

UNIVERSITY OF THE SACRED HEART
OFFICE OF ACADEMIC AND STUDENT AFFAIRS

**UNDERGRADUATE CATALOG
2014-2016**



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MESSAGE FROM THE PRESIDENT

Universidad del Sagrado Corazón offers an educational experience that is unique in Puerto Rico. Our University is a centenary institution with an extensive academic history that has always excelled in forming outstanding leaders and professionals who are prepared to respond to the needs of Puerto Rico and the world. If something has characterized our educational project, ever since it was established by the religious order of the Society of the Sacred Heart in 1880, is, and continues to be, its ability to adapt to the needs of each generation and time period. This is why today, *Sagrado* is proud of having a faculty with excellent academic credentials and a strong commitment to our educational project. The curriculum of our University, based on a comprehensive humanistic and multidisciplinary course of study, is oriented not only to train first-rate professionals, but to educate them with a high sense of civic responsibility and the values which we promote in our Mission, namely:

“To educate individuals in intellectual freedom and moral conscience, who are willing to participate in the construction of a Puerto Rican society that is more authentically Christian: a supportive community in justice and peace.”

To fulfill our mission, *Sagrado* offers its students the tools they need to develop their talents: from the most modern facilities; a user-friendly welcoming library, theatres, art galleries, science and nursing laboratories; photography, television, film studios and equipment; multimedia technology and innovative classrooms, to personalized academic counseling, student associations and extracurricular activities, among others. Community services experiences and internships with companies and non-profit organizations provide our students with opportunities to effectively integrate theory and practice in everyday life scenarios.

Our institution also offers personalized services adapted to the needs of each student by incorporating technology into the teaching process and by strengthening the oral and written communication skills, both in Spanish and English. On the other hand, given the fact that we live in a globalized culture, in which population flows are constant, *Sagrado* offers students the opportunity to participate in exchange programs with universities in the United States, Latin America and Europe.

This catalogue presents all the components of the Universidad del Sagrado Corazón, the particularities of each academic program and the services and tools we provide to support our students in achieving their ultimate goal: graduation. It also includes the policies and institutional norms that will allow them to obtain the maximum benefit possible during the years of study at our University.

Dear students, it is an honor for us to welcome you to the Universidad del Sagrado Corazón which today becomes your home. Make the most of all the opportunities that are presented to you and join us in maintaining the commitment to excellence that has defined us for so many years. Embrace this educational experience with high spirits and hope, and prepare yourselves to become the leaders that Puerto Rico and the world need.

¡Go for it!

Gilberto J. Marxuach Torrós
President

GENERAL INFORMATION

The Universidad del Sagrado Corazón is a Catholic, independent, coeducational, non-profit organization located in Santurce, Puerto Rico, the heart of the San Juan metropolitan area.

Faithful to its mission based on the ecumenical teachings and guidance of the Catholic Church, the institution encourages and stimulates the comprehensive spiritual, moral, intellectual, social, and physical development of the individual for a life of service to society. The curriculum provides core general education courses to enrich the professional and personal lives of our students. Basic formation in various areas of human knowledge allows students to prepare for the professional world, and specific knowledge will qualify them to hold different positions in the job market. The University addresses the full range of the personal, professional; and technological development of our students.

HISTORICAL BACKGROUND

The Universidad del Sagrado Corazón has its origins in the elementary school established in 1880 by the religious Order of the Sacred Heart, in the city of San Juan, Puerto Rico. Subsequently, at the beginning of the 20th century, the Order of the Sacred Heart acquired a farm from the Count of Santurce, where the institution was established on what is today the university campus.

Institutional development is comprised of the following historical milestones:

In 1935, the government of the island issued a Charter, by virtue of which the College of Sacred Heart was established. Four years later, in 1939, the first academic degrees were conferred. The Universidad del Sagrado Corazón was initially founded as an educational center for women. At the time, the goal was to provide Puerto Rican women with a broader cultural education, not only for their personal enrichment, but also for the general benefit of their country.

In 1970, the Institution began a new phase. The Religious Order decided to transfer the property and the management of the Institution to a Board of Trustees, comprised of a majority of secular members. Growth was notably intensified, both in terms of academic offerings and in the number of students.

In February of 1972, the Board of Trustees adopted a resolution by which the University became a coeducational institution open to the entire Puerto Rican community.

In December 1976, the Board of Trustees officially authorized the use of the name Universidad del Sagrado Corazón (USC).

In 1985, the University established the first three graduate programs, leading to Master's Degrees in Business Administration, Communication, and Education.

In 1990, a project was introduced to reduce the size of undergraduate enrollment in order to promote a more personalized education and better student-professor interaction. Today, we reaffirm our foundational charisma and our commitment of service to Puerto Rico.

MISSION

The members of the Universidad del Sagrado Corazón community share the mission of educating individuals in intellectual freedom and moral conscience who are willing to participate in the construction of a more authentically Christian society a community unified in justice and peace.

VISION

To provide a unique academic endeavor, an innovative educational experience in which the classroom is the world, in an environment characterized by the quality of life in community, based on the principle that the human person and Christian values are the heart of our work.

PHILOSOPHY

As a Catholic institution inspired by the Vatican Council II teachings, Universidad del Sagrado Corazón is guided by an ecumenical spirit of openness and pluralistic dialogue. USC recognizes that its faculty and students are stakeholders in the educational process, who are called on to seek intellectual and moral betterment, and develop of their own free will a social conscience that will guide them to responsible professional practice. Therefore, the University fosters a participatory, active, and personalized education that is relevant to social and cultural realities. Equally important to the institution is the humanistic, scientific, technological, and professional formation of our students, directed at achieving a capacity for logical and concise expression, critical and creative thinking skills, a teamwork outlook, and entrepreneurship. Students will identify, discern, and practice values. Furthermore, USC recognizes that education is a life-long process so that special attention is directed at the continuing education needs of our own community, our graduates, and of the community in general.

INSTITUTIONAL VALUES

USC strives to instill in our students relevant knowledge, attitudes, and skills while helping them develop discernment, moral judgment, a sense of social responsibility, and the ability to understand, respect, and appreciate themselves and others. Through its educational programs Sagrado fosters the following values:

- Christian values
- Ethical and aesthetic values
- Sense of community, solidarity, justice, and peace
- Integrity, responsibility, honesty, dialogue, and commitment
- Multicultural understanding
- Creativity
- Being agents of social change

INSTITUTIONAL GOALS AND OBJECTIVES

I. To promote the search for knowledge in an environment of intellectual liberty through an integrated, participatory, and personalized education that is relevant to the world around us by:

1. Promoting curiosity, research, and analysis of consequences, integrating theory and practice directed at solving problems.
2. Providing an interdisciplinary education based on the integration of humanistic, scientific, technical, and professional knowledge.
3. Developing logical, critical, and creative thinking skills.
4. Developing effective written and oral communication skills across the entire curriculum.
5. Developing information and technology skills.
6. Promoting an appreciation for national identity and Puerto Rican historic/cultural heritage while fostering an understanding of values and expressions of other cultures, encouraging tolerance and sensitivity with regard to difference.
7. Promoting a commitment to education as a continuous process.
8. Fostering collaborative attitudes and developing teamwork skills.
9. Promoting holistic health through the development of a balance between intellectual, emotional, and physical aspects of life.
10. Developing an appreciation for aesthetic values in nature, as well as through works of art, and to awaken concern for a more harmonious environment.
11. Promoting historical and forward-looking perspectives on the national and international levels.
12. Promoting a broad perspective in business administration that includes solidarity and social justice values.

II - To propitiate the development of a moral conscience based on Christian values, fostering social commitment based on justice, brotherhood, sisterhood, and peace by:

1. Developing the capacity to recognize, discern, and practice values that shape the moral conscience of human beings in all of its dimensions.
2. Creating activities that promote the well-being of the community and the environment reflecting a commitment to justice, equality, and peace.
3. Promoting an appreciation for the conservation of nature and a commitment to protecting the environment.
4. Promoting awareness and attitudes needed to eliminate all types of discrimination that harm our society.
5. Promoting a critical analysis of our social reality and finding solutions in order to transform society for the benefit of all of humanity.
6. Becoming agents of social change

ORGANIZATION

The governing body of the Universidad del Sagrado Corazón is a Board of Trustees whose responsibilities, among others, include ensuring fulfillment of the objectives of the Institution, approving general bylaws, evaluating the degree with which it relates to our educational philosophy, and establishing administrative policies and duties. Furthermore, the Board appoints the President of the University and confirms the appointments of Deans and principal officials of the institution.

The President is the chief executive of the university. The primary responsibility of the President is to ensure the implementation of the institutional objectives. The President contracts academic and administrative personnel according to previously established standards. The President calls and presides Faculty and Academic Board meetings and produces periodical reports on institutional operations to the Board of Trustees.

The Academic Board is the official forum for the discussion of educational efforts. As a legislative body, the Board determines the general orientation of learning and research programs. The Board also establishes the general requirements for admission, progression, retention, and graduation of students. The Academic Board consists of a numerous representation of professors elected by the faculty, student representatives selected by the student body, and former members of the university's administration.

The Administrative Council is a forum for discussion and development of administrative issues. It is an advisory body for the President of the University, as well as an instrument for participation by the different constituencies. The Council reviews processes and formulates recommendations regarding issues such as benefits, the budget, and the master plan for administrative decisions that affect university life.

The faculty of Universidad del Sagrado Corazón consists of approximately 150 professors. The academic profiles of the faculty reflect the diversity of academic backgrounds, in terms of areas of specialization as well as the variety of institutions and countries where they obtained their respective degrees.

CAMPUS

The Universidad del Sagrado Corazón campus consists of thirty-three acres of tree-lined hills. From the highest point on the campus, there are panoramic views of the ocean and of the surrounding urban landscapes. The tropical vegetation contributes to the beauty of the campus, while providing relief from the tropical heat.

The physical facilities of the University include modern and historic structures. The large main building was built in the early 20th century. In 1983, the Chapel in the main building was declared a National Landmark. There is a residential facility for the Order of the Sacred Heart; and an Information Resource Center, and modern library facilities. To the south of these

facilities there is a women's dormitory and complex including classrooms, administrative and professors' offices, and an amphitheater.

The Mother María Teresa Guevara Library, one of the university's principal facilities, provides services for professors, students, administrators, and all members of the university community.

A wide variety of artistic, cultural , and academic activities are held at the Emilio S. Belaval Theater.

A modern student center and sports complex house different offices, gymnasium facilities, an indoor court, a tennis court, an Olympic swimming pool, a baseball park, meeting rooms, a small store, and a cafeteria.

Academic resources available at USC include the library, communication and educational technology center, science, language, nursing and self-tutoring laboratories, television and recording studios, and the Radio Activa, Radiorama, and TeleSagrado stations.

ACCREDITATION AND AFFILIATIONS

The Universidad del Sagrado Corazón is authorized to operate by the Council on Education of Puerto Rico under the laws of the Commonwealth of Puerto Rico and by the following institutions:

- ◆ Council on Social Work Education (Bachelor's degree in Social Work)
- ◆ Middle States Commission on Higher Education
- ◆ International Association for Continuing Education and Training (Continuing Education)
- ◆ Organization of Catholic Universities of Latin America and the Caribbean (ODUCAL)
- ◆ National Council for Accreditation of Teacher Education (NCATE)

The institution is affiliated with the following entities, among others,

- ◆ Alliance Française
- ◆ American Library Association
- ◆ American Association of Collegiate Registrars and Admissions Officers
- ◆ American Association for Higher Education
- ◆ American Medical Association
- ◆ American Association of University Administration
- ◆ Association for Educational Communications and Technology
- ◆ Association of Private Colleges and Universities
- ◆ Puerto Rico Manufacturers Association
- ◆ Association of University Presidents of Puerto Rico
- ◆ Association of Caribbean Universities and Research Institutes
- ◆ Association of American Colleges
- ◆ Association of Catholic Colleges and Universities
- ◆ Association of College and University Auditors

- ◆ Association of Governing Boards of Universities and Colleges
- ◆ Puerto Rico Chamber of Commerce
- ◆ College Entrance Examination Board
- ◆ Commission on Collegiate Nursing Education
- ◆ Metropolitan Library Consortium
- ◆ Council of International Education
- ◆ Faculty Resource Network at New York University
- ◆ International Federation of Catholic Universities
- ◆ Fulbright
- ◆ Hispanic Association of Colleges and Universities
- ◆ Institute of Internal Auditors
- ◆ National Association of Colleges and University Business Officers
- ◆ National Association of Colleges and Universities
- ◆ National Association of Independent Colleges and Universities
- ◆ National Association of Student Financial Aid
- ◆ Network of International Business Schools
- ◆ National League of Nursing
- ◆ National Student Exchange

ADMISSIONS

STANDARDS AND PROCEDURES

I. APPLICATION FOR ADMISSION

Application for admission to the Universidad del Sagrado Corazón must be submitted by potential students who have obtained or are about to obtain a high school diploma of a recognized or accredited high school. The Admissions Office will evaluate application based on the grades earned by the applicant during the junior year, when the results of the college admission tests (CEEB, SAT, or ACT or equivalent) are received. Admission to the University will be subject to meeting all of the graduation and admission requirements. Applications from candidates who have studied at accredited college-level institutions will also be accepted.

II. STUDENTS FROM HIGH SCHOOLS

Standards and Requirements

1. Must have graduated from high school or equivalent and submit documentary evidence.
2. Must have attained the minimum grade point average as approved by the Academic Board.
3. Must comply with specific conditions to which some of the programs are subject to, such as: number of applicants, additional exams, or personal interviews.
4. Apply for admissions within the term established by the Office of Admissions and Promotion.

Procedure

1. Submit application form to the Office of Admissions and Promotion.
2. Request that a complete academic transcript be sent from the high school of origin directly to the Office of Admissions and Promotion.
3. Request that the results obtained on the aptitude and proficiency tests taken in Spanish (PAA) or English (SAT) by the College Board Offices be sent to the University or submit the results of the ACT English Test.
4. Forward a letter of recommendation from the director, teacher, or guidance counselor of the school of origin to the Office of Admissions and Promotion.
5. Include a money order, certified check, or receipt of \$15 with the application, as a nonrefundable application fee.
6. Certificate of Graduation (copy of diploma).

7. Certificate of Immunization P-VAC-3 (students under 21 years of age).

III. TRANSFER STUDENTS

Standards and Requirements

1. The candidate must have studied at an accredited college-level institution. In order to be considered an accredited institution, the college must be recognized by the Council on Higher Education of Puerto Rico or by the accrediting agencies of the United States. Institutions from other countries that are recognized by the educational authorities of their country are considered accredited.
2. The applicant who has passed 24 or more college credits and has an academic average of 2.50 or higher shall be evaluated taking into consideration the academic average obtained in his/her university studies. If the academic average is less than 2.50 the applicant must comply with the entrance index required for students coming from high school. Students who have less than 24 passed credits in their university of origin shall be evaluated according to the criteria established for traditional students.
3. The applicant must not be under academic or disciplinary sanctions at the university of origin.

Procedure

Students from another university who apply for transfer shall submit an application accompanied by the following:

1. An official transcript from high school if the academic average is less than 2.50 and has passed fewer than 24 credits.
2. The results obtained in the Aptitude and Proficiency Test (PAA offered by CEEB) or SAT.
3. Certificate of graduation (copy of diploma).
4. Two official university transcripts.
5. A recommendation letter from the Dean of Student Affairs.
6. A \$15 fee (non-refundable).
7. Certificate of Immunization P-VAC-3 (students under 21 years of age).

IV. STUDENTS FROM FOREIGN HIGH SCHOOLS

Standards and Requirements

1. These are students who live and have studied outside of Puerto Rico.
2. If the student has not taken the aptitude and proficiency test offered by the College Board (CEEB, SAT, or ACT) because it is not offered in the country of origin, he/she shall be evaluated by the Admissions Committee.
3. Placement test in Spanish, English, and Mathematics will be required prior to enrollment.

Procedure

Submit your application for admission, along with:

1. Official high school transcript
2. Submit an original certificate from the Puerto Rico Department of Education certifying that the applicant has completed the equivalent to a high school diploma.
3. A letter of recommendation from the director, a teacher, or guidance counselor from your high school.
4. Certificate of graduation (copy of diploma).
5. \$15 fee (non-refundable)
6. Certificate of Immunization P-VAC-3 (students under 21 years of age).

V. STUDENTS UNDER 25 YEARS OF AGE WITH DEPENDENTS

Procedure

Students under 25 years of age who have not taken university courses and who have dependents shall submit their application for admission accompanied by:

1. A \$15.00 admission fee paid by check or money order (non-refundable)
2. An official high school transcript
3. A recommendation letter from the employer
4. Résumé
5. Dependent's birth certificate or a certificate from the Police

V. ADULT STUDENTS

Procedure

Students 25 years of age and older who have not taken university courses shall submit their application for admission accompanied by:

1. A \$15.00 admission fee paid by check or money order (non-refundable)
2. An official high school transcript
3. A recommendation letter from the employer
4. Resumé

VI. TRANSITORY STUDENTS

Standards and Requirements

1. Students from other universities, educational institutions, or public service agencies who receive authorization or a recommendation to study for a specific period of time at USC may be admitted as transitory students. The permission for enrollment awarded to the transitory student does not represent a formal admission and expires at the end of the period for which it was awarded.
2. High school students, further to recommendation by the school principal, have the opportunity to study at the University as special students to satisfy high school graduation requirements or to advance college-level work. A previous recommendation from the principal or guidance counselor from the student's high school is required. The university courses passed may then be accredited by the university towards an academic degree, if the student is admitted as a regular student. Additional information about admission can be obtained through the Admissions and Promotion Office.
3. Transitory students who wish to become traditional students must meet the standards and requirements of admission when submitting the application.

Procedure

1. Request from the university or institution of origin a recommendation or permission to study at Universidad del Sagrado Corazón. Also, the student must submit an application for enrollment as a transitory student to the Office of Admission and Promotion.
2. Submit the application for admission, accompanied by \$15.00 (non-refundable).

VII. AUDIT STUDENTS

The university admits students as audit students. Once enrollment is complete, individuals may attend regular courses offered by the institution.

1. Audit students are those who wish to enroll in a course, but will not obtain academic credit or a final grade. An application for admission, accompanied by \$15 (non-refundable) must be submitted.

NOTE: Applicants for a master's program must submit an application to the Office of the Associate Dean of Graduate Studies.

VALIDITY OF ADMISSION

Students may enroll in those majors which are valid at the time of admission. The university reserves the right to eliminate any course due to insufficient enrollment or to phase out any program.

Admission to the University will be valid for a period no greater than one academic year, as of the date in which it was awarded. If the student does not enroll within the indicated term, another application must be submitted along with the student's credentials.

READMISSION

Enrolled students who interrupt their studies must apply for readmission to the University if they wish to resume their studies. The standards for readmission appear in the section of Academic Information of this catalog. Readmission is requested through the Registrar's Office.

FINANCIAL AID

The main function of the Financial Aid Office at the Deanship of Administration is to provide the opportunity to achieve postsecondary studies to individuals who lack the necessary financial resources to cover their education expenses.



USC offers various financial aid programs, among which are the following:

I. INSTITUTIONAL PROGRAMS

Athletic Scholarships

Scholarships offered to students with special skills in a particular sport. Their participation on the team must be considered necessary. Participants should maintain a cumulative academic average of 2.00.

Leadership Congress Scholarship

This scholarship is available for students who participated in the Leadership Congress Program, while in high school.

Participating students must have completed their high school studies with a grade point average of 3.5 and must be admitted to our University to pursue studies leading to a Bachelor's Degree. Continuing students will have to maintain a 2.5 general average each semester, pass 80 percent of the enrolled credits, and must be enrolled in no less than 15 credits each semester.

Madre Rosa Arzuaga Scholarship (Special Scholarship for Teachers)

This program provides financial assistance for school teachers in the Archdiocese of San Juan and the Diocese of Caguas. The teachers must at least possess a Bachelor's Degree and take courses required for teacher certification at their respective levels.

Scholarship for Alumni (Graduates from USC with a Bachelor's Degree)

Alumni who are interested in obtaining a Master's degree or a second BA may receive between a 10% to 25% discount on general fees, according to the category that is selected on the ID card.

Children of alumni in the Diamond category may receive an exemption on general fees for a maximum of two years. (\$300).



FEE Scholarship

The Fund for Exceptional Students (FEE) is a plan through which an individual or corporation financially supports a student up to the completion of a degree. The objective of this program is to acknowledge academic excellence and leadership of those students who have a financial need to cover the cost of education.

New students who apply for this scholarship must have an admission index of 3,800 or more, according to the formula for admission, have graduated from high school with a 3.5 academic average or higher, have a family contribution (EFC) of 0 to 500 in the analysis of financial need, and must be enrolled in an academic program leading to a bachelor's degree.

Luis Cardinal Aponte Martínez Scholarship

This scholarship is available to those students coming from high school who will continue studies in Education, Nursing, and Social Work. Up to 10 scholarships are awarded annually.

This scholarship is awarded to new students who have an admission index of 3,300 according to the USC's admission formula who present a recommendation letter from a teacher or guidance counselor from their school of origin regarding the student's leadership and service qualities.

Participating students must maintain an academic average of no less than 3.5, be enrolled in no less than 15 credits, and pass 90% of those credits each semester.

Madre Rosa De Bolívar Scholarship

Through this scholarship, USC acknowledges the valuable contribution to the development of community spirit by students who are members of the following student organizations:

- Chorus of the Universidad del Sagrado Corazón
- "La Red" Group

Students eligible for these benefits must commit themselves to participate in the activities of the organization, including rehearsals, presentations, and/or official activities.

Participating students must maintain an average of no less than 2.5 each semester, be enrolled in a minimum of 12 credits, and pass 80% of those credits each semester.

Graduate Program in Management of Information Systems Scholarship

This scholarship is available to graduate students who pursue studies in the Management of Information Systems Program.

Students interested in participating in this program must: have taken at least 9 credits in the MBA-GSI Graduate Program, have a general academic average of 3.50 or higher, and not have interrupted studies without justifiable cause, withdrawn from courses, or other show an other indicator that violates standards of academic progress applicable at the graduate level.

Only active students in the Business Administration- Management of Information Systems Master's program will be considered.

Students with a cumulative grade point average of 3.5 may receive an exemption of 50% of the total cost of the credits for which they are enrolled.

Financial Incentives Plan

This program has the objective of recognizing the academic excellence of the student and offering the opportunity to cover part of the education costs.

1. New admission students must have a high school general academic average of 3.75 (according to the USC admission formula) and must be enrolled in no less than 15 credits per semester (30 credits annually). To maintain eligibility in the program, the student must pass no less than 90% of the enrolled credits.
2. Students must submit a Financial Aid Application (FAFSA) and have a valid response demonstrating family contribution for educational costs. In order to be eligible for this Financial Aid program, students must demonstrate financial need, according to an analysis of expenses.

Other eligibility criteria exist for students who participate after the first year.

❖ Continuing Students

Eligible students must maintain a cumulative grade average and pass 90% of the courses in which they have enrolled.

Required Academic Average	Discount Benefits for Enrolled Credits
3.30 – 3.49	9-11 credits = \$5.00 12-14 credits = \$10.00 15 or more credits = \$15.00
3.5 or more	9-11 credits = \$15.00 12-14 credits = \$20.00 15 or more credits = \$30.00

Departmental Scholarship for New Admission Students in Chemistry, Social Work, Nursing, and Education.

This scholarship program is directed at new admission students from non-Catholic schools who wish to study in the areas of Chemistry, Social Work, Nursing, and Education. The applicant must have an academic average of no less than 2.5 and an admission index of 3,300 in the institutional formula. In addition, students must submit a Financial Aid Application (FAFSA) and receive a valid response that shows the family contribution.

Students enrolled in 12 credits or more with a GPA of 3.00 will receive a different benefit amount from those who have a GPA between 2.50 and 2.99.

Scholarships for Students from Religious Orders

USC offers assistance and scholarships to students who belong to Catholic religious orders. These are defined as those who have been ordained as Catholic Priests or who have taken perpetual vows in a congregation or Catholic Religious Order.

The students who apply for this benefit submit evidence of U.S. citizenship or permanent residency in Puerto Rico, be enrolled in an undergraduate program as a regular student, maintain an academic index of 3.0 cumulative points per academic year, and have passed 90% of the credits taken.



II. FEDERAL AND STATE PROGRAMS

Scholarships and Educational Aid Program of the Council on Higher Education of Puerto Rico

These are state funds available for undergraduate and graduate students in financial need, according to the eligibility elements of Title IV programs and/or academic requirements established by the rules of the scholarship programs.

Pell Grant

The Pell Grant is the basic aid of the financial aid programs; all undergraduate students in financial need may apply.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal funds are available for undergraduate students whose family contribution is limited or minimal.

Federal Work Study (FWSP)

Federal funds offered to undergraduate and graduate students as compensation for work assigned by the University.

Perkins Loans

Low interest loans awarded to undergraduate and graduate students who demonstrate financial need.

William D. Ford Federal Loan, Subsidized Loan

Loans for which the federal government subsidizes the interest for as long as the student has at least a 50% academic load.

William D. Ford Federal Loan, Non-subsidized Loan for which interest begins accruing once the loan is disbursed.

William D. Ford Federal Loan, Direct Federal PLUS

Available to student's parents; the payments begin once the loan is disbursed.

FEDERAL AND STATE FINANCIAL AID APPLICATION REQUIREMENTS

The financial aid application may be submitted by any student who is admitted by the University and is interested in obtaining any type of financial aid. Students must fulfill the following requirements:

1. Be admitted as a regular student and enrolled at USC. Students pursuing a master's degree must be enrolled in a minimum of three credits in order to be able to apply for this loan.
2. Demonstrate satisfactory academic progress in accordance with institutional standards.
3. Be a citizen of the United States of America, permanent resident, or an eligible non-citizen.
4. Demonstrate the need for financial aid. Our system to determine financial aid need is based on the FAFSA analysis system.
5. Be in good standing in regard to federal loan payments and any reimbursements to Pell Grant or other Title IV financial aid.
6. Submit the free Federal Application for Financial Aid (FAFSA) with all the required documents and within the dates established annually. The institutional code for the application is 003937.
7. Register with the Selective Service (if applicable).
8. Submit a certificate of graduation, a copy of the High School diploma or equivalent to the Office of Admissions and Recruiting.

FEDERAL AND STATE FINANCIAL AID APPLICATION PROCEDURES

In order to facilitate the application process in the aforementioned programs, students shall submit the FAFSA financial aid application annually before the due date announced by the University.

The application may be completed at www.fafsa.ed.gov, and applicants may select their preferred language. The institutional code for the federal application is 003937.

If necessary, the Integrated Assistance Office will provide support for filling out the form. This service is also available from the guidance counselor or assigned personnel at the school the applicant is currently attending.

STANDARDS AND PROCEDURES FOR ACADEMIC PROGRESS APPLICABLE TO STUDENTS WHO RECEIVE FINANCIAL AID

The Standards and Procedures for academic progress applicable to students who receive financial aid are published on our Web page.

These Standards are intended to allow students who benefit from receiving financial aid to make good use of the benefits, by demonstrating a constant and progressive effort to complete the requirements of their respective courses of study.

Each student is responsible for understanding his or her academic status. In order to evaluate academic status, both qualitative and quantitative elements are taken into consideration:

The qualitative element measures the student's academic progress by using the grade point average.

The quantitative element consists of two aspects. The first one measures the maximum period of time in which financial aid will be awarded to the student. The second measures the speed with which progress is being made toward obtaining the degree through the annual approval of a specific minimum number of credits.

The standards for academic progress apply to undergraduate and graduate students and include specific aspects such as: requirements for the repetition of courses, probation cases, suspensions, appellate process, restitution, and notification.

FINANCIAL REQUIREMENTS

CHARGES AND FEES

The charges and fees for the programs offered by USC during the **2014-2015** academic year are listed below:

1. Enrollment

UNDERGRADUATE PROGRAM

- | | |
|--|------------------|
| a. Regular and audit student, including Basic Skills courses | \$195 per credit |
| b. Transitory students | \$210 per credit |

NOTE: The cost per credit increases a minimum of \$5.00 annually.

GRADUATE PROGRAM

- | | |
|------------------------|------------------|
| a. Regular students | \$220 per credit |
| b. Transitory students | \$245 per credit |

NOTE: The cost per credit increases a minimum of \$5.00 annually.

2. General Fees (NONREFUNDABLE)

UNDERGRADUATE PROGRAM

- | | |
|----------------------------|--------------------|
| a. Semesters-academic year | \$300 per semester |
| b. Summer session | \$125 per session |

GRADUATE PROGRAM

- | | |
|---------------------------|-------------------|
| a. Sessions-academic year | \$220 per session |
|---------------------------|-------------------|

3. Infrastructure Fee (NONREFUNDABLE)

- | | |
|--------------------------|-------------------|
| a. UNDERGRADUATE PROGRAM | \$200 per session |
| b. GRADUATE PROGRAM | \$145 per session |

4. Library fee (NONREFUNDABLE)

a. UNDERGRADUATE PROGRAM \$50 per semester

b. GRADUATE PROGRAM \$33 per session

5. **Special Fees per Course** (Specific charges in the class schedule;
Labs, workshops, practicum, web course, etc.)

6. Dormitories (meals not included)

UNDERGRADUATE AND GRADUATE PROGRAMS

a. Per semester or academic session \$1,500

b. Per summer session \$375

c. Admission fee (Nonrefundable) \$25

NOTE: Rent will increase a minimum of \$50 per semester or academic session.

7. Other Fees (NONREFUNDABLE)

a. Registration Surcharge / Late Payment Fee \$75

b. Late Registration Fee \$100

c. Reactivation Fee for Cancelled Enrollment \$300

d. Add a Course Fee (after the set period) \$35 each

e. Late Tests (removal of incompletes) \$30 each

f. Transcript Application \$5 each

g. Charge for Placement Test, Challenge Test, Art Portfolio \$25 each

h. Charge for course when the test for validation or challenge/ portfolio is passed ½ the cost of the course

i. Identification Card \$10

j. Finance Charge for pending monthly balance 1.95%

k. Admission Application-Undergraduate Programs	\$15
l. Admission Application-Graduate Programs	\$25
m. Readmission Application (Undergraduate and Graduate)	\$25
n. Graduation Fee (applies to all graduates whether present or not at the official ceremony or graduation activities)	\$150
o. Additional copies of class schedule, payment receipts, or other official documents	\$1 each
p. Comprehensive Exam	\$50
q. Application for maintaining status (Graduate Program)	\$15
r. Diploma Duplicate	\$75
s. Returned Check Fee	\$30 each
t. Computer Laboratory Charge (\$50 per semester)	(\$5 daily)
u. Exchange Program Fee (Sagrado Corazón students)	\$150
v. Graduation Certification or verification of Academic Degree	\$8
w. Change of Major Fee	\$10
x. Transfer Application to another university	\$30
y. Enrollment Certification	\$4

7. Permit to access the campus:

Undergraduate

From August through May (academic year)	\$60
Per academic semester	\$35
Per summer session	\$15

Graduate

Three sessions	\$75
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One session

\$30

8. Fines and Penalties

Charges for infractions of traffic, library, and educational technology rules will be made according to the rules established for those purposes.

CHANGES IN COST

The Institution reserves the right to make changes in its charges and fees. No change will be made retroactive.

ENROLLMENT

Students should process their registration by WEB on the dates indicated for each academic session. Students who do not process their registration by the WEB may be asked to complete the late registration process, which includes an additional charge. No exceptions will be made.

Only officially enrolled students who have made the corresponding payment for each enrollment period are authorized to attend classes. Failure to comply with this rule will result in additional charges and penalties.

Not attending class does not release the student from the debt entered into during enrollment.

MEDICAL INSURANCE

The student must pay in advance the charges for the medical insurance premium for each semester and/or summer session.

Students will be exempted from this charge if they present evidence through the WEB or at the time of enrollment of their medical insurance subscription.

PAYMENT PLANS

USC offers the option of paying the enrollment fees in four (4) installments, for the undergraduate program and in three (3) installments, for the graduate program.

The first installment is due **before** class starts, at the time of enrollment. Subsequent installments shall be due on the date indicated on the Statement, but never later than the due date stated in the academic calendar. At the end of the month, any pending balance is subject to a finance charge.

If the Institution has to contract the services of an attorney or a collection agency to collect any amounts owed, the student shall be responsible for those fees.

PAYMENT PLANS SHALL NOT BE AWARDED DURING VUHO OR SUMMER SESSIONS.

OFFICIAL DOCUMENTS

Diplomas, certifications, recommendation letters, transcripts, and other official documents shall only be given to students who are up-to-date on their payment plans and other commitments with the University.

Furthermore, the University may deny enrollment in its programs to any student who is in arrears until said student settles the account with the Institution.

REIMBURSEMENTS

1. Enrollment Cancellation:

Enrollment cancellation is considered as a full withdrawal if it is done during the regular registration period right until the day before the beginning of classes. In these cases 100% of the enrollment charges and special fees will be reimbursed (laboratory, workshops, teaching practicum fees, etc.). The fees for infrastructure, technology, late enrollment, the general fee, and any other fees will be paid by the student.

The request for enrollment cancellation must be submitted in writing as a complete withdrawal in the Offices of the Registrar and the Treasurer during the period previously indicated.

Students with Financial Aid will have all the benefits cancelled and will be responsible for all charges and fees.

2. Official Withdrawals:

Reimbursement for registration charges and special fees (laboratory, workshops, teaching practicum, etc.) shall be awarded for official withdrawals within the first two (2) weeks of classes of a regular semester and for the graduate program, as established in the academic calendar, in accordance with the following:

During the first week of classes: 100%
During the second week of classes: 40%

NOTE: After the second week of classes, NO reimbursements will be awarded. During the summer and “VUHO” sessions, a 75% reimbursement will be awarded during the first three (3) days of class, as established in the academic calendar.

NOTE: No reimbursements will be awarded when Enrollment is paid with student aid. The financial aid received will be adjusted in accordance with the reimbursement policies for students receiving Title IV Federal Student Aid.

3. Withdrawal from Dormitory

The amount to be reimbursed when students withdraw from the dormitory shall be determined on a prorata basis of the total charge for the days comprised from the first day of classes to the eight week of the semester. Reimbursements shall not be awarded for withdraws from the dormitory after this date.

During summer sessions, the amount to be reimbursed shall be determined on a prorata basis of the total charge from the first fifteen (15) days of classes. Reimbursements shall not be awarded for withdrawals from the dormitory after this date.

4. Reimbursement for students in the United States Army Reserves or the National Guard of Puerto Rico

When a student is called to active service by the Army Reserves or the National Guard of Puerto Rico, he/she will have the right to:

- Credit for the courses being taken at the time of activation. This credit will be valid for two years from the time the student is discharged from duty.
- Space in the courses in which the student was enrolled in one of the next two academic periods after being discharged from duty. This is contingent on whether the courses are offered during the first or second semester. The student shall have priority to enroll in the course within the regular enrollment period.
- A note on the official academic transcript stating that the reason for the withdrawal or the incomplete received was due to an activation order from the United States Army Reserve or from the National Guard of Puerto Rico.

CLAIMS

Any individual who believes to have meritorious reasons for an exemption from the published standards should present a written statement with the necessary evidence **NO LATER THAN THE LAST DAY OF CLASSES OF THE ACADEMIC SEMESTER IN ORDER TO REQUEST THE EXCEPTION.** If necessary, the student may request reconsideration of his/her case by presenting evidence and necessary justification and mail it to:

Director of Finance
Universidad del Sagrado Corazón
P.O. Box 12383
San Juan, Puerto Rico 00914-0383

STUDENT SERVICES

Student services are directed at facilitating personal and academic development of students. Specialized staff work together to contribute to the intellectual, academic, spiritual, emotional, social, and vocational development of students, as well as to help students reach their full potential.

ASI (INTEGRATED ASSISTANCE)

A majority of the services offered to the students are accessible through Integrated Assistance (ASI), located in the lobby of the Associate Deanship of Student Affairs. At ASI, the student can access services from the Registrar's Office, Financial Aid, Accounts Receivable, and the Associate Deanship of Student Affairs, all in one place.

Also, students can access online services to obtain forms from the Office of the Associate Dean of Student Affairs:

- Academic certification
- Course equivalency revision
- Change of address
- Change of classification
- Minor concentration
- Evaluation of academic record
- Graduation
- Certification of degree
- Readmission (print and sign)
- Transcript (print and sign)
- Personal Information - Self Exclusion

Online requests will be sent to the office responsible for processing them. These services are accessible from the Internet. There are 12 computers available at ASI in order to request the services without waiting in line.

ATHLETIC AND RECREATIONAL ACTIVITIES

USC is a member of the Inter-University Athletic League (LAI), participating in the following sports:

1. Volleyball
2. Tennis
3. Basketball
4. Soccer
5. Judo
6. Track and Field

7. Olympic Weight Lifting
8. Swimming
9. Cross Country
10. Dance

There is a modern and spacious Sports Complex with the following installations:

1. An indoor court with two basketball courts and three volleyball courts, in addition to a main court to practice both sports. There is room for 1,500 spectators on bleacher style seating.
2. An Olympic pool
3. A soccer field
4. Four tennis courts
5. A room with billiard tables, table tennis, board games
6. A gym for judo and wrestling
7. A gym with Nautilus machines, free weights, benches, ergometers, Smith machine, power squat, leg press, and dumbbells, among others.

Intramural competitions are organized in softball, basketball, billiards, and dominoes, among others. Also, there Thanksgiving Day race. The activities for the race include music groups, barbecuing, and the participants are awarded turkeys.

CULTURAL ACTIVITIES

In keeping with the slogan “Sagrado Cultural Campus” and the objective of enriching and complementing the academic experience and comprehensive development of our students, our University annually offers a wide variety of cultural activities that are organized by the academic departments and student organizations. These activities include collective visual arts exhibitions and events, photography exhibitions, forums, lectures and telecast lectures, theater, literary events, music and dance recitals, film screenings, fairs, and other innovative artistic and cultural expressions. The University has a variety of spaces that are ideal venues for these events:

PLAZA OF THE ARTS

Located in the Barat Sur building, the design is based on the typical town square, with benches, trees, and a place for meeting and activities. There is a monumental ceramic mural by Roxanna Jordán at the entrance to the Plaza.

