



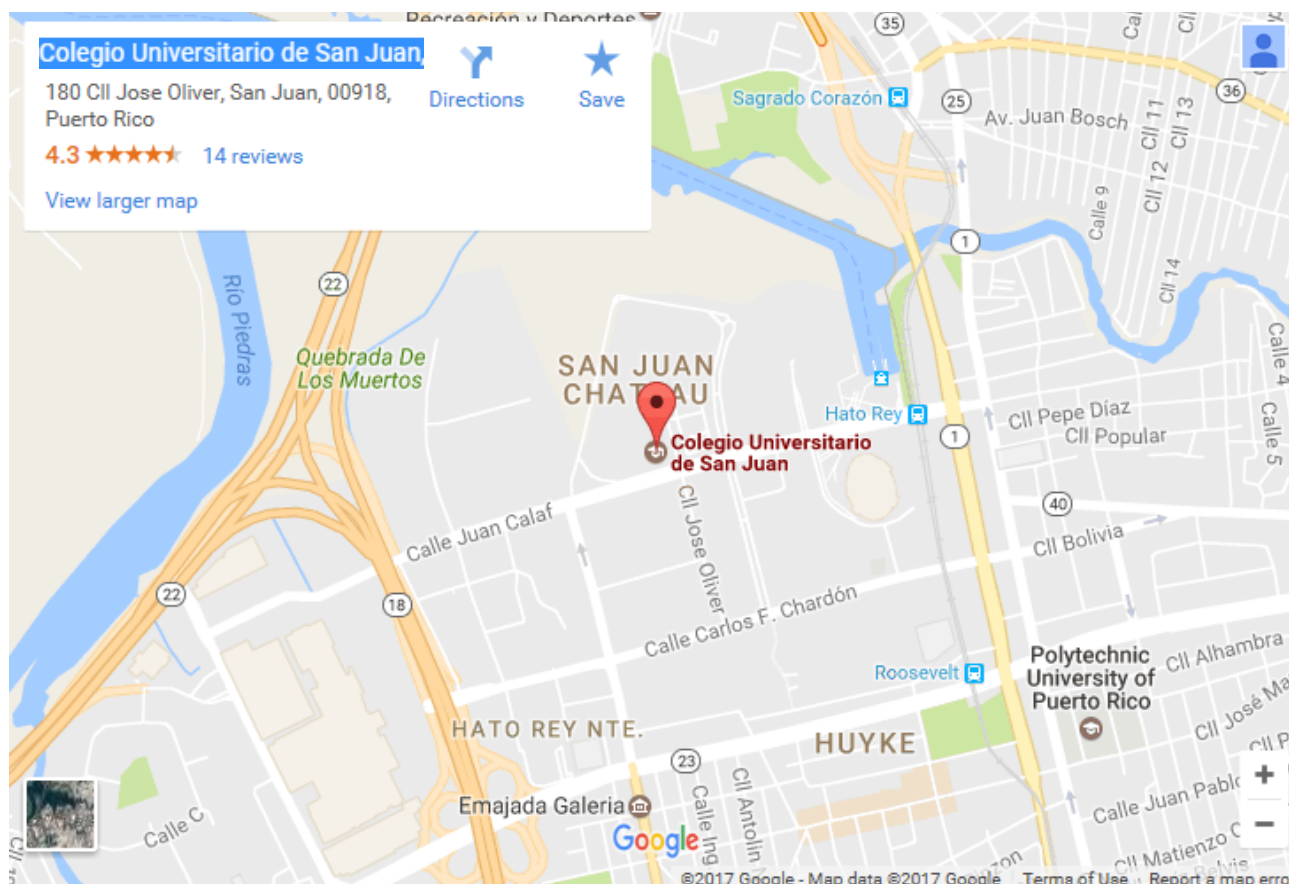
GENERAL CATALOG 2021-2023

To facilitate the reading of this Catalog and avoid the constant repetition of the mention of genders, the generic term is used when referring to people of the masculine and feminine gender. This style of writing does not claim, nor does it imply, the supremacy of one genre over another. The Royal Spanish Academy (RAE) establishes that "The masculine, because it is not marked, can encompass the feminine in certain contexts. There is no reason to think that the masculine gender excludes women in such situations."

Revised: September, 2023



This General Catalog is published by the Colegio Universitario de San Juan (CUSJ), **Tres Monjitas Industrial Park, 180 José Oliver Street, San Juan, PR 00918.**



When deemed necessary or convenient, the Colegio Universitario de San Juan reserves the right to review or change regulations, fees, enrollment costs, programs of study, courses, graduation requirements, and any other rule that can affect students.

Students' admission to CUSJ implies that they have a right to complete only those programs of study established within the General Catalog at the time they were admitted to the Institution. The Colegio Universitario de San Juan reserves the right, however, to close courses due to insufficient enrollment or to eliminate by stages any program.

Once students officially enroll at CUSJ, they must comply with all applicable norms and regulations established by the Institution. It is the student's responsibility to read all regulations, institutional policies and academic requirements established by their program. The documents containing this information will be given to all students upon enrollment or can be obtained from the Student Affairs Office. Any course substitution, credit transfer, or exemption from any academic requirement or rule, requires official written approval.

The CUSJ is an equal opportunity employer and does not discriminate against people on the basis of race, color, sex, marriages, sexual orientation, gender identity, social or national origin, social status, political affiliation, political or religious ideas or for being a victim or being perceived as a victim of domestic violence, sexual assault or stalking with or without just cause, or by reason of age, or for being a military, former military, or serving or having served in the Armed Forces of the United States, or for holding the status of veteran.

Authorized by:

- Postsecondary Institutions Board, Government of Puerto Rico State Department's Educational Institutions Registry and Licensing Office (ORLIE, for its Spanish acronym) (before Puerto Rico Council on Education) to offer Associate Degree and Baccalaureate programs
- Postsecondary Institutions Board, Government of Puerto Rico State Department's Educational Institutions Registry and Licensing Office (ORLIE, for its Spanish acronym) (before Puerto Rico Council on Education) to offer Certificate programs under Licence V-77-33
- The Health Professionals Regulation and Certification Office, Continuing Education Division, authorizes CUSJ under Provider Number 00084 for the Nursing Examination Board and the Pharmacy/Pharmacy Technicians Examination Board

Accredited by:

- *Middle States Commission on Higher Education* (MSCHE) – Institutional accreditation
- *Accreditation Commission for Education in Nursing* (ACEN) – Associate Degree in Nursing Program accreditation
- *Commission on Collegiate Nursing Education* (CCNE) – Bachelor in Sciences in Nursing program accreditation

Electronic address (website): www.cunisanjuan.edu

The telephone directory is located in CUSJ's website in the section "About us – Telephone Directory".

All policies, norms, and procedures in this and all CUSJ regulations must converge without undermining or contradicting all the provisions of the CUSJ General Catalog.

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COLEGIO UNIVERSITARIO DE SAN JUAN BOARD OF TRUSTEES

Atty. Ricardo Aponte Parsi, President

Mr. Juan P. Gutiérrez González, Vicepresident

Mrs. Mritza Crespo, Secretary

Mr. Jesús del Valle Más, Member

Dr. Carmen González, Member

Atty. Sidney Baron, Member

Mr. John Regis Jr., Member

Prof. Yanid Rivera Mercado, Faculty Representative*

Mr. Eugene Paniagua Delgado, Student Representante*

* Elected annually

INSTITUTIONAL AUTHORITIES

Dr. Omar Pérez del Pilar, Chancellor

Mrs. Keila Ocasio, Dean, Office of Administrative Affairs

Mrs. Yarleen González Peña, Dean, Office of Student Affairs



HISTORICAL BACKGROUND

The Colegio Universitario de San Juan (CUSJ, for its acronym in Spanish) is a higher education and postsecondary institution at the university level and non-university technical vocational level. Its purpose is to offer, to young people and adults, access to a recognized and accredited higher education institution. It is the first institution developed by a municipal government in Puerto Rico. The University began its operations on January 10, 1972, in Santurce. At that time, it offered vocational certificates and associate degrees in Computer Programming, Electronics, Secretarial Science, Architecture and Construction, and Nursing. In 1979, construction was completed on the building that still houses the University in Hato Rey.

In June 1978, CUSJ was accredited by the Middle States Commission on Higher Education (MSCHE) and has maintained its accreditation until today. The Puerto Rico Council on Higher Education, known today as the Educational Institutions Registry and Licensing Office (ORLIE, for its Spanish acronym) attached to the Puerto Rico State Department, granted the institution operating licenses to offer associate and bachelor's degrees programs, and a license to offer certificate programs as well. At the professional level, the Associate Degree in Nursing program is accredited by the Accrediting Commission on Education in Nursing (ACEN), previously known as the National League for Nursing (NLNAC), and the Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE). The Continuing Education Division of the Health Professionals Regulation and Certification Office authorized CUSJ as Provider Number 00084, for the Pharmacy/Pharmacy Technicians and Nursing Examination Board. The Department of the Family Licensing Office, through Certification Number 016-2021, authorized the Institution, as an educational entity, to offer the course Competencies Development Training in the Care of the Elderly.

At present, CUSJ offers eight associate degree, five bachelor's degrees and ten certificate programs. It also offers postsecondary level certificate programs and one Undergraduate Professional Certificate Program in Forensic Nursing. Given its longstanding tradition for community service, its geographic location, and the attention it places on student needs, CUSJ is an attractive and accessible alternative for students living in San Juan and nearby towns.

CUSJ is located in Tres Monjitas Industrial Park, 180 Jose Oliver Street, in San Juan's Hato Rey borough. It consists of a three-story main building housing administrative offices, classrooms, laboratories, the Information Access Center (Library), an amphitheater with capacity for 480 persons, and a cafeteria. Attached to the main building, there is a two-story Sports Center which has an indoor basketball court and bleachers, a gym, the Student Center, administrative offices and CUSJ's Educational Extension Division. In addition, an annex located west of the main building houses the Office of Administrative Affairs, the Information and Telecommunications Center (CIT, for its Spanish acronym), several classrooms, the Collections Office, and the Financial Aid Office. There is also a Head Start for the students' children. Free parking is provided, in the main area, for faculty and administrative staff and two additional parking areas for students and visitors.

GOVERNANCE

The governing body of the Colegio Universitario de San Juan is the Board of Trustees. It has nine members. Seven of its members are named by the mayor of San Juan. The other members are the Faculty and Student representatives. The Faculty Representative to the Board of Trustees is elected by the faculty, following procedures established in the Tenured Faculty Handbook and CUSJ's General By-laws. The Student Representative to the Board of Trustees is elected by the active students, as established in the Student Handbook and CUSJ's General By-laws.

The duties, attributes, and authority of the Board of Trustees are duly detailed in the Educational System Code of the Municipality of San Juan, revised in 2019 by the Municipal Legislature of San Juan, and the Board of Trustees Internal Handbook. CUSJ's Chancellor is the highest-ranking executive, administrative and academic official. This official's functions are detailed in the Code.

VISION OF THE COLEGIO UNIVERSITARIO DE SAN JUAN

The Colegio Universitario de San Juan will be the best university in its class and size, while recognizing that the student is the reason behind all our efforts. We will provide an inter-disciplinary education with humanistic and social foundations that will transform, in multiple dimensions, the student and teacher.

MISION OF THE COLEGIO UNIVERSITARIO DE SAN JUAN

The Colegio Universitario de San Juan offers transforming educational opportunities at the university and post-secondary levels. Our academic, professional, and occupational programs form professionals that are capable of interacting with the environment. We are change-enabling agents at the service of Puerto Rico's socioeconomic, technological, and cultural development.

GOALS AND OBJECTIVES OF THE COLEGIO UNIVERSITARIO DE SAN JUAN

GOAL I - To promote the holistic development of the student.

Objectives:

1. To nurture in the student self-esteem, self-assurance, and self-determination.
2. To develop the students' communication skills.
3. To develop the students' ability to establish positive interpersonal relationships in their daily life.
4. To develop the students' logical and quantitative reasoning skills.

5. To qualify students to make value judgments, make decisions, and adapt to society's changes.
6. To develop in the learner appreciation for their cultural and historical heritage.
7. To promote the appreciation, preservation and improvement of the environment, the natural world and personal health.
8. To develop students' willingness to assume leadership roles, fulfill their civic duties and responsibilities and contribute to the economy of their country.
9. To develop students' technological knowledge and its applications.

GOAL II - To provide varied, flexible, and updated programs of excellence that respond to the needs of the community.

Objectives:

1. To facilitate access to academic programs for students from the San Juan metropolitan area and adjacent municipalities.
2. To offer a competency-based interdisciplinary education during the day, evening and weekend sessions.
3. To offer students services to reinforce their knowledge, so that they can successfully make personal progress and complete their academic formation.
4. To offer academic programs in the areas of General Education, Business Administration, Health-related Sciences, Industry and Technology and others that may arise as a result of needs assessments.
5. To provide students the opportunity to advance their university-level education, and foster re-training opportunities to the Institution's personnel, alumni, and members of the community, preferably from San Juan, through the Institution's Educational Extension Division, Special Projects and other professional development activities.
6. To direct research towards the improvement of the quality of the education offered at the Institution.
7. To promote ongoing evaluation and review of academic programs and administrative processes.
8. To maintain the standards of excellence recognized by the higher education accrediting and licensing agencies.

GOAL III -To maintain an academic and professional climate that stimulates a constant desire for self-improvement among all members of the university community.

Objectives:

1. To promote dialogue among the members of the University and the external communities.
2. To promote positive attitudes that guarantee respect for divergent opinions and for the rights of others.
3. To promote an ongoing and systematic evaluation of the University's academic and non-academic personnel.
4. To sponsor cultural, social, and recreational events for both the collegiate and external communities.
5. To provide institutional security to all members of the university community.

LICENSES, ACCREDITATIONS AND CERTIFICATIONS

LICENSES:

- ✓ The Postsecondary Institutions Board of the Educational Institutions Registry and Licensing Office (ORLIE, for its Spanish acronym), attached to the State Department of the Government of Puerto Rico (previously the Puerto Rico Education Council, CEPR) approved the following licenses for the Colegio Universitario de San Juan:
 - Renewal license to continue operating as an institution of higher education in Puerto Rico
 - Renewal license V 77-33 to continue offering programs at the Vocational-Technical Postsecondary level

ACCREDITATIONS

- ✓ Institutional accreditation by the Middle States Commission on Higher Education (MSCHE) since 1978.
- ✓ The Associate Degree in Nursing Program is professionally accredited by the Accreditation Commission on Education in Nursing (ACEN), formerly known as the National League for Nursing Accreditation Commission (NLNAC).
- ✓ The Bachelor of Science in Nursing Program is accredited by the Commission on Collegiate Nursing Education (CCNE).

CERTIFICATIONS:

- ✓ The Health Professionals Regulation and Certification Office, Continuing Education Division, authorized CUSJ as Continuing Education Provider Number 00084 for:
 - The Nursing Examination Board
 - The Pharmacy/Pharmacy Technicians Examination Board
- ✓ The Government of Puerto Rico's Department of the Family, Licensing Office, authorized CUSJ through Certification Number 016-2021, to offer the course Competencies Development Training in the Care of the Elderly.

The contact information for the licensing and accrediting agencies follows:

Oficina de Registro y Licenciamiento de Instituciones de Educación (ORLIE)
Departamento de Estado de Puerto Rico
P. O. Box 19900
San Juan, PR 00910-1900
Telephone: (787) 641-7100
Electronic address: www.ce.pr.gov

Middle States Commission on Higher Education - (MSCHE)
3624 Market Street
Philadelphia, PA 19104-2680
Telephone: (267) 284-5000
Electronic address: www.msche.org

Accreditation Commission for Education in Nursing - (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, Georgia, 30326
Telephone: (404) 975-5000
Electronic address: www.acenursing.org

Commission on Collegiate Nursing Education (CCNE)
655 K Street, NW, Suite 750
Washington, DC 20001
Telephone: (202) 887-6791

Electronic address: www.aacnnursing.org

Oficina de Reglamentación y Certificación de Profesionales de la Salud
División de Educación Continua, Junta de Enfermeros(as)
Departamento de Salud
Estado Libre Asociado de Puerto Rico
San Juan, Puerto Rico
Telephone: (787) 999-8989; (787) 765-2929, extensions 3461-6605
Electronic address:
<https://orcps.salud.pr.gov>

ASSOCIATIONS

- 1. Hispanic Association of Colleges and Universities (HACU)**
4801 NW Loop 410, Suite 700
San Antonio, TX 78229
Tel. 210-692-3805
hacu@hacu.net
- 2. Asociación de Registradores y Oficiales de Admisiones, Capítulo de Puerto Rico**
President: Isander Velázquez White
Contact: Sylvia Ramírez
sylviaramirez@gmail.com
www.pracrao.org
- 3. Puerto Rican Association of Student Financial Aid Administrators (PRASFAA)**
PO Box 70250 PMB 350
San Juan, Puerto Rico 00936
Contact: Felicita Ortiz, President
www.prasfaa.org
- 4. National Association of Student Financial Aid Administration**
1101 Connecticut Avenue N.W., Suite 1100
Washington, DC 20036-4303
Tel. (202) 785-0453
Fax: (202) 785-1487
<https://www.nasfaa.org/>
- 5. Asociación Caribeña de Programas de Oportunidades Educativas de Puerto Rico e Islas Vírgenes (ACPOE) (antes Asociación Caribeña de Programas TRIO)**
Contacts: Prof. Bethsaida Colón
Tel. 787-863-2390 Ext. 2267
Prof. Luz Elena Sánchez
Tel. 787-764-0000 Ext. 2259
[email: info@trioact.org](mailto:info@trioact.org)
- 6. Hispanic Educational Technology Services (HETS Consortium)**
Contact: Dra. Yubelkys Montalvo,
Executive Director
Tel: 1- (787) 250 - 1912 exts. 2372, 2373
Cel. (787) 616-3201
www.hets.org
- 7. Council for Higher Education Accreditation (CHEA)**
One Dupont Circle NW, Suite 510

Washington, DC 20036-1135
Tel: 202-955-6126
Fax: 202-955-6129
www.chea.org

208 Ponce de León Ave.
Popular Center, Suite 1501
San Juan, PR 00918-1017
Postal Address:
P.O. Box 71101
San Juan, PR 00936-8001
Tel: (787) 772-1200
<https://latam.collegeboard.org/paa>

8. **College Entrance Examination Board (CEEB)**
Physical address:

ACADEMIC PROGRAMS AND DEGREES

The Colegio Universitario de San Juan (CUSJ) provides university level educational programs leading to the following degrees:

Bachelor Degree in:

1. Arts in Criminal Justice
2. Science in Nursing
3. Computerized Accounting
4. Information Systems
5. Science in Engineering Technology in Sustainable Development

Associate Degree in:

1. Criminal Justice
2. Nursing
3. Computerized Accounting
4. Information Systems
5. Office Systems Administration
6. Electrical Power Engineering Technology
7. Electronic Engineering Technology
8. Instrumentation Technology

Certificate in:

Postsecondary level:

1. Security Guard
2. Crime Scenes Technician
3. Criminology Technician
4. Criminal Investigation Technician
5. Information Systems Networks

6. Office Systems with Medical Billing
7. Gerontology Technician
8. Surgical Technician
9. Practical Nursing
10. Child Care Technician

University level:

1. Undergraduate Professional Certificate in Forensic Nurse

OFFICE OF STUDENT AFFAIRS – COMPONENTS

The Colegio Universitario de San Juan is committed to the development of the individual through an integrated education. To achieve this goal, the Office of Student Affairs coordinates and directs student life by providing pertinent students support services and activities that adequately complement academic programs.

The Office of Student Affairs is made up of two main areas: Enrollment Management and Student Support Services.

Enrollment Management is made up of the following units: Admissions and Registration. The Student Support Services includes the services of the Institutional Counselor, Counseling and Tutoring Center, Veteran Student Services, Office of Labor and Sociocultural Integration and Recreational and Sports Activities.

ENROLLMENT MANAGEMENT SERVICES

The Enrollment Management Office is responsible for coordinating, directing, and articulating all enrollment processes in order to make them accessible to students. It provides personalized, efficient, and effective services to prospective and active students and their families, through the use of technology. This office is also in charge of preparing statistical reports.

ADMISSIONS OFFICE

The Admissions Unit receives, evaluates, and processes all applications for admission, verifies all documentation, and sends letters of admission or denial. It also initiates the credit validations process for transfer students, by sending credit validation requests to the Academic Departments, as applicable.

The admissions application and its fee are valid for an academic year. The fee is non-refundable. Any false information contained in the application is sufficient cause for its rejection unless the applicant can show to the Registrar or Admissions that the information was given without premeditation or malice.

To request admissions, the candidate first must obtain the Admissions Form at the Admissions Office or call (787) 480-2400, extensions 2406, 2401, 2402, 2413. Applicants may also go to the university's web page at www.cunisanjuan.edu to find, print and fill out the application form to be

submitted to the Admissions Office with all the required documentation. For each academic session, the completed Admissions Application must be submitted during these periods:

1. Semester – up to the day after the start of the semester and complete the enrollment process before the period to make changes to the class program, according to that semester’s academic calendar.
2. Quarter – up until one day before the start of class established by the academic calendar.

Applications submitted out of these periods will be evaluated and are subject to academic program space and courses availability for the next academic session, as well as the chosen program’s requirements and minimum average for admittance to the academic program.

GENERAL ADMISSIONS NORMS

1. Submit the Admissions Application, duly completed, at the Admissions Office located in the Office of Student Affairs.
2. Submit the general admissions documents required as well as the documents specific to each academic program (See the Admission Requirements Table for each Academic Program).
3. Pay the Admissions Fee applicable to new students and transfer students. This is a non-refundable fee.
4. Request Pell Grant forms (FAFSA) at the Financial Aid Office to benefit from available economic aid.

NEW STUDENT ADMISSION

General requirements:

1. To have completed all High School requirements, or its equivalent, and present an official credit transcript issued by the High School Registrar and/or Test Results Report (Free Exams) issued by the Puerto Rico Department of Education.
 - a. The student who has taken the High School Equivalency Test in the United States (GED) will be awarded the minimum entry score equivalent to a 2.00 points average, if a table with an academic index based on the scale of 4.00 points is not provided.
 - b. Foreign students who apply for admission must present a Certification issued by the Puerto Rico Department of Education specifying the equivalence to the general course of higher school in our educational system. These students will be awarded the minimum entry score equivalent to 2.00 average points, on a 4-point scale.

2. Meet the required average for each program. (See Table of Requirements by Academic Program).
3. Bring the following documents:
 - a. Students below 21 years of age must bring results of the University Admissions Test (PAA, for its Spanish acronym) issued by the College Entrance Examination Board (CEEB), results of the Scholastic Aptitude Tests (SAT) or results of the Placement Tests provided by Colegio Universitario de San Juan.
 - b. Medical Certificate form (available at the Admissions Office).
 - c. Birth Certificate or a valid Passport
 - d. Vaccine Certificate issued by the Health Department (PVAC-3), if the student is younger than 22 years old.
4. Have expected results and corresponding evidence to one of the following three admission tests and average:
 - a. CEEB issued Evaluation and University Admissions Test (PEAU, for its Spanish acronym), if under the age of 21.

COLLEGE BOARD (PAA) FROM AUGUST 2018 ONWARD: OBTAIN A MINIMUM OF 1,200 POINTS	
Evaluated Academic Area	Punctuation
1. Reading and Writing	800
2. Mathematics	800
3. English	800

- b. Scholarship Aptitude Test (SAT) – Obtain a minimum of 1,500 points (500 in mathematics, 500 in Essays and 500 in Reading Comprehension). Meet the minimum required in any of the tests offered by the PAA or its equivalent in the Scholastic Aptitude Test (SAT), with a minimum of 800 points.
- c. CUSJ Placement Tests - If the applicant has not taken any of the above tests or having taken them did not meet the minimum points, he or she must take a placement exam offered by the university. If the student obtains 85% or more, he or she will be registered in the corresponding Spanish, Mathematics or English, according to the exam taken. If the student does not wish to take the placement exams, he or she must present the admissions exam official document (PAA or SAT) to complete the admissions requirements.
- d. The Department Director may reconsider exceptional cases, under certain circumstances, that do not meet the minimum average requirement of admission tests.

5. The CUSJ offers Conditioned Admissions to new admission students, if they meet one of the following conditions:
 - a. A High School GPA from 1.50 to 1.99 points, based on a four-point scale.
 - b. The following punctuations in these exams:
 - i. College Entrance Examination Board (CEEB)- PAA less than 1,200 points.
 - ii. *Scholastic Aptitude Test (SAT)* less than 800 points.
 - iii. CUSJ Placement Tests less than 85% in one or more of the English, Spanish or Mathematics Tests.
 - c. The Conditioned Admissions consists of a 12-credit academic semester geared to reinforce the English, Spanish or Mathematics areas where the student did not meet the required minimum punctuation. At the end of the academic semester, the student must obtain a 2.00 GPA on a four-points scale. This will enable the student to continue as a regular student in their academic program of choice.
 - d. The student must comply with the institutional and academic progress norms. The CUSJ reserves the right to deny regular admissions to students in Conditioned Admissions who do not meet the required academic progress.
 - e. The student admitted under Conditioned Admissions will sign a document certifying that he or she received this information.

HOMESCHOOLED STUDENT ADMISSIONS

Any applicant who has completed High School studies under this modality must submit the document Certification of Homeschooled Student provided by the Admissions Office, duly notarized by an attorney, and submit evidence of having completed a program of studies equivalent to a high school graduation, as certified by the Department of Education. In addition, the applicant will need to complete the admission requirements for new students.

TRANSFER STUDENT ADMISSIONS

Transfer students are those who have studied at an accredited postsecondary educational institution before starting their studies at CUSJ. The following requirements must be met to be considered a transfer student:

- Have successfully completed a minimum of twelve (12) university credits which can be transferred from an institution accredited by the Puerto Rico Educational Institutions Registry and Licensing Office (ORLIE, for its Spanish acronym) and by National Accrediting Agencies. These courses must be equivalent in credit hours and curricular content to courses in the program of interest and been approved with a grade of "C" or higher.

- The applicant must have a cumulative overall index of not less than 2.00 points on a 4.00-point scale (see Requirements for Applicants to the Nursing Program) and have 12 credits or more approved at the institution of origin.
- The applicant must not be in academic or disciplinary suspension in the institution of origin at the time of applying for admission. This may be grounds for enrollment cancellation, if the document Letter of Recommendation from the Dean of Students is received after the start of the academic session in which the student enrolled.
- Meet the minimum academic average required by each program (see Admission Requirements Table for each Academic Program).
- The Department Director may reconsider exceptional cases under certain circumstances that do not meet the minimum average requirement of admission tests.
- Request one (1) copy of the official academic record to the Registrar Office of the original institution. This record must be sent by postal service to the Admissions Office at the following address: Tres Monjitas Industrial Park, 180 Jose Oliver Street, San Juan, PR 00918.
- Include with the credit transcript, the document Letter of Recommendation from the Dean of Students from the institution of origin.
- Pay the corresponding non-refundable admissions fee.
- Be interviewed by the Department of the academic program of interest, if necessary.
- Present their Birth Certificate or a valid Passport.
- Present the Vaccine Certificate issued by the Health Department PVAC-3 (if the student is under 21 years old).
- Present the completed Medical Certificate form (available at the Admissions Office).

FOREIGN STUDENT ADMISSIONS

All foreign students interested in studying at our University College must comply with the following requirements:

New Foreign Students:

- High School transcript or its equivalent - This document must be legalized and legitimized through diplomatic channels by the applicant's country accrediting agency and submitted with a PR Department of Education Certificate confirming its equivalency to a High School Diploma.

- Have a United States residency or a Student Visa obtained at the US Immigration and Naturalization Service - This office is located at the San Patricio Office Center, 7 Tabonuco Street, Suite 100, Guaynabo, PR 00968.
- Meet admission requirements for High School students.
- Present their Birth Certificate or a valid Passport.
- Present the Vaccine Certificate issued by the Health Department PVAC-3 (if the student is under 21 years old).
- Present the completed Medical Certificate form (available at the Admissions Office).
- Meet intended academic program's specific admission requirements (see Admission Requirements Table for each Academic Program).
- Pay the corresponding non-refundable admissions fee.

Transfer Foreign Student:

- Official transcript from the university of origin - This document must be legalized and legitimized through diplomatic channels by the applicant's country accrediting agency and submitted with a certification (preferably from a US agency) attesting to its equivalency.
- Be interviewed by the Department of the academic program of interest, if necessary.
- Present a Birth Certificate or valid Passport.
- Present Vaccine Certificate P-VAC3 (if under 21 years of age).
- Submit the Medical Certificate form (available at the Admissions Office).
- Pay the corresponding non-refundable admissions fee.

READMISSION OF STUDENTS AND TRANSFER STUDENT

Students who interrupted their studies for one or more academic sessions (either semester or quarter) or who completed a degree at Colegio Universitario de San Juan must submit a readmission application at the Registrar's Office and pay the corresponding tuition and/or fees on or before the scheduled date, as applicable, in order to reinitiate their studies.

The Registrar's Office will determine the student's eligibility for readmission, using the corresponding admission norms established at the University College, the intended academic program, and the result of the evaluation based on the Satisfactory Academic Progress Norms in

place. In addition, federal or local financial aid eligibility is contingent to the student's academic progress.

The student's readmission is conditioned to meeting applicable admission requirements and to the approval of the corresponding Department Director and Dean of Academic Affairs. The Registrar's Office will inform the student of the decision. No student may register until officially informed by this office. The application and the corresponding non-refundable fee must be submitted together. Please refer to the Registrar's Office Norms and Procedures Manual for further information.

ADMISSIONS THROUGH SPECIAL PERMIT

People not seeking an academic degree, but who wish to take courses for their professional or personal improvement, as well as students from other higher education institutions authorized to take specific courses at our University College to satisfy requirements at their home institution, are considered students through Special Permit. These students will receive a grade and credits for the courses in which they are enrolled. The student is responsible for paying tuition and fees and will not be eligible for financial aid. The credits approved at CUSJ do not guarantee admission to a regular academic program. If the student wishes to change to a regular student status, he or she must fill out the Admissions Application Form and meet all requirements for the intended academic program.

General Requirements:

1. Fill out the Admissions Application Form.
2. Pay the corresponding non-refundable admissions fee.
3. Submit the Medical Certificate form (available at the Admissions Office).

Requirements for students from other institutions:

1. Request an official credit transcript at the Registrar's Office at the institution of origin. The transcript must be sent to CUSJ's Admissions Office.
2. Provide a document from the university of origin authorizing the student to enroll in the course or courses at our institution.
3. If the student graduated from CUSJ, the grade obtained in the course or courses will not change the GPA at the time of graduation. This type of enrollment will be limited to two academic sessions.

ADMISSIONS TO AUDIT COURSES

Individuals who request to audit a course to further their professional development or a CUSJ alumni who wishes to expand their knowledge but not complete a degree, will be considered as students auditing a course. This admission status does not apply to CUSJ active students.

General Requirements:

1. Fill out the Admissions Application Form.
2. Pay the corresponding non-refundable admissions fee.
3. Enroll in the course or courses of interest during the official enrollment period.
4. Pay tuition costs which will amount to one-third of total costs, not including the fees.
5. Comply with CUSJ’s norms and regulations.

Students auditing a course will not receive any credit or final grade for the course. The Registrar’s Office will enter an administrative annotation (AU) in the student’s transcript to indicate that the course was audited.

The student is responsible for paying for course costs (a third of tuition costs and lab fee, if applicable), and will not be eligible to receive financial aid for an audited course. Audited courses do not ensure acceptance as a regular student of an academic program.

Auditing students who wish to change their status to regular students must fill out an admission application and satisfy all requirements of the academic program of interest. Auditing students will complete their enrollment process within the period specified in the Academic Calendar, after paying the non-refundable admission fee. Fixed fees will not be included in the total enrollment. Specific admission requirements for CUSJ’s academic programs are detailed in the table below.

