialization not yet authorized by the Council Education of Puerto Rico to be offered at the Mayaguez Campus. In order to complete them, students must transfer to the Ponce Campus.
- Prepare educated professionals equipped with an integral and complete formation in the cognitive, affective, and psychomotor dimensions as well as the physical, mental, emotional, social and spiritual dimensions.
- Promote the development of a learning community framed in the foundations that serve as guide to the Catholic philosophy of education.
- Strengthen the Continuing Education Program in different areas of interest to the community.
- Strengthen the assessment system that allows us to obtain information on the achievements obtained.
- Strengthen relations with industry, business, and government agencies.
- Promote seeking truth through research and interdisciplinary dialogue.

## HUMAN RESOURCES

In order to achieve the goals of the Institution, the Campus has a series of human, physical, economic aid, counseling and orientation, professional and spiritual resources, besides academic resources. The most valuable and important resource of the Mayagüez Campus is its personnel who are committed to the Institution and its students. There are 110 full-time and part-time Professors as well as for the

graduate Programs. The Faculty possesses the academic preparation and experience required in their fields of study for the Programs offered and are required by the accreditation agencies for higher education institutions. As the support personnel provide administrative support, the Campus has 32 full-time and part-time employees for student services, orientation, and counseling.

### **PHYSICAL PLANT AND EQUIPMENT**

The Mayagüez Campus is conveniently located on the south side of Mayagüez, reached easily through PR-2 and within minutes of commercial and government centers in Mayagüez. The Campus is beautifully landscaped with trees, plants and tropical flowers that promote an environment which promotes peace and tranquility and fosters learning. The buildings of the Mayaguez Campus are characterized by their modern architecture, simple, and equipped with the equipment that promotes support to the academic offerings and are prepared for people with physical handicaps. The main buildings are the Main Building and the Student Center Building.

#### **MAIN BUILDING (MB)**

The Main Building is the headquarters of the Administration of the Campus. The third floor houses the Rectory, Academic Deanship and Administrative Deanship. The Student Deanship is on the second floor. Other administrative offices are located on the second floor: Director of College Offices, Chaplain's Office, Professional Counseling, Evening Session Office, and Faculty Offices. The third floor also has the computer and secretarial laboratories, the Natural Sciences and Optics Laboratories. The Library is on the first floor. The classrooms are equipped with projectors and electronic boards, as well as the Offices of the Graduate Program.

#### **STUDENT CENTER BUILDING (SC)**

The Student Center houses the Chapel, the Physical Education laboratory, a game room, an auditorium, a language laboratory, a laboratory for the Hotel and Restaurant Management Program, classrooms for the Master's Program and classrooms for the undergraduate Degrees.

#### **INFIRMARY BUILDING**

The Infirmary is located adjoined to the Main Building where the nursing facilities and the radio laboratory are located. The second floor of the building houses the workshop area and storage area for maintenance personnel.

#### **OTHER FACILITIES**

The other facilities serve to promote academic, social, cultural and sports/recreational activities. The Campus has two tennis courts, a softball field, and an ample parking facility for the Faculty, Administration, Students and Visitors. For Campus Security, the Institution has installed security cameras throughout the entire Campus, and the security booth has been redesigned for greater control.



---

## LIBRARY

***Prof. Edwin Ramos Cabán, Director***

Librarians: Dr. Gerinaldo Camacho Camacho – Librarian III, Prof. Elisa González Muñiz – Librarian II, Prof. Arlene Concepción Román –Part Time Librarian

### **Mission and Goals**

The library aspires to contribute to attaining the Mission and Goals of the Mayagüez Campus of the Pontifical Catholic University of Puerto Rico, especially the Goal of developing highly competent professionals with broad humanistic, scientific, Christian, and technical knowledge which will enable them to develop professionally as well as personally and be capable of “learning to learn.”

The primary Mission of the Library is to support the educational process by updating its collections according to curricular priorities and by enhancing its services, especially the Library's instructional program. Special emphasis is given to teaching those skills that are necessary to perform bibliographical research. (Information Literacy)

The Library has set the following Objectives to reach its aspirations:

1. Develop, organize, and maintain the collections in harmony with the Programs offered and provide rapid, efficient, and effective access to the resources.
2. Contribute to the students' development of bibliographical research through an effective instructional program.
3. Attain maximum usage of services and resources by the university community.
4. Have highly competent human resources who provide excellent service and are propitious to professional development, thus fortifying the education process.
5. Collaborate with the professional development of the Faculty providing educational opportunities according to their needs and foment their effective participation in the development of the Library.
6. Optimize its audio-visual services providing the equipment and resources necessary to strengthen the educational process in light of new technology.
7. Strengthen administrative processes and provide the Library with the resources necessary to provide excellent service to the University community.

### **Library Personnel**

The Library has highly competent professionals committed to offering the best service possible. The personnel consists of three Professional Librarians on a full-time basis, and one Professional Librarian on a part-time basis, two Assistant Librarian on a full-time basis, and Administrative Assistant.



### **Physical Facilities**

The Mayagüez Campus Library is located on the first floor of the Mons. Ulises A. Casiano Vargas Building. There are two main service areas that offer quality service to the University community and the general public. The Information Services area includes Reserve, Circulation, and Audiovisual. The Research Center area includes: Journals, Reference, and the Electronic Resources Center.

### **Schedule**

The Library's schedule during the regular semester is:

Monday through Thursday	7:30 a.m. - 9:00 pm
Fridays	8:00 a.m. - 4:00 pm
Saturdays	9:00 a.m. - 1:00 pm

Note: For special occasions such as academic recesses, summer sessions, and other special dates, special hours will be arranged, and the academic community will be informed. On public holidays the Library is closed.

### **Bibliographical Collection**

The Circulation area has 34,571 printed titles with 38,574 volumes. There is an online Data Base known as e-books accessed through the Internet with approximately 45,000 titles providing the complete text. The Reference collection has 4,132 titles and 4,756 volumes. The Magazine collection has 37 titles that come from subscriptions, donations or free. The audiovisual collection consists of 1,094 titles and 11,913 pieces in such different formats as 16mm films, VHS, slides, filmstrips, audiocassettes, DVD, and others. The Library has a database from Audiovisual Resources with the title Academic Press (Videos) with about 20,970 titles available for use by the faculty in the classroom.

The Mayagüez Campus Library also has various online Data Bases that are available to the University community through the Internet, on or off Campus. The following data bases are available: EBSCO Host, ProQuest Direct, Social Work Abstracts, E-Books, Infotrac, Academic Press, Microjuris, Puerto Rican Periodicals Index, Puerto Rican Magazines Index and El Nuevo Día Electrónico and Open Sources.

### **Services**

Among the services the Library offers are the following: photocopy machines, formal instruction on the importance of the on-line programs available and how to use them, and inter-library loans. Among the collection, the Library also has Census Data for Puerto Rico and the United States available.

## **STUDENT AFFAIRS**

### **Prof. Alejandro Ruiz Caíno, Associate Dean of Student Affairs**

The Student Services Program is structured under the administration, coordination and supervision of the Dean of Student Affairs. This Office is responsible for the planning, organization, coordination, and

evaluation of all student services.

The Deanship of Student Affairs recognizes the importance on the integral development of the student. The intellectual development and formal learning through academic instruction is of the utmost importance. The Institution is also concerned with students' physical, spiritual, emotional, and social development in order to become successful Christian professionals that positively contribute to our society.

The Student Services Program aims to provide the crucial services for the student's well-being, offering a variety of activities that promote the opportunity to develop particular interests and aptitudes as well as their initiative and leadership.

The Deanship of Student Affairs promotes and supports the rights of the students as members of the community to develop student associations and organizations for academic, social, religious, cultural and recreational purposes without losing sight of the Mission and Vision of the PUCPR. Any student organization that wishes to operate on Campus must request official recognition.

This Office is located on the second floor of the Main Building, Office 201. Personnel is available from Mondays through Thursdays from 8:00 a.m. to 7:00 p.m. and Fridays from 8:00 a.m. to 4:00 p.m. in order to serve our University community.

### **STUDENT LIFE, SERVICES AND ACTIVITIES**

The Student Services Program was established with an educational focus on mind looking to contribute to the integral formation of the student. The Program responds to the Mission and Objectives of the Institution and contributes substantially and integrally to their goal achievement. The Program serves as a learning extension, providing the student with experiences that complement learning in the classroom or in laboratories.

### **INSTITUTIONAL OFFICE FOR INTERNSHIP PROGRAMS AND EMPLOYMENT**

Deanship of Student Affairs – serves as liaison

The Institutional Office for Internships and Employment services can be contacted by the Deanship of Student Affairs for the Mayaguez Campus students. This office will serve as liaison with OIPE to provide you the opportunity to participate in work or research experiences within an organization or business in Puerto Rico or the United States. Both offices contribute to different activities focused on finding employment for our students: workshops, conferences, job fair and interviews with different employers, among others.

### **Institutional Office of International Relations (OIRI)**

Deanship of Student Affairs – Serves as liaison

The services of the Institutional Office of International Relations for Mayaguez Campus students are channeled and coordinated through the Office of the Dean of Student Affairs. We offer the opportunity to make academic exchanges to different parts of the world as we have agreements of collaboration with the Pontifical Catholic University of Chile, Business School of Navarra, Pontifical Catholic

University of Rio Grande Do Sul, Santa María la Antigua University of Panama, Universidad Complutense Of Madrid, Shandong Normal University in the city of Jinan, among other superior institutions around the world.

### **CHAPLAINCY**

Rev. P. Luis Alberto Rodríguez Vientós

The Pontifical Catholic University of Puerto Rico seeks the spiritual development of its community members by offering spiritual services that help strengthen their faith. We understand that Christianity does not consist of a series of acts, but a witness to Christ, which offers meaning to all human activities. The Chaplain occupies an important place in the university life because in addition to Liturgical duties, the Chaplain provides spiritual guidance and, jointly with other religious personnel, offers the pastoral services to help build Christian values.

The Chaplaincy on Campus intends to accomplish the following objectives:

- Know the reasoned faith at the college level and shape criteria according to the Christian morals.
- Develop a solid relationship with God through the Sacraments and personal or group prayers.
- Offer testimony to others of the Catholic faith through different Apostolates.

### **EMOTIONAL SUPPORT OFFICE**

Prof. Ferdinand Arroyo del Río, Licensed Psychologist

The Emotional Support Office aims to provide individualized assistance to students who are dealing with any particular situation that affects their academic goals. They offer support to students who are suffering from an emotional, social or adaptive situation that interferes with their university life or learning process. The office is managed by a state licensed professional ready to offer their services for free to any member of the university community.

### **PROFESSIONAL COUNSELING AND GUIDANCE CENTER**

Dr. Sandra Morales Arroyo, Ph. D. – Professional Counselor, Prof. Gloria Toro Efre – Professional Counselor

The Professional Counseling and Guidance Center, is an integral part of the services the Campus offers as a complement to formal academic instruction. The Guidance and Counseling Program helps the students adjust to the university life through its multiple resources, helping fill their needs and develop their potential in personal, vocational, occupational and academic aspects. These Orientation courses are required for graduation.

Services offered in the personal area:

- Individual or Group orientations according to the existing needs of our students.
- Conferences and workshops on topics about personal improvement.

- Referrals to Psychologists, Social Workers, Chaplain, or Vocational Rehabilitation, among others.
- Planning extracurricular activities to foster the development of leadership skills within the Campus and the community.

Services offered in the academic area:

- Tutoring and academic counseling referrals
- Group orientations about: graduate studies, study and reading habits, effective time management, techniques for test taking, preparation of oral reports, and academic programs of the PCUPR, such as the registration process online.
- Interviews and follow-up of students with low academic achievement.
- Referral to Deans, College Directors, and Professors.
- Follow-up and strategies on retention with students who do not register in the Orientation Course or do not finish the registration procedure during the time allotted by the Institution.
- Orientation and distribution of application forms for tests for admission to graduate studies, such as EXADEP, GRE, GMAT, TOEFL, among others.

Services offered in the occupational area:

- Individual interviews for problems of vocational indecisiveness.
- Administration and interpretation of vocational interest tests.
- Individual and group orientation related to topics focused job search.
- Orientations about existing job opportunities according to the academic offerings of the Campus.
- Annual Job Fair coordination and planning.

Other services:

- Participation in the registration and enrollment process. The Program will offer services to all students in general, but paying special attention to newly admitted students.
- Advising people from the university community.
- Service to special population: foreign students, athletes, students with limitations, transfer students and students on academic probation, among others.
- Conferences for the community as requested.

### **INSTITUTIONAL OFFICE OF SERVICE TO STUDENTS WITH DISABILITIES (OSPI)**

Professional Guidance and Counseling Office – serves as liason

Service to students with disabilities is coordinated through the Professional Guidance and Counseling Office of the Student Affairs Deanship. The Counselor works with each individual case in coordination with the Institutional Office for Services to the People with Disabilities (OSPI) and the state's Vocational Rehabilitation Office. The Campus is responsible for providing students with disabilities all the services available at the Institution.

The Institution has established policy and procedures which help students receive the services offered to students with disabilities, according to the ADA law and any other laws concerning reasonable accommodation according to their condition. In order to receive these services, the student must

request them personally at the Student Affairs Deanship and complete the necessary documents required by law to be able to receive the services.

## **PROGRAM FOR HEALTHY HUMAN DEVELOPMENT AND PREVENTION**

Professional Counseling and Guidance Center

The Program for Healthy Development and Prevention is coordinated through the Counseling Professional Counseling Center works with the coordination of prevention activities, student organizations; biennial reports and administers the CORE questionnaires.

The Program coordinates efforts for the prevention of abuse of controlled substances, alcohol, violence, and topics related to stress, conflict management, anxiety and depression. It provides students with instructional material and activities that promote healthy life styles. In addition, every two years, the Campus administers a questionnaire that measures student's life styles, CORE (alcohol consumption, sexuality, and security on Campus). It should be noted that the Institutional Policy on Drugs and Alcohol is distributed to all new students during the Orientation process.

## **Student Academic Support Program and Tutoring Center**

Prof. Mayra Negrón Vázquez

The Student Academic Support Program and Tutoring Center for Mayaguez Campus responds to the Deanship of Student Affairs and offers free tutoring services to our students. The program counts with 14 tutors on different subjects who offer their service to all students who request it voluntarily or help those students that may be referred by a professor or other school official. This office is located in the Campus Library.

The tutor may attend up to five to ten students simultaneously, if necessary. The course for which tutoring is offered are: Mathematics, English, Spanish, Accounting, Finance, Economics, Chemistry, Biology, Computers, Criminology, Philosophy, Theology, History and Social Sciences. Students interested in receiving tutoring services must visit the Student Academic Support Program and Tutoring Center to solicit an appointment and complete the Tutoring Application Form.

## **ADMISSIONS AND RECRUITMENT**

Mrs. Jenniffer Bigas –Admissions Officer, Mrs. Zuleika Izquierdo – Recruitment Officer, Mr. Tomás Santiago – Recruitment Officer

The Admissions and Recruitment Office is structured under the Deanship of Student Affairs and aims to provide you the admission to our University. Our experienced staff will guide you through the evaluation process to help you achieve your academic goals.

The Admissions and Recruitment Office is the gateway and contact to our campus for the students who aspire to join. Our main goal aims at ensuring that the admission process is an agile, responsive, professional and ethical, suiting your academic desire and reality.

- Focuses on the admission requirements for institutional and campus offerings.
- Coordinate Public and Private school visits across the western area of PR.
- Serve as an Enrollment Center for the College Board Exams.
- Offer workshops and seminars to Colleges.
- Run, evaluate, coordinate and integrate the process of admission of new students to undergraduates, transferred, graduate and special admission students.
- Ensure that applicants meet all the admission requirements established by the various programs and submit all required documents.
- Responsible for assessing academic and personal qualifications for admission candidates for admission.
- Assist in the necessary steps to enable enrollment.

The Admissions and Recruitment Office is located in the Student Services area on the 3rd floor of the Main Building and has the following service hours:

Monday and Tuesday: 8:00 AM to 6:00 PM

Wednesday and Thursday: 8:00 AM to 5:00 PM

Friday: 8:00 AM to 4:00 PM

### **FINANCIAL AID OFFICE**

Mrs. Marilyn Marti Mendoza – Financial Aid Official, Mr. Heriberto Velázquez Santos – Financial Aid Official, Mrs. Paola Quiles – Financial Aid Official Part-Time

The Financial Aid Office of Mayaguez is organized under the Deanship of Student Affairs and its commitment is to help students live this new academic experience, providing the economic assistance needed; this according to the available resources and eligibility results.

If you qualify, you will be offered financial support options for a degree: Master's, Bachelor's Associates or non-university career and technical courses. Undergraduate students may be eligible to receive Pell Grant and other federal, state aid, student loans, work-study and / or institutional scholarships. If you are in a graduate program you may be considered for student loans, work-study programs and some federal aid and / or state. If you're coordinating your studies with other local institutions and / or foreign (consortiums) must pass by our office to check the aid's availability.

The Financial Aid Office is located in the Student Services area on the 3rd floor of the Main Building and has the following service hours:

Service Hours Financial Aid Office:

Mondays and Tuesdays: 8:00 AM to 6:00 PM

Wednesdays and Thursdays: 8:00 AM to 5:00 PM

Fridays: 8:00 AM to 4:00 PM

### **BASIC MEDICAL SERVICES**

Mrs. Odrys Martínez Toro – RN, Lizzette M. Muñoz Sánchez – Partime RN

The campus counts with a dispensary aware of the need to help maintain physical and mental health of students and staff. The Nursing Services Program aims to offer health assistance and guidance to the

university community offering service by two registered nurses, one in daytime (8:00 AM to 4:00 PM) and another at nighttime (4:00 PM to 10:00 PM). Nurses are required to handle campus health emergencies and monitor the vaccination certificates of students under 21 years of age as required by the Department of Health.

## **STUDENT ACTIVITIES**

The Mayaguez Campus has developed a variety of religious, cultural, social, recreational, and sports activities coordinated by the Student Affairs Deanship. Recognized Student Organizations also contribute to the development of activities that may be classified as of academic, social and community service.

## **STUDENT ORGANIZATIONS**

### **Professional and Scholarly Organizations**

In order to achieve the student's integral development, they need to develop social and leadership skills besides learning to build relationships, proficiency, and academic subjects through involvement in social cultural, academic, and civic activities. Student Associations are available to all Campus students regardless of race, color, national origin, economic status and / or social, creed or nationality.

The campus counts with 11 affiliated Academic Student Associations at 5 Campus Colleges recognized by the Deanship of Student Affairs, PUCPR Mayaguez Campus:

### **College of Arts and Humanities**

Students Association of Criminology and Criminal Investigation  
Future Social Workers Association

### **College of Sciences**

Association of Biology

### **College of Education**

Athletic Association

### **College of Business Administration**

Student's Association of Hotel and Restaurant Administration (ADHORE)  
Student's Association of Business Administration (ADEM)  
University Chapter of the Chamber of Commerce of Puerto Rico  
Pioneer Gaming and Collectibles (PGC)  
New Generation of Communicators (GEC)

### **Graduate Studies College**

Student's Association of the Graduate Studies College

The campus counts with 6 additional Student Associations, under the Deanship of Student Affairs, offering support to our art, communications, and social action programs.

---

**Student Associations affiliated to the Dean of Student Affairs**

PUC Dance Team  
Actor's Club  
Bokeh Photography Club  
Press Team - Huellas del Futuro Mayagüez Campus  
Campus Ambassadors  
Youth United in Christ

**SPORTS / RECREATION / GAMES**

Extracurricular activities focused on recreational activities and sports are structured under the Athletic Program Coordinator, which develops the intramural program and intercollegiate tournament under the Deanship's Services Program. The students have the opportunity to participate in a variety of sports for their enjoyment and recreation. Those students (male and female) who demonstrate superior sport skills have the opportunity to participate in the Institutional Interuniversity Program. Mayaguez Campus permits the students to participate in the following sporting and gaming opportunities:

**Interuniversity Athletic League Sports**

Men's Soccer  
Female Soccer

**Pioneering Sports League**

Basketball  
Volleyball  
Tennis  
Soccer

**Recreation**

Dance Team  
Theatre Club

**Games and Tournaments**

Table Tennis  
Domino  
Billiards  
Chess  
Card Collector Series  
Video Games



## COLLEGE OF ARTS AND HUMANITIES

***Dr. María de los A. Nazario Barreras, Ph. D., Director***

**Faculty:** Dr. Gerardo Cabán Cáceres, Prof. Eurípides Caraballo Román, Att. Wilfredo Crespo Acevedo, Prof. Jorge Cruz, Prof. Reinaldo A. Egipciaco Molinary, Prof. Ana Gelpí Lebrón, Dr. Domingo Guzmán Nazario, Ph. D., Prof. Ingrid Padilla González, Prof. Antonio Ortiz Pérez, Prof. Edgar Ortiz Albino, Prof. Mariangely Pérez García, Prof. Ismael Pellot Domenech, Rvd. Luis A. Rodríguez Vientós, Dr. Miguel Rubero Reyes, Prof. Pedro Vega Sánchez, Prof. Viola Vázquez Ortiz.