HALL OF THE ARTS A-This exhibition space was the first site of the Puerto Rico Contemporary Art Museum. Located on the second floor of the Barat Sur building, it is used for exhibitions of works by artists, photographers, and students.

HALL OF THE ARTS B-This space was designed for lectures, forums, exhibitions, academic, student, organizational, and professional presentations, with an approximate capacity of 200. Both halls are multi-purpose, with modular movable dividers, adjustable light systems, and the possibility of connecting both halls.

EMILIO S. BELAVAL THEATER- The Theater is a historic structure, having been built in 1940, and restored in 1979 and 2012. The name of the theater is in homage to the Puerto Rican playwright, essayist, writer, and jurist who is considered to be the architect of contemporary theater in our country. The Theater has 344 seats, 296 on the ground floor, and 48 on the second. There are modern sound and light systems, as well as sets and projectors. The space is used for plays, forums, lectures, conferences, symposia, commented recitals, concerts and musical shows, as well as other academic, cultural , organizational, and professional events.

@SER STUDENT SERVICE AND RETENTION CENTER

The Student Service Center integrates personal counseling, academic guidance, and tutorial services with an information center (physical and virtual) with life coaching. The Center also provides support for students with special needs and disabilities through reasonable accommodation. The purpose of @SER is to facilitate student adaptation to university life, including technology as part of this new concept.

Guidance Services

- ✓ Academic, educational, vocational, and personal counseling services
 - Academic, educational and vocational counseling for daytime and evening students (75% or more of the course load in this schedule) with a professional counselor. Provides liaison with academic, educational, vocational, and personal counseling provided by professional counselors in the academic departments.
 - Personal counseling – for daytime and evening students with professional counselors.
- ✓ Personal coaching – assistance for students directed at inspiring healthy life-style habits, reducing or eliminating high-risk behavior, improving quality of life, and fulfilling personal and academic potential. Development of educational materials and activities for classroom and online coaching. Provides liaison with counselors and other support and service staff for students.
- ✓ Information Room- Provides occupation guidebooks and materials from other universities related to graduate and undergraduate study, including catalogues from other universities in Puerto Rico. Career and occupational testing (in the classroom and online), application forms for admission to graduate school. Technological and online resources that will assist

students in preparing documents; access to personal academic information; standardized tests; electronic guides for assistance with graduate study examinations.

Tutorial Program

The program provides individual or group assistance in the areas where it is needed by students. The services may be obtained through referral from a professor or by the student's own initiative. Tutorials are offered daily, during the daytime, as well as in the evenings. Tutoring includes the following elements:

Group or individual tutorials.

- Practice of oral communication skills with the help of a tutor or a professor
- Review sessions before texts

Integrated Reasonable Accommodation Services

Provides assistance for students with disabilities or special needs in adapting to college life. Specific needs are addressed with regard to academic performance. Accommodation is subject to the needs and condition of each student. Services include:

- Identification and implementation of service needs, orientation, and referral to institutional service units and external agencies.
- Coordination for assigning readers, note-takers, classrooms, expedited enrollment, access permits, keys to elevators.
- Coordination of workshops and training sessions on laws related to this population and Technological Assistance equipment.

College Life Program

This program eases the transition into college life for new students and reinforces their possibilities of academic success and retention. Several strategies are used:

- ✓ *Activities* - orientation on enrollment procedures, welcome activities, campus tours, talks and workshops including the parents of the students to facilitate the process of adapting and connecting to college life.
- ✓ *Seminars FEP 101, 102 and 201* – A sequence of three one-credit courses that are given during the first three semesters and which provide experiences that will help students to:
 1. Become acquainted with the University, student organizations, various projects, opportunities, and activities.
 2. Clarify their values and professional goals
 3. Meet other students, facilitate collaborative learning, and shared responsibilities.

4. Improve study skills, written and oral presentation skills, research skills, critical thinking, and prepare for the work world.
 5. Use the Institutional Website, “Mi Camino en Sagrado” and different online communication and information resources.
 6. Develop communication and research skills as well as the use of new technologies, critical thinking, and collaboration in group work.
- ✓ *Multidisciplinary support services* - professional counselors, professors acting as mentors, and spiritual support.
- ✓ *Training, workshops, seminars* – for the faculty and administrative staff who provide services for students regarding the needs, issues, and situations that affect university life for new students.

Support for People with Special Needs

The @SER program seeks to promote changes in the system so that equal opportunities are offered to the disabled student population (Exceptionally Challenged) and to encourage students who receive this aid to achieve independence through technology assistance.

Services offered:

- Training about different technology assistance equipment
- Identification and modification of architectural barriers on the University campus
- Technology assistance equipment to promote the disabled community's independence
- Identification of the student needs
- Guidance and referrals for special cases to the different agencies that offer services to this population
- Integration of disabled students in social activities
- Workshops about laws supporting this population, existing technology assistance equipment, and common courtesy with regard to people with disabilities
- Develop proposals to acquire technology assisted equipment, as well as modifying areas to make them accessible for this population
- Orientation about reasonable accommodation according to ADA Law and other laws supporting of this community

Early IQ System

A *web based* system for monitoring students that allows for identifying behavior that reflects high personal risk and academic neglect, which will allow for communicating early alerts to the faculty, support and student services staff, as well as to students themselves. This system was acquired by USC from *Connect Edu*. *Early IQ* is available to the faculty and support staff through the Sagrado Website at <https://portal.sagrado.edu>.

Early IQ collects student data from different sources, which provides a broader perspective. Thus, the alerts may be entered into the system by professionals that have contact with the students on campus or the system itself may collect the data in a semi-automatic manner from the campus student-information management system. Furthermore, through *Early IQ* we can address the student's needs as well as assist the faculty in the process of early identification of needs through a series of periodic surveys that must be completed by both students and faculty. The data is compiled by the system in a single database that is available to the faculty and to student support personnel. The system enables early identification of at-risk students and the student intervention process by issuing referrals to the support personnel. The system issues alerts and referrals to the university email of the professor, the student, and the support personnel.

@ SER ON NIGHTS AND SATURDAYS

On nights and Saturdays, the @SER Center operates as the university's administrative offices. @SER ensures that the institution's operations continue on nights and Saturdays. In coordination with the offices of the deans, the departments, and the offices, @SER manages the main aspects of providing academic, administrative and guidance services to students and professors. It also directs and facilitates the institution's administrative services that are provided during the day to the USC community in the evenings.

The academic requirements for students that study after 5:30 p.m. and on Saturdays are not different from the requirements for day students. The class schedule is decided by the student, who can either take classes during the day or in the evenings. There is a wide array of concentrations that can be completed during the evening and Saturday schedule. Detailed updated information on this may be obtained at the Office of Admissions and Promotion.

The offices of the Registrar, Financial Aid, Treasury, Security, Academic Guidance and Counseling, First Aid, Continuing Education, and Ministry Center offer their services during the evenings. The laboratories (languages, natural sciences, photography, nursing, and secretarial), Center for Personal Development, Library, Cafeteria, Educational Technology Center, and the directors of the academic departments have an extended evening and Saturday schedule.

VUHO

@SER coordinates the VUHO alternative (Spanish acronym, Variety of University Courses on a Timely Schedule). VUHO is directed to working adult students and have not been able to

complete an academic degree. This program also benefits regular students who wish to finish their degree early, students that need to complete Master's degree requirements, and students that wish to complete the courses required for the Teacher Certification issued by the Puerto Rico Department of Education. VUHO offers general, departmental and concentration courses.

A regular course with university credits is completed in a month or five or six weekends. The class meets on Fridays, from 6:00 p.m. to 10:00 p.m., and on Saturdays, from 8:00 a.m. to 1:00 p.m. Besides attendance, students must complete three hours of preparation for evaluations and nine hours of special projects. Some courses are partially or fully web-based.

Evening counseling

Academic, vocational, personal, and educational counseling is available in the evenings. Hours are Monday to Thursday from 5:00 p.m. to 9:00 p.m. and on Saturdays from 8:00 a.m. to 12:00 p.m.

Enrollment at any time

The flexibility of course schedules and the admissions process allow for enrollment at any time of the year. There are seven VUHO sessions running from August through June of each academic year. The list of courses that will be offered in each session will be available at the @SER Center and on the Web at sagrado.edu.

@SER evening schedule	
Monday -Thursday	7:00 a.m. – 9:00 p.m.
Friday	7:00 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 12:00 m.

CENTER FOR PERSONAL DEVELOPMENT

The Center for Personal Development is a service center of the Office of Academic and Student Affairs. The purpose of the Center is to promote healthy lifestyles within the University and outside community, as well as to improve of the quality of life through education and other strategies.

The Center offers different services, such as:

- Talks, lectures, and workshops on subjects related to personal, group and institutional development, addiction prevention, and other social issues.
- Therapeutic help and counseling for students and their families, when the situation requires it .
- Organizing and developing student and group associations. Workshops and activities are offered to provide assistance as students develop their groups and grow as leaders.
- Workshops for parents, teachers, and personnel on diverse subjects.

Community services related to personal, group, and community development through presentations made by the La Red group. This group of students, which works with the Center, promotes health life styles, free from tobacco, alcohol, other drugs, and violence, using fine arts strategies.

STUDENT COUNCIL

Student Council elections are carried out for the purpose of fostering and guiding effective participation of students in campus life. According to USC rules, the elections are conducted annually. The responsibilities of the Council are:

1. To officially represent all students.
2. To encourage the exchange of ideas and opinions in order to make recommendations related to issue that affect the university community.
3. To encourage and promote an intellectual, moral, and Christian environment that propitiates the full development of students and closer relationships among the members of the university community.
4. To encourage the students to fulfill their duties and maintain institutional order.
5. To appoint students who represent the student body in committees and organizations as established in institutional rules.

MAIL SERVICES

The Sagrado Internal Post Office provides a variety of services to all academic units and administration, teachers and non-teaching staff, and to students subject to rules and regulations of the US Postal Service for this institutional department. The services include internal and external correspondence, preparation and postage of official correspondence, sale of stamps, certified and insured mail, Express Mail, Priority Mail, mailing packages, renting mailboxes to students, university personnel, and alumni. The internal Post Office operates from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m. on regular business days.

ALUMNI

The Alumni Office, under the Associate Dean of Student Affairs, acts as a link between the University and its alumni. Its mission is to *“Keep alumni integrated with university life through effective communication networks that will strengthen the alumni’s sense of pride, gratitude, loyalty, and commitment toward USC.”*

At Sagrado we recognize the quality of our alumni with a benefit program that provides for their needs and that is targeted at the alumni’s academic and professional development. Some of these benefits are: an I.D. card, an incentive program, institutional scholarships, subscription to the Alumni Magazine, use of facilities, and use of sports facilities for the alumni’s family, and a preschool. To enjoy these benefits, alumni must take out the alumni I.D. card at the Alumni Office.

Alumni may return to Sagrado to take courses, complete a Master's degree, take part in social activities and class reunions, serve as mentors, as consultants on institutional committees, or as lecturers. Furthermore, alumni support fund raising activities for the scholarship fund and contribute to the continuation of the Institution's education projects.

The Office promotes constant communication by publishing its digital magazine *Sagradeño*. Alumni may follow new, activities, and other announcements related to the University at the official web site www.sagrado.edu, and through [LinkedIn](#), [Facebook](#), and [Twitter](#) (Exalumnos Sagrado).

CAFETERIA

Operated by concessionaires, the cafeteria is located on the first floor of the Student Center. The cafeteria offers breakfast, lunch, and dinner are served, as well as a variety of sandwiches, light meals, and snacks, among others. The cafeteria's regular hours are from 6:30 a.m. to 5:00 p.m. Monday through Friday.

In addition, there is snack bar on the first floor of the Barat Building (next to the Multi-Purpose Rooms "SUM") that offers sandwiches, snacks, and other fast foods. The snack bar is opened from 6:30 a.m. to 8:00 p.m. from Monday to Thursday and 6:30 a.m. to 2:00 p.m. on Saturdays.

COOPERATIVE PRESCHOOL CENTER

The Cooperative Preschool Center operates as a concession within the Institution's facilities. The Center provides a safe, healthy, happy, and stimulating environment for boys and girls who are children, grandchildren, nieces, or nephews of the employees, students, and alumni of USC, and who are members of the cooperative. This project began in 1992 and it is a member of the Public Corporation for the Supervision and Insurance of Cooperatives in Puerto Rico (COSSEC).

Our Center provides academic and child care services to children between the ages of 1 -5 years old. We have three separate groups: Toddlers (1^{1/2}-3 years old), Explorers (3-4 years old), and Pre-kinder (4-5 years old).

The Center's schedule is Monday through Friday from 7:00 a.m. to 6:00 p.m.

The Department of Education's Child Care Program sponsors meals for our children (breakfast, lunch, snacks).

The Center is represented by a Board of Directors comprised of several members. These positions are: Chair, Vice-president, Secretary, Treasurer, and one committee member. They are selected during the annual assembly elections which take place during the month of October.

Each group is cared for by two adults: a teacher and an assistant. All of our teachers possess a Bachelor's of Education and are certified by the Puerto Rico Department of Education.

Our activities are planned through a creative curriculum. This type of curriculum allows students to learn in a fun and spontaneous way, always under the supervision and intervention of the teacher and the assistant.

In addition, our personnel is trained in first aid and cardiopulmonary resuscitation as required by law.

An administrator or director manages the Center and in collaboration with the Board of Directors is responsible for maintaining adequate services in a secure and comfortable environment for our children.

The Center receives University security services 24 hours a day, seven days a week. The University's security guards watch over the property and children while they are at our Center.

The Center is located on the Universidad del Sagrado Corazón campus in the area known as "Los Caobos."

GALLERIES AND MUSEUMS

Art Gallery

The Art Gallery of the Universidad del Sagrado Corazón opened its doors in February of 1995 to commemorate the Sixtieth Anniversary of the institution. The gallery is located in the Barat Building, between the Sculpture Garden and the Arts Plaza.

The Art Gallery offers its exhibition space to professional artists, art professors, emerging artists in the community, and to talented students. The Gallery's mission is of an educational and cultural nature. One of its main objectives is the search for aesthetic excellence from a research perspective directed at rescuing our visual arts heritage will facilitating direct contact with art for our community.

A total of eleven exhibitions presented in this gallery have received awards from the Puerto Rico Chapter of the International Association of Art Critics (AICA).

José Pepín Méndez Gallery

The José Pepín Méndez Gallery, dedicated to a major benefactor of the university, is located at the Student Council Offices. It is a Student Council project, under the Office Associate Dean of Student Affairs, to promote USC young student artists and the art of our alumni.

The gallery has become a workshop where the members of the Student Council learning about the conceptualization, coordination, and presentation of an art exhibit. The Gallery exhibits paintings, drawings, silk-screen prints, sculptures, digital art, and other art media.

Sculpture Garden

The USC Museum without Walls, the Sculpture Garden of the Visual Arts Plaza, was inaugurated on December of 1992. The concept of the space combines two important elements for improving our quality of life: ecology and aesthetics.

Reforestation of a 12,430 square foot area with forty endemic and exotic trees, as well as tropical flowers, support the function of our Institution as the “green lung” of Santurce. This urban forest provides a space for Puerto Rican contemporary sculpture by Rafi Ferrer, Carmen Inés Blondet, Pablo Rubio, Luis Torruellas, Melquiades Rosario, Adelino González, Luis Hernández Cruz, and Jaime Suárez.

This project is the first of its kind and has been located within the university campus thanks to generous contributions from the government and private enterprise.

The Garden is dedicated to all USC students, guided by the conviction that developing artistic sensibility and appreciation for art will contribute to Puerto Rico’s future.

In 1992, the Puerto Rico Chapter of International Association of Art Critics (AICA for its acronym in Spanish) awarded the Sculpture Garden a special recognition for its contribution to the arts and the environment.

Radio Museum

The Radio Museum of Puerto Rico was established in 1992 for the purpose of preserving part of radio history on the island. The museum houses original equipment from WKAQ, the first station that was founded in Puerto Rico in 1922. There are also photographs of personalities, musical groups, and activities from the early years of local radio.

Visitors also have the opportunity to see a recreation of Joaquín Agusty’s office, the first manager of the station and one of the radio pioneers of the world.

The museum is located in the facilities of the USC Department of Communication.

BOOKSTORE

The university contracts the services of a bookstore to order textbooks for each semester and to sell them on campus at the beginning of the semesters.

STUDENT ORGANIZATIONS

The students, as main beneficiaries of institutional efforts, have full freedom of association within a framework of mutual respect and tolerance that helps maintain an environment of solidarity and appropriate human relationships among all of the members of the university community.

The student body may organize and participate in activities according to existing rules. Any group that is interested in becoming student organizations must request official admission from the corresponding organization, as specified in the Student Handbook.

Each semester, accredited student organizations will present their work plan to the Associate Dean of Academic Affairs for approval. The organizations will assume legal and financial responsibility for their activities. The following is a list of current Student Associations:

1. Biology Association
2. Microbiology Student Chapter
3. Nursing Students Association
4. American Advertising Association
5. Theater Association
6. Justice Systems Association
7. Residents Council
8. The RED
9. Cheerleaders Association
10. Student Council
11. Graduating Class
12. Psychology Association
13. Social Work Association
14. Breaking Barriers
15. AIESEC
16. Open House
17. Chamber of Commerce
18. Motion Picture Association
19. International Student Association
20. Photography Association
21. Disabilities Association
22. Computer Science Association
23. Journalism Association
24. Math as a 2nd Language Association
25. Mentors from the Center for Languages and Cultures
26. *Padres Sagradeños* Parents Association
27. AFF- Association
28. Public Relations Association
29. *Imaginarte* Theater Association
30. ISACA Student Group
31. Health Sciences Association
32. Med Life

CAMPUS MINISTRY

The commitment of the Universidad del Sagrado Corazón in constructing a more authentically Christian Puerto Rican society requires a constant opportunity for spiritual growth to be offered to students, faculty, administrators, alumni, and collaborators.

The mission of the University Campus Ministry consists of ensuring the presence of the Gospel in the University Community as a living experience of our Christian faith.

The Campus Ministry team strives to nurture a community of faith, friendship, and service, in the formation of a moral conscience based on the values of justice, solidarity, integral development, wisdom, and openness to dialogue.

Based on revealed Truth and ecclesiastic teachings, the Ministry Center and its team organize and encourage the following activities: sacraments, spiritual formation, and social action. In a pluralist society with conflicting values, the Ministry Center is offered as a meeting place with Christ and friends who are seeking to grow in faith, hope, and love.

In these early years of the new Millennium and in an ecumenical spirit, the Campus Ministry invites and challenges our university educational system to grow intellectually, to love generously, and to live realistically the Gospel of our Lord Jesus Christ.

USC does not discriminate by reasons of religion, nor does it force students or employees to participate in religious activities. Nevertheless, everybody is required to be respectful of the Catholic nature of the Institution and, therefore not to hinder the development of activities that reflect this Catholicism.

STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services Program (SSS) was established at USC in 1977. The SSS program provides academic services including tutoring services; technological support mentoring; instruction in Entry Level Courses (Spanish, English and Math); supplemental instruction in reading and writing; individualized or group counseling for personal, career, academic and financial planning; cultural and educational activities; study skills financial literacy and personal development workshops; academic advising; activities to facilitate enrollment in graduate or professional programs; and other activities to facilitate retention, adjustment to college life, academic progress, and the graduation of students. Each year, the program assists a total population of about 600 participants who have met eligibility requirements to benefit from the services. The Program is sponsored by the Federal Education Department (TRIO Programs, Title IV) and has a specialized staff that is committed to provide quality service to help students achieve their academic goals.

Goal

The goal of the program is to increase retention and graduation rates of low-income, first

generation, and/or disabled students, who are student that traditionally, do not have access to postsecondary education and other disadvantaged students. Students are provided with effective services such as academic instruction; tutoring; academic, personal, vocational, and financial counseling; activities that will assist them in gaining admission to graduate or professional programs; technological support; and cultural enrichment activities in the appropriate institutional environment. The program has a capacity of 600 participants a year.

Eligibility requirements

Students interested in benefiting from these services must be American citizens or be permanent residents of the United States. They must also demonstrate academic need, according to results of the College Entrance Examination Board (495 or less in English, 475 or less in Spanish or 500 or less in Mathematics) and comply with one or more of the following eligibility criteria:

- Have limited economic resources
- Belong to a family where neither of the parents earned a Bachelor's degree
- Have a physical disability (as shown in a medical certificate)

Admission requirements

Once admitted to Universidad del Sagrado Corazón, students should:

- Complete the application for admission to the Program and eligibility forms with the required documentary evidence.
- Complete the needs questionnaire.
- Have an interview with a Program counselor.
- Submit the following documents:
 - Birth certificate
 - Social Security card
 - Tax returns or evidence of income
 - Certification of educational level of parents or guardian
 - College Board Scores
 - Medical evidence of a disability

Students selected for the Student Support Services Program may receive the following services free of charge:

Orientation and Counseling:

The Program offers the following services:

- Individual or group follow-up with academic, personal and vocational counseling by Professional Counselors
- Administration and interpretation of needs and vocational tests
- Preparation for University Life Seminar
- Assistance from readers and note-takers for students with disabilities (upon availability)

- Use of the SSS Occupational Information and Career Center (OICC)
- Recommendation of courses in the enrollment process
- Workshops on anxiety management, study habits and other interests
- Orientation on Financial Assistance and filling out federal assistance forms (FAFSA)
- Workshops on financial planning and literacy
- Supplementary Scholarships (if qualified)
- USC persistence Scholarships (if qualified)
- Information on graduate study
- Orientation on the work world
- Referrals to psychological services and other services, according to student needs

Cultural and educational activities

- Visits to historical places, museums, and theaters
- Annual activity to recognize outstanding students
- Graduate studies and Financial Planning Fairs

Academic Services:

- Personalized instruction offered by professors in the Program for sections of Basic English 031, English 112, Spanish 106, Mathematics 100, 101, and 210.
- Tutoring – Services include individualized and group assistance in basic and advanced English, Spanish, and Mathematics courses, as well as in other areas, according to the academic needs of the student. Practice is provided on the academic skills related to the course content, review before tests, and other assistance. Services can be obtained by a referral from a professor or on the student's own initiative.
- Educational and Technology Support Center (ETSC). The ETSC provides individual and group assistance with assigned homework. The Center has assistance from mentors who are trained to offer the services needed by students. Workshops are offered on the use of Microsoft Office and MacOS software, browsing the Internet, and other software.

SSS Occupational Information and Career Center (OICC)

OICC is located at the facilities of The Counseling Services Program.–OICC offers a wide variety of informational material to assist students in defining their educational and occupational goals. Students explore different alternatives through individual interviews with Professional Counselors, vocational tests for career planning, technology to find information, workshops on topics of interest, and published materials. OICC offers information about graduate studies, abroad and in universities in Puerto Rico, through consultation with various guides and catalogues, applications for admission tests, information on financial planning, study habits, self-help books, and other reference sources.

Preparation for University Life Seminar

The seminar is designed to develop and strengthen the skills and knowledge necessary for the student's academic and personal growth process. Diverse techniques are used to discuss

subjects such as self-concept, study habits, decision-making, financial planning, emotional intelligence and others.

Services for Students with Disabilities

Students with special needs are provided with guidance and counseling services. Other services are offered as required, such as readers, note-takers, tutorials, mentoring, and classroom accessibility, coordination with the @SER Office for reasonable accommodation services, referrals to USC administrative offices and academic departments and community agencies and others, according to their needs.

Volunteer Student Counselors (VSC)

The group of student counselors is composed of young people who are members of the Student Support Services Program. During the year, the students receive training in order to help their peers in the university life adaptation process. They actively participate in planning and promoting student activities that contribute to retention and graduation of SSS participants in coordination with the Orientation Office. They also participate actively in community events and others.

UPWARD BOUND PROGRAM

The Upward Bound Program was developed at USC in 1972, with funds designated by the Education Department of Washington D.C., under a USC proposal.

The main goal of the program is to assist high school students in making possible their admittance to institutions of higher education, so they may complete an academic degree.

The requirements with which these students must comply to have access to the program are related to their limited financial condition. Furthermore, it is required that their parents or guardians do not have a college degree. They must be students whose ages are between 13 and 19 years of age. They must be American citizens or residents. It is required that students interested in being admitted must maintain a general academic average of 1.9 to 2.5. Another requirement is that students must come from the following high schools of impact Albert Einstein, Ramón Power, Juan Ponce de León, and middle schools Manuel C. Bocener and Ernesto Ramos Antonini.

Within a specific timeframe, the proposal authorizes the recruitment of 80 students from tenth and eleventh grades.

The personnel assigned to offer services to these students consists of the program director, a guidance counselor, a tutorial and activities coordinator, an administrative secretary, eight tutors and four teachers. During the Residential Summer Program, Spanish, Mathematics, English, and Natural Science, Physical Education, and Art teachers are assigned, as well as dormitory supervisors.

The following services are offered during the academic year:

- Saturday classes in Spanish, English, Math, and Biology
- Spanish, English and Mathematics tutoring
- Counseling services for all students
- Educational and socio-cultural activities
- Residential Summer Program (six weeks)
- Mathematics, Natural Science, English, and Spanish classes
- Spanish, English, and Mathematics tutoring
- Classes in Physical Education, and Art
- Bridge component allowing high school students to enroll in basic university courses free of charge

PUBLICATIONS

The university publishes the informative magazine *Pórtico* for the faculty, administration, and alumni. The magazine is published by the Public Relations unit under the Office of the Dean of Development.

The university also has “Punto y Coma,” an interdisciplinary magazine published by the Academic Research Center. The Office of Academic and Student Affairs publishes an informative bulletin for the purpose of disseminating information on the activities of the Associate Deans and the different academic and student units. The various deans, academic departments, and their respective units periodically publish bulletins related to their areas:

- | | |
|----------------------|--|
| • Ágora | Academic Research Center |
| • Corazón Adentro | Office of Public Relations, Office of the Dean of Development |
| • Dialogando | University Ministry Center |
| • ECOS | Student Assistance Program |
| • Exalumnos | Alumni Office, Office of the Dean of Development |
| • Ilán Ilán | Humanities Department |
| • NOTI_NATU | Department of Natural Sciences |
| • Punto and Coma | Interdisciplinary magazine of the Center for Academic Research |
| • Graduando Entérate | Office of the Associate Dean for Student Affairs |
| • Niusleter | Distance Education Institute |

STUDENT REPRESENTATION ON THE ACADEMIC BOARD

The Academic Board has legislative and advisory functions and constitutes the official forum of the University with regard to essential teaching and organizational processes.

This Board is composed of ex officio members, faculty, delegates from the academic units, and representatives from the student body. As established by the bylaws, the President of the Student Council is an ex-officio member of the Academic Board.

Also six student representatives, one from each Academic Department, are elected annually.

STUDENTS DORMITORIES

The university offers accommodations to students from distant towns and abroad at three on-campus dormitories. The Women's Dormitories are two buildings with a total of 177 double rooms. The Men's Dormitory has 98 double rooms. Bathroom facilities are shared. The rooms are equipped with two twin beds, two desks, two closets, a small refrigerator and a storage area. On each floor there is a kitchen with a dining area with freezers, a stove, and a microwave oven. There is a lounge with cable TV and a group study area.

The dormitories have a laundry and physical facilities to accommodate students with disabilities. In almost all of the areas there is Wi-Fi access. The dormitories are open 24 hours a day, 7 days a week during each academic period, except during academic recess or when the institution is closed.

The lobby area is monitored 24 hours a day by dormitory staff or security officers. There are Coordinators who stay at the dormitories. The Security Office, the First Aid Office, and the Center for Personal Development work together to provide services for dormitory residents. Residents may have access with their automobiles at no extra charge.

There is a proctor on each floor who develops activities only for the residents and enforces the rules. Activities include a welcoming activity, movie nights, karaoke, Resi Awards, a costume party, TV and sportscasts.

CAREER AND EMPLOYMENT CENTER

The Center, along with its services, is focused on contributing to the placement of our students and alumni in job opportunities that are in accordance with their fields of study. In addition, we provide information on the job market and opportunities that will facilitate the transition to the world of employment.

Services offered:

- A link between the public and private sector so that students can be recruited with the skills, qualities, values, and knowledge required in the field of employment

- Individual interviews with students and alumni who visit the Center looking for employment
- Referrals of students and alumni to part-time and full-time employment opportunities, on and off campus
- Referrals and coordination with the Alumni Office for employment opportunities to be published in social media and the institutional Web site for the benefit of alumni.
- Collaboration with the @SER Center to assist students with disabilities to provide them with counseling or employment opportunities and referrals to improve their quality of life and become a part of the work world effectively, in compliance with current labor legislation regarding this community.
- Coordination of interviews and contacts with employers through visits, referrals, on-campus job interviews, email, job fairs, and others
- Identification of employer recruitment needs and their specifications.
- Up to date information for the academic department heads and other administrative offices about available employment offerings.
- A data bank of employment prospects along with their updated resumes.
- Follow-up on referrals on job offers and possible placement.
- Designs and offers students workshops on:
 - Searching for and retaining employment
 - Resume preparation and revision
 - Interviewing Techniques
 - Writing presentation letters
 - How to fill out employment application forms
 - How to market a resumé
 - Spelling and writing techniques
 - Corporate dress and personal appearance
- Job Fair every semester
- Effective communication with employers through a database of pre-qualified candidates, on-campus interview and recruitment facilities (free of charge, promotion of on-campus recruitment activities, assistance with massive recruitment, promotion and publicity for employment opportunities through the communications media available at the Institution and in coordination with the Alumni Office.

- Placement of students in the federal Work-Study program in administrative offices of the institution and non-profit organizations, during the regular semesters and the summer.
- Partnerships with private enterprise and government agencies to identify opportunities for internships and practicums for students.

CAMPUS SECURITY

The university has a Security Office whose mission is to provide a safe and secure environment on campus.

The personnel of the Security Office ensures compliance with government and institutional safety policies, and coordinates the campus activities with the institutional units with the goal of maintaining order at all times.

There are parking areas for the university community. Students who so desire may purchase an access permit during the enrollment process. All vehicles must be registered at the Security Office. All students using the parking facilities at the university must comply with the provisions of the Traffic Regulations given to students when they acquire the access permit. The Security Office provides the following services:

1. Guards and protects the campus 24 hours a day, 7 days a week
2. Enforces the measures of control and access to the campus
3. Encourages students, employees, and other university community members to be responsible for their own safety
4. Offers orientation on safety measures, crime prevention, and other emergencies
5. Verifies compliance with the Regulations for Transit and Motor Vehicle Access.
6. Prepares statistics and narrative reports on offenses and incidents that occur at the university and surrounding areas.
7. Publishes and distributes the USC Security Policies, Procedures, and Services and the Annual Criminal Statistics Report.

The Security Office is located at the main entrance to the campus.

FIRST AID SERVICES

All students are insured against accidents which might occur on the university campus. If hospitalization of the injured party is necessary, the insurance plan forms may be obtained at the First Aid Office. This office tends to minor illnesses and injuries, and administers first aid.

USC students receive medical services through group health insurance. The corresponding payment for this insurance will be made during each enrollment period. Only those students who have their own private medical plan and present evidence of the plan will be exempt from this payment.

The student medical plan covers medical and surgical expenses, ambulatory services offered by primary physicians and specialists, treatments, visits, hospitalization, laboratories, X-rays, and maternity through a referral process. In an emergency, the student may go directly to the emergency room of the nearest participating hospital and present his/her insurance card. For enrolled students the medical plan provides the services of a physician in the facilities of the First Aid Office every Wednesday from 9:00 A.M. to 1:00 P.M. The students enrolled in this plan are covered from the first day of classes until the day before the beginning of the next academic semester.

ACADEMIC SUPPORT UNITS

LIBRARY

The Madre María Teresa Guevara Library is the research and academic support center for USC students and faculty. The library has transformed its spaces following the Learning Commons model in which students find resources, information services, support for research, technology, and an environment that encourages the exchange and creation of knowledge. The library's offerings are organized into the following services and collections: **Research and Information Area**, which includes the consultation or reference collection, the resources of the Puerto Rican Collection, and periodicals; the **Learning Commons Area** where the Audiovisual Collection is located; the **General Collection** where books are lent for use outside of the Library; and at the **Circulation and Reserve** area there are resources that the faculty assign for use inside the Library as well as processing loans from the General Collection.

The collection contains a broad range of printed and electronic materials to support the different courses of study and address the academic needs of students. To identify these resources, users may consult the **Virtual Library**, the **Electronic Catalogue**, and the information professionals in the different areas. The **Virtual Library** may be accessed at any time and from any computer or device with Internet access at <http://biblioteca.sagrado.edu/erecursos/bivir.asp>. There are more than 60 databases containing journals, newspapers, dissertations, documents, videos, and ebooks. There are also activities directed at encouraging the use of the resources, workshops, and lectures that make use of print and digital resources.

The Library staff provides individualized assistance services, workshops on how to use information sources, and manage lending resources for use at the Library or elsewhere. Through the Virtual Library our students also have access to a service called **Ask a Librarian** by computer chat and email.

The Library also has computer stations with Internet and network printing access. There are also group study facilities and audiovisual viewing facilities.

CENTER FOR TEACHING AND EDUCATIONAL TECHNOLOGY ENRICHMENT (CEDTEC)

As part of its mission, the CEDTEC supports the faculty in the effort to integrate the many educational trends into strengthening the learning process, through collaborative professional development.

The main goal of this center is to consistently enrich the quality of the teaching-learning process by supporting the theoretical and pedagogical development of the faculty according to the newest educational trends, through workshops, seminars, coaching, formative assessments, personal counseling, and digital publications. The Center emphasizes collaborative and interdisciplinary work and encourages faculty to integrate innovative techniques and the effective utilization of technology in the classroom. As part of its objective, the Center sponsors the strengthening of the educational experience, whether in person or in a virtual modality, by supporting the faculty in course design, the production and implementation of teaching strategies, and the creation of multimedia materials.

Also, the Center supports on line courses by administering the platform of the courses and offers technical assistance in the use of digital resources.

CEDTEC provides the following services:

1. Professional development activities for the faculty (workshops, seminars, lectures, etc.) that encourage reflection on new tendencies in the process of learning in higher education.
2. Counseling and advising the faculty on the planning and design of strategies for the development of effective learning experiences and the correct and innovative use of pedagogical resources.
3. Counseling in the design of innovative ways to strengthen the teaching-learning process in the classroom.
4. Support on the design and implementation of Web- based course.
5. Administration of the on line course platform.
6. Production of multimedia teaching materials.
7. Technical coaching in using and incorporating technology in teaching practice.
8. Availability of a production room for the faculty and a training room for the university community.

INFORMATICS RESOURCE CENTER (CRI)

The Informatics Resource Center administers institutional computer resources. As part of these services, the Center administers a computer laboratory with 24 PCs and 10 dual boot MACs to provide support for courses that require special software such as SPSS, Peachtree, Adobe Creative Suite, research databases, and others. There are also black and white and color multi-functional laser printers available for use by students.

The computer lab also has three areas to support teamwork, two of which allow for connecting up to four mobile units to share projection equipment and interactive connections for video conferencing, defending dissertations, or other collaborative projects. There is a meeting area and work area with 1 PC and 2 dual *boot* iMacs to support courses with specialized software such as *Rbase*, *CyberCiege*, *SPSS*, and others. Students with access to the computer lab will have specialized technical support by technicians who have been trained to handle the hardware and will provide orientation and assistance for operating the systems, providing access to the wireless network, email accounts, access to distance learning, and integration of the mobile devices.

Adjacent to the laboratory, there are two laboratories, one of which is equipped with 24 PCs computers and the other with a projection system with space for 24 students in a lecture format. They both have Wi-Fi access so that participants may bring their mobile devices and connect to the institutional network. There is also a Media Lab for students concentrating in informatics and computer science, where there are 6 PCs and 3 MACs. This room may also be used as a classroom.

On the second floor of the San Miguel building the CRI has 1 room that has been equipped for presentations, 3 lab rooms with 24 MACs, 4 lab rooms with 24 PCs, a multi-use room with 21 laptops, and the McAfee Classroom with 16 PCs, a router, a firewall, 2 servers, and other infrastructure to support informatics courses, security, and network audit at a graduate level. In addition the CRI administers on the second floor of the San José building two labs with 15 PCs and another with 21 dual boot MACs, as well as a video conference room (SC 117) to provide support for academic and administrative functions.

The community has wireless access to the network in all buildings and offices, and in 95% of the classrooms, amphitheaters, and meeting rooms. There is also wireless access in common areas, particularly the library, dormitories, student center, Student Promenade, San Miguel courtyard, North and South Barat courtyards and vestibules, gazebos, classrooms, faculty lounge, amphitheaters, and the professional training center (CAP). Also, the Center provides services and support for the faculty and students in the following areas:

1. Administration, configuration, and maintenance for available facilities, hardware, and software
2. Administration of the Web page, the server for the Sagrado Corazón pages and all of the technological infrastructure to support internal communication

3. Development and maintenance of the virtual presence. Website, administrative and internal Web hosting, Web enrollment, administrative and academic Web services
4. Administration of the servers that support distance education and other academic applications
5. E-mail services for faculty, students, and staff
6. Administration of classrooms and technology laboratories; support for preparing and maintaining classrooms with Internet access and video projection infrastructure
7. Administration of the institutional network
8. Administration of institutional servers, except the Library
9. Administration of security services and access to servers and services
10. Advice regarding the purchase and installation of hardware and software. Assistance with solving hardware and software technical problems.
11. Support the faculty with hardware and software for research development in various disciplines, as well as for integration with mobile technology.
12. Communication facilities with the Internet and local networks.
13. Institutional support by providing training on the secure use of technology, advising of possible risks, and notifying security incidents.
14. Training the administrative community in new techniques, concepts and skills in computer technology through micro-seminars, and group and individual instruction
15. Installation of hardware and software, connection lines and peripherals.
16. Support for:
 - a. Students- in the use of technology in laboratories and classroom-laboratories and e-mail services
 - b. Users- regarding hardware, software, or connection failure or other technological services
17. Development, modification, and integration of applications for the administrative process.
18. Provide training for the use of application programs to the administration or academic/administrative personnel

19. Other miscellaneous services such as transferring and conversion of data, advising on the preparation of promotional material, talks and guidance on services offered by CRI, talks and guidance on Institutional policies on Information Systems
20. Generation of institutional statistics
21. Administration and operational implementation of policies related to the use of information technology:
22. Planning of computer science resources to support institutional functions

COMMUNICATIONS CENTER

The Communications Center includes modern facilities that provide Communication students and students from other departments with the necessary practical experiences to become a part of the mass media world.