ADMISSION REQUIREMENTS TABLE FOR EACH ACADEMIC PROGRAM	
Academic Program	Specific Requirements
BACHELOR’S DEGREES	
<ul style="list-style-type: none"> • Bachelor in Arts in Criminal Justice • Bachelor in Computerized Accounting • Bachelor in Information Systems • Bachelor in Engineering Technology in Sustainable Development 	<ul style="list-style-type: none"> ○ Meet general admissions requirements ○ 2.00 GPA ○ Meet general admissions requirements ○ Science and Technology Department Director’s or a representative’s evaluation ○ 2.00 GPA ○ An Associate Degree from the Science and Technology Department (Electric Power, Instrumentation and/or Electronics) from Colegio Universitario de San Juan

ADMISSION REQUIREMENTS TABLE FOR EACH ACADEMIC PROGRAM	
Academic Program	Specific Requirements
	<ul style="list-style-type: none"> ○ Transfer students must have an associate degree similar to the academic programs in the Science and Technology Department.
<ul style="list-style-type: none"> ● Bachelor of Science in Nursing 	<ul style="list-style-type: none"> ○ Meet general admissions requirements ○ 2.80 GPA (under meritorious circumstances, the admission will be submitted for academic reconsideration to the Department Director) ○ Pass the department interview. ○ Transfer students must have completed an Associate Degree in Nursing at an accredited university and have approved Computer Literacy and Pharmacology courses. Otherwise, these courses must be approved at our institution. <p><u>Comply with Clinical Area requirements and sign the document (see attachment).</u></p> <ol style="list-style-type: none"> 1. Negative criminal background certificate. 2. Health Certificate 3. Evidence of Hepatitis B vaccine (if vaccine older than 10 years, a Hepatitis B profile is required). 4. Evidence of the Varicella Zoster Vaccine if the applicant has had chickenpox. 5. Evidence of the Influenza vaccine. 6. Evidence of COVID-19 vaccine 7. Evidence of Cardiopulmonary Resuscitation (CPR) course certification. 8. Sex offender registry (PR Law 300) 9. Nose culture – will be required at some hospitals to participate in the clinical experience. 10. Particle Aspiration Certificate offered by the Department of Health-Related Sciences Department staff 11. HIPPA Law Certificate <p>**Clinical Area requirements 1 through 8 are mandatory for each semester’s clinical practice. No student may attend the</p>

ADMISSION REQUIREMENTS TABLE FOR EACH ACADEMIC PROGRAM	
Academic Program	Specific Requirements
	clinical area without having submitted all the required documents.
ASSOCIATE DEGREES	
<ul style="list-style-type: none"> • Associate Degree in Office Systems Administration • Associate Degree in Computerized Accounting • Associate Degree in Criminal Justice • Associate Degree in Information Systems • Associate Degree in Electrical Power Engineering Technology • Associate Degree in Electronics Engineering Technology • Associate Degree in Instrumentation Technology 	<ul style="list-style-type: none"> ○ Meet general admissions requirements ○ 2.00 GPA
<ul style="list-style-type: none"> • Associate Degree in Nursing 	<ul style="list-style-type: none"> ○ Meet general admissions requirements ○ 2.80 GPA (under meritorious circumstances, the admission will be submitted for academic reconsideration to the Department Director) ○ Pass the department interview. <p><u>Comply with Clinical Area requirements and sign the document (see attachment).</u></p> <ol style="list-style-type: none"> 1. Negative criminal background certificate. 2. Health Certificate 3. Evidence of Hepatitis B vaccine (if vaccine older than 10 years, a Hepatitis B profile is required). 4. Evidence of the Varicella Zoster Vaccine if the applicant has had chickenpox. 5. Evidence of the Influenza vaccine. 6. Evidence of COVID-19 vaccine

ADMISSION REQUIREMENTS TABLE FOR EACH ACADEMIC PROGRAM	
Academic Program	Specific Requirements
	7. Evidence of Cardiopulmonary Resuscitation (CPR) course certification. 8. Sex offender registry (PR Law 300) 9. Nose culture – will be required at some hospitals to participate in the clinical experience. 10. Particle Aspiration Certificate offered by the Department of Health-Related Sciences Department staff 11. HIPPA Law Certificate **Clinical Area requirements 1 through 8 are mandatory for each semester’s clinical practice. No student may attend the clinical area without having submitted all the required documents.

ADMISSION REQUIREMENTS FOR CERTIFICATE PROGRAMS	
CERTIFICATES	
<ul style="list-style-type: none"> • Security Officer • Information Systems Networks • Office Systems with Medical Billing • Crime Scene Technician • Criminology Technician • Criminal Investigation Technician • Gerontology Technician • Surgery Technician • Child Care Technician • Practical Nursing 	<ul style="list-style-type: none"> ○ Meet general admissions requirements ○ To have completed all High School requirements, or its equivalent, and present an official credit transcript issued by the High School Registrar. ○ Submit a Birth Certificate or a valid Passport ○ Submit Vaccine Certificate PVAC-3 (if the student is younger than 22 years old). ○ Submit Medical Form. ○ Pay the corresponding non-refundable admissions fee.
<ul style="list-style-type: none"> • Undergraduate Professional Certificate in Forensic Nursing 	<ul style="list-style-type: none"> • Applicant must have, at a minimum, an Associate Degree in Nursing, in addition to meeting the requirements specified above for all Certificates.

REGISTRAR’S OFFICE

The Registrar’s Office is responsible for the safekeeping and maintenance of academic records of all students that have enrolled at the Colegio Universitario de San Juan and for insuring compliance with institutional academic regulations established by university authorities. It is also responsible

for the veracity, privacy, and accuracy of academic records and documents. It processes requests for active student certificates, transcripts, certification of compliance with graduation requirements of graduation candidates, processes readmissions, program changes, withdrawals, credit transfer reconsiderations, and the application of academic progress policies.

STUDENT RECORDS

The Educational Rights and Privacy Act of 1974 was approved as part of Federal Legislation 93-380, Section 438. This law, commonly known as the Buckley Amendment or FERPA, guarantees a student's right to the privacy of their education records. The law establishes the norms to be followed by institutions when providing students with access to their official records in what directly concerns them. This law provides the means to object to any document that the student considers incorrect or inappropriate.

The law also establishes that student consent is required every time the Institution provides information relative to his or her academic development. It establishes, in addition, the means by which students will be notified about their right to privacy.

The law has the following purposes:

1. Guarantee access to their academic records for students 18 years of age or older.
2. Protect student's right to privacy by restricting access to their records without their previous consent.
3. Affirmative policy to the "No Use of the Social Security Number for routine identification", affirming Law 186, September 1, 2006.

Any student who wants information related to their academic record should contact the Registrar's Office. Requests will be processed in accordance with the regulations established by the Family Educational Rights and Privacy Act of 1974.

PERSONAL INFORMATION CHANGES

When requesting admission to the CUSJ, students are required to provide personal information such as mailing and residential addresses, email address and telephone numbers. The Institution provides students with an institutional email address for internal communications. After enrollment, any personal information changes, including name and surname changes, must be reported directly to the Registrar's Office using a written form for that purpose.

Lack of compliance with the change of personal information frees the CUSJ of any responsibility for the notifications or correspondence not received by the student. Any official notification sent through the student's institutional or personal email or to the last postal address on record will be considered enough notice.

TRANSCRIPTS AND CERTIFICATIONS

Credit transcripts will be issued when the student authorizes them in writing. Official copies will be sent directly by CUSJ to other institutions, agencies, and companies at the students' request. Student copies will be issued for personal student use. Students have access to their personal transcripts through the student portal.

The Registration Office issues graduation and student certificates for the following purposes: Social Security Administration, Income Tax Return, Nutritional Assistance Plan, Housing, and Student Loans, among others. Confidential transcripts are sent directly to other postsecondary institutions, certifying agencies and employers with the purpose of informing academic progress, approved courses and degrees completed. Claims concerning the content of the credit transcript must be immediately informed to the Registration Office, who will verify the request and take immediate action to correct any errors. Certifications and credit transcripts fees are pre-established by the Institution and can be paid in cash or money order payable to the Colegio Universitario de San Juan at the time the request for the document is made.

In the case of authorization to second parties, documents will only be given to persons identified by student card, driver's license, or electoral card and who bring an original letter of consent from the student. Certifications and transcripts will not be valid without the official seal of the Registrar's Office and the signature of the Registrar or his authorized representative.

COURSE VALIDATION

The course credit validation mechanism acknowledges courses completed at other institutions of higher education by transfer students or courses approved through the College Entrance Examination Board's (CEEB) Advanced Placement Tests (PNA). The corresponding academic department directors evaluate the credit transcripts or Advanced Placement Tests and establish the equivalency for the courses using the CUSJ Catalog and the Registrar's Office Norms and Procedures Manual. They enter the course equivalency in the institution's CAMS system.

Once this process is completed, the Registrar examines and validates the equivalency in the system and notifies the student. The grades obtained in the original courses or PNA tests are not taken into consideration to calculate the student's general point average. Students have access to see these credit validations through the student portal or by requesting a written copy at the Registrar's Office.

If the student enrolls and completes a course which may be validated, the grade obtained at CUSJ will prevail and the original course credits will not be transferred or validated eventually.

ADVANCED LEVEL PROGRAM EXAM VALIDATION

The College Entrance Examination Board (CEEB) provides advanced level achievement tests on basic skills subjects required at the first year of university. These subjects are English, Mathematics and Spanish. Credit will be granted for students approving the Advanced Level Exam with three or more points on a five-point scale. For additional information, please refer to the Registrar's Office Norms and Procedures Manual.

TRANSFER COURSE VALIDATION

The course credit validation mechanism acknowledges courses completed by transfer students at other institutions of higher education. The validation analyses each of the courses approved with a C or better grade at the institution of origin, their number of credits and curricular content, and compares it with CUSJ courses, to ascertain if they are transferable. The CUSJ reserves the right to deny validation to courses from other institutions and to establish a maximum number of credits which can be validated and transferred. For additional information, please refer to the Registrar's Office Norms and Procedures Manual.

No transfer courses will be validated to students in suspension. Please refer to the Norms for Satisfactory Academic Progress Manual.

NORMS FOR ACADEMIC PROGRAM CHANGE OR RECLASSIFICATION

CUSJ students may request reclassification (program level change from associate degree to bachelor's degree or vice versa) or change academic program or modality at any time during the academic session they are enrolled in.

The requirements are:

- Submit a completed "Program Change Request" at the Registrar's Office before the start of the next academic period.
- Pay the non-refundable fee established by the CUSJ.
- For the change to be approved, the student must comply with satisfactory academic progress. Meritorious cases may be reconsidered, as recommended by the Academic Department Director.
- The student may not have changed programs on more than three occasions.
- Speak with the Institutional Counselor to receive orientation about the implications of the change.
- Comply with the intended programs and corresponding academic department's specific requirements.

- May not have completed more than half of the courses of the academic program currently enrolled. This requirement does not apply to program level change (associate to bachelor's degree or vice versa).
- When reclassified, course credits already approved which are also part of the curricular structure of the student's new academic program will be considered for the applicable Satisfactory Academic Progress Policy.

COURSE SUBSTITUTION

CUSJ, as is customary in higher education institutions, offers students that are candidates for graduation, readmitted students, and re-classified students the alternative of requesting a course substitution in order to complete graduation requirements.

This process is used by CUSJ students or alumni, with or without a degree conferred, to request readmission or reclassification, who do not have a required course in their academic file but have a substitute course with similar content and credit value which may be validated. The decision to approve a course substitution requires an in-depth analysis of the student's academic file, job experiences the student may have had after leaving CUSJ, and an interview with the academic department's director and/or faculty. The requirements and guidelines that appear in the Validation Norms Manual will guide the course substitution process, but each case must be studied on an individual basis and within the framework of the merits of each request.

SPECIAL CONSIDERATIONS REGARDING COURSE EXPIRATION

The general norm for considering a course that has expired at our institution is ten (10) years for general courses and six (6) years for concentration courses, for transfer, readmission, and readmission in transfer students. The Registrar may submit a consultation to the corresponding academic department director regarding specific cases. The Director may conduct the necessary consultations to grant exceptions to this norm under the following premises:

1. The course content has not substantially changed.
2. The student approved one or more courses of the same subject at the same level or more advanced level in the previous five (5) years.
3. The student has been working or practicing in a setting which requires mastery of the subject matter or the course under consideration.
4. The expired course content's impact, relevance, and usefulness in relation to the specific subject matter in the new academic program, mainly, in concentration courses.
5. The academic department director will evaluate each case in its merits to determine which courses may be exceptions to the norm and submit his or her response to the Registrar's Office.

CLASS ATTENDANCE NORMS

Federal regulations 34 CFR 668.22 Sec.484 B, 485(a)(i)(f) establishes that for students to receive economic assistance from federal programs, they must attend class regularly. Students will receive aid according to the number of days they attend class. The Pell Grant will only pay for courses in the curriculum in which the student is officially registered and for elective courses described the particular academic program.

Class attendance is mandatory, and students are responsible for complying with all course requirements, as stipulated in the course syllabus and the course guide. Professors will verify daily class attendance and will report students who have not attended during the first two weeks of classes, or one (1) week for quarter sessions.

If the professor reports the student absent on all days the course has met, the Registrar will cancel the student's course(s) from his or her enrollment program. The student will receive a written notification of these actions to his or her postal address or institutional electronic mail. Under special circumstances, the student may be reinstated in the course. In order for this to proceed, the professor should submit the document Attendance Amendment Form requesting the reinstatement.

Professors are required to report the last attendance date for students who stop attending class in each academic session. This date is used to determine the student's reimbursement and/or debt if the student did not process an official withdrawal.

GRADE REPORTS

At the end of each academic session, students who have no debts pending will receive from the Registrar their final course grades through the Student Portal. Students may also request a copy of their grades at the Registrar's Office. If the student considers that there has been a mistake in his or her grade, he or she must notify the director of their academic department no later than the second week of the next academic session. Students who do not have access to their grades through the Student Portal may request them at the Registrar's Office.

Only courses completed at CUSJ will be included when calculating the student's cumulative grade index. Courses completed at other institutions are not considered for the cumulative grade index.

COURSE REPETITION NORMS

Students may repeat courses for which they obtain any of the following assigned grade: "D" "F", "NP" y "WF" (D-Deficient; F-Failure; NP-Not Approved; WF-Unofficial withdrawal. The course to be repeated must be necessary for calculating the academic index. The student may repeat the course as many times as necessary for its approval, as defined by this catalog. Repetition does go against the 600% Pell Grant use. While the federal government (Pell Grant) does not penalize the

number of times a student repeats the course, it will not pay for courses deemed approved. Courses with a “B” and “C” grades are considered satisfactorily approved, and to repeat them to improve the grade, a student must have the approval of the Academic Department Director and the Dean of Academic Affairs. Courses completed at CUSJ must be repeated at our institution. Repeated courses at other institutions will not be considered for transfer.

If the course has been eliminated from the curriculum and the student requests readmission, the course could be substituted by an equivalent course in the new curriculum. The highest grade will be used to calculate the academic index and the inferior grade will be noted as a repeated (R) course. Courses repeated after completing the degree will not be considered for the graduation index.

COURSES ELIMINATION

The CUSJ reserves the right to eliminate courses from the student’s official enrollment under the following circumstances: (1) the course is cancelled by the Office of Academic Affairs due to lack of enrollment numbers, and (2) when the student does not attend class within the first two (2) weeks of classes.

STUDENT ACADEMIC LOAD

The maximum academic load for an undergraduate student per semester is 20 credits and for the summer session is 6 credits. A regular student’s academic load for a semester or quarter session is:

1. Full time – 12 credits or more
2. Part-time – 11 credits or less

Criteria for additional academic load:

Students that want to enroll in more than 20 credits per semester need to obtain a written authorization from the Dean for Academic Affairs. The criteria to be considered for this exception is as follows:

1. Grade point average (3.00 or more, on a 4-point scale).
2. The courses are being offered in the academic semester program.
3. Course costs have been paid.

POLICIES AND NORMS RELATED TO THE STUDENT PORTAL

STUDENT IDENTIFICATION NUMBER

Colegio Universitario de San Juan (CUSJ) assigns a unique identification number to each student, in order to protect the student's confidentiality, and to comply with Law 186 that prohibits the use of the Social Security Number as a routine identifier and restricts its use to specific purposes. The student identification number is used in all institutional documents and in every process or procedure that the student carries out. The identification number is assigned the moment the student is admitted and enrolled. Since this ID number is permanent, it will be required even if the student graduates or interrupts their studies.

INSTITUTIONAL ELECTRONIC ADDRESS

The institution will provide each student with their own institutional electronic address which will need to be activated at each academic session. This email address will be used for official and internal communications.

STUDENT PORTAL

Our institution uses the web-based integrated system, Comprehensive Academic Management System (CAMS). CAMS incorporates in its multiple functions the Student Portal. This system assists the institution to manage the complete student life cycle – Admissions, Registration, Student Records, Economic Aid, Finance, and other functions. It is easy to use and provides a high level of security and confidentiality regarding the students' sensitive data. The Student Portal provides access for students to:

- Their academic information – class schedule, transcripts, course attendance report, grades, transferred courses, and other information.
- The student's financial status and access to see their economic aid.
- The list of the courses offered each academic session and space to carry out different student processes such as enrollment, unofficial transcripts, curricular structures with a degree audit, among others.

Students may access the Student Portal and their electronic mail through CUSJ's webpage: www.cunisanjuanedu online services.

STUDENT ID CARD

CUSJ requires that all students have an ID card, which will be required in all institutional processes. The ID card is valid while the student is active and has a set fee. If lost, the student must obtain a new ID card, paying the corresponding fee.

POLICIES AND NORMS RELATED TO THE ENROLLMENT PROCESS

The enrollment process comprises the set of policies, procedures, and activities, which organizes the continuity of active students and the admission of new students or students with inactive status at the Colegio Universitario de San Juan (CUSJ).

This process is divided in the following phases:

- Initial Phase (advanced enrollment or pre-enrollment) – the student uses the Student Portal to choose their possible courses for the semester.
- Second Phase (official enrollment) – the institution officially certifies the courses once the student pays tuition and fees for the semester, whether through Title IV funds, a loan or in cash.

This process must be completed within the period established in the CUSJ Academic Calendar.

ENROLLMENT PROCEDURES

Enrollment is the process through which students choose and hold the courses they intend to enroll in the next academic session and then go through the process to make the enrollment official. Enrollment will take place within the timeframe established in the CUSJ Academic Calendar.

- Prior to advanced enrollment, students must receive academic advising. Students must meet with their academic advisor and/or the academic department director, who will make recommendations and finally approve the student's class schedule for the following semester. Students can use the Degree Audit at the Student Portal to identify the courses needed for the semester.
- Students will be responsible for using the Student Portal to choose the courses for the following semester, according to the CUSJ Academic Calendar. It can be accessed through <http://student-portal-cunisanjuan.edu>. The Registrar's Office can assist students having difficulty selecting their courses. This initial phase or advanced enrollment does not constitute the official enrollment.
- Active students who do not choose and hold their courses at the Student Portal, will be assigned a date within the timeframe included in the CUSJ Academic Calendar for enrollment. The institution cannot ensure that all courses may be available at that time. Students who do not enroll during this timeframe may do so at the late enrollment period but will need to pay a fee. Advanced or pre-enrollment (initial phase) is not the official enrollment (second phase).
- If the student receives Title IV funds and has complied with all documents required by the Financial Aid Office, he or she will receive an official copy of the enrollment and class schedule in their electronic mail. Students who receive other benefits, such as Veterans, San Juan

Municipal Discount, Vocational Rehabilitation, among others, must personally get their class schedule officially certified by CUSJ within the dates and hours assigned for this purpose.

- All students are responsible for verifying in their electronic mail or the Student Portal their official copy of their class program and schedule for the semester.
- The student's final official enrollment program contains the class schedule, tuition and fees and additional information that the institution deems student should know. The enrollment will be officially certified once the student pays, and the Bursar's Office stamps the corresponding form.

LATE ENROLLMENT

Additional time allotted in the CUSJ Academic Calendar for students who did not make official their pre-enrollment within the regular enrollment period.

- The CUSJ Academic Calendar will identify that semester's late enrollment period before the beginning of the new academic session. There will be no late charges during this period. However, after this designated time, late enrollment will have a late fee for students who did not select their courses during the advanced enrollment period or did not enroll within the corresponding timeframe.
- The CUSJ does not guarantee that courses chosen in the Student Portal will be available in late enrollment.
- Once the late enrollment period has ended, the enrollment of any student who has not confirmed or paid the registration will be canceled.

OFFICIAL ENROLLMENT CHANGES AND ADJUSTMENTS PERIOD AT THE BEGINNING OF THE SEMESTER

The CUSJ Academic Calendar establishes a period to make changes and adjustments to the students' official enrollment program that will not be considered withdrawals.

- To make changes in the class program, adding or removing courses or changing sections, the student must obtain the authorization of the Director of the Academic Department, filling out the corresponding form. Students may also discuss these changes and receive academic counseling with the Institutional Counselor, particularly if they are under an academic plan.
- The student must take this signed form to the Registrar's Office to process and make the change official.
- The student will receive a sealed official copy of the change as evidence to present to the course's professor.

- The change is not valid without the official Registrar's seal on the authorization form. If the change entails an increase in credit hours, the student must make the corresponding payments in the Bursar's Office so the changes can be made official by the Registrar.
- Once the changes and adjustments period ends, the credits for which the student enrolled will be considered official and any subsequent change will be considered as partial or total withdrawal and the corresponding charges will apply. They will be reflected in the student's academic record.

ADMISSION TO THE CLASSROOM

- The student must present the official registration form to each course professor at the beginning of each academic session. The professor will verify that the student is officially enrolled in the correct course and section and will initialize the corresponding course and section.
- Only students officially registered at the course and section will be admitted to the classroom by the professor.
- The Registrar's Office will not accept grades in courses where the student is not officially registered.

SPECIAL PERMIT TO STUDY AT OTHER HIGHER EDUCATION INSTITUTIONS

CUSJ may authorize its students to take courses at other accredited higher education institutions. Up to a maximum of nine (9) credits will be authorized and these will be considered as completed in the Institution. The student must request an official credit transcript at the institution where he or she was authorized to take the courses and send it to the Registrar's Office to accredit the courses in his or her academic record.

The course or courses completed at another institution will be included in the student's transcript as transfer credits and will not be included in the General Point Average (GPA) computation. The CUSJ reserves the right to accept or reject completed courses that were not authorized.

Authorization to study at other institutions will be granted under the following circumstances:

1. The student needs to complete the course or courses in order to graduate during a semester in which they are not being offered at CUSJ.
2. The student has satisfactory academic progress.
3. Through exchange agreements.
4. The study permit is only valid for the period indicated in the authorization papers; if the student does not use it during that timeframe, the permit is invalid.

INDEPENDENT STUDIES

The independent study modality requires that the student and the professor/mentor sign an agreement stipulating the way the objectives and content of the course will be complied with. The purpose of this modality is to provide the student with an opportunity to complete graduation requirements when the required course is not being offered and the student has closely complied with his or her academic program curricular structure.

Through this type of study arrangement, the student commits to carry out their learning tasks independently, under the direction of the professor-mentor. Likewise, the student is responsible for completing all assigned tasks on the dates previously agreed with the professor. The student must officially enroll in the course.

Requirements for Independent Studies:

1. The student must be a graduation candidate, previously certified by the Registrar's Office.
2. The course the student needs to take is not being offered during the current academic session or there is a scheduling conflict with other courses the student is required to take in order to complete the graduation requirements.
3. The course must be a General Education course, except for Sciences or Mathematics courses.
4. The requested course must be approved by the academic department director and the Dean of Academic Affairs.

TUITION, FEES, AND OTHER COSTS

New students will pay the following tuition, fees and special fees during the validity of this Catalog:

AMOUNT	FEE
\$85.00	Each credit hour/ 2018-2023 academic years
\$15.00	Admission (non-refundable)
\$25.00	Transfer fee (non-refundable)
\$30.00	Deferred Payment Application
\$25.00	Transfer Readmission
\$18.00	Readmission (non-refundable)
\$75.00	Late Enrollment
\$30.00	Student Activities
\$50.00	Technology fee

AMOUNT	FEE
\$25.00	Library fee
\$60.00	Infrastructure Maintenance fee
\$10.00	Student ID card
\$3.00	Parking Permit
\$100.00	Administrative Processes for Enrollment Cancellation
\$100.00	Administrative Processes for Total Withdrawal
\$75 - 225.00	Laboratory fees (varies by academic department)
\$225 - 275.00	Clinical Practice
\$1.00	Library Late Return fee
\$10.00	Incomplete Grade request
\$6.00	Program changes
\$60.00	Nursing Professional Initiation fee
\$75.00	Graduation
\$3.00	Credit Transcript
\$3.00	Certifications
\$100.00	Academic Verification Certification
\$85.00	Independent Studies – costs per credit hour

DEFERRED PAYMENT

Colegio Universitario de San Juan provides adult students, parents, or tutors that do not receive financial aid or that have not yet received scholarship funds upon enrollment, the alternative of a deferred payment request for the balance of their enrollment costs, once 1/5 of the total enrollment costs has been paid.

The outstanding balance for enrollment costs, fees and other dues must be paid according to a Payment Plan established for the academic semester. No deferred payment will be allowed for amounts of \$100 or less. Each student is responsible for knowing when payments are due and taking appropriate steps to satisfy their debt.

Students that do not comply with the financial arrangement established within the Payment Plan will not be able to receive any and all services provided by the Institution until they pay the outstanding balance in full. Payments can be made through certified checks, managers check, or money orders payable to the Colegio Universitario de San Juan or in cash, ATM card, or with a Visa or Mastercard credit card. There will not be payment plans for the summer session.

TUITION DISCOUNT

The CUSJ grants a discount in the cost per credit in its enrollment fees to employees of the Autonomous Municipality of San Juan in accordance with Municipal Ordinance 8, Series 1986-87:

"To authorize the granting of a special rate in the cost of tuition fees to employees and officials of the Municipality of San Juan."

And to their dependent children through Ordinance number 9:

“To authorize the granting of a special rate in the cost of tuition fees to children 25 years of age or younger of the employees and officials of the Municipality of San Juan”.

In order to enjoy this discount, the employee and or their dependents must fill out the necessary applications in the Administrative Affairs Office and process it in their work units for the necessary authorization. To receive the discount, these forms must be submitted during the enrollment process. Dependent relatives of municipal employees must present a certified copy of the last Income Tax Return, in which the student’s name appears as a dependent of the employee, as well as present an official copy of their birth certificate.

OTHER DEBTS

All students admitted to the Colegio Universitario de San Juan as transfer students from another college or university that have outstanding enrollment cost or student loan debt with their university of origin are not eligible to receive financial aid at CUSJ.

When students or alumni have any outstanding debt with CUSJ that is not related to the deferred payment plan referred to in the current Catalog and notwithstanding any payment plan or collection process that may or has been initiated, said students cannot receive any services from CUSJ until the debt has been paid in full.

VETERANS BENEFITS

Colegio Universitario de San Juan (CUSJ) is approved as an eligible higher education institution by the Authorizing Agency for Educational Services to Veterans for Education and Training of Veterans, for veterans who are interested in studying and, at the same time, receive educational benefits under the Montgomery GI Bill® study program. The chapters are the following:

1. Active Duty (Chapter 30)
2. Selected Reserve (Chapter 1606)
3. *Veteran Readiness and Employment (VR&E)* (Chapter 31)

4. Survivors and their Dependents Educational Assistance (Chapter 35)
5. *GI Bill*® *Post 9/11* (Chapter 33)

CUSJ provides liaison services between students who are veterans, their spouses and dependents and the Veterans Affairs Department. They receive orientation regarding their rights, benefits, and the various certification studies for the different chapters are processed. All credits within the academic program in which the veteran is officially enrolled will be certified. Courses not within his or her academic program curriculum will not be certified.

The institution sponsors Law 203 (Century XXI Puerto Rican Veterans' Charter of Rights of December 14, 2007). This legislation grants study benefits to all veterans, their spouses, and children (adopted children). They must complete their study program within its regular time and maintain academic progress established by the institution. Veterans who wish to enroll must submit to the Office of Student Affairs their chapter's Certification of Eligibility or the required documents, according to the requested benefit.

CUSJ certifies that the following policy is correct and valid:

Students with benefits from the Veterans Administration will be charged a tuition rate not to exceed the resident rate for purposes of tuition and fees as set forth in Section 1005 of P.L.166-315 (Isakson and Roe Veterans Health Care and Benefits Improvement, Act of 2020).

Effective August 1, 2021, Section 1005 of P.L.116-315 (Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020) removes the three (3) year requirement to:

- ✓ Veterans using educational assistance under Chapter 30 (Montgomery G.I. Bill® – Active-Duty Program) or Chapter 33 (Post-9/11 G.I. Bill®), of Title 38 of the United States Code, who lives in Puerto Rico while attending a school in Puerto Rico (regardless of their formal residence status) and enrolls in the school within three years of being discharged or released from 90 days or more active-duty service.
- Anyone using Post-9/11 GI Bill® Transfer Benefits (38 U.S.C. § 3319) who lives in Puerto Rico while attending a school in Puerto Rico (regardless of their formal residency status) and enrolls in the school within three years of being discharged or released from a 90 days or more active duty service.
- Any of the above, while continuously enrolled in the same school (other than during regular vacation times between classes, semesters, or terms), must have enrolled in the school prior to the expiration of the three-year period that follows to a discharge or exemption, as described above, and must be using educational benefits under Chapter 30 or Chapter 33 of Title 38 of the United States Code.

- Anyone using Post-9/11 GI Bill® Transfer Benefits (38 U.S.C. § 3319) who lives in Puerto Rico while attending a school in Puerto Rico (regardless of their formal residency status) and is a member of uniformed service in active duty.
- Anyone using the Scholarship benefits (*Marine Gunnery Sergeant John David Fry*) (38 U.S.C. § 3311(b)(9)) who lives in Puerto Rico while attending a school in Puerto Rico (regardless of their formal residency status).
- The policy may be modified as necessary to comply with the requirements of 38 U.S.C. 3679, as amended. GI Bill® is a registered trademark of the United States of America.

VETERAN STUDENT SATISFACTORY ACADEMIC PROGRESS POLICY

According to criteria established in the Veterans Administration Title 38 Federal Code, specifically on Sections 21.4253 (d)(i) and 21.4254 (b)(i) requirements, veterans and their beneficiaries must complete their academic study programs within its established regular time. Students who take longer will not continue to receive the veteran's benefits. However, if the student is also receiving Pell Grant assistance, he or she may use fifty (50%) per cent of the additional time allotted in this program if the student is complying with all the requirements of the Pell Grant program.

POLICY AND PROCEDURES FOR REIMBURSEMENT TO STUDENTS

CUSJ's reimbursement policy and procedures are:

1. The reimbursement policy and procedures will apply to all students paying tuition in cash, with Title IV funds, municipal discount, or other economic assistance programs.
2. Fixed tuition and fees are non-reimbursable after the start of classes.
3. Students who officially process a full withdrawal or stop assisting to class will receive tuition reimbursement as follows:

Per semester or quarter:

- Before the first day of class, 100 % of tuition costs will be reimbursed.
- Within the first week of class, 75 % of tuition costs will be reimbursed.
- Within the second week of class, 50 % of tuition costs will be reimbursed.
- After the second week of class, no tuition costs will be reimbursed.

- A \$100.00 administrative fee will be charged to all students who process a full withdrawal in or before the second week of class.

Per summer session:

- Before the first day of class, 100 % of tuition costs will be reimbursed.
 - On the first day of class, 75 % of tuition costs will be reimbursed.
 - On the second day of class, 50 % of tuition costs will be reimbursed.
 - After the third day of class, no tuition costs will be reimbursed.
 - A \$100.00 administrative fee will be charged to all students who process a full withdrawal in or before the second week of class.
1. The Registrar will identify in the system students with four absences starting on the first calendar day of class (equivalent to two weeks of non-attendance to class). The course will be cancelled and 100% of the course costs will be reimbursed.
 2. Students who process a partial withdrawal (maintaining one or more courses), will be charged the total costs for the withdrawn course.
 3. Students receiving the Municipal Discount and process a total withdrawal, will have their discount annulled and will thus pay full tuition costs, in accordance with Ordinance Number 8, Section 3 and with Ordinance Number 9, Section 3, which state that students must comply with all admissions requirements.

POLICY AND PROCEDURES FOR TOTAL WITHDRAWAL REIMBURSEMENT TO STUDENTS UNDER TITLE IV (PELL GRANT)

Students who benefit from Title IV funds and are considering an official or non-official total withdrawal (cease attending class – WF) should consider the following facts:

- According to the Code of Federal Regulation (34. CFR 668.22), institutions are required to determine which sections of Title IV are applicable and those that do not apply to the student.
- If an eligible student files total withdrawal in or before 60% of the academic term, the Federal Department of Education formula will apply. The steps are:
 - ✓ The student's withdrawal date is determined.
 - ✓ The percentage completed for the period is calculated.
 - ✓ The amount earned is determined by applying the percentage completed to the total of the amounts disbursed or pending to be disbursed.

- ✓ Unearned funds are returned to Title IV programs, or the student is paid the disbursement after withdrawal.
- ✓ Title IV overpayments, if any, are determined.
- Students who file a total discharge after more than 60% of the academic term has elapsed are eligible to receive 100% of the Title IV Funds.
- If the amount to which the student is eligible from Title IV Funds exceeds the amount disbursed, the difference would correspond to the student as a post-withdrawal disbursement.
- Unearned Title IV funds that are the responsibility of the Institution must be returned to the Federal Department of Education within or within 45 days of the date the student has filed the total withdrawal.
- The student is responsible for all debt to the Institution after unearned funds (not due to the student) are returned to the Federal Department of Education.

WITHDRAWALS POLICY

Students have the right to process a partial or total withdrawal during the academic session in which they are enrolled, provided that they comply with the date established in the Academic Calendar of the Colegio Universitario de San Juan (CUSJ). Applications for cancellations will not be accepted after the date stipulated in the CUSJ Academic Calendar has elapsed. To be valid, the total or partial withdrawal must have the official seal of the Registrar's Office and the signature of the Registrar and / or his or her authorized representative.