### History

The College of Arts and Humanities of the Campus functioned as a service College until 1994 when the first programs were certified: Bachelor's Degree in Arts in Political Sciences, Bachelor's Degree of Art in History and Bachelor's Degree in Art in Criminology. The History and Political Science Programs were placed on moratorium for 2000 and 2001 respectively. In 2000 the Bachelor's Degree in Liberal Studies began.

Later, based on the existing demand for professionals in the human conduct area, the Bachelor's Degree in Art in Criminal Investigation (2000) and Social Work (2001) were introduced.

In 2002 the Graduate Programs at the Campus obtained approval for the Master's Degree in Social Sciences with a concentration in Criminology. All the undergraduate and graduate Programs of the College of Arts and Humanities are accredited by the Puerto Rico Council on Higher Education (CEPR).

The College of Arts and Humanities is directed by a Director of the College who performs the functions of a Dean: to coordinate and supervise the College and the functions of the Director of the Department.

### MISSION

1. Contribute to the preparation and academic development of future professionals in the field of specialization.
2. Foster the integral formation of our graduates, their intellectual, spiritual, ethical, Christian, and scientific development so they can create a better society.
3. Establish the needed academic groundwork to pursue graduate studies.
  1. Provide a spiritual formation that will enable them to face life as exemplary citizens.
  2. They will possess true scientific ability for research in their concentration.

### OBJECTIVES

#### General Objectives of the College

The General Objective of the College of Arts and Humanities is to provide all students a humanistic training, according to the Gospel, directed to solidify the highest values of the human person and the values of coexistence and social progress.

### Specific Objectives of the College

1. Offer the student a vision of the cosmos, of the human person, and of God, according to the Perennial Philosophy, Divine Revelation and the Teachings of the Catholic Church.
2. Provide the student a thought system and judgment criteria, in conjunction with norms of action grounded in Catholic teachings.
3. Provide a complete and a specialized formation that allows the student to develop his/her vocation and dedication to the community, with pride, professional competence and testimony of faith.
4. Develop excellent professionals, committed Christians and exemplary citizens, devoted to individual service, the family and society.
5. Encourage interdisciplinary dialogue between reason and Theology, science and faith.

### ACADEMIC PROGRAMS

- \* Bachelor of Arts with a concentration in Criminology
- \* Bachelor of Science in Liberal Studies, Distance Learning Mode
- Bachelor of Arts with a concentration in Criminal Investigation
- \* Bachelor of Arts with a concentration in Social Work
- \* Bachelor of Science in Liberal Studies

### NOTE:

- For the description of the academic Programs, refer to this section (Mayagüez Campus)
- \* For the description of the academic Programs, refer to the College of Arts and Humanities Section of the Ponce Campus.

### BACHELLOR OF ARTS WITH A CONCENTRATION IN CRIMINAL INVESTIGATION (RES)

### GENERAL DESCRIPTION

The Bachelor in Arts with a concentration in Criminal Investigation complements the sociological focus needed for the professional support of criminals convicted of felonies or misdemeanors in their rehabilitation processes in the penal institutions established for that purpose. The new concentration in Criminal Investigation will be an adequate complement for the current Criminology program, employing a different focus in its methods but similar in its objectives of preventing delinquency. The Program follows, in its philosophy and contents, the same guidelines of the existing Criminology program at the Pontifical Catholic University of Puerto Rico.

## GENERAL OBJECTIVES

1. Contribute to the preparation and the academic development of future professionals in the concentration area.
2. Foster the integral formation of our graduates, their intellectual, spiritual, ethical, Christian, and scientific development so they can create a better society.
3. Establish the needed academic groundwork to pursue graduate studies.
4. Offer options to various sectors of the population that do not wish to pursue scientific or technological careers or Business Administration, but prefer studies in the Humanities.
5. Prepare competent professionals to face the social crises that criminality causes in our time, integrating in its skills the relevant technical aspects for the detection and the prevention of crime with the sociological sensibility required to promote rehabilitation of the delinquent.

## PROFILE OF THE GRADUATE STUDENT

At the end of the Criminal Investigation concentration, the graduates will:

1. Possess a solid spiritual foundation that will enable them to face life as an exemplary citizen.
2. Possess true scientific aptitude for research in their field.
3. Develop a critical spirit from the humanistic preparation in general.
4. Acquire broad knowledge about the techniques, as well as the contents, of their specialization field in all essential aspects.
5. Possess background knowledge in the various branches of human knowledge, such as Humanities, Social and Natural Sciences, Philosophy and Theology, among others.
6. Possess the academic preparation needed to pursue advanced studies and compete advantageously in the employment market in the country.

## REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE WITH A CONCENTRATION IN CRIMINAL INVESTIGATION

REQUIRED COURSES (130 credits)	
DISTRIBUTION	CREDITS
Courses required in General Education	61
Courses required by the College	24
Courses required for the Concentration	42
<b>TOTAL</b>	<b>127</b>

CONCENTRATION COURSES (30 CREDITS)	
TITLE	CREDITS
CRIM 213 Fundaments of Sociology	3
CRIM 218 Statistics Methods	3
CRIM 250 Criminology	3
RES 258 Criminal Law	3
RES 259 Criminal Procedures and Evidence	3
RES 301 Criminal Investigation I	3
RES 302 Criminal Investigation II	3
RES 358 Civil Rights	3
RES 480 Internship Seminar	2
RES 481 Supervised <i>Practicum</i>	4
<b>TOTAL</b>	<b>30</b>

\*These courses must be passed with a grade of C or higher.

ELECTIVES IN CRIMINAL INVESTIGATION (6 CREDITS)	
TITLE	CREDITS
RES 260 Interrogation	3
RES 356 Vices and Addictions	3
RES 361 Fraud and Illegal Appropriation	3
RES 362 Public Security	3
CRIM 460 Open Seminar	3
<b>TOTAL</b>	<b>6</b>

ELECTIVES IN SOCIAL SCIENCES (9 CREDITS)	
TITLE	CREDITS
CRIM 314 Social Problems	3
CRIM 350 Social Deviation in Minors	3
CRIM 355 Criminal Justice System in Puerto Rico	3
CRIM 357 Social Deviation Theory and Criminology	3
SOWK 207 Introduction to Social Work as a Profession	3
SOWK 290 Social Welfare Systems and Policy Analysis	3
<b>TOTAL</b>	<b>6</b>

**NOTE:**

You may choose any other course as long as the content is related to the Philosophy of the Criminal Investigation Program. Courses passed at the Police Academy of Puerto Rico, Federal Agencies or Institutions of Higher Education in Puerto Rico or the United States may be submitted for convalidation and evaluation within our Criminal Investigation Program.

**CURRICULAR SEQUENCE FOR THE BACHELOR IN ARTS DEGREE WITH A CONCENTRATION  
IN CRIMINAL INVESTIGATION**

FIRST YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ENGL 115	3	ENGL 201	3
SPAN 141	3	SPAN 142	3
MATH 111	3	MGNT 130	3
THEO 130	3	THEO 131	3
SOCI 110	3	POSC 110	3
ORIE 003	0	ORIE 004	0
		PHED Elective	1
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>16</b>

SECOND YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
CRIM 213	3	CRIM 250	3
CRIM 218	3	RES 258	3
SPAN 205	3	RES 259	3
		HIST 105	3
ENGL 213	3	Social Sciences Elective	3
THEO 132	3	PHIL 207	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>18</b>

THIRD YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
RES 301	3	RES 302	3
RES Elective	3	RES Elective	3
CHEM 117/Biol 118	3	BIOL118	3
HIST 253	3	HIST 360	3
		PHIL 340	3
SPAN (Elective)	3	Foreign Language	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>18</b>

FOURTH YEAR			
FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
RES 358	3	RES 480	2
ART 101/MUSI 102/THEA 101	3	RES 481	4
Social Science Elective	3	Social Science Elective	3
HIST 116	2	Foreign Language	3
HIST Elective	3		
<b>TOTAL</b>	<b>14</b>	<b>TOTAL</b>	<b>12</b>

## COURSE DESCRIPTIONS

### **SOC 213: FUNDAMENTALS OF SOCIOLOGY**

A compendium of SOC 211-212. The course familiarizes students with the concepts of social interaction and social processes. Analysis of the nature and functions of social institutions.  
3 hours, 1 semester, 3 credits

### **CRIM 218: STATISTICAL METHODS IN CRIMINOLOGY (Equivalent to SOC 218)**

**Prerequisites:** MATH 117-118/111

The introductory course of Statistics in Social Science is designed to provide students with the fundamental elements of Statistics theory. Discussion of Descriptive Statistics and principles about Predictive and Inferential Statistics. Introduction to the analysis and presentation of statistical data.  
3 hours, 1 semester, 3 credits

### **CRIM 250: CRIMINOLOGY (Equivalent to SOC 351)**

Analysis of the nature, extension, and characteristics of criminal behavior from a sociological perspective to an interdisciplinary one. Study of different theoretical considerations of criminal behavior and resulting social reactions.  
3 hours, 1 semester, 3 credits

### **RES 258: CRIMINAL LAW**

Basic concepts of Criminal Law, its background and its application through the Penal Code of Puerto Rico. The student will analyze the Penal Code and the laws and special regulations of a penal nature and will interpret its applications in the social context of Puerto Rico.  
3 hours, 1 semester, 3 credits

### **RES 259: CRIMINAL PROCEDURES AND EVIDENCE**

Students will analyze the basic rules of Criminal Procedure and the evidentiary rules of forensics in Puerto Rico in order to comprehend and adequately apply these concepts and procedural limitations in the investigation of crimes.  
3 hours, 1 semester, 3 credits

**RES 260: INTERROGATION**

Study of the basic concepts about the techniques of interviewing eyewitnesses and other sources of information in the investigation of crimes. Strategies for writing reports related to the information obtained through an interrogation, for data interpretation, deductions and inferences.

3 hours, 1 semester, 3 credits

**RES 301: CRIMINAL INVESTIGATION I**

Theoretical study of the organization and the procedures in Criminal Investigation. The technical aspects of Criminal Investigation, control of the crime scene, collection, management, and admissibility of evidence; the use of information and of auxiliary sciences in Criminal Investigation. The application of the rules of law, the rules of criminal procedure and evidence, the due process of law and the pertinent constitutional dispositions.

3 hours, 1 semester, 3 credits

**RES 302: CRIMINAL INVESTIGATION II**

Applied study of the main techniques of Criminal Investigation and the management of evidence; technology at the service of Criminal Investigation for the identification of suspects through fingerprints, chemical analyses, DNA analysis, dental plates, ballistic tests, calligraphy, criminal investigation and forensics science techniques.

3 hours, 1 semester, 3 credits

**RES 356: CONTROL OF VICE AND ADDICTION (elective)**

Study the causes of addiction and its effects on society. Study the special laws for vice control and the mechanisms for their enforcement. Analyze the diverse sociological phenomena that are part of addiction to drugs, alcohol, and gambling.

3 hours, 1 semester, 3 credits

**RES 358: CIVIL RIGHTS**

Study the constitutional rights of the accused in light of the Bill of Rights of the Puerto Rico and the US Constitutions.

3 hours, 1 semester, 3 credits

**RES 361: FRAUD AND OTHER ILLEGAL APPROPRIATION (elective)**

Study the diverse kinds of illegal appropriation including fraud and corruption in public agencies and private businesses.

3 hours, 1 semester, 3 credits

**RES 362: PUBLIC SECURITY SYSTEMS (elective)**

Studies the mission, ethics, and basic organizational and operational plans for different governmental police groups dealing with the investigation and prevention of crime.

3 hours, 1 semester, 3 credits

**CRIM 460: OPEN SEMINAR**

Subject to be developed by lecturers and the Director; nevertheless, topics in Criminology and Criminal Justice Administration in Puerto Rico must be studied.

3 hours, 1 semester, 3 credits

---

**CRIM 314: SOCIAL PROBLEMS (Equivalent to SOC 314)**

Study of the most common social problems in contemporary society. Analysis of social problems in the light of sociological theories and related Social Science disciplines. Analyzes: demography, health, crime, delinquency, poverty and others.

3 hours, 1 semester, 3 credits

**CRIM 350: SOCIAL DEVIANCE IN JUVENILES**

The study of the nature, manifestations, and magnitude of juvenile antisocial behavior. Analysis of factors that contribute to deviant behavior in juveniles and related deterrent and treatment programs. Historical, social, and legal bases of Juvenile Justice Programs in Puerto Rico.

3 hours, 1 semester, 3 credits

**CRIM 355: CRIMINAL JUSTICE SYSTEM OF PUERTO RICO**

**Prerequisites: CRIM 210 & CRIM 250**

Legal and historical aspects of the Criminal Justice System of Puerto Rico. The relationship between crime and components of justice (Police Department, Courts, and the Corrections Department) and its organization and function. Critical examination of resources, accomplishments in the investigation of criminal justice systems as a means of social control. Perspectives of Criminal Justice in Puerto Rico.

3 hours, 1 semester, 3 credits

**RES 356: VICES AND ADDICTION CONTROL**

Study of the causes of addiction and its effect on the social order; study of special laws to control vices and the mechanisms for their application; analysis of the various sociological phenomena that cause addiction to controlled substances, alcoholism, compulsion gamble illegally, etc.

3 hours, 1 semester, 3 credits

**CRIM 357: THEORY ON SOCIAL DEVIANCE AND CRIMINOLOGY**

**Prerequisite: CRIM 250**

The course is designed to provide students with the basic knowledge of some paradigms about social deviance. Comparative analysis of social deviance in different societies using as reference certain paradigms.

3 hours, 1 semester, 3 credits

**RES 358: CIVIL RIGHTS**

Study of the fundamental rights and the basic constitutional guarantees of those accused of crimes in the light of the Bill of Rights of the Constitution of Puerto Rico (Art. II) and the applicable dispositions of the United States Constitution.

3 hours, 1 semester, 3 credits

**RES 361: FRAUD AND OTHER ILLEGAL APPROPRIATION**

Study of the various types of illegal appropriation, including fraud and corruption in public agencies and private enterprises.

3 hours, 1 semester, 3 credits



---

**RES 362: PUBLIC SECURITY SYSTEMS**

Study of the mission, ethical principles and the basic organizational and operational structures of the various police bodies of the government for the investigation and prevention of crimes.  
3 hours, 1 semester, 3 credits

**RES 480: INTERNSHIP SEMINAR IN CRIMINAL INVESTIGATION**

**Prerequisites:** All the Concentration courses

Analysis of the different agencies and social institutions that deal with criminal investigation. The course discusses topics related to the student's experience in different *practicum* centers and its application in relation to the diverse phenomena of criminality.  
2 hours, 1 semester, 2 credits

**RES 481: PROFESSIONAL INTERNSHIP: SUPERVISED PRACTICUM**

**Prerequisites:** All the Concentration courses

Internship in private or public agencies under the supervision of a Professor of the concentration. This course offers the opportunity for the student to participate in practical experiences that will enable the student to develop a scientific and professional attitude toward the phenomena of criminality and its supervision.

150 *practicum*- hours, 1 semester, 4 credits

\*This course may be substituted for two years of professional experience in any accredited Criminal Investigation Agency (such as State Police, Municipal Police, Prison Guard, FBI Agent, and others as determined by the Director of the Program.)

**POSC 215: UNITED STATES GOVERNMENT AND POLITICS (not applicable in Mayagüez)**

The elements of the U.S. political system. The problems of American federalism. The legislative, administrative and judicial functions. Modern trends in American government and politics.  
3 hours, 1 semester, 3 credits

**POSC 250: GOVERNMENT AND POLITICS OF PUERTO RICO (not applicable in Mayagüez)**

A general view of the political system. Traditional relations between Puerto Rico and the United States: the political parties, pressure groups, the government, and political behavior of Puerto Ricans.  
3 hours, 1 semester, 3 credits

**POSC 329: CONSTITUTIONAL LAW (not applicable in Mayagüez)**

**(Equivalent to Public Administration 329)**

Analysis of fundamental concepts and principles of the Constitutions of the U.S. and P.R. through the study of judicial decisions. Emphasis will be placed on Civil Rights.  
3 hours, 1 semester, 3 credits

---

## COLLEGE OF SCIENCES

***Profa. Jacqueline Rosas, Director***

FACULTY: Dr. Oscar Pérez Laguillo, Lcda. María del Pilar García, Dra. Yaliz Loperena Alvarez, Prof. Héctor Cancel Sepúlveda, Dr. Raúl Rodríguez Berrios, Dra. Joyleen Rosas Acosta, Profa. Lillian M. Seda Mercado y Profa. Glorianna Rios Campbell.

### HISTORY

The College of Sciences was established in 1978. It offered services to other colleges. Until 1999, the College of Sciences was directed by a Coordinator, who later became the Director of the College.

The first academic program started in 1984, the Bachelor degree in Sciences with a concentration in Biology. In 1993 the Bachelor in General Science was approved by the Consejo de Educación Superior (CESPR). For the year 2016, change the name to Bachelor of Science with concentration in Biomedical Sciences. For the year 1999 the PCUPR, Mayaguez Campus signed an agreement with the School of Medicine of the Autonomous University of Guadalajara, Mexico. In the year 2000 new academic programs integrate to the College at the associate and bachelor level that include: Associate degree of Optics Sciences. For the year 2005, the Institution establishes an agreement for a binary degree program in Sciences and Medicine from the School of Medicine of the East Central University in the Dominican Republic. Already in 2008, the Associate Degree in Pharmacy Technician and Bachelor of Science in Forensic Psychology is established

### MISSION

The College of Sciences expects to provide an integral education in our students that will enable them to confront the threats of a changing society. The graduate students will integrate to the society demonstrating competitiveness in their profession, firmness, security and verticality.

### OBJECTIVE

1. Provide a comprehensive education.
2. Provide preparation in the theoretical and applied sciences.
3. Encourage scientific research.
4. To rigorously train in the professions related to health.
5. Train for practical work in areas of science and technology.

6. Form academically to continue graduate studies and research.
7. Develop a positive, creative and critical attitude towards scientific knowledge.
8. Strengthen the skills so that the acquired scientific knowledge is put at the service of the society in which they live and contribute to the solution of their problems and their physical, mental and social well-being (Psychology and Gerontology).

## ACADEMIC PROGRAMS

- Associate Degree in Optics Sciences
- Associate Degree in Pharmacy Technician
- \* Bachelor in Sciences with a concentration in Biology
- \* Bachelor in Sciences with a concentration in Biomedical Sciences
- Bachelor in Sciences with a concentration in Forensics Psychology
- Agreement of Medicine with the Autonomous University in Guadalajara, Mexico.
- Bachelor in Biomedical Sciences and PhD in Chiropractic - consortium with the University of Sherman, South Carolina.

### NOTE:

- **For the description of the academic programs refer to this section (Mayagüez Campus)**
- **For the description of the academic programs refer to the section College of Arts and Humanities of Ponce Campus.**

## ASSOCIATE DEGREE IN OPTICS SCIENCES

### GENERAL DESCRIPTION

This program provides an alternative to the student who wants to study a short technical career in the sciences or wishes to start his/her own business in the optics area.

The Program expects to contribute to the preparation of future professionals through specialized training for the practical job in the area of optics. It will foster the integral development of our students through the intellectual, spiritual, ethical, scientific, and social development that may contribute to the Puerto Rico of the new millennium. In addition, it offers other professional options or short careers for those persons who want to study science but do not want to complete a bachelor's degree.

## OBJECTIVES

The general objectives include:

1. Contribute to the preparation of future professionals through specialized training in the area of applied sciences.
2. Contribute to the academic preparation and development of future professional in health related sciences.
3. Emphasize the importance of the development of professionals conscious of their moral, ethical, spiritual values and the social development.
4. Foster the development of appropriate professional attitude in the different branches of pure and applied sciences.
5. Interest in applying the concepts of the scientific methods to the organized solution of problems by means of making good use of time and respecting the ideas and opinions of others.
6. Acknowledge the importance of the applied sciences in our daily life, our society, our body and in the development of the human being.
7. Show interest in investigation beginning with the general concepts of biology.
8. Apply the skills and techniques acquired in the academic areas of the pure and applied sciences, such as:
  - a) Master of the fundamental concepts of the geometric optics, visual optics, and physical optics.
  - b) Master the optician equipment and materials needed for the manufacture of ophthalmic lenses, in addition to the design and manufacture.
  - c) Dispatch glasses with the specific needed measures and prescription recommended for each patient.
  - d) Specific knowledge of eye anatomy and physiology, in addition to pathological conditions that may develop.
  - e) Design and manufacture of contact lenses, besides the hygiene and maintenance techniques.
  - f) Techniques for the selection of contact lenses according to the needs of the patient.
  - g) Knowledge of pathological conditions that may arise with the use of contact lenses.