The Center offers services to the university community by providing audiovisual equipment, videotaping, and photography.

The following facilities are available the university community at the Communications Center:

- Two television studios with digital cameras
- Two sound studios
- Several work stations with digital audio
- A black and white photography laboratory
- Two photography studios
- An circulation area for audio, video, and photography equipment
- An amphitheater
- Three classrooms and/or rooms for meetings and presentations
- A vestibule used for exhibitions
- Digital editing stations
- A digital photography classroom

TELESAGRADO

Telesagrado is a volunteer television channel created by young people and educators that allows students to become involved in actual television and multimedia production from their first college years. It is a production and work unit with a real environment and provides a creative space for future professionals. Telesagrado also assists students in identifying the field of television production that interests them and where they will be able to perform best: general production, news production, coordination, and graphic and technical aspects of production.

Through a partnership between USC and One Link, students manage the transmission of Legislative hearings through Channel 10 on Cablevision. Telesagrado also produces two television segments created by young people from local public and private schools who have an artistic debut on television as producers, actors, singers, and comedians, and express the concerns, achievements, and talent of Puerto Rican youth. USC also has partnerships with producers, alumni, and public and private entities that are producers for different channels in Puerto Rico and our students bear most of the responsibility in these productions, while being exposed to the medium.

Many professionals who are currently working successfully in television in Puerto Rico and elsewhere are former participants at Telesagrado, which has been the only real college-level production workshop on the island since 1995.

RADIO COMMUNICATIONS UNIT

The Internet radio unit is an academic support unit for the purpose of providing a real-life laboratory for audio and video production as well as the headquarters for two radio stations and the Internet broadcasting division.

Students perform different tasks at the Unit as part of their classwork, volunteering, and under the Institution's work-course of study.

Students from other fields that are not related to communication also participate in this project providing a multidisciplinary contribution by writing scripts for radio programs and short feature stories.

This is a real-life scenario where students are able to show their talent to a local and an international audience. Students will also be able to explore different aspects of the medium before they become active professionals.

RADIO ACTIVA -This is the first of the two Web-based stations at USC. Programming is 24 hours a day, 7 days a week, at www.radioactivapr.com. Radio Activa may also be accessed at the institutional Website. Programing includes music, entertainment, information, education and general culture. The competitive dynamics of this medium provide students with an opportunity to work in all areas of a radio station. As a medium with global coverage, this radio station is a real challenge and unique educational experience.

RADIORAMA UNIVERSITARIO – This is the second Internet radio station at Sagrado. It is accessible 24 hours a day, 7 days a week at www.radioramapr.com. It may also be accessed at the institutional Website. Radiorama Universitario programming is focused on education, culture, information, and dialogue, with a musical offering that includes local and international performers. As at Radio Activa Students participate in this station in all areas. Radiorama Universitario provides an opportunity to integrate multiple content within the cultural , historical, and educational context of Puerto Rico, and the world.

RESEARCH CENTERS AND INSTITUTES

Center for Screenwriters

The Center for Screenwriters, as part of the Communication Department, provides training professional screenwriters, while promoting cultural development and the study of screenwriting for film and television. The Center's activities include theoretical-practical courses, screenwriting workshops, and seminars with writers and professors from Puerto Rico, Europe, Latin America, and the United States, in which participants initiate, develop or perfect a project.

The academic offerings are directed at professionals in the communication media and students interested in developing a career in screenwriting, so that advanced courses are offered, as well as basic workshops for the general public. The Center has an international orientation to promote contact and creation of screenwriting teams amongst students and professionals from different countries.

Academic Research Center (CEINAC)

The University encourages research as a vital component of academic and service activity.

The mission of the Academic Research Center is to create institutional research spaces and opportunities for all those interested in participating in the process of producing knowledge. Specifically, the Center promotes research projects geared toward the improvement of teaching, socially oriented projects in an urban context, and special faculty projects. To ensure continuity in the research, proposals related to the present and the future of Puerto Rico are encouraged in a local, regional, and international framework. CEINAC is particularly interested in identifying outstanding students from different concentrations who may work as research assistants or as researchers. Results of research are published in the *Punto y Coma* journal.

Punto y Coma Magazine

Punto y Coma is an interdisciplinary journal that publishes the academic works of the Universidad del Sagrado Corazón faculty. The journal uses accessible language in an attractive format, while maintain academic rigor and the spirit of systematic research. Each issue focuses on a specific topic addressed from a variety of perspectives in different disciplines, and a current bibliography on the topic is included. Recent publications on Puerto Rican, Caribbean, and Latin American issues are reviewed.

Community Outreach Center (CVC)

The USC Community Outreach Center (CVC – Centro de Vinculación Comunitaria) provides learning experiences through service. This innovative teaching method allows the integration of theory and practice through the university curriculum by providing the opportunity to students of having experiences in an actual work scenario in their professions. Students learn how

different fields of knowledge are applied, how to use theoretical frameworks to organize their observations, and how to convert them into knowledge that will be useful in conflict resolution in the work world. This method is developed through the CVC Service Learning Project.

The CVC provides these learning experiences on three levels:

- Level 1 (First and second year):relevance of the general education component and promotion of volunteering
 - These are first-year general education courses in which the main activity is analyzing an issue or situation in the community or in the community service organization. There are also volunteer activities related to the course content. The objective at this level is to develop skills in identifying problems, situations or needs in the community. In this is foundation for the subsequent levels students will learn about making a personal and professional contribution in a community setting.
 - Students at this level will meet the community or non-profit organization and will be able to express their awareness of this space as a place for personal and personal contribution in their fields in an essay or a portfolio.
- Level 2 (Third year): Research in community service
 - These are second and third-year concentration courses in which research is developed on an issue or need of the community or community service organization as related to the course topic. At this level the objective is to develop skills in identifying problems, situations or needs in the community and for producing knowledge as solutions and working as a team.
 - At this level students are expected to recognize the importance of research in developing services in the community or with the community service organization.
- Level 3 (Fourth year): Service Learning
 - These are fourth-year specialization courses in which the main activity is presenting recommendations or solutions for problems, situations or needs in the community, creating resources and/or support for the community or the community service organization and implementing community service projects. The purpose of this level is to show a mastery of curricular content in the area of specialization by applying knowledge to actual service to the community or community service organization, considering how students reflect on the activity, carry out research, and work in teams.
 - Students at this level are expected to have become aware that they can contribute to the community or community service organizations in their field of study.

To fulfill this mission, CVC:

- Identifies non-profit organizations such as community, civic, faith-based, cooperative, environmental organizations, micro-enterprises, agencies, corporations, and social responsibility programs, as well as communities who could receive services from the students.

- Gathers information regarding the needs and opportunities of possible entities or communities who can benefit from courses that have an outreach program.
- Keeps the faculty informed about possible communities whose needs are most aligned with the objectives of their courses.
- Develops and or negotiates partnerships to provide service through the Service-learning Program.
- Coordinates training of faculty, students, and the different entities to facilitate the best possible service-learning experience.
- Coordinates support services such as placing students, student mentoring, orientation, and collaboration in the design and presentation of student projects.
- Evaluates the effectiveness, efficiency, and impact of learning experiences through service in students, professors and communities served.

Center for the Development of the Insurance Industry

The USC Center for the Development of the Insurance Industry provides information, training, research, and service in all areas related to the insurance industry in Puerto Rico.

The Center's goals are to reaffirm the fundamental role played by the insurance industry in the economy of Puerto Rico and in the world economy; to design and implement continuous training programs for people who work in this industry, according to their needs; to systematically support the research and creation of new knowledge in this important field; to guarantee a continuous flow of qualified, well-trained individuals who will satisfy the recruitment needs of the insurance industry; and to establish a formal liaison between the academic community and insurance industry professionals

The Center is supported by the Consultative Committee for the Insurance Industry, a group of professionals in the field that was founded 20 years ago. The Committee's objectives are:

1. To assess the academic offerings in the field of insurance at USC to ascertain that the courses address market needs.
2. To act as a link between the Insurance Industry and USC regarding:
 - a. Identifying educational needs
 - b. Program marketing
 - c. The endorsement and support of the entire Insurance Industry
3. To advise the Department in selecting ideal faculty for the courses.

The Department of Continuing Education is authorized by the Office of the Insurance Commissioner of Puerto Rico to offer educational activities that will allow licensees to comply with Rule 52 of the Insurance Regulations, regarding continuing education of insurance professionals.

Center for Entrepreneurial Development of Women (CDEM)

The USC Center for the Entrepreneurial Development of Women (CDEM) is a unique project in Puerto Rico, providing orientation, technical assistance, and information for women are interested in establishing or developing businesses.

The Women's Business Institute (WBI) is the Center's project for the Entrepreneurial Development of Women through a cooperative agreement with the Federal Small Business Administration—Office for Business Women Affairs (SBA/OWBO) and private partners who offer individual and group counseling, training, and technical assistance to women business owners and to those interested in developing a business.

The WBI provides a place where women entrepreneurs and businesswomen receive necessary support for their businesses, in individual counseling, training programs, and support networks. The institution serves both women and men in socially and economically disadvantaged situations by contributing and improving their opportunities in achieving financial self-sufficiency.

Center for the Freedom of the Press

The Center for the Freedom of the Press (CLP) is a project of Universidad del Sagrado Corazón and *El Nuevo Día* newspaper established on May 18, 1999. Since then the CLP has sponsored many symposia and other activities with renowned local and international speakers who are experts and defenders of freedom of the press.

The mission of the CLP focuses on strengthening the democratic foundation of our society through educational programs related to freedom of the press.

In addition to fostering research, the Center sponsors and facilitates symposia on issues related to freedom of the press. The Center also participates as an observer in local and federal courts and the Puerto Rico Legislature on matters related to freedom of the press.

The most significant initiatives of the Center include the school journalism clubs called "Sembrando semillas de la libertad de prensa" that participate in annual School Journalism Summits, including private and public schools.

Objectives

The objective of the Center is to become a research center for students, academics, and other to become a forum for discussing issues related to freedom of the press that are being debated in the courts and the Legislature.

Mission

The Mission of the Center is to strengthen the democratic foundation of our society through educational programs on the right to freedom of the press.

Institute for Tourism Research

The USC Institute for Tourism Research is engaged in research, dissemination, training, and service for the tourism industry in Puerto Rico. The principal objective of the Institute is to carry out objective and reliable studies and research to contribute to the planning, development, improvement, and marketing of our tourism industry, while taking into account environmental conservation.

This innovative Institute, which is unique in Puerto Rico, trains young people guided by USC principles so that they can contribute to the social progress of our country. Students, faculty, advisors, guest speakers, professionals from Puerto Rico and abroad collaborate in projects and organize seminars and educational programs to create awareness in the community of the benefits of tourism, with a view to consolidate Puerto Rico's leadership in regional Caribbean tourism.

The main goals of the Institute are to promote and carry out research in the tourism industry that will contribute to the economic development of our country based on social justice; to improve the quality of life through the identification and dissemination of effective and efficient solutions to the challenges faced by the industry that will be in harmony with our culture and environment; to promote cutting-edge innovations that will achieve competitive efficiency in the tourism industry; to ensure the participation all community sectors along with the faculty and students of the university; to contribute to the professional development of industry personnel and our students and graduates; to promote new employment opportunities in the tourism industry; to the strengthen this industry; and to establish a formal liaison between the academic community and tourism professionals.

Institute for the Development of the Third Sector

The Institute for the Development of the Third Sector is a vehicle promoting strategic partnerships that strengthen communities and provide support to non-profit organizations through the development of training, needs assessment, and services that will strengthen the administrative operations. Institute objectives include:

- Developing administrative skills in the staff of non-profit organizations
- Contributing to improve the internal and external communication environment of the organization
- Coordinating studies directed at evaluating the organizational structure

- Providing workshops for members of marginalized communities so that they may rejoin the work world and thereby improve their quality of life
- Promoting and supporting the practice of solidarity, the vocation for service, and the sense of community

Institute for the Study of Violence in Social Media (INESVI)

The purpose of the Institute for the Study of Violence in Social Media (INESVI) is to stimulate rigorous and systematic research of the phenomenon of violence in the media, from an interdisciplinary perspective in the Puerto Rican context. Emphasis is on research on reception processes and critical reading of the media. Objectives include finding answers to concerns about the role of the media, particularly television, in the social and intellectual development of young people; contributing to developing useful tools which will help students and the community in general to make responsible and critical use of the media; and impacting the school and university curriculum to incorporate the subject of violence in the media. The main goal of the Institute is to develop skills that will allow for a critical evaluation of the media.

LABORATORIES

Anatomy Laboratory

This laboratory is used in Human Biology, Morphology of Algae, Fungi, and Bryophytes, Morphology of Vascular Plants, Plant Physiology, General Zoology, Ecology, Genetics, Human Anatomy, and Human Physiology. There are tables for twenty-four students as well as ovens, herbarium cabinets, compound microscopes, and dissection microscopes.

Nursing Program Self-Tutorial and Skills Laboratory

The purpose of the Nursing Program Self-Tutorial and Skills Laboratory is to allow students of the Nursing program to practice and develop their nursing care skills.

It is a requirement for all students to attend the laboratory a week. The number of hours required depends on the course in which the student is enrolled. Once a student complies with the required hours, he/she may attend the laboratory for whatever time is needed to perfect his/her skills. The lab is open from 8:00 a.m. to 5:00 p.m. and is available to all students enrolled in the Nursing Program.

The unit has highly sophisticated equipment, similar to that used in hospitals and health agencies. In the lab students become self-confident in using their skills; it is considered to be one of the best in the Caribbean.

Cellular Biology Laboratory

The laboratory has equipment for tissue culture, a phase contrast microscope, and photographic and recording equipment for microscopic organisms. It is used in Cellular Molecular Biology and in Developmental Biology.

Cellular Biology and Live Cell Culture Laboratories

The laboratory has equipment for tissue culture, a phase contrast microscope, and photographic and recording equipment for microscopic organisms, a cell slicer, and centrifuges. They are used in Cellular Molecular Biology, Developmental Biology, Cell Culture Techniques, and Recombinant DNA Technology.

Physics Laboratory

The laboratory has work benches for 24 students and appropriate equipment for the usual physical laboratory exercises, including lasers. It also has three computers for simulations and statistical work. This laboratory is used in the General Physics courses and Physical Sciences.

Informatics Laboratory

The informatics laboratory is for intermediate and advance course in Computer Sciences and Informatics. This space, in addition to being used as a classroom, may be used by students to work on programming or network projects, individually or in groups. The laboratory is equipped with an HD monitor, a Smart Board, four Mac computers, four Windows computers, and a server for the exclusive use in the advance computer course, such as distributed systems and operating systems. The laboratory also has space for students to work on their own laptops and cable and wireless Internet connection through the campus network.

Microbiology Laboratory

The laboratory has sufficient table space for 24 students. There are immersion objective microscopes, incubators, a refrigerator, centrifuges, spectrophotometers, ELISA equipment, and a tissue processor. This laboratory is used in the following courses: Microbiology, Parasitology, Immunology, General Virology, and Diagnostic Microbiology.

General Chemistry Laboratory

The laboratory has two connecting classrooms with tables so that students may work in pairs. There are extractors, ovens, muffles, and a room with analytic scales and semi-analytic scales place on anti-vibration tables. The Lab is used in the following courses: General Chemistry, Principles of General Chemistry, and Analytical Chemistry.

Instrumental Chemistry Laboratory

The laboratory includes basic instruments used in instrumental chemistry courses, such as, infrared, ultraviolet, and atomic absorption spectrophotometers. The Lab is used in the following courses: Instrumental Chemistry, Physical Chemistry, and Environmental Chemistry.

Organic Chemistry Laboratory

The Lab has two connecting classrooms with two work stations to accommodate 8 students per table. There is an exhaust system, an oven, scales, and an ice machine. The laboratory is used in the following courses: Organic Chemistry and Biochemistry.

Physical Fitness Laboratory

Located in the Student Center, the Physical Fitness Lab has scientific equipment used to measure and evaluate the components of physical fitness. The lab conducts tests to measure strength and muscular endurance (sit-ups, push-ups, and dynamometer), body composition (caliper), flexibility (sit and reach test), spirometry, and cardiovascular endurance (stress test). The laboratory also has equipment used in class for endurance training and biomechanics (human skeleton, bones, diagram of muscles of the human body). Concentration courses in the Exercise Science and Health Promotion Program are offered using existing resources to put into practice the theoretical knowledge taught in the courses.

Center for Languages and Cultures

The Center for Languages and Cultures (Center for Language Development Across the Disciplines-LAD and the Language Laboratory) is an initiative of USC to develop students' language skills in English and in Spanish across the entire curriculum. The principal objective is to strengthen oral and written communication, so that graduates will be able to perform successfully in the professional world and do well in their personal lives.

The Center provides students with the opportunity to participate in diverse linguistic activities, such as oral presentations, writing, and grammar exercises in English and Spanish. Participating students and professors receive technological support for the creation of audiovisual presentations. Professors and assistant professors with expertise in teaching languages provide guidance and orientation.

The Center for Languages and Cultures objectives are:

- To develop awareness about the importance of proficiency in more than one language
- To develop communication and language skills in English and in Spanish.
- To promote a humanistic vision of culture, where linguistic diversity coexists and develops
- To encourage students and the community to learn about their culture and develop tolerance towards cultural diversity

Biology Resource Learning Center (CRAB)

This Center is part of the Department of Natural Sciences. There is an exhibition room, a projection room, and two laboratories with space for 25 students. Each of these laboratories has a television set and VHS video. The projection room is equipped with VHS video, television set and slide projectors.

The Center has 75 compound microscopes, of which fifteen have immersion objectives, and twelve are for dissection and laboratory equipment in general. It is used to offer the following courses: Biology and Society, Contemporary Problems, General Biology, and certain Genetics and Development laboratory exercises.

The Biology Resource Learning Center (CRAB) is a complex of classrooms and laboratories in the Natural Sciences Department. The Center was recently remodeled and is equipped with the latest educational and laboratory technology and equipment. There are two classrooms with HD monitors and Smart Boards as well as wireless Internet access through the campus network. In addition CRAB has two laboratories for general biology courses BIO 111 and 112 with space for 25 students and a laboratory for 30 students for the exclusive use of Biology and Society students, a course taken by students who are not in the Natural Sciences Department. There is also a specialized room for live cultures.

Science Media Lab

The Science Media Lab provides Natural Sciences students with a free educational resources center, including tutorials (online and in person) in Mathematics, Biology, Chemistry, Physics, and Informatics. There is an area for computers with specialized scientific and mathematics software. There is also an area with equipment for videoconferences, transmission of videos, and group meetings, known as the Science Cafe.

House of Science

The House of Science, along with Science Media Lab, provides Natural Sciences students and participants in the *School Outreach* program with free educational resources including tutorials (online and in person) in Mathematics, Biology, Chemistry, Physics, and Informatics. There is an area for using computers where students may work individually or in groups as well as a room that is only used for tutoring.

CREDU

The Resource Center (CREDU) is part of the Department of Education. There are 25 computers, a printer, a smart screen, a data projector, and Internet access. The Computers in Education (INF 104) and Principles of Instructional Design (EDU 226) are offered at the Center.

The CREDU is also used for Continuing Education courses for external students. Students may also use the Center's materials to reinforce their knowledge and broaden their approach in specific areas.

STUDENT CONDUCT

Rules concerning student conduct can be found in the student handbook and in other documents created by different institutional authorities.

The **Student Handbook**, among other regulations, establishes the following:

“Students have the right to an education and will contribute to the fulfillment of the USC philosophy and objectives and preserve the principles that inspire this Institution.”

To achieve these goals, students may partake of all resources, such as freedom of expression, exchange of ideas and concepts with professors, classmates, and university personnel; cultural activities, library resources, and participation in student affairs.

Likewise, the handbook sets forth that:

“Students must attend classes, workshops, or class activities.

For courses that are carried either partially or totally on line, attendance is evidenced by doing the assigned work for the period covered by the virtual class, based on visits to the course’s website or any other verification method that the teacher may find pertinent. Class attendance may be part of the course evaluation criteria.

Students will be responsible for the material discussed and assigned during their absence from classes.”

Students must always be respectful and considerate towards other members of the university community so that they may effectively fulfill their functions in an environment of understanding, harmony, and respect for diversity and ideological pluralism.

The university expects students to control their behavior through constant self-discipline, demonstrating their capacity to spontaneously and responsibly behave according to principles of moral rectitude, moderation, and order. Self-discipline is an essential goal of education, based on the principle of human maturity.

Self-discipline not only implies the will to perform the duties of the course of study, learning and academic life, but the diligent nurturing of moral conditions, personal improvement, harmonious living, the promotion of the common good, and respect for the rights of others.

While human nature may make this ideal a challenge, one of the endeavors of a university education is to help students to achieve self-improvement by establishing standards and creating a spiritual environment that will contribute to this objective.

Therefore, students should not consider the rules and regulations in this document as restrictions to their rights and liberties, but rather consider the sincere and profound sense of guidance and assistance that motivated their Alma Mater to establish them.

These principles will contribute in great measure to the self-fulfillment of students as human beings in terms of spiritual enrichment, nurturing of the intellect, professional training, and Christian perfection.

Courtesy is an indication of a good upbringing and is demonstrated in attitudes, words, gestures, and relationships with others. Consideration, thoughtfulness, and sensibility are the mainstays of courtesy. The relationships between students and their professors and the professors and their students must be guided by mutual respect, attentiveness, and cordial understanding.

Likewise, students shall respect their peers, value them, and assist them whenever it is necessary. Discrimination for reasons of race, religion, origin or socioeconomic situation is barred from the conduct and democratic and Christian sensibility that guides our institution.

Students will observe a conduct based on ethical principles. They will avoid all actions or words that violate the principles of the morality we profess.

To achieve the progress and the continuous self-improvement we all desire, it is necessary to ensure that the attention of the students and the university community be particularly directed at the adequate conservation and neatness of the classrooms and other institutional facilities. To these effects, the following provisions have been established:

1. Food may not be consumed in classrooms or hallways, but rather in the areas designated for that purpose.
2. In compliance with Law 40, no smoking is allowed in the classrooms, theater, library, dormitories, offices, and restricted areas.

These restrictions are directed at promoting institutional and personal well-being, and they should be seen in the light of ensuring the common good rather than in terms of being limitations.

USC cannot tolerate violations of the institutional rights regulations, destruction of property, or violations of the rights and members of the university community.

Therefore, students who apply for and are enrolled are expected to behave in a manner that is compatible with the functions of the educational institution.

It is extremely important that all students should be informed of the provisions of the Student Regulations and a careful reading of this document is recommended. This document regulates the personal conduct of students at the Institution. Along with the Policies on Student Regulations, the Policy on the Use and abuse of Alcohol and other Drugs, the Annual Report on Security Policies and Procedures and Criminal Incident Statistics, Persistence and Graduation rates, and the Policy on Disclosure of Information can be found at www.sagrado.edu and portal.sagrado.edu or in the section on Student Life. They may also be requested by visiting the Office of the Dean of Student Affairs.

* Students may consult with their academic counselors to select these courses.

UNDERGRADUATE ACADEMIC INFORMATION

ACADEMIC CALENDAR

The academic year consists of two semester sessions and two intensive summer sessions for undergraduate academic offerings.

Classes for the first semester begin in mid-August and end in mid-December. The second semester begins in mid-January and ends in late May.

The first summer session is in June and the second session runs in July.

The academic calendar published by the Registrar's Office indicates the enrollment dates, beginning of classes, deadlines for withdrawal with a "W," examination dates for incompletes, early enrollment, final exams schedule, semester breaks, end of classes, commencement, and academic activities.

NOTE: USC reserves the right to hold classes on Fridays and/or holidays.

STUDENT CATEGORIES

Undergraduate students are classified as follows:

1. Full-time students

Those students who have complied with the requirements for admission to the university, who aspire to obtain a degree or diploma and enroll in a course of study with a minimum of 12 credits per semester. For evening students, a minimum of 9 credits per semester is considered full-time enrollment.

2. Part-time students

Students who have complied with the requirements for admission to the university, who aspire to obtain a degree or diploma and enroll in a course of study of less than 12 credits per semester. In the case of evening students, fewer than 9 credits per semester is considered part-time.

3. Audit Students

Students are authorized by the Registrar's Office to attend classes, depending upon availability of space in classes, after giving preference to students enrolled with academic credit. Audit students RE not required to attend class regularly, do not have to take semester exams, and do not receive a final grade or academic credit.

Audit courses are not counted towards an academic degree.

4. Transitory Students

These are students who are enrolled at another university or educational institution who are authorized to study at USC.

Transitory students, who wish to become formally admitted to obtain an academic degree, must comply with the current admission requirements at the time of applying.

STUDENT RESPONSIBILITIES

Students are responsible for obtaining the most recent information on rules, regulations, and institutional procedures published in the catalog, student handbook, institutional Website, and other official documents.

Guidance counselors, academic advisors, professors, evaluators, and other officers support and help students to create their courses of study, but students are responsible for understanding and complying with the standards and procedures for fulfilling the requirements of their chosen course of study.

STUDENT IDENTITY, E-MAIL, AND CLASSIFICATION

Every student at USC is assigned two permanent identification numbers, a student number and a PIN number. Students must write their student number on all registration forms and correspondence with the university. The PIN number is the virtual identification number and must never be shared.

Students will also have an e-mail account that will be activated on enrollment. This account will remain active even after graduation or an interruption in the course of study, to facilitate communication with the university.

Also, a classification code is assigned to indicate the degree being sought, the department, the field of concentration, and the year of study. Students are responsible for informing the Registrar's Office of any errors in the classification, as well as any adjustment in classification due to changes in the program or concentration.

Students interested in changing departments or programs must complete the reclassification form provided by the Registrar's Office within the period indicated in the academic calendar.

INSTITUTIONAL PORTAL

The University has a Website which every student should visit to obtain up to date information. The Web address is <https://portal.sagrado.edu>. Students may access their e-mail through the portal, where they will receive correspondence about enrollment, academic progress, cancelations, changes, information about courses, academic and student activities, and other services. The portal may also be used to access distance learning courses, the virtual library,

and online services to which students can apply for: class schedule, evaluations, credit transfers, transcripts, concentration changes, and changes of address, minors, certifications, and others. Another advantage of the site is that students may check their account statements and financial aid status. The portal is the primary communications tool through which students can also create a circle of friends.

ACADEMIC LOAD

The regular academic load for undergraduate students includes 15 to 18 credits per semester. During the summer sessions, students may enroll in a maximum of 6 credits or the equivalent of 2 courses per session. A course load above of this limit must be authorized by the Dean of Students and Academic Affairs.

POLICY ON CREDIT HOURS

A credit hour is equivalent to 15 contact hours per credit per period in courses that are attended in person, a minimum of 30 hours for science and clinical laboratories, and a minimum of 45 contact hours per credit per period for practicum courses.

Credit hours for on line courses (hybrid or entirely on line) will be assigned based on the above principles. Discussion of content set forth in the course description, synchronous and asynchronous educational activities, student-student, student- teacher, and student-content interaction will be elements of these courses.

UNIVERSITY COURSES FOR HIGH SCHOOL STUDENTS

USC offers courses for talented high school students.

The project is an intellectual challenge for high average students capable of responding to an academic stimulus at university level while finishing their last two years of high school.

If a participant of this program decides to continue at the college level at USC, the courses taken in advance will be validated as part of the course of study leading to a Bachelor's degree in any of the various disciplines offered at our Institution. Credits and course grades will be recorded on an official credit transcript accepted by other universities.

Requirements:

1. Having a grade point average of 3.00 or higher
2. To be a junior or senior in high school
3. To complete an application for admission to the project
4. To present a letter of recommendation from a teacher or guidance counselor

ACADEMIC CURRICULA

Each undergraduate is comprised of four main sections: general requirements, departmental requirements, major requirements, and elective courses.

General Requirements

USC is to provide an intellectual environment in which the arts, humanities, and sciences are nurtured. General requirements are directed at providing students with knowledge and fundamental competencies in these fields, and also at promoting their physical development. Usually sixty (60) credits of the Bachelor's degree curriculum are general requirements.

The following courses constitute the nucleus of the general requirements of most courses of study, although there is some variation. Students must confirm the requirements of their chosen courses of study with the department director.

FEP 101, 102	College Experience Seminar 1, 2 *	2 credits
FEP 201	Student Development Seminar 3*	1 credit
TEO	Theology (several options)	6 credits
FIL 101	Logic	3 credits
FIL	Philosophy (several options)	3 credits
ESP	Spanish (several levels)	9 credits
ING	English (several levels)	9 or 10 credits
ART 102	Art Appreciation	3 credits
HUM 111	Human Beings and Human Circumstances	3 credits
HIS 212	Development of the Puerto Rican Nation	3 credits
CFI 105	Wellness, Quality of Life, and Integral Health	3 credits
CSO 104	Contemporary Social Analysis	3 credits
BIO 109	Biology and Society*	3 credits
INF	Informatics (depending on the Major)	3 credits
MAT	Mathematics or Statistics (depending on the Major)	3 credits
SEMINAR	Concentration Seminar	3 credits
TOTAL		60 or 61 credits

*Transfer students will substitute these courses (3 crs.) with free electives.

**Students in Natural Sciences will take BIO 111-General Biology I, except Nursing students who will take BIO 101- Human Biology I. Exercise Sciences students take BIO 102- Human Biology II.

In the Associate Degree programs, general requirements are approximately 21 credits, which vary according to the major.

The English, Spanish, and Mathematics requirements must be completed within the specific subject and levels indicated by the corresponding field of concentration. If passing lower level courses than those established in the curriculum is required, such courses will become additional requirements for graduation. Courses taken by a student to satisfy academic deficiencies will not be credited as electives.

Students with a score under 475 in English on the evaluation test and College Board, will have to pass the Basic Skills course even though this course is not required in the curriculum. The Basic Skills course must be taken within the first year of studies and passed with a proficiency level of 80% or more.

Departmental Requirements

In addition to the general requirements, specific approval is required for certain fundamental courses in several fields. The courses can be common to all programs of a department, prerequisites for courses in the field of concentration or courses related to the major.

Requirements for Majors

A significant part of the curriculum is comprised of specific courses within the major.

These are subdivided into (1) specific subjects indicated in the course of study, and (2) directed electives selected by students from within the field of concentration with previous approval from the department director.

Free Electives

These are subjects that students select freely to complete a total of required credits in the curriculum. The main purpose of these courses is to broaden students' cultural knowledge. Also, these courses may be used to begin or complete a second major. Courses taken by a student to satisfy academic deficiencies or courses lower than those required will not be credited as electives.

BASIC SPANISH, ENGLISH, AND MATHEMATICS COURSES

The score on the evaluation and College Board tests will determine the level of Spanish, English, and Mathematics in which the student will be placed initially. According to these scores, students will take (1) the basic level skills course, (2) the course indicated in the student's course of study, or (3) higher level courses established in the curriculum.

The following chart explains the scores of the College Board proficiency test used as the criterion for placing students.

ENGLISH

Up to 474	ING 031 and Laboratory	Basic Skills
475 to 574	ING 112 and Laboratory	Practical English for Daily Use
575 to 644	ING 113-114*	Reading for Communication Expository Writing

645 or more	ING 117, 121 to 131; 204, 223	Menu- options
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SPANISH

Up to 599	ESP 106**	Reading for Writing
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600 or more	ESP 121, 122, or 124	Menu- options
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*English courses 112, 113, and 114 cannot be taken simultaneously with other English courses

**Spanish course 106 cannot be taken simultaneously with another Spanish course

MATHEMATICS

MAT 100**	Introduction to Mathematics (for Social Sciences, International Studies, Visual Arts, and Associate in Nursing students)
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MAT 210	Applied Statistics I (for Communication, Exercise Sciences and Health Promotion, Nursing B.S.N., Multidisciplinary Studies , Production and Marketing of Special Events, and Combined Degrees in Education students)
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MAT 100 or 210	Humanities and Education students may select one of two courses.
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600 or more	MCO 150***	Quantitative Methods of Business Management (for Business Administration students)
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650 or more	MAT 133***	Pre-Calculus I (for Natural Sciences students)
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**** Department of Social Sciences students will then take CSO 203.**

***** Department of Business Administration and Natural Sciences scoring lower than 600 and 650 respectively, but higher than 579, will begin with MAT 108 (compendium). Those who have a score lower than 579 will begin with MAT 101-102 and then with the corresponding level.**

Students will be required to have a minimum grade of “C” (70%) to pass the basic courses in English 112, 113-114, 117, 121 to 131, 204, 220, and 223, and Spanish 106, 121-122, 225, 226, 227 or other courses which are part of the general requirements.

Students authorized to enroll in advanced level courses: English 117, 121 to 131, or 204 as an initial level, will receive the three corresponding credits to English 114, upon passing advanced English. These students cannot take English 112-113, since it would be considered to be moving backwards.

Students authorized to enroll in Spanish 112-122 or 124 at an initial level, must pass six additional credits in upper-level Spanish courses. These students cannot take Spanish 106, since it would be considered as moving backwards. Spanish 206 will not be credited as a higher-level course to complete the general requirements.

ESP 225 is a general requirement for all majors in the Ferré Rangel School of Communication.

ESP 226 is required in the Journalism and Public Relations Major.

Students who have passed the advanced level exams in English, Spanish and Mathematics must report this immediately, as the courses recommendations must be modified.

ORDER OF STUDY

Courses must be passed in the order indicated in the Dean of Student and Academic Affairs publication. If any student has the need to modify the course of study, he or she must consult the department director, the guidance counselor or the academic counselor.

The guidance counselor during the first and second year and the academic advisor during the third and fourth year will advise and help plan the course schedule. Students are responsible for knowing and completing the standards and procedures applicable to the chosen course of study.

Students are classified by level according to the completed credits:

First year students – students who have completed fewer than 31 credits

Second year students – students who have completed 31-60 credits

Third year students – students who have completed 61-90 credits

Fourth year students – students who have completed 91 credits or more

MINORS CONCENTRATIONS

All students interested in completing a minor as part of their Bachelor's degree should request the minor through their counselor or academic advisor, who will inform them of the courses that comprise the selected option. Students must have completed at least 24 credits and have at least a 2.0 GPA.

Minors consist of a minimum of 18 credits. If a given course coincides in the major and minor fields, another course must be substituted with the prior approval of the professional counselor or academic adviser. The minor courses should be passed with a minimum of a "C" and 50% of the courses must be taken at USC.

Minor courses can be paid for through financial aid, if the student is qualified, provided that the student is classified in the course of study as having a minor concentration and has not yet completed the Bachelor's degree.

CREDIT TRANSFER

Transfer Courses

Undergraduate students who have studied at other accredited universities may receive academic credit according to the following standards:

1. The student shall enter USC as a transfer student.
2. Credit transfer is made by evaluating each of the completed classes and their equivalent to the corresponding class offered by USC.
3. Only those courses passed with a “C” grade or higher from the institution of origin will be considered for accreditation, provided that the time elapsed since the date of completion of the course is less than twelve years.
4. If a student repeats an accredited course, the USC grade will prevail.

The procedure for accreditation is as follows:

1. The Admissions Office sends the Registrar’s Office the academic record of the student admitted conditionally as a transfer.
2. The Director of the corresponding department establishes the equivalency of the subjects taken by the student using the catalog and official course descriptions of the institution of origin. The student must provide the catalog and the official course descriptions of his/her university.
3. The Registrar’s Office will notify the student of the validated courses.

VALIDATION OF NON-TRADITIONAL LEARNING EXPERIENCES

The University recognizes and accredits successful learning through non-traditional methods. A validation program has been established for non-traditional learning experiences has been established using a validation or challenge exam, experience portfolio and portfolio of visual arts, through which a maximum of 36 credits will be accepted combining the three modalities. Students should communicate with the Department Directors in order to verify the subjects that can be validated by means of these modalities and to make appropriate arrangements. The minimum grade in order to pass the validation exam is 75% and for the portfolio experience, 80%. The maximum credits that will be accepted by means of the portfolio in the Visual Arts Major will be equivalent to 25% of the total credits required for the degree and 33% of the concentration courses. Courses passed in any of these modalities will be reflected in the academic record with a “P” grade. This accreditation will be offered to regular students.

Another way to obtain accreditation is through academic credit for College Board advanced placement tests if the score obtained is 3 or more on a scale of 1 to 5, in Spanish, English, and

Mathematics courses, in advanced level I, but 4 or more in Mathematics advanced level II, provided that the test is equivalent to a course offered by USC. The following table explains the scoring criteria.

Advance placement tests which may be credited

AP Exam	Equivalent at USC	Credits to Validate	Minimum Score Required
Business Administration			
Microeconomics	ECO 235-Principles of Microeconomics	3	3
Macroeconomics	ECO 236-Principles of Macroeconomics	3	3
Natural Sciences			
Biology	BIO 111-General Biology I	3	3
Calculus	MAT 201- Calculus I	5	4
Chemistry	QUI 101-General Chemistry I	4	3
Computer Science A	INF 111 and 112- Informatics I	4	3
Computer Science AB	INF 111 and 112-Informatics I and II	8	3
Physics C: Mechanics	FIS 203- General Physics I	4	3
Social Sciences			
Human Geography	GEO 102-Cultural Geography	3	3
Psychology*	PSI 200 – Psychology of Personal Development	3	3
	PSI 201 – General Psychology I	3	3
Ferré Rangel School of Communication			
Art History	ART 102-Art Appreciation	3	3
FIEHS			
English Literature and Composition	ING 114-Expository Writing ING 121 or 122-Literary Genres I and II	6	3
European History	HIS 328-Contemporary World Problems or HIS 327- The European XIX Century	3	3
French Language	FRA 103-104-Intermediate French I and II	6	3
Italian Language and Culture	ITA 101-102-Basic Italian and Intermediate Italian	6	3
Spanish Language	ESP 121 or 122- General Literature I or II	3	3
US Government and Politics US History	HIS 339- U.S. Contemporary Culture and Society	3	3
World History	HIS 390- Special Topics	3	3

* Students who have Psychology as a major or minor concentration will be accredited for the PSI 200 course. Those who have Psychology as a concentration will be accredited for PSI 201.