Once the withdrawal document has been officially stamped by the Registrar's Office, it can be revoked by the student after ten (10) days of the date on which the document was submitted. This revocation does not apply after the last day established in the CUSJ Academic Calendar as the final date for total and partial withdrawals.

Those students who do not officially withdraw or have not had an administrative withdrawal, will receive a grade of "WF" in each course enrolled. This grade will appear on your transcript and will be considered when computing your overall academic average. The official withdrawal will prevail over any grade that the professor may include when reporting their grades. For more information, please refer to the *Registrar's Office Rules and Procedures Manual*.

1. Partial Withdrawal – the process by which the student voluntarily removes one or more courses from their academic load during an academic session.
2. Total Withdrawal - Process by which the student officially removes all courses from his or her academic load. If the student has only one class enrolled and wishes to delete it, this is considered a total withdrawal. The student who processes a total withdrawal must file an application for readmission in order to resume their studies.

3. Administrative withdrawal - A withdrawal awarded by the Institution through the Registrar Office at the request of the Dean of Academic Affairs and the Dean of Student Affairs in situations or circumstances defined in institutional policy (see *the Registrar's Office Rules and Procedures Manual*).

GRADING SYSTEM

The grades obtained in the courses serve to indicate the student's degree of achievement in the course. The Colegio Universitario de San Juan (CUSJ) has established a Grading System to compute the academic index of students. This system serves to determine the minimum degree of the student's general achievement for the purpose of continuing in the program in which he is enrolled, for graduation and for the granting of special honors to outstanding students.

Grades are assigned according to the following Scoring System:

A	Excellent quality	(4 points per credit)
B	Superior quality	(3 points per credit)
C	Average quality	(2 points per credit)
D	Poor quality	(1 point per credit) Minimum grade to pass non-concentration or non-specialty courses.)
F	Failure	(No punctuation per credit is awarded)
P	Approved	(Not used to compute the academic index or GPA)
NP	Not approved	(Not used to compute the academic index or GPA)

ADMINISTRATIVE ANNOTATIONS SYSTEM

For administrative purposes, the CUSJ has established the following annotation system:

I	Incomplete
W	Official withdrawal, after the end of the period for changes in the academic program
WA	Administrative Withdrawal
WF	Unofficial Withdrawal; Included in the computation of the student's academic index, or GPA
NR	Grade not reported by the teacher
R	Repeated course
AU	Annotation used to indicate that the student audited this course. It does not carry a quantitative qualification and is not accepted for university credit.
K	Expired credits

PROVISIONAL GRADE (INCOMPLETE)

A professor may award an Incomplete (“I”) when, for justified and acceptable reasons, the student has completed two thirds (2/3) of the course. The professor will calculate the average with the grades on record and zero "0" in those that are missing.

The student will come to an agreement with the professor and will pay, at the Collections window, the amount established by the Institution for the Incomplete grade. The student will fill out the "Incomplete Request Form" which can be obtained at the Office of Academic Affairs and submit it to the professor. The professor will deliver the form to the Registrar's Office.

The Dean of Academic Affairs and the department director must previously authorize the “Incomplete” grade. The removal of the "Incomplete" must be carried out on or before the date indicated in the CUSJ Academic Calendar. The responsibility for removing the incomplete falls on the student, whether or not enrolled in the CUSJ in the session following the award of the incomplete. In case the "Incomplete" is not removed, the provisional note reported will become the final grade for that course.

GRADE REPORTS

At the end of each academic session, students can view the report of grades or final grades through the portal of the University College of San Juan (CUSJ). The Registrar's Office may provide copies to students at their request. The student who considers that there have been errors in his grades must notify the Director of the Academic Department no later than the second week of the next academic session. Students who cannot access the portal to view their grades must go to the Registrar's Office. In the calculation of the student's accumulated academic index (general point average or GPA), only the courses taken at the CUSJ will be included. Grades obtained at other institutions are not taken into consideration for the cumulative index.

CUSJ ACADEMIC CALENDAR

Colegio Universitario de San Juan (CUSJ) Academic Calendar establishes the most relevant dates, days and activities that the student must know during each academic session. It is available on the Student Portal, at CUSJ's website www.cunisanjuan.edu and at the Registrar's Office. The CUSJ Academic Calendar is subject to change, and it is the responsibility of the student to access it through the different means offered.

INSTITUTIONAL ACTIVITIES

AWARDS NIGHT

CUSJ holds an annual institutional activity known as the Awards Night in the month of April. This activity serves to publicly recognize students that have attained Honor Roll status because they have a cumulative grade point average ranging from 3.50 to 4.00 in a 4.00 scale and have approved 44 credits or more at our Institution by the end of the previous semester/December.

The Registrar's Office will submit to the Dean of Student Affairs an official list with the names of the students that have earned this outstanding average. The student must be enrolled in a program leading to a degree and not under a Special Permit. The date of the Awards Night is included in the CUSJ Academic Calendar.

GRADUATION

The University College of San Juan (CUSJ) confers academic degrees once a year in the month of June. All degrees, certifications, honors, and academic distinctions will be conferred only on this occasion. If a student understands that he meets the requirements for the degree in which he is enrolled, he proceeds to request the Graduation Application Form from the Registry Office within the date stipulated in the CUSJ Academic Calendar.

Failure to meet this requirement may postpone the granting of the degree. The Registrar evaluates the applicant's academic record and issues a communication of the result of the evaluation to the student's postal address or institutional email. The Registrar may also evaluate an academic record to award a degree even if the student does not apply for graduation.

Graduation Requirements

To be considered for graduation candidacy, the student must satisfy the following requirements:

1. The student is officially admitted to the academic program they are requesting to graduate from.
2. The student has submitted the Graduation Request Form at the Registration Office within the period stipulated in the academic calendar.
3. The student must have approved the totality of the courses or credits corresponding to the curricular structure of the academic program currently enrolled.
4. Students that do not complete their studies within the established timeframe can be required to repeat courses that have expired. The Registration Office will prepare a list of expired courses for the student, after consulting the Department Director and the Dean for Academic Affairs.
5. The student must have a graduation index and/or general point average of 2.00 or more, in a 4.00 scale.
6. The student must have approved all courses in their major without a "D" or an "F".

7. The student must have paid all obligations and debts to the Colegio Universitario de San Juan.
8. The student must have paid the required, nonrefundable graduation fee.

The Registrar will evaluate students who complete the degree requirements after the graduation ceremony. At the student's request, a transcript will be issued which includes the grade, the concentration or mayor completed, and the date when all degree requirements were completed. The student may also request a certification indicating that degree requirements were met and the date when the degree will be conferred.

The date of the graduation ceremony is included in the CUSJ Academic Calendar. The Registrar's Office reserves the right to certify the degree when the student has met all graduation requirements. No student may repeat courses geared to improve their general point average once they have completed the corresponding degree.

DIPLOMAS

The Registration Office will notify the graduate when their diploma is available. In order to obtain their diploma, the student must complete a form that certifies they have no outstanding debt with the University. This form is available at the Registration Office.

Diplomas will not be sent by mail. Students who cannot pick up their diploma in person can authorize a relative to do so for them, with the appropriate ID and a written authorization from the graduate/student.

POSTHUMOUS DEGREE

In the event of the death of a student, the Colegio Universitario de San Juan (CUSJ) may grant a posthumous degree based on the following premises:

1. At the time of death, the student was an active student of the Institution.
2. At the time of death, the student had completed three-fourths (3/4) of the academic degree, thus only needing to complete one academic session to complete the degree, with a satisfactory academic trajectory reflected in their academic record. The Registrar will conduct the corresponding evaluation and make the recommendation.
3. At the time of death, the student had no debts owed to the institution.

The degree will be awarded in the next degree-granting ceremony of the Institution. The posthumous tribute will be given to the relatives or representatives attending the Graduation Ceremony. Family members or representatives will be asked for a copy of the Death Certificate to be kept in the student's academic record.

If the student does not meet the requirements for the posthumous degree, the Chancellor may grant the degree, under exceptional circumstances.

HONORS AND DISTINCTIONS

The Colegio Universitario de San Juan grants the following academic honors and distinctions:

- **Summa Cum Laude:** This distinction is conferred to students meeting all graduation requirements, with a final grade point average ranging from 3.90 to 4.00 in a scale of 4.00.
- **Magna Cum Laude:** This distinction is conferred to students meeting all graduation requirements, with a final grade point average ranging from 3.50 to 3.89 points in a 4.00 scale.
- **Cum Laude:** This distinction is conferred to students meeting all graduation requirements, with a final grade point average ranging from 3.32 to 3.49 in a scale of 4.00.
- **Florence Nightingale Medal:** This academic distinction is granted to the graduate from the Health-Related Sciences Department, Nursing Program, who has achieved a superior academic average, has shown an effective and positive approach towards their patients, and who the Nursing Faculty understands to be the best portrayal of the “nurse of nurses”, Florence Nightingale. To receive this recognition, the graduate must also have demonstrated loyalty to their profession, excellence in their professional behavior, optimal human qualities, kindness, fidelity, and reliability.
- **Dr. José Ferrer Canales Medal:** This academic achievement medal is granted to an associate degree student admitted to the Institution with conditioned enrollment status that graduates with a superior academic average and sets an example by assuming leadership roles, actively participating in student organizations and activities, and serving the community.
- **San Juan Mayor's Medal:** This academic achievement medal is granted to a bachelor's degree student admitted to the Institution with conditioned enrollment status that graduates with a superior academic average and sets an example by assuming leadership roles, actively participating in student organizations and activities, and serving the community.
- **Dean's List:** The Dean for Student Affairs prepares a list, as certified by the Registration Office, that includes the names of all the students that during the previous semester completed their study program with an average of 3.50 or more for publication and recognition.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Colegio Universitario de San Juan (CUSJ), in accordance with its rules and the regulations of the Federal Department of Education (34 CFR 668.34), establishes Standards of Satisfactory Academic Progress (refer to the Standards of Satisfactory Academic Progress Manual). This law governing the use of funds allocated to various Financial Aid programs requires all eligible students to meet the Standards of Satisfactory Academic Progress established by the Institution.

The purpose of the Standards of Satisfactory Academic Progress is to ensure that students who benefit from such grants make good use of them, continuously demonstrating that they are doing a constant and progressive effort to complete the requirements of their academic program. Students will be responsible for knowing their academic status or condition. The Standards of Satisfactory Academic Progress are subject to continuous review, so students should refer to the institutional website www.cunisanjuan.edu "Student Information: Standards of Satisfactory Academic Progress", where they will find the latest information regarding their academic status.

FINANCIAL AID OFFICE

The Financial Aid Office at Colegio Universitario de San Juan (CUSJ) provides guidance on the various financial aid programs available to students, as well as eligibility requirements. Assistance or help is provided to students to complete the federal online form, making necessary corrections in the SAR (Student Aid Report).

This office administers the Federal and State Student Aid programs received at CUSJ, which includes Pell Scholarship, Work-Study Program, Office of Registration and Licensing of Educational Institutions (ORLIE for its Spanish acronym) Programs, among others. Scholarships are awarded according to the student's financial need and academic progress. For the Work-Study Program, the workplace is assigned to participants according to the needs of the service and the participant. At a student's request, the Office issues certificates of financial aid received.

CUSJ's financial aid programs fall into two categories: (1) Federal Government scholarships, which include Federal Grant Program (Pell), Federal Work Study Program (FWSP), Federal Supplemental Educational Opportunity Grant (FSEOG), and (2) ORLIE-administered State Financial Aid for Postsecondary Student grants. CUSJ's financial aid programs are:

- **FEDERAL PELL GRANT PROGRAM** – Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. It is the fundamental help of financial aid programs that can be applied for by any undergraduate student with financial need. It is requested annually through the federal www.fafsa.ed.gov website. It covers the period from July 1 of a given year to June 30 of the next year. The approval of the application for this scholarship is essential to receive or be a candidate to receive other financial aid.
- **WORK AND STUDY PROGRAM** (Federal Work Study Program-FWSP) - -federal funds available to compensate students for work they perform during their free time at an office within CUSJ or at an agency outside the Campus. Eligibility is contingent on the student filling out FASFA and being enrolled in a minimum of 6 credit hours during the semester.

- **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)** - federal funds available for undergraduate students whose family provides limited or minimal financial support for their education or that evidence extreme financial need and a minimum grade point average of 2.00, on a 4.00 scale.
- **STATE FINANCIAL AID TO STUDENTS IN POSTSECONDARY INSTITUTIONS EDUCATIONAL PROGRAMS** – Assistance by ORLIE that may be available at a given time.

Applies to full-time (12 credits or more) students who may qualify for this aid.

The State Financial Aid Programs for Postsecondary Students are administered by ORLIE and are governed by the General Regulations for the Administration of Financial Aid Programs for Postsecondary Students. These grants are available subject to availability of funds.

DEGREES COVERED UNDER TITLE IV (PELL GRANT)

To receive federal aid, a student must be admitted to CUSJ in an academic program leading to an academic degree. The student is entitled to use 600%, equivalent to 6 years, of Pell Scholarship to finish their academic degree, being a Baccalaureate the maximum level allowed by the Federal Department of Education of the United States of America.

HIGH SCHOOL STUDENTS

High school students admitted or students without any degree conferred, will be entitled to obtain two associate degrees, as long as they are within the maximum eligibility time established by the federal government (600% or 6 years). For the second grade under the same Academic Department, the director will recommend the list of additional courses the student must take to finish the new discipline.

Classes that are not equivalent will not be substituted. Students who change their Academic Department or educational objective must meet all the established requirements of the program at the time of admission to it.

TRANSFER STUDENTS

Transfer students with academic degrees awarded AT other colleges or universities will be entitled to approval of the degree for which they were accepted. Admission will be subject to the rules established by the CUSJ. Students enrolled in high school degrees may study with Pell Grants until completing the eligibility time and/or credits established by the federal government to obtain their degree.

CLASS ATTENDANCE NORMS

Federal regulation 34 CFR 668.22 Sec.484 B, 485(a)(i)(f) provides that, to receive financial aid from federal programs, the student must attend classes regularly. To grant financial aid, federal programs take into consideration the student's attendance to enrolled courses identified in their official curriculum and attendance to the elective courses described in the student's official academic program.

STUDENT SUPPORT SERVICES

CUSJ provides the following student support services:

1. Institutional Counseling
2. Orientation and Tutoring Center
3. Veteran Student Services (See Veteran Benefits)
4. Workplace and Sociocultural Integration
5. Sports and Recreational Activities
6. Institutional Nursing
7. Collections (Bursar's Office)
8. Parking

INSTITUTIONAL COUNSELING

The Institutional Counseling service is one of the components of the Office of the Dean of Student Affairs at the Colegio Universitario de San Juan (CUSJ). This office provides academic, vocational, and personal guidance services to the entire student community. In addition, it coordinates external services geared to improve the emotional, social, and economic stability of the student body.

These services facilitate students' adaptation and integration to university life. Staff provide information to help the student make the necessary decisions to successfully pursue his or her university career. These services include:

1. **Academic Counseling:** helps students raise awareness of the factors that affect their academic progress and those who contribute to adjustment.

2. **Vocational Counseling:** helps students define occupational goals and select a career in accordance with their interests and skills. To help students reach a decision, the counselor:
 - a. Assists in the objective analysis of the student's interests, skills, personal qualities and potential.
 - b. Assist in determining the student's vocational preferences through interviews and the administration and interpretation of vocational tests.
3. **Personal Counseling:** This service aims to identify, analyze, and understand the most effective way to control, resolve or accept situations affecting personal development. When the situation warrants, referrals are made to community or other agencies.
4. **Services to Students with Disabilities:** Reasonable accommodation needed by the students is coordinated by this office.
5. **Grievances Procedures:** written complaint process to ascertain violation of rights to the student, according to CUSJ Student Regulations.

6. Title IX Compliance

The Institutional Counseling Office provides services during the morning and evening sessions. It also serves as liaison to different CUSJ offices and activities.

ORIENTATION AND TUTORING CENTER (COT, for its Spanish acronym)

The Orientation and Tutoring Center (COT) or TRIO Student Support Services Program is a Federal Department of Education program. The program's mission is to increase retention and graduation rates, providing development opportunities at the institution to university students with academic need.

In addition to awarding financial aid to qualified participants, the COT offers cultural and educational activities and provides educational materials for its participants. The student must visit the program offices located in the Office of Student Affairs to know if they are eligible to receive the services.

WORKPLACE AND SOCIOCULTURAL INTEGRATION

This institutional area identifies sources of employment and makes recommendations for placement of active students and graduates. The office promotes job opportunities, coordinates with employment agencies, and organizes job fairs. This office also prepares statistics on graduates' employment.

This area also coordinates the CUSJ-HETS (Hispanic Educational Technology Services) work and activities, as well as cultural activities, Alumni and Alumni Association, and acts as counselor to the

Student Council. This office coordinates activities to foster the approach and contact of former students and graduates with the Institution.

Regarding socio-cultural activities, it organizes, plans, and sponsors cultural and social activities for the academic year in coordination with the Student Council. These activities foster personal enrichment and provide the opportunity to develop student leadership through cooperation emphasizing service ideals, good citizenship, and cooperation.

RECREATIONAL SPORTS ACTIVITIES

The CUSJ has an office that organizes and develops an Athletic and Sports program, in which students represent the Institution in sports such as: basketball, volleyball, table tennis, chess and others. There is an intramural sports program, providing the opportunity for competition to students who are not high-performance athletes. This program promotes camaradery. Recreational activities develop the sense of belonging complementing the educational purpose in the collegiate community.

INSTITUTIONAL NURSING SERVICES

This institutional area offers first aid and preventive health services. It provides talks and orientations, among others, to the university community on different aspects of health, prevention of drug use, alcohol and AIDS issues, among others. The institutional nurse maintains statistics on institutional compliance with COVID-19. This professional prepares the Vaccine Report and the report for Law 238. In its area, it provides a space for breastfeeding.

BURSAR'S OFFICE (COLLECTIONS)

This institutional area receives and processes all CUSJ collections and those related to student services, tuition, facilities, tuition fees and other income, such as transcripts and certifications, among others.

It prepares daily reports of all income and delivers it to the authorized Finance Officer of the Autonomous Municipality of San Juan, prints the balances of the students' accounts and makes the entry of student payments into the computerized system.

PARKING

The CUSJ has internal rules for parking motor vehicles, which are complemented by the Puerto Rico Traffic Law. All students wishing to obtain a parking permit must show the following documents and follow the established rules for parking on our premises:

1. Driver's license

2. Car's license
3. Active student academic program

Students will be given a numbered access permit. Obtaining this permit does not guarantee a parking space. It will be the student's responsibility to observe and comply with traffic rules and drive responsibly. The Institution will not be responsible for damages that may be suffered by the vehicles parked on the premises or the property or valuables left inside them. Any damage to persons or property caused by a student while driving on the premises of the CUSJ will be the sole responsibility of the student.

STUDENT ORGANIZATIONS

The Student General Regulations of the Colegio Universitario de San Juan provide for students to organize themselves in a Student Council and Student Associations. The Office of Student Affairs is responsible for guiding and supervising the proper functioning of student organizations registered and accredited with CUSJ. In addition, it ensures compliance with the Student Organizations Standards and Procedures Manual.

STUDENT COUNCIL

The Student Council at the Colegio Universitario de San Juan (CUSJ) is the student representative body. It elects its officials from the active students who qualify, according to established procedures. A fund is allocated to organize activities that promote a healthy atmosphere of student coexistence, which in turn complements academic endeavors. The Student Council channels the concerns of the student body. This body meets regularly with the authorities of the CUSJ and receives information of interest to the students and the Institution.

STUDENT ASSOCIATIONS

The General Student Regulations of the Colegio Universitario de San Juan provide for students to organize student associations. They can represent academic, extracurricular, or institutional issues.

INSTITUTIONAL POLICIES

Institutional policies are an essential part of the functioning of our institution. These are published on the Colegio Universitario de San Juan website at www.cunisanjuan.edu.

OFFICE OF ACADEMIC AFFAIRS

Colegio Universitario de San Juan (CUSJ) has a transformative mission by providing educational services at the Baccalaureate, Associate Degree and Certificate levels and by offering short courses. The Office of Academic Affairs is comprised of the following institutional areas:

- Access to Information Center (CAI, for its Spanish acronym)
- General Education Academic Department
- Science and Technology Academic Department
- Behavior-Related Professions Academic Department
- Business Administration Academic Department
- Health-Related Sciences Academic Department
- Educational Extension Division

CREDIT HOURS SYSTEM

The Colegio Universitario de San Juan (CUSJ) has established the use of credit hours for courses in its Associate Degree and Baccalaureate academic programs in their academic periods in accordance with regulation 34 CFR 600.2 for the semesters and quarters modalities.

There are two semesters and a summer session in the academic year. Academic semesters cover 15-week periods of classes with a week for final exams. Academic quarters cover 11-week periods of classes and an additional week for final exams. The summer session comprises 15 days of classes and a week for final exams.

Determining how many credits a student must enroll depends on total class hours plus the number of hours available to study outside the classroom. For theoretical courses, each credit-hour corresponds to one (1) hour of didactic instruction which requires at least two (2) hours of study.

- If the course is three (3) credit hours, it requires at least six (6) hours of study. Most courses have three (3) credit-hours.
- For laboratory courses, each credit-hour corresponds to three (3) hours of didactic instruction which requires at least six (6) hours of study.
- For practice courses or internships, each credit hour corresponds to forty (40) hours of tasks, work or applied work related to their learning and execution of skills that form the student during their academic program studies.

	Theory course hours	Laboratory hours
1 credit-hour	1	3
Hours of study	2	6

NON-UNIVERSITY DEGREE CERTIFICATE HYBRID COURSES

The Colegio Universitario de San Juan (CUSJ) includes hybrid courses as one of its teaching methodologies in non-university postsecondary certificate courses. Hybrid courses are courses that combine traditional and face-to-face classroom teaching with online learning activities to reinforce, develop, complement, and expand the diversity of approaches to teaching.

ACCESS TO INFORMATION CENTER

The Access to Information Center (CAI, for its acronym in Spanish), integrates educational and information technology with the Library and Audiovisual resources. CAI's main goal is to satisfy the information needs of students in a manner that complements teaching and enriches the lives of its users by providing institutional support to their intellectual and social development. Its objective is to guide and direct students in research tasks carried out beyond the classroom by providing access to a diverse collection of educational resources.

It focuses on the development of information literacy, research, and critical thinking, as well as satisfying the need to updated information. CAI's collection has titles about relevant topics within the areas of office systems administration, computerized accounting, information systems, general education, criminal justice, nursing, industry, and technology, as well as general reference titles. We offer access to the online catalog.

CAIs printed and non-printed informative resources and components include:

1. **Circulation:** The main function of this area is to lend books that can be taken home or can be used in the library.
2. **Reserve:** The collection is made up of materials that professors assign as supplementary reading. It contains books, pamphlets, photocopies, magazines, and others.
3. **Reference:** It is made up of encyclopedias, dictionaries, manuals, atlases, and other publications. The section's main goal is to serve as reference.
4. **Magazines/Journals:** This section offers students the opportunity to obtain recent information about topics related to the curriculum and topics that have been in the news recently. There is access to databases that have thousands of titles of periodic magazines with copies to indices and full text articles.

5. **Newspapers:** Newspapers have recent information and updated general interest news. We keep copies of the complete edition of the newspaper for two months. Important news items are placed in a newspaper information file.
6. **General Collection:** It is one of the main service units because the main function of the library is to lend books to students that they can take home with them. This collection includes books on all topics. CUSJ's General Collection uses the Dewey Decimal Classification system.
7. **Catalogs:** Our catalog uses the Mandarin electronic format which allows users to make their own searches through a computer.
8. **Electronic Information Area:** This is another alternative offered by CAI for information searches using computers. We have software and CDs of diverse topics where students can locate information. Internet access is also available.
9. **Online Resources:** The various Databases available contain thousands of titles of periodicals with reproductions, indexes, and full text. The students can do their searches from inside or outside the Institution. We also have a linked catalog.
10. **Consortium:** The CAI belongs to the Consortium of Metropolitan Libraries (COBIMET, for its Spanish acronym) which includes the following institutions: Central University of Bayamón, American University of Puerto Rico, Atenas College, Albizu University, Centro Sol Isolina Ferré, Conservatory of Music of Puerto Rico, Emma's Beauty Academy, Escuela de Enfermeras Anesthetistas de Puerto Rico, International Technical College, Universal Technoloy of Puerto Rico, EDP University, D'Mart Institute, Cambridge Technical Institute and American Educational College (AMEDCO). COBIMET is a cooperative agreement that seeks to improve access to information by sharing information resources online: <http://cobimet.org>
11. **Audiovisual:** The audiovisual resource services provide a variety of non-printed equipment and materials for use by the academic community. It has laptops, data projectors, verticals, televisions, video cassettes and others.
12. **Group Study Rooms:** Two (2) group rooms that accommodate four (4) students and serve for individual or group study are available for student use.

CAI HOURS:

Monday through Thursday	7:00 a.m. to 10:00 p.m
Friday	7:00 a.m. to 9:00 p.m.
Saturday	9:00 a.m. to 1:00 p.m.

EDUCATIONAL EXTENSION DIVISION

Colegio Universitario de San Juan (CUSJ) Educational Extension Division (DEE, for its Spanish acronym) is comprised of three (3) components: Short courses, Certificate programs (non-university and university levels), and Special Projects.

SHORT COURSES COMPONENTS

The short courses component is geared towards individuals that need, wish, or are required to acquire, update, and refine their knowledge for their personal and professional improvement. It also offers educational activities to recertify health professionals with the Examination Board for the Regulation and Certification of Health Professionals. These educational activities are authorized by the Health Department, through CUSJ's Provider Number (00084).

It includes the professionals of the Nursing Examination Board of Puerto Rico. The Department of the Family, Office of Licensing, authorizes as an educational entity to offer the Training course for the Development of Competencies in the Care of the Elderly, through Certification Number 016-2022.

NON-UNIVERSITY AND UNIVERSITY LEVEL CERTIFICATE PROGRAMS

Non-university:

It is aimed at developing training programs in professions that are in demand for employment. Enabled through the Colegio Universitario de San Juan Renewal License (V 77-33), this component offers Technical-Vocational Postsecondary level certificate programs, as approved by the Board of Postsecondary Institutions, Office of Registration and Licensing of Educational Institutions of the Government of Puerto Rico. Its academic offer includes:

- ✓ **Certificate in Security Officer** – trains students in the application of civil and constitutional rights in this profession; ethical and legal aspects; self-defense; use and handling of firearms; and practices in security guard scenarios.
- ✓ **Certificate in Information Systems Networks** – provides expertise in local network systems; data communication and network laboratories; operating systems; Computer repair with general aspects of management principles.
- ✓ **Certificate in Office Systems with Medical Billing** – includes keyboarding and knowledge of various computer programs; document management; modern office procedures; human relations and personality, medical plan billing procedures and principles of administration.

- ✓ **Certificate in Criminal Scene Technician** – includes criminal, procedural and evidentiary law; aspects of the mono-fingerprint system; forensic photography; blueprints and sketches; forensic expertise; and reconstruction of criminal scenes.
- ✓ **Certificate in Criminology Technician** - knowledge is acquired regarding the criminal justice system; professionalism, leadership, and ethics; criminal, procedural and evidentiary law; contemporary social problems; and prevention as an alternative to crime.
- ✓ **Certificate in Criminal Investigation Technician** – The process of investigation and collection of expendable and non-expendable materials is presented; Criminology; interview and interrogation; study and analysis of criminal cases; forensic expertise; and reconstruction of criminal scenes.
- ✓ **Certificate in Gerontology Technician** - The roles and responsibilities of gerontology technicians are discussed; particular aspects of patient care; the family and community context; home care; educational approach to the subject of death; safety and security; and activity and exercise.
- ✓ **Certificate in Surgery Technician** – The student is trained in the fundamentals of surgical instrumentation and types of surgeries; knowledge in human anatomy and physiology; bioethics and safety in the surgical environment; preparation of sterile fields and surgical sterilization; preparation of trays; terminology and microbiology.
- ✓ **Certificate in Child Care Technician** – they are trained to provide the required services to the child population and to assist children in developing basic skills in a Child Care Center.
- ✓ **Certificate in Practical Nursing** - the student is instructed in taking the patient's vital signs; applying sterile bandages; educating the patient about their health; and assisting in examinations and treatments.

University Level:

These certificates are geared to developing continuing education academic programs for professionals who wish to specialize in a particular field. These certificates are enabled by virtue of the Colegio Universitario de San Juan Renewal License (Certification Number 2021-288). This license authorizes CUSJ to continue as an Institution of Higher Education. It is issued by the Board of Postsecondary Institutions, Office of Registration and Licensing of Educational Institutions of the Government of Puerto Rico. Its academic offer includes:

- ✓ **Undergraduate Professional Certificate in Forensic Nursing** - Individuals who already have an Associate Degree in Nursing or higher degree from an accredited postsecondary institution are trained to care, manage, and intervene in health services for victims of sexual assault or domestic violence. It also provides direct care to individuals in the Emergency Room, and in different healthcare settings, providing care to families, groups, and communities. The Forensic Nursing Professional Undergraduate Certificate's curriculum sequence and course descriptions are detailed below, after Special Projects.

UNDERGRADUATE PROFESSIONAL CERTIFICATE IN FORENSIC NURSING

To be accepted in this program, the student must already have an Associate Degree in Nursing.

Code	Course Title	Credits	Class Hours	Lab Hours
First Semester				
8 weeks				
CPEF 5001	Introduction to Forensic Nursing Sciences	2	30	0
CPEF 5002	Criminal Investigation and Law in Forensic Nursing	2	30	0
8 weeks				
CPEF 5003	Skills Development in Forensic Nursing	2	30	0
CPEF5004	Criminal Procedure and Rules of Evidence	2	30	0
Second Semester				
8 weeks				
CPEF 5005	Forensic Nursing Theoretical Models	2	30	0
CPEF 5006	Special Laws and Forensic Nursing	2	30	0
8 weeks				
CPEF 5007	Forensic Nursing Clinical Protocols and Procedures Part I	2	30	0
CPEF 5008	Forensic Nursing Clinical Protocols and Procedures Part II	2	30	0
CPEF 5009	Forensic Nursing Internship	3	0	45
Total		19	240	45

SPECIAL PROJECTS

Develops and implements training programs through proposals subsidized by federal, state, municipal or private funds, at the request of government or private agencies.

CERTIFICATES COURSE DESCRIPTIONS

CPEF 5001- INTRODUCTION TO FORENSIC NURSING SCIENCES

The course aims to illustrate and transmit the basic knowledge of the historiography of Forensic Expertise and its basic foundations as an instrument of assistance to legal and psychosocial processes. The related socio-legal and historical intervening variables are discussed. In addition, the different roles, their limitations, benefits, disadvantages, and general performance of expert skills are analyzed.

CPEF 5002- CRIMINAL INVESTIGATION AND LAW IN FORENSIC NURSING

The course aims to transmit the basic knowledge of the different intervention techniques in criminal investigation and theoretical models associated with crime, victimology, criminology, and penology. The study of crime as human behavior, the investigation of the causes of crime, crime prevention, consequences for victims and the role of the Forensic Expert related to these variables are discussed.

CPEF 5003 - SKILLS DEVELOPMENT IN FORENSIC NURSING

The course aims to transmit the basic knowledge of the requirements of the professional forensic nurse profile. Academic background, skills, abilities, continuing education courses, certifications, etc. that can assist in the credibility and substantial development of the advice, consultancies, evaluations, and diagnoses performed by the expert are discussed.

CPEF 5004 – CRIMINAL PROCEDURE AND RULES OF EVIDENCE

The course aims to illustrate and transmit the basic knowledge of the different rules of evidence established by the jurisprudence of the Commonwealth of Puerto Rico. The criteria, premises, requirements, and strict compliance with the rules of evidence are discussed as an instrument for the development and training of the forensic nurse when handling legal cases.

CPEF 5005 - THEORETICAL MODELS IN FORENSIC NURSING

Prerequisites: CPEF 5001; CPEF 5002; CPEF 5003; CPEF 5004

The course aims to convey the main knowledge and models that can be applied and emphasized by a forensic nurse. The course emphasizes the intervention and psychosocial aspects of the human being and its relationship with the assistance of the forensic nurse. The different pertinent theories and their acceptance by the scientific community are presented. Through the course, the participant will have the opportunity to apply the nursing process when intervening in forensic clinical cases.

CPEF 5006 – SPECIAL LAWS AND FORENSIC NURSING

The course aims to describe, illustrate, and train the forensic nurse in the most important special laws, regulations and socio-legal procedures that can confront a Forensic Nurse.

CPEF 5007 – CLINICAL PROTOCOLS AND PROCEDURES IN FORENSIC NURSING PART I

Prerequisites: CPEF 5001; CPEF 5002; CPEF 5003; CPEF 5004; CPEF 5005, CPEF 5006,

Co-requisite: CPEF 5008

The course aims to illustrate, explain, and train the forensic nurse in the protocols and procedures established and required by law in the management of victims of sexual assault. Students will have the opportunity to stay up to date on the use of protocols and guidelines when intervening with victims of sexual assault in different health settings.