## PROFILE OF THE GRADUATE STUDENT

1. Develop a scientific and Christian commitment to the individual, the family and society.
2. Analyze concepts and techniques with a positive, creative and a critical attitude.
3. Contribute to the enrichment of the Puerto Rican culture and to the improvement of the quality of life in Puerto Rico by applying the acquired knowledge.
4. The graduate student must possess knowledge and develop the skills in the following areas:
  - a) General concepts of Biology.
  - b) Basic concepts of physics, optics, applied to the visual function.
  - c) Design techniques, manufacture of ophthalmic lenses.
  - d) Master the use of the optics equipment for the manufacture of ophthalmic lenses.
  - e) Dispatch glasses with the specific needed measures and prescription recommended for each patient.
  - f) Knowledge of eye anatomy and physiology and pathological conditions that may affect ocular health.
  - g) General concepts of anatomy and physiology of the cornea and its layers, the lachrymal system, the composition of a tear and the eyelid.
  - h) Understand the intimate relationship between these organs of the eye, the refractive errors, and the selection and effective adaptation of soft and hard contact lenses.
  - i) Master the hygiene techniques and handling of soft and hard contact lenses.
  - j) Know about the more common conditions that affect the patients who use soft and hard contact lenses.
  - k) Understand the medical application of the lenses and the adaptation in infants, pre-school children, adolescents, and adults.

### REQUIREMENTS FOR THE ASSOCIATE DEGREE IN OPTICS SCIENCE

Distribution	Credits
Required Courses of General Education	27

Required Courses for the concentration	30
Electives in Theology	03
<b>TOTAL</b>	<b>60</b>

**CONCENTRATION COURSES (30 credits)**

TITLES	CREDITS
OPTI 110 Fundamentals of Optics *	4
OPTI 111 Fundamentals of Optics Laboratory	1
OPTI 117 Ophthalmic Materials I *	3
OPTI 118 Ophthalmic Materials I Laboratory	1
OPTI 130 Contact Lenses 1 *	3
OPTI 131 Contact Lenses 1 Laboratory	1
OPTI 120 Ophthalmic Materials II *	3
OPTI 121 Ophthalmic Materials II Laboratory	1
OPTI 230 Contact Lenses II *	3
OPTI 231 Contact Lenses Laboratory	1
OPTI 242 Practices in the Office of Ophthalmic Recipes*	3
OPTI 242 Ophthalmic Recipes Dispatch Laboratory	1
OPTI 270 Eye Anatomy and Physiology	4
OPTI 271 Subnormal Vision	1
<b>TOTAL</b>	<b>30</b>

\*These courses must be approved with a C or higher grade.

**DIRECTED ELECTIVES IN THEOLOGY**

TITLES	CREDITS
Theology 130 Divine Revelation	3
Theology 131 Church of Christ	3
Theology 132 Christian Family	3

**CURRICULAR SEQUENCE OF THE ASSOCIATE DEGREE IN OPTICS SCIENCE**

FIRST YEAR			
FIRST SEMESTER		Second Semester	
Course	Credits	Course	Credits
SPAN 141	3	SPAN 142	3
BIOL 118	3	MATH 111	3
OPTI 110	4	OPTI 117	3
OPTI 111	1	OPTI 118	1

OPTI 270	4	OPTI 130	3
ORIE 003	0	OPTI 131	1
		ORIE 004	0
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>14</b>

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
OPTI 120	3	OPTI 242	3
OPTI 121	1	OPTI 243	1
OPTI 230	3	OPTI 271	1
OPTI 231	1	PHIL 340	3
ENGL 115 ó 201	3	ENGL 201 ó 213	3
Elective directed in Theology	3	SOCI 102	3
MGNT 130	3		
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>14</b>

## DESCRIPTION OF THE OPTICAL COURSES

### OPTI 110 FUNDAMENTALS OF OPTICS

#### Co-requisite: Math. 111

This course studies the fundamental laws and concepts of physics related to optics. Emphasis is on understanding major theories of light and the principles of plane and curved surfaces of mirrors and lenses. Topics include the nature of light, lighting, reflection and refraction, dispersion, lenses magnification, image formation, aberration, lens combination, diffraction, polarization and prisms.

4 hours, 1 semester, 4 credits

### OPTI 111 PRINCIPLES OF OPTICS LABORATORY

#### Co-requisite: OPTI 110

Experiments related to lenses, mirrors and prisms, image formation, lens combination, diffraction, interference, and lens magnification phenomena are studied.

3 hours, 1 semester, 1 credit

### OPTI 117 OPHTHALMIC MATERIALS I

This course introduces laboratory practices and procedures. Emphasis is on the knowledge of the required equipment and the necessary techniques to manufacture lenses with the adequate finishing. Topics include: terminology, materials selection, finishing and surfacing techniques, inspection and insertion of lenses.

3 hours, 1 semester, 3 credits

### **OPTI 118 OPHTHALMIC MATERIALS I: LABORATORY**

#### **Correquisite: OPTI 117 - Ophthalmic Materials I**

This course provides laboratory practice of techniques in lens production. Topics include: materials selection, lens surfacing and finishing, inspection of lenses, and insertion techniques.

3 hours, 1 semester, 1 credit

### **OPTI 120 OPHTHALMIC MATERIALS II**

#### **Prerequisite: OPTI 117**

This course continues the study of lens making. Emphasis is on special materials, bifocal lenses and finishing techniques. Topics like multi-focal lenses, special materials, inspection of multi-focal lenses, maintenance of optical equipment, optical calculations, and frame repairs.

3 hours, 1 semester, 3 credits

### **OPTI 121 OPHTHALMIC MATERIALS II: LABORATORY**

#### **Prerequisite: OPTI 118**

#### **Correquisite: OPTI 120**

This course continues the practice of lens making. Emphasis is on special materials, bifocal lenses and finishing techniques. Also included are inspection practices of multi-focal lenses and other specialty lenses; optical calculations, frame repair, and maintenance of the optical equipment.

3 hours, 1 semester, 1 credit

### **OPTI 130 CONTACT LENSES I**

This course introduces contact lens fitting. Emphasis is on clinical applications, patient selection, design parameters, instrumentation, and corneal physiology. Upon completion, students should be able to describe basic patient evaluation and fitting procedures for rigid and soft lenses and determine effective and appropriate solutions.

3 hours, 1 semester, 3 credits

### **OPTI 131 CONTACT LENSES I: LABORATORY**

#### **Correquisite: OPTI 130**

This course includes practices of design, ordering, fitting, verification and modification of soft and rigid contact lenses. Lens materials, contact lens care products, complications, and specialty lens are included.

3 hours, 1 semester, 1 credit

### **OPTI 230 CONTACT LENSES II**

#### **Prerequisite: OPTI 130**

This course continues the study of contact lens fitting. Emphasis is on advanced fitting techniques and the design and care of bifocals, flexible, and other specialty lenses.

3 hours, 1 semester, 3 credits

### **OPTI 231 CONTACT LENSES II: LABORATORY**

#### **Prerequisite: OPTI 130, Correquisite Opt 230**

This course continues contact lens fitting. Emphasis is on advanced fitting techniques. Design and care of bifocal contact lens, flexible, and other specialty lenses.

3 hours, 1 semester, 1 credit



### **OPTI 242 DISPENSING OPHTHALMIC PRESCRIPTIONS**

#### **Prerequisites: OPTI 120, 230**

This course studies frame types and parts, facial measurements for fitting and frame alignment. Frame adjusting and repair are included.

3 hours, 1 semester, 3 credits

### **OPTI 243 DISPENSING OPHTHALMIC PRESCRIPTIONS: LABORATORY**

#### **Prerequisites: OPTI 121, 231**

#### **Correquisite: OPTI 242**

This course covers frame types and parts, facial measurements and frame alignment including frame adjusting and repair.

4 hours, 1 semester, 1 credit

### **OPTI 270 EYE ANATOMY AND PHYSIOLOGY**

#### **Correquisite : BIOL 118**

Study of the cells, eye structure and function, and its associated structures. Includes the brain, the nervous system, and ocular mobility and reflexes. Experiments are designed to apply the theoretical concepts and to develop in the students a scientific attitude.

3 hours of class and 1 hour of lab, 1 semester, 4 credits

### **OPTI 271 SUBNORMAL VISION**

#### **Prerequisite: BIOL 118**

Study of eye abnormalities that cause vision problems in the cornea, iris, ciliary body, lens, retina, and optic nerves and other problems.

1 hour, 1 semester, 1 credit

## **ASSOCIATE DEGREE IN PHARMACY TECHNICIAN**

### **GENERAL OBJECTIVES**

The academic program of the Associate Degree in Pharmacy Technician pretends to develop a professional with the skills that enable them to perform the following functions:

1. Empower the student in the skills, knowledge and ethical, moral, and Christian principles that allows him/her to perform with efficiency in the professional world.
2. Develop in the future professionals an understanding of the human susceptibility, with special emphasis in the Puerto Rican society, in search for solutions and alternatives to the problems that afflicts it.
3. Collaborate with the development of ideas and projects that promote the conscientious awareness of the prevention and treatment of health issues.
4. Expand the collaborative frontiers with the community and its needs, beyond the economical needs.

5. Stimulate the creative scientific investigation as a means of looking for possible solutions of health problems to offer a better quality of life for the patients.
6. Offer other professional options in the health area for people interested in completing an academic degree in a short time.
7. Provide the theoretical and practical knowledge to develop a competent professional in the sales area and the dispatching of medicines.
8. Enrich our academic offering to satisfy the needs of well-prepared professionals in the dispatching area and selling of medicines.

### **SPECIFIC OBJECTIVES**

1. Instill in the student the skills and knowledge directly related to the profession of pharmacy technician to serve the community.
2. Support the students in the acquisition of their academic, professional and labor goals.
3. Promote the adequate use of the technological resources as tools for continuous learning.
4. Provide the students experiences in real work sceneries or through laboratories in order to bring them near the job market.
5. Encourage the students an interest for their professional continuous development.
6. Develop the minimum managerial competencies that will allow them consider self-employment as a development alternative.
7. Clarify the most important functions of the profession of Pharmacy Technician and its possible interventions.
8. Develop skills for the decision-making process in an interdisciplinary team.
9. Acquire knowledge of the profession of pharmacy technician in a variety of settings such as classrooms, laboratories, conferences, workshops and practice centers.
10. Instill in the student the necessary knowledge for the comprehension of more urgent health conditions and their influence in his/her performance as a human being.
11. Review the human physiology.
12. Review the pathological conditions that affect the human body more frequently.
13. Communicate effectively orally and written using medical terminology to refer to sicknesses and therapeutically and diagnostic procedures.
14. May define prefixes, toots of words and suffixes.

15. May define medical abbreviations and abbreviate medical terms.
16. Distinguish the classes of drugs by their brand and their chemical name.
17. Define terms related to the administration of drugs.
18. May name and identify prescribed drugs by the doctors using their generic, brand, and chemical name.
19. May relate the sicknesses with prescribed drugs.
20. Know the medical and pharmaceutical terminology for therapeutic and diagnostic procedures.
21. Acquire knowledge and proficiency of the functional and theoretical characteristics of pharmaceutical products and systems that provide stability, quality, and adequate clinical use.
22. Demonstrate ability to prepare extemporaneously drug products correctly, including the measure and methods, packaging, and labeling.
23. Demonstrate ability to use the equipment and utensils for purposes of composition and the dispatching of medicines.
24. May use adequately the aliquots and pharmaceutical weights with prescription balances, besides the pharmaceutical volumetric glassware to measure small quantities.
25. Qualify to interpret, use, and make conversions between the metric system, the pharmaceutical system of volume and weight measures, the system based of a pound of 16 ounces and the homemade measures of volume, weight, and longitude.

## PROFILE OF THE GRADUATE STUDENT

Upon completion of the requirements for the Associate Degree in Pharmacy Technician, the graduate student must have acquired the following conceptual skills:

1. Defend the human rights in the light of the Social Doctrine of the Church.
2. Demonstrate with his/her work professional honesty, and manifest with his/her work high Christian, moral and religious values.
3. Demonstrate a professional behavior characterized by a respect for others who receive professional services, as well as desirable habits in his/her work environment.
4. Apply the laws and regulations that govern the practice of pharmacy in Puerto Rico.
5. Demonstrate the knowledge on the patients' rights.
6. Possess the skills in the use of the computer systems for pharmacy prescriptions.

7. Demonstrate oral and written communication abilities needed for the professional performance.
8. Support the students in their consequent search of their academic, professional, and labor goals.
9. Provide the students experiences in real work sceneries or through laboratories in order to bring them near the job market.
10. Instill in the student an interest in his/her professional continuous growth.
11. Develop skills for the decision-making process in an interdisciplinary team.
12. Acquire knowledge of the profession in a variety of sceneries such as classrooms, laboratories, conferences, workshops, and practicum centers.
13. Instill in the student the necessary knowledge for the comprehension of more urgent health conditions and their influence in his/her performance as a human being.
14. Review the pathological conditions that affect the human body more frequently.
15. Communicate effectively orally and written using medical terminology to refer to sicknesses and therapeutically and diagnostic procedures.
16. May define prefixes, toots of words and suffixes.
17. May define medical abbreviations and abbreviate medical terms.
18. Distinguish the classes of drugs by their brand and their chemical name.
19. Define terms related to the administration of drugs.
20. May name and identify prescribed drugs by the doctors using their generic, brand and chemical name.
21. May distinguish the differences of the metabolism of elderly people.
22. Demonstrate knowledge in the forms, designs, and administration routes of drugs.
23. Identify the main effects of drugs, the therapeutic aspects and their level of toxicity.
24. May relate the sicknesses with prescribed drugs.
25. Know the medical and pharmaceutical terminology for therapeutic and diagnostic procedures.
26. Acquire knowledge and proficiency of the functional and theoretical characteristics of pharmaceutical products and systems that provide stability, quality, and adequate clinical use.

27. Demonstrate ability to prepare extemporaneously drug products correctly, including the measure and methods, packaging, and labeling.
28. Demonstrate ability to use the equipment and utensils for purposes of composition and the dispatching of medicines.
29. May use adequately the aliquots and pharmaceutical weights with prescription balances, besides the pharmaceutical volumetric glassware to measure small quantities.
30. Qualify to interpret, use, and make conversions between the metric system, the pharmaceutical system of volume and weight measures, the system based of a pound of 16 ounces and the homemade measures of volume, weight, and longitude.
31. Familiarize with the legal terminology and the regulations related to the practice of pharmacy.
32. Familiarize with the legal terminology and the responsibilities of the Pharmacist and the Pharmacy Technician.
33. Know the laws and regulations that pertain and affect the practice of pharmacy and the distribution of drugs and their legal implications.
34. Know the requirements to acquire the license for Pharmacy Technician.
35. Analyze the evolution of the politics of emergency management in the United States.
36. Study the chronology of the terrorist events occurred in the United States and how it has influenced the development and the application of laws about national security.
37. Discuss the Federal Law: "Homeland Security Act", its development, implementation, effects and consequences for the American nation.
38. Possess knowledge and skills on management, marketing and financial principles for the general management of a pharmacy.
39. Study the outstanding aspects of the American and Puerto Rican pharmaceutical industry.
40. Know about the pharmaceutical distribution according to the geographical location of the pharmacies.

## MODEL OF THE STUDY PROGRAM WITH THE DISTRIBUTION OF COURSES

### GENERAL EDUCATION COURSES (30 CREDITS)

• SPAN 141-142	Oral and written Communication 1 y 2	6
• PHIL 340	Human conduct Philosophy	3
• ORIE 003-004	Orientation to the university life 1 y 2	0

- Directed electives in English 6
  - INGL 115 Oral communication and auditory comprehension
  - INGL 201 Basic principles of Reading and writing
  - INGL 213 Advanced skills in writing
- Directed electives in Social Sciences: 3
  - SOCI 102

**COURSES RELATED TO THE CONCENTRATION** **credits**

- BIOL 240 Human Anatomy and Physiology I 3
- BIOL 241 Human Anatomy and Physiology II 3
- PHAR 210 Dispensing prescriptions and Terminology 2
- PHAR 215 Pharmaceutical Calculus 2
- PHAR 220 Dosage 2
- PHAR 225 Pharmaceutical Legislation 2
- PHAR 230 Seminar 2
- PHAR 235 Pharmacology I 3
- PHAR 240 Practicum I 3
- PHAR 245 Pharmaceutical Techniques Laboratory 2
- PHAR 250 Pharmacology II 2
  
- PHAR 255 Pharmacist Administration 3
- PHAR 260 Practicum II 3

**ELECTIVE IN THEOLOGY (3 CREDITS) 3**

- THEO 130 Divine Revelation
- THEO 131 Church of Christ
- THEO 132 The Christian Church

**DIRECTED ELECTIVES (2/3 CREDITS)**

- PHAR 265 Pharmacognosy 2
- MGNT 130 Entrepreneurism Self-management 3

**CURRICULAR SEQUENCE  
FIRST YEAR**

FIRST SEMESTER	Credits	SECOND SEMESTER	Credits
SPAN 141	3	SPAN 142	3
BIOL 240	3	BIOL 241	3
MATH 111	3	PHAR 220	2
PHAR 210	2	PHAR 225	2

PHAR 215	2	PHAR 230	2
CHEM 123	3	THEO ____	3
Orientation 003	0	Orientation 004	0
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>15</b>

### SECOND YEAR

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
SOCI 102	3	PHAR 250	3
PHAR 235	3	COSC 210	3
PHAR 245	2	Directed Elective	2-3
PHAR 240	3	PHAR 255	3
ENGL ( )	3	ENGL ( _ )	3
PHIL 340	3	PHAR 260	3
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>17 - 18</b>

## DESCRIPTION OF THE COURSES NEW CONCENTRATION COURSES

### PHAR 210: Dispatch Recipe and Terminology

Theoretical Course on Pharmacy Technician functions, are discussed including: the correct dispensing, reading formulas and recipes, product selection, preparation of formulas, packaging, labeling, instructions to the proper use of medication, possible interactions, storage and disposal. Discussion of issues related to generic drugs and trademarks.

3 hours, 1 semester, 3 credits (Co-requisite BIOL 240)

### PHAR 215: Pharmaceutical Calculation

Metric and common systems are studied systems, conversions between systems, interpretation of medical prescriptions, abbreviations, commonly used in recipes, drug dose calculations and mathematical symbols used in institutions and pharmaceutical industries.

2 hours, 1 semester, 2 credits (Co-requisite MATH 111)

### PHAR 220: Dosage

Different dosage forms, the calculation of dose and routes and directions on the administration of a certain drug are presented. He studied the presentation aspects of medicines (tablets, capsules, liquids, emulsions, injections, suppositories or other)

Prerequisite PHAR 210, 215 y BIOL 240.

2 credits, 1 semester, 2 credits

---

**PHAR 225: Pharmaceutical Legislation**

Laws and regulations that directly affect related professionals in Puerto Rico pharmacies are studied. State and federal regulations related to the production and distribution of pharmaceuticals and other products sold by pharmacies are also studied .

Prerequisite: PHAR 210

2 hours, 1 semester, 2 credits.

**PHAR 230: Seminar**

Important and indispensable to begin supervised practice issues will be discussed. Conferences in which important points about medical plans are reviewed and a paper and a presentation on the topic of pharmacy management will be performed will be integrated . All application documents are complemented to obtain a certificate of registration of pharmacy technician intern and all documents required in the request to send to the Pharmacy Examining Board will be collected. The Pharmacy Examining Board of the sanctioning body will authorize the student , duly qualified , to obtain the certificate of national pharmacy technician before the end of the semester. The hours of practice of students in the various practice centers begin the following semester.

2 hours, 1 semester, 2 credits

**PHAR 235: Pharmacology**

This course topics such as the role of the Pharmacy Technician will be discussed. The origin and evolution of pharmacy, equipment and materials needed in the recipe, the recipe, parts and terminology used in addition to the classification of equipment and materials needed in the recipe, the recipe, parts and terminology, addition to the classification of drugs, types of packaging and labeling. The public policy of health services is studied also.

Prerequisite: BIOL 240 and CHEM 123

3 hours, 1 semester, 3 credits

**PHAR 240 : Practice I**

Practice designed to develop and strengthen the skills necessary to be a successful pharmacy technician. It gives the student the opportunity to come into direct contact with the everyday experiences of a Pharmacy Technician , under the supervision of a licensed pharmacist . The student will attend her practice and will meet once a week to share experiences with their peers. The Board of Pharmacy will be examining the sanctioning body to authorize duly qualified to enroll in the Practical

Prerequisite: Phar 230

3 hours, 1 semester , 3 credits

**PHAR 245: Laboratory of Pharmaceutical Technology**

Study the practical aspects of the functions of the Pharmacy Technician . Practical experiences in the Laboratory of Pharmacy regarding the correct despite medications, reading formulas and requirements , product selection, preparing the formula, packaging , labeling , storage and disposal , as well as instructions to patients on proper use of the drug and possible interactions.

Prerequisites: PHAR 225 and PHAR 230

2 hours, 1 semester, 2 credits



### PHAR 250: Pharmacology II

This course drugs according to their classification are studied, giving emphasis to the effect that these have on human physiology. Toxicology, therapeutic aspects, action, pharmaceutical aspects, indications, contraindications and clinical interaction is discussed.

Prerequisites: BIOL 241, CHEM 123 and PHAR 235

3 hours, 1 semester, 3 credits

### PHAR 255: Pharmacy Administration

It provides the student with the basic business skills to manage a pharmacy, applicable laws and the operation of a pharmacy regulations. Management and operation of a hospital pharmacy are discussed. Relationships with suppliers, patients, administrators and other staff is studied.