MILITARY SCIENCE PROGRAM (ROTC)

Under the formal agreement between the Universidad del Sagrado Corazon and the University of Puerto Rico, Río Piedras Campus, students of both sexes from USC may enroll in the ROTC program at the University of Puerto Rico. The arrangements to participate in this program must be made through the ROTC department at the UPR - Río Piedras.

The courses that USC students take under this agreement will appear on the grade transcript with the corresponding grade, but will not be calculated for the academic grade point average. The courses students take through the ROTC program will only be valid for undergraduate degrees up to a maximum of six credits as free electives.

ENROLLMENT

Enrollment must be completed within the indicated period in the academic calendar and/or notification sent by the Registrar's Office. The enrollment process can be completed through the Web. The Registrar's Office will provide a PIN number for each student to access the program. Students can utilize the computers provided in the various university rooms or enroll from the comfort of their own home.

Students are officially enrolled when the enrollment and changes period concludes on the Web. Students will then receive a bill by mail. Students also will be officially enrolled when applying for courses through administrative staff of the Institution.

Enrollment constitutes a contract between the parties for the duration of a single academic period only. The university will determine which students may enroll in the next academic period without having to apply for readmission.

CLASS SCHEDULE CHANGES

The rule of the Institution is to avoid, as much as possible, changes in the class schedule for enrolled students. Therefore, applications for changes in the schedule must be duly justified. The changes, if authorized, bear an additional fee.

For official purposes, the date for changes in class schedule will be the following:

1. During the partial reimbursement period: the date on which authorization for change is filed at the Bursar's Office.
2. After the reimbursement period: the date on which the authorization for change is filed at the Registrar's Office.

PROCEDURE FOR CLASS SCHEDULE CHANGES

1. Students may change their class schedule through the Web during the regular registration period. During late enrollment, they must go to the ASI Office to complete the changes.
2. When the change is made during the late enrollment period, personally obtain approval from the Bursar's Office.

CLASS AND TEST ATTENDANCE

Only officially enrolled students have the right to attend classes and take exams. Officially enrolled student will have selected courses on the Web, have a processed class schedule and bill, or have selected the courses through an officer of the Institution.

Students have the right and the duty to participate in class activities, consult with their professors, express doubts and differences, and to be informed about their academic deficiencies and achievements. In the event of an absence, students will be responsible for the material explained or assigned during the absence.

WITHDRAWALS

Students may withdraw from courses (one, several, or all) they are enrolled in during an academic session. When the withdrawal affects only one or various courses, it is considered **partial**. If it implies withdrawal from all courses, the withdrawal is **full**.

Partial or full withdrawal may be applied for until the last day of classes, without affecting the student's grade point average. In both situations, the student is required to fulfill his/her pending financial obligations with the Bursar's Office and Financial Aid Office. If a student withdraws without fulfilling these obligations, he/she will obtain an "F" grade in the courses.

To apply for withdrawal from a course, students must complete the corresponding application and discuss it with his/her professor and the Department Director. Likewise, if a student applies for a total withdrawal, the situation must be discussed with his/her advisor. Once authorization has been given for the total withdrawal, the student must visit the Financial Assistance Office (ASI).

The amount of money reimbursed, as well as the deadlines on which they may be obtained, are indicated in the calendar of each academic session and in the Financial section of this catalog.

If a student fails to comply with his/her financial obligations, the Institution will not issue any transcripts, letters of recommendation, or certificates of any kind.

GRADING AND ANNOTATION SYSTEM

The grade indicates the student's degree of academic proficiency in each course. To facilitate the calculation of the academic grade point average, which is an indicator of general proficiency, each grade has a numeric value assigned as follows:

<u>Grade</u>	<u>Description</u>	<u>Numeric Value</u>
A	Excellent	4.0 per credit
B	Good	3.0 per credit
C	Satisfactory	2.0 per credit
D	Deficient	1.0 per credit
F	Fail	0.0 per credit
FW	*	0.0 per credit

*A grade of FW will be registered when a student enrolled in a course attends classes or an academic activity at least once, and then discontinues his/her attendance without complying with the academic requirements of the class or withdrawing officially. This grade has an academic penalty.

In addition to the previous grades, the following annotations are established, which are not calculated in the academic grade point average:

P	Passed
NP	Not Passed
NC	Not Completed
I	Incomplete (with alternative grade)
W	Official Withdrawal
*	Course Repeated
AU	Audit (no academic credit or final grade)

*To determine the academic grade point average, only the highest grade is considered.

ACADEMIC GRADE POINT AVERAGE

The academic grade point average is the numeric expression representing the proficiency achieved by the student. It is calculated by dividing the total number of honor points by the total number of accumulated credits, including the courses in which the student has failed. In the case of repeated courses, the highest grade average is considered.

GENERAL GRADE POINT AVERAGE

The General Grade Point Average (GPA) is calculated by using all grades of the courses completed by the student at the Institution.

GRADUATION GRADE POINT AVERAGE

The Graduation Grade Point Average is calculated by computing all grades obtained in the courses required by the course of study in which the student applied for graduation.

MAJOR GRADE POINT AVERAGE

The Major Grade Point Average is calculated by computing all grades obtained in the Major courses of the degree being applied for.

REPETITION OF COURSES

Undergraduate students who wish to repeat a course are free to do so whenever the grade obtained is initially not to his/her satisfaction.

In cases of students on probation, the repetition of courses with “D” and “F” grades is compulsory.

All eligible undergraduate students who receive funds from various financial aid programs and wish to or must repeat a course, may do so up to a maximum of two additional occasions financed with federal funds. In determining the repeated courses, the courses from which the student has withdrawn will be taken into consideration.

INCOMPLETES

When the undergraduate student has not completed some course requirements and presents valid reasons, the professor may assign a provisional grade of “incomplete,” along with the grade earned at that point.

The professor will determine the final grade by assigning a “zero” grade for incomplete work.

If the incomplete grade is awarded, the student must communicate with the professor to agree upon a date and other circumstances in which he/she will complete the pending requirements. This agreement must be made reasonably in advance, so that the professor will be able to report the final grade to the Registrar’s Office before the second half of the following semester. The deadline for removal of incompletes is indicated in the academic calendar published by the Registrar’s Office. If the student does not comply with the requirements within the established period of time, the “I” (incomplete) becomes the grade earned when the incomplete was assigned.

GRADE REPORTS

At the end of each semester, the Registrar’s Office will inform each student of his/her final grades online. In the event that the student cannot access the grade report, the student must contact the Registrar’s Office. All students who feel a mistake has been made or who wish to

make any claim regarding a grade, must notify the professor who offered the course or the director of the corresponding department before the second half of the following semester.

Student's with pending due balances will not receive their grade reports until the debt is paid.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – FERPA

The FERPA law of 1974, commonly known as the Buckley Amendment, guarantees the student's right to privacy of his/her academic record. This law protects the privacy of the students' academic records and establishes their right to examine their own records. It also provides guidelines for correcting the information contained in the records through informal and formal petitions. Students who wish to submit complaints related to violations of this law to may contact: **US Department of Education, 600 Independence Avenue, S.W. Washington, D.C., 20202-4605.** All students must read the document on disclosure of "directory information" under this law, which is included in the registration materials. It is also available on the website www.sagrado.edu.

DEAN'S LIST

The Dean's List includes the names of undergraduate students of outstanding academic proficiency, according to the criteria established by the Office of Academic and Student Affairs. This list is published during the first semester of every academic year.

HAROLD LIDIN HONOR SEMINAR

The Universidad del Sagrado Corazón, through the Office of Academic and Student Affairs, offers its talented students the opportunity to become part of the Harold Lidin Honors Seminar. The main requirement of this honor is to maintain an academic average of 3.50 and to have passed 30 credits in a regular course of study. Students who apply for admission to the program are submitted to a selection process carried out by the Seminar's Coordinator and the Dean of Academic and Student Affairs.

This program offers the alternative of completing up to a maximum of 3 credits of free electives in a semester. The results of research carried will be presented in forums that include members of the university community and distinguished guests from different disciplines or professional endeavors.

PROBATION AND SUSPENSION

The undergraduate student must maintain, at least, the accumulative minimum grade point average indicated as follows:

<u>Accumulated Credits</u>	<u>Minimum Grade Average</u>
2-33	1.50
34-66	1.65

67-99	1.80
100 or more	2.00

Students with a grade point average lower than those indicated above will be placed on academic probation or suspension by reason of academic deficiency. This is done according to the determination of the Office of Academic and Student Affairs.

During the probation period, which consists of an academic year, students must enroll in a program where the academic load will allow them to study intensively. Generally, the credit limit for these cases is 12 credits per semester. During the probation period, the student will repeat those courses in which he/she obtained a “D” or “F” grade and will arrange with the Institution’s guidance counselors for professional assistance that will help him/her in adjusting to university demands. At the end of that period, the student must have reached the required grade point average; otherwise, he/she will be suspended from the institution. If a student on probation receives Veterans Administration benefits, no payment for repeated courses during a probation period will be made unless the grade average obtained in the course is less than required by the program of studies.

Students suspended for an academic deficiency will be removed from the university for an academic year. If readmitted, the student will be on probation and his/her stay at the University will depend on his/her academic progress. If a student is placed on probation or suspended on more than one occasion, he/she may be permanently separated from the Institution, this decision will be made by the Dean of Academic and Student Affairs.

SPECIFIC REQUIREMENTS FOR NON-RESIDENT FOREIGN STUDENTS

After being admitted, students must meet specific requirements of the United States Citizenship and Immigration Services. These are:

- to submit a sworn statement certifying their economic capacity or of a person responsible for the cost of study and room and board expenses
- a bank statement that verifies the economic status of the person who will pay for the costs of studies and room and board
- a written certificate of where the student will reside (can be included in the sworn statement)

After submitting these documents to the Registrar’s Office, the office will process the I20 form and it will be delivered to the student along with the documentation that the student submitted, so that it can be processed at the American Embassy in the country of origin of the student’s visa.

VETERANS AND THEIR BENEFICIARIES

The Institution is authorized to enroll veteran students and their beneficiaries referred by federal and state agencies.

These beneficiaries must comply with all of the admission requirements, besides those related to their condition of beneficiary from the corresponding agency of the referred to federal or state program.

The Office of Veteran Affairs under Federal Code, Title 38, establishes that the beneficiaries must complete their course of study during the **regular time of the program**. If he/she extends beyond the regular time, he/she will not be able to continue receiving veteran's benefits. Nevertheless, he/she could receive other available forms of financial aid if qualifications are met.

The Veteran's Administration will only pay for those failed courses (F) or those having an obtained grade of less than required by the program of studies.

EXPULSION FROM THE UNIVERSITY

In order to safeguard its mission, USC reserves the right to request the removal of any student from the University whose actions, in the judgment of the competent authorities, are in violation of the Institution's philosophy or regulations.

DURATION OF PLAN OF STUDIES

Normally, a Bachelor's degree is completed in a four-year period, while an Associate Degree is completed in two years. As a general rule, students must graduate according to the course of study in effect at the time of admission to the Institution.

Students who interrupt their studies for one semester and are readmitted shall observe the course of study in effect at the time the suspended their studies; those who did not study for two or more semesters shall observe the current course of study at the time of readmission. If a degree is not obtained, the courses will be valid for twelve years.

Students are responsible for complying with the course and credit requirements established in the course of study. The academic advisors guide the students in the fulfillment of their programs, but they are not authorized to make modifications or substitutions regarding courses and requirements.

The University reserves the right to make changes in the program and in the requirements for degrees or diplomas.

GRADUATION REQUIREMENTS

In order to be considered as candidates for a degree or diploma, undergraduate students shall comply with the following requirements:

- 1) to have passed courses and credits required in accordance with the course of study in which they are enrolled.

- 2) to have obtained a minimum of average of 2.00 in the requirements outlined in the course of study.
- 3) to have completed at USC, at least the last 30 credits of the Bachelor's program and 15 credits in the Associate program and no less than half of the required credits for the major, except in cases of collaboration agreements with other institutions.
- 4) to have passed courses for a major with the grade average of "C" or better, and a grade average of 2.10 or higher. Students who fulfill these requirements shall apply for graduation, in writing to the Registrar's Office during the registration period of the semester prior to that one in which he/she expects to complete the requirements for a degree.

The University reserves the right to consider a candidate for graduation those students who have completed the degree, diploma or certificate requirements in which they are enrolled, even if the candidate has not made the corresponding application.

GRADUATION WITH HONORS

The University awards honors to those undergraduate students who have achieved the following academic grade point average:

Bachelor's Degree

Scale

3.30	Cum Laude
3.60	Magna Cum Laude
3.90	Summa Cum Laude

Associate Degree

Scale

3.30	Cum Laude
3.60	Magna Cum Laude
3.90	Summa Cum Laude

Transfer students coming from other institutions will be eligible for honors if they have passed at least 50 percent of the credits required for graduation at Universidad del Sagrado Corazón.

AWARDS AND DISTINCTIONS

The University grants the following awards during the graduation ceremonies:

Academic Excellence Award

This is the highest recognition given by USC. It is awarded to the students who graduate from the Bachelor's degree and from the Associate Degree program with the highest grade point average.

Academic Distinction Award

This award is offered to the graduate who obtains the highest academic grade average in the Bachelor's studies in each of the academic departments.

Honor Certificate

This certificate is awarded to the graduation candidate who obtains the second highest academic grade average in the Bachelor's degree program in each of the academic departments and to the second highest grade point average among all of the candidates for graduation from the Associate Program.

Eligibility for Awards and Distinctions

Students who have completed at least 75% of the required credits for graduation at USC will be eligible for awards and distinction. The general grade point average of the student will be taken into consideration before granting these awards and distinctions.

GRADUATION CEREMONY

Degrees and diplomas are awarded twice during the year in June and in January. However, the University celebrates graduation ceremonies once a year, at the end of the second academic semester. All degrees and diplomas are conferred at the graduation ceremony. Considering the particular importance and significance of this act, the University expects punctual attendance of all graduates.

Students who have completed graduation requirements in June, July or December, may receive a certificate accrediting the completion of his/her studies, if so requested from the Director of the Registrar's Office. The degree will be conferred in January.

SPECIAL PERMISSION TO STUDY AT OTHER UNIVERSITIES

The Universidad del Sagrado Corazon acknowledges the possibility that its undergraduate students may take and pass courses at other university institutions. The Office of Academic and Student Affairs issues this authorization only in cases in which those courses are immediate requirements for graduation and have not been offered at the Institution during the current

academic year. Students must have a grade average of no less than a 2.50. If authorized, the courses shall be passed with a minimum grade of “C”. It is the responsibility of the student to send an official transcript of the grades obtained to the Registrar’s Office.

EVENING STUDIES

The Universidad del Sagrado Corazón maintains a flexible schedule that includes evening courses, for the benefit of all its students. Nevertheless, USC does not guarantee the completion of all of the courses of study by attending evening courses.

Many courses, especially concentration courses, are not offered during the evenings. Therefore, evening students must adjust their schedule to pass these courses during the day. Students will be responsible for verifying whether the course of study require daytime classes.

EXCHANGES AND CONSORTIUMS

Student Exchange Programs

The Student Exchange Program offers students an opportunity for personal, professional and cultural growth during their academic preparation.

Students may share a summer, a semester or a full year with professors and classmates who have different world views, academic focus, and come from a different cultures.

This is a dynamic learning experience and of significant transformative value. Educational experiences of this nature contribute greatly to extend and diversify the frames of reference and existential visions that in turn lead to a richer and more creative decision making process.

Requirements:

Interested student will:

- 1) have a GPA of 3.0 on a scale of 4.0.
- 2) be proficient in the language of the country where the hosting university is located.
- 3) have completed between 45 and 60 credits.
- 4) be favorably recommended by two professors.
- 5) Assume the academic and financial commitment for participating.

Options:

National Student Exchange” (NSE)

Since September 1992, USC has been a member of the NSE Consortium through which students may select from among more than 180 prestigious private and state universities, throughout the United States, its territories, and Canada. Interested students must submit an application with all required documents at least a semester prior to the desired exchange date.

AVAILABLE UNIVERSITIES FOR EXCHANGE

ALABAMA

Alabama A&M University
Alabama State University

University of Alabama
University of Alabama at Birmingham
University of Montevallo

ALASKA

University of Alaska Anchorage
University of Alaska Fairbanks
University of Alaska Southeast

ARIZONA

Northern Arizona University
University of Arizona

CALIFORNIA

California Polytechnic State
University, San Luis Obispo

California State University,
Bakersfield
California State University, Chico
California State University, East Bay
California State University, Monterey Bay
California State University, Northridge
California State University, San Bernardino
Sonoma State University

COLORADO

Adams State University
Colorado Mesa State University
Colorado State University-Pueblo
Fort Lewis College
University of Colorado at Colorado
Springs
University of Northern Colorado

Western State College of Colorado

CONNECTICUT

Eastern Connecticut State University
University of Connecticut- Storrs

FLORIDA

Florida International University
New College of Florida

GEORGIA	University of Georgia
GUAM	University of Guam
HAWAII	University of Hawaii at Hilo University of Hawaii at Manoa
IDAHO	Boise State University Lewis-Clark State College University of Idaho
ILLINOIS	Eastern Illinois University
INDIANA	Indiana University-Purdue University at Fort Wayne Indiana University-Purdue University- Indianapolis
IOWA	Iowa State University University of Northern Iowa
KANSAS	Fort Hays State University Wichita State University
KENTUCKY	Murray State University University of Kentucky University of Louisville Western Kentucky University
LOUISIANA	Grambling State University Louisiana State University Northwestern State University Southern University University of New Orleans
MAINE	University of Maine at Farmington University of Maine at Presque Isle
MARYLAND	Bowie State University St. Mary's College of Maryland Towson State University
MASSACHUSETTS	Bridgewater State University

	Massachusetts College of Liberal Arts University of Massachusetts at Amherst University of Massachusetts at Boston Westfield State University Worcester State University
MICHIGAN	Ferris State University Oakland University
MINNESOTA	Minnesota State University- Mankato Minnesota State University - Moorhead University of Minnesota, Morris University of Minnesota, Rochester University of Minnesota, Twin Cities
MISSISSIPPI	Mississippi State University Jackson State University
MISSOURI	Missouri State University University of Missouri-St. Louis
MONTANA	Montana State University-Bozeman University of Montana
NEBRASKA	University of Nebraska at Kearney
NEVADA	University of Nevada, Las Vegas
NEW HAMPSHIRE	Keene State College Plymouth State University University of New Hampshire
NEW JERSEY	Ramapo College of New Jersey The College of New Jersey William Paterson College of New Jersey
NEW MEXICO	New Mexico State University University of New Mexico
NEW YORK	Binghamton University Queens College CUNY Skidmore College Stony Brook University

SUNY College at Buffalo
SUNY Plattsburgh
SUNY Potsdam

NORTH CAROLINA

North Carolina Central University
North Carolina State University
University of North Carolina at
Asheville

OHIO

Cleveland State University
Kent State University
University of Toledo

OKLAHOMA

East Central University
Oklahoma State University

OREGON

Eastern Oregon University

Portland State University
Southern Oregon University
University of Oregon
Western Oregon University

PENNSYLVANIA

California University of Pennsylvania
East Stroudsburg University of Pennsylvania
Indiana University of Pennsylvania
Kutztown University of Pennsylvania
West Chester University of Pennsylvania

RHODE ISLAND

Rhode Island College
University of Rhode Island

SOUTH CAROLINA

Southern Carolina State University
University of South Carolina -Columbia
Winthrop University

SOUTH DAKOTA

Dakota State University
South Dakota State University
University of South Dakota

TENNESSEE

East Tennessee State University
Tennessee State University
University of Memphis
University of Tennessee at

	Chattanooga University of Tennessee at Martin University of Tennessee Knoxville
TEXAS	Prairie View A & M University Texas State University University of North Texas University of Texas at San Antonio
U.S. VIRGIN ISLANDS	University of the Virgin Islands, St. Thomas University of the Virgin Islands, St. Croix
UTAH	Southern Utah University University of Utah Utah Valley University
VERMONT	Johnson State College
VIRGINIA	Virginia State University
WASHINGTON	Central Washington University University of Washington
WEST VIRGINIA	Marshall University West Virginia University
WISCONSIN	University of Wisconsin-Eau Claire University of Wisconsin-Green Bay University of Wisconsin-La Crosse University of Wisconsin-Oshkosh University of Wisconsin-Platteville University of Wisconsin-River Falls University of Wisconsin-Stout University of Wisconsin-Superior University of Wisconsin-Whitewater
WYOMING	University of Wyoming
CANADIAN PARTNERS	
ALBERTA	University of Calgary

BRITISH COLUMBIA	University of Northern British Columbia
MANITOBA	Brandon University
NEWFOUNDLAND AND LABRADO	Grenfell Campus, Memorial University of Newfoundland
NOVA SCOTIA	Cape Breton University
QUEBEC	Bishop's University Université de Montréal Université de Sherbrooke Université du Québec a Montreal
SASKATCHEWAN	University of Regina

Bilateral Agreements

As part of our effort to continue offering new academic and cultural horizons to our students, we have identified another group of select universities in the United States and elsewhere with whom we have established bilateral agreements for the exchange of students.

UNITED STATES

KENTUCKY	Thomas More College
MASSACHUSETTS	Wheelock College
MISSISSIPPI	Mississippi State University
NEW JERSEY	Seton Hall University The Richard Stockton College of New Jersey
NEW YORK	Canisius College John Jay College Manhattanville College New York University (NYU) SUNY-Albany Wagner College PennsylvaniaSeton Hill College York College

VIRGINIA University of Virginia,
Semester at Sea LATIN AMERICA

ARGENTINA

BUENOS AIRES Universidad Argentina de la Empresa

BRAZIL

RÍO DE JANEIRO Pontifical Catholic University of Río de Janeiro

CHILE

SANTIAGO Universidad Andrés Bello

COLOMBIA

BOGOTÁ Pontificia Universidad Javeriana
MEDELLÍN Universidad Pontificia Bolivariana

DOMINICAN REPUBLIC

SANTO DOMINGO Instituto Técnico de Santo Domingo

MEXICO, D.F.

AGUASCALIENTES Universidad Autónoma de Aguascalientes
DISTRITO FEDERAL Universidad Iberoamericana, Santa Fe Campus
Universidad Anáhuac México Sur

GUADALAJARA Instituto Tecnológico de Estudios
Superiores de Occidente (ITESO)
Universidad Autónoma de Guadalajara
Universidad de Guadalajara

MONTERREY Universidad de Monterrey

PUEBLA Universidad Iberoamericana, Golfo Centro Campus

BELGIUM

ANTWERP University of Antwerp
LIEGE HELMo University College

FRANCE

LILLE Catholic University of Lille

GERMANY

BAYREUTH Bayreuth University
BOCHUM Bochum University of Applied Sciences

SPAIN

BILBAO Universidad de Deusto
MADRID Universidad Rey Juan Carlos
NAVARRA Foro Europeo, Escuela de Negocios de Navarra
SEVILLE Universidad de Sevilla
SALAMANCA Universidad de Salamanca
TOLEDO Fundación Ortega y Gasset

SWEDEN

UPPSALA University of Uppsala

Internships

For the purpose of providing our students with practical experience related to their fields of study, the University has arranged internships in local and federal agencies such as:

- JARC / Legislative Internship in the Puerto Rico Senate and House of Representatives
- Córdoba and Fernós Program / Internship in the US Congress
- HACU / Internship in federal agencies in Washington, DC
- CHCI / Internship in the offices of Hispanic congresspeople

Common requirements for participating in these internships include:

1. Have a GPA of 2.75 or higher.
2. Master the English language.
3. Having completed at least 60 credits.
4. Submit the application and required documents by the deadline.
5. Assume the academic and financial commitment for participating.

UNIVERSIDAD DEL SAGRADO CORAZÓN AND US COMMUNITY COLLEGE AGREEMENTS

USC has also entered into agreements with community colleges in the United States that offer Associate degrees. After completing the Associate degree, students may transfer to USC to continue with a Bachelor's degree.

These institutions are:

Massachusetts Bay Community College– Boston, Mass.
Borough of Manhattan Community College – New York, NY
Bronx Community College, Bronx, NY
Cumberland Community College –Philadelphia, Penn.
Wheelock College-Boston, Mass.

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is an academic program that offers students the opportunity to practice concepts and theories learned in the classroom, in a real work scenario while studying.

This experience allows students to reinforce his/her decision about the career selection or to redefine his/her professional goals. Besides providing valuable experiences in the academic area, students receive a salary that will help cover the expenses of college life.

Students who are interested in this program must have a minimum grade point average of 3.0 on a scale of 4.0, be at least second-year students, and be favorably recommended by professors in their field of concentration.

TRANSCRIPTS AND CERTIFICATIONS

The Registrar's Office is responsible, among other matters, for overseeing the enrollment process, providing custody for the academic files, and preparing and forwarding transcripts and certificate of study and graduation.

All students who desire information related to their academic record or the forwarding of transcripts must communicate with the Registrar's Office and their petition will be attended to in accordance with the *Family Educational Rights and Privacy Act of 1974*.

Transcripts and certificates will be issued only when requested and with the authorization of the interested party or for the official use by the Institution's officers authorized to that effect.

Official transcripts are forward directly to the institutions or individual indicated by students. The transcripts designated as "student copy" are the ones destined for the student's personal use. For a copy of the academic record or transcript to be considered official, it must bear the official stamp of the Institution and the signature of the Registrar or authorized officer.

The following are the requirements for issuing transcripts and certificates:

1. The student must have fulfilled all financial obligations with the Institution.
2. The student must have completed the application form.
3. The transcript fee must have been paid.

Usually, transcripts and certificates must be applied for at least two weeks prior to the forwarding date. During enrollment, graduation, final exams and grade processing periods, the time required to issue these documents may be longer.

EXTRA- AND CO-CURRICULAR TRANSCRIPT

The extra- and co-curricular transcript shows extra- and co-curricular activities and projects in which undergraduate students participate under the USC educational model. This transcript complements the traditional grade transcript that students receive upon completing their course of study.

The following are the rules and procedures for obtaining the extra- and co-curricular transcript:

Rules

1. Only students who are graduating with a bachelor's degree from December 2013 on may obtain an extra- and co-curricular transcription.
2. The following are the activities included on the transcript:
 - a) Honors and awards – Distinctions awarded at or in representation of the USC.
 - b) Artistic and creative activities – Exhibitions of art work or participation in theatrical presentations. Art exhibits, theatrical presentations, and other artistic manifestations should be at the USC or representing the USC.
 - c) Exchanges and internships – Participation in exchange or internship programs in Puerto Rico and elsewhere. Exchanges should be evidenced by a grade transcript from the university where the exchange took place. Courses should be passed with a grade of C or higher. Internships should be certified by the center where the student worked or the Professional Education Center at the USC.
 - d) Language skills – Development of language skills in English evidenced by a standardized test. In the case of the ELASH test, the minimum score should be 160.
 - e) Leadership – Participation in student organizations. Participation should be as part of the board of directors and shall be corroborated by the organization's advisor.
 - f) Service learning – Participation in third level courses at the Community Outreach Center (AMES).
 - g) Sports – Active participation in USC sports teams. Sports activities should be representing the University.
 - h) Undergraduate research – Development of research other than course requirements but that contributes to increase knowledge of research skills in different fields.
 - i) Volunteer services – Participation in internal and external community service activities through the USC Volunteer Development Center or the University Ministry Center.

3. The information is included in the transcripts at the end of the semester in which the student completed the activity.
4. The transcripts are issued in English.

Procedure

1. Students may request the transcript during the academic term in which they will complete the degree. They will receive it once they have completed the term.
2. Requests for transcripts may only be online at www.sagrado.edu.
3. There is no additional cost. A maximum of three transcripts may be requested cost-free.
4. Student may submit claims to the Registrar up to one year after graduation.

READMISSION

Enrollment at the University constitutes a contract between the parties for the term of an academic period only. Therefore, the University will determine which student may enroll for each academic period without having to apply for readmission.

Undergraduate students who interrupt their education for one semester or more must submit an application for readmission to the Registrar's Office, if they are interested in reentering the University. Applications will be evaluated to determine if readmission will be awarded or not.

The application of students who have a general grade point average below the minimum grade point average required for retention will be referred to the Appeals Committee, who will evaluate them and recommend the action to be taken. Students who have been suspended because of disciplinary reasons, will be required to present a favorable letter of recommendation from the Dean of Academic and Student Affairs at the time of applying for readmission.

The application for readmission shall be submitted no later than a month before the beginning of classes of the academic period for which readmission is being sought.

Students who interrupt their education for one semester and are readmitted must observe the current course of study at the time of suspension. Those who have interrupted their education for two or more semesters will observe the current curriculum at the time of readmission.

SPECIAL CIRCUMSTANCES

Exceptional cases not considered in the academic regulations published in this catalog, will be decided by the Dean of Academic and Student Affairs. Likewise, the Dean may decide to waive the application of any regulation when warranted by extraordinary circumstances.

ARTIST AND FILM MAKER IN RESIDENCE

Since 1989, USC has been honored with the presence of an outstanding Puerto Rican artist, Myrna Baez, as a Resident Artist. The university community benefits from her talent and experience through workshops, lectures, seminars, private courses, artistic exhibitions, donations of her artwork, materials and equipment for the University's Art Studio. With here outstanding development of graphics and painting, she contributes to the enrichment of the Puerto Rican artistic culture of the 21st Century.

Also, since 1989, Professor Luis Molina joined the USC faculty as Resident Artist Filmmaker. As part of his duties, he teaches, coordinates cultural and educational tours, shares his works through a loan system, offers lectures about subjects related to film making, coordinates activities to promote film, and produces films at the university. His creations in the field of filmmaking are an important contribution to Puerto Rican culture.

WRITER IN RESIDENCE

In 2007, USC designated Luis Lopez-Nieves, as Writer in Residence. In 1987 López-Nieves founded the story workshop in the Department of Continuing Education, the oldest and most active of its kind in Puerto Rico. Since 1994, he has been in charge of the USC Videoteca Literaria, an archive of images and voices of the most outstanding Puerto Rican writers. In 2004 he designed and founded the Master's degree in Literary Creation, the first and only degree in this field in Puerto Rico, the Caribbean, and Latin America. On two occasions, Lopez-Nieves has received First Prize from the Institute of Puerto Rican Literature, one for a collection of stories, *La verdadera muerte de Juan Ponce de Leon*, and the other for his latest novel, *El Corazon de Voltaire*, that has made him internationally known. The Writer in Residence is also the founder of ciudadseva.com, which contains a digital library of more than 3,000 classic stories. Luis Lopez-Nieves is a professor of Literary Creation and the initiator of literary and cultural work at our university. His literary work is an important contribution to the arts in Puerto Rico.

DEPARTMENT OF CONTINUING EDUCATION

Through its Continuing Education Department, the Universidad del Sagrado Corazon strives to help the community to meet its educational needs. Through a variety of programs and activities, USC offers the experience of its faculty and personnel to the community. For over forty years, corporations, governmental agencies, and institutions have benefited from its services.

The mission of the Continuing Education Department is to strengthen ties with community organizations through an interaction of resources. In this collaborative effort, the university aspires to help individuals achieve optimal professional performance and find deeper self-realization as human beings.

The University has been designated as an **Authorized Provider** through the **International Association for Continuing Education and Training (IACET)**, 8405 Greensboro Drive, Suite 800, McLean, VA 22102. By obtaining this certification, the Universidad del Sagrado Corazón has demonstrated that it meets the ANSI/IACET standards, which are internationally recognized as the good practice standards. As a result of the University's status as an affiliated Authorized Provider, the Universidad del Sagrado Corazón is authorized to offer the IACET continuing education units for qualifying programs under ANSI/IACET standards.

This association is the founder and custodian of the **unit** concept in continuing education. The definition of the continuing education unit is 10 contact hours of participation in an organized experience in continuing education, under a responsible and qualified direction and instruction.

The Department presents its educational offerings to the community through short course programs, seminars, and training programs. More than 5,000 individuals have benefited annually from these programs.

The Short Course Program is the structured educational offering that the university offers the community in five sessions during the year: August, October, January, April, and June. Each session of the program is published in newspapers and online at: cursoscortos.sagrado.edu

The Seminars and Training Program is the university's answer to the request made for educational services by community organizations, government agencies, companies, professional associations, and groups of individuals. Once the request is received, a proposal is prepared for the approval of the requesting entity. Training may be offered at the university or at the facilities of the organization. Information on this Program may be accessed through: trainings.sagrado.edu.

On completing the activities, attendees who have participated at least in 75% of the activity receive a participation certificate with continuing education units, if applicable.

Offerings by the Continuing Education Department are continually being updated to address the educational needs of its constituency.

ACADEMIC PROGRAMS

Universidad del Sagrado Corazón offers university education in five academic departments:

- Business Administration
- Natural Sciences
- Ferré Rangel School of Communication
- Education
- Interdisciplinary Humanistic and Social Studies (FIEHS)

The academic offerings of each department are listed below.

BACHELORS DEGREE

DEPARTMENT OF BUSINESS ADMINISTRATION

Business Administration (BBA)

General Business Administration
(Regular plan and accelerated in 3 years)
Accounting
Entrepreneurship
Management
Marketing
Production and Marketing of Special Events (BA)
Production and Marketing of Special Events (AA)
Computerized Information Systems
Tourism
Business Administration Course Descriptions

DEPARTMENT OF NATURAL SCIENCE

Natural Sciences (BS)

Biology
Biotechnology
Computer Science
General Natural Sciences
Nursing (BSN)
Nursing (AA)
Mathematics
WEB Technology
Chemistry
School of Informatics
Informations Course Description
Natural Science Course Description

FERRÉ RANGEL SCHOOL OF COMMUNICATION (B.A.C.)

General Communication (Two tracks: creative or managerial)
Photography (BAC)
Photografy (AA)
Journalism
Digital Production for Film (Two tracks: film and television)
Digital Production for TV
Production and Marketing for Radio
Production for Radio
Advertising (four sub-concentrations: creative, managerial, media, and interactive)
Public Relations
Communicatios Course Descriptions

DEPARTMENT OF EDUCATION

Education (B. Ed.)

Exercise Sciences and Health Promotion (BS)
Elementary Education 4th-6th grade
Elementary Education-English
General Education (Three tracks)
Secondary Education- Spanish
Secondary Education- History
Secondary Education- English
Secondary Education- Mathematics
Montessori, Children's House (3-6 years old)
Montessori, Workshop 1 (6-9 years old)
Early Childhood (0-4 years old)

INTERDISCIPLINARY FACULTY OF HUMANITIES AND SOCIAL STUDIES (BA)

Visual Arts
Dance
General Social Sciences
International Studies
General Humanities
Psychology
Justice Systems
Theater
Social Work

MULTIDISCIPLINARY STUDIES

Three (3) minors in one Bachelor's degree

MINORS

DEPARTMENT

CONCENTRATION

Business Administration*

Accounting
Entrepreneurship (for Business Administration St
Events
Finance
Hotel Management
Human Resources
Insurance
Marketing
Strategic Marketing
Non-profit organizations and cooperatives
Owning Your Own Business (for non-Business
Administration students)
Pre CPA
Sports Management

Natural Sciences

Applied Mathematics
Chemistry
Ecology
Scientific Vision

Education**

Exercise Sciences and Health Promotion
Elementary Education 4th-6th grade
Secondary Education

Interdisciplinary Faculty Of Humanities And Social Studies

Graphic Arts
Direction for Theater
Theater Design
Spanish
Philosophy
History
English
Foreign Languages
History
Stage Presence Techniques
Theology

Social Sciences

Psychology

Justice Systems
Social Work
Pre-Law

Others***

Music-General

*** Business Administration students who choose a minor concentration in their Department should substitute ADM 102 with a 3-credit Business Administration course at the 300 level or higher for a total of 18 or 19 credits depending on the minor concentration selected.**

**** Students interested in a teaching certificate must take other requirements.**

***** In a Consortium with the Conservatorio de Música de Puerto Rico**

ASSOCIATE DEGREES

Liberal Arts (AA)

Nursing (ASN)

Photography (AA)

Production for Radio (AA)

Production and Marketing of Special Events (AA)

COMBINED DEGREES

Two (2) bachelor's degrees in five (5) years

BS in General Natural Science (USC) / BE in Engineering (VU)* specializing in Biomedical, Chemical, Civil, Computer, Electrical or Mechanical Engineering

Bachelor's and Master's degrees in five (5) years

BA Justice System / MA in Human Rights and Anti-Discrimination Processes

BA in Justice System / MA in Mediation and Conflict Transformation

BBA in General Business Management / MBA in Information Systems Management

B. Ed. in Early Childhood Education / M. Ed. in Early Childhood Education

BA in Psychology or Justice System (USC) / MA in Substance Abuse Counseling (UCC)**

BS in General Natural Sciences (USC) / MS in Biomedical Sciences (UCC)** specializing in Anatomy, Physiology, Biochemistry, or Microbiology

BS in General Natural Sciences (USC)/ MA in Biomedical Sciences (UCC)** specializing in General Biomedical Sciences, Anatomy, Physiology, or Microbiology

B. Ed. In Elementary Education (USC) / MS in Speech-Language Pathology (UCA)***

Bachelor's degree and doctorate in seven (7) years

BS in General Natural Sciences (USC) / MD Doctoral in Medicine (UCC)***

- *In consortium with Vanderbilt University (VU)
- ** In consortium with Universidad Central del Caribe (UCC)
- *** In consortium with Universidad Carlos Albizu

DEPARTMENT OF BUSINESS ADMINISTRATION

The fundamental objective of the Department is to offer academic programs geared toward the formation of successful professionals who have a vision of social responsibility. The programs excel in their dynamism, relevance, and commitment to address the needs of organizations and society. It is of vital importance to develop in students the ability to assume leadership positions, the capacity to project themselves as resources for the growth of the organization, and the capacity to adapt or accept changes with forward-looking perspective.