CPEF 5008- CLINICAL PROTOCOLS AND PROCEDURES IN FORENSIC NURSING II

Prerequisites: CPEF 5001; CPEF 5002; CPEF 5003; CPEF 5004; CPEF 5006; Co-requisite: CPEF 5007

The course aims to illustrate, explain, and train the forensic nurse in the protocols and procedures established and required by law in the management of victims of domestic violence. Students will have the opportunity to stay up to date on the use of protocols and guidelines when intervening with victims of domestic violence in different health settings.

EVENING AND WEEK-END DIVISION

The Colegio Universitario de San Juan (CUSJ) offers its academic programs in the evening sessions and some Saturdays. This institutional area is the liaison responsible for identifying the functions, services and procedures that will govern the administration of the academic departments and programs that support the Office of Academic Affairs, as well as other Deanships, as required.

The primary function is to coordinate to extend and improve direct services to administrative staff, academic staff, teaching staff and especially to students of evening and Saturday programs.

1. **Functions:** Serve as liaison to the Chancellor, Deans and Directors to strengthen services to faculty and students. Identify functions, services and procedures that will govern the administration of the Division for the benefit of the entire university community.
2. **Services:** Among the services offered to students are the supervision and coordination of all Academic, Student and Administrative services such as: Guidance and Counseling, Tutorials, Registry, Sociocultural Activities, Economic Assistance, Collections, Security and Maintenance.

ACADEMIC DEPARTMENTS AND THEIR ACADEMIC PROGRAMS

The Academic Departments with their corresponding academic programs of Colegio Universitario de San Juan (CUSJ) are presented below:

1. General Education Academic Department
2. Sciences and Technology Academic Department

- ✓ Associate Degree in Electronic Engineering Technology
- ✓ Associate Degree in Instrumentation Technology
- ✓ Associate Degree in Electrical Power Engineering Technology
- ✓ Bachelor's degree in Science in Engineering Technology in Sustainable Development

3. Behavior-Related Professions Academic Department

- ✓ Associate Degree in Criminal Justice
- ✓ Bachelor Degree in Arts in Criminal Justice

4. Business Administration Academic Department

- ✓ Associate Degree in Office Systems Administration
- ✓ Associate Degree in Computerized Accounting
- ✓ Associate Degree in Information Systems
- ✓ Bachelor Degree in Computerized Accounting
- ✓ Bachelor Degree in Information Systems

5. Health-Related Sciences Academic Department

- ✓ Associate Degree in Nursing
- ✓ Bachelor Degree in Science in Nursing

GENERAL EDUCATION ACADEMIC DEPARTMENT

The General Education Academic Department is an interdisciplinary department that offers the core language courses, English and Spanish, as well as the general courses Social Sciences, Humanities, Natural Sciences and Mathematics for all academic programs of the Colegio Universitario de San Juan (CUSJ). Language courses are designed to contribute to the development of social and professional skills in the field of oral and written communication. The primary purpose of the Humanities and Social Sciences courses is to help the students understand the world they inhabit, and which surrounds them. With this perspective, students will be able to participate consciously in the historical and social processes of which you are part. The courses of Natural Sciences and Mathematics cover the concepts and theories of these areas of study. Their rigor and discipline are inseparable companions to true knowledge, based on the scientific method.

GENERAL EDUCATION COURSES DESCRIPTION

ADAP 1101 – ADAPTATION TO UNIVERSITY LIFE

1 credit, 1 hour of class per week – Prerequisites: None

Study, discussion and evaluation of the concepts, skills and attitudes that facilitate the adjustment and integration of the student population into university life. The following topics are discussed,

among others: the mission, the rules and services offered by the Institution, use of the Access to Information Center, study techniques, motivation. Emphasis is placed on developing teamwork skills, oral and written reporting, as well as vocational or occupational planning, critical thinking, problem solving, and decision-making. The course is required for the entire student population to start their university studies.

BIOL 1001 – APPLIED BIOLOGY

3 credits, 3 hours of class per week - Prerequisites: None

In this course students enrolled in the Instrumentation Associate Degree Program will analyze the results of biological tests that validate special instruments in their area.

BIOL 1101 - INTRODUCTION TO BIOLOGY

3 credits, 3 hours of class per week - Prerequisites: None

This course is designed to fulfill the special needs of the Criminal Justice Program and other programs that are not properly immersed in the study of the biological sciences. It presents the concepts related to human anatomy and physiology from a general perspective, with a medical-legal focus. The course will be taught in a biology lab, to ensure that the study of the topics it includes is complemented with the use of appropriate models, charts, and demonstrations.

BIOL 1103 – HUMAN ANATOMY AND PHYSIOLOGY I

4 credits, 3 hours of class and 3-hour lab per week - Prerequisites: None

The study of the human body from the structural and functional perspective, its relationship to health issues, and an analysis of the components or design of the human body. The course analyzes the integral development of our body and its organization. It includes aspects such as chemical, cellular and tissue levels. It also studies principles of body structure, muscle, skeleton, and integumentary systems. The course includes three weekly hours of theory, that are complemented with three laboratory experience hours during which the different topics presented in the theoretical discussion are experienced; practical exercises related to concepts studied are also part of the course.

BIOL 1104 – HUMAN ANATOMY AND PHYSIOLOGY II

4 credits, 3 hours of class and 3-hour lab per week – Prerequisites: BIOL 1103

Using as a starting point knowledge about the structure and function of the body, the course does an in-depth analysis of integration and regulation of the human body and its continuity. The different topics presented in theory class are studied and practical exercises related to the concepts studied are also carried out.

CISO 1101 - SOCIAL SCIENCES I

3 credits, 3 class hours per week - Prerequisites: None

The basic principles and concepts of the social sciences: its historical development, terminology, and characteristics. The course includes an introduction to scientific research, anthropology, psychology, and sociology as social sciences; and the theories, characteristics, and methodologies of each one of them.

CISO 1102 - SOCIAL SCIENCES II

3 credits, 3 class hours per week - Prerequisites: CISO 1101

Geography, political sciences, and economy; their historical background, terminology, and methodology as seen through classical and contemporary texts.

ESCO 2283 – BUSINESS SPANISH

3 credits, 3 class hours per week - Prerequisites: ESPA 1101 y ESPA 1102

This course presents and discusses the principles, theories, and strategies used in oral and written communication in Spanish. Grammar, orthography, and appropriate technical vocabulary needed to produce and edit different kinds of business communications and texts are applied.

ESPA 0100 – BASIC SPANISH

3 credits, 3 class hours per week - Prerequisites: None

The course presents and discusses the acquisition of concepts and the development of skills and attitudes through the comprehension and interpretation of diverse reading selections and vocabulary enrichment activities; the appropriate use of the dictionary and correct spelling and orthography in the writing of paragraphs and short compositions is practiced.

ESPA 1101 – SPANISH I

3 credits, 3 class hours per week - Prerequisites: None

Students acquire skill in writing, related to morphosyntactic forms and lexical and semantic items of the Spanish language, through the analysis and interpretation of different literary genres, such as the story, novel, essay, and poetry.

ESPA 1102 – SPANISH II

3 credits, 3 hours of class per week – Prerequisite: ESPA 1101

The history of the Spanish language as a defining element of Hispanic culture is presented and discussed. The Hispanic cultural contribution is studied through the reading of literary genres and the writing of critical compositions.

ESTA 2255 – BASIS STATISTICS

3 credits, 3 class hours per week - Prerequisites:

MATE 1106, LICO 1101 for students enrolled in the Criminal Justice Program

MATE 1106, INFO 1115 for students enrolled in the Business Administration Department

ENFE 1005, LICO 1101 for students enrolled in the Nursing Program

The course discusses descriptive and inductive statistics and probability theory. The course includes the preparation of graphs, organizing data, standard distribution and z scores, Pearson correlation of frequency, measures of central tendency, and grouped and ungrouped data and probability, including binomial and normal models. The use of computer software for statistical calculation is also included.

ESTA 2260 – MANAGEMENT STATISTICS

3 credits, 3 class hours per week - Prerequisites: ESTA 2255

In-depth discussion of topics related to statistics and business administration. The importance of statistics in modern industrial decision-making and the positive implications its use conveys to all branches of management. An introduction to null, alternate and research hypotheses; as well as rejecting or accepting a hypothesis, and the use of tests that can be used for management decision-making.

FISI 2013 – PHYSICS I

3 credits, 3 class hours per week - Prerequisites: None; Co-requisite: MATE 1151

The course is an introduction to fundamental principles and basic mechanical laws. It includes the following topics: systems of units, technical measurement and vectors, classical vectorial sum, uniform acceleration, translational balance and friction, Newton's movement laws, work, energy, and power.

FISI 2013L – PHYSICS I LABORATORY

1 credit, 3 class hours per week - Prerequisites: None; Co-requisite: MATE 1151

This course provides experimental practice and experience for the Physics I course. The labs include topics such as experimental measurement techniques; measurement, precision, and accuracy; volume and density of liquids and solids; an introduction to trigonometric functions and vectors; concurrent forces in balance; graphic analysis of movement; uniform acceleration movement of a body in free fall; simple harmonic movement: the simple pendulum, translational balance; friction coefficients and forces in friction, power and movement; Newton's second law, the Atwood machine, conservation and mechanical energy.

FISI 2014 – PHYSICS II

3 credits, 3 class hours per week - Prerequisites: FISI 2013; Co-requisite: MATE 1118

The course discusses fundamental and basic concepts in thermodynamics, mechanical waves and sound, electricity, magnetism, and optics.

FISI 2014L - PHYSICS II LABORATORY

1 credit, 3 class hours per week - Prerequisites: FISI 2013, FISI 2013L; Co-requisite: MATE 1118

This lab course includes the basic experiments related to the Physics II course. The practical experiences included refer to topics such as electrical fields and equipotential lines, verification of Ohm's law, DC circuits and internal resistance measurements, Wheatstone bridge, oscilloscope, magnetic induction, RC circuits, RCL circuits, resonance in an air column, the electromagnetic spectrum, reflection and refraction, mirrors and lenses, refractive index, line spectrum and the Rydberg constant, and light interference.

HIST 1103 – HISTORY OF PUERTO RICO

3 credits, 3 class hours per week - Prerequisites: None

Puerto Rico from the historical and social perspectives. The most significant events in our history from colonial times to the present. History can be ascertained through historical documents and literature representative of the different historical periods.

HUMA 1101 – WESTERN CIVILIZATION I

3 credits, 3 class hours per week - Prerequisites: None

Western Civilization from its Eastern origins in Mesopotamia and Egypt up to classical Greece and the Roman Empire. The course explores the roots of our dreams and ambitions, uncertainties, values, and conflicts. It also studies female roles and contributions to each of the cultures studied.

HUMA 1102 - WESTERN CIVILIZATION II

3 credits, 3 class hours per week - Prerequisites: HUMA 1101

The course includes the Middle Ages and the Renaissance, the period of great inventions and discoveries, the Illustration, the French and American Revolutions; the industrial revolution, the birth of nations and World War I, the Bolshevik Revolution, World War II, the Holocaust, and the New World Order. Emphasis is placed on the emergence of ideas, dreams, and conflicts in human beings and female contributions to each period.

INCO 2283-BUSINESS ENGLISH

3 credits, 3 class hours per week - Prerequisites: INGL 1101, INGL1102

Theories, principles, and strategies of English oral and written communication correct application of rules of grammar, punctuation, spelling, word division, and technical terminology as applied to different types of business documents. The course integrates the computer as a working tool for the writing of business documents.

INGL 0100 – BASIC ENGLISH

3 credits, 3 class hours per week and 1hour lab per week - Prerequisites: None

This course develops basic English language arts skills, with emphasis on vocabulary acquisition, grammar, speaking and pronunciation skills practice, reading comprehension and the writing of simple paragraphs.

INGL 1101 – ENGLISH I

3 credits, 3 class hours per week - Prerequisites: None

Acquisition of English as a second language, including grammar and vocabulary, through the analysis and interpretation of texts (reading and speaking), as well as through the use of the writing process.

INGL 1102 – ENGLISH II

3 credits, 3 class hours per week - Prerequisites: INGL 1101

This course has been designed to continue developing the concepts, skills, and attitudes of English as a Second Language. It gives emphasis to reading critically and to the writing process more varied and complex essays.

INGL 2107 –TECHNICAL AND BUSINESS ENGLISH

3 credits, 3 class hours per week - Prerequisites: INGL 1101

This course is designed to provide students with the principles governing effective communication in business as well as the strategies for writing specialized documents in English for Industry and Technology. It emphasizes the writing of letters, employment correspondence, in-house

correspondence, business reports and proposals, inventories, and load census, integrating English language grammar, spelling, punctuation, and vocabulary used in the cited field of knowledge. This course provides the necessary training to help students develop proficiency and competence in using the language in the business environment.

INGL 2285 – CONVERSATIONAL ENGLISH

3 credits, 3 class hours per week - Prerequisites: INGL 1101, INGL 1102

Intermediate level conversational English focusing on practical performance in professional and employment environments; pronunciation, vocabulary, idioms, and formal and informal conversations. Preparation of presentations using a variety of audiovisual formats.

MATE 0100 – BASIC MATHEMATICS

3 credits, 3 class hours per week - Prerequisites: None

Basic math operations with cardinal numbers, fractions, and decimals. The course also includes the following topics: percentage, ratios, proportions, whole number operations, and first-degree equations.

MATE 1106 – FUNDAMENTALS OF MATHEMATICS I

3 credits, 3 class hours per week - Prerequisites: None

The course includes problem-solving using deductive and inductive reasoning; natural, rational, and real numbers; basic algebraic operations; one variable equation and their application throughout logical and quantitative problem-solving. Basic finance and statistical concepts are developed. The scientific calculator is also learned and used.

MATE 1108 – QUANTITATIVE METHODS

3 credits, 3 class hours per week - Prerequisites: MATE 1106

The course includes a review of algebra, linear equations, quadratic equations, and the use of equations in general. It also includes linear equations with two variables and their graphics, equation systems, applications for administrative analysis, and supply and demand notions. It includes the concepts of function and linear, quadratic, exponential, and logarithmic functions with their graphics and applications. It also includes financial mathematical concepts such as compound interest, savings plans, amortizations, and annuities. Problem-solving with matrix equation systems are also discussed.

MATE 1117 - PRE – CALCULUS I

3 credits, 3 class hours per week - Prerequisite: MATE 1106

The following topics will be discussed: functions and their graphs, rational and polynomial functions, exponential and logarithmic functions, trigonometry, and analytical trigonometry.

MATE 1118 - PRE – CALCULUS II

3 credits, 3 class hours per week - Prerequisites: MATE 1117

The following topics will be discussed: analytical trigonometry, equations systems and inequalities, matrices and determinants, successions, series, and probability, and analytic geometry.

MATE 2000 - CALCULUS I

3 credits, 4 class hours per week - Prerequisite: MATE 1118

Course that introduces the concepts of boundaries and continuity; derivation; derivation rules; derivation of algebraic, trigonometric, exponential and logarithmic functions; maximums and minimums; curve tracing; definite integral; fundamental theorem of calculus; and areas under curves.

QUIM 1010 – GENERAL CHEMISTRY

3 credits, 3 hours per week - Prerequisites: None; Co-requisite: QUIM 1010L

This course is designed for students enrolled in the Instrumentation Associate Degree Program of the Science and Technology Department. It includes basic aspects of general chemistry and includes the structure and composition of matter and basic concepts about the relationship between matter and energy. The abundance of elements in the universe, in the Earth's crust, and in living things is discussed. The organization of the Periodic Table, atomic structure and the properties of metals, metalloids, and nonmetals are also discussed. The nature of chemical whitewash and the nomenclature and properties of inorganic compounds (ionic and covalent) are studied. The concepts of mole, transition, balancing of equations, and stoichiometry are discussed. The course is complemented by its laboratory course (QUIM 1010L).

QUIM 1010L – GENERAL CHEMISTRY LAB

1 credit, 3 hours per week – Prerequisites: None; Co-requisite: QUIM 1010

The course provides the basic tools that a natural sciences student should have. It develops basic skills related to the use, handling, and maintenance of lab equipment. Qualitative practice on identifying substances and other items that are involved in chemical and physical changes are included. Experiences related to the chemical formulas of compounds, the density of solids and liquids, breakdown into components of mixtures, solutions and concentration units, and experiences with acids, bases, and the PH of solutions.

REHU 1101 – HUMAN RELATIONS

3 credits, 3 hours per week - Prerequisites: None

Sociocultural and psychological aspects that affect the job environment are discussed. An analysis and evaluation of common problems faced by organizations and how do evaluation processes in corporations affect group dynamics and personal and group initiatives are discussed. The course provides the necessary tools to develop healthy and effective interpersonal relationships within the job environment.

SAAM 1101 – ENVIRONMENTAL HEALTH

3 credits, 3 hours per week - Prerequisites: None

An interdisciplinary vision is presented of how health and quality of life are altered by the deterioration of the environment at local and global levels. The following will be analysed and assessed: the causes of pollution of soil, air and water resources; public policy; ethics and environmental justice within the framework of sustainable development. It includes laboratory activities without walls, such as: field trips and visits to ecological trails.

SICO 1101 – INTRODUCTION TO PSYCHOLOGY

3 credits, 3 hours per week - Prerequisites: None

Psychology as a discipline and a science, its historical development and terminology; the forces that influence mental processes and behavior. The development of personality, the stages of human growth and development since before birth to old age; the concept of health and psychopathology using the DSM and therapy.

SICO 1102 – GROWTH AND DEVELOPMENT PSYCHOLOGY

3 credits, 3 hours per week - Prerequisite: ENFE 1006

The path of human growth and development as seen through the main theories and theory developers in the area; the characteristics of each stage, since conception up to death, from the biological, social, psychological, and spiritual perspectives.

SICO 1104 – SOCIAL PSYCHOLOGY

3 credits, 3 hours per week - Prerequisites: SICO 1101

The Social Psychology course emphasizes the study of the theories comprised within this discipline, as well as processes such as social perception; socializing; attitude and personal identity formation; social relationships and influences; violence and aggression and how they apply to modern lifestyles within society. In general terms. It analyzes explanations to personal behavior as they relate to modern social contexts.

SOCI 1101 – SOCIOLOGY

3 credits, 3 hours per week - Prerequisites: None

The course presents the structure of society, its general and specific characteristics; the forces acting on groups and the conditions that transform social lifestyles The structure of the company, its general and particular characteristics; the forces acting on groups and the conditions that transform social life. Emphasis is placed on the development, by the student population, of their own well-founded definition of the nature of society and their place in it.

BUSINESS ADMINISTRATION ACADEMIC DEPARTMENT

The Business Administration Academic Department has five (5) academic programs with the purpose of meeting the needs and demands of the business world. its academic programs are (1) Bachelor of Information Systems, (2) Bachelor of Computerized Accounting, (3) Associate Degree in Office Systems Management, (4) Associate Degree in Computerized Accounting and (5) Associate Degree in Information Systems. Through these academic programs, students acquire the knowledge and skills necessary to be able to function in the labor and business world of the 21st century.

All the courses of each academic program of the Business Administration Academic Department integrate, in an interdisciplinary and competency-based manner, the essential concepts of General Education: self-concept; interpersonal relationships; communication; civic, political and economic awareness; cultural historical heritage; logical and quantitative reasoning; ethical and aesthetic values; and appreciation for the preservation and improvement of the environment, the natural world, health and technology.

Concentration courses must be approved with a minimum grade of "C" in all academic programs. The Business Administration Academic Department has a Director, who is responsible for directing, planning, coordinating, and evaluating the functioning of the Academic Department.

BACHELOR DEGREE IN INFORMATION SYSTEMS

The **Bachelor in Information Systems** prepares professionals in the areas of information systems so that they are trained to work in organizations such as: computer assembler, computer programmer, systems analyst, data processor, database administrator, computer equipment salesman, network systems designer, among others. In addition, through their profession they will be able to contribute to the socio-economic development of their milieu. The curricular content mostly covers the following areas: data processing, computer operation, network systems, database administration, systems analysis and design, computer language, information systems auditing, computer diagnostics and repair. The total credits required for the Bachelor in Information Systems is 123-124 credits. See below the Curricular Sequence of the Baccalaureate in Information Systems.

BACHELOR DEGREE IN COMPUTERIZED ACCOUNTING

The Bachelor in Computer Accounting prepares professionals who are trained to work in organizations such as: accountant, auditor, accounting manager, account analyst, account executive, among others. In addition, through their profession, they will be able to contribute to socio-economic development of their milieu.

The curricular content mostly covers the following areas: financial accounting, contributions, economics, civil and commercial law, and the application of information technology. This bachelor covers a period of eight (8) academic semesters for a total of required credits of 131-133 credits. See the curricular sequence of the Baccalaureate in Computer Accounting below.

ASSOCIATE DEGREE IN OFFICE SYSTEMS ADMINISTRATION

The Associate Degree in Office Systems Administration prepares the graduate student with knowledge and skills in office procedures, interpersonal relationships, civic values, ethics and the basic principles of the 21st century world of work and the effects of globalization on their profession.

Curriculum content covers the areas of administration and supervision, management, word processing, integrated computer applications, fast writing, fast writing transcription, and business communication. The total credits required is 75-76 credits. See the curricular sequence of the Associate Degree in Office Systems Administration below.

ASSOCIATE DEGREE IN COMPUTERIZED ACCOUNTING

The **Associate Degree in Computer Accounting** prepares the graduate with knowledge in the application of accounting transactions following the theories, principles, concepts and regulations of accounting and the application of computer technology in accounting processes. The total credits required for the Associate Degree in Computer Accounting is 70-71 credits. See below the curricular sequence of the Associate Degree in Computer Accounting.

ASSOCIATE DEGREE IN INFORMATION SYSTEMS

The **Associate Degree in Information Systems** prepares the graduate with the technical knowledge to develop programs, operation and diagnosis of computers, basic concepts about networks, planning, administration, and security of a network among others. The total credits required is for the Associate Degree in Information Systems of 71-72 credits. See below the curricular sequence of the Associate Degree in Information Systems.

Business Administration Department

BACHELOR IN INFORMATION SYSTEMS

Revised and approved May 2015

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
First Semester					
ADAP 1101	Adaptation to University Life	1	1	0	--
INGL 1101*	English I	3	3	0	*
MATE 1106*	Fundamentals of Mathematics I	3	3	0	*
INFO 1110	Data Processing I	4	4	0	--
INFO 1115	Business Applications	4	4	0	--
ADMI 1101	Principles of Administration	3	3	0	--
Total		18	18	0	

Second Semester					
INGL 1102	English II	3	3	0	INGL 1101
MATE 1108	Quantitative Methods	3	3	0	MATE 1106
INFO 1120	Data Processing II	4	4	0	INFO 1110 INFO 1115
INFO 1130	Local Network Systems	3	3	0	INFO 1110 INFO 1115
INFO 2235	Database Administration	3	3	0	INFO 1110 INFO 1115
Total		16	16	0	

Summer					
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Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
ESPA 1101*	Spanish I	3	3	0	*
HUMA 1101	Western Civilization I	3	3	0	--
Total		6	6	0	

Third Semester					
INCO 2283 / INGL 2285	Business English / Conversational English	3	3	0	INGL 1101 INGL 1102
CONT 1121	Basic Accounting I	4	4	0	--
INFO 2240	Data Processing III	3	3	0	INFO 1110 INFO 1115
ESTA 2255	Basic Statistics	3	3	0	INFO 1115 MATE 1106
INFO 2255	Data Processing IV	3	3	0	INFO 1110 INFO 1115
Total		16	16	0	

Fourth Semester					
INFO 2260	Systems Analysis and Design	3	3	0	INFO 1120 INFO 2235 INFO 2240
INFO 2270	Data Processing V	3	3	0	INFO 1110 INFO 1115
ESPA 1102	Spanish II	3	3	0	ESPA 1101
INFO 2280	Computer Repair	3	3	0	INFO 1115
ELEC 0000	Free Elective	3-4	3-4	0	**
Total		15-16	15-16	0	

Fifth Semester					
INFO 3355	SQL Structure Processing	3	3	0	INFO 1110 INFO 1115 INFO 2235
MTEC 1101	Introduction to Marketing	3	3	0	--
ESCO 2283	Business Spanish	3	3	0	ESPA 1101 ESPA 1102

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
CONT 1122	Basic Accounting II	4	4	0	CONT 1121
HUMA 1102	Western Civilization II	3	3	0	HUMA 1101
Total		16	16	0	

Sixth Semester					
INFO 3350	Information Systems Audit	3	3	0	INFO 2260
CISO 1101	Social Sciences I	3	3	0	--
SAAM 1101	Health and Environment	3	3	0	--
ECON 1120	Introduction to Economics	3	3	0	--
ELEC DIR	Guided Elective	3	3	0	**
Total		15	15	0	

Summer					
ESTA 2260	Management Statistics	3	3	0	ESTA 2255
CISO 1102	Social Sciences II	3	3	0	CISO 1101
Total		6	6	0	

Seventh Semester					
HIST 1103	History of Puerto Rico	3	3	0	--
INFO 4560	Internship in Data Processing Centers (Bachelor)	3	***	0	***
INFO 4566 (antes INFO 2266)	Implementation Project	3	3	0	INFO 1120 INFO 2235 INFO 2240 INFO 2260
FINA 2201	Fundamentals of Finance	3	3	0	--
ELEC DIR	Guided Elective	3	3	0	**
Total		15	15	0	
Total credits for the Program		123-124	123-124	0	

GUIDED ELECTIVES **					
Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites

			Hour s		
INFO 3430	Communication Data and Networks Laboratory	3	3	0	INFO 1130
INFO 4435	Operating Systems	3	3	0	INFO 1115
INFO 4545	WEB Page Design	3	3	0	INFO 1110 INFO 1115

Concentration courses must be approved with a minimum grade of C.

* Students will take ESPA 0100, INGL 0100, and MATE 0100 courses if they score less than 400 on the Spanish, English, and Math sections of the College Board entrance exam or demonstrate deficiencies in these areas when taking the placement test.

** Elective

Free electives: Course of any CUSJ academic program, for which the prerequisites are met.

Directed electives: selection of courses suggested by the Program, for which the prerequisites must be met.

*** It is required for this course that the student has passed all the courses of the concentration until the third semester according to the curricular structure and is a candidate for graduation. The course involves 120 hours of practice in a Practice Center authorized by CUSJ. The student must attend meetings in the classroom. Internships from other universities are not validated by INFO 4566.

The following courses may be validated if the student has the following certifications and they do not exceed 2 years of issuance:

INFO 1115 (3 crds.) for the certification “MOS” or Microsoft Specialist” from Microsoft

INFO 1130 (3 crds.) for the certification “Network+ from Comp TIA

INFO 2235 (3 crds.) for the certification MCDBA from Microsoft

INFO 3355 (3 crds.) for the certification MCDBA from Microsoft

INFO 2240 (3 crds.) for the certifications “MCTS/MCPD” from Microsoft

INFO 2280 (3 crds.) for the certification “A+” from Comp TIA

INFO 4435 (3 crds.) for the certification s – MCP/MCSA/MCDST/MCSE from Microsoft

Business Administration Department

ASSOCIATE DEGREE IN INFORMATION SYSTEMS

Revised and approved May2015

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
First Semester					
ADAP 1101	Adaptation to University Life	1	1	0	--
INGL 1101*	English I	3	3	0	*
MATE 1106*	Fundamentals of Mathematics I	3	3	0	*
INFO 1110	Data Processing I	4	4	0	--
INFO 1115	Business Applications	4	4	0	--
ELEC 0000	Free Electives	3-4	3-4	0	**
Total		18-19	18-19	0	

Second Semester					
INGL 1102	English II	3	3	0	INGL 1101
MATE 1108	Quantitative Methods	3	3	0	MATE 1106
INFO 1120	Data Processing II	4	4	0	INFO 1110 INFO 1115
INFO 1130	Local Network Systems	3	3	0	INFO 1110 INFO 1115
INFO 2235	Database Management	3	3	0	INFO 1110 INFO 1115
Total		16	16	0	

Summer					
ESPA 1101*	Spanish I	3	3	0	*
HUMA 1101	Western Civilization I	3	3	0	--
Total		6	6	0	

Third Semester					
INGL 2285	Conversational English	3	3	0	INGL 1101 INGL 1102

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
CONT 1121	Basic Accounting I	4	4	0	--
INFO 2240	Data Processing III	3	3	0	INFO 1110 INFO 1115
ESTA 2255	Basic Statistics	3	3	0	INFO 1115 MATE 1106
INFO 2255	Data Processing IV	3	3	0	INFO 1110 INFO 1115
Total		16	16	0	

Fourth Semester					
INFO 2260	Systems Analysis and Design	3	3	0	INFO 1120 INFO 2235 INFO 2240
INFO 2270	Data Processing V	3	3	0	INFO 1110 INFO 1115
INFO 2280	Computer Repair	3	3	0	INFO 1115
INFO 2265	Internship in Data Processing Centers (Associate Degree)	3	***	0	Todos los cursos de concentración
ESPA 1102	Spanish II	3	3	0	ESPA 1101
Total		15	15	0	
Total credits for the program		71-72	71-72	0	

GUIDED ELECTIVES**					
Code	Course Title	Credits	Hours Clase	Horas Lab.	Prerequisites
INFO 4545	WEB Page Design	3	3	0	INFO 1110 INFO 1115
CONT 1122	Basic Accounting II	4	4	0	CONT 1121
CONT 1124	Accounting Programs for Microcomputers	3	3	0	CONT 1122 INFO 1115

(antes CONT 2224)					
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Concentration courses must be approved with a minimum grade of C.

- * Students will take ESPA 0100, INGL 0100, and MATE 0100 courses if they score less than 400 on the Spanish, English, and Math sections of the College Board entrance exam or demonstrate deficiencies in these areas when taking the placement test.
- ** Elective
Free electives: Course of any CUSJ academic program, for which the prerequisites are met.
Directed electives: selection of courses suggested by the Program, for which the prerequisites must be met.
- *** It is required for this course that the student has passed all the courses of the concentration until the third semester according to the curricular structure and is a candidate for graduation. The course involves 120 hours of practice in a Practice Center authorized by CUSJ. The student must attend meetings in the classroom. Internships from other universities are not validated by INFO 2265.

The following courses may be validated if the student has the following certifications and they do not exceed 2 years of issuance:

- INFO 1115 (3 crds.) for the certification “MOS” or Microsoft Specialist” from Microsoft
- INFO 1130 (3 crds.) for the certification “Network+ from Comp TIA
- INFO 2235 (3 crds.) for the certification MCDBA from Microsoft
- INFO 2280 (3 crds.) for the certification “A+” from Comp TIA

Business Administration Department

BACHELOR IN COMPUTERIZED ACCOUNTING

Revised and approved May 2017

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
First Semester					
ADAP 1101	Adaptation to University Life	1	1	0	--
INGL 1101*	English I	3	3	0	*
MATE 1106*	Fundamentals of Mathematics I	3	3	0	*
CONT 1121	Basic Accounting I	4	4	0	--
INFO 1115	Business Applications	4	4	0	--
ESPA 1101*	Spanish I	3	3	0	*
Total		18	18	0	

Second Semester					
INGL 1102	English II	3	3	0	INGL 1101
MATE 1108	Quantitative Methods	3	3	0	MATE 1106
ESPA 1102	Spanish II	3	3	0	ESPA 1101
CONT 1122	Basic Accounting II	4	4	0	CONT 1121
ESTA 2255	Basic Statistics	3	3	0	MATE 1106 INFO 1115
Total		16	16	0	

Third Semester					
INGL 2285	Conversational English	3	3	0	INGL 1101 INGL 1102
ESCO 2283	Business Spanish	3	3	0	ESPA 1101 ESPA1102
ADMI 1101	Principles of Administration	3	3	0	--
CONT 2242	Computerized Intermediate Accounting I	4	4	0	CONT 1122

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
CONT 1124 (antes 2224)	Accounting Programs for Microcomputers	3	3	0	CONT 1122 INFO 1115
Total		16	16	0	

Fourth Semester					
DEME 2271	Commercial Law	4	4	0	CONT 1122
ECON 1120	Introduction to Economics	3	3	0	--
CONT 2243	Computerized Intermediate AccountingII	4	4	0	CONT 2242
HUMA 1101	Western CivilizationI	3	3	0	--
CONT 2143 (antes 2144)	Puerto Rico Taxes I	3	3	0	CONT 1122
Total		17	17	0	

Summer					
ELEC DIR	Guided Elective	3	3	0	**
ELEC 0000	Free Electives	3-4	3-4	0	**
Total		6-7	6-7	0	

Fifth Semester					
ESTA 2260	Management Statistics	3	3	0	ESTA 2255
ECON 3220	Economic and Social Development of Puerto Rico	3	3	0	ECON 1120
CONT 3146	Computerized Advanced AccountingI	3	3	0	CONT 2243
CONT 3244	Puerto Rico TaxesII	3	3	0	CONT 2143
HUMA 1102	Western CivilizationII	3	3	0	HUMA 1101
Total		15	15	0	

Sixth Semester					
HIST 1103	History of Puerto Rico	3	3	0	--
CISO 1101	Social Science I	3	3	0	--

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
MTEC 1101	Introduction to Marketing	3	3	0	--
CONT 3245	United States Taxes	3	3	0	CONT 1122
CONT 3647	Computerized Cost Accounting	4	4	0	CONT 1122 CONT 3146
Total		16	16	0	

Seventh Semester					
CISO 1102	Social Science II	3	3	0	CISO 1101
SICO 1101	Introduction to Psychology	3	3	0	--
FINA 2201	Fundamentals of Finance	3	3	0	--
ELEC DIR	Guided Elective	3-4	3-4	0	**
CONT 4110	Audits	3	3	0	CONT 2243
Total		15-16	15-16	0	

Eighth Semester					
SAAM 1101	Health and Environment	3	3	0	--
INCO 2283	Business English	3	3	0	INGL 1101 INGL 1102
ADMI 1102	Business Ethics	3	3	0	**
CONT 3256	Bachelor in Accounting Internship	3	***	0	Todos los cursos de concentración hasta el Third Semester y ser candidato a graduación
Total		12	12	0	
Total credits for the program		131-133	131-133	0	

GUIDED ELECTIVES **					
Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
CONT 3150	Information Systems in Accounting	3	3	0	CONT 2243
CONT 3247	Computerized Advanced AccountingII	3	3	0	CONT 3146
CONT 3248	Forensic Accounting	3	0	0	Todos los cursos concentración y ser candidato a graduación
CONT 4104	Accounting for Non-Profit Organizations	3	3	0	CONT 2243

Concentration courses must be approved with a minimum grade of C.