Prerequisites Phar 235 and 245

3 hours, 1 semester, 3 credits

### PHAR 260: Practice II

Practice designed to develop and strengthen the skills needed to be a pharmacy technician. It gives the student the opportunity to come into direct contact with the everyday experiences of a pharmacy technician under the supervision of a licensed pharmacist. The student will attend her practice and will meet once a week to share experiences with peers

Prerequisites Phar 240

3 hours, 1 semester, 3 credits

### PHAR 265: Pharmacognosy

Drugs and medicinal substances in their natural state (plant, microbial and animal) are presented in this course. We study their chemical synthesis, modifications, process of extraction, separation, purification and final identification. Emphasis is on drugs and medicinal substances most used.

Prerequisites: BIOL 241 and CHEM 123

2 hours, 1 semester, 2 credits

## BACHELOR OF SCIENCE IN FORENSIC PSYCHOLOGY

CURRICULAR SEQUENCE (TOTAL: 129 credits)

### FIRST YEAR

<i>First Semester</i>	<i>Cr</i>	<i>Second Semester</i>	<i>Cr</i>
ENGL 115	3	ENGL 201	3
SPAN 141	3	SPAN 142	3
MATH 111	3	BIOL108	4
BIOL 107	4	PSYC 120	3
PSYC 100	3	THEO 130	3
ORIE 003	0	ORIE 004	0
<b>credits</b>	<b>16</b>	<b>credits</b>	<b>16</b>

## **SECOND YEAR**

<i><b>First Semester</b></i>	<i><b>Cr</b></i>	<i><b>Second Semester</b></i>	<i><b>Cr</b></i>
THEO 131	3	MGNT 130	3
BIOL 360	4	BIOL 361	4
PSYC 231	3	PHIL 312	3
MATH 298	3	PSYC 235	1
PHED _____	1	PSYC 270	3
SOCI 102	3	HIST 105	3
<b>credits</b>	<b>17</b>	<b>credits</b>	<b>17</b>

## **THIRD YEAR**

<i><b>First Semester</b></i>	<i><b>Cr</b></i>	<i><b>Second Semester</b></i>	<i><b>Cr</b></i>
ENGL 213	3	CRIM 321	3
PSYC 352	3	THEO 132	3
COSC 210	3	SPAN ELECTIVE	3
CHEM 123	3	PSYC DIRECTED ELECTIVE	3
PSYC 373	3	PSYC 374	3
ELECTIVE SOCI	3		
<b>credits</b>	<b>18</b>	<b>credits</b>	<b>15</b>

## **FOUR YEAR**

<i><b>First Semester</b></i>	<i><b>Cr</b></i>	<i><b>Second Semester</b></i>	<i><b>Cr</b></i>
PSYC 410	3	HIST 253	3
PHIL 340	3	BMSC 400	3
PSYC 421	3	PSYC 450	3
ART101 / MUSI	3	PSYC 498	3
PSYC 442	3	Free Elective _____	3
<b>credits</b>	<b>15</b>	<b>credits</b>	<b>15</b>

---

## **DIRECTED ELECTIVES**

PSYC 380 Interventions in Difficult Situations  
PSYC 351 Personality Theories  
PSYC 308 Behavioral, Emotional, and Learning Problems  
PSYC 220 Dynamic Group

## **COURSE DESCRIPTION**

### **PSYC 120 Introduction to Forensic Psychology**

#### **Prerequisite: PSYC 100**

Study of the historical roots of forensic psychology, the biological and environmental bases of the behavior, learning, motivation and its relation with the crime. Study of the Science that using procedures of Psychology and Neurosciences gives a diagnosis on the way of being of the individuals in specific acts, in accordance to the necessities of the law in all its slopes. It is also mentioned the main tasks that Forensic Psychologist perform in the System of Criminal Justice  
3 hours, 1 semester, 3 credits

### **PSYC 270 Correctional Psychology**

#### **Prerequisite: PSYC 100**

This course exposes the frequent psychological upheavals in the penal population, as well as the models of treatment. Emphasis to the violent offender, the antisocial personality, the alcoholic offender, the sexual offender, the offending drug addict, the offending woman, and the youthful offender.  
3 hours, 1 semester, 3 credits

### **PSYC 380 Interventions in Difficult Situations**

#### **Prerequisite: PSYC 120 and PSYC 270**

Identification of the appropriate ways to detect, by means of interrogations, the truth in criminal and non-criminal investigations. This course teaches all the information that an investigator needs to know on obtaining answers of a witness, a victim or a suspect and how to interpret with accuracy.  
3 hours, 1 semester, 3 credits

### **PSYC 450 Psychology and the Law**

#### **Prerequisite: PSYC 235 and PSYC 270**

Study of the existing relation among the legal system, the system of criminal justice, and psychology. Among the topics to discuss are the family rights, the civil rights, the penitentiary rights, the labor rights, the right to mental health and the mistreat of minors, among others.  
3 hours, 1, semester, 3 credits

### **PSYC 498 Forensic Psychology Professional Practice**

This course consists in a field practice in private and public institutions and agencies that offers services to the communities in Forensic Psychology. Students will understand the real functional problems of this institutions and agencies. Emphasizes the practice of the theories learned in the courses. The student will present an oral and written investigative analysis in a related subject chosen by the professor.

---

## **BINARY PROGRAM IN MEDICINE BS/MD CONSORTIUM WITH THE MEDICAL SCHOOL OF THE EAST CENTRAL UNIVERSITY IN DOMINICAN REPUBLIC**

### **GENERAL DESCRIPTION**

The College of Sciences of the Mayagüez campus offers the opportunity to the talented student, who wishes to study medicine in less time, to enroll in a binary program of 7 years of Bachelor of Science - Doctor of Medicine in Consortium with the Autonomous University of Guadalajara, Mexico .

The double degree program (BS / MD) has, as its main purpose, to develop students who are capable of occupying positions in the areas of medical sciences and health-related professions. The College of CIENTS emphasizes the importance of moral and spiritual values in the training of competent and aware professionals.

The agreement of the double degree with the recognized medicine schools in Puerto Rico provides the student with the option of completing a Bachelor in General Sciences and continue doctoral studies in medicine at the Autonomous University of Guadalajara in Mexico (BS / MD) in seven(7) years, or at the Universidad Central del Este in the Dominican Republic (BS / MD) in seven(7) years.

### **ADMISSION REQUIREMENTS TO THE PROGRAM**

1. A diploma from an accredited high school.
2. A minimum high school GPA of 3.00 on a scale of 4.00.
3. A minimum score of 550 on the aptitude and achievement tests of the College Entrance Exam.
4. Passed one-year courses in biology, chemistry, and physics and three years of mathematics in high school.
5. An interview by a joint committee from PCUPR and UAG.

### **OBJECTIVES**

This agreement is ascribed to the Department of General Science and they propose:

1. Contribute to the preparation and the academic development of future professionals in the area of Medicine.
2. Provide an alternative to the student that wishes to complete pre-med preparation and continue studies in Medicine.

## PROFILE OF THE GRADUATE STUDENT

The graduate student is qualified to:

1. Continue Doctoral studies in Medicine.
2. Possess the same profile of the graduate students from the Bachelor degree in General Science.

## REQUIREMENTS OF THE BINARY PROGRAM IN MEDICINE

TITLES	CREDITS
General Education Courses	62
Required Courses from the College	14
Concentration Courses	33
<b>Total</b>	<b>109</b>

### REQUIRED COURSES FROM THE COLLEGE (21 credits)

TITLES	CREDITS
Computer 210	3
Physics 215, 216	8
Chemistry 105, 106	8
<b>TOTAL</b>	<b>19</b>

### CONCENTRATION COURSES (33 credits)\*

TITLES	CREDITS
Psychology 103, 104	6
Chemistry 231-201, 232-202	8
Biology 360, 361	8
Biology 427	4
Chemistry 446	4
SOCI 102	3
<b>TOTAL</b>	<b>33</b>

\*These courses must be approved with a C or higher grade.

**CURRICULAR SEQUENCE OF THE BINARY PROGRAM IN MEDICINE BS/MD CONSORTIUM  
WITH THE MEDICAL SCHOOL OF THE AUTONOMOUS UNIVERSITY OF GUADALAJARA,  
MEXICO**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 107	4	BIOL 108	4
CHEM 105	4	CHEM 106	4
MATH 141	3	MATH 142	3
SPAN 141	3	SPAN 142	3
ENGL (____)	3	ENGL (____)	3
PHED 107	1	Physical Ed. elective	1
ORIE 003	0	ORIE 004	0
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>18</b>

SUMMER			
JUNE		JULY	
COURSE	CREDITS	COURSE	CREDITS
PHYS 215	4	PHYS 216	4
<b>TOTAL</b>	<b>4</b>	<b>TOTAL</b>	<b>4</b>

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BIOL 360	4	BIOL 361	4
CHEM 231	3	CHEM 232	3
CHEM 201	1	CHEM 202	1
ENGL 213	3	THEO 130	3
PSYC 103	3	ENGL 214	3
		PSYC 104	3
<b>TOTAL</b>	<b>14</b>	<b>TOTAL</b>	<b>17</b>

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	Course	CREDITS
BIOL 446	4	COSC 210	3
THEO 131	3	THEO 132	3
HIST 105	3	BMSC 400	4

MGNT 130	3	HIST 253	3
BIOL 427	4	POSC 101	3
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>16</b>

### ADMISSION REQUIREMENTS TO THE AUTONOMOUS UNIVERSITY IN GUADALAJARA, MEXICO

The student will have automatic admission to the UAG when completing this curriculum and meet the established requirements, namely:

1. Maintain a semester average of 3.00 or higher.
2. An average in the science courses and a graduation average of 3.20.
3. Present an academic file free of D, F or W.
4. Have obtained the required punctuation in the MCAT (Medical College Admission Test).
5. Complied satisfactorily with an interview by the admissions committee.
6. Have completed the admission documents of the UAG and immigration.

The Bachelor degree in General Science from the PCUPR is conferred upon completing satisfactorily the second year in the School of Medicine from the Autonomous University in Guadalajara, Mexico and have submitted an official transcript to the PCUPR Registrar's office.

Curriculum of the Binary Program of Sciences and Chiropractic (BS / DC) (Consortium PUCPR - Sherman College of Chiropractic, South Carolina) (See Department of Biomedical Sciences of Ponce)

### COLLEGE OF BUSINESS ADMINISTRATION

***Dr. Rafael T. Cortina Cruz, D.B.A., Director***

Faculty: Dr. Luis Baquero Rosas, Ph.D., Dr. Melissa Bonilla Oliver, Ph.D., Prof. Ángela Nazario López, Profa. Vilma Muñoz Román, Prof. Mayra Negrón Vázquez, Prof. David Santiago Gutiérrez, Dr. Jesús Sánchez Cortés, Ph.D., Dr. Meil-Ling Velázquez Sepúlveda, Ph.D., Prof. Nilsa Soto Cruz, Prof. Hiram Mesonero Hernández, Prof. Jonathan Rosado Nieves, Dr. Ana Rosario Rodríguez, Ph.D., Atty. Brenda Acosta Vélez, Prof. Wilfredo González Orench, Prof. Yadira Pacheco Quiñones, Prof. Dora Francheschi Portalatin.

## HISTORY

The College of Business Administration was created in 1978 and known as the College of Commercial Administration. In 1992, the name was changed to the College of Business Administration. This College was directed by a Coordinator until 1999, when the post of Director of the College was created.

The Academic Program was first certified in 1998. Before that date, the courses leading to the Degrees in the Programs of Business Administration were offered in Mayagüez, but the Degree was granted in Ponce.

## MISSION

The College of Business Administration will promote and provide a teaching-learning environment in which students will develop managerial skills, such as: human relations, technology, decision-making, personnel administration and management of the organizational structure of businesses, within the ethical-Christian framework that identifies the Pontifical Catholic University of Puerto Rico.

## OBJECTIVES

1. Enable student to occupy positions of responsibility in the creation, development, administration, and management of businesses.
2. Instill in students the capacity to make adequate decisions as business executives.
3. Train students to occupy professional and technical positions in the various areas of concentration and employment opportunities available in the global economy.

## ACADEMIC PROGRAMS

### ➤ Associate Degree in Hotel and Restaurant Administration

- \* Associate Degree in Applied Science in Business Administration
- \* Associate Degree in Applied Science in Secretarial Sciences (MORATORIUM)
- \* Associate Degree in Applied Science in Office Techniques
- \* Associate Degree in Computers in Business
- \* Associate Degree in Information Technology Support (MORATORIUM)
- \* Associate Degree in Medical Office Administration and Billing

Bachelor's Degree in Business Administration with a concentration in Hotel and Restaurant Administration

- \* Bachelor's Degree in Business Administration with a concentration in Office Administration
- \* Bachelor's Degree in Business Administration with a concentration in Technology and Office System Science (MORATORIUM)
- \* Bachelor's Degree in Business Administration with a concentration in Accounting
- \* Bachelor's Degree in Business Administration with a concentration in Public Accounting
- \* Bachelor's Degree in Business Administration with a concentration in Entrepreneurship
- \* Bachelor's Degree in Business Administration with a concentration in Management



- \* Bachelor's Degree in Business Administration with a concentration in Communications Media in Business
- \* Bachelor's Degree in Business Administration with a concentration in Marketing
- \* Bachelor's Degree in Business Administration with a concentration in Human Resources
- \* Bachelor's Degree in Business Administration with a concentration in Information Systems

**NOTE:**

- **For the description of these Academic Programs, refer to this Section (Mayagüez Campus)**
- \* **For the description of these Academic Programs, refer to the Section of the College of Arts and Humanities of the Ponce Campus.**

**ASSOCIATE DEGREE IN  
HOTEL AND RESTAURANT ADMINISTRATION**

**GENERAL DESCRIPTION**

The Associate Degree in Hotel and Restaurant Administration is the only one in the PCUPR system; it is offered at the Mayagüez Campus. An Associate Degree and a Bachelor's Degree are offered, which provides the student with the alternative of studying a career in which he/she can develop innovative techniques and abilities in the hotel and tourism industry.

**GENERAL OBJECTIVES**

1. Develop in the students the skills needed to prepare them to occupy supervisory and administrative positions in the industry, encompassing hotels, restaurants, clubs, resorts, parks, and others.
2. Integrate the general concepts of the hotel and restaurant business and their application in this ever-changing world.
3. Awaken students' interest in today's local and international problems without forgetting the importance of moral and Christian principles.
4. Improve the level of professional competence and the image of the ideal Christian, in the Faculty as well as in the students, which will result in a better integral education of men and women.
5. Prepare personnel to become involved in the business world with knowledge of the hotel industry which will facilitate their tasks in:
  - a. establishing new businesses
  - b. working with tourism related information and research systems

- c. the diversification of businesses related to the hotel industry
- d. the use of humanitarian and Christian ethical concepts in rendering services
- e. Prepare competent personnel, aware of recent changes in the hotel and tourism market.
- f. Be a means of support and provide a source of effective recruitment.
- g. Take the initiative in the hotel and tourism industry in western Puerto Rico.

## PROFILE OF THE GRADUATE

The Graduate should possess the following attributes:

- 1. Possess the necessary skills to perform efficiently in the preparation of food and beverages and in catering.
- 2. Have the necessary skills to provide services related to reception, reservations, housekeeping, laundry, and standard procedures.
- 3. Have the skills and mechanisms for maintaining the physical infrastructure of the hotel or guest house where he/she works.
- 4. Be knowledgeable regarding rules and measures for hygiene and sanitation with emphasis on legal responsibility.
- 5. Be well prepared to perform his/her responsibilities with the highest degree of technical professionalism, and possess the highest ethical, Christian and moral principles.

## REQUIREMENTS FOR THE ASSOCIATE DEGREE IN HOTEL AND RESTAURANT ADMINISTRATION

DESCRIPTION	CREDITS
General Courses	33
College Courses	09
Major Courses	21
Directed Electives	06
<b>TOTAL</b>	<b>69</b>

**CURRICULAR SEQUENCE FOR THE ASSOCIATE DEGREE IN  
HOTEL AND RESTAURANT ADMINISTRATION**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 115	3	ENGL 201	3
SPAN 141	3	SPAN 142	3
MGNT 230	3	MATH 153	3
THEO 130	3	HRM (Elective)	3
COMP 117	3	HRM 117	3
ORIE 003	0	ORIE 004	0
HRM 116	3	HRM 201	3
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>18</b>
SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
SOCI 110 or POSC 110	3	THEO 131	3
PHIL 312	3	ECON 201	3
HRM ____ (Elective)	3	HRM 310	3
HRM 220	3	HRM 300	3
HRM 298	3	BIOL 115 or CHEM 117	3
HRM 311	3	MGNT 320	
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>18</b>

**BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION IN HOTEL AND RESTAURANT  
MANAGEMENT**

**GENERAL DESCRIPTION**

The Bachelor's Degree in Hotel and Restaurant Administration is the only one in the PCUPR system, and is offered at the Mayagüez Campus.

**BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION IN  
HOTEL AND RESTAURANT MANAGEMENT  
REQUIRED COURSES**

DESCRIPTION	CREDITS
General Courses	61
College Courses	21
Major Courses	42

Directed Electives	06
Free Elective	03
<b>Total Credits</b>	<b>133</b>

### REQUIRED MAJOR COURSES

COURSES	CREDITS
HRM 116 Introduction to Hospitality	3
HRM 117 Rooms Division Management	3
HRM 201 Food and Beverages Administration & Control	3
HRM 202 Recreational Activities Planning & Development for Hospitality Industry	3
HRM 220 Culinary Arts I	3
HRM 225 Culinary Arts II	3
HRM 300 Hotel Accounting	3
HRM 305 Hotel Laws	3
HRM 311 Front Desk Management	3
HRM 410 Planning & Marketing Meetings, Groups, and Conventions	3
HRM 413 Premises Maintenance Management	3
HRM 420 Marketing Strategy Development	3
HRM 298 Hotel/Rest Management Inter I	3
HRM 498 Hotel/Rest Management Inter II	3

\*These courses must be approved with a grade of C or higher.

### DIRECTED ELECTIVE COURSES (6 credits)

COURSES	CREDITS
HRM 203 Food Science & Safety	3
HRM 206 Geography & Route Design	3
HRM 210 Menu Design	3
HRM 227 Guest Services Management	3
HRM 235 Tourism Destination Comparison	3
HRM 306 Wine Appreciation and History	3
HRM 307 Hotel Financial and Cost Analysis	3
HRM 320 New Restaurant Trends	3
HRM 325 Banquets and Catering	3
HRM 340 Gaming and Casino Management	3

FREN 101 Basic French	3
ITAL 101 Basic Italian	3
TOUR 497 Disney Experience	3

**CURRICULAR SEQUENCE**  
**BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION IN**  
**HOTEL AND RESTAURANT MANAGEMENT**

FIRST YEAR-First Semester			FIRST YEAR-Second Semester		
Course	Credits		Course	Credits	
ENGL 115	3	G	ENGL 201	3	G
SPAN 141	3	G	SPAN 142	3	G
THEO 130	3	G	MATH 153	3	G
SOCI 102	3	G	THEO 131	3	G
ORIE 003	--	G	HRM 117	3	D
HRM 116	3	D	ORIE 004	--	G
--	--	--	HRM 201	3	D
<b>TOTAL</b>	<b>15</b>		<b>TOTAL</b>	<b>18</b>	
SECOND YEAR-First Semester			SECOND YEAR-Second Semester		
Course	Credits		Course	Credits	
SPAN ____ (Elective)	3	G	HIST 105	3	G
POSC 101	3	G	PHIL 312	3	G
COMP 117	3	C	HRM 225	3	D
MGNT 320	3	C	HRM 202	3	D
HRM 220	3	D	BIOL 115	3	G
CHEM 117	3	G	--	--	--
<b>TOTAL</b>	<b>18</b>		<b>TOTAL</b>	<b>15</b>	
THIRD YEAR-First Semester			THIRD YEAR-Second Semester		
Course	Credits		Course	Credits	
MGNT 230	3	G	ADA 395	3	C
HRM 311	3	D	ENGL 383	3	G
HIST 253	3	G	PHIL 340	3	G
PHED ____	1	G	HRM 300	3	D
HRM ____ (Elective)	3	E	MGNT 416	3	C
HRM 298	3	D	ECON 201	3	C
<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>18</b>	

FOURTH YEAR - First Semester			FOURTH YEAR - Second Semester		
Course	Credits		Course	Credits	
ART 101/MUSI 102/THEA 101	3	G	HRM 413	3	D
FINA 211	3	C	HRM ____ (Elective)	3	E
HRM 305	3	D	HRM 498	3	D
HRM 410	3	D	Free Elective	3	L
OFAD 487	3	C	THEO 132	3	G
HRM 420	3	D			
<b>TOTAL</b>	<b>18</b>		<b>TOTAL</b>	<b>15</b>	

## COURSE DESCRIPTIONS

### HRM 116: INTRODUCTION TO HOSPITALITY

Overview of the Hospitality Industry's components, and the basic concepts of tourism. Familiarizes the student with the importance of tourism in national economies and general problems of the commercial tourism sector, both locally and internationally. Discussion of the economic, social and environmental impacts of the Hospitality Industry. Special emphasis is given to the discussion of different options and services included in this industry. Field trips are required.