The Department of Business Administration offers an Associate degree (AA) in Production and Marketing of Events, a Bachelor's degree in Business Administration (BBA) with majors in the areas of Accounting, Entrepreneurship, Management, Marketing, Tourism, General Business Administration, and, Production and Marketing of Events.

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION (BBA)

GENERAL BUSINESS ADMINISTRATION

This program allows students to develop the capacity to analyze the problems and situations that affect organizations using an interdisciplinary approach. Students select courses from a menu that will best meet their expectations and needs.

Given the increasingly complex business, graduates will be prepared to hold positions at an administrative level, as well as to develop self-employment endeavors.

General Requirements	60
Departmental Requirements	34
Directed Electives	21
Free Electives	15
Total credits	130

General Requirements

For a Bachelor's Degree in General Business Administration, general requirements are explained in the Academic Curricula section with the following exception: the Mathematics requirement is completed by MCO 250 (3 credits) and the Computer Science requirement with INF 101 (3 credits).

Departmental Requirements

ADM 102	Organizational Dynamics	4
ADM 201	Business Law	3
CON 211-212	Accounting Principles for Managers I and II	8
ECO 235-236	Principles of Microeconomics and Macroeconomics	6
FIN 305	Business Finance	3

GME 201	Principles of Marketing	3
MCO 150	Quantitative Methods in Business Management	4
MCO 251	Management Statistics	3
Total credits		34
Directed Electives*		21 credits
Free Electives		15 credits

*Students may select the directed electives from the course menu established by the Department of Business Administration.

ACCOUNTING

The objective of the Bachelor in Business Administration with a Major in Accounting is to prepare graduates to work as public and private accountants, using technological and professional tools that will allow them to carry out their functions responsibly and contribute effectively to achieve the objectives of their organization.

General Requirements	60
Departmental Requirements	34
Major Requirements	19
Directed Electives	6
Free Electives	12
Total credits	131

General Requirements

For the Bachelor's Degree in Accounting, general requirements are explained in the Academic Curricula section with the following exception: the Mathematics requirement is completed by MCO 250 (3 credits) and the Computer Science requirement with INF 101 (3 credits).

Departmental Requirements

ADM 102	Organizational Dynamics	4
ADM 201	Business Law	3
CON 201-202	Principles of Accounting I and II	8
ECO 235-236	Principles of Microeconomics and Macroeconomics	6
FIN 305	Business Finance	3
GME 201	Principles of Marketing	3
MCO 150	Quantitative Methods in Business Management	4
MCO 251	Managerial Statistics	3

Total Credits **34**

Major Requirements

CON 313-314	Intermediate Accounting I and II	8
CON 315	Cost Accounting	4
CON 405	Advanced Accounting	4
CON 419	Auditing	3

Total Credits **19**

Directed Electives* **6 credits**

Free Electives **12 credits**

*Students should consult with their academic counselor to select these courses.

ENTREPRENEURSHIP

The Bachelor's in Business Administration with a major in Entrepreneurship will acquaint students with the tools needed to facilitate the stages of preparing, implementing, and operating their businesses. They are provided with an opportunity to discover their potential as entrepreneurial leaders and innovative entrepreneurship is fostered for the general good of the community.

This new program is more than an educational process, as it has been designed as a comprehensive program which encourages the creation of productive new businesses that can be competitive in a globalized economy with a deep sense of social responsibility.

General Requirements	60
Departmental Requirements	34
Major Requirements	21
Directed Electives	6
Free Electives	9

Total Credits **130**

General Requirements

For the Entrepreneur Major, general requirements are explained in the Academic Curricula section with the following exception: the Mathematics requirement is completed by MCO 250 (3 credits) and the Computer Science requirement with INF 101 (3 credits).

Departmental Requirements

ADM 102	Organizational Dynamics	4
ADM 201	Business Law	3
CON 211-212	Accounting Principles for Managers I and II	8
ECO 235-236	Principles of Microeconomics and Macroeconomics	6
FIN 305	Business Finance	3
GME 201	Principles of Marketing	3
MCO 150	Quantitative Methods in Business Management	4
MCO 251	Management Statistics	3

Total Credits **34**

Major Requirements

CON 360	Computerized Accounting Systems	3
EMP 105	Planning and Development of New Businesses	3
EMP 365	Family Businesses	3
EMP 270	Franchises	3
EMP 315	Acquisition of Businesses	3
EMP 485	New Trends in Entrepreneurship	3
GME 212	Marketing Research	3

Total Credits **21**

Directed Electives **6 credits**

Free Electives **9 credits**

Students should consult with their academic advisor to select these courses.

MANAGEMENT

The objective of this course is to promote a sense of ethics, integrity, and dignity among students in the field of administration. The program courses develop a vision of entrepreneurial preparation in the students, encouraging the creation of new business that will lead to economic development in our society.

Management graduates will be able to hold managerial positions in organizations such as financial institutions, government offices, insurance companies, banking, and manufacturing among others.

General Requirements	60
Departmental Requirements	34
Major Requirements	11
Directed Electives	15

Free Electives 12

Total Credits 132

General Requirements

For the Management Major, general requirements are explained in the Academic Curricula section with the following exception: the Mathematics requirement is completed by MCO 250 (3 credits) and the Computer Science requirement with INF 101 (3 credits).

Departmental Requirements

ADM 102	Organizational Dynamics	4
ADM 201	Business Law	3
CON 211-212	Accounting Principles for Managers I and II	8
ECO 235-236	Principles of Microeconomics and Macroeconomics	6
FIN 305	Business Finance	3
GME 201	Principles of Marketing	3
MCO 150	Quantitative Methods in Business Management	4
MCO 251	Management Statistics	3

Total Credits 34

Major Requirements

ADM 255	Supervision	2
ADM 301	Human Resources Administration	3
ADM 350	Business, Government, and Society	3
ADM 499 or CEM 350	Practicum or Organizational Research	3

Total Credits 11

Directed Electives* 15 credits

*Through these credits, students may complete a minor concentration in Administration of Human Resources, Insurance, Finance, International Business, and others.

Each of these options in which students will select a total of 15 credits if presented as follows:

Human Resources Administration

ADM 302	Labor-Management Relations	3
ADM 303	Labor Legislation in Puerto Rico	3
ADM 304	Collective Bargaining	3
ADM 330	Management Salaries/Wages	3

ADM 401	Operations Management	3
ADM 405	Human Resources Seminar	3
CIN 300	International Business	3
EMP 105	Planning and Developing of New Companies	3
EMP 370	Leadership Organizational Development	3

International Business

CIN 300	International Trade Commerce	3
CIN 302	Trade with the People's Republic of China	3
CIN 305*	International Economics	3
CIN 314*	International Marketing	3
CIN 405*	International Accounting	3
CIN 410*	International Finance	3

*Students are able to substitute one of the following courses: CIN 305, CIN 314, CIN 405 or CIN 410 with three credits from the following menu:

GEO 105	Regional Geography of the World	3
TUR 210	Tourist Destinations	3
HIS 328	Contemporary World Problems	3
FRA 101	Elementary French I	3

Finance

FIN 304	Investments	3
FIN 308	Money and Banking	3
FIN 405	Banking Institution Finances	3
FIN 406	Advanced Business Finance	3
FIN 408	Securities Marketing	3
CIN 300	International Trade Commerce	3
CIN 410	International Finance	3

Insurance

SEG 101	Principles of Insurance	3
SEG 200	Life and Health Insurance	3
SEG 205	Risk Management	3
SEG 212	Property and Liability Insurance	3
SEG 301	Pension Plans and Tax Planning	3
TRA 204	Insurance and Claims	3
CIN 300	International Commerce	3
GME 304	Personal Selling	3

Free Electives

12 credits

MARKETING

The Marketing program is geared toward developing the necessary skills to identify the needs of individuals and organizations with the objective of promoting the goods and services that project an image of excellence, highly effective performance, greater competitive capacity, and, in general terms, a better quality of life.

The program's curriculum enables graduates to perform with a high degree of efficiency in positions such as: Product Manager, Assistant to the Product Manager, Sales Executive, Sales Representative, Marketing Manager, Assistant to the Marketing Manager, Marketing Research, Direct Marketing, Customer Service Representative, Wholesale and Retail Sales, among others.

General Requirements	60
Departmental Requirements	34
Major Requirements	15
Directed Electives	9
Free Electives	12
Total Credits	130

General Requirements

For the Marketing Major, general requirements are explained in the Academic Curricula section with the following exception: the Mathematics requirement is completed with MCO 250 (3 credits) and the Computer Science requirement with INF 101 (3 credits).

Departmental Requirements

ADM 102	Organizational Dynamics	4
ADM 201	Business Law	3
CON 211-212	Accounting Principles for Managers I and II	8
ECO 235-236	Principles of Micro and Macroeconomics	6
FIN 305	Business Finance	3
GME 201	Principles of Marketing	3
MCO 150	Quantitative Methods in Management	4
MCO 251	Managerial Statistics	3
Total Credits		34

CIN 314	International Marketing	3
GME 202	Consumer Behavior	3
GME 212	Marketing Research	3
GME 400	Strategic Marketing	3
GME 499	Marketing Practicum	3

Total Credits 15

Select 9 credits from an area of interest (track)

Track – Retail sales

GME 304	Personal Selling	3
GME 305	Retailing	3
GME 307	Services Marketing	3
GME 308	Customer Service Management	3
GME 310	Internet Marketing	3
EMP 105	Planning and Development of New Businesses	3
ADM 301	Human Resources Administration	3
ADM 255	Supervision	2

Track – Product management

GME 307	Services Marketing	3
GME 402	Product Management	3
GME 304	Personal Selling	3
GME 301	Promotional Strategies	3
GME 308	Customer Service Management	3
PUB 470	Branding	3
ADM 316-	Motivation and Productivity	3
GME 317	Price strategies	3

Track – Marketing Integrated Communication

GME 310	Internet Marketing	3
GME 301	Promotional Strategies	3
GME 405-	Direct Marketing	3
PUB 218	Introduction to Advertising	3
PUB 341	Media Planning	3
PUB 342	Media Strategies	3
PUB 446	Advertising Strategies	3
PUB 470	Branding	3
RPU 225	Basic Public Relations	3

Directed Electives * 9 credits

*Students should consult with the academic counselor to select these courses.

Free Electives 12 credits

PRODUCTION AND MARKETING OF EVENTS (BA)

The Bachelor's Degree in Production and Marketing of Special Events provides graduates with the tools needed for the preparation, technical production, and promotion of special events. This academic offering provides students with what they need for self-management in the entertainment industry with a managerial focus, while at the same time they may develop research in an important sector of the Puerto Rican economy.

General Requirements	60
Departmental Requirements	16
Major Requirements	27
Directed Electives	9
Free Electives	15
Total Credits	127

General Requirements

For the Production and Marketing of Special Events Major, the general requirements are those explained in the Academic Curricula section with the following exception: the Mathematics requirement is completed by MAT 210 (3 credits) and the Computer Science requirement with INF 101 (3 credits).

Departmental Requirements

ADM 102	Organizational Dynamics	4
ADM 301	Human Resources Administration I	3
CON 222	Budget, Payroll, and Analysis of Financial Statements	3
EMP 105	Planning and Developing of New Businesses	3
GME 201	Principles of Marketing	3
Total Credits		16

Major Requirements

GME 212	Marketing Research	3
PUB 218	Introduction to Advertising	3
RPU 225	Principles of Public Relations	3
PME 200	Entertainment Industry	3
PME 318	Production of Events	3
PME 301	Ethical and Legal Aspects in the Special Events Industry	3
RPU 325	Strategic Public Relations	3
GME 401	Promotional Strategies	3
RPU 370	Corporate Etiquette and Protocol	3
Total Credits		27

Directed Electives **9 credits**

Free Electives **15 credits**

PRODUCTION AND MARKETING OF EVENTS (AA)

The Associate Degree in Production and Marketing of Events provides graduates with tools for the preparation, technical production, and promotion of special events.

General Requirements	30
Departmental Requirements	13
Major Requirements	18

Total Credits **61**

General Requirements

ING--- ---	Various Levels	6
ESP 106 and ESP---	Spanish Writing and Reading, Menu	6
ART 102	Art Appreciation	3
CSO 104	Contemporary Social Analysis	3
FIL 101	Logic	3
HIS 212	Development of the Puerto Rican Nation	3
INF 101	Fundamentals of Management Information Systems	3
TEO--- ---	Several Options	3

Total Credits **30 credits**

Departmental Credits

ADM 102	Organizational Dynamics	4
GME 201	Principles of Marketing	3
CON 222	Budget, Payroll and Analysis of Financial Statements	3
EMP 105	Planning and Development of New Businesses	3

Total Credits **13 credits**

Major Requirements

PUB 218	Introduction to Advertising	3
RPU 225	Principles of Public Relations	3
PME 200	Entertainment Industry	3
PME 318	Production of Events	3

PME 301	Ethical and Legal Aspects of the Special Events Industry	3
RPU 370	Corporate Etiquette and Protocol	3
Total Credits		18

TOURISM

The hospitality industry is of vital importance to the economy of Puerto Rico. Its dynamic environment, as well as the challenges faced, requires capable personnel to make optimum decisions.

The Tourism major in hotel management is directed at training human resources with the necessary managerial skills to join the hospitality industry.

General Requirements	60
Departmental Requirements	31
Major Requirements	15
Directed Electives	19
Free Electives	6
Total Credits	131

General Requirements

For the Tourism Major in Hotel management, the general requirements are explained in the Academic Curricula section with the following exception: the Mathematics requirement is completed by MCO 250 (3 credits) and the Informatics requirement with INF 101 (3 credits).

Departmental Credits

ADM 102	Organizational Dynamics	4
CON 211-212	Principles of Accounting for Managers I and II	8
ECO 235-236	Principles of Micro and Macroeconomics	6
FIN 305	Business Finance	3
GME 201	Principles of Marketing	3
MCO 150	Quantitative Methods Management	4
MCO 251	Managerial Statistics	3
Total Credits		31

Major Requirements

TUR 104	Tourism Fundamentals and Techniques	3
TUR 210	Tourist Destinations I	3
TUR 211	Tourist Destinations II	3

TUR 303	Tourism Legislation	3
TUR 498	Tourism Practicum	3

Total Credits **12**

Directed Electives

TUR 315	Planning and Development	3
TUR 320	Hotel Management	3
TUR 321	Front Desk Operation	2
TUR 322	Food and Beverage Operation	2
TUR 400	Marketing Techniques in Tourism Services	3
TUR 414	Convention Business	3
XXX ---	Languages	6

Total Credits **19**

Free Electives **6 credits**

DESCRIPTION OF BUSINESS ADMINISTRATION COURSES

ADMINISTRATION

ADM 102. ORGANIZATIONAL DYNAMICS. Basic course that develops the fundamental concepts and necessary tools to understand the administrative process in organizations. An analytical approach to the external and internal environment that affects the functioning of enterprises. Emphasis on the management process and basic functions, such as planning, organizing, directing, and controlling. 4 hours a week, 1 semester, 4 credits.

ADM 201. BUSINESS LAW I. Study of the fundamental and general concepts of business law needed for managerial work, beginning with the constitutional basis of our system. Emphasis on provisions related to obligations and contracts. Business law is studied as a branch of law that specifically covers commercial activities and the obligations arising out of these activities. Reference is made to Puerto Rico legislation and jurisprudence. 3 hours a week, 1 semester, 3 credits.

ADM 204. BUSINESS LAW II. (Prerequisite: ADM 201). The course emphasizes the legal aspects of management, according to the Uniform Commercial Code (UCC), corporation and bankruptcy laws, among others. The legislation and jurisprudence related to the provisions of these laws and the Code will be analyzed. 3 hours a week, 1 semester, 3 credits.

ADM 255. SUPERVISION. (Prerequisite: ADM 102). Study of the supervisory function in an organization. Analysis of the basic techniques and tools needed by a manager to be able to perform effectively as a supervisor. Emphasis on the aspects of authority, organizational communication, motivation, selection, training, evaluation, counseling, and disciplinary action for employees. 2 hours a week, 1 semester, 2 credits.

ADM 301. HUMAN RESOURCES ADMINISTRATION. (Prerequisite: ADM 102). Study of the essential concepts of human resource administration and staffing techniques. Discussion of the basic process of recruitment, selection, training, evaluation, compensation, safety, and others, in reference to the legislation that affects them. 3 hours a week, 1 semester, 3 credits.

ADM 302. LABOR-MANAGEMENT RELATIONS. (Prerequisite: ADM 201). Study of the factors in labor relations and their effect on the economy. Communication aspects in the organization and the need to develop and maintain good relationships between employees and employers are discussed. The course presents legislation related to the historic and economic development of the labor movement in Puerto Rico, and the relationship with the movement in the United States and its effect in our jurisdiction. 3 hours a week, 1 semester, 3 credits.

ADM 303. PUERTO RICO LABOR LEGISLATION. (Prerequisite: ADM 302). Study and analysis of current legislation, regulations, and labor jurisprudence in Puerto Rico, with reference to the job protection and its social consequences. The course highlights jurisprudence related to job performance. 3 hours a week, 1 semester, 3 credits.

ADM 304. COLLECTIVE BARGAINING. (Prerequisites: ADM 301 and ADM 302). Study of the fundamentals, developments and legislation related to collective bargaining. The objectives of bargaining, the strategies for achieving those objectives, and the legislation that affects the process. Mediation and arbitration in the solution of labor conflicts are discussed. 3 hours a week, 1 semester, 3 credits.

ADM 330. MANAGEMENT OF SALARIES AND WAGES. (Prerequisite: ADM 301). Study of the economic aspects in the determination of wages and salaries. Emphasis is on the evaluation of the position, the incentive systems and the classification of activities related to compensation for employees. Discussion of local and federal legislation on compensation. 3 hours a week, 1 semester, 3 credits.

ADM 350. BUSINESS, GOVERNMENT, AND SOCIETY. (Prerequisite: ADM 201 and ECO 236). Study of the trends and determination of public policy which affect enterprises and their social responsibilities to the community. Discussion of social problems that affect the operations of enterprises, as well as the local and federal agencies that regulate them. 3 hours a week, 1 semester, 3 credits.

ADM 401. OPERATIONS MANAGEMENT. (Prerequisite: ADM 102). Analysis of managerial problems associated with the operational systems of the organization. Discussion of the organization of productive systems of goods and services, the design of the production system, and operations analysis techniques. Lifecycle of the production system from initiation to completion. 3 hours a week, 1 semester, 3 credits.

ADM 405. HUMAN RESOURCES SEMINAR. (Prerequisites: ADM 301; ADM 302, ADM 350). Study of contemporary problems in the administration of human resources and the theories for their solution. Selection of personnel, recruitment, training, the Equality Employment Opportunity Act, personnel evaluation, compensation and collective bargaining, among others. 3 hours a week, 1 semester, 3 credits.

ADM 499. MANAGERIAL PRACTICUM. (Prerequisite: Students must take this course in the last year of studies). Students are exposed to a real environment within the management field. This gives students the opportunity to develop skills in the administrative area. 160 hours of supervised practice and 10 hours of meeting with the professor, 1 semester, 3 credits.

MANAGERIAL SCIENCES

CEM 350. ORGANIZATIONAL RESEARCH. (Prerequisite: MCO 251). Study of the most relevant concepts of the research process and their use in organizational planning and problem solving. Use of technological tools, electronic catalogues and the Internet. Application of graph presentation techniques, questionnaire preparation, data description, and samples development, as well as basic statistics, hypothesis tests, correlation and regression in administrative problem-solving that affects community organizations that work in the development of marginalized communities. Students apply their competencies and knowledge of the practice through the integration of theoretical aspects discussed in the course.

The course requires active participation by students in extracurricular activities outside the university setting, for which they must designate the necessary time. Emphasis on active participation by students in projects developed in organizations in the surrounding community through the service-learning. 3 hours a week, 1 semester, 3 credits.

CEM 480. CAPSTONE SEMINAR. (Prerequisite: Consult with the area coordinator). Analysis of the relevant topics in organization. Emphasis on new organizational trends and effective management practices. The course includes lectures and discussion of topics selected by the students. Active participation by students is very important. Students integrate the theoretical and technical aspects discussed in the course with the projects that will develop in the community organizations in their service-learning activities. Thirty-four percent of the courses contact hours will be used in activities related to the project. The total number of hours required by the project will vary according to the nature and complexity of the activities to be carried out. 3 hours a week, 1 semester, 3 credits.

INTERNATIONAL BUSINESS

CIN 300. INTERNATIONAL BUSINESS. (Prerequisite: ADM 102 and ECO 236). Study of business in a global economy. Emphasis on the analysis and evaluation of the external environment and its effect on the organization's internal environment. The course integrates the different functional areas of business administration, such as the economy, administration, finance, and accounting from the international business perspective. 3 hours a week, 1 semester, 3 credits.

CIN 302. TRADE WITH THE PEOPLE'S REPUBLIC OF CHINA. Study of the opportunities and the challenges associated with business within the Popular Republic of China. Analysis of the economic history of China. Study of the business structure in China and the strategies of the Puerto Rican government to stimulate trade with that country. 3 hours a week, 1 semester, 3 credits.

CIN 305. INTERNATIONAL ECONOMICS. (Prerequisite: ECO 236). Analysis and interpretation of economic theory in topics such as balance of payments, exchange rates and process of adjustments, open economy, and protectionism. International trade relations and monetary systems are discussed. 3 hours a week, 1 semester, 3 credits.

CIN 314. INTERNATIONAL MARKETING. (Prerequisite: GME 312). Study of the environmental, financial and organizational, cultural, political and social factors that affect commerce among nations. The marketing mix variables are used from a global perspective. 3 hours a week, 1 semester, 3 credits.

CIN 405. INTERNATIONAL ACCOUNTING. (Prerequisite: CON 102 or CON 112). Study of accounting from the international commerce perspective. Discussion of the origin of globalization and the integration of world financial markets. Analysis of the differences in accounting practices, as well as the technical aspects applied to international accounting. 3 hours a week, 1 semester, 3 credits.

CIN 410. INTERNATIONAL FINANCE. (Prerequisite: FIN 305). Analysis of goods and services markets in a global economy. The role of central banks in the foreign exchange process and the importance of the international monetary system are described. Capital and money markets in the international economy, balance of payments accounting and concepts of international investment are discussed. 3 hours a week, 1 semester, 3 credits.

ACCOUNTING

CON 201. PRINCIPLES OF ACCOUNTING I. A course designed for students majoring in accounting. Study of the financial accounting cycle of buyers and sellers of goods and services. Discussion of manual systems of accounting, internal controls and basic accounting of assets. The course is directed at training public accountants, so that they will have a basic knowledge of financial accounting. 4 hours a week, 1 semester, 4 credits.

CON 202. PRINCIPLES OF ACCOUNTING II. (Prerequisite: CON 201). Study of the basis of financial accounting with emphasis on non-current assets, liabilities and capital. Discussion of entries that are part of the enterprise's non-current assets, payroll and payroll taxes, long-term liabilities, bonuses, and corporate capital. Analysis of cash flow, basic corporate accounting, and cost accounting. 4 hours a week, 1 semester, 4 credits.

CON 211. PRINCIPLES OF ACCOUNTING FOR MANAGERS I. This course is for Business Administration students whose major is not accounting. Analysis of basic accounting principles for managers. Study of the financial accounting cycle for buying and selling of goods and services. Management accounting for manufacturing enterprises and the analysis of financial statements is studied. 4 hours a week, 1 semester, 4 credits.

CON 212. PRINCIPLES OF ACCOUNTING FOR MANAGERS II. (Prerequisite: CON 211). This course is for Business Administration students whose major is not accounting. Study of cost accumulation systems. Analysis of the cost-volume-benefit relation, planning and budget control process. Discussion of evaluation results through the use of standard cost and capital budget. 4 hours a week, 1 semester, 4 credits.

CON 222. BUDGET, PAYROLL AND ANALYSIS OF FINANCIAL STATEMENTS. Study of the basic principles of accounting applied to the coordination of special events. Discussion of the basic principles of preparation and budget control. Study of the preparation of financial statements and their analysis. Application of the managerial use to the results obtained in the analysis of financial statements. Emphasis on the importance of ethics and social responsibility in the accounting process. 4 hours a week, 1 semester, 4 credits.

CON 313. INTERMEDIATE ACCOUNTING I. (Prerequisite: CON 202). Study of the functions of financial accounting and its theoretical concepts. Discussion of techniques to apply the methods and general procedures used in accounting for the presentation of assets, liabilities, and capital. Also, recognition, measurement, and presentation of income and expenses of financial statements are studied. Emphasis on the criteria that should be applied when presenting and disclosing information regarding current assets. 4 hours a, 1 semester, 4 credits.

CON 314. INTERMEDIATE ACCOUNTING II. (Prerequisite: CON 313). Study of accounting practices, methods and procedures in the recording, valuation, and classification of the following entries on the balance statement: capital assets (fixed), short and long term liabilities. Preparation and analysis of a cash flow statement. 4 hours a week, 1 semester, 4 credits.

CON 315. COST ACCOUNTING. (Prerequisite: CON 313). Study of the principles of cost of accounting, its interpretation and analysis of manufacturing costs. Discussion of the procedures used to compile information about costs, cost accumulation and planning, analysis, and control. Analysis of the budget process with emphasis on the preparation of operational and financial budgets. The course requires active participation by students in extracurricular projects developed in the community outside of the course hours and university facilities. 4 hours a week, 1 semester, 4 credits.

CON 360. COMPUTERIZED ACCOUNTING SYSTEMS. (Prerequisite: CON 202 or CON 212, INF 101). Study of the fundamental concepts in computerized accounting systems. Construction of the accounting cycle, buying phase, investment and payment of inventory. Analysis of the diverse systems of computerized accounting which are available on the market and their usefulness depending on the type of enterprise. 3 hours a week, 1 semester, 3 credits.

CON 400. ACCOUNTING AND CONTROL SYSTEMS FOR NON-PROFIT ORGANIZATIONS. (Prerequisite: CON 314). Study of accounting theory applied to non-profit organizations. Development and analysis of a reference accounting framework that helps to understand and solve decisional problems. Emphasis on planning and management control as related to non-profit organizations and to the government. Analysis of the budget process and control. 3 hours a week, 1 semester, 3 credits.

CON 404. SPECIAL TOPICS IN ACCOUNTING. Study of the theory, procedures and particular accounting practices related to computation of earnings per share including all of those corporate capital transactions that affect the computation. Discussion of the methods used to determine the gross income of the firm. Analysis of tax accounting, pension plans, long term leasing, among others. 3 hours a week, 1 semester, 3 credits.

CON 405. ADVANCED ACCOUNTING. (Prerequisite: CON 314). Study of the structure and dynamics of corporate capital. Analysis of accounting problems that arise when corporations invests in other firms, especially, when on obtaining significant influence or control. Discussion of accounting for non-profit organizations. 4 hours a week, 1 semester, 4 credits.

CON 416. PUERTO RICO INCOME TAX. (Prerequisites: CON 314 and CON 315). Study of the Internal Revenue Code of Puerto Rico (Law 120, 1944), as amended. Preparation of individual, corporate, and partnership income tax returns. Analysis of cases resolved by the courts of Puerto Rico that have established jurisprudence in the tax area, as well as legal provisions, regulations, and administrative standards of the Treasury Department. Presentation

of excise tax, municipal franchise, and real estate tax legislation. 3 hours a week, 1 semester, 3 credits.

CON 417. FEDERAL TAXES. (Prerequisites: CON 313). Study of the federal Internal Revenue Code (IRC). Provisions and standards established by the Internal Revenue Federal Service regarding taxable income, terms and entries; deductible and non-deductible expenses, preparation of individual or corporate income tax returns. Analysis of the tax treatment applicable to corporations and to cases resolved in Federal Courts which have established jurisprudence in the tax area. Integration of the provisions of Section 936 of the IRC and the Industrial Incentives Acts of Puerto Rico. 3 hours a week, 1 semester, 3 credits.

CON 418. ADVANCE ASPECTS OF INCOME TAX AND TAX PLANNING. (Prerequisites: CON 416 or 417). Study of the federal Internal Revenue Code. Analysis of Federal Jurisprudence, procedures and techniques used by corporations in evaluating process of their tax responsibility. Discussion of affiliated corporations and their reorganization. Emphasis on the study of capital structures, dividends, accumulated earnings, retirement plans, and the analysis of commercial enterprises. 3 hours a week, 1 semester, 3 credits.

CON 419. AUDITING. (Prerequisites: CON 405 and MCO 250). Conceptual and applied study of contemporary practice of auditing. Emphasizes evaluation of accounting systems and internal auditors. Analysis of auditing standards, ethical principles, theory of evidence and application of statistical sampling. Students apply their competencies and knowledge to the practice through the integration of theoretical aspects discussed in the course. The course requires active participation by students in extracurricular activities outside the university, for which students must assign the necessary time. Emphasis on the student's active participation in projects developed in the community outside of the University through service-learning. 3 hours a week, 1 semester, 3 credits.

CON 420. CORPORATE TAXES. (Prerequisites: CON 416 or CON 417). Analysis of the provisions of the Federal Internal Revenue Code and Puerto Rico the Income Tax Law regarding corporate taxes. Study of corporate taxes including the creation of the corporation and operational aspects, such as liquidation, division or acquisition of a corporation. Tax research skills are developed. 3 hours a week, 1 semester, 3 credits.

CON 450. ETHICS FOR ACCOUNTANTS. (Prerequisites: CON 314 and CON 419). Study of accounting practice according to the standards established by the Examining Board of Certified Public Accountants, the Association of Certified Public Accountants of Puerto Rico (CPA), American Institute of Certified Public Accountants (AICPA) and other related entities. Emphasizes ethics, rules, standards, and regulations that are applicable to the profession. 3 hours a week, 1 semester, 3 credits.

CON 499. ACCOUNTING PRACTICUM. (Prerequisite: Students must be in their last semester of studies). Practical experience in an organization related to the student's field of professional training. Current topics and situations related to accounting are discussed. 120 hours of supervised practice and 15 hours of meetings with the professor, 1 semester, 3 credits.

ECONOMICS

ECO 235. PRINCIPLES OF MICROECONOMICS. (Prerequisite: MCO 150). Analysis and discussion of different market structures that exist in the capitalist economy and how these generate different behaviors, consequences and equilibrium in the relationships among producers, consumers, and the government. Study of the partial equilibrium theory of markets and price functioning as a tool that regulates, rationalizes, and directs economic activity. Takes into consideration the government's role as market regulator to ensure the stability of the economic system. The sources of power that give origin to the markets of productive resources, their distribution and their effects in the general well-being of the economy are studied. 3 hours a week, 1 semester, 3 credits.

ECO 236. PRINCIPLES OF MACROECONOMICS. (Prerequisite: ECO 235). Study of economic aggregates. Analysis of real and monetary indicators of the economic activity. Discussion of investment, savings and production theories, as well as monetary, price, and interest theories. Study of traditional models for determining income. Analysis of economic policy objectives and their fiscal, monetary, and credit tools. 3 hours a week, 1 semester, 3 credits.

ENTREPRENEURSHIP

EMP 105. PLANNING AND DEVELOPMENT OF NEW BUSINESSES. (Prerequisites: ADM 102). Study and analysis of new businesses considering the current market and changes in the economy. Study of the opportunities for development and alternatives of financing, analysis of marketing and the tools necessary for effective operations of a company. Discussion of topics such as the development and preparation of business plans, permit process, legal aspects, financing of a business, sources of funds, among other topics. 3 hours a week, 1 semester, 3 credits.

EMP 265. FAMILY BUSINESSES (Prerequisite: EMP 105). Study of the opportunities and goals associated with the development and administration of family businesses. Analysis of the procedures and practices in the establishment and administration of a family business, taking into consideration elements such as human resources, financial and tax issues, strategic planning, conflict management, administration of estates, among others. Evaluation of family businesses in an international context. 3 hours a week, 1 semester, 3 credits.

EMP 270. FRANCHISES (Prerequisite: EMP 265). Study of the acquisition of a franchise; opportunities and challenges of this business model. Analysis of the legal requirements when establishing a franchised business, systems control, standardized procedures, and other topics. Study of the source of funds and feasibility studies. Opportunities and challenges in using this model for expanding an established business. 3 hours a week, 1 semester, 3 credits.

EMP 315. ACQUIRING BUSINESSES (Prerequisite: EMP 265). Study of the acquisition of an already established business; opportunities and challenges of this business model. Identification of the appropriate business, evaluation of the business. Legal requirements,

control systems, acquisition strategies, among other topics. Source of funds and feasibility studies for acquisition. 3 hours a week, 1 semester, 3 credits.

EMP 360. CORPORATE SOCIAL RESPONSIBILITY (Prerequisite: EMP 105). Study of philanthropy and the social responsibility of business. Analysis of the challenges and opportunities for small and mid-sized companies in the development of models or mechanisms that stimulate the practice of socially responsible business behaviors. Study of the steps for establishing a social responsibility plan for small and mid-size businesses. Discussion of the strategies of social responsibility utilized by local and international companies. 3 hours a week, 1 semester, 3 credits.

EMP 370. LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT. (Prerequisite: EMP 105). Study of the exercise of leadership and authority of the development of organizations and their members. Discussion of the perspectives of individual leadership development through the reflection of goals, personal objectives and the interaction of groups that generate a continuous process of change. 3 hours a week, 1 semester, 3 credits.

EMP 475. ENTREPRENEURIAL FINANCE. (Prerequisites: CON 212, FIN 305, EMP 105). Study of the opportunities and goals associated with the financial aspects in the development and administration of self-management projects. Analysis access to capital, opportunities, and investment in scenarios are characterized by a high level of risk. Study of business capital contribution and financial “angels” in entrepreneurial projects. 3 hours a week, 1 semester, 3 credits.

EMP 485. NEW TRENDS IN ENTREPRENEURSHIP. (Prerequisite: Student in the last year of studies). Study of the principal concepts that have contributed to the development of business, their origin and application to real situations of self-management projects. Emphasis on new research in the area and preparing formal business plans that can be presented to a committee of potential external investors. 3 hours a week, 1 semester, 3 credits.

FINANCE

FIN 304. INVESTMENTS. (Prerequisite: FIN 305). Study of the theoretical aspects and their application to liquid investments and their markets. Debt, participation, and hybrid instruments are analyzed. The nature of the options market, reading and interpretation of the financial press, and negotiations with a registered broker are discussed. 3 hours a week, 1 semester, 3 credits.

FIN 305. BUSINESS FINANCE. (Prerequisites: CON 202 or CON 212). Introduction to financial management with emphasis on corporations. Study of the theoretical aspects of financial markets, their instruments, intermediaries, and institutions. Valuation models of financial assets, as well as interest and yield rates are discussed. Analysis of the most common financial problems related to investing and financing activities of companies. Typical problems in the administration of the organization’s funds. 3 hours a week, 1 semester, 3 credits.

FIN 308. MONEY AND BANKING. (Prerequisite: ECO 236). Study of the financial and monetary systems in the United States. Discussion of the basic concepts of banking and non-

banking financial institutions. Analysis of the different classifications of financial markets and the main theories in the determination of interest rates. The importance of major financial institutions and money on the economy is discussed. The central banking system of the United States of America, the Federal Reserve and its monetary policy are explained. 3 hours a week, 1 semester, 3 credits.

FIN 405. FINANCES OF BANKING INSTITUTIONS. (Prerequisites: FIN 305, FIN 308 and ECO 236). Study of the financial environment in banking institutions. Analysis of financial tools and financial statements used by regulatory agencies to determine the financial and operational stability of the banking industry. Discussion of changes and trends of financial institutions. 3 hours a week, 1 semester, 3 credits.

FIN 406. ADVANCED BUSINESS FINANCING. (Prerequisite: FIN 305) Study of the budgeting and capital structure models, dividend policies, and current assets administration. Use of mathematical models, such as linear programming and decision trees in the optimization of financial variables. 3 hours a week, 1 semester, 3 credits.

FIN 408. SECURITIES MARKET. (Prerequisite: FIN 305) Study of the history and functioning of the stock market in the United States and abroad. Emphasis on the study of options, over-the-counter marketing, technical position of the market and the relationship between the client and the stock broker. Emphasis on stock market behavior. 3 hours a week, 1 semester, 3 credits.

BUSINESS MATHEMATICS

MCO 150. QUANTITATIVE METHODS OF MANAGEMENT. (Prerequisite: Score of 600 in MATH on the CEEB Test). Introduction to quantitative techniques needed by the manager for decision making. Study of the growth rates, marginal analysis and decreasing return in production. Estimation of sales, costs, and income trends; Income and sales projections; calculated consumer and producer income and surplus. 4 hours a week, 1 semester, 4 credits.

MCO 250. STATISTICAL ANALYSIS. (Prerequisite: MCO 150). Introduction to descriptive statistics and probability theory applied to typical situations in the field of business administration. Study of techniques for graphic displays, data description, frequency distribution, data position, and dispersion measures. Study of probability concepts from a quantitative and qualitative point of view. Presentation and use of probability distributions. 3 hours a week, 1 semester, 3 credits.

MCO 251. MANAGEMENT STATISTICS. (Prerequisite: MCO 250). Analysis of statistical inference and applications in business administration. Use of survey techniques as tools in management decision making and to estimate measures, such as arithmetic mean, variance and proportion. Estimation theory, and the hypothesis test with parametric and non-parametric methods are explained. Variables association techniques, correlation and simple and multiple lineal regressions applied to managerial problems. 3 hours a week, 1 semester, 3 credits.

MARKETING

GME 201. PRINCIPLES OF MARKETING. The study of marketing as a human activity geared to satisfy the consumer's needs through a process of economic, social, cultural, psychological and political exchange that affects every type of organization. The role of organizations and individuals as participants of said process is discussed. 3 hours a week, 1 semester, 3 credits.