* Students will take ESPA 0100, INGL 0100, and MATE 0100 courses if they score less than 400 on the Spanish, English, and Math sections of the College Board entrance exam or demonstrate deficiencies in these areas when taking the placement test.

** Elective
Free electives: Course of any CUSJ academic program, for which the prerequisites are met.
Directed electives: selection of courses suggested by the Program, for which the prerequisites must be met.

*** It is required for this course that the student has passed all the courses of the concentration until the third semester according to the curricular structure and is a candidate for graduation. The course involves 120 hours of practice in a Practice Center authorized by CUSJ. The student must attend meetings in the classroom. Internships from other universities are not validated by CONT 3256.

Business Administration Department

ASSOCIATE DEGREE IN COMPUTERIZED ACCOUNTING

Revised and approved May 2015

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
First Semester					
ADAP 1101	Adaptation to University Life	1	1	0	--
INGL 1101*	English I	3	3	0	*
MATE 1106*	Fundamentals of Mathematics I	3	3	0	*
CONT 1121	Basic Accounting I	4	4	0	--
INFO 1115	Business Applications	4	4	0	--
ESPA 1101*	Spanish I	3	3	0	*
Total		18	18	0	

Second Semester					
INGL 1102	English II	3	3	0	INGL 1101
ESPA 1102	Spanish II	3	3	0	ESPA 1101
CONT 1122	Basic Accounting II	4	4	0	CONT 1121
ESTA 2255	Basic Statistics	3	3	0	MATE 1106 INFO 1115
ELEC 0000	Free Electives	3-4	3-4	0	**
Total		16-17	16-17	0	

Summer					
HUMA 1101	Western Civilization I	3	3	0	--
ESCO 2283	Business Spanish	3	3	0	ESPA 1101 ESPA 1102
Total		6	6	0	

Third Semester					
INGL 2285	Conversational English	3	3	0	INGL 1101 INGL 1102

ECON 1120	Introduction to Economics	3	3	0	--
ADMI 1101	Principles of Administration	3	3	0	--
CONT 2242	Computerized Intermediate AccountingI	4	4	0	CONT 1122
CONT 1124 (antes 2224)	Accounting Programs for Microcomputers	3	3	0	CONT 1122 INFO 1115
Total		16	16	0	

Fourth Semester					
DEME 2271	Commercial Law	4	4	0	CONT 1122
CONT 2243	Computerized Intermediate AccountingII	4	4	0	CONT 2242
CONT 2143 (antes 2144)	Puerto Rico Taxes I	3	3	0	CONT 1122
CONT 2256	Associate Degree in Accounting Internship	3	***	0	***
Total		14	14	0	
Total credits for the program		70-71	70-71	0	

GUIDED ELECTIVES					
Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
MTEC 1101	Introduction to Marketing	3	3	0	
CONT 3245	United States Taxes	3	3	0	CONT 1122
CONT 4110	Audits	3	3	0	CONT 2243
FINA 2201	Fundamentals of Finance	3	3	0	--

Concentration courses must be approved with a minimum grade of C.

- * Students will take ESPA 0100, INGL 0100, and MATE 0100 courses if they score less than 400 on the Spanish, English, and Math sections of the College Board entrance exam or demonstrate deficiencies in these areas when taking the placement test.

- ** Elective
Free electives: Course of any CUSJ academic program, for which the prerequisites are met.
Directed electives: selection of courses suggested by the Program, for which the prerequisites must be met.

- *** It is required for this course that the student has passed all the courses of the concentration until the third semester according to the curricular structure and is a candidate for graduation. The course involves 120 hours of practice in a Practice Center authorized by CUSJ. The student must attend meetings in the classroom. Internships from other universities are not validated by CONT 2256.

Business Administration Department

ASSOCIATE DEGREE IN OFFICE SYSTEMS ADMINISTRATION

Revised and approved May2017

Code	Course Title	Créditos	Horas Clase	Horas Lab.	Prerrequisitos
First Semester					
ADAP 1101	Adaptation to University Life	1	1	0	--
INGL 1101*	English I	3	3	0	*
ADSI 1154	Word ProcessingI	3	3	0	--
ADSI 1101	Speed Writing in Spanish	3	3	0	--
INFO 1115	Business Applications	4	4	0	--
ESPA 1101*	Spanish I	3	3	0	*
Total		17	17	0	

Second Semester					
ADMI 1101	Principles of Administration	3	3	0	--
ADSI 1102	Speed Writing Transcription in Spanish	3	3	0	ADSI 1101 INFO 1115
ESPA 1102	Spanish II	3	3	0	ESPA 1101
ADSI 2255	Word Processing II	3	3	0	ADSI 1154 INFO 1115
MATE 1106*	Fundamentals of Mathematics I	3	3	0	*
ADSI 2222 / ADSI 2224	Medical Billing/ Legal Documents	3	3	0	ADMI 1101 INFO 1115
Total		18	18	0	

Summer					
INGL 1102	English II	3	3	0	INGL 1101
ESCO 2283	Business Spanish	3	3	0	ESPA 1101 ESPA 1102
Total		6	6	0	

Third Semester					
INCO 2283	Business English	3	3	0	INGL 1101

Code	Course Title	Créditos	Horas Clase	Horas Lab.	Prerrequisitos
					INGL 1102
ADMI 2201 (antes ADSI 2201)	Management Fundamentals	3	3	0	ADMI 1101
ADMI 1102	Business Ethics	3	3	0	--
ADSI 2230	Office Systems Administration and Supervision	3	3	0	ADMI 1101
ADSI 1131	Document Management	3	3	0	--
MTEC 1101	Introduction to Marketing	3	3	0	--
Total		18	18	0	

Fourth Semester					
ADSI 2257	Integrated Applications in Computers	3	3	0	ADSI 2255
ADSI 3242	Office Systems Administration Internship	3	3	0	***
CONT 1121	Basic Accounting I	4	4	0	--
REHU 1101	Human Resources	3	3	0	--
ELEC DIR	Guided Elective	3-4	3-4	0	**
Total		16-17	16-17	0	
Total credits for the program		75-76	75-76	0	

GUIDED ELECTIVES**					
Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
ADSI 2232	Electronic Medical Record	4	4	0	--

CONT 1124 (Before 2224)	Accounting Programs for Microcomputers	3	3	0	CONT 1122 INFO 1115
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Concentration courses must be approved with a minimum grade of C.

- * Students will take ESPA 0100, INGL 0100, and MATE 0100 courses if they score less than 400 on the Spanish, English, and Math sections of the College Board entrance exam or demonstrate deficiencies in these areas when taking the placement test.
- ** Elective
Free electives: Course of any CUSJ academic program, for which the prerequisites are met.
Directed electives: selection of courses suggested by the Program, for which the prerequisites must be met.
- *** It is required for this course that the student has passed all the courses of the concentration until the third semester according to the curricular structure and is a candidate for graduation. The course involves 120 hours of practice in a Practice Center authorized by CUSJ. The student must attend meetings in the classroom. Internships from other universities are not validated by ADSI 3242.

BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

ADMI 1101 - PRINCIPLES OF ADMINISTRATION

3 credits, 3 class hours per week - Prerequisites: None

The course includes the study of the administrative processes of planning, organizing, directing, and controlling human behavior; and the behavior of work groups in the organization in order to train the student with an analytical and critical approach in solving administrative problems.

ADMI 1102 – BUSINESS ETHICS

3 credit units, 3 class hours per week - Prerequisites: None

This course aims to promote the knowledge, values and skills required in an appropriate work environment. It encourages the development of a global vision capable of managing conflicts through the integration of ethical actions that provide space for functional diversities and characteristics of work environments.

ADMI 2201 - MANAGEMENT FUNDAMENTALS (antes ADSI 2201)

3 credit units, 3 class hours per week - Prerequisite: ADMI 1101

This course aims to foster student interest and understanding of management components and theories. In addition, it seeks for students to transfer these theoretical principles to problems that arise daily in companies. It will study the types of managers and their roles within planning.

ADSI 1101 - SPEED WRITING IN SPANISH

3 credit units, 3 class hours per week - Prerequisites: None

The study of abbreviations of words and phrases in Spanish. The course seeks to develop in students the ability to write these abbreviations fluently and make correct use of the grammar and punctuation rules of the language. The student will take dictation of letters, memoranda, and other documents faster than using regular writing.

ADSI 1102 - SPEED WRITING TRANSCRIPTION IN SPANISH

3 credit units, 3 class hours per week - Prerequisites: ADSI 1101, INFO 1115

Reinforcement of previously learned abbreviations with emphasis on phrases, principles, and their derivatives. Dictation is taken with greater speed and printed, and own abbreviations are read. Transcription is continued by hand with special attention to language.

ADSI 1131 - DOCUMENT MANAGEMENT

3 credit units, 3 class hours per week - Prerequisites: None

This course studies the concept of document management according to the current demands in the modern office, and the planning of systems for their administration. It also studies the application of the rules to classify documents in a simplified way through the study of alphabetical, numerical, geographical, and subject classification systems.

ADSI 1154 - WORD PROCESSING I

3 credit units, 3 class hours per week - Prerequisite: None

This course includes learning the alphabetic, numerical and touch symbols of electronic keyboards. The correct techniques are emphasized so that the student develops their own and efficient

movement patterns in the hitting of the keyboard, use of space bar, use of capital letters, and others, essential for learning computer writing quickly and accurately.

ADSI 2222 – MEDICAL BILLING

3 credit units, 3 class hours per week - Prerequisite: ADMI 1101, INFO 1115

This course discusses situations similar to those encountered in today's office, related to the procedures used, especially in medical offices. Emphasis is placed on the development of good work habits, organization, proper use of time, decision making, receipt or sending of correspondence, the role of the secretary, use of reproduction machines, correct use of the telephone, among others. In addition, students will be oriented on the technical aspects of billing, related to medical plans, patient services, among others. Also, the procedures studied are applied to simulations.

ADSI 2224 - LEGAL DOCUMENTS

3 credit units, 3 class hours per week – Prerequisite: ADMI 1101, INFO 1115

In this course the different legal documents are studied, such as: affidavits, motions, contracts, demands, among others. The different concepts and terms used in legal and juridical documents are defined. The student is introduced to the technical vocabulary used in the different legal documents.

ADSI 2230 - OFFICE SYSTEMS ADMINISTRATION AND SUPERVISION

3 credits, 3 class hours per week – Prerequisite: ADMI 1101

The course analyzes situations and procedures similar to those found in today's offices. Emphasis is placed on the development of good work habits, organization, proper use of time, decision making, receiving, and sending correspondence, the role of the secretary, the use of office and reproducing machines, correct use of the telephone, and other skills. The procedures studied are applied to simulations.

ADSI 2255 - WORD PROCESSING II

3 credit units, 3 class hours per week - Prerequisite: ADSI 1154, INFO 1115

The basic concepts and skills developed to effectively use Microsoft Word are reinforced. In addition, the intermediate functions of this software are studied and implemented. The creation of footnotes and notes at the end of the page, function of a secondary file with the primary file; the creation of documents with different fields and variables; the creation of memos with information interleaved from the keyboard; preparation of tags, envelopes, and work in columns. The technical vocabulary is expanded.

ADSI 2257 - INTEGRATED APPLICATIONS IN COMPUTERS

3 credit units, 3 class hours per week - Prerequisite: ADSI 2255

The course studies the functions of the Microsoft Office Suite software. Emphasis is placed on document production using different application programs. Editing techniques that look for typographical errors in spelling, punctuation, grammar, or machine use is emphasized. Microsoft Office applications are integrated to produce a variety of documents. Emphasis is placed on the role of the office systems administrator in the working environments of the 21st century and on the importance of working with little direct supervision, on the ability to follow directions, demonstrate initiative, habits and work attitudes expected of every office professional.

ADSI 3242 – OFFICE SYSTEMS ADMINISTRATION INTERNSHIP

3 credits, - Prerequisite: All concentration courses and be a candidate for graduation.

**The student must complete 120 hours of practice in the Practice Center assigned to him or her.*
The primary purpose of this course is to provide the student with work experience before graduating that allows him or her to develop a sense of responsibility towards the world of work. The internship fosters knowledge, attitudes, ideals, and abilities likely to lead to success in their work.

CONT 1121 - BASIC ACCOUNTING I

4 credit units, 4 class hours per week - Prerequisites: None

The course begins with the study of the importance of accounting as an information system for decision making. Students are introduced to the knowledge of the principles, concepts, rules, and presumptions that support this field, as well as the methodology applicable to the use and disclosure of financial information. Emphasis is given to the study of the companies' operational activities.

CONT 1122 - BASIC ACCOUNTING II

4 credit units, 4 class hours per week - Prerequisites: CONT 1121

This course constitutes the second part of the introductory course in accounting at university level in which the student is exposed to specialized topics and more complex procedures. The valuation of accounts receivable, property, plant and equipment assets, and intangibles are studied. The investment and financing activities of corporations are studied and the concept of the value of money over time is introduced. The student is also required to complete a comprehensive practice exercise of the accounting cycle that includes transactions related to the three economic activities of businesses.

CONT 1124 (PREVIOUSLY CONT 2224) - ACCOUNTING PROGRAMS FOR MICROCOMPUTERS

3 credit units, class hours per week - Prerequisites: CONT 1122, INFO 1115

This course emphasizes the practice of accounting knowledge previously acquired through the use of microcomputers. The student is trained in the use of the Peachtree accounting program, which is the most widely used in business. The modules of general major, accounts receivable and payable, payroll, financial statements, etc. are studied. The student is required to complete simulations of different types of businesses.

CONT 2143 (PREVIOUSLY CONT 2144) - PUERTO RICO TAXES I

3 credit units, class hours per week - Prerequisites: CONT 1122

This course familiarizes the student with Puerto Rico's tax system and the government agencies responsible for tax collections. The origin of tax laws, their development and the current legal framework are studied. The student is exposed to the analysis of the laws applicable to individuals through the preparation of tax forms with their annexes. Electronic pages are used to access information and forms relevant to the course.

CONT 2242 - COMPUTERIZED INTERMEDIATE ACCOUNTING I

4 credit units, 4 class hours per week - Prerequisites: CONT 1122

As the first part of the Intermediate Accounting course at the university level, this course delves into and analyzes the principles, concepts, rules and presumptions that support this field, as well as the methodology applicable to the use and disclosure of financial information. It includes topics such as

the conceptual framework of accounting, the accounting cycle, the value of money over time, the valuation and presentation of current, property, plant and equipment and intangible assets.

CONT 2243 - COMPUTERIZED INTERMEDIATE ACCOUNTING II

4 credit units, 4 class hours per week - Prerequisites: CONT 2242

As the second part of the Intermediate Accounting course at the university level, this course delves into and analyzes topics related to the corporate organization of businesses. It includes the study of such topics as: the financing and capital of companies, pensions, contributions and leases. Also, special problems in the measurement of income are studied.

CONT 2256 - ASSOCIATE DEGREE IN ACCOUNTING INTERNSHIP

*3 credits - Prerequisites: All concentration courses and be a candidate for graduation. *The student must complete 120 hours of practice in the Practice Center assigned to him or her.*

This course consists of a full-time internship in a work center where the student has the opportunity to apply the theoretical knowledge acquired in the classroom leading to the Associate Degree in Computer Accounting. The student will work a specific number of hours in the workplace in the tasks assigned by the employer in coordination with the course professor.

CONT 3146 - COMPUTERIZED ADVANCED ACCOUNTING I

3 credits, 3 class hours per week - Prerequisites: CONT 2243

Theoretical and practical study of the specialized areas of accounting related to commercial companies, domestic and foreign branches, corporate combinations, and consolidated financial statements. Problems are discussed both from accounting and ethical perspectives.

CONT 3150 – ACCOUNTING INFORMATION SYSTEMS

3 credits, 3 class hours per week – Prerequisites: CONT 2243

This course studies the basic concepts of accounting information systems providing the student with the opportunity to design an accounting information system. Information technologies are discussed, emphasizing how the accounting information system obtains, processes, and transforms data into useful information for decision making. Internal control procedures of the system are also discussed.

CONT 3244 - PUERTO RICO TAXES II

3 credits, 3 class hours per week – Prerequisites: CONT 2143

In this courses, additional aspects of the Puerto Rico tax system applicable to business societies and corporations are studied. The student is exposed to the analysis of the laws applicable to companies and individuals through the preparation of tax forms with their annexes. Other tax and labor obligations of businesses in Puerto Rico are also studied, such as municipal patents, the contribution on movable and immovable property, and other employer, federal and state obligations. Electronic pages are used to access information and forms relevant to the course.

CONT 3245 - UNITED STATES TAXES

3 credits, 3 class hours per week – Prerequisites: CONT 1122

This course studies the provisions of the Federal Internal Revenue Code related to the tax responsibilities of individuals, societies and corporations, and the preparation of taxes with the required forms. The course seeks to develop students' awareness of the current legal framework and

the authorities to regulate and sanction regarding contributions. Special provisions applicable to resident taxpayers of Puerto Rico are emphasized.

CONT 3247 - COMPUTERIZED ADVANCED ACCOUNTING II

3 credits, 3 class hours per week – Prerequisites: CONT 3146

Theoretical and practical study of specialized area in accounting related to business in financial difficulty, foreign branches, successions, probate, and trusts. It also discusses principles and concepts of Accounting for Non-Profit Organizations, governmental and non-governmental, including general and special funds. Problems are discussed both from an accounting and ethical points of view.

CONT 3248 - FORENSIC ACCOUNTING

3 credits, 3 class hours per week – Prerequisites: All concentration courses

This course introduces the techniques that forensic accountants use to detect intentional and unintentional errors and fraud. It analyzes both corporate or public data. The processes of detecting economic crimes are studied, including how to investigate them and how to prevent them.

CONT 3256 – BACHELOR IN ACCOUNTING INTERNSHIP

*3 credits - Prerequisites: All concentration courses until the third semester and be a candidate for graduation. *The student must complete 120 hours of practice in the Practice Center assigned to him or her.*

This course consists of a full-time internship in a work center where the student has the opportunity to apply the theoretical knowledge acquired in the classroom. The student will work a specific number of hours in the workplace in the tasks assigned by the employer in coordination with the course professor.

CONT 3647 - COMPUTERIZED COST ACCOUNTING

4 credits, 4 class hours per week – Prerequisites: CONT 1122, CONT 3146

This course discusses cost principles and their relationship to management decisions. The different cost accounting techniques applicable to different types of production are studied, including routine procedures for collecting cost information. Also, budget principles and methods for setting the bases on which the cost is determined are discussed.

CONT 4104 - ACCOUNTING FOR NON-PROFIT ORGANIZATIONS

3 credits, 3 class hours per week – Prerequisites: CONT 2243

This course presents the theoretical background and current practices of Accounting for Non-Profit Organizations, in such settings as: government, universities, hospitals, among others. The use of funds, the budget process, financial statements, and analysis thereof are specifically discussed.

CONT 4110 - AUDIT

3 credits, 3 class hours per week – Prerequisites: CONT 2243

This course introduces current auditing practices and emphasizes the evaluation of the accounting system and internal controls. The theory and philosophy of account intervention is studied. Specifically, the generally accepted standards of audits, the canons of ethics, the process of audits and the theory of evidence and statistical sampling are discussed.

DEME 2271 - COMMERCIAL LAW

4 credits, 4 class hours per week – Prerequisites: CONT 1122

Elemental Commercial Law course that familiarizes the student with the basic legal advice. It provides the student with an overview of the law and the legal-constitutional framework in which commercial and industrial activity takes place in Puerto Rico. It includes the study of the legal structure and its influence on individuals and on society and details the basic regulations applicable to commercial activities. It familiarizes the student, in addition, with applicable legal procedural terminology, as well as the values of justice.

ECON 1120 - INTRODUCTION TO ECONOMICS

3 credits, 3 class hours per week – Prerequisites: None

This is an introductory course to the fundamentals of economics at both the macroeconomic and microeconomic levels. Specific topics are discussed, such as demand and supply, domestic product, national income, fiscal policy, elasticity of supply and demand, utility maximization, perfect competition, monopolies, and oligopolies, among others.

ECON 3220 - ECONOMIC AND SOCIAL DEVELOPMENT OF PUERTO RICO

3 credits, 3 class hours per week – Prerequisites: ECON 1120

This course emphasizes the analysis of Puerto Rico's economic characteristics and trends. This includes geography and economic history, the role of agriculture, economic relations with the United States, government revenues and expenditures, credit facilities, inflows, gross receipts, balance of external payments, government economic policy, industrial development, and facilities for future development.

FINA 2201 – FUNDAMENTALS OF FINANCE

3 credits, 3 class hours per week – Prerequisites: None

An elementary course of finance that familiarizes the student with the basic concepts of finance, its usefulness in decision making, and its relationship with the area of accounting. Discusses the role of a finance manager in raising and utilizing short-term and long-term funds. Topics such as the value of money over time, risk and return, valuation of bonds and stocks, budgeting techniques, capital structure and dividend policy are studied.

INFO 1110 – DATA PROCESSING I

4 credits, 4 class hours per week – Prerequisites: None

Introductory course offered simultaneously with INFO 1115 and supports high-level language courses: INFO 1120, INFO 2240, INFO 2250, INFO 2255, INFO 2260, INFO 2270. The course covers the following concepts of Data Processing: Introduction to computers, Introduction to information systems, Introduction to the design and development of algorithms, and Introduction and application of tools used in the development of logic, programming languages and program design.

INFO 1115 - BUSINESS APPLICATIONS

4 credits, 4 class hours per week – Prerequisites: None

This course has been developed with the purpose of providing the student with tools that facilitate the use and management of the most useful commercial application programs in modern organizations. The use and management of production applications is emphasized as a fundamental

element in the study and development of information systems. This course is offered concurrently with the INFO 1110 course. The course covers the following concepts: Introduction to the WINDOWS operating system; use and management of Microsoft Office-WORD, EXCEL, POWERPOINT; types of computer systems; types of processing; and identification of different devices and applications. The course covers the following data processing concepts: introduction to computers, introduction to information systems, introduction to the management of business applications, introduction and application of tools to process text, develop calculations in electronic sheets, and management of a graphic presenter.

INFO 1120 - DATA PROCESSING II

4 credits, 4 class hours per week – Prerequisites: INFO 1110

The course presents basic knowledge and techniques of the Python programming language. As a fundamental element in the study and development of information systems, the following Python topics are included: data types, introduction to structured programming, recognition and application of tools used in logical development, and language learning covering its syntax and rules. The focus of the course is structured, with the purpose of facilitating program development and design.

INFO 1130 - LOCAL NETWORK SYSTEMS

3 credits, 3 class hours per week – Prerequisites: INFO 1110, INFO 1115

This course covers a broad study of techniques relating to the planning, preparation, management, and use of a local area network (LAN). It includes basic concepts about networks, components of a network, menus, commands and utilities of "Network", connectivity, aspects of administration and security in the planning of a network, use of servers and directories, file management and execution of applications.

INFO 2235 – DATABASE MANAGEMENT

3 credits, 3 class hours per week – Prerequisites: INFO 1110, INFO 1115

This course covers a broad spectrum of techniques relating to the planning, preparation, management, and use of a database. The content is directed towards basic concepts about creating tables, forms, queries, and reports using a relational database system. In addition, the fundamentals for developing queries using SQL are included.

INFO 2240 - DATA PROCESSING III

3 credits, 3 class hours per week – Prerequisites: INFO 1110, INFO 1115

This course covers an extensive study of techniques related to programming using the Visual Basic language as a development tool. The event-oriented programming approach provided by this tool is studied. The student will be exposed to the use of subroutines, functions, blocks for decision making (IF, ELSE), cycles and arrangements of variables.

INFO 2255 - DATA PROCESSING IV

3 credits, 3 class hours per week – Prerequisites: INFO 1110, INFO 1115

With this course we intend to offer the learning of one of the most used languages in systems programming, so it provides the most relevant concepts for anyone starting to use the C language. It is based on the standard C language, which can be used in all versions of the language used on the market. It is a mid-level programming language because it combines the elements of the high-level language with the functionality of the assembler. The student will be able to work on the

identification and definition of variables and constants. In addition, students are expected to work with a function coding-oriented programming structure.

INFO 2260 – SYSTEM ANALYSIS AND DESIGN

3 credits, 3 class hours per week – Prerequisites: INFO 1120, INFO 2235, INFO 2240

This course covers an extensive study of techniques related to systems design and analysis. It also describes the work items used by information systems analysts. The input, process, and output alternatives available to system designers are evaluated. Computer labs are used for form design, spreadsheet reports, and flowchart preparation (DFD).

INFO 2265 – INTERNSHIP IN DATA PROCESSING CENTERS (ASSOCIATE DEGREE)

*3 credits - Prerequisites: All concentration courses and be a candidate for graduation. *The student must complete 120 hours of practice in the Practice Center assigned to him or her.*

This course consists of a practice in a work center where the student has the opportunity to apply the knowledge acquired in the classroom. The student develops a greater mastery of the skills and techniques necessary to function successfully in the world of work. It gives the student the opportunity to experience situations within a computer center. In addition, the student will strengthen their ability to develop and establish human relationships within the work environment.

INFO 2270 - DATA PROCESSING V

3 credits, 3 class hours per week – Prerequisites: INFO 1110, INFO 1115

JAVA is a powerful and flexible programming language for use on the Internet. The student will develop object-oriented, secure, portable, and interactive programs, and establish connections with more than one computer on the cyber network. The purpose is to exchange and create different places or sites in this network.

INFO 2280 – COMPUTER REPAIR

3 credits, 3 class hours per week – Prerequisites: INFO 1115

The course includes the fundamental skills of handling, maintenance, configuration, troubleshooting, and repair of a personal computer. Emphasis is placed on studying the physical components of the computer, as well as their interaction with the MS-DOS and MS-Windows operating systems. It includes the use of mechanisms to diagnose problems, add and configure hardware and investigate the causes that produce failures in computer systems. The course provides the essential concepts for the student to work as a Computer Repair technician.

INFO 3350 – INFORMATION SYSTEMS AUDITS

3 credits, 3 class hours per week - Prerequisites: INFO 2260

The fundamental information systems audit concepts are studied in this course. The following topics are covered: control techniques, evidence gathering, analysis of the fundamental tools to ensure security of the information systems.

INFO 3355 – SQL STRUCTURED PROCESSING

3 credits, 3 class hours per week - Prerequisites: INFO 1110, INFO 1115, INFO 2235

This course is a powerful programming language which requires this generation's advanced programming conversion and rational database management.

INFO 3430 – DATA COMMUNICATION AND NETWORK LABORATORY

3 credits, 3 class hours per week - Prerequisites: INFO 1130

This lab course is a summary of the basic concepts of communication and computer theory. It familiarizes the student with the different communication programs, distribution networks and final use of information. It also provides basic knowledge of systems and methods used in data communication, languages and consideration of hardware, software, terminals, telephone lines, modems, and the Internet.

INFO 4435 – OPERATING SYSTEMS

3 credits, 3 class hours per week - Prerequisites: INFO 1115

This course provides the student with laboratory experience in the functions and controls of an operating system. Students will become familiar with basic concepts such as initializing disks, programming languages, file management, retrieving information in backup files, sorting and other operating systems such as UNIX, DOS, PICK and CPM.

INFO 4545 - WEB PAGE DESIGN

3 credits, 3 class hours per week - Prerequisites: INFO 1110, INFO 1115

The purpose of this course is to offer students the basic tools to develop any type of website project. The student will be able to manage specialized software that will facilitate project development. In addition, students will develop basic concepts of website design and layout. The course covers the following concepts in web design: Introduction to the Internet, Introduction to the FrontPage application, Basic Page Construction, Introduction to and application of tools used in the development of logic, HTML language and page design.

INFO 4560 – INTERNSHIP IN DATA PROCESSING CENTERS (BACHELOR LEVEL)

*3 credits - Prerequisites: All concentration courses. *The bachelor-level student must complete 120 hours of practice in the Practice Center assigned to him or her.*

Professional experience that provides the student with the opportunity to do an internship in a computer center where the student has the opportunity to apply the knowledge acquired in the classroom. The student develops a greater mastery of the administrative, legal, programmatic-related and technical skills necessary to perform adequately according to the standards considered in the professional field. It gives the student the opportunity to experience situations within a computer center exposing them to a real work environment.

INFO 4566 – IMPLEMENTATION PROJECT (PREVIOUSLY INFO 2266)

3 credits, 3 class hours per week - Prerequisites: INFO 1120, INFO 2235, INFO 2240, INFO 2260

This course is created in order for the student to make a proposal together with a prototype where he or she will apply all the expertise acquired in the courses dealing with systems analysis and design, as well as in the programming courses. The student must study and analyze a current system either of a computer center, a department, or an office, to determine existing failures and explain the improvements he or she would apply to achieve greater performance and effectiveness in the system. With the creation of the proposal, the student must justify these changes through a feasibility study and specify the benefits and competitive advantages that these proposed changes would have. In the prototype, the student will use the programming tools learned, in combination with the current system, to create the appropriate changes and improvements.

LICO 1101 – COMPUTER LITERACY

3 credits, 3 class hours per week - Prerequisites: None

This course encourages the student to develop the necessary skills to work efficiently with Microsoft Office tools: Word, Excel, and PowerPoint. At the same time, they will be trained to use the Internet as a tool to search for information for their studies and professional development.

MTEC 1101 - INTRODUCTION TO MARKETING

3 credits, 3 class hours per week - Prerequisites: None

This course covers the study of the functions necessary for the distribution of goods and services, from the producer to the final consumer. It studies the variables controlled by the company -- product, price, promotion, and distribution --, as well as those outside its control: government, economy, and society. It analyzes consumer behavior and modern trends in marketing, segmentation and market placement, information systems. Also covered are the study and analysis of the functions that regulate the distribution of articles and services from the producer to the consumer; market system, nature and classification, marketing activities, types of intermediaries, wholesale and retail trade, market research, modern trends in marketing and the application of principles discussed in class to local conditions in Puerto Rico.

HEALTH-RELATED SCIENCES ACADEMIC DEPARTMENT

At CUSJ, the Health-Related Sciences Department offers two academic programs: (1) the Bachelor of Science in Nursing (BSN) and (2) the Associate Degree in Nursing (AND). Nursing is a human service, within the health field, directed at individuals, families, and communities. It considers individual needs in the different stages of growth and development and the provision and management of self-care actions to preserve health, and therefore, life. It is a practical discipline that includes the application of knowledge derived from natural and social sciences that respond to university advances to facilitate service and quality health care to society. The Nursing Program strives to develop a nurse practitioner with concepts, skills, and attitudes that are attained through a competency based, interdisciplinary curriculum.

BACHELOR IN SCIENCE IN NURSING

The Bachelor of Science in Nursing student is a generalist nurse that provides direct nursing care to individuals, families, groups, and communities in different healthcare settings. In their professional endeavors, generalist nurses show and emphasize characteristics appropriate to the roles they must carry out. Students must approve 57 credit hours. Additionally, the candidate must have earned an Associate Degree in Nursing that includes the Computer Literacy and Pharmacology in Nursing courses. They must approve at our institution all 57 credits leading to the Baccalaureate degree. Program credits are divided into two categories: 19 credits in General Education courses and 38 credits in Nursing courses. See the Bachelor in Science in Nursing curricular sequence below.