3 hours, 1 semester, 3 credits

### HRM 117: ROOMS DIVISION MANAGEMENT (D)

**Prerequisite:** HRM 116

Discussion and application of Rooms Division Operation's principles in order to optimize the relationship between this division and other Departments of the hotel. Field trips are required.

3 hours, 1 semester, 3 credits

### HRM 201: FOOD & BEVERAGE MANAGEMENT AND CONTROL (D)

**Prerequisite:** HRM 116

**Co-requisite:** HRM 117

Introduction to the controls necessary to control costs of raw materials and the supply chain of food and beverages to obtain optimal results in the operation of the Food and Beverage Division in hotels, restaurants, clubs, resorts, casinos, cafes, bars, and other gastronomic businesses. It emphasizes administrative and political concepts and control procedures of this Department.

3 hours, 1 semester, 3 credits

### HRM 202: RECREATIONAL ACTIVITIES PLANNING AND DEVELOPMENT FOR THE HOSPITALITY INDUSTRY(D)

**Prerequisites:** HRM 116-117-201

**Co-requisite:** HRM 225

Study of the different types of tourist entertainment activities. Provides guidelines for the proper development of recreational activities, which contributes to the tourist satisfaction in the hospitality industry. Field trips are required.

3 hours, 1 semester, 3 credits

**HRM 203: FOOD SCIENCE AND SAFETY (E)**

**Prerequisite:** HRM 116

Discussion of the principles and concepts relating to provision of adequate nutrition to the different populations served by the hospitality industry. Study of regulations, hygiene and sanitation measures with special attention to legal liability.

3 hours, 1 semester, 3 credits

**HRM 206: GEOGRAPHY AND ROUTE DESIGN (E)**

**Prerequisite:** HRM 116

Reviews basic knowledge of geography, with emphasis on tourism's resources and its dimensions, as a contribution to the inventory of heritage tourism in a country. The tourism resources of major global tourist destinations are presented, along with the socio-economic impact of each. Study of the different elements and geographic characteristics that distinguish Puerto Rico from other parts of the world, and how it affects the flow of tourism. The main routes and attractions are discussed. Special emphasis is given to knowledge of terrestrial tourism transportation and the analysis of the importance of transportation for tourism development and its economic implications. Requires field trips.

3 hours, 1 semester, 3 credits

**HRM 210: MENU PLANNING (E)**

**Prerequisite:** HRM 220

Application of basic nutritional concepts in planning and preparation of food, with special attention to menu presentation.

3 hours, 1 semester, 3 credits

**HRM 220: CULINARY ARTS I (D)**

**Prerequisites:** HRM 116-117, HRM 201

Basic principles, techniques and methods used in food preparation; special emphasis is given to the methods for preparing stocks, soups, sauces, dairy, eggs, red and white meats, seafood, basic cuts of vegetables, fruits and meat. Requires laboratory.

5 hours, 1 semester, 3 credits

**HRM 225: CULINARY ARTS II (D)**

**Prerequisites:** HRM 220; HRM 116-117, HRM 201

Study of internal and external kitchen operations, covering advanced forms of food preparation, with emphasis on cost control and the financial indicators of the organization. Special emphasis is given to the theoretical and practical concepts of local and international food. Requires laboratory.

5 hours, 1 semester, 3 credits

**HRM 227: GUEST SERVICE MANAGEMENT (E)**

**Prerequisite:** HRM 116

Discussion and analysis of the components, skills and criteria needed to prepare specialists in the management of customer service and management that meet the competitive challenges posed by globalization. Emphasis on service focused on values. It enables students to provide quality service in

any organization serving the public, understanding that only by focusing on customer service can significant benefits be obtained in any business.

3 hours, 1 semester, 3 credits

### **HRM 235: TOURISM DESTINATION COMPARISON (E)**

**Prerequisite:** HRM 116

Study trip abroad in order to understand and analyze tourism markets, the main hotel and gastronomic institutions and world-renowned tourist destinations. Students are directly exposed to various important aspects closely related to the hospitality industry such as currency exchange, visas, religious, economic, social, cultural, and political diversity, among others.

6 hours, 1 semester, 3 credits

### **HRM 298 INTERNSHIP I (D)**

**Prerequisites:** HRM 116-117; 201-202; 220-225

**Co-requisite:** HRM 311

Working experience in a restaurant, travel agency, tour operator, airline or airport under the joint supervision of a Professor and a professional of the workplace. Students will become familiar with all areas and functions of the selected property, implementing the knowledge acquired and establishing a link with the industry. This experience requires 210 working hours during the semester and one weekly hour of contact with the Professor to discuss situations regarding the internship. Requires a written report based on the student's experience.

210 hours, 1 semester, 3 credits

### **HRM 300: HOTEL ACCOUNTING**

**Prerequisites:** MATH 153

Study of hotel and restaurant accounting cycles. Included are the registry and control of rooms, food supply, beverages and other hotel services. Auditing, cost systems, daily reports, and preparation of financial statements.

4 hours, 1 semester, 4 credits

### **HRM 305: HOTEL LAWS (D)**

**Prerequisites:** HRM 116-117; HRM 201-202, 220-225; HRM 298; HRM 300-311

**Co-requisites:** HRM 410-420

Discussion of the legal principles, regulations, decrees and resolutions that apply to the hospitality industry in Puerto Rico. Special emphasis is given to understanding the legal relations of tourism service providers and hoteliers, as well as legislation regarding games of chance, food and beverage services, and privacy issues.

3 hours, 1 semester, 3 credits

### **HRM 306: WINE APRECIATION AND HISTORY (G)**

Study of wine history, its production, processing and the art of its appreciation and tasting. Study of the major wine regions and wine types, with emphasis on the selection, purchase, pairing and wine presentation in a restaurant. Includes field trips and participation in the wine sensorial analysis laboratory.

3 hours, 1 semester, 3 credits



---

**HRM 307: HOTEL FINANCIAL AND COST ANALISYS (E)**

**Prerequisite:** HRM 300

Study of the tools for analysis and interpretation of the operational costs of service and production areas in the hotel and tourism industries. It discusses the basics of cost accounting and its importance in the management of a hotel company. Familiarizes the student with hotel costs and with the liaison system between the hotel's general accounting department and accounting of the reception department.

3 hours, 1 semester, 3 credits

**HRM 311: FRONT DESK MANAGEMENT (D)**

**Prerequisites:** HRM 116-117; HRM 201-202;

**Co-requisite:** HRM 298

Introduction to the operations relating to the reception and reservations department. Students are trained in the use of a computerized program for property management (PMS), which facilitates the functions of the reception and reservations department. Requires laboratory.

3 hours, 1 semester, 3 credits

**HRM 320: NEW RESTAURANT TRENDS (E)**

**Prerequisites:** HRM 220-225

Study of the keys to understanding and analyzing new trends in restaurant design, the factors that transform a dish into an excellent one, the role of novel foods on our tables, and creativity and culinary imagination, for the purpose of being at the vanguard of fine cuisine. Field trips are required.

3 hours, 1 semester, 3 credits

**HRM 325: BANQUETS AND CATERING (E)**

**Prerequisites:** HRM 220-225

Study of the concepts relating to planning, operation, security, types of service, standards of control, administrative procedures and marketing of banquets and catering, emphasizing their quality, performance, and functionality. Requires laboratory.

3 hours, 1 semester, 3 credits

**HRM 340: GAMING AND CASINO MANAGEMENT (E)**

Study of the history of casinos and gambling, the economic impact of this industry, its organization and operation. Discussion of the regulatory issues for operating games of chance, and for meeting customer's requests. Study of the materials, techniques, and terminology used in this area, and its legal aspects. Requires field trips.

3 hours, 1 semester, 3 credits

**HRM 410: PLANNING AND MARKETING OF MEETINGS, GROUPS AND CONVENTIONS (D)**

**Prerequisites:** HRM 116-117; HRM 201-202; HRM 220-225; HRM 298; HRM 300-311

**Co-requisites:** HRM 305-420

Presentation of methods for the organization of national and international meetings in order to establish knowledge of congress and convention tourism. Discussion of the marketing and sale methods of this type of business, as well as the administrative responsibilities involving the planning and execution of events, meetings and convention activities. Requires field trips and the organization of an event.

**HRM 413: PREMISES MAINTENANCE MANAGEMENT (D)**

**Prerequisites:** HRM 116117;HRM 201-202; HRM 220-225; HRM 298; HRM 300-311

**Co- requisite:** HRM 498

Analysis of the improvements, technical, mechanical and maintenance problems of the physical plant of a hotel. Study of legal, economic and security issues. Field trips are required.

**HRM 420: HOTEL AND RESTAURANT MARKETING (D)**

**Prerequisites:** HRM 116117;HRM 201-202; HRM 220-225; HRM 298; HRM 300-311

**Co- requisites:** HRM 305-410

Analysis of the aspects that characterize the sale and marketing of hotels and other tourist services. Study of fundamental marketing principles and techniques for the hospitality industry. Development of a marketing plan for a tourism or hotel business. Field trips are required.

**HRM 498: INTERNSHIP II (D)**

**Prerequisites:** HRM 116-117, 201; 220-225, 300, 305, 311, 298, 410, 420

**Co-requisite:** HRM: 413

Work experience at a hotel under the joint supervision of a Professor and a workplace Professional, putting into practice the knowledge acquired through study. The student will become familiar with the food and beverage, rooms, engineering and maintenance, reception, and sales and marketing divisions, as well as with general hotel management. At the end of the experience, the student will be ready to enter the job market. This experience requires 195 working hours during the semester and one weekly hour of contact with the Professor to discuss situations regarding the internship. Requires a written report based on the student's experience.

210 hours, 1 semester, 3 credits

**ASSOCIATE DEGREE  
PROGRAM IN ADMINISTRATION AND MEDICAL BILLING**

The Program's Goals respond to the Institutional goals. Under the guidance of the religious principles that inspires them, Pontifical Catholic University of Puerto Rico specifically proposes to:

1. Provide students the opportunity of acquiring a humanistic-Christian formation that will prepare them to participate in society as members imbued with human values in the light of the mystery of Christ.
2. Provide students with a specialized education in the Administration of a Medical Office, from the point of view of the Christian faith and with respect for conscience of each one.
3. Contribute to the formation of specialists in the area of Medical Office Administration and Billing to provide competent personnel who will provide quality medical service to the community and assist in meeting the needs of the community in the Western Region of the Island.

4. Contribute to the formation of professionals in the field of Medical Office Administration who will help in the enrichment of our health system.
5. Contribute to the education of professionals who, by virtue of their academic, Christian, and professional integrity, know how to harmonize respect for human dignity with the demands of the law and human values.
6. Benefit all believers of Puerto Rico by providing effective assistance to schools, colleges, seminaries, and Catholic Cultural Centers and serving as leaders in promoting the Catholic culture of this country.
7. Contribute to the formation of leaders in the area of administration with a Christian education according to the teachings of the Catholic Church.

### **Program Objectives**

The Associate Degree in Medical Office Administration and Billing has the following Objectives:

1. Teach the principles that define the profession of an Administrative Assistant in the field of medicine based on ethical-Christian concepts and principles.
2. To prepare our students with communication and human relations skills, and competencies that will permit the student to serve efficiently as an administrator in a medical office.
3. Encourage students to search for creative solutions to problems that may arise in the daily management of a medical office.
4. Train our students in the tasks, functions, and responsibilities of a Medical Assistant, so they can perform capably in a global and multicultural environment.
5. Train our students in the management of office equipment and emerging technology in the field of electronic medical billing.
6. To guide our students in the important aspects of positive human relations, ethics, professional ethics, confidentiality and discussions pertaining to the medical office business.
7. To train our students on how to apply the HIPAA Law to identify correct management of the ethical-legal aspects of doctor – patient relations.
8. Provide the student with knowledge of the application of information technology, such as: billing programs used in various medical offices services/facilities.

9. Train our students in conflict management of situations that may arise between assistant-patient, medical provider – patient, health plan- doctor, assistant- doctor, within the ethical-Christian humanistic framework.
10. Identify the different types of documents that are processed in a medical office, such as:
  - a. Progress Reports
  - b. Appointment Book
  - c. Medical Health Insurance Billing Manuals
  - d. Health Insurance Electronic Billing
  - e. Patient Medical History
  - f. Medical Forms
11. Correctly utilize the Procedural Codes Manual for services and diagnoses in accordance with the documents in each medical record.
12. Train students on the correct application of typing spelling and writing rules, in preparing the different documents required in a medical office.

**CURRICULAR SEQUENCE**  
**ASSOCIATE DEGREE PROGRAM IN ADMINISTRATION AND MEDICAL BILLING**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 115 (G)	3	ENGL 201 (G)	3
SPAN 141 (G)	3	SPAN 142 (G)	3
MATH 153 (G)	3	MOAB 107 (D)	3
ADA 121 (D)	3	COMP 117 (C)	3
MOAB 106 (D)	3	ADA 122 (D)	3
ORIE 003 (G)	0	ORIE 004 (G)	0
MGNT 111 (C)	3	SOCI 102 or POSC 101 (G)	3
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>18</b>

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MOAB 210 (D)	3	MOAB 211 (D)	3
MGNT 230 (G)	3	MOAB 298 (D)	3
MOAB 220 (D)	3	MGNT 416 (C)	3
THEO 130, 131 or 132 (G)	3	OFAD 487 (C)	3
ADA 201 (D)	3	--	--
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>12</b>

## DISTRIBUTION OF TOTAL CREDITS

---

General Education	(G)	24 credits
College	(C)	12 credits
Concentration	(D)	27 credits
TOTAL		63 credits

## COURSE DESCRIPTIONS

### ASSOCIATE DEGREE IN MEDICAL OFFICE ADMINISTRATION AND BILLING

#### ❖ ADA 121 KEYBOARDING AND INTRODUCTION TO DOCUMENT PROCESSING

Training in the use of computer components. A word processing program is used to create basic documents: memorandums and letters. Proficient keyboard stroking. Developing basic skills (speed and accuracy), at a minimum of 25 words per minute with a maximum of 5 errors.  
4 hours, 1 semester, 3 credits

#### ❖ ADA 201 MANUAL AND ELECTRONIC RECORDS MANAGEMENT

Study of the need to keep a system of records; how they are created, stored, and recovered; included are the different systems of filing, procedures, equipment, and materials.  
3 hours, 1 semester, 3 credits

#### ❖ ADA 122 DOCUMENT PROCESSING I

##### **Prerequisite: ADA 121**

Gives emphasis to the development of higher levels of speed in computer use. Expands word processing skills to include business documents such as: letters, memorandums, reports, tables, newsletters, and electronic communications. Develops basic skills at a minimum rate of 32 words per minute with a maximum of 6 errors. Correct use of grammar, proofreading, and the electronic dictionary (thesaurus).  
4 hours, 1 semester, 3 credits

### **MOAB 106: FUNDAMENTALS OF HUMAN ANATOMY FOR BILLING AND MEDICAL INSURANCE PLANS**

This Course was designed for students in the Associate Degree Program in Administration and Medical Billing. The course emphasizes human anatomy and medical terminology related to: medical specialties and sub-specialties, medical procedures, and names of diseases/illnesses. The course will teach the concepts in English and Spanish.  
3 hours, 1 semester, 3 credits.

### **MOAB 107: MEDICAL CODING**

##### **Prerequisite: MOAB 106**

Identification and proper use of medical diagnostic codes and patient procedures. How to work with the CPT, IOCD-10CM and HCPS manuals  
3 hours, 1 semester, 3 credits.

### **MOAB 210: MEDICAL OFFICE ADMINISTRATION**

#### **Prerequisite: MOAB 220**

This course is designed for students in the Associate Degree Program in Medical Office Administration and Billing. Emphasis on how to administer human and physical resources in a medical office through the processes of planning, organization, management, and control. Emphasis is also placed on the study of HIPAA law, patient file management, scheduling patient appointments, emergency management, interpersonal relations, and the office assistant personality.

3 hours, 1 semester, 3 credits

### **MOAB 211: MEDICAL AUDITING**

#### **Prerequisite: MOAB 210**

Students will study how to reconcile and adjust medical bills. Emphasis will be placed on denied medical billing, verification of invoices, reasons for denial of medical invoices, and the necessary evidence to resubmit invoices.

3 hours, 1 semester, 3 credits

### **MOAB 220: BILLING**

#### **Prerequisite: MOAB 106, MOAB 107**

This course develops basic knowledge and procedures for billing and collecting medical plans manually and electronically. Training in the use of billing programs according to the regulation of the HIPAA Law is offered.

3 hours, 1 semester, 3 credits

### **MOAB 298: MEDICAL OFFICE INTERNSHIP**

#### **Prerequisites: ADA 121, ADA 201, MOAB 106, 107, 210, 220**

A ten hours per week internship in a medical office. A one-hour seminar per week to discuss the different aspects related to the student's work experience.

3 credits, 1 hour per week Seminar

## **❖ EXISTING COURSE IN THE OFFICE ADMINISTRATION DEPARTMENT**

### **ASSOCIATE AND BACHELOR DEGREE IN CULINARY ARTS**

#### **GENERAL DESCRIPTION**

The program of Associate Degree and Bachelor of Culinary Arts, is offered with the purpose of satisfying the demand in the hospitality industry, which is one of the industries with the highest demand and growth in Puerto Rico. This Program will prepare individuals who will provide chef services and kitchen services in restaurants and other commercial establishments. Includes teaching recipes, menu planning, preparation and cooking of food. The handling of materials, food and resources in a kitchen, the presentation of food in an aesthetic way and being able to handle a wide variety of culinary techniques.

---

## GENERAL OBJECTIVES

1. Demonstrate Christian humanitarian and ethical concepts in the provision of services. Have a high sense of the skills of their profession, commitment to their own values, respect for others and an active commitment to honesty.
2. Develop in the professional the analytical skills for the solution of problems, as well as to integrate information and ideas, ability to think holistically, make inferences of observations and think creatively.
3. Demonstrate and apply the ability to work as a team. Take initiative and leadership in solving problems efficiently and effectively.
4. Demonstrate and apply the ability to work in a team, administrative and leadership skills with a focus on service, appreciation of diversity, initiative and entrepreneurial capacity.
5. Integrate the general concepts in the gastronomic industry through the effective use of technology and its various applications in the execution of professional tasks.
6. Implement control measures to track merchandise, labor costs and food costs, through the cycle of cost control and evaluate income and expenses and their effect on profitability.
7. Train future professionals in gastronomy capable of offering quality services within the environmental, socio-cultural and economic principles of sustainability.

## GRADUATE PROFILE

1. The graduate must possess the following attributes:
2. Exhibit the qualities of an integral professional, capable of undertaking the processes related to the administration of the gastronomy industry, with values and Christian ethical principles.
3. Exhibit the capacity of a proactive professional and keep up with the relevant trends in the gastronomy industry.
4. Manage the analytical and technical skills of communication and understanding of other cultures and respect for their customs to obtain solutions that impact the company in a positive way.
5. Apply the fundamentals to work in a team using the techniques of communication and understanding of other languages needed in the hospital industry.
6. Create, develop and manage businesses related to the food and beverage industry.

7. Exhibit the qualities of an integral professional, capable of undertaking the processes related to the administration of the gastronomy industry, with values and Christian ethical principles.
8. Train and keep up on new technologies and their impact on the operation of a kitchen or restaurant operation.
9. Apply the knowledge, skills and techniques necessary to direct and manage the different areas in a food and beverage operation to be profitable.
10. Promote an environmentally sustainable gastronomic development that tends towards ecological preservation, protecting and improving the resources available in our community.

### REQUIREMENTS OF THE ASSOCIATE DEGREE IN CULINARY ARTS

DESCRIPCIÓN	CRÉDITOS
Required General Education Courses	21
Required Concentration Courses	39
Elective of Concentration	3
Total Credits	<b>63</b>

### CURRICULAR SEQUENCE OF THE ASSOCIATE DEGREE IN CULINARY ARTS

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
ENGL 115	3	ENGL 201	3
SPAN 141	3	SPAN 142	3
THEO 130	3	SOCI 102	3
CAM 101	3	CAM 104	3
CAM 102	3	CAM 105	3
CAM 103	3	CAM 106	3
ORIE 003	0	ORIE 004	0
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>18</b>
SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
CAM 201	3	CAM 204	3
CAM 202	3	CAM 205	3



HRM 325	3	CAM 206	3
MGNT 416	3	CAM 298	3
Elective of Concentration	3	--	--
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>12</b>

### REQUIREMENTS OF THE BACHELOR DEGREE IN CULINARY ARTS

DESCRIPTION	CREDITS
Required General Education Courses	61
Courses required by the College	18
Courses required by Concentration	57
Directed Electives	3
Free Elective	3
Total Credits	<b>142</b>

### CONCENTRATION COURSES

CURSOS	CRÉDITOS
CAM 101 Introduction and History of Gastronomy	3
CAM 102 Culinary Mathematics	3
CAM 103 Hygiene and Food Safety	3
CAM 104 Development of Culinary Skills	3
CAM 105 Bakery and Cake Shop	3
CAM 106 Menu Planning and Cost Control	3
CAM 201 Garde Manger	3
CAM 202 Puerto Rican Cuisine	3
CAM 204 International Kitchen	3
CAM 205 Creative / Molecular Kitchen	3
CAM 206 Vegetarian Cuisine and Nutritional Cooking Techniques	3
CAM 298 Internship	3
CAM 301 Foundations in Food Science	3
CAM 302 Sustainability of Gastronomy	3
CAM 303 Food Management in Health Centers	3
CAM 401 Food Development and Marketing	3
CAM 402 Advanced Kitchen	3
CAM 403 Appreciation of the Wine Beer and Liquors	3
CAM 404 Capstone Courses	3

\* These courses must be approved with a grade of C or more.