GME 202. CONSUMER BEHAVIOR. (Prerequisite: GME 201). Study of the social, psychological and cultural factors that affect the consumer's behavior. Emphasis on these factors in the planning and implementation of successful strategies in the dynamic and changing marketing environment, including positioning and repositioning of products and/or services. 3 hours a week, 1 semester, 3 credits.

GME 206 MARKETING MANAGEMENT FOR NON-PROFIT ORGANIZATIONS. (Prerequisite: GME 201). Analysis of marketing strategies applied in the operations of non-profit organizations. Study of the different components of the marketing program adjusted to the particular needs of this type of organization. Evaluation of the presence and impact level of these organizations in the economy of the country, as well as the ethical element of their activities 3 hours a week, 1 semester, 3 credits.

GME 212. MARKETING RESEARCH. (Prerequisite: MCO 250). The course covers scientific methods for the collection, analysis, and interpretation of data; methodology for exploratory, descriptive, and experimental studies for the purpose of examining marketing situations. Latest developments and the use of information of internal and external origins necessary for decision-making in marketing are considered. Students apply competencies and knowledge to practice by integrating theoretical aspects discussed in class. The course requires active participation by students in extracurricular activities outside of the university campus for which students must designate the necessary time. Emphasis on active participation by students in projects developed in organizations in the outside community through the service-learning modality. 3 hours a week, 1 semester, 3 credits.

GME 300. MARKETING MANAGEMENT. (Prerequisite: GME 212). Managerial phases of marketing in the formulation of objectives and strategies applicable to each of the marketing mix elements, such as product, price, promotion, and distribution. This course is focused on the use of the marketing theory framework and the analytical tools applied to real scenarios and simulations in organizations. 3 hours a week, 1 semester, 3 credits.

GME 301. PROMOTIONAL STRATEGIES. (Prerequisite: GME 212). The course focuses on the study of communications and how they influence the consumer's decisions as a person, in the family, and as a member of a society. The promotional tools of marketing, sales and product managers are analyzed, and how these contribute to reaching marketing goals in for profit and not-for profit enterprises. The relationship between promotional tools and other elements of the marketing mix are discussed, as well as the strategic planning process of the organization. This course is offered using the learning in service methodology in which students develop projects for clients in the community. 3 hours a week, 1 semester, 3 credits

GME 304. PERSONAL SELLING. (Prerequisite: GME 201). The function of personal selling in promotional strategies and the marketing process. Emphasis on the sales process, including data gathering, planning and administrative aspects. Analysis of personal selling in different types of organizations and the importance of sales force in the strategic planning of the enterprise. 3 hours a week, 1 semester, 3 credits.

GME 305. RETAILING. (Prerequisite: GME 201). Study of the functions, institutions and activities of goods and services retail distribution. Discussion of the development and implementation of the retailer's strategies and the need to adapt to a complex and changing market environment. Analysis of the operational aspects applicable to a retail sales business. 3 hours a week, 1 semester, 3 credits.

GME 307. SERVICES MARKETING. (Prerequisite: GME 201). Study of the application of marketing management concepts to the service sector. Emphasis on the marketing mix elements and the particular characteristics of the services. Special subjects such as marketing health services, professional, banking, tourist, and sport services, among others, will be discussed. 3 hours a week, 1 semester, 3 credits.

GME 310. Internet Marketing. The course provides tools that will help to develop knowledge of the Internet, how it works, and how companies use it to effectively market their products or service. Students learn about the development of this tool, its ethics, terminology, impact on society, and the exchange of information, not only among social groups but also in the business world. The course also addresses how the Internet is applied in marketing strategies and their communication tools: advertising, public relations, sales and promotion. 3 hours a week, 1 semester, 3 credits.

GME 317. PRICE STRATEGY (Prerequisite: MCO 250). The course considers the price variable as part of the development of an effective marketing strategy. The elements of strategic marketing, financial considerations, and psychological factors that may affect an effective price strategy are considered.

GME 400. STRATEGIC MARKETING. (Prerequisite: GME 212). Study of the managerial phase of marketing in formulating objectives and strategies that are applicable to each of the elements in the marketing mix: product, price, promotion, and distribution. The course focuses on the use of a theoretical framework and analytical tools applied to real and simulated situations in organizations. The effectiveness of resources in the organization is analyzed in terms of how they complement marketing tools such as the organizational structure, human resources, the competitive environment, and customer service.

GME 401. PROMOTIONAL STRATEGIES. (Prerequisite: GME 212). The course is geared toward the study of communication and how it influences the consumer's decision making on a personal level, in terms of his or her family and as a member of society. The promotional tools the available to the marketing, sales, or product manager are analyzed as well as the manner in which these contribute to achieving the marketing objectives, in profit or non-profit organizations. The relationship among promotional tools and other elements of the marketing mix are discussed, as well as part of the organization's strategic planning process. This course

is offered using service-learning in which students develop projects for community clients. 3 hours a week, 1 semester, 3 credits.

GME 402. PRODUCT MANAGEMENT. (Prerequisite: GME 212). Study of the innovative process of a product, development of new products and their introduction into the market. Product policies, strategies and marketing opportunities, as well as the life cycle of a product are analyzed. Organizational and administrative factors related to the implementation of a plan for the development of a new product and the administration of a new product line are discussed. 3 hours a week, 1 semester, 3 credits.

GME 403. SALES MANAGEMENT. (Prerequisites: GME 304 and GME 212). Study of the planning, organization and control of personal sales and the role of the sales manager in the administration of enterprise resources and the marketing function. Analysis of problems related to the organization, forecasting, planning, communication, evaluation and sales control. 3 hours a week, 1 semester, 3 credits.

GME 405. DIRECT MARKETING. (Prerequisite: GME 212). Study and analysis of modern and innovative marketing techniques geared directly at the final consumer. Study and analysis of the strategies and planning in the areas of telemarketing, direct mail, promotion in the sales point, catalogues, discount coupons, cooperative strategy, and creative elements in different advertising media. Also, research, results and implementation of these strategies in different marketing segments are studied and their efficiency measured by product and service categories. 3 hours a week, 1 semester, 3 credits.

GME 499. MARKETING PRACTICUM. (Prerequisite: Twelve credits passed in the Marketing Major. Students must take this course in his/her last year of studies). The Marketing Major Practicum exposes students to the real atmosphere within the business administration field, allowing them to develop their skills in the marketing area. 120 hours supervised practice and 15 hours of meeting with the professor, 1 semester, 3 credits.

PRODUCTION AND MARKETING OF EVENTS

PME 200. ENTERTAINMENT INDUSTRY. (Prerequisites: ADM 102, GME 201). Study of the origins of the entertainment industry. Introduction to the fundamentals of event administration such as planning and developing special events, budget, human resources, regulations and standards in the entertainment industry, among others. Examines theatrical production, musicals, sports, visual arts, talent management, ballet, fashion shows, among others. Students will become familiar with governmental requirements and the laws that apply to the industry. 3 hours a week, 1 semester, 3 credits.

PME 301. ETHICAL AND LEGAL ASPECTS IN THE SPECIAL EVENTS INDUSTRY. (Prerequisite: PME 200). Study of the general concepts of laws applied to the special events industry. Emphasis is on legal provisions related to obligations and contracts, commercial activities, copyright, and obligations arising from these activities. Refers to Puerto Rico and

federal legislation governing the entertainment industry as well as international regulations. 3 hours a week, 1 semester, 3 credits.

PME 303. SPORTS MANAGEMENT AND MARKETING (Prerequisite: PME 200). Students are introduced to the profession of sports management. The main focus is on the sports industry, including professional and amateur sports, for profit sports events, non-profit sports, sports tourism, and sports services. 3 hours a week, 1 semester, 3 credits.

PME 305. REPRESENTATION OF ARTISTS AND THE RECORD INDUSTRY (Prerequisite: GME 201) Study of the record industry, new business models, and representing artists. The focus is on the systematic analysis of different marketing techniques in the music industry and exposes students to real and practical planning. A theoretical basis and techniques and skills needed for developing a sustainable career in promotion and marketing of music; current metamorphosis of the industry. 3 hours a week, 1 semester, 3 credits.

PME 318. PRODUCTION OF EVENTS. (Prerequisites: PME 200, PME 301). Study of planning, organization, management, production, promotion and evaluation of special events, such as shows, festivals and conventions, among others. The course incorporates other aspects such as programming, marketing, operations, security practices, facilities, budgets, human resources, and services to the public. The event production industry at a local and an international level is examined. Students practice production of theatrical events, musicals, sports, visual arts, talent management, ballet, fashion shows, among others. As a course requirement, students work on the development of a special event that will be presented at the end of the semester. The course is offered using the learning in service methodology in which students develop projects for clients in the community. 3 hours a week, 1 semester, 3 credits.

PME 499. PRACTICUM IN PRODUCTION AND MARKETING. (Prerequisite: Students will take this course during the last year of studies.) Practical experience in an organization or in a project related to the field of production and marketing of special events. Students are exposed to a real work environment. Discussion of topics and actual situations related to the production and marketing of special events. 160 hours of supervised practice and 7 hours meeting with the professor, 1 semester, 3 credits.

INSURANCE

SEG 101. PRINCIPLES OF INSURANCE. Historical development, economic and social development of insurance. Study of governmental regulations, types of insurance companies and their organization. Basic analysis of insurance contracts (property, liability, life, health, disability and corporate). Underwriting, rating, and marketing of different insurance contracts. Claims processing. 3 hours a week, 1 semester, 3 credits.

SEG 200. LIFE AND HEALTH INSURANCE. Study of the fundamental characteristics of life and health insurance. Technical and legal aspects of these types of insurance are discussed. 3 hours a week, 1 semester, 3 credits.

SEG 205. RISK MANAGEMENT. Nature and basic principles of risk management. Analysis of exposure to losses and their techniques. Discussion of identification methods; evaluation and alternative methods of treating exposure to financial losses, including control techniques and loss financing. 3 hours a week, 1 semester, 3 credits.

SEG 212. PROPERTY AND CASUALTY INSURANCE. (Prerequisite: SEG 101). Historical, economic and social development of property and liability insurance. Explanation of types of insurance companies and their structure. Underwriting, loss adjustment and prevailing market conditions. 3 hours a week, 1 semester, 3 credits.

SEG 301. PENSION PLANS AND TAX PLANNING. (Prerequisite: CON 202 or CON 212). Study of pension plans, cost factors and financing tools. Analysis of insurance premiums and other aspects of tax law and benefits obtained from the policy. Discussion of insurance and Income Tax Law of Puerto Rico and the Federal Internal Revenue Code. 3 hours a week, 1 semester, 3 credits.

TOURISM

TUR 104. TOURISM FUNDAMENTALS AND TECHNIQUES. Study of the nature and basic principles in the field of tourism. Origin and development of tourism. Explanation of tourism components: structure and function, and the fundamental segments of travel agencies, transportation, lodging, food and beverage services. Analysis of the impact of tourism and travel motivation. 3 hours a week, 1 semester, 3 credits.

TUR 210. TOURISM DESTINATIONS I. Study of the main tourist destinations in IATA areas II and III, according to the regional classification of the International Air Transport Association (IATA). Description of basic concepts of geography. Discussion of economic, local and cultural characteristics of the countries studied. 3 hours a week, 1 semester, 3 credits.

TUR 211. TOURISM DESTINATIONS II. (Prerequisite: TUR 210). The main tourist destinations selected within area I, according to the IATA regional classification, with special emphasis on Puerto Rico and the United States. History of Puerto Rico, its government and cultural factors are presented through landmarks and tourist attractions. Famous people, flora and fauna, traditions, folklore and crafts are also presented. 3 hours a week, 1 semester, 3 credits.

TUR 303. TOURISM LEGISLATION. Application of local and international tourism legislation emphasizing Puerto Rico legislation. Analysis of the legislation that protects the relationship between hotels and other suppliers of services to tourists, as well as the incentives provided by the government to attract investors to the tourism sector and the fiscal policy of that sector. Tax laws and regulations, gambling, immigration, and customs are also studied. 3 hours a week, 1 semester, 3 credits.

TUR 315. PLANNING AND DEVELOPMENT FOR TOURISM. (Prerequisites: ECO 235, MCO 150 and CON 211). Explanation of the methodology used for effective tourism planning. Preparation of studies to determine the economic feasibility of tourism projects. Guide for the

evaluation of tourism areas. These studies will be carried out in teams. The students apply their competencies and knowledge in the practice through the integration of the theoretical aspects discussed in the course. The course requires the active participation by students in extracurricular activities outside of the university. The students must designate the necessary time for these activities. Emphasis on the active participation by students in projects developed in the community organizations of through service-learning. 3 hours a week, 1 semester, 3 credits.

TUR 320. HOTEL MANAGEMENT. (Prerequisite: ADM 102). Study of the operational structure of hotels. Establishment of the chain of command and the relation and interdependency of all the departments and divisions as part of a successful operation of tourism accommodation. 3 hours a week, 1 semester, 3 credits.

TUR 321. FRONT DESK OPERATIONS. (Prerequisite: TUR 320). Study of the operational structure of a hotel with emphasis placed upon the areas of front desk reception, occupancy forecast, guest registration, room charges, and charges for other services. 2 hours a week, 1 semester, 2 credits.

TUR 322. FOOD AND BEVERAGE OPERATIONS (Prerequisite: TUR 320). Operational study of the food and beverage department. Planning, organization, direction and control of areas related to costs, purchasing, storage, service, and menu preparation in tourist facilities. 2 hours a week, 1 semester, 2 credits.

TUR 400. MARKETING TECHNIQUES FOR TOURIST SERVICES. (Prerequisite: GME 201). Marketing aspects of travel and tourism: product vs. service. Exposure to special situations that are presented in the sale of tourism services. The importance of research as an effective tool in the selection of marketing strategies. Study of marketing strategies used in tourism. 3 hours a week, 1 semester, 3 credits.

TUR 401. ECOTOURISM. (Prerequisites: TUR 211 and BIO 109). Study and discussion of the basic principles that are applied in the relationship between tourism and ecology. Analysis of the impact of tourist activity on the culture of the host country and the use of its natural resources. Study and evaluation of the existing practices in the planning and utilization of tourist space and its effect on ecosystems. Tourism as a practical alternative in the conservation and protection of the environment. 3 hours a week, 1 semester, 3 credits.

TUR 414. CONVENTION BUSINESS. (Prerequisite: GME 201). Operational concepts in the planning, development and services of conventions and meetings. Study of segments of convention marketing and the effective sales techniques of these groups. Knowledge of preparation and presentation of tourist exhibits. 3 hours a week, 1 semester, 3 credits.

TUR 498. TOURISM PRACTICUM. (Prerequisite: To be taken on the last semester of studies). Students come into contact with a real environment within tourism organizations that allows the student to develop the administrative abilities and skills acquired in the academic courses. 120 hours of supervised practice, 7 hours of meetings with the professor, 1 semester, 3 credits.

XXX390. SPECIAL TOPICS. (Prerequisite: Obtain permission from the Director of the Department and the Office of the Dean of Academic and Student Affairs). Study of a particular topic through reading, research, and discussion under the supervision of a professor. Credits vary between 1 and 3 as determined by the Office of the Dean of Academic and Student Affairs.

DEPARTMENT OF NATURAL SCIENCES

The Department of Natural Sciences of the Universidad del Sagrado Corazón, in harmony with USC Institutional Philosophy and Mission, fosters education and research in this field.

The Department educates professionals in the Natural Sciences that will meet the current needs of our society and who will exercise their disciplines efficiently, participating in research and community service activities, while using critical judgment to make decisions and pursue an advanced education.

Liberal arts experiences are combined with specialized experiences in science and technology, providing knowledge for students in the Department and in other fields. The Department encourages critical and creative thinking, the development of communication skills, team work and the active participation by faculty and students in the academic process.

The program educates professionals in the field of Natural Sciences to address current demands of our society, to work effectively in their fields, to be involved in research activities, to use critical judgment in decision making and to continue advanced studies.

Degrees offered include Bachelor's Degree in Sciences with Majors in Biology, Biotechnology, Computer Science, General Natural Sciences, Nursing, Chemistry and a Bachelor of Arts and Sciences Degree in WEB Technology. There is also an Associate's Degree in Nursing. The Biology, Chemistry, and Natural Sciences curricula allow for completing entrance requirements for medicine, odontology, veterinary, pharmacy schools, among others.

The Department has modern facilities and equipment, such as an Informatics Laboratory, General Chemistry Laboratory, Instrumental Chemistry Laboratory, Organic Chemistry Laboratory, Laboratory of Cellular and Molecular Biology and Culture Room, Biotechnology Laboratory, Microbiology Laboratory, Anatomy Laboratory, Physics Laboratory, a Resource Center for the Learning of Biology, and a Self-tutoring and Nursing Skills Laboratory.

BACHELOR DEGREE IN SCIENCES (BS)

BIOLOGY

The Biology Program at the Universidad del Sagrado Corazón is a program focused on teaching that includes research experiences. Professionals in the field of Biology are prepared to address society's current demands, enabling them to work in their respective areas and to pursue advanced studies. The program develops critical thinking and contributes to the development of scientific research skills in the field of Biology and other related majors, and at the same time contributes to the development of scientific thought and knowledge of students in other fields of concentration.

The program fosters the continuous professional development of its faculty in Genetics, Botany, Zoology, Ecology, Microbiology, Immunology, Anatomy, Physiology, Cellular and

Molecular Biology, Development, and other areas of Biology. With its facilities and scientific resources it also contributes to the well-being of the university community and society in general.

General Requirements	60
Departmental Requirements	30
Major Requirements	28
Directed Electives	8
Free Electives	6
Total credits	132

General Requirements

For Biology Majors, general requirements are explained in the Academic Curricula section with the following exception: the Computer Science requirement is completed with INF 102 (3 credits), the Biology requirement with BIO 111 (3 credits), and the Mathematics requirement with MAT 261 (3 credits).

Departmental Requirements

QUI 101-102	General Chemistry I-II	8
MAT 133-134	Precalculus I-II	6
MAT 201	Calculus I	5
BIO 112	General Biology II	3
FIS 203-204	General Physics I-II	8
Total credits		30

Major Requirements

QUI 301-302	Organic Chemistry I-II	8
BIO 200 or 201 or 202	Botany Courses	4
BIO 203	General Zoology	4
BIO 223	Genetics	4
BIO 302	Ecology	4
BIO 323 or BIO 429	Developmental Biology or Cellular Molecular Biology	4
Total Credits		28

Directed Electives (in Biology):

8 credits

The student will select 8 credits from the menu.

BIO 206	Microbiology	4
BIO 208	Parasitology	4
BIO 210	Contemporary Women's Health	3
BIO 250	Introduction to Speleology	3
BIO 269	Introduction to Marine Biology	3
BIO 303	Natural Resources Conservation	3
BIO 309	Human Anatomy	4
BIO 310	Human Physiology	4
BIO 313	Evolution	3
BIO 315	Entomology	3
BIO 320	Immunology	4
BIO 348	General Virology	3
BIO 400	Experimental Techniques in Biology	3
BIO 404	Neurobiology	3
BIO 408	Diagnostic Microbiology	4
BIO 440	Introduction to Research	3

Free Electives

6 credits

BIOTECHNOLOGY

The Biotechnology program at the Universidad del Sagrado Corazón is an interdisciplinary program that integrates biology, chemistry, physics, and mathematics with computer science, ethics, and research. Computer science is applied in statistical analysis, programming, and specific processes in biotechnology. Critical thinking and research skills are developed. The course of study enables students to recognize the ethical and social implications in biotechnology. In order to achieve its goals, the program provides for development of skills and knowledge in the following areas: culture of microorganisms and cells of mammals, recombinant DNA, purification of proteins, isolation and purification of nucleic acids, chemical analysis, and chromatic analysis.

General Requirements	61
Departmental Requirements	30
Major Requirements	41

Total credits

132

General Requirements

For the Biotechnology Major, the requirements are explained in the Academic Curricula section with the following exception: the Computer Science requirement may be completed

with INF 111 (4 credits), the Biology requirement with BIO 111-112 (3 credits), the Mathematics requirement with MAT 261 (3 credits), and three Philosophy credits can be completed with BIO 217 (3 credits).

Departmental Requirements

FIS 203-204	General Physics I-II	8
MAT 133-134	Precalculus I-II	6
MAT 201	Calculus I	5
QUI 101-102	General Chemistry I-II	8
BIO 112	General Biology II	3
Total credits		30

Major Requirements

BIO 206	Microbiology	4
BIO 223	Genetics	4
BIO 225	Cellular Culture Techniques	3
BIO 311	Molecular Bioinformatics	3
BIO 360	DNA Recombinant Techniques	3
BIO 429 or BIO 323	Cellular/Molecular Biology or Developmental Biology	4
BIO 319	Good Manufacturing Practices	2
QUI 202	Analytical Chemistry: Quantitative Analysis	4
QUI 301-302	Organic Chemistry I-II	8
INF 211	Systems Analysis and Design	3
INF 252	Introduction to Databases	3
Total credits		41

Free Electives **3 credits**

COMPUTER SCIENCES

The Computer Sciences Program at the Universidad del Sagrado Corazón is a leader in the area of informatics in Puerto Rico. The first two years are under the School of Informatics, which provides a solid foundation for the Computer Sciences and Computer Information Systems programs. (See School of Informatics for course descriptions).

The objective of the program is to educate students on the following areas of study: Algorithm and Data Structure, Architecture of the Computer, Database, Numeric and Symbolic

Computation, Person-Computer relationship, Communication, Artificial Intelligence, Programming Languages, Methodology and Software Engineering, Social, Ethic and Professional Problems, and Operational Systems.

Students develop intellectual maturity and logic-mathematical conceptualization and abstraction are emphasized. Throughout the curriculum, the use of the computer laboratory is emphasized as an instrument of integration between theory and practice. Upon completion of the course of study, students will have a broad exposure to the methodologies of the discipline which will enable them to achieve their own goals.

Advanced students will participate in the development of projects using acquired knowledge throughout the curriculum.

The course of study leading to the Bachelor's degree prepares students for the professional demands in the field of Software engineering. Graduates will have had a balanced education that will allow them to pursue graduate study in Computer Science or related areas as well as being prepared to work as programmers, system analysts, and consultants.

General Requirements	61
Departmental Requirements	22
Major Requirements	38
Directed Electives	6
Free Electives	6
Total credits	133

General Requirements

For the Computer Science Major, the general requirements are explained in the Academic Curricula section with the following exception: the Computer Science requirement may be completed with INF 111 (4 credits), the Biology requirement with BIO 111 (3 credits) and the Mathematics requirement with MAT 261 (3 credits).

Departmental Requirements

MAT 133-134	Precalculus I-II	6
MAT 201	Calculus	5
BIO 112	General Biology II	3
FIS 203-204	General Physics I-II	8
Total Credits		22

Major Requirements

INF 112	Informatics II	4
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INF 201	Data Structures	3
INF 211	Structured Systems Analysis and Design	3
CCO 130	Computational Logic	3
CCO 215	Comparative Analysis of Programming Languages	3
INF 252	Introduction to Databases	3
CCO 235	Computer Architecture	4
CCO 330	Distributed Systems Design	3
CCO 340	Operating Systems	3
CCO 351	Database Design and Implementation	3
CCO 360	Artificial Intelligence	3
MAT 375	Discrete Structures	3
Total Credits		38

Directed Electives (select 6 credits)	6 credits
Free Electives	6 credits

CCO 220	Systems Programming	3
CCO 305	Informatics Ethic	3
CCO 320	Compiler Structures	3
CCO 341	System Security and Performance	3
CCO 370	Systems Simulation	3
CCO 390	Specialized Topics in Computer Sciences	1-3
CCO 290	Web Content Management	3
CCO 490	Special Projects	3
INF 115	New digital media and social Web	3
INF 113	Programming for World Wide Web	3

GENERAL NATURAL SCIENCES

The Bachelor's Degree in General Natural Sciences focuses on science from a historical, as well as contemporary perspective, beginning with an interdisciplinary analysis on how the intellectual, social and cultural phenomena have shaped current scientific work and practice.

The course of study provides a liberal education with an integral appreciation of science, technology, and other disciplines. Likewise, students acquire the technical skills required in their areas of interest by combining intra and interdisciplinary curricular options.

This Bachelor's degree offers students the opportunity to combine concepts and skills within the different areas of science and other fields of study such as the Arts, Humanities, Social Sciences, Education, Informatics, Communication, and others.

Graduates will be able to pursue graduate studies, specializing in areas such as Sciences, associated with Health, pure Sciences or any other discipline which requires a well-rounded education.

General Requirements	60
Departmental Requirements	30
Directed Electives	21
Free Electives	18
Total credits	129

General Requirements

For the General Natural Science Major, the general requirements are explained in the Academic Curricula section with the following exception: the Computer Science requirement may be completed with INF 102 (3 credits), the Biology requirement with BIO 111 (3 credits), and the Mathematics requirement with MAT 261 (3 credits).

Departmental Requirements

QUI 101-102	General Chemistry I-II	8
MAT 133-134	Precalculus I-II	6
MAT 201	Calculus I	5
BIO 112	General Biology II	3
FIS 203-204	General Physics I-II	8
Total credits		30

Directed Electives* **21 credits**

***NOTE:** For the selection of these courses, students must consult with their academic advisors.

Free Electives **18 credits**

NURSING SCIENCES (BSN)

The Nursing Program offers studies leading to a Bachelor's Degree and an Associate Degree in Nursing in two modalities: in person and a hybrid modality with an online component. The Nursing Program, as an integral part of the Department of Natural Sciences, shares the institutional mission, through its own mission, to educate nursing professionals who will exercise their profession in an effective and competent manner, providing humanistic care as service focused on the moral and spiritual values of the population they serve. The Program is geared towards the harmonious development of students, with emphasis on a Christian, moral,

and intellectual formation, a solid academic education, and the commitment to contribute to solving the problems of the community.

The modern Self-Tutorial and Skills Laboratory is considered to be one of the best-equipped among Nursing Schools in Puerto Rico. The program facilitates the practice and development of psychomotor skills of program students. Concentration courses are offered by teachers who specialize in different areas of Nursing Science. The theoretical portion of this course of study is also offered in a hybrid modality. General nursing students (BS in Nursing) take their courses in the following subjects: Fundamentals of Nursing, Pharmacology, Physical Assessment, Pathophysiology, Medical and Surgical Nursing, Mental Health, Maternity, Pediatrics, Community Health Nursing, and Theories and Administrative Practices of Nursing Services.

General Requirements	60
Departmental Requirements	12
Major Requirements	61
Total Credits	133

General Requirements

For the Nursing Major, the general requirements are explained in the Academic Curricula section with the following exceptions: the Computer Science requirement may be completed with INF 105 (3 credits), the Biology requirement and the optional requirement with BIO 101-102 (6 credits), and the Mathematics requirement with MAT 210 (3 credits).

Departmental Requirements

BIO 204	Introduction to Microbiology (Nursing)	4
QUI 118	Principles of General Chemistry, Organic Chemistry and Biochemistry (Nursing)	5
PSI201	General Psychology I	3
Total Credits		12

Major Requirements

ENF 101	Fundamentals of Nursing	3
ENL 101	Fundamentals of Nursing - Clinical	4
ENF 206	Physical Assessment	2
ENL 206	Physical Assessment - Clinical	1
ENF 230	Pathophysiology	3
ENF 231	Pharmacology	3
ENF 301	Maternity	3
ENL 301	Maternity - Clinical	4
ENF 341	Medical and Surgical Nursing I	3
ENL 341	Medical and Surgical Nursing I – Clinical	4

ENF 342	Medical and Surgical Nursing II	3
ENL 342	Medical and Surgical Nursing II - Clinical	4
ENF 349	Mental Health	3
ENL 349	Mental Health - Clinical	3
ENF 402	Pediatrics	3
ENL 402	Pediatrics - Clinical	4
ENF 434	Theories and Administrative Practices in Nursing	3
ENL 434	Theories and Administrative Practices in Nursing – Clinical	3
ENF 440	Community Health Nursing	3
ENL 440	Community Health Nursing - Clinical	2
Total Credits		61

NURSING SCIENCES (ASN)

The Associate's degree in Nursing aims to prepare qualified associate nurses to work in different health scenarios, using the nursing process to intervene with individuals, family and community, under the supervision of a general or specialized nurse.

The Program has a Self-teaching and Skills Laboratory that facilitates practice and development of participants' psychomotor skills. The concentration courses are offered by professors who are specialists in the different areas of Nursing Sciences. The theoretical portion of this course is also offered in a hybrid modality.

General Requirements	21
Departmental Requirements	15
Major Requirements	39
Total Credits	75

General Requirements

ING--- ---	Various levels	6
BIO 101	Human Biology I	3
INF 105	Introduction to Informatics	3
ESP 106 and ESP ---	Writing and Reading, Menu	6
TEO---	Various options	3
Total credits		21

Departmental Requirements

MAT 100	Introduction to Mathematics	3
BIO 204	Introduction to Microbiology (Nursing)	4
BIO 102	Human Biology II	3
QUI 118	Principles of General and Organic and Biochemistry (Nursing)	5
Total Credits		15

Major Requirements

ENF 101	Fundamentals of Nursing	3
ENL 101	Fundamentals of Clinical Nursing	4
ENF 108	Medical-Surgical Care of Adults	8
ENF 201	Mother, Newborn, and Family Care	7
ENF 204	Pediatric Nursing	7
ENF 205	Psychiatric Nursing	7
ENF 231	Pharmacology	3
Total Credits		39

MATHEMATICS

The Mathematics Program offers a concentration in mathematics to prepare students to continue graduate studies in mathematics or in related branches. Students can choose for directed electives, courses in pure mathematics, applied mathematics, and computer sciences. Also, the program offers services to other programs in sciences and liberal arts.

General Requirements	60
Departmental Requirements	30
Major Requirements	20
Directed Electives	6
Free Electives	12
Total credits	128

General Requirements

For the Mathematics Major, the general requirements are explained in the Academic Curricula section with the following exceptions: the Computer Science requirement may be completed with INF 102 (3 credits), the Biology requirement with BIO 111 (3 credits), and the Mathematics requirement with MAT 261 (3 credits).

Departmental Requirements

QUI 101-102	General Chemistry I-II	8
MAT 133-134	Precalculus I-II	6
MAT 201	Calculus I	5
BIO 112	General Biology II	3
FIS 203-204	General Physics I-II	8

Total Credits **30**

Major Requirements

MAT 202	Calculus II	5
MAT 301	Differential Equations	3
MAT 311	Linear Algebra	3
MAT 350	Multivariable Calculus	3
MAT 415	Algebraic Systems I	3
MAT 416	Algebraic Systems II	3

Total Credits **20**

Directed Electives (select 6 credits) **6 credits**

MAT 200	Geometry	3
MAT 225	History of Mathematics	3
MAT 320	Numbers Theory	3
MAT 375	Discrete Structures	3
MAT 376	Numerical Methods	3
MAT 360	Mathematical Statistics	3
MAT 403	Math Optimization	3

Free Electives **12 credits**

WEB TECHNOLOGY (BAS)

The Arts and Science of Web Technology is the first of its kind in Puerto Rico to integrate computer science, graphic arts, and business in order to prepare well-rounded professionals in the area of Web design. The program aims to provide students with knowledge in the following areas: programming, graphic arts, Website design, creation of Web applications, management of Web content, and digital animation. Also, basic courses are offered in Business Administration, which will be useful for establishing a business.

Upon completion of the program, students will be ready to professionally occupy the position of a Web designer/programmer or Webmaster, among other possibilities.

General Requirements	61
Departmental Requirements	12
Major Requirements	39
Directed Electives	6
Free Electives	12
Total credits	130

General Requirements

For the Web Technology Major, the general requirements are explained in the Academic Curricula section with the following exceptions: the Computer Science requirement may be completed with INF 111 (4 credits), the Biology requirement with BIO 111 (3 credits), and the Mathematics requirement with MAT 261 (3 credits).

Departmental Requirements

MAT 133, 134	Precalculus I-II	6
BIO 112	General Biology II	3
CMU 101	Introduction to Mass Communication	3
Total Credits		12

Major Requirements

ART 126	Art / Design Fundamentals	3
ART 424	Computerized Image Design	3
ART 330	Computerized Illustration Design	3
CCO 280	Web site Design	3
CCO 290	Web Content Management	3
CCO 305	Informatics Ethics	3
INF 113	Programming for the World Wide Web	3
INF 115	New Digital Media and Social Web	3
INF 211	Structured Systems Analysis and Design	3
INF 252	Introduction to Databases	3
EMP 105	Planning and Development of New Businesses	3
GME 201	Principles of Marketing	3
TEL 312	Introduction to Animation	3
Total Credits		39

Directed Electives (select 6 credits)

Free Electives

12

CHEMISTRY

The Chemistry Program develops basic skills in the language of chemistry and in the analysis of the scientific method to solve problems.

The program develops skills in the management of diverse instruments and laboratory equipment required to understand research in the field, and the necessary skills for bibliographical research related to a research problem.

Principal concepts, laws, and theories are explained to enable students to interpret the scientific research that established chemical principles.

General Requirements	60
Departmental Requirements	30
Major Requirements	39
Free Electives	3
Total Credits	132

General Requirements

For the Chemistry Major, the general requirements are explained in the Academic Curricula section with the following exceptions: the Computer Science requirement may be completed with INF 102 (3 credits), the Biology requirement with BIO 111 (3 credits, and the Mathematics requirement with MAT 261 (3 credits).

Departmental Requirements

QUI 101-102	General Chemistry I-II	8
MAT 133-134	Pre-Calculus I-II	6
MAT 201	Calculus I	5
BIO 112	General Biology II	3
FIS 203-204	General Physics I-II	8
Total Credits		30

Major Requirements

QUI 202	Quantitative Analysis	4
QUI 301-302	Organic Chemistry I-II	8
QUI 304	Instrumental Analysis	4
QUI 330	Environmental Chemistry	4
QUI 401-402	Physical Chemistry I-II	8

QUI 405	Inorganic Chemistry	3
MAT 202	Calculus II	5
MAT 301	Differential Equations	3
Total Credits		39
Free Electives		3 credits

SCHOOL OF INFORMATICS

As a part of this School, students of the Computer Sciences, Biotechnology, and Web Technologies programs share a nucleus of common courses during the first phase of their Bachelor's degree. After this first phase, which is equivalent to their first two (2) years, the students continue studies in their major. The initiative allows students who are interested in the area of informatics to study basic courses of this discipline. The core courses of education in the area of informatics taken by all the USC students are also part of the School of Informatics.

The School of Informatics introductory courses (INF 111, INF 112) include laboratory sessions as well as class discussion. This ensures experimentation with the basic theoretical concepts of the discipline, development of algorithm design skills, the management of a highly structured language, and a broad exposure technology.

COURSE DESCRIPTIONS

INFORMATICS

INF 101. FUNDAMENTALS OF MANAGEMENT INFORMATION SYSTEMS.

Introduction to computers for Business Administration students: history, components, basic operating systems, impact of the information revolution in modern society, and ethical problems. Study of the most important aspects of data processing and informatics in business organizations and society in general. Emphasis on the impact of informatics on the development of organizational culture and ethical value systems. The course explores how technology may be used in organizations to support performance, and human development. Management of canned software (word processors and electronic spreadsheets). Students participate in a research experience in the community in which they visit organizations to gather information, enabling students to integrate the different theoretical aspects discussed in the course. The course requires active participation by students in research and presentation of results. 3 hours per week, 1 semester, 3 credits.

INF 102. FUNDAMENTALS OF INFORMATICS FOR NATURAL SCIENCES.

Introduction to the use of computers for the Natural Sciences students as a tool for mathematic and scientific problems. The history, components, basic operations of the machine's operative system, impact of the information revolution in modern society and ethical problems. Analysis and programming of algorithms. Management of canned software presentations. Students will participate in research in the community in which they will visit organizations to gather information, enabling students to integrate the different theoretical aspects discussed in the course. The course requires active participation by students in research and presentation of the results. 3 hours per week, 1 semester, 3 credits.

INF 103. FUNDAMENTALS OF INFORMATICS FOR COMMUNICATION.

Introduction to computers for Communication students: history, components and basic operation of basic operating systems, impact of the information revolution in modern society. Management of canned software (word processor, presentation software, and self-editing

software). Students will participate in research in the community where they will visit organizations to gather information, enabling students to integrate the different theoretical aspects discussed in the course. The course requires active participation by students in research and presentation of the results. 3 hours per week, 1 semester, 3 credits.

INF 104. FUNDAMENTALS OF INFORMATICS FOR EDUCATION. Introduction to computers for Education students: history, components, basic operating systems, impact of the information revolution in modern society, and ethical problems. Principles and fundamentals in the use of computers in education, in teaching as well as in administrative tasks. Principles of programming and workshops on building educational modules. Emphasis on essential elements for the evaluation and selection of commercial software. Students will participate in research in the community where they will visit organizations to gather information, enabling students to integrate the different theoretical aspects discussed in the course. The course requires active participation by students in research and presentation of results. 3 hours per week, 1 semester, 3 credits.

INF 105. FUNDAMENTALS OF INFORMATICS. Introduction to computers for Social Sciences, Humanities, and Nursing students: history, components, basic operation of the machine's operative system, impact of the information revolution in modern society and ethical problems. Management of canned software (word processor, spreadsheet, and presentation software). Students will participate in research in the community where they will visit organizations to gather information, enabling students to integrate the different theoretical aspects discussed in the course. The course requires active participation by students in research and presentation of results. 3 hours per week, 1 semester, 3 credits.

INF 111. INFORMATICS I. (Co-requisite: MAT 133 or MCO 150) 1 semester, 4 credits. Management, organization, and evaluation of information, impact of information technology on society, the Internet, and Web 2.0, basic topics (history, components, use of computer operating systems), and ethical problems. Introduction to structured programming, emphasizing analysis, design, and development of algorithms and software, as well as good programming style. Studies the basic elements of object-oriented language, such as kinds of basic data, objects, classes, control structures and methods (routines). Programming assignments required. The course is for Computer Sciences and Computer Information Systems students. The course is offered with Web support. 3 hours a week theory, 3 hours a week laboratory, 1 semester, 4 credits.