ASSOCIATE DEGREE IN NURSING

The Associate Degree Nurse practitioner is an associate nurse whose role at an entry-level position is to provide direct care to healthy individuals and to individuals with health problems in a variety of structured healthcare settings, under the supervision of a generalist or specialized nurse. The ADN program requires students to complete a 72-credit hour program to opt for an Associate Degree in Nursing Diploma; the program can be completed within two calendar years and a summer. Program credits are divided into two categories: 31 credits for General Education courses and 41 credits in Nursing courses. See the Associate Degree in Nursing curricular sequence below.

In both academic programs, ADN and BSN, students must approve the total amount of credit hours with a GPA of at least 2.0 out of a 4.0 scale. All related courses, such as BIOL 1103, 1104 and 2201 must be approved with a “C” or higher grade.

The Health-Related Sciences Department, in its desire to acknowledge and encourage academic excellence in talented students, has established a mechanism for course approval that goes beyond the traditional university teaching methods: the student can take challenge examinations to approve a course; and (2) the recognition of experience and specific professional knowledge in the nursing field as a substitute for clinical practice hours.

NURSING PROGRAM CLINICAL EXPERIENCE COLLABORATING AGENCIES

Each agency used for the professional development of the student must comply with the collaborating agency selection criteria established by the program. These criteria establish the minimum requirements with which the agency must comply in order for students to obtain the maximum benefit from the clinical experience in a professional and safe environment. The agencies that are thus utilized provide the students with the opportunity to intervene with patients at all levels of health, including the primary, secondary, tertiary, and supra-tertiary levels.

Health-related Sciences Department

BACHELOR IN SCIENCE IN NURSING (BSN)

Revised and approved May 2015

Every student entering the BSN must have an Associate Degree in Nursing

Code	Course Title	Créditos	Horas Clase	Horas Lab.	Prerrequisitos
First Semester					
ESTA 2255	Basic Statistics	3	3	0	LICO 1101 ENFE 1005
CISO 1101	Social Science I	3	3	0	--
ENFE 3104	Nursing Theory, Models and Roles	3	3	0	--
ENFE 3105	Nursing Process and Physical Estimation	3	3	0	--
ENFE 3205	Core in Nursing	4	4	0	--
ELEC DIR	Guided Elective	3	3	0	**
Total		19	19	0	

Second Semester					
HUMA 1101	Western Civilization I	3	3	0	--
QUIM 1010	General Chemistry	3	3	0	--
QUIM 1010L	General Chemistry Laboratory	1	0	3	QUIM 1010
ENFE 4101	**** Research in Nursing	4	4	0	ESTA 2255 ENFE 3105
ENFE 4102	Family and Community Self-Care	5	3	6	ENFE 3105 ENFE 4101
ELEC DIR	Guided Elective	3	3	0	**
Total		19	16	9	

Third Semester					
HIST 1103	History of Puerto Rico	3	3	0	--
ENFE 4207	*** Nursing Process and Pathophysiology	4	4	0	ENFE 3104 ENFE 3105 ENFE 3205 ENFE 4101 ENFE 4102
ENFE 4208	***Nursing Administration, Leadership, Management and Practice	6	3	6	ENFE 3104 ENFE 3105 ENFE 3205

Code	Course Title	Créditos	Horas Clase	Horas Lab.	Prerrequisitos
					ENFE 4101 ENFE 4102
HUMA 1102 o CISO 1102	Western Civilization II/ Social Science II	3	3	0	HUMA 1101/ CISO 1101
ELEC DIR	Guided Elective	3	3	0	**
Total		19	16	6	
Total credits for the program		57	51	15	

Concentration courses must be approved with a minimum grade of C.

* Directed electives: ENFE 3004 - Bioethics, ENFE 3006 - Critical Care, ENFE 3008 - Gerontology and ENFE 3009 - Human Sexuality. **THESE COURSES DO NOT HAVE PREREQUISITES.**

** Free electives: Course of any academic program of the College, for which the prerequisites are met.

*** Directed electives: selection of courses suggested by the Program.

**** Concurrent courses

Only research courses from Nursing programs will be considered for validation/credit transfer.

Health-related Sciences Department

ASSOCIATE DEGREE IN NURSING (ADN)

Revised and approved May2015

Code	Course Title	Créditos	Horas Clase	Horas Lab.	Prerrequisitos
First Semester					
ADAP 1101	Adaptation to University Life	1	1	0	--
BIOL 1103	Human Anatomy and Physiology I	4	3	3	--
ENFE 1005	Posology Principles in Nursing	3	3	0	--
ENFE 1006	Fundamentals in Nursing	5	3	6	--
LICO 1101	Computer Literacy	3	3	0	--
Total		16	13	9	

Second Semester					
BIOL 1104	Human Anatomy and Physiology II	4	3	3	BIOL 1103
ENFE 1107	Adult Health and Deviations I	6	4	6	ENFE 1005

Code	Course Title	Créditos	Horas Clase	Horas Lab.	Prerrequisitos
					ENFE 1006 BIOL1103
ESPA 1101*	Spanish I	3	3	0	*
ENFE 1108	Fundamentals of Pharmacology	3	3	0	ENFE 1005
Total		16	13	9	

Summer					
SICO 1102	Growth and Development Psychology	3	3	0	ENFE 1006
ESPA 1102	Spanish II	3	3	0	ESPA1101
Total		6	6	0	

Third Semester					
BIOL 2201	Microbiology	4	3	3	BIOL 1103
ENFE 2218	Adult Health and Deviations II	6	4	6	ENFE 1107 BIOL 1104 ENFE 1108
INGL 1101*	English I	3	3	0	*
ENFE 2219	Women's Reproductive Health	5	3	6	SICO 1102 ENFE 1107 ENFE 1108
Total		18	13	15	

Fourth Semester					
ENFE 2214	Child and Teenager Health and Deviations	5	3	6	ENFE 1107 ENFE 1108 ENFE 2218 SICO 1102
ENFE 2211	Self-Care of the Individual with Mental Health Threats and Deviations	4	2	6	ENFE 1108 SICO 1102
INGL 1102	English II	3	3	0	INGL 1101
ENFE 2215	Trends in Self-Care	4	4	0	ENFE 1006 ENFE 1107 ENFE 2218 ENFE 2219
Total		16	12	12	
Total credits for the program		72	57	45	

Concentration courses must be approved with a minimum grade of C.

- * Students will take ESPA 0100, INGL 0100 and MATE 0100 courses if they reflect a score below 400 in the Spanish, English and Mathematics academic achievement sections of the College Board entrance exam or demonstrate deficiencies in these areas by taking the placement test.

- ** Electives
 - Free electives: course from any academic program at CUSJ, for which the prerequisites are met.
 - Directed electives: selection of courses suggested by the Nursing Program for which the prerequisites must be met.

NURSING COURSES DESCRIPTION

ENFE 1005 – POSOLOGY PRINCIPLES IN NURSING

3 credits, 3 class hours – Prerequisite: None

This course is designed so that students of the Associate Degree in Nursing program acquire the basic knowledge about the systems of weights and measures used in the practice of their specialty. This is a course totally applied to nursing sciences. The common fractions and percentage used in the nursing profession are discussed. The course includes preparations by specific percentages, increase and reduction of formulas and dosage of medications, in general. Basic mathematical operations and related methods for solving problems and situations faced every day by the professional of nursing sciences are discussed.

ENFE 1006 - FUNDAMENTALS IN NURSING

3 credits, 3 class hours and 6 laboratory hours per week – Prerequisite: None

The Fundamentals in Nursing course is designed to initiate the student in the development of concepts, skills and attitudes that are essential to carry out the interventions during the course and in future experiences. During the course teaching-learning process, the student develops knowledge related to nursing as a profession, its history, legal aspects, and professional ethics; as well as, the conceptualization of the human being and the needs, among others, of self-care in the different stages of growth and development. Laboratory experiences are offered in agencies with a variety of levels of health service delivery.

ENFE 1107 - ADULT HEALTH AND DEVIATIONS I

6 credits, 4 class hours and 6 laboratory hours per week – Prerequisite: ENFE 1005, ENFE1006, BIOL 1103

The body of knowledge provided by this course enables the students to intervene effectively with healthy adults and the elderly or with those who present common and recurrent health deviations. It offers the opportunity to develop the critical thinking necessary to achieve problem solving in primary, secondary, and tertiary prevention. Students are guided to understand the physiological changes of various pathological processes in fluid and electrolyte balance, in perioperative experience and in immunological, respiratory, cardiac, peripheral, hematological and cell proliferation (cancer) health deviations. Students will be exposed to the development of nursing technical skills and clinical experiences in a variety of health settings.

ENFE 1108 - FUNDAMENTALS OF PHARMACOLOGY

3 credits, 3 class hours per week - Prerequisite: ENFE 1005

This course is designed to develop basic principles in pharmacology. Emphasis is given to the classification, dosage, administration, and identification of adverse reactions in therapeutic interventions during the administration of medications, using as a tool the nursing process in decision making and problem solving. It emphasizes the responsibility and the ethical and legal implications of the nursing professional in the administration of medications in different scenarios, according to the system of assistance in self-care.

ENFE 2211 - SELF-CARE OF THE INDIVIDUAL WITH MENTAL HEALTH THREATS AND DEVIATIONS

4 credits, 2 class hours and 6 laboratory hours per week – Prerequisite: ENFE 1108, SICO 1102

The nursing process is applied to individuals, family and community with mental health threats or deviations. Through the course, the student develops therapeutic communication skills, self-esteem, self-confidence, self-determination, positive interpersonal relationships, and logical reasoning. The course provides the opportunity for the student to apply clinical experiences in health settings and health agencies.

ENFE 2214 - CHILD AND TEENAGER HEALTH AND DEVIATIONS

5 credits, 3 class hours and 6 laboratory hours per week – Prerequisite: ENFE 1107, ENFE 1108, ENFE 2218, SICO 1102

This course provides the student with the knowledge to offer direct nursing care to children, in different age groups, within a family context. Different health scenarios are used where the student works with healthy children and children with common and recurring health problems. Through the estimation of needs, the student identifies the health problems that affect the stage of growth and development of the child, the altered basic needs and those of their family. The student applies the nursing process and places clients in the different self-care systems. Laboratory experiences occur in health agencies at the primary, secondary and tertiary levels.

ENFE 2215 - TRENDS IN SELF-CARE

4 credits, 4 class hours per week – Prerequisite: ENFE 1006, ENFE 1107, ENFE 2218, ENFE 2219

The course provides the student with the opportunity to analyze, apply and evaluate the following topics: starting the professional role in the discipline of nursing, work organization models, teamwork nursing work, classification, patient categorization, communication skills and interpersonal relationships, technological skills, problem solving process, decision making and scientific method. The course offers the student the opportunity to apply the knowledge acquired, and the nursing process learned, in the following topics: maternity, pediatrics, medicine and surgery.

ENFE 2218 - ADULT HEALTH AND DEVIATIONS II

6 credits, 4 class hours and 6 laboratory hours per week – Prerequisites: ENFE 1107, BIOL 1104, ENFE 1108

This course provides the student with the opportunity to increase the knowledge obtained in the ENFE 1107 course. The learning experiences are guided to stimulate intervention with adults who present health problems such as: endocrine and metabolic deviations; alterations in cognitive, sensory, and psychomotor functions; alterations in the need for mobility; alterations in nutrition and intestinal elimination; alterations in urinary elimination; alterations in the need for safety and protection; and alterations in male sexual and reproductive function. Students apply basic teaching principles by providing guidance, educational talks, and health clinics when intervening with their clients in different health settings. Laboratory experiences are developed in health agencies at the primary, secondary, and tertiary levels.

ENFE 2219 - WOMEN'S REPRODUCTIVE HEALTH

5 credits, 3 class hours and 6 laboratory hours per week – Prerequisites: ENFE1107, ENFE 1108, SICO 1102

This course is designed to develop in the student the concepts, skills and attitudes related to the health of women and their families during pregnancy, childbirth and normal postpartum and their deviations, and the proper functioning of the reproductive system. The student has the opportunity to use knowledge from the biological, behavioral and nursing sciences when intervening with the client during normal pregnancy, complications of childbirth, postpartum and breastfeeding. This course requires the student to apply skills and new trends such as hydrotherapy and concepts related to pregnancy, childbirth and postpartum in the clinical experience in different scenarios.

ENFE 3004 – BIOETHICS

3 credits, 3 class hours – Prerequisite: None

This course provides the student with knowledge to offer direct nursing care to groups, individuals, pregnant women, the family, and the community. It applies to any health scenario, including mental health and home health. Bioethics encompasses medical ethics but is not limited to it. It deals with the problems related to the values that arise from the doctor-patient relationship. The course's scope includes the problems related to values that arise in all health professions, including related professions. It applies to biomedical research and its behavior, regardless of whether or not their influence is direct and therapeutic. It addresses a wide range of social situations, such as what relates to public, occupational, and international health, and birth control ethics, among others. It covers situations relating to the life of animals and plants, for example, in terms of animal experiments and conflicting environmental demands. The student applies the nursing process and places clients in different self-care systems. The learner uses the knowledge acquired about communication, interpersonal relationships, interactions with groups of individuals, family, community and with the interdisciplinary team. The course cultivates in students their self-esteem, self-confidence, and appreciation for life.

ENFE 3006 – CRITICAL CARE

3 credits, 3 class hours – Prerequisite: None

The course provides students with the opportunity to acquire basic critical care knowledge and to continue developing critical thinking. The learning experiences are guided to stimulate in the student the intervention with critically ill adults, elderly and family who present deviations or needs of oxygenation, cardiovascular, cognitive, sensory, psychomotor and multisystemic deviations or needs. Emphasis is placed throughout the course on the use of the nursing process to meet human needs by intervening with critically ill adults, the elderly and family in different settings such as intensive, subacute, or intermediate care units and at home.

ENFE 3008 – GERONTOLOGY

3 credits, 3 class hours – Prerequisite: None

This course is designed so that nursing students have the opportunity to discuss the basics of gerontology and its recent research; identify the professional role of nursing in the promotion and maintenance of health in the elderly; in addition to knowing their needs, to carry out decision-making and problem solving. Through this content, the nursing professional will be able to obtain a suitable vision of the problems that may occur during the aging process, as well as the strategies that will help solve them. The course will also provide the necessary tools to promote critical thinking through

the study and practice of health prevention, promotion, and maintenance programs in different scenarios. In the same way, knowledge will be provided about adaptation strategies that facilitate the aging process, achieving a better quality of life.

ENFE 3009 – HUMAN SEXUALITY

3 credits, 3 class hours per week - Prerequisite: None

The course provides the student with an affective and cognitive approach to the issues of human sexuality. It offers the opportunity to relate to values, feelings, self-esteem, and attitudes related to the biology of human sexuality. The teaching-learning process about sexuality is approached from a personal bridge that takes into consideration the experience, knowledge, convictions, and values of the individual. Interpersonal communication is a basic component of healthy and positive sexuality.

ENFE 3104 – NURSING THEORIES, MODELS AND ROLES

3 credits, 3 class hours – Prerequisite: None

This course provides the student with the opportunity to enter the nursing profession by studying the various theories developed by great thinkers in this field. It is studied in an organized way, using different activities, which promote communication skills, interpersonal relationships and decision making. The terms used are defined, their development or historical evolution studied. The term's application and acceptance in the nursing profession are logically analyzed. The student is guided in the analysis of nursing as a combination of science and art that usually includes different aspects of the human being, the environment and health, to the development of statements or postulates that respond to different points of view. It also provides the means to analyze and evaluate different nursing theories, so that as a person and future professionals, students can adopt them in activities of daily living and in their self-realization.

ENFE 3105 - NURSING PROCESS AND PHYSICAL ESTIMATION

3 credits, 3 class hours – Prerequisite: None

This course provides the student with the basic knowledge and skills to perform the patient's physical estimate as an essential nursing tool in the client's health care according to their stage of growth and development. When making the physical estimate, the student will value the importance of communication and interpersonal relationships with clients and the interdisciplinary team. The student will learn to use the nursing process, in conjunction with the physical estimate, to identify altered basic needs or universal requirements, and health deviations. The student will demonstrate technological knowledge and basic technical skills, respect, privacy, fulfill duties and rights citizens considering the ethical-legal aspects in his intervention. The student considers self-care, self-esteem, self-confidence, appreciation and improvement of the environment and historical and cultural heritage for their personal development and when offering nursing care. The student will carry out the skill of physical estimation incorporating the knowledge of the biological and social behavior sciences, through the methods of inspection, auscultation, percussion, and palpation.

ENFE 3205 - CORE IN NURSING

4 credits, 4 class hours – Prerequisite: None

The course provides the student with the opportunity to integrate and expand knowledge, skills, and attitudes in the areas of maternity, pediatrics, psychiatry, and other related sciences. The student is expected to possess the competencies to provide a safe and effective care environment to clients with common and recurring health conditions, considering cultural sensitivity and diversity. Through case

studies and the nursing process, students foster the prevention, maintenance, and promotion of the psychosocial and physiological integrity of clients. During the development of the course, emphasis is placed on the therapeutic interventions of nursing and the necessary professional competencies, with the purpose of providing excellent health care within an ethical-legal frame of reference.

ENFE 4101 - RESEARCH IN NURSING

4 credits, 4 class hours per week – Prerequisites: ESTA 2255, ENFE 3105

This research course is designed and organized to initiate the student in the analysis of the research process and how it, in turn, is applied in the field of health and nursing. The nursing process is analyzed, the research process is compared as are the solution process, and the nursing process with its application in nursing practice. Research in Nursing is discussed and defined as a scientific procedure to validate and refine existing knowledge as well as generate new knowledge that influences nursing practice. Critical thinking is applied to generate knowledge through research with the purpose of describing, explaining, predicting, and controlling a nursing phenomenon. The scientific method to find solutions to problems related to the field of health and nursing practice is evaluated. At the same time, the concepts of legal, ethical, and educational aspects are emphasized, among others. Also included are communication mechanisms and interpersonal relationships to communicate research design and findings through written and oral reports.

ENFE 4102 - FAMILY AND COMMUNITY SELF-CARE

5 credits, 3 class hours and 6 laboratory hours per week – Prerequisites: ENFE 3105, ENFE 4101

The course is designed on a broad foundation of the nursing process directed towards the individual, family, and community. It pursues the prevention at primary, secondary and tertiary levels of community diseases throughout the life cycle. It focuses on the promotion of the physical, social, emotional, and spiritual health of human beings. It discusses key modern and traditional public health concepts such as: roles and functions, ethics, morals, legal, culture, value, politics, leadership, and basic human needs. It delves into the technical skills of communication, intervention, problem solving, collaborative process, epidemiology, education, and the use of the self, among others.

ENFE 4207 - NURSING PROCESS AND PATHOPHYSIOLOGY

4 credits, 4 class hours per week – Prerequisites: ENFE 3104, ENFE 3105, ENFE 3205, ENFE 4101, ENFE 4102

The course is designed so the nursing student learns to assess and categorize different acute and chronic pathophysiological processes. In addition, it evaluates the mechanisms and clinical manifestations, treatments and management related to diseases and how they interact with the body, mind, culture, and spirit. The course analyzes and applies the nursing process as well as critical and rational thinking as a scientific basis for therapeutic nursing interventions with clients from different health scenarios, genders and stages of growth and development. Concepts and theories from the biological and nursing sciences, communication skills and interpersonal relationships, health promotion and disease prevention, management or administration of care and research are integrated. The course directs and develops in the student the commitment to offer quality nursing care and services to the individual, the family, and the community.

ENFE 4208 - NURSING ADMINISTRATION, LEADERSHIP, MANAGEMENT AND PRACTICE

6 credits, 3 class hours and 6 laboratory hours per week – Prerequisites: ENFE 3104, ENFE 3105, ENFE 3205, ENFE 4101, ENFE 4102

The course provides the student with knowledge and skills to develop as nursing professionals in their leadership and administrative roles. It analyzes the theories of leadership and management. It includes concepts such as communication, management principles, problem solving models, stress management, motivation, conflict, risk management and budgeting among others. Self-determination and appreciation for their historical heritage and culture is cultivated in the student. The development of logical and quantitative reasoning skills is promoted. The students are expected to demonstrate the application of critical thinking, to integrate research process and make evaluative judgment in their decision making. The appreciation and improvement of the environment and its development is encouraged as professionals who apply the concepts of ethics and values, and who assumes leadership in their duties.

SCIENCES AND TECHNOLOGY ACADEMIC DEPARTMENT

The Academic Department of Science and Technology has four (4) academic programs in its academic offer. This academic department has (1) Bachelor of Science in Engineering Technology in Sustainable Development, (2) Associate Degree in Instrumentation Technology, (3) Associate Degree in Electrical Power Engineering Technology and (4) Associate Degree in Electronic Engineering Technology. These academic programs are offered in academic sessions per semester. The associate degree academic programs have a duration of two (2) years and one (1) summer in the daytime schedule and five (5) semesters and one (1) summer if it is at night. The baccalaureate academic program is available in academic sessions per term, lasting five trimesters and one summer.

BACHELOR IN SCIENCES IN ENGINEERING TECHNOLOGY IN SUSTAINABLE DEVELOPMENT

The Bachelor in Science in Engineering Technology in Sustainable Development prepares the graduate to establish innovative goals and scientific strategies for the development of sustainable projects based on the strategic thinking of sustainability theory and scientific and economic research related to a project. For the effective and efficient progress of the project, the graduate will have the skills to establish, follow up and monitor projects in matters of administrative processes, policies, standards, budget, personnel management, communication with the required agencies, compliance with the provisions of the law as the case may be. The total credits required for the Bachelor of Science in Engineering Technology in Sustainable Development is 70 to 73 credits. To be admitted to the program, the candidate must have completed a similar Associate Degree at another duly accredited institution of higher education. See the Bachelor of Science in Engineering Technology in Sustainable Development curricular sequence below.

ASSOCIATE DEGREE IN INSTRUMENTATION TECHNOLOGY

The Associate Degree in Instrumentation Technology prepares the graduate to serve as an Instrumentation Technician in the industry. Instrumentation is the technology that includes the controls of different variables in a process: temperature, pressure, flow and others. The curriculum emphasizes the areas of electricity, electronics, hydraulics, pneumatics, electrical controls, electronic controls, and calibration. The total credits required for the Associate Degree in Instrumentation Technology is 77-78 credits. See the Associate Degree in Instrumentation Technology curricular sequence below.

ASSOCIATE DEGREE IN ELECTRICAL POWER ENGINEERING TECHNOLOGY

The Associate Degree in Electrical Power Engineering Technology prepares the graduate to work as a technician in electricity in the manufacturing or service industry. Electrical Power includes the areas of wiring, electrical controls, load census and others. The curriculum covers the following areas: electrical, electronics, wiring, electrical and electronic controls, census, blueprint reading,

lighting, electrical machines, and others. In addition, the program prepares the graduate to take the expert electrician exam offered by the Board of Examiners of Electrical Experts of Puerto Rico. The total credits required for the Associate Degree in Instrumentation Technology are 76-77 credits. See the Associate Degree in Electrical Power Engineering Technology curricular sequence below.

ASSOCIATE DEGREE IN ELECTRONIC ENGINEERING TECHNOLOGY

The Associate Degree in Electronic Engineering Technology prepares the graduate to perform as a technician in electronic engineering who are trained to offer preventive and corrective maintenance service to electronic equipment in different industries such as pharmaceuticals, manufacturing, communications, and related areas. Electronics includes the areas of communications, digital electronics, electronic controls, industrial electronics, and other related areas. The total credits required for the Associate Degree in Electronic Engineering Technology is 75 to 76 credits. See the Associate Degree in Electronic Engineering Technology curricular sequence below.

Science and Technology Department

BACHELOR IN SCIENCE IN ENGINEERING TECHNOLOGY IN SUSTAINABLE DEVELOPMENT

Approved February 2018

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
First Semester					
TIDS 3000	Sustainable Development Seminar	1	1.5	0	--
MATE 2000	Calculus I	3	4	0	MATE 1118
HUMA 1101 / CISO 1101	Western Civilization I / Social Science I	3	4	0	--
QUIM 1010	General Chemistry	3	4	0	--
QUIM 1010L	General Chemistry Laboratory	1	0	4	--
ECON 1120	Economics	3	4	0	--
Total		14	17.5	4	

Second Semester					
INGL 1102	English II	3	4	0	INGL 1101
ELEC SUG	Suggested Elective	3-4	4-4.9	0	*
TIDS 3001	Fundamentals of Natural Sciences and Sustainable Development I	3	4	0	QUIM 1010
TIDS 3001L	Fundamentals of Natural Sciences and Sustainable Development I Laboratory	1	0	4	QUIM 1010L
TIDS 4001	Sustainable Project Administration I	3	4	0	TIDS 3000
Total		13 -14	16 - 16.9	4	

Third Semester					
TIDS 4002	Sustainable Project Administration II	3	4	0	TIDS 4001
ECON 3220	Social Economic Development of Puerto Rico	3	4	0	ECON 1120
TIDS 3002	Fundamentals of Natural Sciences and Sustainable Development II	3	4	0	TIDS 3001
TIDS 3002L	Fundamentals of Natural Sciences and Sustainable II Laboratory	1	0	4	TIDS 3001L

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
TIDS 4000	Environmental Legislation and Codes Seminar	3	4	0	--
Total		13	16	4	

Summer					
ESTA 2255	Basic Statistics	3	4	0	ESTA 2255
TOTAL		3	4		

Fourth Semester					
TIDS 4003	Industrial Regulations and Permits	3	4	0	TIDS 4001
INGL 2285	Conversational English	3	4	0	INGL 1102
TIDS 4004	Cooperativism	4	4.9		TIDS 4002
TIDS 3003	Fundamentals of Natural Sciences and Sustainable Development III	3	4	0	TIDS 3002
TIDS 3003L	Fundamentals of Natural Sciences and Sustainable Development III Laboratory	1	0	4	TIDS 3002L
Total		14	16-16.9	4	

Fifth Semester					
TIDS 4005	Industrial and Organizational Psychology	3	4	0	TIDS 4002
TIDS 4006	Implementation Project	4	4.9	0	TIDS 4004, TIDS 4000, TIDS 4003, TIDS 3003
ELEC SUG	Suggested Elective	3-4	4-4.9	0	*
ELEC SUG	Suggested Elective	3-4	4-4.9	0	*
TOTAL		13-15	16.9-18.7	0	
TOTAL BACHILLERATO		70-73	86.4 - 90	16	

Concentration courses must be approved with a minimum grade of C.

* Suggested Electives: Courses identified by the Department for which the student meets the prerequisites.

Science and Technology Department

ASSOCIATE DEGREE IN INSTRUMENTATION TECHNOLOGY

Effective August 2016

Revised and Approved April 2016

Code	Course Title	Créditos	Horas Clase	Horas Lab.	Prerrequisitos
First Semester					
ADAP 1101	Adaptation to University Life	1	1	0	--
TEEL 1011	Direct Current Circuit (DC)	3	3	0	Co-requisite MATE 1106
TEEL 1011L	Direct Current Circuit (DC) Laboratory	1	0	3	Co-requisite MATE 1106
CISO 1101 HUMA 1101	Social Science I / Western Civilization I	3	3	0	--
MATE 1106*	Fundamentals of Mathematics I	3	3	0	*
QUIM 1010	General Chemistry	3	3	0	--
QUIM 1010L	General Chemistry Laboratory	1	0	3	Co-requisite QUIM 1010
ESPA 1101*	Spanish I	3	3	0	*
Total		18	16	6	

Second Semester					
MATE 1117	Pre-Calculus I	3	3	0	MATE 1106
TEEL 1012	Alternate Current Circuit (AC)	3	3	0	TEEL 1011
TEEL 1012L	Alternate Current Circuit (AC) Laboratory	1	0	3	TEEL 1011 TEEL 1011L
TEEL 1048	Fundamentals of Electronics	3	3	0	TEEL 1011
TEEL 1048L	Fundamentals of Electronics Laboratory	1	0	3	TEEL 1011 TEEL 1011L
FISI 2013	Physics I	3	3	0	Co-requisite MATE 1117
FISI 2013L	Physics I Laboratory	1	0	3	Co-requisite MATE 1117
INGL 1101*	English I	3	3	0	*

Code	Course Title	Créditos	Horas Clase	Horas Lab.	Prerrequisitos
Laboratorio de		18	15	9	

Summer					
ESPA 1102	Spanish II	3	3	0	ESPA 1101
INGL 2107	Technical and Business English	3	3	0	INGL 1101
Total		6	6	0	

Third Semester					
MATE 1118	Pre-Calculus II	3	3	0	MATE 1117
TEIN 1008	Industrial Process Control	3	3	0	TEEL 1048 Co-requisite FISI 2014
TEIN 1008L	Industrial Process Control Laboratory	1	0	3	TEEL 1048 TEEL 1048L Co-requisite FISI 2014 FISI 2014L
BIOL 1001	Applied Biology	3	3	0	--
TEEL 2151	Digital Electronics	3	3	0	TEEL 1012
TEEL 2151L	Laboratorio de Digital Electronics	1	0	3	TEEL 1012 TEEL 1012L
FISI 2014	Physics II	3	3	0	FISI 2013 Co-requisite MATE 1118
FISI 2014L	Physics II Laboratory	1	0	3	FISI 2013 FISI 2013L Co-requisite MATE 1118
Total		18	15	9	

Fourth Semester					
TEIN 2011	Principles of Calibration and Control	3	3	0	TEIN 1008
TEIN 2011L	Principles of Calibration and Control Laboratory	1	0	3	TEIN 1008 TEIN 1008L
TEEL 2008	Programmable Logic Controllers (PLC)	3	3	0	TEEL 2151
TEEL 2008L	Programmable Logic Controllers (PLC) Laboratory	1	0	3	TEEL 2151 TEEL 2151L

Code	Course Title	Créditos	Horas Clase	Horas Lab.	Prerrequisitos
ELEC 0000	Free Electives	3-4	3-4	0	**
TEIN 2015	Quality Control and Validation of Health-Related Equipment	3	3	0	TEIN 1008 TEIN 1008L BIOL 1001
TEIN 3020	Instrumentation Internship	3	***	0	***
Total		17-18	12-13	6	
Total credits for the program		77-78	64-65	30	

Concentration courses must be approved with a minimum grade of C.

- * Students will take ESPA 0100, INGL 0100, and MATE 0100 courses if they score less than 400 on the Spanish, English, and Math sections of the College Board entrance exam or demonstrate deficiencies in these areas when taking the placement test.
- ** Free electives: Course from any CUSJ academic program, for which the prerequisites are met.
- *** *100 hours of practice per semester - Prerequisites: Pass all concentration courses by the third semester and be a candidate for graduation.*

Science and Technology Department

ASSOCIATE DEGREE IN ELECTRICAL POWER ENGINEERING TECHNOLOGY

Effective August 2016

Revised and Approved April 2016

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
First Semester					
ADAP 1101	Adaptation to University Life	1	1	0	--
TEEL 1011	Direct Current Circuit (DC)	3	3	0	Co-requisite MATE 1106
TEEL 1011L	Direct Current Circuit (DC) Laboratory	1	0	3	Co-requisite MATE 1106
CISO 1101 HUMA 1101	Social Science I / Western Civilization I	3	3	0	--
MATE 1106*	Fundamentals of Mathematics I	3	3	0	*
TIPE 1004	Laws, Codes, Regulations, Blueprints, and Census Load	4	4	0	--
ESPA 1101*	Spanish I	3	3	0	*
Total		18	17	3	

Second Semester					
MATE 1117	Pre-Calculus I	3	3	0	MATE 1106
TEEL 1012	Alternate Current Circuit (AC)	3	3	0	TEEL 1011
TEEL 1012L	Alternate Current Circuit (AC) Laboratory	1	0	3	TEEL 1011 TEEL 1011L
TEEL 1048	Fundamentals of Electronics	3	3	0	TEEL 1011
TEEL 1048L	Fundamentals of Electronics Laboratory	1	0	3	TEEL 1011 TEEL 1011L
FISI 2013	Physics I	3	3	0	Co-requisite MATE 1117
FISI 2013L	Physics I Laboratory	1	0	3	Co-requisite MATE 1117
INGL 1101*	English I	3	3	0	*
Total		18	15	9	

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
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Summer					
ESPA 1102	Spanish II	3	3	0	ESPA 1101
INGL 2107	Technical and Business English	3	3	0	INGL 1101
Total		6	6	0	

Third Semester					
MATE 1118	Pre-Calculus II	3	3	0	MATE 1117
TIPE 1002	Installment and Wiring of Electrical Circuits	3	3	0	TEEL 1011
TIPE 1002L	Installment and Wiring of Electrical Circuits Laboratory	2	0	6	TEEL 1011 TEEL 1011L
TIPE 2010	Introduction to Photovoltaic Systems	3	3	0	TIPE 1004
TIPE 2010L	Introduction to Photovoltaic Systems Laboratory	1	0	3	TIPE 1004
FISI 2014	Physics II	3	3	0	FISI 2013 Co-requisite MATE 1118
FISI 2014L	Physics II Laboratory	1	0	3	FISI 2013 y FISI 2013L Co-requisite MATE 1118
TEEL 2151	Digital Electronics	3	3	0	TEEL 1012
TEEL 2151L	Digital Electronics Laboratory	1	0	3	TEEL 1012 TEEL 1012L
Total		20	15	15	

Fourth Semester					
TIPE 2015	Electrical Machines Controls	3	3	0	TEEL 1048 TIPE 1002
TIPE 2015L	Electrical Machines Controls Laboratory	1	0	3	TEEL 1048 TEEL 1048L TIPE 1002 TIPE 1002L
TEEL 2008	Programmable Logic Controllers (PLC)	3	3	0	TEEL 2151
TEEL 2008L	Programmable Logic Controllers (PLC) Laboratory	1	0	3	TEEL 2151 TEEL 2151L
ELEC 0000	Free Electives	3-4	3-4	0	**
TIPE 2007	Electrical Power Internship	3	***	0	***

Code	Course Title	Crredits	Class Hours	Lab Hours	Prerequisites
Total		14-15	9-10	6	
Total credits for the program		76-77	62-63	33	

Concentration courses must be approved with a minimum grade of C.