### DIRECTED ELECTIVES

CURSOS	CRÉDITOS
CAM 208 Operational Skills	3
HRM 305: Legal Aspects of the Hospitality Industry	3
HRM 307: Hotel Financial And Cost Analysis	3

### CURRICULAR SEQUENCE OF THE BACHELOR DEGREE IN CULINARY ARTS

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
ENGL 115	3	ENGL 201	3
SPAN 141	3	SPAN 142	3
CAM 101	3	SOCI 102	3
CAM 102	3	CAM 104	3
CAM 103	3	CAM 105	3
COMP 117	3	MATH 153	3
ORIE 003	*	ORIE 004	*
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>18</b>

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
PHIL 312	3	THEO 130	3
CAM 106	3	CAM 204	3
CAM 201	3	CAM 205	3
CAM 202	3	CAM 206	3
Elective of Concentration	3	SPAN ____	3
HRM 320	3	CAM 298	3
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>18</b>
THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
CHEM 117	3	CAM 302	3
PHED ____	1	ENGL 383	3
HIST 105	3	PHIL 340	3
CAM 301	3	CAM 303	3
HRM 300	3	BIOL 115	3

HRM 325	3	THEO 131	3
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>18</b>
<b>FOURTH YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>COURSES</b>	<b>CREDITS</b>	<b>COURSES</b>	<b>CREDITS</b>
CAM 401	3	CAM 402	3
ART 101/MUSI 102 /THEA 101	3	CAM 403	3
MGNT 230	3	CAM 404	3
OFAD 487	3	Elective Free	3
POSC 101	3	THEO 132	3
MGNT 416	3	HIST 253	3
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>18</b>

## DESCRIPTION OF COURSES

### CAM 101 INTRODUCTION AND HISTORY OF GASTRONOMY

Describe the history and evolution of gastronomy in different parts of the world. The chronological order of the great chefs that arose in the different periods and their contributions to the gastronomic development is discussed. The emergence of the first restaurant in Europe, the systems of kitchen crew and the proper use of different kitchen equipment. In addition, the student will learn the philosophies and characteristics of a professional in the hospital industry and the different opportunities that exist in it.

45 conference hours, 1 semester, 3 credits

### CAM 102 CULINARY MATHEMATICS

This course is aimed at teaching the basic arithmetic functions necessary for the operation of food and beverages. It will be covered in the different units of measurements used in the kitchen. You will learn to convert units of measurements to facilitate the preparation of recipes. Recipe formalization and portion conversion. In addition, the basic principles of the performance of different foods and the procedure of the cost of recipes will be covered.

45 conference hours, 1 semester, 3 credits

### CAM 103 HYGIENE AND FOOD SAFETY

Course directed to the existing rules and laws in the manipulation of the applicable foods in the purchases, storage, confection and service. It focuses on work standards, employee safety, legal implications and describing symptoms common to foodborne diseases and list in various ways these diseases can be prevented.

45 conference hours, 1 semester, 3 credits

### **CAM 104 DEVELOPMENT OF CULINARY SKILLS**

**Prerequisite: CAM 102 y CAM 103**

This course is aimed at developing the student's skills with basic cuts of vegetables, procedures for the preparation of clear, dark and fortified broth. In addition to the elaboration of mother sauces and derived sauces and the different types of soups. It will cover the different breakfast preparations such as egg cooking, flours, breads and presentation both a la carte and buffets. This course will cover the seven (7) basic cooking methods, suitable cooking of vegetables according to their texture and pigmentation, and cooking of different starches and legumes. The different techniques of cuts of meat, poultry and fish will also be demonstrated.

45 conference hours, 45 laboratory hours ,1 semester, 3 credits

### **CAM 105 BAKERY AND CAKE SHOP**

**Prerequisite: CAM 102 y CAM 103**

This course will focus on the basic principles of baking and pastry - making. It will cover the different yeast-based doughs such as baguettes, dinner rolls and pizza dough. Laminated doughs for the elaboration of cheeses and cakes, mixes for cookies, custards, biscuits and basic desserts decoration will be elaborated. The basic principles for the assembly and decoration of a silver and buffet dessert will be discussed. Preparation of sauce and decoration elements. Ice cream and frozen desserts will be studied, the history of chocolate and how it is processed. It will be covered in the forms of tempering chocolate for the production of truffles, chocolates and "petit fours".

45 conference hours, 45 laboratory hours ,1 semester, 3 credits

### **CAM 106 PLANNING MENUS AND COST CONTROL**

**Prerequisite: CAM 102**

Key points for planning, designing, writing, costing and marketing a menu will be covered. The principles of cost controls will be discussed to achieve optimal results in the operations of a food and beverage establishment.

45 conference hours, 1 semester, 3 credits

### **CAM 201 GARDE MANGER**

**Prerequisite: CAM 102, CAM 103 y CAM 104**

This course is aimed at the elaborations of the cold kitchen. The history and the need for the preservation of food and its real role in gastronomy are taught. Preparation of salads and dressings, sausages, smoked meats, and presentation of buffets. The different breakfast preparations are included, stories such as egg cooking, flours, breads and both a la carte presentation and buffets. In addition, emphasis is placed on the production of "hors d'oeuvres", pates and terinas. Emphasis was also placed on the modern methods of presentation and implementation of "Garde Manger" in the areas of banquets and buffets.

45 conference hours, 45 laboratory hours ,1 semester, 3 credits

### **CAM 202 PUERTO RICAN CUISINE**

#### **Prerequisite: CAM 102 y CAM 104**

In this course, emphasis will be placed on the culinary history of Puerto Rico and the chefs who have influenced its evolution. The student, in the first part of the course, will learn to perform the traditional recipes of our culture. In the second part of the course there will be abundant mergers of international cultures with our culinary.

45 conference hours, 45 laboratory hours ,1 semester, 3 credits

### **CAM 204 INTERNATIONAL KITCHEN**

#### **Prerequisite: CAM 102, CAM 103 y CAM 104**

In this course the student will learn the basic principles of European, Asian and Latin American cuisines. The ingredients of the regions will be studied and they will learn the fundamental techniques of the European, Asian and Latin American cuisines, including the skill with the knife and the preparation of broths and sauces. You will also learn about the flavor profiles that are common to these culinary cultures. He also learned about the gastronomic influences that globalization and the growth of fusion food have had.

45 conference hours, 45 laboratory hours ,1 semester, 3 credits

### **CAM 205 CREATIVE / MOLECULAR KITCHEN**

#### **Prerequisite: CAM 102, CAM 103 y CAM 104**

In this course, emphasis will be placed on "Cocina Fusión", which is based on the successful combination of the flavors and techniques of different culinary cultures. The critical reasoning and creativity of the student will be stimulated to successfully incorporate these flavors. The use of local ingredients and new trends in molecular cuisine, such as foams, spherifications, gels, essences and powders, will be encouraged.

45 conference hours, 45 laboratory hours ,1 semester, 3 credits

### **CAM 206 VEGETARIAN CUISINE AND NUTRITIONAL COOKING TECHNIQUES**

#### **Prerequisite: CAM 102, CAM 103 y CAM 104**

This course will cover the basic principles of nutrition and its application in cooking food. The student will become familiar with the analysis of carbohydrates, proteins, fatty minerals and the caloric count of these in different recipes. The advantages of sustainability and the use of local organic products will be discussed. It will promote the substitution of different elements in traditional recipes to reduce their caloric level and at the same time maintain their profile of flavors and textures. It will include the different types of "vegan" food styles, advantages and attributes of tofu, grains and legumes as a substitute for animal protein. The student, with the acquired knowledge, can substitute proteins and convert any original popular recipe into a strictly vegetarian one, maintaining the profile of flavors and textures.

45 conference hours, 45 laboratory hours ,1 semester, 3 credits

### **CAM 208 OPERATIONAL SKILLS**

#### **Prerequisite: CAM 102**

In this course the student will obtain the administrative knowledge for the operational management of a restaurant. Emphasis will be placed on the operation of the "front of the house" "FOH", and the role of the supervisor in decision making, problem solving and delegation of functions. The difference in American, English, French, and Russian service will be explained and described. The service focused

on values is emphasized. It will train students to provide quality service in any organization that provides service to the public, understanding that only through the client, significant benefits are obtained in every business. Sales techniques for service personnel will be discussed, including menu knowledge and suggestive selling.

45 horas de conferencia, 1 semestre, 3 créditos

### **CAM 298 INTERNSHIP**

**Prerequisite:** CAM 101, CAM 102, CAM 103, CAM 104, CAM 105, CAM 106, CAM 201, CAM 202, CAM 204, CAM 205 y CAM 206

The student will complete a total of 180 hours of supervised practice in a center approved by the PUCPR. It is aimed at the student can apply the knowledge acquired in previous courses and develop as an industry professional. The student will be required to perform responsibilities of a line cook (Commins 1 and 2, Chef de Partie).

180 horas de conferencia, 1 semestre, 3 créditos

### **CAM 301 FOUNDATIONS IN FOOD SCIENCE**

**Prerequisite:** CAM 102, CAM 103, CAM 104, CAM 106

This course is aimed at basic principles in the biology and chemistry of food. The different reactions that occur during the preparation of the same will be covered. The course will focus on the fundamentals for the development of packaged foods that are safe, tasty and attractive to the consumer.

45 horas de conferencia, 1 semestre, 3 créditos

### **CAM 302 SUSTAINABILITY OF GASTRONOMY**

**Prerequisite:** CAM 103, CAM 104, CAM 106, CAM 206

The purpose of this interdisciplinary course is to teach you to think critically about the food you serve. It seeks to create a deeper understanding of how the food we consume affects the human body and our environment. Emphasis is placed on sustainable cultivation and its implementation in the menu. The implications of sustainability for nutrition are also considered.

45 conference hours, 45 laboratory hours ,1 semester, 3 credits

### **CAM 303 FOOD MANAGEMENT IN HEALTH CENTERS**

**Prerequisite:** CAM 104, CAM 106, CAM 205 y CAM 302

This course is aimed at providing an introduction to the student in the management of a food operation in health centers such as nursing homes, hospitals and rehabilitation centers. Emphasis will be placed on the analysis of the productivity and efficiency of the different food areas in health centers. In a market in increasing demand, the student will obtain the basic principles to create menus based on the needs of each patient and following the recommendations of the doctors.

45 horas de conferencia, 1 semestre, 3 créditos

### **CAM 401 FOOD DEVELOPMENT AND MARKETING**

**Prerequisite:** CAM 104, CAM 106, CAM 205, CAM 301

This course is aimed at the development, conceptualization and placement of food products in the market. The student also emphasizes the principles of market research, competitive analysis, market

segmentation, market studies, pricing and market planning. The challenges and opportunities of publicity, public relations, sales promotion and positioning in the market will also be covered.

45 conference hours, 45 laboratory hours ,1 semester, 3 credits

### **CAM 402 ADVANCED KITCHEN**

**Prerequisite:** CAM 104, CAM 106, CAM 205, CAM 301, CAM 302

Este curso está diseñado para proveerles la experiencia a los estudiantes de Artes Culinarias, una experiencia donde pondrán a prueba las técnicas fundamentales de la cocina clásica hasta la contemporánea, ciencia de los alimentos, estética y percepción sensorial como marco para desarrollar el sentido innovador del gusto, sabor y texturas. Basándose en lo aprendido, los estudiantes desarrollarán menús que desafiarán la imaginación y el paladar.

45 conference hours, 45 laboratory hours ,1 semester, 3 credits

### **CAM 403 APPRECIATION OF THE WINE BEER AND LIQUORS**

**Prerequisite:** Any

Estudio de la historia del vino, cerveza y licores, su elaboración, procesamiento y el arte de su apreciación. Identificar las leyes locales, estatales y federales relativas a la compra y la venta y servicios de bebidas alcohólicas. Se discutirá el proceso de destilación y fermentación de vinos, cervezas y licores en general. Se estudiarán principales regiones vinícolas del mundo, los distintos tipos de uvas y vinos, haciendo énfasis en la selección, compra, maridaje y presentación de vinos en un restaurante. Además, se abundará en los protocolos de servicio, descorche y decantación. Incluye visitas de campo y laboratorio.

45 horas de laboratorio, visitas de campo, 1 semestre, 3 créditos

### **CAM 404 CAPSTONE COURSES**

**Prerequisite:** CAM 104, CAM 106, CAM 205, CAM 301, CAM 302, CAM 303, CAM 401, CAM 402

Este curso va dirigido a proveer al estudiante el espacio para integrar todas las destrezas aprendidas en cursos anteriores. El estudiante deberá diseñar y conceptualizar un negocio de alimentos y bebidas, donde con la guía del instructor, desarrollarán un menú, crear un inventario, crear un sistema de compra y almacenaje, diseñar las instalaciones, mercaderarlo y servirlo a un público real.

45 conference hours, 45 laboratory hours ,1 semester, 3 credits

## **COLLEGE OF EDUCATION**

**Dra. Sara López Albino – Coordinator**

Faculty: Jorge L. Crespo Hernández, Delia Torres Cruz, Sandra Vargas Vélez, Dra. Sara López Albino.

### **HISTORY**

The College of Education of the Mayagüez Campus started offering the Bachelor degree in Science in Elementary Education majoring in General Education in 1988. For two consecutive years the Institution offers the Primary Grades and Physical Education majors (1994). Then in 1993, the Institution offers the Bachelor in Sciences in Secondary Education beginning with Biology. The major in English is added in 1997. The Master's degrees, specified in the Graduate Program, are offered in 1999.

## MISSION

The mission of the College of Education is to work close to achieve its main goal which is to reach the academic excellence in the creation of future teachers and professionals in the education field.

## GOALS

The College of Education aspires to:

1. Prepare teachers and other education professionals the best way possible to be aware of their responsibilities as educators in our education system in a dynamic society.
2. Encourage the students to use the investigation as a means to respond to the education needs of the society.
3. Project a positive image to the Puerto Rican community responding to the current education needs.
4. Offer a Christian faith preparation so the students can take advantage of it in their studies and profession, and act harmoniously with the faith received.

## OBJETIVES

1. Foster the personal and professional formation of the teachers and other educators to contribute to the personal and personal improvement of the changing society.
2. Prepare teachers and other education professionals the best way possible to be aware of their responsibilities as educators in our education system in a dynamic society.
3. Promote the development of investigation skills.
4. Project a positive image to the Puerto Rican community responding to the current concrete education needs and demands and challenges of the education system.
5. Contribute to the formation of a Christian teacher conscious of his/her moral and spiritual values according to the faith received.

## ACADEMIC PROGRAMS

- \* Bachelor in Sciences in Elemental Education with a concentration in General Education
- \* Bachelor in Sciences in Elemental Education with a concentration Primary Education
- \* Bachelor in Sciences in Elemental Education with a concentration in en Physical Education
- \* Bachelor in Sciences in Elemental Education with a concentration in English
- \* Bachelor in Sciences in Secondary Education with a concentration in Biology
- \* Bachelor in Sciences in Secondary Education with a concentration Physical Education
- \* Bachelor in Sciences in Secondary Education with a concentration en English

## NOTE:

\* For the description of the academic programs, refer to the section College of Sciences of the Ponce Campus.



## PRESIDENCY

Dr. Jorge Iván Vélez Arocho .....President

## VICE PRESIDENCY

Dr. Leandro A. Colón Alicea..... Vice President of Academic Affairs  
Prof. María de los A. Muñiz García..... Associate Vice President of Academic Affairs  
Prof. Irma Rodríguez Vega ..... Vice President of Finance and Administration  
Dr. Félix Cortés Morales..... Vice President of Development, Institutional Research and Planning  
Prof. Freddie Martínez Sotomayor ..... Vice President of Student Affairs  
Prof. Myriam D. López Velázquez.....Associate Vice President of Student Affairs

## PRESIDENCY OFFICE

Miss Liza Riestra Carrión, Esq .....Executive Assistant to the President  
Mrs. Carolyn Costas Lugo, Esq ..... Assistant to the President and In-house Counsel  
Dr. Edgar Rodríguez Ríos ..... Executive Director, Technology and Telecommunications  
Mr. Enrique J. Arroyo Acosta .....Director, Internships and Employment  
Sr. Joel E. Vélez Colón .....Interim Director, International Relations  
Rev. P. Javier Iñigo Monreal..... Delegate for Institutional Mission

## CAMPUS RECTORIES

Dr. Edwin Hernández Vera .....Rector, Arecibo Campus  
Dr. Olga N. Hernández de Patiño ..... Rector, Mayagüez Campus  
Miss Lindsay T. López Murillo, Esq ..... Legal Adviser and Special Projects

## VICE PRESIDENCY OF ACADEMIC AFFAIRS

Dr. Leandro A. Colón Alicea..... Vice President of Academic Affairs  
Prof. María de los A. Muñiz García..... Associate Vice President of Academic Affairs  
Dr. David Zayas Montalvo.....Dean, College of Business Administration  
Dr. P. Juan Luis Negrón Delgado ..... Dean, College of Arts and Humanities  
Dr. Alma Santiago Cortés ..... Dean, College of Science  
Prof. Haydeé Morales de Maltés .....Associate Dean, College of Science  
Dr. Miriam Zayas Zengotita..... Dean, College of Education  
Prof. Ana I. Báez Rodríguez .....Associate Dean, College of Education  
Dr. Hernán A. Vera Rodríguez..... Interim Dean, College of Graduate Studies in Behavioral Sciences and Community Affairs  
Mr. José Frontera Agenjo, Esq.....Dean, School of Law  
Mr. Fernando Moreno Orama, Esq ..... Associate Dean, School of Law  
Mrs. Luz H. Rodríguez Rosas, Esq.....Assistant Dean of Student Affairs, School of Law  
Arq. Luis V. Badillo Lozano..... Dean, School of Architecture  
Dra. Caridad Álvarez Suárez ..... Director, Liberal Studies Program, Night and Saturday Sessions  
Prof. Iván E. Dávila Ostolaza .....Registrar  
Dr. Carmen J. Acosta Fumero .....Director, Accreditation  
Dr. Ivette Torres Vera.....Director, Institute Virtual Education  
Miss Karen Morales Rodríguez ..... Coordinator, Continuing Education Institute and  
Director of Non-University Technical Certificate Careers Program

## VICE PRESIDENCY OF DEVELOPMENT, INSTITUTIONAL RESEARCH AND PLANNING

Dr. Félix Cortés Morales..... Vice President of Development, Institutional Research and Planning

Prof. Mishelle Morales Santos ..... Director, Institutional Assessment  
Mrs. Gladys M. Díaz Rodríguez ..... Director, External Resources

### LIBRARIES

Prof. Magda Vargas Rodríguez ..... Director, Libraries  
Lcda. Noelia Padua de Rosario ..... Director, Library Mons. Fremiot Torres Oliver School of Law  
..... Director, Library School of Architecture  
Prof. Edwin Ramos Cabán ..... Director, Library Mayaguez Campus  
Mrs. Luz C. Rivera Correa ..... Director, Iñaki Mallona Library Arecibo Campus

### VICE PRESIDENCY OF STUDENTS AFFAIRS

Prof. Freddie Martínez Sotomayor ..... Vice President of Students Affairs  
Prof. Myriam D. López Velázquez ..... Vice President of Students Affairs  
Mr. Enrique J. Arroyo Acosta ..... Director Internships, Alumni, & Employment  
Dr. Arvin Báez Rivera ..... Director, Guidance Center  
Mrs. Elizabeth Martínez Rodríguez ..... Director, First Year Program  
Prof. Carmen Z. Torres Hernández ..... Director, Admissions  
Mrs. Wanda Soto Maldonado ..... Director, Services for Persons with Disabilities

### VICE PRESIDENCY OF FINANCE AND ADMINISTRATION

Prof. Irma I. Rodríguez Vega ..... Vice President of Finance and Administration  
Prof. Juan E. Román Toro ..... Treasurer  
Sr. Wilfredo Cornier Hernández ..... Director, Human Resources for Administrative Personnel

### ARECIBO CAMPUS

Dr. Edwin Hernández Vera ..... Rector, Arecibo Campus  
Dra. Yazdel Martínez Colón ..... Dean, Academic Affairs  
Prof. Joaquín Faría Serrano ..... Associate Dean, Administrative Affairs  
Prof. Mabel Saavedra Galán ..... Associate Dean, Student Affairs

### MAYAGÜEZ CAMPUS

Dr. Olga N. Hernández de Patiño ..... Rector Mayagüez Campus  
Dr. Frank J. Sierra Cortés ..... Dean, Academic and Students Affairs  
Prof. Candida González Cebollero ..... Associate Dean, Administrative Affairs  
Prof. Alejandro Ruiz Caino ..... Associate Dean, Student Affairs