INF 112. INFORMATICS II. (Prerequisite: INF 111) Continuation of Informatics 111. New elements of structured programming such as arrays, records, files, and prompts using object-oriented language. Concepts of abstract data types. Recursion is discussed. Some searching and sorting algorithms are introduced. Programming projects are required. The course is for Computer Sciences and Computer Information Systems students. Course uses Web support. 3 hours a week theory, 3 hours a week laboratory, 1 semester, 4 credits.

INF 113. WEB PROGRAMMING. Study of the application development tools for a website: applets and CGI, among others. Program design and development projects will be required. This course is an elective for Computer Science Program students and a requirement for Web

Technology Program students. Course is given partially on-line. 3 hours per week, 1 semester, 3 credits.

INF 115. NEW DIGITAL MEDIA AND SOCIAL WEB. (Prerequisite: INF 101, INF 102, INF 103, INF 104, INF 105 or INF 111) This course presents students to the world of new digital means and the social networks, and allows the opening of constructive and interdisciplinary reflection of space. The course, which is directed at students in all USC programs and majors, analyzes and discusses the technology of social expression such as blogs, wikis and the synergies created by the Web applications such as tagging systems like del.ici.us and flickr, among others. The course is organized in a workshop format and includes practical work on-line and the creation and preparation of a digital portfolio. This course is an elective for Computer Programming students and is a requirement for WEB Technology students. The course is organized as a workshop/seminar using practical online work strategies, discussions, analysis of reading, and the creation and preparation of an open digital portfolio. This course is offered with Web support and requires an extensive use of many Web tools. The course is an elective for the Computer Science Program students and a required course for WEB Technology Program students. 23 virtual hours, 22 in person hours, 1 semester, 3 credits.

INF 201. DATA STRUCTURES. (Prerequisite: INF 112) Different data structures and their implementation will be considered. Stacks, queues, trees, and scripts from the perspective of abstract data types (ADT) are included. Programming resources for the processing of those structures are also considered. Programming projects using a structured language are required. Programming projects using an object oriented language. This a required course for Computer Science students and Computerized Information Systems students. The course has an on-line component in addition to attending classes. 3 hours per week, 1 semester, 3 credits.

INF 211. STRUCTURED SYSTEMS ANALYSIS AND DESIGN. (Prerequisite: INF 112) Definition of the concept of a system, its structures, functions, and representation. Study of its life cycle and stages, techniques and tools to carry out the analysis and design of computerized information systems for different applications. A group project on the analysis and the design of an information system is required. Students develop activities linked to the outside community in such a manner that the pertinence of this course in the component of general education is demonstrated. 3 hours per week, 1 semester, 3 credits

INF 252. INTRODUCTION TO DATABASES (Prerequisites: INF 201, INF 211) Basic concepts of database systems including subjects such as data independence, redundancy, storage structure, relational model, hierarchical model, network model. The course emphasizes basic concepts and presents examples of existent database systems. Discussion of security, integrity, consistency, and availability of information within a database environment. A programming project using a Database Managing System (DBMS) is required. The course has an on-line component, besides attending classes. This course is for Computer Science students and Computerized Information Systems. 45 hours, 1 semester, 3 credits.

NATURAL SCIENCES COURSE DESCRIPTIONS

BIOLOGY

BIO 101. HUMAN BIOLOGY I. (Nursing) Introduction to Human Anatomy and Physiology. Emphasis on the organization and function of organs and systems of the human body. Cytology, histology, neurology, and endocrinology and consideration of the integumentary, circulatory, respiratory systems of the human body. 2 lecture hours a week and 3 laboratory hours a week, 1 semester, 3 credits.

BIO 102. HUMAN BIOLOGY II. (Nursing and Exercise Sciences) (Prerequisite: BIO 101) Introduction to Human Anatomy and Physiology. Emphasis on the organization and function of organs and systems of the human body. A continuation of the study of the systems of the human body. The skeletal, muscular, digestive, urinary and reproductive systems are considered. 2 lecture hours a week and 3 laboratory hours a week, 1 semester, 3 credits.

BIO 109. BIOLOGY AND SOCIETY . A study of the concepts of modern biology and the scientific method for the analysis and the decision-making processes to solve contemporary and everyday problems. Discussion of the biological processes that contribute to the functional equilibrium of organisms and the homeostasis of the ecosystem. Discussion and the analysis of genetic material and the influence of biotechnology in modern society. Integration of theory and practice through the development of community projects pertinent to biology, demonstrating the relevance of this course in a general education. 4 lecture hours a week, 1 semester, 3 credits.

BIO 110. CONTEMPORARY PROBLEMS OF BIOLOGY. Study of autochthonous fauna in danger of extinction and the importance of the conservation of species. Microorganisms and their activities in nature and their relationship with man are discussed. Problems related to the human immunological system are analyzed. The value of plants is discussed as well as the economic, social, and ecological importance of natural resources and life in society. 4 lecture hours a week, 1 semester, 3 credits.

BIO 111. GENERAL BIOLOGY I. Fundamental principles of plant and animal life and their relationship with the environment. Emphasis on the level of molecular and cellular organization and biochemical processes. Respiration, photosynthesis, mitosis, and meiosis. Introduction to classic and molecular genetics. 3 lecture hours and 2 laboratory hours a week, 1 semester, 3 credits.

BIO 112. GENERAL BIOLOGY II. (Prerequisite: BIO 111) Principles of population genetics and evolution. Classification of plants and animals. Comparative study of the organic systems in animals. Structure and function in plants. Ecology and tropical ecosystems. 3 lecture hours and 2 laboratory hours a week, 1 semester, 3 credits.

BIO 200. THE MORPHOLOGY OF ALGAE, FUNGI, AND BRYOPHYTES . (Prerequisite: BIO 112) Introduction to the plant kingdom. Taxonomic principles and

evolutionary relationships of lower plants. The form, structure, development of life cycles and ecological value of algae, fungi, and bryophytes are discussed. 3 lecture hours, 3 laboratory hours a week, 1 semester, 4 credits.

BIO 201. MORPHOLOGY OF VASCULAR PLANTS. (Prerequisites: BIO 112) Study of the taxonomy, form, structure, development, life cycles and the ecological and economic value of vascular plants. Emphasis on reproductive structures of groups or divisions. 3 lecture hours, 3 laboratory hours a week, 1 semester, 4 credits.

BIO 202. PLANT PHYSIOLOGY. (Prerequisite: BIO 112) Physical and chemical principles governing the metabolism of plant cells and the development of plants. Respiration, photosynthesis, absorption, translocation, phytohormones, photoperiodism, reproduction, germination, and growth are considered. 3 lecture hours, 3 laboratory hours a week, 1 semester, 4 credits.

BIO 203. GENERAL ZOOLOGY. (Prerequisite: BIO 112) Anatomy, physiology, and evolutionary and environmental relationships of animals. Emphasis on the representative forms of the different groups of the animal kingdom. 3 lecture hours, 3 laboratory hours a week, 1 semester, 4 credits.

BIO 204. INTRODUCTION TO MICROBIOLOGY. (Nursing) (Prerequisite: BIO 102) Study of pathogenic microbes. Emphasis on identification, habitat, and associated diseases, ways to fight them and prevention of contamination by microbes inside and outside of hospitals. 3 lecture hours a week, 3 laboratory hours a week, 1 semester, 4 credits.

BIO 206. MICROBIOLOGY. (Prerequisite: BIO 112) Explanation of microbial life emphasizing bacteria. Analysis of the structure and function of cells, metabolism, genetics, and immunology. Students apply skills and knowledge by integrating theoretical aspects discussed in the course. The course requires active participation by students in extracurricular activities outside the university campus; for which students must assign the necessary time. Emphasis on active participation by students in research in organizations in the community through community outreach. 3 lecture hours a week, 3 laboratory hours a week, 1 semester, 4 credits.

BIO 208. PARASITOLOGY. (Prerequisite: BIO 112) Study of the structure, taxonomy, and life cycle of animal parasites. Discussion of differential diagnosis, pathology, treatment, and prevention. 3 lecture hours a week, 3 laboratory hours a week, 1 semester, 4 credits.

BIO 210. CONTEMPORARY WOMEN'S HEALTH. This course focuses on women's health issues from a physical, psychological, psychosocial, and cultural perspective. Emphasis on the promotion of physical and emotional health, prevention, and the appropriate use of health systems. Students will acquire current knowledge specifically about women's health, their conduct and attitudes related to women's health, as well as exploring possibilities for improvement in women's health. 3 lecture hours, 1 semester, 3 credits.

BIO 217. PRINCIPLES OF BIOETHICS. (Prerequisite: a Philosophy course) Study of the value we give to life as human beings. Discussion of different philosophical currents and how

they influence our belief systems and values. Study of ethical considerations in the use of all forms of life, animals, plants, and human beings in research. Reflections on the ethical implications of genetic manipulation and bio-patents obtained by large corporations in developed countries. 3 hours a week, 1 semester, 3 credits.

BIO 223. GENETICS. (Prerequisite: BIO 112) Genetic principles including Mendelian, and Post-Mendelian Inheritance, Molecular Genetics, and Population Genetics. Discussion of experimental techniques through which these principles have been discovered. Study of prokaryotic and eukaryotic organisms that have been used for this research. 3 lecture hours, 3 laboratory hours a week, 1 semester, 4 credits.

BIO 225. TECHNIQUES OF CELLULAR TISSUE CULTURE. Study of the theory and techniques of cellular growth and tissues. Emphasis on laboratory practices including: methods of cultivation, aseptic techniques, means of preparation, primary growth, detection of contamination, safety, risks, and bioethics. 3 hours a week, 1 semester, 3 credits.

BIO 250. INTRODUCTION TO SPELEOLOGY. Study of the origin and formation mechanisms of caves, their physical, social, environmental, and biological characteristics. Speleothems, cave-dwelling fauna, and methods and techniques of speleological research. 3 lecture hours a week, 1 semester, 3 credits.

BIO 269. INTRODUCTION TO MARINE BIOLOGY. Integrated study of the marine environment, the chemical composition of the ocean and the dynamics of natural marine phenomena. Biodiversity, abundance, and symbolic relations in different marine habitats. Field trips and practical complementary exercises. 3 hours a week, 1 semester, 3 credits.

BIO 302. ECOLOGY. (Prerequisite: BIO 112) This course provides an introduction to study of the different branches of ecology. Ecological factors and parameters that affect and define the particular characteristics of populations, communities, and ecosystems at a global level are compared to ecosystems in Puerto Rico. The role of ecology as a pure and applied science is emphasized, in order to detect and solve environmental and health problems of human beings in Puerto Rico. Students apply basic concepts of scientific research process to Puerto Rican ecosystems, as well as areas designated by the USC Community Outreach Project. Through these activities, students will develop a sense of responsibility and public commitment with the Puerto Rican and other surrounding environments. These experiences develop leadership, social awareness, and communication skills in students. 3 lecture hours a week, 3 hours laboratory a week, 1 semester, 4 credits.

BIO 303. CONSERVATION OF NATURAL RESOURCES. Study of the importance of natural resources from a scientific, social, political, and economic perspective. Emphasis on the study of water, land, air, energy, and wildlife resources. This course highlights the study of our physical and wildlife natural resources, from the perspective their use and the impact of growth population. Class discussions, cooperative work, lectures by guest speakers, research projects, and visits to places of ecological/environmental interest. 3 hours a week, 1 semester, 3 credits.

BIO 309. HUMAN ANATOMY. (Prerequisite: BIO 112) Introduction to the morphology of organs and systems of the human body. This course emphasizes the integration of anatomical structures with principal functions of the systems that will be considered. 3 lecture hours a week, 3 hours laboratory a week, 1 semester, 4 credits.

BIO 310. HUMAN PHYSIOLOGY. (Prerequisite: BIO 112) Discussion of the physiological principles that govern the functions of human systems. 3 lecture hours a week, 3 hours laboratory a week, 1 semester, 4 credits.

BIO 311. MOLECULAR BIOINFORMATICS. (Prerequisite: BIO 223) Application of information technology in molecular biology. Students will apply bioinformatics resources and tools in biological analysis. The course includes the principles of bioinformatics, analytical tools, and data handling in research, practical activities for analyzing and comparing sequences of nucleic acid and proteins, alignment of multiple sequences for phylogenetic studies and mathematical principles, and statistics in genome studies. Software and database available on the Internet such as BLAST and Entrez are used to obtain data from the *National Center for Biotechnology Information (NCBI)*. 3 lecture hours a week, 3 hours laboratory a week, 1 semester, 3 credits.

BIO 313. EVOLUTION. (Prerequisite: BIO 112) Emphasis on fundamental mechanisms of evolutionary change and recent advances of molecular and ecological evolution, including the macroevolution processes that provide a general perspective of the history of life. The origin of life and human evolution are considered at a biological level, and from the perspective of ethical and social implications. 3 lecture hours a week, 1 semester, 3 credits.

BIO 315. ENTOMOLOGY. (Prerequisite: BIO 203) Introduction to the world of insects. Study of the taxonomy, anatomy, physiology, and behavior of insects, especially those that are useful to human beings, and the parasites and vectors of plant and animal diseases. Study of agricultural , horticultural , and domestic plagues and their control. 3 lecture hours a week, 1 semester, 3 credits.

BIO 319. GOOD MANUFACTURING PRACTICES. (Prerequisite: BIO 112) Study and description of concepts and requirements to comply with Good Manufacturing Practices (GMP) in the pharmaceutical and biotechnology industries. This course prepares students for interpreting laws and relevant regulations in this industry. The course provides for establishing GMP and document control systems required for the manufacturing pharmaceutical products in Puerto Rico and the United States. 2 hours a week, 1 semester, 2 credits.

BIO 320. IMMUNOLOGY. (Prerequisite: BIO 206) Principles and basic immunological mechanisms including immunogenetics. Analysis of the structure and function of immunoglobulin, antigens, complements, antigen-antibodies interactions, cellular interactions, and cellular immunity. 3 lecture hours a week, 3 hours laboratory a week, 1 semester, 4 credits.

BIO 323. DEVELOPMENTAL BIOLOGY. (Prerequisite: BIO 112) Study of the fundamental processes of development from the molecular to the organism level. Animal and plant development; comparison of the processes of both groups of organisms. Emphasis on

developmental control at the cellular level. 3 lecture hours a week, 3 hours laboratory a week, 1 semester, 4 credits.

BIO 348. GENERAL VIROLOGY. (Prerequisite: BIO 206) Study of viruses with emphasis on viruses that infect animals. Distribution in nature, multiplication mechanisms and damage to the host. The role of viruses in the development of tumors, cancer, and other diseases. 3 lecture hours a week, 1 semester, 3 credits.

BIO 360. RECOMBINANT DNA TECHNIQUES. (Prerequisite: BIO 226, BIO 223, and BIO 225) This course introduces the principles and applications of the technology of recombinant DNA in microorganisms, animals, and plants. The course describes the use of products created by genetic engineering for the improvement of environmental and human health. Laboratory activities in related techniques are included. This course is aimed at students who are interested in continuing in professions associated with biomedical research and molecular biotechnology. 3 lecture hours/laboratory a week, 1 semester, 3 credits.

BIO 400. EXPERIMENTAL TECHNIQUES IN BIOLOGY. (Prerequisite: must have passed 12 credits in Biology above BIO 112 level) Training in the use and handling of instruments commonly used in biological research. Exposure to techniques used in various branches of biology. 2 lecture hours, 3 hours laboratory a week, 1 semester, 3 credits.

BIO 404. NEUROBIOLOGY. (Prerequisite: BIO 310) Study of functional, morphological, and molecular aspects of the nervous system and excitable cells. Review of techniques and models currently used in neurobiological research. Higher mental functions and their relationship with the principles of organization of the neuronal circuits are discussed. 3 lecture hours, 1 semester, 3 credits.

BIO 408. DIAGNOSTIC MICROBIOLOGY. (Prerequisite: BIO 206) Study and application of the methods used in the identification of bacteria and other pathogenic and opportunistic microorganisms that cause transmissible diseases. Emphasis on diagnosis, epidemiology, control, therapy, and prevention. 3 lecture hours a week, 3 hours laboratory a week, 1 semester, 4 credits.

BIO 429. CELLULAR AND MOLECULAR BIOLOGY. (Prerequisites: BIO 112; A QUI 302) Cellular activity processes at a molecular and genetic level. Emphasis on recent research and techniques used in the study of ultra-structure, transport, biosynthesis, and cell regulation. 3 lecture hours a week, 3 hours laboratory a week, 1 semester, 4 credits.

BIO 440. INTRODUCTION TO RESEARCH. (Prerequisite: authorized by the director) Three hours per week of supervised experimental work in research projects in the laboratory and field work. The number of credits awarded will depend on the nature of the research, at the discretion of the instructor. One (1) to three (3) credits per semester will be awarded.

BIO 480. CAPSTONE SEMINAR. (Prerequisite: a minimum of 24 credits in Biology at a level higher than BIO 112; these must include all of the Major requirements: Genetics, Botany, Zoology, Ecology, Developmental Biology, and Cellular and Molecular Biology). Students

take this course in the last year of study. Oral and written presentation of a research project or a special subject in Biology. The subject is selected and developed by the student with the assistance and supervision of an advisor. This course analyzes scientific literature and research techniques integrating several areas of Biology and their ethical and moral impact on society. Lectures by guest speakers. 3 hours a week, 1 semester, 3 credits.

BTE 480. RESEARCH PRACTICUM. (Prerequisites: BIO 206, BIO 223, BIO 225, QUI 202, to be completed within two years of study) Practical experience in research from 8-10 weeks during the summer or the semester. The course requires students to prepare a research work plan. On completing the project, students will hand in a written report and will present an oral report on the results, reviewed by the head researcher or supervisor.

COMPUTER SCIENCES

CCO 130. COMPUTATIONAL LOGIC. Study of the basic concepts of logic. Principles of Logic and Boolean Algebra. Reasoning schema. Application of these concepts in Science. Principles of diffuse logic and their applications. This course is for Computer Sciences students. The course is partially on-line. 3 hours a week, 1 semester, 3 credits.

CCO 215. COMPARATIVE ANALYSIS OF PROGRAMMING LANGUAGES. (Prerequisite: INF 201) Study and analysis of different programming structures and techniques. Syntax, semantics, and implementation are considered. Independent programming projects are required. This course is for Computer Science students. 3 hours a week, 1 semester, 3 credits.

CCO 220. SYSTEMS PROGRAMMING. (Prerequisite: CCO 201) Introduction to the methodology and procedures for programming assemblers, macro processors, linking programs, chargers, and others. Programming projects are required. This course is for Computer Science students. The course is offered, partially on-line, using the World Wide Web. 3 hours a week, 1 semester, 3 credits.

CCO 280. WEBSITE DESIGN. Development, implementation and evaluation of a Website. Study of the tools used for the development of a Website: graphical applications, animation, applet development languages and CGI, among other topics. A design project and development of a website will be required. This course is an elective for students in the Computer Science Program and a requirement for the Web Technology Program. The course is given partially on-line. 3 hours a week, 1 semester, 3 credits.

CCO 290. WEB CONTENT MANAGEMENT. This course presents an introduction to knowledge management of Web systems, for personal or business use. The importance of knowledge in an organization and the systems used to represent, manage, and share knowledge is studied. The course analyzes technology such as weblogs, groupware, systems for automated content management, on a personal and business level. Students will be able to discuss and practice with these systems in depth, as users and administrators. This course is an elective for students of the Computer Science Program and a requirement for the Web Technology Program. The course is given partially on-line. 3 hours a week, 1 semester, 3 credits.

CCO 235. COMPUTER ARCHITECTURE. (Prerequisites: CCO 130, INF 201) Introduction to computer architecture and organization. Circuit combining and sequences of logical gates are studied. Status diagrams are used for representations of hardware, circuits, and computational logic. Theories of computation are studied, and their general applications are examined. Practical projects in programming are implemented using assembly language. The course requires research projects, coding, group work, and use of assembly language. 3 lecture hours a week, 3 hours laboratory a week, 1 semester, 4 credits.

CCO 305. INFORMATICS ETHICS. This course studies the ethical problems related to the use of computers. Some of the subjects covered are philosophical ethics, professional ethics, professional ethics codes, privacy, safety, crime, responsibility, and social implications of computer use. This course is designed for Computer Science students. The course is offered partially on-line. 3 hours a week, 1 semester, 3 credits.

CCO 320. COMPILER STRUCTURES. (Prerequisite: CCO 215) Study of the basic steps of a compiler: lexical analysis, syntax analysis, codification, and optimization. A programming project and a research project are part of the course. This course is for Computer Science Program students. 3 hours a week, 1 semester, 3 credits.

CCO 330. DISTRIBUTED SYSTEMS DESIGN. (Prerequisite: CCO 235) In the first part of the course, students study basic concepts of digital data communications, including bandwidth notions, channel characteristics, hardware, error detection and correction methods, channel sharing techniques, modulation techniques, and general terminology. In the second part of the course, communication protocols on computer networks are studied, beginning with the OSI reference model, functions of each level, relevant algorithms such as shortest path and routing. Finite state hardware for data link level protocols are studied. Research projects on a current topic, as well as the programming of a basic communication protocol are required. This course is for Computer Science Program students. 3 hours a week, 1 semester, 3 credits.

CCO 340. OPERATING SYSTEMS. (Prerequisite: INF 201) Study of the operating system functions, including sequential and concurrent processes, processor and storage management and resource scheduling and protection. This course is designed for Computer Science students. The course is offered, partially on-line. 24 hours in person, 21 hours on line, 1 semester, 3 credits.

CCO 341. SYSTEMS SECURITY AND PERFORMANCE. (Prerequisite: CCO 340) Discussion of the implementation of the operating systems with emphasizing the protection of resources, security, and performance. Examples selected from among systems implemented in commercially available hardware are used. Programming and research projects are required. This course is designed for Computer Science students. The course is offered partially on-line. 3 hours a week, 1 semester, 3 credits.

CCO 351. DATABASE IMPLEMENTATION DESIGN. (Prerequisite: INF 252) Study of database integrity and safety, concurrency control, and recovery. Detailed discussion of the design of a database and different representations, such as E-R and DBDL models. Evaluation

and physical design of databases. Database design projects are required. Students apply their skills and knowledge by integrating theoretical aspects discussed in the course. Active participation by students is required in the outside community in a service project. The course has an on-line component in addition to classroom activities. This course is for Computer Science student and is offered partially on-line. 3 hours a week, 1 semester, 15 hours service project, 3 credits.

CCO 360. ARTIFICIAL INTELLIGENCE. (Prerequisite: CCO 215) Introduction to artificial intelligence (AI). Theoretical and mathematical basis. AI problems. Automatic solution to problems. Symbolic computation. LISP. Representation of knowledge. Decision trees and heuristic search. Rule-based systems. Symbolic logic. Automatic Theorem Test. Independent study of other advanced topics. This course is designed for Computer Science students. The course is offered partially on-line. 3 hours a week, 1 semester, 3 credits.

CCO 370. SYSTEMS SIMULATION. Study of the different aspects in the design, development, validation, and implementation of a simulation system. Study of statistical and mathematical models, pseudo random numbers generation, language and techniques for the implementation of simulation systems, input modeling, verification and validation of simulation. A programming project is required. This course is for Computer Science students. 3 hours a week, 1 semester, 3 credits.

CCO 390. SPECIAL TOPICS IN COMPUTER SCIENCE. (Prerequisite: authorization of the Program Director) The course arises from the need to deeply cover the advanced aspects of Computer Sciences. The selected subjects in this course vary according to their importance and need. This course is for Computer Science students. Credits vary from 1 to 3 credits. Offered according to the availability of specialists.

CCO 480. CAPSTONE SEMINAR. Oral and written presentation of a research project or special subject on Computer Science developed by students with the assistance and supervision of an advisor. Scientific literature and research techniques in different areas of Computer Sciences, and the ethical and moral impact on society. Lectures by expert guest speakers. The course is for Computer Science students. 3 hours a week, 1 semester, 3 credits.

CCO 490. SPECIAL PROJECTS. (Prerequisite: Authorization from the Computer Sciences Program Coordinator) Development of a project that requires design, implementation and testing of programmed systems, drawing on the student's knowledge and application of different aspects of Computer Science, such as Data Structures, Analysis and Design of Algorithms, Language and Operation Systems, integrating the knowledge acquired in the bachelor's courses. An interdisciplinary approach to current issues of Informatics taking into account the ethical dimension. From 1 to 3 credits.

NURSING

ENF 101. FUNDAMENTALS OF NURSING. (Prerequisites BIO 102 and QUI 118) Basic course covering knowledge and skills in nursing. Integration of concepts in the physical and biological sciences, behavior, ethical, moral, and legal aspects, history, standards for nursing practices, evidence-based practice, the health and disease continuum, and the growth and development process. Development of psychomotor skills needed for caring for individuals, families, and the community. Application of the nursing process using the Adaptation Theory of Sister Callista Roy. 45 lecture hours, 3 credits.

ENL 101. FUNDAMENTALS OF NURSING CLINICAL. (Prerequisite BIO 102 and QUI 118, co-requisite ENF 101). This course develops basic clinical nursing skills. Integration of concepts in the physical and biological sciences, behavior, ethical, moral, and legal aspects, standards for nursing practices, evidence-based practice, the health and disease continuum, and the growth and development process. Students are also trained in the practice and development of the competencies needed for the care of individuals, families, and the community, by applying Sister Callista Roy's adaptation model in real scenarios. 120 hours clinical laboratory and 45 hours self-tutorial and skills laboratory, 4 credits.

ENF 102. STUDENTS AND ADAPTATION IN NURSING. This course includes the integration of nursing history concepts, ethical, moral, and legal aspects, nursing practice standards, nursing theories, growth and development theories, research principles, teaching and learning, communication, nutrition, fluid and electrolyte balance in the infection process. In addition, students will learn to apply the theories of Callista Roy in nursing. 30 lecture hours, 2 credits.

ENF 108. MEDICAL-SURGICAL CARE OF ADULTS. (Prerequisite: ENF 101, BIO 101, Co-requisites BIO 102, BIO 204) Emphasis on the physiological disorders that affect adaptation in the health-illness continuum of the adult life cycle. The nursing process as a problem-solving method and nursing care tool is addressed. Maladjustment of the integumentary, muscle-skeletal, urinary, reproductive, gastrointestinal, endocrine, sensory, respiratory, immunological, cardiovascular, hematologic, lymphatic, neurological systems are studied as well as post-surgical conditions. Research from case studies and ethical aspects in patient care are emphasized. 60 lecture hours, 30 hours self-tutorial and skills laboratory and 120 hours clinical laboratory, 8 credits.

ENF. 118. NUTRITIONAL IMPLICATIONS IN NURSING. (Prerequisites: ENF 101) This course covers nutritional aspects and the nursing process in maintaining health during the stages of growth and development. It includes disease prevention interventions, diet therapy in health adaptation, and prevention guidelines on the health-disease continuum. 45 lecture hours, 3 credits.

ENF 201. CARE OF MOTHERS, NEWBORNS, AND FAMILIES. (Prerequisites: ENF 101) Development of the cognitive abilities and psychomotor skills to satisfy the needs of mothers, newborns, and families throughout the maternity cycle. Students will apply and incorporate the concepts learned in biological, physical, and behavioral biology. The course

focuses on the family as a functional unit of society. Students are presented with the evolution of the maternal-infant bond, anatomical and physiological aspects of men and women, physiological responses to sexual stimulation, the process of conception, anatomical and physiological changes during pregnancy, the process of childbirth, and complications before and after birth until puerperium. The healthy newborn is also discussed. Students learn to apply Callista Roy's Adaptation theory in the nursing process as a tool to intervene with mothers, newborns, and families in different health scenarios. 45 lecture hours, 15 hours self-tutorial and skills laboratory and 120 hours clinical laboratory, 7 credits.

ENF 204. PEDIATRIC NURSING. (Prerequisite: ENF 201) Analysis of the most common pediatric conditions during the growth and development stage. The nursing process as a solution for the nursing care of children and families. The course provides basic knowledge on growth and development, and legal and ethical aspects. 45 lecture hours, 15 hours self-tutorial and skills laboratory and 120 hours clinical laboratory, 7 credits.

ENF 205. PSYCHIATRIC NURSING. (Prerequisite: ENF 108) Study of psychological disorders that affect the individual's adaptation along the health-illness continuum. Use of the nursing process as a solution and instrument for nursing care. The course considers individuals who present maladjusted behavior, legal and ethical aspects, and literature and information on related topics. 45 lecture hours, 15 hours self-tutorial and skills laboratory and 120 hours clinical laboratory, 7 credits.

ENF 206. PHYSICAL ASSESSMENT. (Prerequisite BIO 102, ENF 101, ENL 101) This course prepares the student to achieve the basic competencies involved in the physical assessment of the client. The students develop their critical thinking skills and learn to use specific techniques to compile the client's medical history and perform an assessment of the adult client during the course of his/her growth and development. Findings are used to identify problems of adaptations and ineffectual behaviors in order to reach a nursing diagnosis, set objectives, and carry out interventions aimed at developing the nursing process with the goal of providing quality holistic care. 30 lecture hours, 2 credits.

ENL 206. PHYSICAL ASSESSMENT CLINICAL. (Prerequisite BIO 102, ENF 101, ENL 101, co-requisite ENF 206). The course aims to help the student develop essential competencies in performing the physical assessment. Students will apply the knowledge acquired using critical thinking and specific techniques while compiling the medical record and performing the physical assessment of the adult client in his/her different stages of growth and development. Students will use their findings to identify problems of adaptation and ineffective behaviors in order to determine nursing diagnoses and set goals and objectives while planning the patient's care through the nursing process thereby providing quality holistic care. 45 hours clinical laboratory, 1 credit.

ENF 230. PATHOPHYSIOLOGY. (Prerequisite BIO 102, co-requisites ENF 101, ENL 101, ENF 231) The purpose of this course is to develop necessary learning skills by taking into consideration the different stages of a person's growth and development. The human being is a holistic creature, affected by interactions with its surroundings and society, by deviations in the health- illness continuum, and the diversity of the ethical, moral, and legal aspects of existence.

The experiences provided by the study of nursing will be the means to develop and focus on those conducts and stimuli which relate to alterations in the physiological functioning of the human organism, in order to determine further course of action with regard to diagnosing and treating the condition(s) found during the learning process. 45 lecture hours, 3 credits.

ENF 231. PHARMACOLOGY. (Prerequisite QUI 118, co-requisite ENF 101) Integration of fundamental concepts on the history, standards, and ethical and moral aspects of pharmacology. The course provides knowledge regarding pharmacodynamic indications and the effects of medication during the growth and developmental stages of the individual. The application of the nursing process while preparing and administering drugs in different categories is emphasized. 45 lecture hours and 15 hours self-tutorial and skills laboratory, 3 credits.

ENF 301. MATERNITY. (Prerequisites: BIO 204, ENF 206, co-requisites ENF 349) The evolution of the concept of maternity is considered. Emphasis on the bio-psycho-social aspects of a normal pregnancy and a high risk pregnancy as well as nutrition of the mother and the newborn. The course discusses the family process and the impact of culture on family structure, family planning, the parents' emotions during pregnancy, and ethical and legal considerations in maternal care. Reproductive health issues, menopause, and newborn health are also discussed. 45 lecture hours, 3 credits.

ENL 301. MATERNITY CLINICAL. (Prerequisites: ENF 206, ENF 230, BIO 204, co-requisites ENF 301, ENF 349) This course helps students develop the clinical skills needed to provide excellent care to pregnant women. Emphasis is on pregnancies with complications, during the delivery process and post partum (c/s or vaginal) as well as on immediate care of the neonate and during admission. 120 hours clinical laboratory and 30 hours self-tutorial and skills laboratory, 4 credits.

ENF 331. MEDICAL AND SURGICAL NURSING I. (Prerequisite: ENF 101, ENL 101, BIO 101) Provides knowledge on nursing care, taking into consideration the growth and development stages of adults and senior citizens. The course emphasizes the integumentary, muscle-skeletal, reproductive, urinary, and gastrointestinal systems, as well as neoplasm and pre and post operative care. Adaptation is fostered in the nursing process. 60 lecture hours, 30 hours self-tutorial and skills laboratory, 120 hours clinical laboratory, 8 credits.

ENF 332. MEDICAL AND SURGICAL NURSING II. (Prerequisites: ENF 331, ENF 231) The course provides knowledge of nursing care. The stages of growth and development of adults and senior citizens are considered. Respiratory, cardiovascular, hematological, lymphatic, neurological, sensory, and endocrine systems are emphasized. Adaptation is fostered in the nursing process; legal and ethical aspects are considered. 60 lecture hours, 30 hours self-tutorial and skills laboratory, 120 hours clinical laboratory, 8 credits.

ENF 339. MENTAL HEALTH NURSING. (Prerequisites: ENF 332 and SOC 414) Students apply their competencies and knowledge in practice through the integration of theoretical aspects discussed in the course. Ethical, moral, and legal aspects are emphasized in the interventions with the individual, families, and the community. The individual, families, and the community are seen as bio-psychosocial entities with maladapted behaviors in the health-illness continuum

as they interact with the environment. Fundamental concepts of psychiatric nursing, pathophysiology, and therapeutic modalities are applied in nursing. Students are required to actively participate in extracurricular research experience in the community so that students must assign the necessary time for this. Emphasis on active participation by students in research projects in community organizations using the service-learning modality. 45 lecture hours, 15 hours self-tutorial and skills laboratory, 120 hours clinical laboratory, 7 credits.

ENF 341. MEDICAL AND SURGICAL NURSING I. (Prerequisite: ENF 101, ENL 101, BIO 101) Provides knowledge on nursing care, taking into consideration the growth and development stages of the adult client. The course emphasizes inadaptability behaviors of protection, activity and rest, endocrine function, elimination and nutrition. It includes several growth and development theories, neoplasms, and pre, intra and post surgical care. It promotes adaptation applying the nursing process. 45 lecture hours, 3 credits

ENL 341. MEDICAL AND SURGICAL NURSING I CLINICAL. (Prerequisite: BIO 101, ENF 101, ENL 101, co-requisites ENF 231, ENF 341) The course provides practical experiences in nursing care that take into account the growth and development stages of the adult client. It emphasizes adaptive modes of protection, activity and rest, the endocrine function, elimination, and nutrition. It also includes the application of the nursing process to adult clients undergoing surgery and who suffer from neoplasms. The practice promotes adaptation through the nursing process. 120 hours clinical laboratory and 30 hours self-tutorial and skills laboratory, 4 credits.

ENF 342. MEDICAL AND SURGICAL NURSING II. (Prerequisites: BIO 102, ENF 206, ENF 230, ENF 231, ENF 341, ENL 341, BIO 204) The course provides knowledge on nursing care taking into account the stages of growth and development of adults and the elderly. It stresses the physiological process of oxygenation as well as changes related to the neurological, sensory, and endocrine systems. The course promotes adaptation and application of the ethical, moral, and legal aspects of the nursing process. 45 lecture hours, 3 credits.

ENL 342. MEDICAL AND SURGICAL NURSING II CLINICAL (Prerequisites: BIO 102, ENF 206, ENF 230, ENF 231, ENF 341, ENL 341, co-requisites ENF 342, BIO 204). The course provides knowledge for the integration of concepts, theories, and skills for carrying out nursing interventions that take into account the stages of growth and development of adults and the elderly. It stresses the physiological process of oxygenation as well as changes related to the neurological, sensory, and endocrine systems. The course also highlights interdisciplinary relations and research findings to offer safe, quality care. The course promotes adaptation and application of the ethical, moral, and legal aspects of the nursing process. 120 hours clinical laboratory and 30 hours self-tutorial and skills laboratory, 4 credits.

ENF 349. MENTAL HEALTH. (Prerequisites: ENF 342 and PSI 201, co-requisite ENF 301) In this course the student will analyze psychopathological conducts that make difficult the adaptation of the client to the mental health-illness continuum. Ethical, moral, and legal aspects are emphasized in interventions with the client, the family and the community. The course regards the individual, the family and the community as bio-psychosocial entities whose conduct fail to adapt to the mental health –illness continuum in their interaction with the

environment. Included in the course are the fundamentals of psychiatric nursing and psychopathology, as well as therapeutic modes, theoretically referenced, on psychiatric nursing and psychology, for application of the nursing process. 45 lecture hours, 3 credits.

ENL 349. MENTAL HEALTH CLINICAL. (Prerequisites: ENF 342, PSI 201, co-requisites ENF 349, ENF 301). In this course, the student clinical experiences will be in acute hospital and/or community scenario. The student will have the opportunity to perform comprehensive assessments to clients, plan and implement care, and develop therapeutic communication skills with clients, families, and the interprofessional health team. Clinical practice requires the active participation of students in activities beyond regular course hours and university-based venues, so time should be allocated to comply. Emphasizes active student participation in research projects taking place in external community-based organizations through the service learning modality. 120 hours clinical laboratory, 3 credits.

ENF 402. PEDIATRICS. (Prerequisites: ENF 342, ENL 342, ENF 301, ENL 301, ENF 349, ENL 349) The course leads the student to visualize the child accross the different growth and development stages within the health-illness continuum. It stresses illness prevention, the promotion of health practices and the rehabilitation of the child, founded on evidence-based practice. It trains the student to use the nursing process for promoting the adaptation of child and family, and problem solving as the instrument of nursing care that considers the ethical-legal, social, moral, and spiritual aspects and values present in a situation The course includes discussion of the application of the nursing process in cases where the child shows inadapttable behavior, from the neonatal stage to adolescence, considering the adaptation modes and stimuli. 45 lecture hours, 3 credits.

ENL 402. PEDIATRICS CLINICAL. (Prerequisites: ENF 342, ENL 342, ENF 301, ENL 301, ENF 349, ENL 349, co-requisite ENF 402) The course leads the student to visualize the child in clinical practice, across the different growth and development stages within the health-illness continuum. It stresses illness prevention, the promotion of health practices, and the rehabilitation of the child, founded on evidence-based practice. It trains the student to use the nursing process for promoting the adaptation of child and family, and for problem solving. The nursing process is the instrument of nursing care that considers the ethical-legal, social, moral, and spiritual aspects and values present in a situation. The course includes discussion of the application of the nursing process in cases where the child shows inadapttable behavior from the neonatal stage to adolescence, considering the adaptation modes and stimuli. 120 hours clinical laboratory and 30 hours self-tutorial and skills laboratory, 4 credits.