- * Students will take ESPA 0100, INGL 0100, and MATE 0100 courses if they score less than 400 on the Spanish, English, and Math sections of the College Board entrance exam or demonstrate deficiencies in these areas when taking the placement test.
- ** Free electives: Course from any CUSJ academic program, for which the prerequisites are met.
- *** *100 hours of practice per semester - Prerequisites: Pass all concentration courses by the third semester and be a candidate for graduation.*

Science and Technology Department

ASSOCIATE DEGREE IN ELECTRONIC ENGINEERING TECHNOLOGY

Effective August 2016

Revised and Approved April 2016

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
First Semester					
ADAP 1101	Adaptation to University Life	1	1	0	--
TEEL 1011	Direct Current Circuit (DC)	3	3	0	Co-requisite MATE 1106
TEEL 1011L	Direct Current Circuit (DC) Laboratory	1	0	3	Co-requisite MATE 1106
CISO 1101 HUMA 1101	Social Science I / Western Civilization I	3	3	0	--
MATE 1106*	Fundamentals of Mathematics I	3	3	0	*
TIEL 1000	Introduction to Technical Drawing	3	3	0	--
ESPA 1101*	Spanish I	3	3	0	*
Total		17	16	3	

Second Semester					
MATE 1117	Pre-Calculus I	3	3	0	MATE 1106
TEEL 1012	Alternate Current Circuit (AC)	3	3	0	TEEL 1011
TEEL 1012L	Alternate Current Circuit (AC) Laboratory	1	0	3	TEEL 1011 TEEL 1011L
TEEL 1048	Fundamentals of Electronics	3	3	0	TEEL 1011
TEEL 1048L	Fundamentals of Electronics Laboratory	1	0	3	TEEL 1011 TEEL 1011L
FISI 2013	Physics I	3	3	0	Co-requisite MATE 1117
FISI 2013L	Physics I Laboratory	1	0	3	Co-requisite MATE 1117
INGL 1101*	English I	3	3	0	*
Total		18	15	9	

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
Summer					
ESPA 1102	Spanish II	3	3	0	ESPA 1101
INGL 2107	Technical and Business English	3	3	0	INGL 1101
Total		6	6	0	

Third Semester					
TIEL 2000	Advanced Electronics	3	3	0	TEEL 1012 TEEL 1048
TIEL 2000L	Advanced Electronics Laboratory	1	0	3	TEEL 1012 TEEL 1048 TEEL 1012L TEEL 1048L
FISI 2014	Physics II	3	3	0	FISI 2013 Co-requisite MATE 1118
FISI 2014L	Physics II Laboratory	1	0	3	FISI 2013 FISI 2013L Co-requisite MATE 1118
MATE 1118	Pre-Calculus II	3	3	0	MATE 1117
TEEL 2151	Digital Electronics	3	3	0	TEEL 1012
TEEL 2151L	Digital Electronics Laboratory	1	0	3	TEEL 1012 TEEL 1012L
Total		15	12	9	

Fourth Semester					
TIEL 2001	Communications Electronics	3	3	0	TEEL 1012 TEEL 1048
TIEL 2001L	Communications Electronics Laboratory	1	0	3	TEEL 1012 TEEL 1048 TEEL 1012L TEEL 1048L
TIEL 2002	Industrial Electronics, Calibration and Controls	3	3	0	TEEL 1048
TIEL 2002L	Industrial Electronics, Calibration and Controls Laboratory	2	0	6	TEEL 1048 TEEL 1048L
TEEL 2008	Programmable Logic Controllers (PLC)	3	3	0	TEEL 2151
TEEL 2008L	Programmable Logic Controllers (PLC) Laboratory	1	0	3	TEEL 2151 TEEL 2151L
ELEC 0000	Free Electives	3-4	3-4	0	**

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
TIEL 2007	Electronics Internship	3	***	0	***
Total		19-20	12-13	12	
Total credits for the program		75-76	60-61	33-34	

Concentration courses must be approved with a minimum grade of C.

- * Students will take ESPA 0100, INGL 0100, and MATE 0100 courses if they score less than 400 on the Spanish, English, and Math sections of the College Board entrance exam or demonstrate deficiencies in these areas when taking the placement test.
- ** Free electives: Course from any CUSJ academic program, for which the prerequisites are met.
- *** *100 hours of practice per semester - Prerequisites: Pass all concentration courses by the third semester and be a candidate for graduation.*

SCIENCES AND TECHNOLOGY COURSE DESCRIPTIONS

TEEL 1011 - DIRECT CURRENT CIRCUIT (DC)

3 credits, 3 class hours per week - Prerequisite: None Co-requisite: MATE 1106

This course includes the following topics: nature of electricity, definitions and concepts of voltage, current and electrical power, properties of resistors and reactances. The student will know the laws and theorems related to electrical circuits and DC circuits.

TEEL 1011L - DIRECT CURRENT CIRCUIT (DC) LABORATORY

1 credit, 3 laboratory hours per week - Prerequisite: None Co-requisite: MATE 1106

It includes experiences related to resistors, various types of DC circuits, theorems, and the use of the analog meter in the analysis of resistive circuits. Emphasis is placed on fault detection in different basic circuits.

TEEL 1012 - ALTERNATE CURRENT CIRCUIT (AC)

3 credits, 3 class hours per week - Prerequisite: TEEL 1011

In this course the basic concepts required for the understanding of AC alternating current will be studied. The course covers the topics of magnetism and electromagnetism, analysis of AC signals, types of AC voltage, impedance, phasors and complex numbers, capacitors and inductors, transformers, RC, RL and RLC circuits, AC resonance, basic filters, AC power, reactive circuits and power factor, polyphase systems, and AC electrical power applications.

TEEL 1012L - ALTERNATE CURRENT CIRCUIT (AC) LABORATORY

1 credit, 3 laboratory hours per week - Prerequisite: TEEL 1011, TEEL 1011L

In this course the basic concepts covered in the AC theory course will be applied. The course covers the topics of using the oscilloscope to measure DC voltage, period and frequency, phase ratio, AC voltage and other parameters. The student will perform capacitor testing using ohmmeters, transformers, RC, RL and RLC circuits, resonance, basic filters.

TEEL 1048 – FUNDAMENTALS OF ELECTRONICS

3 credits, 3 class hours per week - Prerequisites: TEEL 1011

This course studies the construction, characteristics, operation, and design of semiconductor circuits. It includes diodes such as rectifiers and other applications, Zener diodes, power supplies, operational characteristics of bipolar transistors and small signal amplifiers.

TEEL 1048L - FUNDAMENTALS OF ELECTRONICS LABORATORY

1 credit, 3 laboratory hours per week - Prerequisite: TEEL 1011, TEEL 1011L

This course studies the applications of rectifier diode, Zener diode, BJT transistors, as well as coupling small signal amplifiers with BJT. Techniques for fault detection and knowledge of electronic diagram symbols are emphasized.

TEEL 2008 – PROGRAMMABLE LOGIC CONTROLLERS (PLC)

3 credits, 3 class hours per week - Prerequisite: TEEL 2151

This course will study the basic notions of the Programmable Logic Controller (PLC) and its different applications in electrical power. It will be complemented with laboratory hours where the student will learn to control electrical and electronic systems with the PLC.

TEEL 2008L – PROGRAMMABLE LOGIC CONTROLLERS (PLC) LABORATORY

1 credit, 3 laboratory hours per week - Prerequisite: TEEL 2151, TEEL 2151L

This course will study the basic notions of the Programmable Logic Controller (PLC) and its different applications in electrical power. It will be complemented with laboratory hours where the student will learn to control electrical and electronic systems with the PLC.

TEEL 2151 - DIGITAL ELECTRONICS

3 credits, 3 class hours per week – Prerequisite: TEEL 1012

The TEEL 2150 course introduces us to the operation and structure of the different components used in digital electronics. This has been created to meet the continuous changes in digital electronics and the needs of the industry. It includes the following topics: numerical systems, logic gates, Boolean Algebra, logic functions, Flip-Flops, counters, displacement register, microprocessors, memory, storage types, and motherboard.

TEEL 2151L – DIGITAL ELECTRONICS LABORATORY

1 credit, 3 laboratory hours per week - Prerequisite: TEEL 1012, TEEL 1012L

The TEEL 2150L course includes laboratory experiences and applications of the digital components and circuits studied in the TEEL 2150 course, such as: logic gates, Boolean Algebra, theorems, combinational logic circuits, counters, shift register, timers, etc. In addition, the reading of schematic diagrams, digital circuits and the detection of failures using them are studied. Also, we will work with the identification of the basic parts of a motherboard and computer peripherals.

TEIN 1008 – INDUSTRIAL PROCESS CONTROLS

3 credits, 3 class hours per week - Prerequisite: FISI 2014, TEEL 1048

This course studies the operation of pneumatic, hydraulic, electropneumatic and electrohydraulic systems such as: actuators, valves, speed controllers and sequence. In addition, limit switches, pressure switches, transducers, photoelectric cells, relay and solenoids, hydraulic and pneumatic motors. In addition, it includes the generation and distribution of compressed air and the operation of air compressors. Emphasis is placed on the design and fault detection of the circuits studied.

TEIN 1008L - INDUSTRIAL PROCESS CONTROLS LABORATORY

1 credit, 1 hour of class per week - Prerequisite: FISI 2014, TEEL 1048, FISI 2014L, TEEL 1048L

In this course you will apply the concepts of the operation of pneumatic, hydraulic, electropneumatic and electrohydraulic systems such as: actuators, valves, speed controllers and sequence. In addition, limit switches, pressure switches, transducers, photoelectric cells, relay and solenoids, hydraulic and pneumatic motors. In addition, it includes the generation and distribution of compressed air and the operation of air compressors. Emphasis is placed on the design and fault detection of the circuits studied.

TEIN 2011 – PRINCIPLES OF CONTROL AND CALIBRATION

3 credits, 3 class hours per week - Prerequisite: TEIN 1008

This course studies the analysis and application of control systems in specific processes. It also includes the theory of calibration and repair of control instruments. The different types of meters are studied to control variables such as: temperature, flow, level, and pressure.

TEIN 2011L – PRINCIPLES OF CONTROL AND CALIBRATION LABORATORY

1 credit, 3 laboratory hours per week - Prerequisite: TEIN 1008, TEIN 1008L

In this course, the calibration methods learned in class will be applied in different simulated processes. This will be done using the meters to control variables such as: temperature, flow, level, and pressure, among others.

TEIN 2015 - QUALITY CONTROL AND VALIDATION OF HEALTH-RELATED EQUIPMENT

3 credits, 3 class hours per week - Prerequisite: BIOL 1001, TEIN 1008, TEIN 1008L

In this course, the student of the Associate Degree in Instrumentation Technology program will learn skills in statistics to use the results of diagnostic equipment to determine the validation of the specialized instrument in their area of work.

TEIN 3020 – INSTRUMENTATION INTERNSHIP

3 credits, 100 hours of internship in the semester - Prerequisites: To have approved all concentration courses by the third semester and be a candidate for graduation

This course provides the student with the opportunity to put into practice the knowledge acquired in the theory and laboratory courses offered in the study program. The student will undertake an internship in an industry related to the field of technology. If for any justified reason, the student is unable to undertake the internship, he or she will be offered the opportunity to complete the course requirements by carrying out research work in an industry related to their field of study.

TIDS 3000 – SUSTAINABLE DEVELOPMENT SEMINAR

1 credit, 1.5 hours of class per week - Prerequisite: None

Workshop where the students will develop their skills and abilities in research techniques using the concept of sustainable development. They will make use of databases and schedules such as: Word, Excel, PowerPoint, Visio, among others, to select in which area they will develop their respective implementation project.

TIDS 3001 – FUNDAMENTALS OF THE NATURAL SCIENCES AND SUSTAINABLE DEVELOPMENT I

3 credits, 4 hours of class per week - Prerequisite: QUIM 1010

In this course, the student will distinguish the different concepts of the natural sciences related to the sustainable development of a country. Topics such as the interaction, distribution, and abundance of organisms in nature will be discussed, relating the diversity of microorganisms and the impact on natural and artificial environments. In addition, he or she will evaluate natural resources and their regeneration process.

TIDS 3001L - FUNDAMENTALS OF THE NATURAL SCIENCES AND SUSTAINABLE DEVELOPMENT I LABORATORY

1 credit, 4 hours of class per week - Prerequisite: QUIM 1010-L

The student, through laboratory experiences, will distinguish the different concepts of the natural sciences related to the sustainable development of a country. In addition, it will carry out laboratories related to the following topics: the interaction, distribution, and abundance of organisms in nature, will relate the diversity of microorganisms and the impact on natural and artificial environments, natural resources, and their regeneration process.

TIDS 3002 - FUNDAMENTALS OF THE NATURAL SCIENCES AND SUSTAINABLE DEVELOPMENT II

3 credits, 4 hours per week - Prerequisite: TIDS 3001

The students will analyze the techniques used to handle, treat and, control of contamination and conservation of the natural resources. In addition, they will investigate about the new technologies that are being developed around the world so we can obtain a sustainable development in our nation.

TIDS 3002L - FUNDAMENTALS OF THE NATURAL SCIENCES AND SUSTAINABLE DEVELOPMENT II LABORATORY

1 credit, 4 hours per week - Prerequisite: TIDS 3001-L

The student, through laboratory experiences, will analyze the techniques used for the management, treatment and control of pollution and conservation of natural resources. In addition, it will carry out laboratories related to the new technologies that are being developed worldwide to achieve sustainable development in the country.

TIDS 3003 - FUNDAMENTALS OF THE NATURAL SCIENCES AND SUSTAINABLE DEVELOPMENT III

3 credits, 4 hours per week - Prerequisite: TIDS 3002

The student will evaluate the process of energy production by alternative and renewable sources that contribute to sustainable development. In addition, it will investigate the practical applications of the different systems and modalities of energy production and their contribution to the country's economic growth.

TIDS 3003L - FUNDAMENTALS OF THE NATURAL SCIENCES AND SUSTAINABLE DEVELOPMENT III LABORATORY

1 credit, 4 hours per week - Prerequisite: TIDS 3002-L

The student, through laboratory experiences, will evaluate the process of energy production by alternative and renewable sources that contribute to sustainable development. In addition, it will carry out laboratories related to the practical applications of the different systems and modalities of energy production and their contribution to the economic growth of the country.

TIDS 4000 - ENVIRONMENTAL LEGISLATION AND CODES SEMINAR

3 credits, 4 hours per week - Prerequisite: None

The student will participate in workshops and conferences related to the following topics: legislation and national and international codes of conduct focused on protecting and improving the environment and societies.

TIDS 4001 – SUSTAINABLE PROJECT ADMINISTRATION I

3 credits, 4 hours per week - Prerequisite: TIDS 3000

The course consists of the study of the administrative processes of strategic planning, organization, management, and the behavior of work teams in the formation of projects based on the theory of sustainability. In addition, the student will reflect on the activities they will plan from the ethical and social responsibility perspective of their professional practice and on their commitment to contribute to the formation of a more ethical and sustainable society.

TIDS 4002 - SUSTAINABLE PROJECT ADMINISTRATION II

3 credits, 4 hours per week – Prerequisite: TIDS 4001

The course consists of the study and understanding of the components of industrial management and its theories. In addition, the student will transfer these theoretical principles to problems that arise in the creation of sustainable projects. Also, he or she will understand the impact of the change in the value of money over time and perform the justification and analysis of economic feasibility of engineering projects and identify the tools to control their development.

TIDS 4003 – INDUSTRIAL REGULATIONS AND PERMITS

3 credits, 4 hours per week – Prerequisite: TIDS 4001

This course will investigate the regulations related to the different industries around science. In addition, the student will learn and compile the permits that are needed to establish an industry in Puerto Rico.

TIDS 4004 - COOPERATIVISM

4 credits, 4.9 class hours per week - Prerequisite: TIDS 4002

In this course, the student will review the concepts of feasibility, philanthropy, business optics, corporate social responsibility, and corporate sustainability. In addition, he or she will actively participate in a sustainable development project in the community.

TIDS 4005 – INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY

3 credits, 4 hours per week – Prerequisite: TIDS 4002

The students will study the selection of methods, training, advice, and supervision of personnel around industry. In addition, he or she will develop the techniques for providing culturally sensitive services and be capable of applying scientific knowledge to solve problems that arise at work.

TIDS 4006 – IMPLEMENTATION PROJECT

4 credits, 4.9 class hours per week - Prerequisites: TIDS 3003, TIDS 4000, TIDS 4003, TIDS 4004

The course consists of the student applying the knowledge acquired to identify and understand the business system and its relationship with stakeholders and the environment under the framework of sustainability. In addition, students will apply the principles of strategic planning so that the company has a better contribution to sustainable development. Also, the student will develop a project based on an open problem and generate possible solutions, from its preliminary economic justification to the definition of the required process equipment; verify the economic feasibility of the project.

TIEL 1000 - INTRODUCTION TO TECHNICAL DRAWING

3 credits, 3 class hours per week - Prerequisite: None

In this course the computer will be used as a working tool. The VISIO program will be used to make diagrams that will illustrate block diagrams, electronic devices, electrical devices, schematic diagrams, motors, control circuits, logic circuits, among others.

TIEL 2000 - ADVANCED ELECTRONICS

3 credits, 3 class hours per week - Prerequisite: TEEL 1012, TEEL 1048

This course will study BJT amplifiers, power amplifiers, FET field effect transistors, FET-based amplifiers and switching circuits, frequency response of an amplifier, thyristors, operational amplifier, basic circuits with operational amplifiers, special purpose op-amp applications.

TIEL 2000L - ADVANCED ELECTRONICS LABORATORY

1 credit, 3 lab hours per week - Prerequisites: TEEL 1012, TEEL 1048, TEEL 1012L, TEEL 1048L

This course complements the TIEL 2000 course. Concepts and elements involving BJT amplifiers, power amplifiers, FET field effect transistors, FET-based amplifiers and switching circuits, frequency response of an amplifier, thyristors, op-amps, basic circuitry with op-amps, and special purpose op-amps applications are practiced.

TIEL 2001 - COMMUNICATIONS ELECTRONICS

3 credits, 3 class hours per week - Prerequisite: TEEL 1012, TEEL 1048

This course will study the concepts and elements involved in communications systems. The topics it includes are types of modulation, electronic communication techniques, digital communication transmission, digital coding techniques, transmission lines, wave propagation, antennas, radar and waveguides, laser and microwave, and fiber optics.

TIEL 2001L –COMMUNICATIONS ELECTRONICS LABORATORY

1 credit, 3 lab hours per week - Prerequisites: TEEL 1012, TEEL 1048, TEEL 1012L, TEEL 1048L

This course complements the TIEL 2001 course. The concepts and elements involving modern electronic communications systems are practiced. The topics it includes are types of modulation, electronic communication techniques, digital communication transmission, digital coding techniques, transmission lines, wave propagation, antennas, radar and waveguides, laser and microwave, and fiber optics.

TIEL 2002 - INDUSTRIAL ELECTRONICS, CALIBRATION AND CONTROLS

3 credits, 3 class hours per week - Prerequisite: TIEL 2000

This course includes the study of different Industrial devices such as: motors, generators, solenoids, relays, Silicon Control Rectifier (SCR), TRIACS, DIACS, Unijunction Transistor (UJT), Programmable Unijunction Transistor (PUT), magnetic controls or contactors, pressure transducers, temperature, and others. Control processes, calibration of these and industrial robotics are also studied.

TIEL 2002L –INDUSTRIAL ELECTRONICS, CALIBRATION AND CONTROLS LABORATORY

1 credit, 3 lab hours per week - Prerequisites: TIEL 2000, TIEL 2000L

This course complements the TIEL 2002 course. The concepts and elements that surround industrial electronics devices are practiced such as: motors, generators, solenoids, relays, Silicon control rectifier SCR, TRIAC, DIAC, unijunction transistor UJT, programmable unijunction transistor PUT, magnetic controllers, contactors, pressure transducers, temperature, control processes, calibration, and industrial robotics.

TIEL 2007 – ELECTRONICS INTERNSHIP

3 credits, 100 hours of internship in the semester - Prerequisites: To have approved all concentration courses by the third semester and be a candidate for graduation

This course provides the student with the opportunity to put into practice the knowledge acquired in the theory and laboratory courses offered in the Electronics study program. The student will undertake an internship in an industry related to this field of technology. If for any justified reason, the student is unable to undertake the internship, he or she will be offered the opportunity to complete the course requirements by carrying out research work in an industry related to his/her field of study.

TIPE 1002 - INSTALLMENT AND WIRING OF ELECTRICAL CIRCUITS

3 credits, 3 class hours per week - Prerequisites: TEEL 1010

This course studies the various materials used in the installation of electrical systems. In addition, the installation of electric meters, and distribution panels are studied. In addition, students learn the difference between different types, and are taught to select the type of lighting to use depending on the application. Circuits are wired, and control systems are used, (timers, magnetic, etc.). This course is complemented with laboratory experiences.

TIPE 1002L - INSTALLMENT AND WIRING OF ELECTRICAL CIRCUITS LABORATORY

2 credits, 3 lab hours per week - Prerequisites: TEEL 1010, TEEL 1010L

In this course, the student carries out electrical wiring such as meter mounting, installation of electrical panels and wiring of sodium, mercury, fluorescent lamps, and wiring in general.

TIPE 1004 - LAWS, CODES, REGULATIONS, BLUEPRINTS, AND CENSUS LOAD

4 credits, 4 class hours per week - Prerequisites: None

In this course, the student will study the laws, regulations and codes that govern the profession of the expert electrician. They will also work on how to make a census in electrical systems, selection of components and materials, and load balancing. In addition, students will learn to correctly interpret the blueprints of an electrical system.

TIPE 2007 – ELECTRICAL POWER INTERNSHIP

3 credits, 100 hours of internship in the semester - Prerequisites: To have approved all concentration courses by the third semester and be a candidate for graduation

This course provides students with the opportunity to put into practice the knowledge acquired in the theory and laboratory courses offered in the study program. The student will carry out an internship in an industry related to the field of electricity. If for any justified reason, the student is unable to undertake the internship, he or she will be offered the opportunity to complete the course requirements by carrying out special work in coordination with an industry related to their field of study.

TIPE 2010 - INTRODUCTION TO PHOTOVOLTAIC SYSTEMS

3 credits, 3 class hours per week – Prerequisite: TIPE 1004

In this course, everything concerning photovoltaic cells will be studied. Its design, construction, and installation. The differences between DC and AC loads and their different uses. All the parts that make up a photovoltaic power generation system will be discussed. Students will see the load census when it includes a photovoltaic system. Both the number of photovoltaic panels and batteries

in this type of system will be determined. The student will learn how to install the photovoltaic panels, the batteries and the inverters.

TIPE 2010L - INTRODUCTION TO PHOTOVOLTAIC SYSTEMS LABORATORY

1 credit, 3 hours per week - Prerequisite: TIPE 1004

In this course the different methods of connection of photovoltaic panels discussed in class will be applied. In addition, the number of panels and batteries required in a photovoltaic system will be determined.

TIPE 2015 – ELECTRIC MACHINES CONTROLS

3 credits, 3 class hours per week - Prerequisite: TEEL 1048, TIPE 1002

This course will study electrical power systems, three-phase circuits, transformers and their different configurations, AC and DC motors with their different configurations, electrical control devices such as: relays, contactors, and magnetic controllers.

TIPE 2015L - ELECTRIC MACHINES CONTROLS LABORATORY

1 credit, 3 lab hours per week - Prerequisites: TEEL 1048, TEEL 1048L, TIPE 1002, TIPE 1002L

In this course, students will apply skills acquired on electrical power systems, three-phase circuits, transformers and their different configurations, AC and DC motors with their different configurations, electrical control devices such as relays, contactors, and magnetic controllers.

BEHAVIOR PROFESSIONS ACADEMIC DEPARTMENT

The Behavioral Professions Academic Department has two (2) academic programs: (1) Bachelor of Arts in Criminal Justice and (2) Associate Degree in Criminal Justice. Criminal Justice is the set of applicable procedures that studies human behavior and activities from a framework of socio-legal knowledge.

BACHELLOR IN ARTS IN CRIMINAL JUSTICE

The **Bachelor's Degree in Criminal Justice** has an agile and dynamic curriculum that balances legal and social knowledge with modern techniques available to the Criminal Justice field in accordance with the changing needs of 21st Century society. The Bachelor's degree integrates the knowledge acquired in the Associate Degree program and applies and relates it to existing administration, organization, and procedures in the Criminal Justice system that serve to prevent, control, and rehabilitate criminal offenders. The curriculum is multi and interdisciplinary and includes courses in criminal investigation, criminal procedure, evidence rules, the juvenile criminal system, and penology, among others. The total credits required for the Bachelor of Arts in Criminal Justice is 109-110 credits. See the Bachelor of Arts in Criminal Justice curriculum sequence below.

ASSOCIATE DEGREE IN CRIMINAL JUSTICE

The **Associate Degree in Criminal Justice** aims to prepare and develop to the maximum the students' potential by providing them with the information and applied knowledge necessary for them to continue studies leading to the Baccalaureate. The curriculum includes courses in criminal law, criminology, drug and alcohol use and abuse, human, civil and constitutional rights, crisis intervention, criminal justice system, and community relations, among others. The total credits required for the Associate Degree in Criminal Justice is 73 credits. See below for the Associate Degree in Criminal Justice curricular sequence.

Behavior Professions Department

BACHELLOR IN ARTS IN CRIMINAL JUSTICE

Revised and approved May 2015

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
First Semester					
ADAP 1101	Adaptation to University Life	1	1	0	--
ESPA 1101*	Spanish I	3	3	0	*
INGL 1101*	English I	3	3	0	*
LICO 1101	Computer Literacy	3	0	3	--
CISO 1101	Social Science I	3	3	0	--
JUSC 1101	Puerto Rico	3	3	0	--
Total		16	13	3	

Second Semester					
MATE 1106*	Fundamentals of Mathematics I	3	3	0	*
ESPA 1102	Spanish II	3	3	0	ESPA 1101
CISO 1102	Social Science II	3	3	0	CISO 1101
JUSC 1102	Alcohol and Drug Use and Abuse	3	3	0	--
JUSC 1103	Government of Puerto Rico	3	3	0	JUSC 1101
JUSC 3307	Penal Law	3	3	0	JUSC 1101
Total		18	18	0	

Summer					
INGL 1102	English II	3	3	0	INGL 1101
JUSC 2203	Criminology	3	3	0	JUSC 1101
Total		6	6	0	

Third Semester					
SICO 1101	Introduction to Psychology	3	3	0	--
SOCI 1101	Sociology	3	3	0	--
JUSC 2205	Professionalism, Leadership and Ethics	3	3	0	JUSC 1101
JUSC 2206	Human, Civil and Constitutional Rights	3	3	0	JUSC 1101 JUSC 1103

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
JUSC 2209	Crisis Interventioun	3	3	0	JUSC 1101
ESTA 2255	Basic Statistics	3	3	0	MATE 1106 LICO 1101
Total		18	18	0	

Fourth Semester					
SICO 1104	Social Psychology	3	3	0	SICO 1101
JUSC 2211	Methodology and Technique of Scientific Social Investigation	3	3	0	ESTA 2255 LICO 1101
JUSC 2212	Judicial System and Community Relations	3	3	0	JUSC 1101
JUSC 3303	Penology	3	3	0	JUSC 1101 JUSC 2203 JUSC 3307
JUSC 3305	Criminal Processing	3	3	0	JUSC 1101 JUSC 3307
JUSC 3308	Special Penal Law	3	3	0	JUSC 1101 JUSC 3307
Total		18	18	0	

Summer					
ADMI 1101	Principles of Administration	3	3	0	--
SAAM 1101	Health and Environment	3	3	0	--
Total		6	6	0	

Fifth Semester					
JUSC 2214	Criminal Investigation	3	3	0	JUSC 1101 JUSC 3307
JUSC 3301	Evidence Law	3	3	0	JUSC 1101 JUSC 3307
JUSC 3309	Juvenile Justice System	3	3	0	JUSC 1101 JUSC 3307
JUSC 4000	Introduction to Victimology	3	3	0	JUSC 1101 JUSC 2203 JUSC 2206 JUSC 2209 JUSC 3307

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
HUMA 1101	Western Civilization I	3	3	0	--
Total		15	15	0	

Sixth Semester					
BIOL 1101	Introduction to Biology	3	3	0	--
HUMA 1102	Western Civilization II	3	3	0	HUMA 1101
ELEC 0000	Free Electives	3-4	3-4	0	**
JUSC 3400	Criminal Justice Internship (Baccalaureate)	3	***	0	Todos los cursos JUSC
Total		12-13	12-13	0	
Total credits for the program		109-110	106-107	3	

GUIDED ELECTIVES					
Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
JUSC 2207	Interviews and Interrogations	3	3	0	JUSC 1101
JUSC 2208	US Criminal Justice System	3	3	0	JUSC 1101
JUSC 2210	Comparative Criminal Justice	3	3	0	JUSC 1101
JUSC 2215	Controversial Aspects in the Criminal Justice System	3	3	0	JUSC 1101
JUSC 2220	Criminalistics/Forensics	3	3	0	JUSC 2214

GUIDED ELECTIVES					
Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
JUSC 4005	Psychopathology	3	3	0	SICO 1101, JUSC 2209
JUSC 4010	Victims / Gender	3	3	0	JUSC 1101, JUSC 2203, JUSC 2206, JUSC 2209, JUSC 3307
JUSC 4015	Victims / Minors and Elderly	3	3	0	JUSC 1101, JUSC 2203, JUSC 2206, JUSC 2209, JUSC 3307
JUSC 4020	Introduction to Forensic Psychology	3	3	0	SICO 1101, JUSC 2206, JUSC 2209, JUSC 3307
JUSC 4025	Forensic Expertise	3	3	0	JUSC 2206, JUSC 3307

Concentration courses must be approved with a minimum grade of C.

- * Students will take ESPA 0100, INGL 0100, and MATE 0100 courses if they score less than 400 on the Spanish, English, and Math sections of the College Board entrance exam or demonstrate deficiencies in these areas when taking the placement test.
- ** Electives
Free electives: course from any academic program at CUSJ, for which the prerequisites are met.
Directed electives: selection of courses suggested by the Nursing Program for which the prerequisites must be met.
- *** The course JUSC 3400 involves 120 hours of practice in a CUSJ authorized practice center. The student will comply with the 45 contact hours of the course. For this course, students are required to have passed all the concentration courses of the curricular structure and be a candidate for Graduation.

Behavior Professions Department

ASSOCIATE DEGREE IN CRIMINAL JUSTICE

Revised and approved May 2015

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
First Semester					
ADAP 1101	Adaptation to University Life	1	1	0	--
ESPA 1101*	Spanish I	3	3	0	*
INGL 1101*	English I	3	3	0	*
LICO 1101	Computer Literacy	3	0	3	--
CISO 1101	Social ScienceI	3	3	0	--
JUSC 1101	Introduction to the Criminal Justice System in Puerto Rico	3	3	0	--
Total		16	13	3	

Second Semester					
MATE 1106*	Fundamentals of MathematicsI	3	3	0	*
ESPA 1102	Spanish II	3	3	0	ESPA 1101
CISO 1102	Social ScienceII	3	3	0	CISO 1101
JUSC 1102	Alcohol and Drug Use and Abuse	3	3	0	--
JUSC 1103	Government of Puerto Rico	3	3	0	JUSC 1101
JUSC 3307	Penal Law	3	3	0	JUSC 1101
Total		18	18	0	

Summer					
INGL 1102	English II	3	3	0	INGL 1101
JUSC 2203	Criminología	3	3	0	JUSC 1101
Total		6	6	0	

Third Semester					
SICO 1101	Introduction to Psychology	3	3	0	--
SOCI 1101	Sociología	3	3	0	
JUSC 2205	Professionalism, Leadership and Ethics	3	3	0	JUSC 1101

Code	Course Title	Credits	Class Hours	Lab Hours	Prerequisites
JUSC 2206	Human, Civil and Constitutional Rights	3	3	0	JUSC 1101 JUSC 1103
JUSC 2209	Crisis Intervention	3	3	0	JUSC 1101
ESTA 2255	Basic Statistics	3	3	0	MATE 1106 LICO 1101
Total		18	18	0	

Fourth Semester					
SICO 1104	Social Psychology	3	3	0	SICO 1101
JUSC 2211	Social Scientific Research Methodology and Techniques	3	3	0	ESTA 2255 LICO 1101
JUSC 2212	Judicial System and Community Relations	3	3	0	JUSC 1101
JUSC 2213	Criminal Justice Internship (Associate Degree)	3	***	0	***
ELEC 0000	Free Electives	3	3	0	**
Total		15	15	0	
Total credits for the program		73	70	3	

Concentration courses must be approved with a minimum grade of C.