## FACULTY– UNDERGRADUATE

### ARECIBO CAMPUS

Betancourt Marquez, Carmen ..... Management Department  
Associate Professor, D.B.A. Turabo University; M.P.A., B.A. University of Puerto Rico  
Carrión Colón, Lymanis ..... Department of Psychology  
Associate Professor; Ph.D.; M.B.A. Pontifical Catholic University of Puerto Rico  
Chaves Seguí, Mariela ..... English Department  
M.Ed. Caribbean University  
Echevarría García, Lourdes ..... Department of Biology  
Associate Professor; M.S. Metropolitan University; B.S. Pontifical Catholic University of Puerto Rico

---

Escribano Ruiz, Dadia.....	Department of Biology
Instructor; M.S. Metropolitan University, B.S. Inter American University of Puerto Rico	
Faria Serrano, Joaquín .....	Department of Accounting
Assistant Professor; M.B.A. World University; B.B.A. University of Puerto Rico	
Gautier Pagán, José .....	Department of Biology
Assistant Professor; Ph.D. University of Puerto Rico; M.S. Metropolitan University	
López Mora, Wilfredo .....	Department of Theology and Philosophy
Associate Professor; Ph.D. Graduate Theology Foundation; M.A. Caribbean Center for Dominican Studies; B.A. Bayamón Central University	
Lugo González, Mayra .....	Department of Psicology
Assistant Professor; Ph.D. Carlos Albizu University; M.A. Inter American University of Puerto Rico; B.A. University of Puerto Rico	
Luna Pineda, Tatiana .....	Department of Chemistry
Assistant Professor; Ph.D. M.S. University of Puerto Rico; B.S. Universidad Industrial de Santander	
Martinez Colón, Yazdel .....	Business Administration
Assistant Professor; D.B.A. Pontifical Catholic University of Puerto Rico; M.P.A., B.A. University of Puerto Rico	
McCadney Santos, Irma.....	Counseling Center
M.Ed. Inter American University of Puerto Rico	
Morales Torres Brenda .....	Department of Secondary Education
Assistant Professor; M.Ed.; B.S. Inter American University of Puerto Rico	
Ocasio Vázquez, Mayra .....	Department of Chemistry
Assistant Professor; M.S. University of Puerto Rico	
Padín Jiménez, José D .....	Physic and Mathematics Department
Assistant Professor; M.Ed. Inter American University of Puerto Rico	
Pérez Riestra, Carmen L.....	Department of Social Science
Assistant Professor; M.A. Inter American University of Puerto Rico; B.A. Pontifical Catholic University of Puerto Rico	
Rivera Correa, Luz C.....	Library
M.L.S. University of Puerto Rico; B.S.E.E. University of Puerto Rico	
Saavedra Galán, Mabel .....	Department of Secondary Education
Associate Professor; E.D. Turabo University; M. Ed. Pontifical Catholic University of Puerto Rico; B.A. University of Puerto Rico	
Santiago González, Joaquín .....	Department of History & Fine Arts
Assistant Professor; M.A.; B.A. University of Puerto Rico	
Vega Sepúlveda, Juan A.....	Department of Biology
Instructor; M.S. University of Puerto Rico	

### MAYAGÜEZ CAMPUS

Baquero Rosas, Luis.....	Department of Management, Information System, and Business
Associate Professor; Ph.D.; M.B.A University of Puerto Rico	
Bonilla Oliver, Melissa P. ....	Department of Hotel and Restaurants
Assistant Professor; D.B.A. San Martín de Pores University– Peru; M.H.M. Ginora University– Spain	
Cabán Cáceres, Gerardo.....	Department of Theology and Philosophy
Associate Professor; Ph.D. Graduate Theological Foundation - IN; M.A. Bayamón Central University	
Camacho Camacho, Gerinaldo.....	Library
Librarian III; Ph.D. Universidad de León, Spain; M.A. Inter American University of Puerto Rico; B.A. University of Puerto Rico	

Cancel Sepulveda, Hector M .....	Department of Chemistry
Assistant Professor; M.S. University of Puerto Rico	
Caraballo Román, Eurípides .....	Department of History & Fine Arts
Associate Professor; M.A. University of Puerto Rico; B.A. Pontifical Catholic University of Puerto Rico	
Cardona Soltero, Norma .....	College of Education
Assistant Professor; Ed.D., M.Ed. Inter American University of Puerto Rico; B.A. University of Puerto Rico	
Cortina Cruz, Rafael T .....	Business Administration
Associate Professor; D.B.A. Universidad de Argosy; M.B.A.; B.S. Universidad Interamericana de Puerto Rico	
Crespo Acevedo, Wilfredo .....	Department of Social Science
Assistant Professor; J.D., Pontifical Catholic University of Puerto Rico; B.S. University of Puerto Rico	
Crespo Hernández, Jorge L .....	Department of Elementary and Secondary Education
Assistant Professor; M.S.; B.A. Inter American University of Puerto Rico	
Cruz Negrón, Jorge L .....	Department of Theology and Philosophy
Associate Professor; M.R.E. Pontifical Catholic University of Puerto Rico; M.S.W. University of Puerto Rico	
Egipciaco Molinary, Reinaldo A .....	Department of Spanish Studies
Assistant Professor; M.A. University of Puerto Rico	
García Ruiz, María del Pilar .....	Department of Biology
Assistant Professor; M.S., B.S. University of Puerto Rico	
Gelpí Lebrón, Ana .....	Department of English and Foreign Languages
Associate Professor; M.A.; B.A. Inter American University of Puerto Rico	
González Muñiz, Elisa .....	Library
Librarian II; M.S., B.A. University of Puerto Rico	
Guzmán Nazario, Domingo .....	Department of Social Science
Associate Professor; Ph.D. Complutense University of Madrid; M.A.; B.A. Inter American University of Puerto Rico	
Loperena Álvarez, Yaliz .....	Departamento de Biología
Assistant Professor; Ph.D. Universidad Central del Caribe; M.S.; B.A. University of Puerto Rico	
López Albino, Sara .....	Departamento de Educación Física
Assistant Professor; Ed.D.; M.A. Inter American University of Puerto Rico; B.A. University of Puerto Rico	
Morales Arroyo, Sandra .....	Counseling Center
Professor; Ed.D.; M.A. Inter American University of Puerto; B.A. University of Puerto Rico	
Muñoz Román, Vilma E .....	Department of Office Administration
Assistant Professor; M.A. New York University	
Nazario Barreras, María de los A .....	Department of Elementary Education
Associate Professor; Ph.D. Penn State University; M.Ed. Pontifical Catholic University of Puerto Rico	
Nazario López, Ángela I .....	Department of Accounting, Economics and Finance
Assistant Professor; M.B.A., Inter American University of Puerto Rico; B.B.A. University of Puerto Rico	
Negrón Vázquez, Mayra .....	Department of Office Administration
Assistant Professor; M.A.; B.A. Inter American University of Puerto Rico	
Ortiz Albino, Edgar .....	Department of Social Work
Assistant Professor; M.S.W. University of Puerto Rico; B.A. Inter American University of Puerto Rico	
Ortiz Pérez, Antonio A .....	Department of English and Foreign Languages
Assistant Professor; M.A. State University of New York; B.A. University of Puerto Rico	
Padilla González, Ingrid M .....	Department of Social Science
Assistant Professor; M.A. Inter American University of Puerto Rico; B.A. University of Puerto Rico	
Pellot Domenech, Ismael O .....	Department of Social Science
Instructor; M.A. Inter American University of Puerto Rico; B.A. Inter American University of Puerto Rico	
Pérez García, Mariangely .....	Departamento de Trabajo Social

---

M.S.W. Inter American University of Puerto Rico; B.A. Pontifical Catholic University of Puerto Rico	
Pérez Laguillo, Oscar.....	Department of Biology
Professor; Ph.D.; M.S.; B.S. University of Puerto Rico	
Ramos Cabán, Edwin .....	Library
Librarian II; M.L.S. Inter American University of Puerto Rico; B.A. Pontifical Catholic University of Puerto Rico	
Rios Campell, Glorianna .....	Department of Psychology
Assistant Professor; M.A. John Jay College CUNY – NY; B.A. University of Puerto Rico	
Rodríguez Berrios, Raúl.....	Department of Chemistry
Associate Professor; Ph.D. University of Puerto Rico	
Rodríguez Vientos, Luis A.....	Chaplain
Assistant Professor; M.The. Salamanca University; B.A. University of Puerto Rico	
Rosas Acosta, Joyleen.....	Department of Physic and Mathematics
Assistant Professor; Ed.D. M.A., B.S. Inter American University of Puerto Rico	
Rosas Negrón, Jackeline .....	Department of Biology
Assistant Professor; M.S. University of Puerto Rico	
Rubero Reyes, Miguel A.....	Department of Theology and Philosophy
Associate Professor; Ph.D. Complutense University of Madrid; M.P.A. University of Puerto Rico	
Ruiz Caino, Alejandro .....	Department of Management, Information System, and Business
Assistant Professor; M.B.A. Universidad de Phoenix	
Sánchez Cortés, Jesús .....	Department of Management, Information System, and Business
Associate Professor; D.B.A. Pontifical Catholic University of Puerto Rico; M.B.A PACE University– New York	
Santiago Gutiérrez David .....	Department of Accounting, Economics and Finance
Assistant Professor; M.B.A., B.A. Inter American University of Puerto Rico	
Seda Mercado, Lillian.....	Department of Physic and Mathematics
M.B.A., B.S. University of Puerto Rico	
Sierra Cortéz, Frank J. ....	Business Administration
Professor; PH.D. Complutense University of Madrid; B.B.A.; M.B.A. Inter American University of Puerto Rico	
Soto Cruz, Nilsa .....	Department of Accounting, Economics and Finance
Assistant Professor; M.B.A. Inter American University of Puerto Rico; C.P.A. Board of Public Accountants of the Commonwealth of Puerto Rico; B.B.A. University of Puerto Rico	
Toro Efre, Gloria .....	Counseling Center
Assistant Professor; M.A. Inter American University of Puerto Rico; .B.A. University of Puerto Rico	
Torres Cruz, Delia .....	Department of Elementary Education
Assistant Professor; M.Ed.; B.S.S.E. Pontifical Catholic University of Puerto Rico	
Vargas Vélez, Sandra I .....	Department of Elementary Education
Assistant Professor; M.Ed. University of Illinois; B.A. Inter American University of Puerto Rico	
Vázquez Ortiz, Viola I.....	Department of Spanish Studies
Assistant Professor; M.A.; B.A. University of Puerto Rico	
Velázquez Sepúlveda, Mei-Ling.....	Department of Management, Information System, and Business
Professor; Ph.D. Complutense University of Madrid; M.B.A Inter American University of Puerto Rico; B.B.A. University of Puerto Rico	

### PONCE CAMPUS

Acciaro Losapio, Fabrizio.....	Department of Theology and Philosophy
Associate Professor; Ph.D. Complutense University of Madrid; Lic. Università Degli Studi Di Milano	
Acevedo Alfaro, Juan F.....	Department of Biology
Associate Professor; M.S. University of Puerto Rico; B.S. Inter American University of Puerto Rico	
Adames Román, Hugo.....	Department of History & Fine Arts

Assistant Professor; Ed.D.; M.Ed; B.A. Pontificia Universidad Católica de Puerto Rico	
Alamo Nole, Luis.....	Department of Biology
Assistant Professor; Ph.D.; M.S. University of Puerto Rico	
Albizu Rivera, Felícita .....	Department of Nursing
Associate Professor; Ed.D.; M.S.N.; B.S.N. Pontifical Catholic University of Puerto Rico	
Alston Wax, Dallas E. ....	Department of Biology
Professor; Ph.D.; M.S. Auburn University – AL; B.S. Southeastern Louisiana University	
Alvarado Quiñones, Emérita .....	Department of Social Work
Associate Professor; M.S.W. University of Puerto Rico; B.A .World University	
Alvarado Rodríguez, Waleska .....	School of Medical Technology
Assistant Professor; M.S.; B.S. Inter American University of Puerto Rico	
Álvarez Suarez, Caridad.....	Department of Liberal Studies
Assistant Professor; Ph.D. Center for Advanced Studies of Puerto Rico and the Caribbean; M.A.; Pontifical Catholic University of Puerto Rico	
Amill Acosta, Ileana .....	Encarnación Valdés Library
Librarian II; M.L.S. Inter American University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
Arce Orengo, Aracelis.....	Department of Nursing
M.S.N. University of Puerto Rico – Medical Science; B.S.N. Pontifical Catholic University of Puerto Rico	
Arroyo Cabán, Mónica .....	Department of Biology
Associate Professor; Ph.D. University of Minnesota; B.S. University of Maine	
Arroyo González, Nancy, Hna. ....	Department of Biology
Associate Professor; Ph.D. Autonomous University of Nuevo León – Mx; M.S., B.S. University of Puerto Rico	
Arvelo López, Xenia.....	Counseling Center
Assistant Professor; M.Ed., B.A. Pontifical Catholic University of Puerto Rico	
Asad Pérez, Vivianne P. ....	Department of Management, Information System, and Business
Assistant Professor; M.B.A. University of Puerto Rico; B.B.A. University of Puerto Rico	
Báez Belén, Virginia.....	Department of Biology
Associate Professor; M.S.; B.S. University of Puerto Rico	
Báez Fumero, José J .....	Department of Spanish Studies
Associate Professor; M.A. Pontifical Catholic University of Puerto Rico	
Báez Rodríguez, Ana I.....	Department of Elementary and Secondary Education
Associate Professor; M.B.A., New York University; B.S.S. Pontifical Catholic University of Puerto Rico	
Batista Parra, Adalgisa .....	Department of Chemistry
Associate Professor; Ph.D. Georgia State University; M.S. University of Puerto Rico; B.S. Autonomus University of Santo Domingo	
Berrios Villarini, Rosa.....	Department of Biology
Assistant Professor; M.S. University of Puerto Rico	
Burgos Martínez, Sylvia D .....	Departamento de Historia y Bellas Artes
Catedrática Asociada; M.A. Universidad Interamericana de Puerto Rico; B.A .Antioch Univ, Ohio	
Burgos Ortiz, Noemí .....	Counseling Center
Instructor; M.Ed., B.S. Pontifical Catholic University of Puerto Rico	
Calzada Cordero, Conrado M.....	Department of Biology
Professor; Ph.D.; M.S.; B.S. University of Puerto Rico	
Camacho Santiago, Marisol.....	Department of Psychology
Professor; Psy.D. Ponce School of Medicine; M.Ed. Harvard University; B.A. University of Puerto Rico	
Cañals Berrios, Luis.....	Department of Psychology
Associate Professor; Ph.D. Pontifical Catholic University of Puerto Rico; M.A. Inter American University of Puerto Rico; B.A. University of Puerto Rico	
Carrasquillo Coriano, Edwin .....	Department of Biology



Assistant Professor; M.S. Bowling Green State University – OH	
Carrasquillo Salib, Javier .....	Department of Chemistry
Instructor; M.S., B.S. Pontifical Catholic University of Puerto Rico	
Chompre González, Gladys .....	Department of Biology
Associate Professor; Ph.D. Ponce School of Medicine	
Collado Martínez, Ruth .....	Department of Nursing
Assistant Professor; M.S.N., B.S.N. Pontifical Catholic University of Puerto Rico	
Collazo Rivera, Ivelisse .....	Department of Spanish Studies
Associate Professor; Ph.D. Florida State University; M.A. University of Puerto Rico	
Cordero Irizarry, Antonia .....	Department of Nursing
Assistant Professor; M.S.N., B.S.N. Pontifical Catholic University of Puerto Rico	
Cornier López, Cantaliz .....	Department of History & Fine Arts
Assistant Professor; M.A. University of Puerto Rico; B.S.S.E. Pontifical Catholic University of Puerto Rico	
Cruz Alfonso, Lesbia M. ....	Department of Spanish Studies
Professor; Ph.D. University of Valladolid – Spain; M.A., B.A. Pontifical Catholic University of Puerto Rico	
Cruz González, Xavier .....	Department of Biology
M.A. Pontifical Catholic University of Puerto Rico; B.S. University of Puerto Rico	
Cuenca Ramos, Amelia .....	Department of English and Foreign Languages
Instructor; M.A. University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
Cuevas Cintrón, Amarilys .....	Counseling Center
Associate Professor; M.Ed.; B.S. Pontifical Catholic University of Puerto Rico	
Cuevas Torres, Marielly .....	Department of Biology
Associate Professor; Ph.D. University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
Deida Colón, Miriam .....	Department of Elementary and Secondary Education
Associate Professor; Ph.D., M.Ed.; B.S. Pontifical Catholic University of Puerto Rico	
De Jesús Serrano, Sarah I. ....	Department of Nursing
Instructor; M.S.N., B.S.N. Pontifical Catholic University of Puerto Rico	
De Jesús Viera, Herminio, MONS .....	Department of Theology and Philosophy
Assistant Professor; Ph.D. Università Degli Studi Di Milano – Italy; M.Ed. Pontifical Catholic University of Puerto Rico	
Del Campo Figueroa, Julio .....	Department of Nursing
Associate Professor; Ph.D., B.S.N. Pontifical Catholic University of Puerto Rico	
De León Fortier, Lourdes .....	Department of Management, Information System, and Business
Associate Professor; Ed.D. Nova Southeastern Univ.; M.B.A., Sacred University; B.B.A., Pontifical Catholic University of Puerto Rico	
Díaz Frías, Eladio, RVDO .....	Department of Theology and Philosophy
Associate Professor; Ph.D. Philosophisch Theologische Hochschule – Germany; M.A. Pontifical Seminary Santo Tomas de Aquino; B.A. Pontifical Madre Maestra - RD	
Díaz Santiago, Xedric H. ....	Counseling Center
Assistant Professor; M.Ed., Pontifical Catholic University of Puerto Rico; B.A., University of Puerto Rico	
Echevarría Narváez, Cesar .....	Department of Physics and Mathematics
Assistant Professor; M.S., B.S. University of Puerto Rico	
Escobales Ramos, Laura .....	School of Medical Technology
M.S. Autonomous University of Guadalajara – MX; B.S. Inter American University of Puerto Rico	
Feliciano Rivera, José R. ....	Department of Spanish Studies
Professor; Ph.D.; M.A. Tulane University - New Orleans; B.A. University of Puerto Rico	
Figueroa Negrón, Marta .....	Departamento de Enfermería
M.S.N.; B.S.N. Pontifical Catholic University of Puerto Rico	
Figueroa Peña, Maribel .....	School of Medical Technology

Assistant Professor; M.S. Inter American University of Puerto Rico; M.T.C. Pontifical Catholic University of Puerto Rico; B.S. University of Puerto Rico	
Fontáñez Long, Marta	Department of English and Foreign Languages
Associate Professor; Ed.D. M.Ed. Pontifical Catholic University of Puerto Rico; B.A. University of Puerto Rico	
Gandía Pabón, José A.	Department of Psychology
Associate Professor; Ph.D.; M.S.P.S. Pontifical Catholic University of Puerto Rico; B.A. University of Puerto Rico	
García Gonzáles, Maritza	Department of Elementary and Secondary Education
Assistant Professor; M.Ed. Pontifical Catholic University of Puerto Rico	
Garriga De Jesús, Jenilka P	Department of Biology
M.S. Autonomous University of Guadalajara – MX; B.S. Pontifical Catholic University of Puerto Rico	
Gierbolini Rodríguez, Arnaldo	Department of History & Fine Arts
Professor; D.A. University of Valladolid – Spain; M.Ed, B.S.S.E. University of Puerto Rico	
Gómez Berreta, Néstor J	Department of Theology and Philosophy
Professor; Ph.D. Complutense University of Madrid; M.A. Pontificia Universitas Gregoriana, Romae; M. Filosofía, Pontificia Studiorum Universitas, A.S. Thomas Aq. Urbe, Romae; B.A., St. Joseph Seminar - Argentina	
González Cuevas, Lymarie	Department of Biology
M.S. Central University of the East - RD	
González González, Francisco	Department of Communications
Assistant Professor; Ph.D. CEU Univ San Pablo	
González Marcucci, Alfonso J	Department of History & Fine Arts
Instructor; M.A. Pontifical Catholic University of Puerto Rico	
González Pérez, Migdalia	Department of Spanish Studies
Associate Professor; M.A., B.A. University of Puerto Rico	
González Rivera, José Á	Department of Physic and Mathematics
Assistant Professor; M.S. University of Delaware; B.S. Pontifical Catholic University of Puerto Rico	
González Rivera, Leila	Department of Nursing
Associate Professor; M.S.N., M. Ed.; B.S.N. University of Puerto Rico	
González Robles, José I	Department of Spanish Studies
Assistant Professor; Ph.D. Center for Advanced Studies of Puerto Rico and the Caribbean; M.A. University of Puerto Rico; B.A. Inter American University of Puerto Rico	
González Serrano, Wanda I	Department of Nursing
Assistant Professor; M.S.N; B.S.N., B.S.S.E. Pontifical Catholic University of Puerto Rico	
González Torres, Marta	Department of Physical Education
Assistant Professor; M.Ed. Pontifical Catholic University of Puerto Rico	
Gotay Cruz, Mayra B	Department of Spanish Studies
Associate Professor; M.A.; B.A. Pontifical Catholic University of Puerto Rico	
Guilbe Alomar, Edgardo	Department of Physical Education
Assistant Professor; M.Ed., B.S.S.E. Pontifical Catholic University of Puerto Rico	
Guzmán Alvarado, Brunilda	Department of English and Foreign Languages
Assistant Professor; M.Ed. Penn State University; B.A. University of Puerto Rico	
Ibarra Pérez, Renato del C	Department of Theology and Philosophy
Professor; B.S.T., Lic. Pontificia Universitas Gregoriana, Romae Doktors der Philosophie, Hochschule Für Philosophie, Müncheon, Western Germany	
Igartúa Nieves, Elvin	Department of Chemistry
Assistant Professor; Ph.D.; M.S. University of Puerto Rico	
Iñigo Monreal, Rev. P. Javier	Institutional Mission
Assistant Professor; M.A.DV Pontifical University of Salamanca – Spain	