* Students will take ESPA 0100, INGL 0100, and MATE 0100 courses if they score less than 400 on the Spanish, English, and Math sections of the College Board entrance exam or demonstrate deficiencies in these areas when taking the placement test.

** Electives
Free electives: course from any academic program at CUSJ, for which the prerequisites are met.
Directed electives: selection of courses suggested by the Nursing Program for which the prerequisites must be met.

*** JUSC 2213 requires 75 hours of practice in a CUSJ authorized practice center. The student will comply with the 45 contact hours of the course. For this course, students are required to have passed all the concentration courses of the curricular structure up to the third semester and be a candidate for graduation.

ELECTIVES IN CRIMINAL JUSTICE				
Code	Course Title	Credits	Class Hours	Prerequisites
CRIM 103	Compendium of Criminal, Procedural and Evidentiary Law	3	3	JUSC 1101
CRIM 105	Compendium of Sociology and Psychology	3	3	--
CRIM 107	Theories of Deviation	3	3	CRIM 105, JUSC 2203
CRIM 109	Contemporary Social Problems	3	3	--
CRIM115	Prevention as an Alternative to Crime	3	3	--
ESCR 102	Blueprints/Plans and Sketches	1	1	JUSC 2214
ESCR 104	Single Fingerprint System	1	1	JUSC 2214
ESCR 106	Forensic Photography	1	1	JUSC 2214
INCR 103	Procedural and Evidentiary Compendium	2	2	JUSC 1101
INCR 112	Ethical and Legal Aspects of the Investigation	2	2	--
INCR 114	Research and Collection of Fungible and Non-Fungible Materials	1	1	JUSC 2214
INCR 122	Criminal Cases Study and Analysis	2	2	INCR 114
INCR 124	Report Writing in Criminal Investigation	2	2	INCR 114
INCR 128	Criminal Scene Reconstruction	3	3	Todos los cursos JUSC e INCR o ESCR
SEGU 100	Applying Civil and Constitutional Rights to the Security Guard Scenario	2	2	--
SEGU 103	Introduction to Security	2	2	--
SEGU 110	Ethical and Legal Aspects aimed at Security	2	2	SEGU 100
SEGU 115	Self-Defense and Safety	2	2	SEGU 103
SEGU 117	Use and Handling of Firearms	2	2	SEGU 103
SEGU 123	Report Writing for Security Guards	2	2	ESPA 1101, INGL 1101 SEGU 100, SEGU 110
SEGU 125	Practice in Security Guard Scenarios	3	3	SEGU 110 Co-requisite SEGU 123

CRIMINAL JUSTICE COURSES DESCRIPTION

JUSC 1101 - INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM IN PUERTO RICO

3 credits, 3 class hours per week – Prerequisites: None

The course is basic for students who begin their studies in Criminal Justice. It defines concepts necessary for the understanding of what a criminal justice system is and the substantive and procedural aspects that are part of it. It identifies and describes the agencies responsible for preventing and investigating crime and delinquency, arresting and prosecuting persons accused of crimes, and rehabilitating convicts. The components of the system in Puerto Rico are examined; its historical development, legal basis, organization, administration, goals, objectives, operation, and how they relate to each other.

JUSC 1102 - ALCOHOL AND DRUG USE AND ABUSE

3 credits, 3 class hours per week - Prerequisites: None

Analysis of the social, medical, and legal aspects related to substance abuse. Description of the most commonly used drugs, their effects and withdrawal syndromes. The course also studies the treatments used for drug addiction and alcoholism and the search for alternatives aimed at prevention.

JUSC 1103 - GOVERNMENT OF PUERTO RICO

3 credits, 3 class hours per week - Prerequisite: JUSC 1101

This course is directed to the study of the structure, organization, and functioning of the Government of Puerto Rico. It describes the powers created by the Constitution and how they are interrelated. It identifies the departments and agencies that provide direct services to citizens and communities.

JUSC 2203 - CRIMINOLOGY

3 credits, 3 class hours per week - Prerequisite: JUSC 1101

This course studies the historical development of the discipline that investigates the causes of crime, the characteristics of the offender, prevention and possible solutions to the problem of criminality. It presents and analyses theories that attempt to explain why criminal behavior occurs and searches for innovative alternatives.

JUSC 2205 - PROFESSIONALISM, LEADERSHIP AND ETHICS

3 credits, 3 class hours per week - Prerequisite: JUSC 1101

Emphasis is given to the importance of professionalism within the Criminal Justice System and private entities. This includes, but is not limited to, maintaining an appropriate image and conduct aimed at gaining the trust and respect of citizens; courtesy, positive human relations; the confidentiality of processes, persons, and their files; the development of leadership skills to actively participate in the solution of problems that cause crime and delinquency and the ability to make sound decisions. The course studies and analyzes the Code or Law of Ethics that apply to all persons working in the field of Criminal Justice in Puerto Rico.

JUSC 2206 - HUMAN, CIVIL AND CONSTITUTIONAL RIGHTS

3 credits, 3 class hours per week – Prerequisites: JUSC 1101, JUSC 1103

The course studies and discusses topics related to civil rights: their origin, evolution, and development. It emphasizes the importance of civic duties. An analysis of situations and jurisprudence related to possible violations to the civil rights granted by both US and PR Constitutions.

JUSC 2207- INTERVIEWS AND INTERROGATIONS

3 credits, 3 class hours per week - Prerequisite: JUSC 1101

This course studies modern techniques to obtain information from individuals: interviews and interrogations; purpose and admissibility of polygraph exams and other technologically advanced test results. It includes an analysis of the legality of confessions and admissions of guilt and case studies such as Escobedo v. Illinois and Miranda vs. Arizona, among others.

JUSC 2208 – US CRIMINAL JUSTICE SYSTEM

3 credits, 3 class hours per week - Prerequisite: JUSC 1101

This is an elective course for students enrolled in the Bachelor Degree in Criminal Justice program that are interested in working for the Federal Government. It allows these students to learn about the components and functions of the US Criminal Justice System.

JUSC 2209 – CRISIS INTERVENTIUN

3 credits, 3 class hours per week - Prerequisite: JUSC 1101

This course presents the strategies and techniques necessary to handle a crisis and/or highly emotional situations that can appear in communities as a result of everyday human interactions. It emphasizes the interview technique and the intervention and management of crisis situations.

JUSC 2210 - COMPARATIVE CRIMINAL JUSTICE

3 credits, 3 class hours per week - Prerequisite: JUSC 1101

The course presents a comparative study of criminal justice systems in other countries with the purpose of evaluating the strategies used to fight crime and delinquency. It analyzes possible alternatives that could be used in Puerto Rico.

JUSC 2211 – SOCIAL SCIENTIFIC RESEARCH METHODOLOGY AND TECHNIQUES

3 credits, 3 class hours per week - Prerequisites: ESTA 2255, LICO 1101

This course studies modern social scientific research techniques applied to the Criminal Justice field. It entails the writing of proposals and field research work.

JUSC 2212 - JUDICIAL SYSTEM AND COMMUNITY RELATIONS

3 credits, 3 class hours per week - Prerequisite: JUSC 1101

This course studies and analyzes the relations between the Criminal Justice System in the Puerto Rican communities. It defines concepts such as human, community, and public relations; it explores the reasons behind the lack of trust and confidence citizens show for those in charge of order, security, and welfare as established by societal rules. The course describes the functions assigned to the agencies that provide these services and explains what can be done to establish positive interactions based on mutual trust and respect. It also analyzes in detail how to interact with adolescents, crowds, and minority groups. It provides students with the tools to interact with citizens

and, in unison, find viable alternatives for crime prevention, problem or conflict resolution, and improved community life.

JUSC 2213 - CRIMINAL JUSTICE INTERNSHIP (ASSOCIATE DEGREE)

3 crEdits, 75 hours of practice - Prerequisites: JUSC 1101, JUSC 1102, JUSC 1103, JUSC 2203, JUSC 2205, JUSC 2206, JUSC 2209, JUSC 3307

Students are placed within one of the components of the Criminal Justice System. As a nonparticipant observer they will get a chance to observe and analyze the processes related to prevention, investigation, evidence analysis, and judicial procedures, among others.

JUSC 2214 - CRIMINAL INVESTIGATION

3 credits, 3 class hours per week - Prerequisites: JUSC 1101, JUSC 3307

This course emphasizes the importance of the criminal investigation that is started at the time we discover that a crime has been committed. It defines concepts related to this stage. It also describes its historical development and the different types of investigators with their functions and qualities. It includes the basic principles and postulates of an investigation, the methods and phases of investigations, the information sources available to an investigator, and the importance of preserving the crime scene and of the court testimony.

JUSC 2215 - CONTROVERSIAL ASPECTS IN THE CRIMINAL JUSTICE SYSTEM

3 credits, 3 hours per week - Prerequisite: JUSC 1101

The course analyzes controversies within the Criminal Justice System: authoritarianism, abuse of power, excessive force, political party influence, corruption, civil rights violations, cover-ups, omission or negligence of duty; lawsuits, discretionary choice, and community and media relations.

JUSC 2220 - CRIMINALISTICS/FORENSICS

3 credits, 3 class hours per week - Prerequisite: JUSC 2214

The course studies the application of Criminal Science Investigation techniques. It emphasizes crime scene preservation, the methods to search, collect, pack, and transport for lab testing any evidence found at the scene; the scientific analyses that can be used on collected evidence while preserving at all times the required chain of custody. Topics related to the investigation of murders and other crimes are discussed. The importance of the information garnered from fingerprints or footprints, blood stains, semen, DNA, residues, residuals, etc. This is an elective course.

JUSC 3301 - EVIDENCE LAW

3 credits, 3 class hours per week - Prerequisites: JUSC 1101, JUSC 3307

This course studies existing regulations pertaining to the presentation of evidence in judiciary proceedings. It analyzes the basic principles established by the Rules of evidence and the scope of each one of them. The course emphasizes constitutional protections and guarantees that must be preserved and an interpretation of Jurisprudence as established by the General Court of Justice.

JUSC 3303 – PENOLOGY

3 credits, 3 class hours per week - Prerequisites: JUSC 1101, JUSC 2203, JUSC 3307

The course studies the discipline that examines sentences, punishment, and security measures. It defines penology and other basic concepts. It analyzes the importance of correctional systems in society, deviations, and social reactions. It also presents and discusses the theories behind

punishment, types of sentences, and their history and evolution. Emphasis is placed on the Puerto Rico Correctional System.

JUSC 3305 - CRIMINAL PROCESSING

3 credits, 3 class hours per week - Prerequisites: JUSC 1101, JUSC 3307

The course studies criminal processing law in Puerto Rico. It analyzes the processes that occur before and after a trial, searches or warrants, determination of probable cause for arrest or citation, the appearance of the accused before a judge, administrative appeals, motions before trial, preliminary hearings, arraignments, trials, sentencing, and appeals. Jurisprudence established by the General Court of Justice is analyzed.

JUSC 3307 - PENAL LAW

3 credits, 3 class hours per week - Prerequisite: JUSC 1101

The course studies criminal processing law in Puerto Rico. It analyzes the processes that occur before and after a trial, searches or warrants, determination of probable cause for arrest or citation, the appearance of the accused before a judge, administrative appeals, motions before trial, preliminary hearings, arraignments, trials, sentencing, and appeals. Jurisprudence established by the Puerto Rico General Court of Justice is analyzed.

JUSC 3308 - SPECIAL PENAL LAWS

3 credits, 3 class hours per week - Prerequisite: JUSC 1101, JUSC 3307

The course studies and analyzes the penal code with particular emphasis on Weapons Law, Explosives Law, Sexual Harassment Law, Traffic and Vehicle Laws, Domestic Violence Law, Minors Law, Controlled Substances Laws, Forfeiture Law, and Wildlife Law. Jurisprudence in these areas is examined from historical and sociological perspectives.

JUSC 3309 - JUVENILE JUSTICE SYSTEM

3 credits, 3 class hours per week - Prerequisite: JUSC 1101, JUSC 3307

The course studies the Law and Procedural Regulations for Minors in Puerto Rico. It defines the concept of “delinquency”, its historical development and provides a descriptive analysis of the juvenile justice system and the juvenile court system. It studies and analyzes the causes of delinquency. It also discusses the Welfare and Child Protection Act and its jurisprudence.

JUSC 3400 - CRIMINAL JUSTICE INTERNSHIP (BACCALAUREATE)

3 credits, 120 hours in a Practice Center – Prerequisites: All JUSC courses

Students are placed within one of the components of the Criminal Justice System. As a nonparticipant observer they will get a chance to observe and analyze the processes related to prevention, investigation, evidence analysis, and judicial procedures, among others.

JUSC 4000 - INTRODUCTION TO VICTIMOLOGY

3 credits, 3 class hours per week - Prerequisites: JUSC 1101, JUSC 2203, JUSC 2206, JUSC 2209, JUSC 3307

The course will develop in-depth understanding of the role of Victimology as part of Social Science and the rights that protect victims within the Criminal Justice System. It introduces students to the discussion of crime and its victims within social and legal contexts. Consideration will be given to

the factors that enhance vulnerability to victimization. Crime victims will be evaluated from the micro and macro social problems perspectives including physical, psychic, emotional, family, social, and economic factors, among others. Victimization's effects and their impact of public policy will be discussed. Government, legal, and private efforts, support, and prevention plans for victims of crime will also be discussed.

JUSC 4005 - PSYCHOPATHOLOGY

3 credits, 3 class hours per week - Prerequisites: SICO 1101, JUSC 2209

The course presents basic concepts related to the origin and development of psychopathology and its fundamentals as an instrument to assist human behavior professionals. Concepts such as mental health, normal behavior, diseases, mental disorders, and deviant behavior, among others will be emphasized. Different diagnostic codes, abilities and skills needed to diagnose mental disorders, descriptors, and treatments will be analyzed.

JUSC 4010 – VICTIMS / GENDER

3 credits, 3 class hours per week - Prerequisites: JUSC 1101, JUSC 2203, JUSC 2206, JUSC 2209, JUSC 3307

The course will analyze and emphasize a social-legal discussion that will provide a holistic view of gender and why it has a propensity to serve as a reason for becoming a victim. Theories related to sex, gender construction, crime, criminality, and its relationship with the Criminal Justice System will be emphasized. Gender related crime will be studied from the individual, family, economic, social, and health perspectives; state and privately funded programs geared to help victims are identified. Jurisprudence pertinent and related to the topic will also be discussed.

JUSC 4015 - VICTIMS / MINORS AND ELDERLY

3 credits, 3 class hours per week - Prerequisites: JUSC 1101, JUSC 2203, JUSC 2206, JUSC 2209, JUSC 3307

The course will analyze the existing social problems that make minors and the elderly susceptible to becoming crime victims. It discusses the origin, evolution, social and legal theories involved and their effects on society. The course also studies legislation and jurisprudence geared toward protecting both vulnerable populations. The impact and effects of victimization upon the development of public policies at private, state, and national levels will also be analyzed. The concept of social protection, insofar as evaluation, intervention, prevention, efforts, and support services for both populations, will be discussed.

JUSC 4020 - INTRODUCTION TO FORENSIC PSYCHOLOGY

3 credits, 3 class hours per week - Prerequisites: SICO 1101, JUSC 2206, JUSC 2209, JUSC 3307

The course provides the basic concepts implicated in the study, explanation, promotion, evaluation, and counseling of the psychological, behavioral, and relationship phenomena that are involved in human behavior and their legal relevance, using tools and methodology common to psychology. Students acquire the knowledge, tools, and abilities they need to manage the professional field of a psychological expert. The students will be able to prepare expert reports, develop expert psychological diagnoses, understand the importance of the psychological expert witness in court, and of the psychosocial investigation.

JUSC 4025 – FORENSIC EXPERTISE

3 credits: 3 class hours per week - Prerequisites: JUSC 2206, JUSC 3307

The course will provide the knowledge related to forensic expertise. It will develop basic theoretical and practical foundations in the judicial processes area. It will also discuss the social-legal and historical intervening variables. It will provide students with useful skills in the use of scientific tools and judicial investigations in areas such as search, analysis, and interpretation of information and evidence and will allow them to present them adequately in court. The different roles, limitations, benefits, disadvantages, and performances of the expert capabilities will be analyzed and discussed.

CRIM 103 - COMPENDIUM OF CRIMINAL, PROCEDURAL AND EVIDENTIARY LAW

3 credits - Prerequisite: JUSC 1101

The course covers the study and analysis of the general principles for the application of the Penal Law in Puerto Rico. Definition of crimes, their elements, modalities, and penalties are discussed. The study of the procedural aspect related to the analysis of the general principles established by the Rules of Procedure and Evidence Law and the scope of each one of them are included as is an analysis of the jurisprudence of the General Court of Justice.

CRIM 105 - COMPENDIUM OF SOCIOLOGY AND PSYCHOLOGY

3 credits - Prerequisites: None

The course includes the study of the structure of society, its general and particular characteristics, the forces that act on groups and the conditions that transform social life. Emphasis is placed on the development of a definition by the student based on the nature of his or her social environment and the place he or she occupies in it. In addition, the study of psychology as a discipline is included as are the forces that influence mental and behavioral processes, personality development, the stages of human growth and development, the concept of health and psychopathologies through the DSM V and therapies.

CRIM 107 - THEORIES OF DEVIATION

3 credits - Prerequisite: CRIM 105, JUSC 2203

Study and analysis of the different schools that have studied the concept of deviance: biological, genetic, psychological, psychiatric, and sociological, and their applicability as a tool for the prevention of deviant behavior.

CRIM 109 - CONTEMPORARY SOCIAL PROBLEMS

3 credits - Prerequisite: None

Develops the ability to identify, understand, analyze objectively and critically the social problems that affect our environment. The formulation of ideas and strategies that promote the effective solution of social problems is studied in an analytical manner.

CRIM 115 - PREVENTION AS AN ALTERNATIVE TO CRIME

3 credits - Prerequisite: None

The course is designed for the study, analysis and comparison of strategies and plans of different agencies: security, public, private or community aimed at preventing crime.

ESCR 102 - BLUEPRINTS AND SKETCHES

1 credit - Prerequisite: JUSC 2214

The course is designed for the study, analysis and comparison of strategies and plans of different agencies: security, public, private or community aimed at preventing crime. Course designed for the study, analysis and comparison of strategies and plans of different agencies: security, public, private or community aimed at preventing crime.

ESCR 104 - SINGLE FINGERPRINT SYSTEM

1 credit - Prerequisite: JUSC 2214

The course presents the study of fingerprinting or collecting fingerprints. It provides knowledge of the different components that form the fingerprints. Analysis and differentiation of them is discussed.

ESCR 106 - FORENSIC PHOTOGRAPHY

1 credit - Prerequisite: JUSC 2214

The course covers the study, análisis, and application to the crime scene of the different types of photography: general, intermediate, close-up, panoramic, staggered, aerial, surveillance, and tracking.

INCR 103 - PROCEDURAL AND EVIDENTIARY COMPENDIUM

2 credits - Prerequisite: JUSC 1101

The course studies procedural and evidentiary law in Puerto Rico. Some processes discussed include identification of the suspect, searches, or raids determination of probable cause for arrest or citation, presentation of the arrested person before a magistrate, appellate proceedings, preliminary hearing, arraignment, trial, and sentencing. At the same time, the existing regulations for the presentation of evidence in judicial proceedings will be studied. Emphasis is placed on the constitutional guarantees that must be preserved and interpretation of the Jurisprudence of the General Court of Justice.

INCR 112 - ETHICAL AND LEGAL ASPECTS OF THE INVESTIGATION

2 credits - Prerequisite: None

Estudio de los aspectos éticos y legales relativos a los procesos de investigación. Análisis, discusión y presentación de casuística referente a violaciones a los principios éticos y legales que llevan no esclarecerse un caso o a cometer delito.

INCR 114 - RESEARCH AND COLLECTION OF FUNGIBLE AND NON-FUNGIBLE MATERIALS

1 credit - Prerequisite: JUSC 2214

The study, analysis, research, and collection of expendable and non-expendable materials are discussed. Modern research and collection techniques are carried out following the chain of custody.

INCR 122 - CRIMINAL CASES STUDY AND ANALYSIS

2 credits - Prerequisite: INCR 114

The course aims to study and analyze notorious cases in criminal matters and the development of how the criminal investigation was carried out.

INCR 124 – REPORT AND FORM WRITING IN CRIMINAL INVESTIGATION

2 credits - Prerequisite: INCR 114

The course provides experience in analyzing and writing various reports and forms, emphasizing reports that require research. Extensive formal report writing is required to develop skills in the presentation and interpretation of research findings. The theoretical aspects of report writing are presented also including the different types of reports, their functions, purposes, and formats.

INCR 128 - CRIMINAL SCENE RECONSTRUCTION

3 credits - Prerequisite: all courses JUSC and ESCR or INCR

The course applies the skills and abilities acquired in the certificate through the simulated creation of crime scene reenactment.

SEGU 100 - APPLYING CIVIL AND CONSTITUTIONAL RIGHTS TO THE SECURITY GUARD SCENARIO

2 credits - Prerequisite: None

The course covers the study and discussion of issues related to civil and constitutional rights in the security guard scenario. Emphasis is placed on the importance of civic duties. Analysis of situations and jurisprudence related to the possible violation of the rights recognized in the Constitution of the United States and Puerto Rico in the field of the security guard profesión is discussed.

SEGU 103 - INTRODUCTION TO SECURITY

2 credits - Prerequisite: None

Introductory study of basic and end-to-end security concepts. Will be applied to residential, commercial, educational, and industrial security scenarios.

SEGU 110 - ETHICAL AND LEGAL ASPECTS AIMED AT SECURITY

2 credits - Prerequisite: SEGU 100

The study of ethical and legal aspects within the field of security and private entities is discussed in this course. This includes an image of proper conduct that generates respect and trust from the public. Courtesy, positive human relationships, and confidentiality of processes play an important role. The development of ethical and legal skills applicable to security in order to actively participate in the solution of problems that cause crime and delinquency and the ability to make sound decisions. Study and analysis of the Code or Law of Ethics that apply to all persons working in the field of security.

SEGU 115 - SELF-DEFENSE AND SAFETY

2 credits - Prerequisite: SEGU 103

This course covers the study and basic knowledge of modern self-defense techniques applied to the security guard field,

SEGU 117 - USE AND HANDLING OF FIREARMS

2 credits - Prerequisite: SEGU 103

Basic knowledge in the general use and handling of firearms and the law 404 of September 11, 2000, with its respective amendments: carrying firearms, license application, carrying permit and applicable jurisprudence will be discussed in the course.

SEGU 123 - REPORT WRITING FOR SECURITY GUARDS

2 credits - Prerequisite: SEGU 100, SEGU 110, ESPA 1101, INGL 1101

This course provides experience in report writing. Emphasizes reports that require research. Theoretical aspects of report writing are presented including the different types of reports, their functions, purposes, and formats.

SEGU 125 - PRACTICE IN SECURITY GUARD SCENARIOS

3 credits - Prerequisite: SEGU 100 Co-requisite: SEGU 123

Course designed for the student to be immersed in a practical security guard scenario. The student will have to complete 75 hours of supervised practice. It will be validated by 2 years of experience in security guard scenarios.

COLEGIO UNIVERSITARIO DE SAN JUAN FACULTY MEMBERS

Correa Rodríguez, Héctor

Instructor

M.A., Antioch University, 1991
B.S., University of Puerto Rico, 1977

Cuevas Ortiz, Diana

Instructor

M.S.N., Medical Sciences Campus, UPR, 1990
B.S.N., Metropolitan University, 1984

Droz Ramos, Marcus

Instructor

B.S.E.E., Politechnic University,
Arecibo Campus, 1994

Gelpi Rodríguez, Phaedra

Assistant Professor

Ed.D. University of Puerto Rico, 2008
M.A.Ed., Phoenix University, 1998
B.S., University of Puerto Rico, 1992

González Medina, Ana Olga

Instructor

M.S., Medical Sciences Campus, UPR, 1990
B.S., University of Puerto Rico, 1980

Isaac Salim, Antonio

Instructor

B.A., Colegio Universitario de Bayamón,
University of Puerto Rico, 1990

Laguna Claudio, Ana I.

Instructor

M.S.N., B.S.N., John Dewey University, 2014,
2009

Landrón Arana, Ana Inés

Instructor

M.Ed., University of Puerto Rico, 1979
B.S., University of Puerto Rico, 1974

Montelara Tirado, Carlos

Assistant Professor

B.S., InterAmerican University of Puerto Rico,
1979

Morales Pérez, Judith

Instructor

M.A. University of Puerto Rico, 1996
B.A. University of Puerto Rico, 1988

Nieves Ramos, José R.

Associate Professor

M.S.N. University of Puerto Rico, 1990
B.S.N., University of Puerto Rico, 1985

Negrón Olmo, Manuel

Instructor

Ed.D., Centro de Estudios Avanzados y el
Caribe, 2020
M.A. University of Puerto Rico, 2005
B.A., University of Puerto Rico, 1983

Pérez Casanova, María T.

Instructor

J.D., Pontificia Universidad Católica de Puerto
Rico, 2001
R.L.M.A., J.C.M.A., J.C.B.A.,
InterAmerican University of Puerto Rico 1998,
1996, 1995

Rivera Mercado, Yanid

Instructor

M.B.A., Phoenix University, 2006
B.S., University of Puerto Rico, Humacao
Campus 1995

Rivera Serrano, Ángel

Assistant Professor

Ed.D. InterAmerican University of Puerto
Rico, 2012
M.I.S.M., E.D.P. College, 2003
M.P.A., University of Puerto Rico, 1994
B.B.A., Caribbean University, 1990

Rodríguez Molina, Nilda E.;
Instructor
M.B.A., Universidad Central de Bayamón,
2014

Rosario Rodríguez, Elizabeth
Instructor
M.S.N., Medical Sciences Campus, UPR
2001
B.S.N., Metropolitan University, 1984

Silva Martínez, Daneris
Assistant Professor
Ed.D. Turabo University, 2012
M.I.S.M., EDP College, 2005
B.A., S.I., EDP College, 1993

Vázquez Bones, María
Assistant Professor
M.A.Ed., InterAmerican University of
Puerto Rico, 1986
B.A., University of Puerto Rico

ERRATUM

In the 2021-2023 General Catalog of Colegio Universitario de San Juan, page 40, Veterans Benefits section, was not included this information and it is requested by the Puerto Rico State Approving Agency to provide academic training to the students under the various GI Bill® programs. It is part of our Institutional Public Policy. It's stated as follow:

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679.

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more educational benefits offered by VA, go to <https://www.benefits.va.gov/gibill>.

I hereby certify that the information above is true and correct,



Dr. Omar Pérez Del Pilar
Chancellor
September 26, 2023

ERRATUM

In the 2021-2023 General Catalog of Colegio Universitario de San Juan, page 40, Veterans Benefits section, states as follows:

“Colegio Universitario de San Juan (CUSJ) is approved as an eligible higher education institution by the Authorizing Agency for Educational Services to Veterans for Education and Training of Veterans, for veterans who are interested in studying and, at the same time, receive educational benefits under the Montgomery GI Bill[®] study program.”

Amended by:

“Colegio Universitario de San Juan (CUSJ) is approved by the Puerto Rico State Approving Agency to provide academic training to the students under the various GI Bill[®] programs.”

I hereby certify that the information above is true and correct,



Dr. Omar Pérez Del Pilar
Chancellor

August 18, 2023

ADDENDUMS



CERTIFICATE IN OFFICE SYSTEMS WITH BILLING OF MEDICAL PLANS

Educational Extension Division

The graduate of this program will demonstrate the minimum skills necessary to perform effectively and efficiently in an office environment. He/she will demonstrate technological, administrative and good interpersonal relationship skills. Will demonstrate knowledge of medical plan billing and legal document management, basic filing principles, applying Spanish grammar rules and basic business math principles to preparing a simple payroll. Likewise, he/she will maintain a cordial, positive attitude in his/her performance and demonstrate high ethical values.

COURSES	COURSE TITLE	CREDITS	HOURS IN-PERSON	HOURS NOT IN-PERSON
FIRST SEMESTER				
SIOF 0001L	Keyboard Handling	2	60	15
SIOF 0002	Administration of Documents	2	60	15
MATE 0001	Business Mathematics	2	60	15
SIOF 0004	Modern Office Procedures	2	60	15
REHU 0001	Human Relations and Personality	2	60	15
ESPA 0001	Spanish I	2	60	15
Total Credits in the Semester: 12				
SECOND SEMESTER				
SIOF 0003L	Computer Literacy: Word, Excel, PowerPoint and Access	4	120	30
ENGL 0001	English I	2	60	15
FALE 0001L	Medical Plans Billing and Legal Documents	2	60	15
ESCO 0001L	Business Spanish	2	60	15
ADMI 0001	Basics Principles of Administration	2	60	15
Total Credits in the Semester: 12				

Total Credits: 24

720 contact hours

180 non-contact hours

900 Total hours: hours



TECHNICAL CERTIFICATE IN GERONTOLOGY

Educational Extension Division

The graduate of the program will demonstrate that he/she can provide direct care and personal assistance to elderly people and/or people with special needs. Will demonstrate skills in attending household needs, cleaning, preparing food, personal hygiene, getting people out of bed, changing their position, washing clothes, helping them consume food, administering medications prescribed by a doctor, performing exercises and activities (mechanical body), skeletal-muscular movement, putting on and changing disposables, taking temperature, nutrition and food ingestion, transfer techniques, range of motion, infection control, among other related tasks. Likewise, he/she will demonstrate knowledge of best practices, modern procedures and techniques in the care and safety of older adults and/or people with special needs, such as management of wounds, infections, bleeding, burns, fractures, falls, bandages, stings, bites, skin problems, proper use of wheelchairs, walkers, canes, chair transfers and automobiles. Will demonstrate knowledge of the applicable legislation in the administration of such services, and demonstrate good interpersonal relationships, as well as ethical values.

COURSES	COURSE TITLE	CREDITS	HOURS IN-PERSON	HOURS NOT IN-PERSON
FIRST SEMESTER				
TEGE 0001L	Patient Care I	2	60	15
TEGE 0003	Roles and Responsibilities of the Gerontology Technician	2	60	15
TEGE 0004	The Human Being as a Biopsychosocial Unit	2	60	15
TEGE 0005	Health Assessment	2	60	15
TEGE 0007	Community Health	2	60	15
TEGE 0008	Health Care of the Elderly	2	60	15
Total Credits in the Semester: 12				
SECOND SEMESTER				
TEGE 0002L	Patient Care II	2	60	15
TEGE 0006	The family as a Context	2	60	15
TEGE 0009	Home Care	2	60	15
TEGE 0010	Education of the Gerontology Technician regarding Death	2	60	15
TEGE 0011	First Aid and CPR	1	30	7.5
TEGE 0012	Activity and Exercise	1	30	7.5
TEGE 0013	Protection and Security	1	30	7.5
TEGE 0014	Human Relations and Personality	1	30	7.5
Total Credits in the Semester: 12				

Total Credits: 24

720 contact hours

180 non-contact hours 900

Total:

900 hours



CERTIFICATE DEGREE IN SURGICAL TECHNICIAN

Educational Extension Division

The student, upon completing his academic preparation, will be trained to provide comprehensive care to the surgical patient in the areas of promotion, prevention, direct care and rehabilitation in various settings where surgical procedures are performed. They may intervene directly in procedures both as Instrumental Technician and Circulating Assistant.

COURSES	TITLES	CREDITS	HOURS IN-PERSON	HOURS NOT IN-PERSON
FIRST SEMESTER				
TQUI-0001 (L)	Fundamentals of Surgical Instrumentation I	2	60	15
TQUI-0003	Human Anatomy and Physiology	2	60	15
TQUI-0004	Bioethics and Safety in the Surgical Environment	2	60	15
TQUI-0005 (L)	Preparation of Sterile Fields and Surgical Sterilization	2	60	15
TQUI-0008	Applied Surgical Terminology	2	60	15
TQUI-0010	The Professional Role of the Surgical Technician in the Workplace	2	60	15
Total Credits in the Semester: 12				
SECOND SEMESTER				
TQUI-0002 (L)	Fundamentals of Surgical Instrumentation II	2	60	15
TQUI-0006 (L)	Tray Preparation	2	60	15
TQUI-0007	Microbiology and Infection Control in the Operating Room	2	60	15
TQUI-0009	Types of Surgeries and Their Preparation	2	60	15
TQUI-0011 (L)	Practice	4	120	30
Total Credits in the Semester: 12				

Total Credits: 24

720 contact hours
180 non-contact
900 hours