---

Irizarry Pagán, Ivelit .....	Department of Accounting, Economics and Finance
Professor; Ph.D. The Union Institute; M.B.A.; B.A. Inter American University of Puerto Rico	
Irizarry Ruiz, José M .....	Department of Accounting, Economics and Finance
Assistant Professor; M.B.A.; B.B.A. Pontifical Catholic University of Puerto Rico	
Lanause Rodríguez, Roxana .....	Department of Nursing
Assistant Professor; M.S.N.; M.Ed.; B.S.N. Pontifical Catholic University of Puerto Rico	
Lind Crepo, Vivian A .....	School of Medical Technology
Assistant Professor; M.S. Inter American University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
López Feliberty, Marisol .....	Department of Communications, Marketing and Tourism
Assistant Professor; M.B.A. University of Puerto Rico	
López Goglad, Jorge V .....	Department of Physic and Mathematics
Assistant Professor; M.A. Inter American University of Puerto Rico; M.S.; B.S. Pontifical Catholic University of Puerto Rico	
López Pérez, Juan .....	Department of Hispanic Studies
Assistant Professor; PH.D., M.A. University of Texas; B.A. University of Puerto Rico	
López Torres, Sheila .....	School of Medical Technology
Instructor; M.S. University of Puerto Rico – Medical Science	
López Vázquez, José R. ....	Department of Chemistry
Associate Professor; M.S., B.S., Pontifical Catholic University of Puerto Rico	
Lozada Contreras, Frank .....	Department of Communications, Marketing and Tourism
Associate Professor; D.B.A. Pontifical Catholic University of Puerto Rico; M.B.A. University of Texas; B.A. University of Puerto Rico	
Lugo Cortijo, Luis A.....	Department of Accounting, Economics and Finance
Assistant Professor; M.B.A. Turabo University; B.B.A. Inter American University of Puerto Rico	
Lugo Ortiz, Carlos R.....	Department of Biology
Associate Professor; Ph.D.; M.S. Perdue University - IN; B.S. University of Puerto Rico	
Macías de Céspedes, Jorge .....	Department of Theology and Philosophy
Assistant Professor; M.A. Pontifical Catholic University of Puerto Rico; B.A. Bayamon Central University	
Maldonado Medina, Ruth I .....	Department of Nursing
Assistant Professor; M.S.N.; B.S.N. University of Puerto Rico	
Mangual Vázquez, Daily W .....	Department of Elementary and Secondary Education
Associate Professor; M.A. Texas Woman's University; B.A. University of Puerto Rico	
Márquez Saavedra, Ninza.....	Department of Psychology
Associate Professor; Ph.D.; M.S. Pontifical Catholic University of Puerto Rico	
Mateo Mayol, Zaira .....	Department of Biology
Associate Professor; Ph.D. Ponce School of Medicine; M.S. University of Texas; B.S. Pontifical Catholic University of Puerto Rico	
Mattei Oliveras, Edwin J.....	Department of History & Fine Arts
Associate Professor; M.A. Center for Advanced Studies of Puerto Rico and the Caribbean; B.A. Inter American University of Puerto Rico	
Mejías Crespo, Hilda M.....	Department of Social Science
Assistant Professor; M.P.A. University of Puerto Rico; B.A. Pontifical Catholic University of Puerto Rico	
Meléndez Marrero, Karylyn .....	Department of Physical Education
Associate Professor; Ed.D.; M.Ed. Pontifical Catholic University of Puerto Rico; B.S. University of Puerto Rico	
Méndez Silvagnoli, Marla .....	Department of Biology
M.S. University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
Mescual Cruz, Juan .....	Department of Nursing

M.S.N.; B.S.N. Pontifical Catholic University of Puerto Rico	
Mojica de Jesús, William.....	Department of Physic and Mathematics
Assistant Professor; M.S., B.S., University of Puerto Rico	
Molina Colón, Sandra .....	Department of Biology
Professor; Ph.D.; M.S. University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
Molina González, Carmen A.....	Department of Social Work
Associate Professor; Ph.D. Pontifical Catholic University of Puerto Rico; M.S.W.; M.S.; B.A. University of Puerto Rico	
Montero Vélez, Ana M .....	Department of English and Foreign Languages
Professor; Ph.D., Georgetown University; M.A., University of Illinois; B.S. Sec.Ed., Pontifical Catholic University of Puerto Rico	
Morales Rodríguez, Haydeé .....	Department of Biology
Associate Professor; M.S. University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
Morales Irizarry, Virgilio .....	Department of Physic and Mathematics
Instructor; M.S. University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
Morales Torres, Johanna I.....	Department of Cardiovascular Technology
Assistant Professor; Ph.D. Turabo University; M.B.A. University of Phoenix; B.A. Pontifical Catholic University of Puerto Rico	
Nieves Pérez, Blanca E .....	Department of Office Administration
Assistant Professor; M.A. New York University; B.S. Pontifical Catholic University of Puerto Rico	
Olivares López, Higinia.....	Department of Social Science
Assistant Professor; Ph.D. Complutense University of Madrid; .M.A., B.A. Pontifical Catholic University of Puerto Rico	
Ondarra de Fombellida, María A.....	Department of History & Fine Arts
Assistant Professor; M.M. Vizcaíno Conservatory of Music - Spain	
Oquendo Rodríguez, Elí D.....	Department of History & Fine Arts
Associate Professor; M.A. University of Puerto Rico; B.A. Pontifical Catholic University of Puerto Rico	
Orsini Amparo, Gladys.....	Department of Nursing
Instructor; M.S.N., B.S.N. Pontifical Catholic University of Puerto Rico	
Ortiz Balay, Ivis.....	School of Medical Technology
M.S. Universidad Central del Este; B.S. Ponce School of Medicine	
Ortiz Ortiz, Frances.....	Department of History & Fine Arts
Professor; PH Complutense University of Madrid; M.A., B.A. University of Puerto Rico	
Pacheco Molina, Miriam.....	Department of Elementary and Secondary Education
Assistant Professor; M.Ed.; B.A. Pontifical Catholic University of Puerto Rico	
Palomino Garate, Javier .....	Department of Physic and Mathematics
Assistant Professor; Ph.D., M.S. University of Puerto Rico	
Pastor Rodríguez, María.....	Department of Spanish Studies
Assistant Professor; Ph.D. University of Michigan; M.A. University of Notre Dame-IN; B.A. University of Puerto Rico	
Peña Santiago, Lourdes M .....	Department of Accounting, Economics and Finance
Assistant Professor; M.B.A Inter American University of Puerto Rico; B.S. University of Puerto Rico	
Pereira Solá, Rubén.....	Department of Physic and Mathematics
Associate Professor; M.S.; B.S University of Puerto Rico	
Pérez Almeyda, Ladislao .....	Department of History & Fine Arts
Assistant Professor; M.A. Center for Advanced Studies of Puerto Rico and the Caribbean; B.A. Pontifical Catholic University of Puerto Rico	
Pérez Hernández, William .....	Department of Physic and Mathematics
Assistant Professor; M.S.; B.S. University of Puerto Rico	

---

Pérez Matos, Ana .....	Departamento de Biología
Assistant Professor; Ph.D., M.S. University of Michigan; B.S. University of Puerto Rico	
Pietri Gómez, Laura M .....	Department of Psychology
Professor; Ph.D. Pontifical Catholic University of Puerto Rico; M.Ed. Boston University; B.A. University of Puerto Rico	
Quintana Alsina, Myriam .....	Department of Chemistry
Associate Professor; Ed.D. NOVA Southeastern University – FL; M.S.; B.A. Pontifical Catholic University of Puerto Rico	
Quirindongo Rivera, Iris Y .....	Department of Nursing
Assistant Professor; M.S.N. University of Puerto Rico – Medical Science; B.S.N. Pontifical Catholic University of Puerto Rico	
Ramírez Vargas, Cydmarie .....	Department of Nursing
M.S.N. Pontifical Catholic University of Puerto Rico; B.S.N. Inter American University of Puerto Rico	
Ramos González, Félix A .....	Department of Social Science
Associate Professor; Ph.D. Complutense University of Madrid; M.A., Inter American University of Puerto Rico; B.A. Pontifical Catholic University of Puerto Rico	
Ramos López, Sandra I .....	Department of Social Science
Professor; Ph.D. Complutense University of Madrid; M.A., B.A. Inter American University of Puerto Rico	
Ramos Ortolaza, Dinah .....	Department of Biology
Associate Professor; Ph.D., B.S. University of Puerto Rico	
Ramos Padua, Jaen .....	Department of Nursing
M.S.N. Pontifical Catholic University of Puerto Rico	
Reyes Colón, Carmen .....	Department of Biology
Instructor; M.S. University of Puerto Rico	
Reyes Rodríguez, Maribel .....	Department of Social Science
Associate Professor; M.A. Inter American University of Puerto Rico; B.A. Pontifical Catholic University of Puerto Rico	
Ríos Rodríguez, Yazmín .....	Department of Psychology
Assistant Professor; Psy.D. ; M.A. Carlos Albizu University	
Rivera Escóbales, María I .....	Department of Nursing
M.S.N. Pontifical Catholic University of Puerto Rico; B.S.N. Inter American University of Puerto Rico	
Rivera Mangual, Nirma .....	Department of Nursing
M.S.N., B.S.N. Pontifical Catholic University of Puerto Rico	
Rivera Pagán, José A .....	Department of Chemistry
Professor; Ph.D.; M.S. University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
Rivera Ramos, Mirta E .....	Department of Elementary and Secondary Education
Associate Professor; Ed.D, M.Ed.; B.S. Pontifical Catholic University of Puerto Rico	
Rivera Rodríguez, Rosalina .....	Department of Nursing
Associate Professor; Ed.D., M.S., B.S.N. Pontifical Catholic University of Puerto Rico	
Rivera Rosado, Luis A .....	Department of Accounting, Economics and Finance
Assistant Professor; M.A., B.A. University of Puerto Rico	
Rivera Rosado, Víctor M .....	Department of Accounting, Economics and Finance
Assistant Professor; J.D. Pontifical Catholic University of Puerto Rico; M.B.A. Turabo University; B.A. University of Puerto Rico	
Rivera Sáez, Adalin, Rev. P .....	Department of Theology and Philosophy
Associate Professor; M. DIV. Facultad de Teología del Norte – Spain; B.A. Instituto Sup. Est Teol San Ildefonso; B.A. Pontifical Catholic University of Puerto Rico	
Rivera Santos, Mishelle .....	Department of Biology
Instructor; M.S., B.S. University of Puerto Rico	

---

Rodríguez Aquino, Zoriel .....	Department of History & Fine Arts
Assistant Professor; M.A. Turabo University	
Rodríguez Cintrón, Rosany .....	Department of Elementary and Secondary Education
Associate Professor; Ph.D. Polytechnic University of Catalunya; M.Ed. University of Puerto Rico	
Rodríguez Delgado, Rafael .....	Department of Social Work
Instructor; M.A., B.A., University of Puerto Rico	
Rodríguez Deynes, Neysa .....	Department of History & Fine Arts
Professor; Ph.D., M.A., B.A., University of Mississippi	
Rodríguez Fontánez, José L .....	Department of Communications, Marketing and Tourism
Associate Professor; D.B.A. Argosy University; M.A. Sacred Heart University; B.A. Pontifical Catholic University of Puerto Rico	
Rodríguez López, Margarita .....	Department of Chemistry
Associate Professor; Ph.D.; M.S. Oviedo University– Spain	
Rodríguez Quiñonez, José F .....	Department of Biology
Assistant Professor; Ph.D. University of Puerto Rico	
Rodríguez Vélez, Nelson .....	Department of Theology and Philosophy
Associate Professor; M.A. Franciscan University of Steubenville; B.A., Pontifical Catholic University of Puerto Rico	
Rodríguez Villanueva, Carlos, HNO .....	Department of Theology and Philosophy
Assistant Professor; Ph.D. Inter American University of Puerto Rico; M.A. University of Puerto Rico	
Rolón Borrero, Néstor .....	Department of Theology and Philosophy
Assistant Professor; M.Div.; B.A. Pontifical Catholic University of Puerto Rico	
Rosa Pérez, Jaime .....	Department of History & Fine Arts
Instructor; M.A. Pontifical Catholic University of Puerto Rico	
Rosado Martínez, Abeliz .....	Department of Biology
Instructor; M.S. University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
Rosado Ortiz, Glorymel .....	Department of Social Work
Assistant Professor; M.S.W., B.A. University of Puerto Rico	
Ruiz Santiago, Lourdes .....	Department of Nursing
Assistant Professor; M.S.N. Pontifical Catholic University of Puerto Rico	
Sanabria León, Waleska .....	Department of Social Science
Assistant Professor; Ph.D., M.A., Univ Nacional Autonoma de Mexico; B.A. University of Puerto Rico	
Sanabria Rodríguez, José .....	Department of History & Fine Arts
Associate Professor; M.F.A., B.A., Inter American University of Puerto Rico	
Sánchez Vega, Hesmy .....	Department of Biology
M.S. B.A. University of Puerto Rico	
Santiago Cabrera, Daisy I .....	Department of Nursing
Instructor; M.S.N. Pontifical Catholic University of Puerto Rico; B.S. Antillian College	
Santiago Canet, Jaime .....	Department of Management
Professor; Ph.D. Union University; M.B.A., M.S. Pontifical Catholic University of Puerto Rico	
Santiago Cruz, Alfonso .....	Department of History & Fine Arts
Associate Professor; M.Ed. University of Puerto Rico; B.A. Inter American University of Puerto Rico	
Santiago Hernández, Shirley .....	Department of English and Foreign Languages
Associate Professor; M.A. New York University; B.S. Pontifical Catholic University of Puerto Rico	
Santiago Maldonado, Olga .....	Department of Biology
Associate Professor; Ph.D. Ponce School of Medicine	
Santiago Martínez, Ricardo .....	Department of Nursing
M.S. Turabo University; B.S. Pontifical Catholic University of Puerto Rico	
Santiago Ortiz, Cariluz .....	Department of Biology

---

Associate Professor; Ph.D. Ponce School of Medicine; B.A. University of Puerto Rico	
Santiago Serrano, Marie J .....	Department of Nursing
M.S.N., B.S.N. Pontifical Catholic University of Puerto Rico	
Santos Santori, Lizette .....	Department of Chemistry
Professor; Ph.D. Ponce School of Medicine	
Sauder, Carl B .....	Department of Theology and Philosophy
Associate Professor; M.A., Laval University - Canada; B.A., Thomas Aquino College - California	
Seda Cuevas, Nilda M .....	Department of Management, Information System, and Business
Professor; Ph.D. Walden University - MN; J.D. M.B.A., Pontifical Catholic University of Puerto Rico; M.B.A.; B.A. University of Puerto Rico	
Seda Miro, Jasmine .....	Department of Biology
Associate Professor; Ph.D., B.S. University of Puerto Rico	
Segara Báez, Iván .....	Departamento de Estudios Hispánicos
Assistant Professor; Ph.D. Center for Advanced Studies of Puerto Rico and the Caribbean; M.Ed. Inter American University of Puerto Rico; B.A. University of Puerto Rico	
Sellas Hernández, Carlos .....	Departamento de Psicología
Assistant Professor; Psy.D. Ponce School of Medicine, B.A. University of Puerto Rico	
Sierra Ayala, María M .....	Department of Elementary and Secondary Education
Instructor; M.S. University of Puerto Rico – Medical Science; B.S.S.E. Pontifical Catholic University of Puerto Rico	
Sievens Irizarry, Otto .....	Department of Social Science
Professor; Ph.D., Complutense University of Madrid; M.P.A.; B.A. University of Puerto Rico	
Soto Lamboy, Juan E .....	Department de Physics and Mathematics
Associate Professor; M.S., University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
Soto Martínez, Ramón .....	Departamento de Psicología
Associate Professor; Psy.D.; M.A. Complutense University of Madrid; M.P.A., B.A. University of Puerto Rico	
Tirado Ortiz, Maricely .....	Department of Social Science
Assistant Professor; J.D. Pontifical Catholic University of Puerto Rico; M.P.A.; B.S. University of Puerto Rico	
Tirado Pérez, Carmen .....	Department of Social Work
Assistant Professor; Psy.D. Medicine School; M.A., B.A. University of Puerto Rico	
Toro Guzmán, María del C .....	Department of Nursing
Assistant Professor; M.S.N., B.S.N. Pontifical Catholic University of Puerto Rico	
Toro Zayas, Gamaliel .....	Department of Physical Education
Assistant Professor; M.A. Adelphi University - New York; B.S.S.E. Pontifical Catholic University of Puerto Rico	
Torres Almodóvar, Mercedes .....	Department of English and Foreign Languages
Associate Professor; Ed.D.; M. Ed. Pontifical Catholic University of Puerto Rico; B.S. University of Puerto Rico	
Torres Giorgi, Elizabeth .....	Department of Nursing
Associate Professor; Ph.D.; M.S.N.; B.S.N. Pontifical Catholic University of Puerto Rico	
Torres Hoyos, Iván L .....	Department of History & Fine Arts
Assistant Professor; M.Ed. , B.A. Pontifical Catholic University of Puerto Rico	
Torres López, Migdalia .....	Department of Nursing
M.S.N., B.S.N. Pontifical Catholic University of Puerto Rico	
Torres Morales, Nilda .....	Department of English and Foreign Languages
Assistant Professor; M.A. "La Sorbonne" University – Paris; B.A. Pontifical Catholic University of Puerto Rico	
Torres Ortiz, Ceidy .....	Department of Biology
Catedrática Auxiliar; Ph.D., B.S. University of Puerto Rico	
Torres Reyes, Edgardo J .....	Department of English and Foreign Languages

---

Assistant Professor; M.A. Hunter College – New York; B.A. Pontifical Catholic University of Puerto Rico	
Torres Rivera, Gaspar .....	Department of Physic and Mathematics
Associate Professor; M.Ed.; B.S. Pontifical Catholic University of Puerto Rico	
Torres Rivera, Luis.....	Department of Physic and Mathematics
Instructor; M.S. University of Puerto Rico; B.S.S.E. Pontifical Catholic University of Puerto Rico	
Torres Santos, Rafael E.....	Department of Physical Education
Assistant Professor; M.Ed. Inter-American University of Puerto Rico; B.S.S.E., Pontifical Catholic University of Puerto Rico	
Torres Torres, Edward .....	Department of English and Foreign Languages
Assistant Professor; M.A. La Salle University - PA; B.S. S.E. Pontifical Catholic University of Puerto Rico	
Trevisan, María .....	Department of Physic and Mathematics
M.S. Iowa State University	
Vargas Gregory, Wilda.....	Department of Chemistry
Catedrática Asociada; Ph.D. Syracuse University, B.S. University of Puerto Rico	
Vázquez González, Wanda M .....	Department of Physic and Mathematics
Assistant Professor; M.S. University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
Vega Sánchez, Pedro .....	Department of History & Fine Arts
Instructor; M.A., B.A. Inter American University of Puerto Rico	
Velázquez Almodóvar, Carmen .....	Department of Chemistry
Associate Professor; M.S. University of Puerto Rico; B.S. Pontifical Catholic University of Puerto Rico	
Velázquez de Collazo, Carmen S. ....	Department of Chemistry
Associate; Ph.D., B.S. Pontifical Catholic University of Puerto Rico; M.S. DePaul University - IL	
Velázquez Rosario, Jahaira .....	Department of Nursing
M.S.N. Pontifical Catholic University of Puerto Rico; .B.S.N. Inter American University of Puerto Rico	
Vélez Cordero, Ingrid .....	Department of Nursing
Assistant Professor; M.S.N. Pontifical Catholic University of Puerto Rico	
Veléz Ramos, Jaime D .....	Department of Social Science
Assistant Professor; M.S.S., B.A. Pontifical Catholic University of Puerto Rico	
Veléz Valle, Elba .....	Department of Social Science
Assistant Professor; P.h.D., M.S.S. Pontifical Catholic University of Puerto Rico	
Zaffaroni Carnelli, Giussepe .....	Department of Theology and Philosophy
Professor; Ph.D. Central University of Madrid; M.A. Universita Cattolica del Sacro Cuore	
Zapata Cabrera, Beverly .....	Departamento de Historia y Bellas Artes
Assistant Professor; M.A. Complutense University of Madrid; B.A. University of Puerto Rico	