ENF 434. THEORIES AND ADMNISTRATIVE PRACTICES OF NURSING SERVICES. (Prerequisites: MAT 210, ENF 402, ENF 440) The course covers the discussion of the theoretical framework and fundamental concepts of administrative practice, such as: group leadership, evidence-based practice, decision-making, the change process, the teaching-learning organization, and critical thinking. The student applies his/her competencies and knowledge as leader of the nursing team in different health care scenarios. He/she integrates the theoretical aspects of the course and the Sister Callista Roy adaptation model of nursing with practice-based experiences when participating in the service learning modality at the hospital agency. 45 lecture hours, 3 credits.

ENL 434. THEORIES AND ADMINISTRATIVE PRACTICES OF NURSING SERVICES CLINICAL (Prerequisites: MAT 210, ENF 402, ENF 440, co-requisite ENF 434) In this clinical course students will apply theories and basic concepts of administrative practice such as teams, leadership, research, evidence-based practice, decision-making; process of change, organization; teaching – learning and critical thinking. Students apply competencies and knowledge to act as leaders in the nursing team in different health scenarios. Integrates theoretical aspects of the course and Sister Callista Roy's adaptation theory with the practical experience through participation in the service learning modality at the hospital agency. 120 clinical laboratory hours, 3 credits.

ENF 440. COMMUNITY HEALTH NURSING. (Prerequisites: ENF 301, ENL 301, co-requisite ENF 402) The course provides the student with the necessary knowledge to further the adaptation process of the individual, the family, and the community. It covers the roles of nursing in promoting wellness, illness prevention, and rehabilitation by means of the nursing process and the theory of adaptation in the community as set forth by Sister Callista Roy. It includes the study of different situations, interventions, and the literature of evidence-based practice(s), in order to prepare the student for the established hands-on work experience. This includes how the individual, the family, and the community adapt to their environments. The content of the course aids and facilitates the development of ethical and legal concepts used in offering services to the community. It also permits the development of social awareness and responsibility in the student, as it promotes self-esteem and self-confidence together with the leadership competency initiated in other courses. The course permits the student to internalize the decision-making process used in problem solving and promoting teamwork. 45 hours lectures, 3 credits.

ENL 440. COMMUNITY HEALTH NURSING CLINICAL. (Prerequisites: ENF 301, ENL 301, co-requisite ENF 402, ENF 440). The course gives students the opportunity to put into practice the knowledge and skills that have been learned, to foster the adaptation process of individuals, families, and communities. Develops the roles of nursing in the promotion and maintenance of health, prevention of disease, and rehabilitation, by applying the nursing process and Sister Callista Roy's adaptation theory in communities. Students will have the opportunity to analyze and discover different situations and intervention alternatives, while they apply the findings of evidence based practice research, so they will become familiar with actual problems and understand how individuals, families, and communities adapt to their environment. These experiences facilitate the development ethical, moral, and legal concepts through community services. The course allows for the development of a social conscience and a sense of social responsibility, while strengthening leadership self-esteem and self-confidence. Uses decision-making to solve problems and collaborative and team work skills. 90 hours clinical laboratory, 2 credits.

ENF 480. INTEGRATIVE SEMINAR. (Prerequisite: ENF 402, ENL 402, ENF 440, ENL 440, co-requisite ENF 434) Integration of theoretical and practical concepts of the Education curriculum to the Nursing discipline. Includes ethical-moral aspects, critical thought, research, trends, and controversies in the profession. Also included are the inter-disciplinary oral and

written forms of communication and the image of the nursing professional. 45 lecture hours, 3 credits.

PHYSICS

FIS 103. PHYSICAL SCIENCES. (Prerequisite: MAT 100) A general physics course for students who are not in the Natural Sciences. Description of movement at constant velocity and acceleration. Laws of Newton, work, and energy. Wavelike motion. Description of waves and sound waves, standing waves. Basic principles of electricity and magnetism. DC circuits. Electromagnetic induction. Electromagnetic waves and geometric optics. 3 hours a week, 1 semester, 3 credits

FIS 203. GENERAL PHYSICS I. (Prerequisite: MAT 201) Approach to the basic concepts of mechanics used in Calculus. Vectors, Kinematics and Newton's laws. Uniform circular motion. Gravitation. Energy and work. Collisions and momentum. Kinematics and rotational dynamics. 3 lecture hours a week, 3 hours laboratory a week, 1 semester, 4 credits.

FIS 204. GENERAL PHYSICS II. (Prerequisite: FIS 203) Electric fields and electric potential. Gauss' law. Capacitance. Current and dielectric materials. Current and resistance, direct current circuit. Magnetic fields. Biot-Savart law, Ampere's law and Faraday's law. Induction. Alternating current circuits. 3 lecture hours a week, 3 hours laboratory a week, 1 semester, 4 credits.

MATHEMATICS

MAT 100. INTRODUCTION TO MATHEMATICS. The course is designed for Liberal Arts and Social Sciences students. The solution and analysis of verbal problems are analyzed through the use of concepts and techniques such as Arithmetic, Algebra, Geometry, Financial and Statistical Mathematics. Students take part in a research experience in the community to demonstrate the relevance of the course in the general education. Throughout the course, students use calculators for the solution of problems. 3 hours a week, 1 semester, 3 credits.

MAT 101. BASIC MATHEMATICS I. This course is focused on the use of simplification and the solution of algebraic expressions and equations. It is a basic course for Natural Sciences or Business Administration students about real number collections and the laws of exponents, basic algebraic operations with polynomial and rational expressions. Expression with radicals. Linear equations and inequalities with an absolute value. The course requires the independent use of the Science Media Lab and it incorporates the use of Web 2.0 tools. It also requires the active and collaborative participation of students in problem-solving and the presentation of results. 3 hours a week, 1 semester, 3 credits.

MAT 102. BASIC MATHEMATICS II. (Prerequisite: MAT 101) Relations and functions. Linear and quadratic functions. Exponential and logarithmic functions. Linear equation systems. Sequences. Complex numbers. 3 hours a week, 1 semester, 3 credits.

MAT 108. BASIC MATHEMATICS COMPENDIUM I AND II. (Prerequisite: CEEB score above 500-649) Group of real numbers, exponent laws. Algebraic operations with Polynomial and Rational expressions. Expressions with radicals. Linear equations and inequalities and absolute values. Relations and functions. Linear, quadratic, exponential and logarithmic functions. Linear equation systems. Sequences. Complex numbers. 5 hours a week, 1 semester, 5 credits.

MAT 133. PRECALCULUS I. (Prerequisites: CEEB score above 650 or MAT 102) Precalculus I is a basic course for all Natural Science programs. The course introduces and emphasizes the concept of functions, relations, and graphs. It also presents the polynomial, rational, exponential and logarithmic functions. The properties and transformations of functions and their applications are also studied. The course emphasizes problem-solving. It requires the independent use of the Science Media Lab and incorporates the use of Web 2.0 tools. 3 hours a week, 1 semester, 3 credits.

MAT 134. PRECALCULUS II. (Prerequisite: MAT 133) Precalculus II is the continuation of Precalculus I. It is a basic course for all Natural Science programs including the study of functions such as systems of equations, sequences, trigonometric functions, analytical trigonometry, and complex numbers. The course requires the independent use of the Science Media Lab. Students are active participants in their learning, incorporating the use of Web 2.0 tools when evaluating and differentiating types of functions, representing functions as graphic forms, and solving equations. 3 hours a week, 1 semester, 3 credits.

MAT 200. GEOMETRY. (Prerequisite: MAT 134) Hilbert principles for Euclidean Geometry. Analysis of geometric figures and relations. Development of tests. Application of Euclidean Geometry. Non-Euclidean Geometries. 3 hours a week, 1 semester, 3 credits.

MAT 201. CALCULUS I. (Prerequisites: MAT 133 and MAT 134) This is an intensive course that helps Natural Sciences students to develop fundamental skills. The course focuses on the intuitive concept of the limit of a function. Derivative. Applications of the derivative. Anti-differentiation. Definitive integral. Areas. Fundamental calculus theorem. The course requires the independent use of the Science Media Lab and incorporates the use of Web 2.0 tools. 5 hours a week, 1 semester, 5 credits.

MAT 202. CALCULUS II. (Prerequisite: MAT 201) Volumes of revolution solids. Area of lateral surfaces. Arch length. Techniques of integration. Indeterminate forms. Improper integrals. Sequences and power series. Functions of several variables. Partial derivatives. Multiple integrals. Vectors. 5 hours a week, 1 semester, 5 credits.

MAT 210. APPLIED STATISTICS I. (Prerequisite: CEEB score over 500) Study of frequency distribution and their graphs represented through diagrams, circular graphs, linear graphs, ogives, bar graphs, stem and leaf plots. Data analysis through ratios, proportions, percentage changes, and rates. Study of central tendency measures: mode, average, median. Dispersion measures: scope, variable, standard deviation. Normal distribution and interpretation of z values. Introduction to correlation and simple linear regression concepts.

Sampling. During the course, students will use the statistics software SYSTAT. 3 hours a week, 1 semester, 3 credits.

MAT 211. APPLIED STATISTICS II. (Prerequisite: MAT 210) Study of the distribution of sampling averages and sampling error. Average or proportion confidence intervals. Average or proportion hypothesis testing. Inferences for two averages or proportions and chi-square procedures, t samples, ANOVA. Descriptive methods of linear regression and notions of non-parametric statistics. SYSTAT software is used. (This course is for students from the Social Sciences, Education, and Communication departments.) 3 hours a week, 1 semester, 3 credits.

MAT 225. HISTORY OF MATHEMATICS. Development of Mathematical concepts since ancient times throughout the 17th Century. Development throughout the 19th century, with emphasis on Analytical Geometry and Calculus. Algebraic and Geometric concepts of the 20th Century. 3 hours a week, 1 semester, 3 credits.

MAT 261. COMPUTERIZED STATISTICS I. (Prerequisites: MAT 134) This is a basic statistics course for Natural Sciences students. Study of the frequency distributions and graphic representations; histograms, linear graphics, ogives, bar graphs, stem and leaves diagrams. Application of central tendency measures: (mode, median, and average) and the measures of dispersions: (mean, variance, standard deviation; quartiles and percentiles). Basic concepts of probability and probabilistic distributions: binomial, normal, t distributions and chi-squares. Estimation methods and hypothesis tests. During this course, students will become familiar and will use the Excel statistics package. The course also requires the use of the Science Media Lab and incorporates the use of Web 2.0 tools. 3 hours a week, independent laboratory, 1 semester, 3 credits.

MAT 301. DIFFERENTIAL EQUATIONS. (Prerequisite: MAT 202) First and second order differential equations. Differential equation systems. Laplace transform. Applications. Introduction to Fourier series. 3 hours a week, 1 semester, 3 credits.

MAT 311. LINEAR ALGEBRA. (Prerequisites: MAT 201) Linear equations systems. Matrixes and determinants. Vector spaces. Linear transformations. Proper vectors and proper values. Students participate in a research experience in the community. 3 hours a week, 1 semester, 3 credits.

MAT 320. NUMBER THEORY. (Prerequisite: MAT 201) Divisibility, prime numbers. Congruencies. Euler-Fermat Theorem. Primitive roots. Quadratic Reciprocity Law. Applications for the Computer Sciences and Cryptography areas. 3 hours a week, 1 semester, 3 credits.

MAT 350. MULTIVARIABLE CALCULUS. (Prerequisite: MAT 202) Vectors in space. Quadratic surfaces. Functions of different variables. Vector functions. Differentiation: partial derivatives, directional derivatives, gradient, extreme functions of different variables. Multiple integrals. Coordinates system: cylindrical and spherical. Vector fields. Stokes' Theorem. Green's Theorem. Divergence Theorem. 3 hours a week, 1 semester, 3 credits.

MAT 360. MATHEMATICAL STATISTICS. (Prerequisite: MAT 201; MAT 261) Discrete and continuous random variables and their distributions of probability. Expected value. Moments and moment generating functions. Multivariable distributions of probability. Functions of random variables. Estimating. 3 hours a week, 1 semester, 3 credits.

MAT 375. DISCRETE STRUCTURES. (Prerequisite: MAT 201) Mathematical induction. Combining Theory: permutation and combinations, binomial coefficients. Recurrent relations. Graph Theory. Trees. Finite state machines. 3 hours a week, 1 semester, 3 credits.

MAT 376. NUMERICAL METHODS. (Prerequisite: MAT 202) Taylor's polynomials. Representation of numbers. Error. Determination of roots. Numerical interpretation, integration and differentiation. Solution of linear systems. Numerical solution of differential equations. 3 hours a week, 1 semester, 3 credits.

MAT 380. MATHEMATICAL MODELING IN BIOLOGICAL SYSTEMS. (Prerequisites: MAT 201, BIO 111-112) This course is taught by a team of experts and is designed for students who have had at least one semester of single variable calculus and a year of biology. The objective is to teach the development of mathematical models of complex biological systems or phenomena through the execution of three steps that are present in all mathematical modeling processes. Students will first learn to translate empirical observations into mathematical expressions. In this phase, students will also explore the proposed equations to find possible analytical offshoots of the model. Illustration of numeric implementation of the model to allow for simulation of the process being emulated. The course emphasizes the implementation of the model regardless of the computational platform to be used. Students are taught to run simulations with different software (Excel, Mathematica, etc.). An explanation is provided of how to analyze and interpret computational simulations in order to refine the model and compare it with actual experimental data. 3 hours a week, 1 semester, 3 credits.

MAT 403. OPTIMIZATION. (Prerequisite: MAT 201) Linear programming. Graphic method and simplex method. Duality. Transportation problem. Network flow. Integral programming. Dynamic programming. 3 hours a week, 1 semester, 3 credits.

MAT 415. ALGEBRAIC SYSTEMS. (Prerequisite: MAT 201) Group theory. Relations. Functions. Mathematical induction. Elementary theory of numbers. Introduction to the theory of groups, rings, and fields. Homomorphism and isomorphism. 3 hours a week, 1 semester, 3 credits.

MAT 416. ALGEBRAIC SYSTEMS II. (Prerequisite: MAT 415) Rings, Polynomial rings. Domains. Factoring of whole number domains. Fields. Galois Theory. 3 hours a week, 1 semester, 3 credits.

MAT 480. CAPSTONE SEMINAR. (Prerequisites: 19 credits in Mathematics above MAT 134, including Linear Algebra or Algebraic Structures). Oral and written presentation of a research project or a special topic in Mathematics chosen by the student and developed under the supervision of a counselor. Report and research on recent scientific literature on different

areas of Mathematics and their ethical impact on society. Lectures by guest speakers. 3 hours a week, 1 semester, 3 credits.

CHEMISTRY

QUI 101. GENERAL CHEMISTRY I. Introduction to fundamental laws and principles of modern chemistry. Stoichiometry. Molecular chemistry. Atomic and molecular structure and their relation to the periodic table. The chemical bond. The three states of molecular aggregation. 3 hours a week, 3 hours of laboratory, 1 semester, 4 credits.

QUI 102. GENERAL CHEMISTRY II. (Prerequisite: QUI 101) Reactions of aqueous solutions. Oxi-reduction. Acids and weak bases. Slightly soluble solids. Thermodynamics and electrochemistry. 3 hours a week, 3 hours of laboratory, 1 semester, 4 credits.

QUI 108. PRINCIPLES OF GENERAL CHEMISTRY I. (Nursing) Fundamental principles of general chemistry: substances and measurements; elements, atoms and compounds and the chemical bond, reversible reactions and ionic equilibrium 3 hours a week, 3 hours of laboratory, 1 semester, 4 credits.

QUI 109. PRINCIPLES OF GENERAL CHEMISTRY II. (Prerequisite: QUI 108) Introduction to basic concepts of organic chemistry and biochemistry: hydrocarbons; alcohols, phenols and ethers; carbonyl compounds; amines; carbohydrates; lipids; proteins; enzymes and nucleic acids. 3 hours a week, 3 hours of laboratory, 1 semester, 4 credits.

QUI 118. FUNDAMENTALS OF GENERAL CHEMISTRY, ORGANIC CHEMISTRY AND BIOCHEMISTRY. Basic principles of general chemistry: matter and measurements, elements, atoms and compounds, atomic structure; compounds and chemical bonds; chemical reactions, solutions and colloids, electrolytes, reversible reactions and chemical equilibrium, gases and their properties, organic compounds and their properties, carbohydrates, lipids, amino acids, proteins, enzymes, nucleic acids, metabolism. This course is directed only at nursing concentration students. 4 hours lectures, 3 hours laboratory a week, 1 semester, 5 credits.

QUI 202. ANALYTICAL CHEMISTRY: QUANTITATIVE ANALYSIS. (Prerequisite: QUI 102) A course directed at chemistry and biotechnology concentration students. Introduction to the study of classic methods of chemical analysis, chemical equilibrium in aqueous solutions, statistical analysis of data obtained in chemical analysis. A study of the theory of gravimetric and volumetric methods, acid-base equilibrium, complexation, oxi-reduction and precipitation. Introduction to analytical separation. Basic principles of analytical instruments and their application. Management of analytical instrumental equipment to perform a reliable chemical analysis. Students will draft and defend a research proposal. Consideration of ethical aspects related to management of laboratory data and the report of the results of the chemical analysis. Students are encouraged to carry out an autonomous biographical search. 3 hours lectures, 5 hours laboratory a week, 1 semester, 4 credits.

QUI 301. ORGANIC CHEMISTRY I. (Prerequisite: QUI 102) Atomic and molecular structure; molecular orbital and covalent bonding: structural isomerism (constitutional); stereo chemistry; substitution reactions and elimination of alkaloids, free radical reactions; organ metallic compounds; nomenclature, structure, synthesis and reactions of alkanes, cycloalkanes, alkenes, alkynes, alcohols, and ethers; infrared and nuclear magnetic resonance spectroscopy. 3 hours a week, 3 hours of laboratory, 1 semester, 4 credits.

QUI 302. ORGANIC CHEMISTRY II. (Prerequisite: QUI 301) Fragrance and aromatic substitutions; ultraviolet and infrared spectroscopy; carbonyl compounds; phenols and carbanions; amines; polycyclic compounds, carbohydrates. 3 hours a week, 3 hours of laboratory, 1 semester, 4 credits.

QUI 304. INSTRUMENTAL ANALYSIS. (Prerequisite: QUI 202; Co-requisite: QUI 301) Basic principles of scientific instruments and their application to the methods of chemical analysis. Electronic components, spectroscopy techniques, electrochemistry and separation, methods validation, and quantization methods. 3 hours a week, 8 hours of laboratory, 1 semester, 4 credits.

QUI 312. BASIC PRINCIPLES OF WATER SUSTAINABILITY. (Prerequisite: BIO 111, QUI 101, MAT 261, CSO 104) Study of the sustainability of water and the factors that affect sustainability. The issues are considered from a scientific, economic, social, political, legal and educational point of view. Discussion of cultural issues related to water, recourses, quality, environment. History of water management. Scientific, economic, social, political, and legal aspects of water. Mathematical modelling and simulations related to water sustainability. Planning and optimization of water sustainability and aspects of water reserve safety. Alternate ways of obtaining water. Risks related to managing and distributing de water. Future of water sustainability. There is a bibliographical research component, creating a proposal for sustainable water development, and a component of data search on the Moodle platform. This course is for students that are concentrating in Biology, Chemistry, Biotechnology, and General Natural Sciences. 3 hours a week, 1 semester, 3 credits.

QUI 322. ORGANIC DRUG SYNTHESIS. (Prerequisite: QUI 302). Introduction to medical chemistry. Development of methods of organic drug synthesis. 1 lecture hour a week, 1 semester, 1 credit.

QUI 330. ENVIRONMENTAL CHEMISTRY. (Prerequisite: QUI 202, QUI 302) The effect on the human being and technology on the biosphere, atmosphere, hydrosphere, and geosphere. Emphasis on the natural chemical processes and air, water, and land contaminants. Students participate in a research experience in the community through service-learning. The course is offered partially on-line, using the World Wide Web. 3 hours a week, 3 hours of laboratory a week, 1 semester, 4 credits.

QUI 401. PHYSICAL CHEMISTRY I. (Prerequisites: QUI 202; FIS 204; Co-requisite: MAT 301) Empirical properties of gases. Thermodynamic and thermo-chemical laws. Spontaneity criteria. Phase diagram. Solutions properties: the ideal solution and the diluted idea solution. Colligative properties and activities. Electro-chemistry. Kinetic theory of gases and

introduction to the statistical mechanics. 3 hours a week, 4 hours of laboratory a week, 1 semester, 4 credits.

QUI 402. PHYSICAL CHEMISTRY II. (Prerequisites: QUI 202; FIS 204; Co-requisite: MAT 301) Introduction to the quantum mechanics and solution of simple problems: particles in a box, simple harmonic oscillator, rigid rotor, and the hydrogen atom. Approximation methods: variation methods and perturbation theory. Molecular orbits. Molecular spectroscopy. Kinetic Chemistry. 3 hours a week, 4 hours of laboratory a week, 1 semester, 4 credits.

QUI 403. BIOCHEMISTRY. (Prerequisite: QUI 301) Basic principles of biochemistry. Chemistry of carbohydrates, lipids, proteins, and related substances. Animal and plant metabolism. 3 hours a week, 3 hours of laboratory a week, 1 semester, 4 credits.

QUI 405. INORGANIC CHEMISTRY. (Prerequisite: QUI 401) Application of modern atomic concepts and molecular structure for the study of elements and their inorganic compounds. Molecular symmetry, solid state, acids and bases, and the coordination of compounds. 3 hours a week, 1 semester, 3 credits.

QUI 480. CAPSTONE SEMINAR. (Prerequisites: to have passed a minimum of 24 credits in Chemistry at a level higher than QUI 102) These must include the Major requirements, QUI 202, 301, 302, 304, 401 and QUI 330 is recommended). Students will take this course during the last semester before graduation. Oral and written presentation of a research project or a special subject relevant to the chemistry area selected by the student and developed under a counselor's supervision. The course includes an introduction to scientific literature and research principles. Also, lectures will be given by guest speakers. 3 hours a week, 1 semester, 3 credits.

XXX390. SPECIAL TOPICS. (Prerequisite: Obtain permission from the Director of the Department and the Office of the Dean of Academic and Student Affairs). Study of a particular topic through reading, research, and discussion under the supervision of a professor. Credits vary between 1 and 3 as determined by the Office of the Dean of Academic and Student Affairs.

FERRÉ RANGEL SCHOOL OF COMMUNICATION

The Ferré Rangel School of Communication, located in modern facilities, has an integrated vision that fosters the development of communication professionals who will be ready to actively and responsibly assume leadership positions in the field, and who will be able to adapt to the technological changes and contemporary trends that characterize this discipline.

The course of study encourages research and experimentation balancing theory and practice, technology, art and science, exploring new methods and strategies, to stimulate the exchange of knowledge and facilitate the development of effective communication skills. Students will gain an appreciation and respect for the values of ethics, aesthetics, and social responsibility of the communications professional.

The Department offers a Bachelor of Arts Degree in Communication with a concentration in Photography, Journalism Digital Production with a Film or Television track, Production and Marketing for Radio, Advertising (sub-concentrations in Creative, Managerial, Interactive or Media), Public Relations and General Communication (Managerial and Creative tracks). Associate's Degrees (A.A.) are offered in Photography and Production for Radio. Many of the courses are offered at the Communication Center, where there are television and sound studios, editing stations and traditional and digital photography laboratories. Other courses are offered in classrooms equipped with computers with access to modern computer and distance communication systems.

GENERAL COMMUNICATION

This program allows students to go beyond the traditional divisions of the field of communication and to understand the multidisciplinary nature of concepts, skills, values, techniques and technologies, and obtain comprehensive perspective of knowledge. Students may take a series of courses which complement and enrich their vision of the world and communication phenomena. Moreover, there is an opportunity to extend the application of knowledge to other contexts. Students are given with the necessary flexibility to approach the competitive world of communications and to continue with their graduate studies.

General Requirements	60
Departmental Requirements	15
Major Electives	30
Free Electives	21
Total Credits	126

General Requirements

For a Major in General Communication, the general requirements are explained under the Academic Curricula section. The general requirement of Computer Science is completed by

INF 103 (3 credits) and the Mathematics requirement with MAT 210 (3 credits). Of the 9 required credits in Spanish, 3 credits are completed with ESP 225.

Departmental Requirements

CMU 101	Introduction to Mass Communication	3
CMU 103	Fundamentals of Communication Theory	3
FOT 130	Photography for Communication	3
CMU 255	Legal Aspects of Communication	3
CMU 318	Research Methods in Communications	3

Total Credits **15**

Program Electives Menu (30 credits)

Track A ---Management

ADM 102	Organizational Dynamics	4
CMU 300	Communications Internship	3
CMU 490	Practicum / Seminar	3
CON 211	Principles of Accounting for Managers I	4
EMP 105	Planning and Development of New Businesses	3
EMP 370	Leadership and Organizational Development	3
GME 201	Principles of Marketing	3
GME 304	Personal Selling	3
GME 305	Retailing	3
GME 307	Services Marketing	3
PER 229	Fundamentals of Journalism	3
PER 330	Journalistic Writing	3
PUB 218	Introduction to Advertising	3
PUB 319	Advertising Presentation Techniques	3
PUB 327	Advertising Account Management I	3
PUB 328	Advertising Account Management II	3
PUB 341	Advertising Media Planning I	3
PUB 344	Consumers and Advertising	3
PUB 440	International Advertising	3
PUB 446	Advertising Strategies	3
PUB 470	Branding	3
RPU 225	Principles of Public Relations	3
RPU 325	Strategic Public Relations	3
RPU 370	Etiquette and Corporate Protocol	3
RPU 385	Public Relations and Opinion	3
TEL 201	Introduction to Radio and Telecommunication	3
TEL 307	Production of Commercials for Radio and TV	4
TEL 315	Media Management	3

Track B---Creative

ART 121	Drawing Fundamentals	3
ART 126	Fundamentals of Art and Design	3
ART 226	Color Theory and Design	3
ART 330	Computerized Illustration Design	3
ART 420	Design of Packing and Products	3
ART 430	Computerized Graphic Design	3
CMU 300	Communication Internship	3
CMU 390	Special Topics	3
CMU 490	Practicum Seminar	3
EMP 105	Planning and Development of Businesses	3
FOT 321	Black and White Photography I	4
FOT 341	Digital Photography I	4
PER 229	Fundamentals of Journalism	3
PER 330	Journalistic Writing	3
PER 321	News Feature and Editing Writing	3
PER 423	Writing for Electronic Media	3
PER 427	News Production for TV and Radio	3
PER 428	Communication and Graphic Design	3
PER 435	Web Journalism	3
PMR 170	Radio Elocution	3
PMR 270	Advanced Elocution	3
PMR 271	Newsriting for Radio	3
PMR 410	Radio Production I	4
PRO 338	Sound Production	3
PUB 218	Introduction to Advertising	3
PUB 319	Advertising Presentation Techniques	3
PUB 346	Copywriting	3
PUB 348	Creative Workshop I	3
PUB 349	Creative Workshop II	3
PUB 440	International Advertising	3
PUB 460	Advertising Portfolio	3
RPU 225	Principles of Public Relations	3
RPU 320	Writing for Public Relations	3
TEL 201	Introduction to Radio and Telecommunications	3
TEL 336	Script Writing /Radio/TV	3
TEL 339	Television Production	3

Free Credits

21 credits

PHOTOGRAPHY (BAC)

The Photography provides students who are interested in photography with the option of a four-year course of study for a Bachelor's of Arts in Communication. The curriculum will prepare students in theoretical areas, applications, and research, emphasizing communication in the social, political, and economic environment of Puerto Rico. Students develop a critical perspective for evaluating and considering transformation of existing and emerging media through the innovative structure and broad scope of the offerings.

Upon completing the degree, students will be able to work as professionals in the area of photography. In this field, new technologies in communications will be utilized.

General Requirements	60
Departmental Requirements	15
Major Requirements	34
Program Electives	12
Free Credits	9
Total Credits	130

General Requirements

For the Photography program, the general requirements are explained under the Academic Curriculum. The Computer Science requirement is completed by INF 103 (3 credits) and the Mathematics requirement by MAT 210 (3 credits). From the 9 required credits in Spanish, 3 credits are completed with ESP 225.

Departmental Requirements

CMU 101	Introduction to Mass Communication	3
CMU 103	Fundamental of Communication Theory	3
FOT 321	Black and White Photography	3
CMU 255	Legal Aspects	3
CMU 318	Research Methods in Communication	3
Total Credits		15

Concentration Requirements

FOT 250	History of Photography	3
FOT 322	Black and White Photography II	3
FOT 341	Digital Photography I	4
FOT 342	Digital Photography II	4
FOT 360	Portrait Photography	4
FOT 405	Digital Photojournalism I	3
FOT 415	Commercial Photography I	4

FOT 416	Commercial Photography II	4
FOT 460	Digital Video-Journalism	4
GME 201	Principles of Marketing	3
Total Credits		34

Menu of Major Electives (12 credits)

ADM 102	Organizational Dynamics	4
ART 120	Art Materials and Techniques	3
ART 121	Fundamentals of Drawing	3
ART 126	Fundamentals of Art and Design	3
ART 209	Computerized Typographic Design	3
ART 226	Color Design and Theory	3
ART 330	Computerized Illustration Design	3
CMU 300	Communication Internship	3
CMU 490	Practicum Seminar	3
EDU 201	Philosophical and Sociological Principles of Education	3
EMP 105	Planning and Development of New Businesses	3
ESP 227	Advanced Writing	3
FOT 443	Digital Photography III	3
GME 304	Personal Sales	3
GME 307	Services Marketing	3
INF 115	New Digital and Social Media	3
PER 229	Fundamentals of Journalism	3
PER 330	Journalistic Writing	3
PER 353	Sports Journalism	3
PUB 218	Introduction to Advertising	3
PUB 319	Advertising Presentation Techniques	3
RPU 225	Principles of Public Relations	3
RPU 325	Strategic Public Relations	3
TEL 307	Production of Commercials for Radio and TV	3

Free Electives	12
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PHOTOGRAPHY (AA)

The Associate degree program in photography provides the students with an option to complete a brief program, within a two-year sequence, for an Associate degree of Arts in Communication. This program prepares students for working in the communications industry and to develop skills for self-employment.

Upon concluding their studies, students will be prepared to become professionals in the area of photography. In this field, new technologies in communications will be used.

General Requirements	27
Departmental Requirements	12
Major Requirements	23
Total credits	62

General Requirements

ING --- ---	Various Levels	6
ART 102	Art Appreciation	3
CSO 104	Contemporary Social Analysis	3
INF 103	Fundamentals of Informatics	3
ESP 106	Writing and Reading	3
ESP 225	Oral Communication	3
HIS 212	Development of the Puerto Rican Nation	3
TEO---	Several Options	3

Total Credits	27
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Departmental Requirements

CMU 101	Introduction to Mass Communication	3
CMU 103	Fundamentals of Communication	3
CMU 255	Legal Aspects of Communications	3
FOT 321	Black and White Photography I	3

Total Credits	12
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Major Requirements

FOT 250	History of Photography	3
FOT 322	Black and White Photography II	3
FOT 341	Digital Photography I	3
FOT 342	Digital Photography II	3
FOT 360	Portrait Photography	4
FOT 405	Digital Photojournalism	3
FOT 460	Digital Video-Journalism	4

Total Credits	23
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JOURNALISM

The Journalism Program prepares the students in the most modern trends of print, radio, television, and Internet journalism. Students will become professionals with the vision, skills, and ethics required for working as journalists in Puerto Rico, the United States, and other countries.

The curriculum integrates courses geared towards the development of research, interpretation and writing skills in all journalistic genres. Courses provide students with the conceptual basis of journalistic work. Students will learn the dynamic of publications design and news production of for radio and television. The Program is complemented with Public Relations courses, a discipline that has been historically linked to the practice of journalism.

Many graduates from the Journalism program hold prominent positions in different media companies in Puerto Rico, the United States, and other countries, which has allowed them to contribute significantly to the development of Journalism.

General Requirements	60
Departmental Requirements	15
Major Requirements	33
Program Electives	6
Open Credits	12
Total Credits	126

General Requirements

For the concentration in Journalism, the general requirements are explained under the Academic Curricula section. The general requirement for Computer Science is completed with INF 103 (3 credits) and the Mathematics requirement with MAT 210 (3 credits). Of the 9 required Spanish credits, 3 credits are completed with ESP 225.

Departmental Requirements

CMU 101	Introduction to Mass Communication	3
CMU 103	Fundamentals of Communication Theory	3
FOT 130	Photography in Communication	3
CMU 255	Legal Aspects of Communication	3
CMU 318	Research Methods and Techniques in Communication	3
Total Credits		15

Major Requirements

ESP 226	Advanced Grammar	3
PER 229	Fundamentals of Journalism	3

PER 320	Reporting / News Writing	3
PER 321	Journalism Genres	3
PER 423	Writing for Electronic Media	3
PER 425	Investigative Reporting	3
PER 427	News Production for Radio and TV	3
PER 428	Communication and Graphic Design	3
PER 430	Print Media Editing	3
PER 435	Web Journalism	3
PER 450	Multimedia Journalism	3

Total Credits **33**

Menu for Program Electives (6 credits)

CMU 300	Communication Internship	3
CMU 490	Practicum Seminar	3
EMP 105	Planning and Development of New Businesses	3
FOT 341	Digital Photography I	3
FOT 405	Digital Photojournalism I	3
GEO 102	Cultural Geography	3
PER 347	Business Reporting	3
PER 353	Sports Journalism	3
PER 358	In-depth Feature Writing	3
PMR 170	Radio Broadcasting	3
PMR 271	Newsriting for Radio	3
PUB 218	Introduction to Advertising	3
PUB 346	Advertising Copywriting	3
PUB 440	International Advertising	3
RPU 225	Principles of Public Relations	3
RPU 320	Writing for Public Relations	3
TEL 201	Introduction to Radio and Telecommunications	3
TEL 336	Script Writing/Radio/TV	3

Free Electives **12**

DIGITAL PRODUCTION

The BA with a major in Digital Production addresses contemporary global change and trends in the field of communication, the needs of society, and Puerto Rican culture. The program promotes research, combining and balancing individual and team work, as well as theory and practice, humanistic and technological, artistic and scientific aspects.

The Digital Production program encourages students to assume their professional role with ethical and critical judgment to be able to work in a creative and responsible way in modern mass media. With the support of digital high-definition technologies at the Communication

Center, students will be have the necessary tools to develop their skills and graduate with the ability to produce in the local and international competitive markets.

The digital Production Program offers two tracks: Film and Television, so that students may choose an area of specialization.

General Requirements	60
Departmental Requirements	15
Major Requirements	39
Open Electives	12

Total Credits	126
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General Requirements

For the Major in Digital Production, the general requirements are explained under the Academic Curricula section. The general requirement for Computer Science is completed with INF 103 (3 credits) and the Mathematics requirement with MAT 210 (3 credits). Of the 9 required Spanish credits, 3 credits are completed with ESP 225.

Departmental Requirements

CMU 101	Introduction to Mass Communication	3
CMU 103	Fundamentals of Communication Theory	3
FOT 230	Photography for Film and Television	3
CMU 255	Legal Aspects of Communications	3
CMU 318	Research Methods and Techniques in Communication	3

Total Credits	15
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Major Requirements Film and Television Track

PRO 337	Art and Techniques of Editing	3
PRO 338	Sound Production	4
PRO 339	Basic Digital Production	6

Film Track

CNE 208	History of Cinematography	3
CNE 209	Contemporary Cinema	3
CNE 336	Screenwriting	3
CNE 431	Digital Cinema Production	6
CNE 433	Directing Actors Workshop	1
CNE 434	Direct Sound Workshop	1
CNE 435	Production Design Workshop	1

CNE 436	HD Camera and Lighting Workshop	2
CNE 439	Advanced Digital Film Production	6

Total Credits **39**

Television Track

TEL 201	Introduction to Radio and Telecommunications	3
TEL 210	Television Development	3
TEL 315	Media Management	3
TEL 336	Script Writing for Radio and TV	3
TEL 339	Television Production	6
TEL 439	Advanced TV Production	6
CNE 436	HD Camera and Lighting Workshop	2

Total Credits **39**

Free Electives **12 credits**

RADIO PRODUCTION AND MARKETING

The major in Radio Production and Marketing offers a four-year course of study leading to a Bachelor of Arts in Communications. The curriculum will prepare its students in theoretical areas, applications, and research related to the radio industry at a local and global level. The social, political, and economic environment of Puerto Rico is emphasized. Students develop a critical perspective for evaluating and considering transformation of existing and emerging media through the innovative structure and broad scope of the offerings.

Upon concluding their education, students will be able to work as professionals in the radio industry, in managerial and in technical production positions.

General Requirements	60
Departmental Requirements	15
Major Requirements	34
Program Electives	6
Free Electives	12

Total Credits **127**

General Requirements

For the major in Radio Production and Marketing, the general requirements are explained under the Academic Curricula section. The general requirement for Computer Science is completed

with INF 103 (3 credits) and the Mathematics requirement with MAT 210 (3 credits). Of the 9 required Spanish credits, 3 credits are completed with ESP 225.

Departmental Requirements

CMU 101	Introduction to Mass Communication	3
CMU 103	Fundamentals of Communication Theories	3
FOT 130	Photography in Communication	3
CMU 255	Legal Aspects of Communications	3
CMU 318	Research Methods and Techniques in Communication	3

Total Credits **15**

Major Requirements

ADM 102	Organizational Dynamics	4
GME 201	Principles of Marketing	3
GME 401	Promotional Strategies	3
PMR 304	Radio Sales and Marketing	3
PMR 317	Radio Station Management	3
PMR 410	Radio Production I	4
PMR 415	Radio Production II	4
PRO 338	Sound Production	4
PUB 218	Introduction to Advertising	3
TEL 201	Introduction to Radio and Telecommunications	3

Total Credits **34**

Menu for Program Electives (6 credits)

CIN 314	International Marketing	3
CMU 300	Communication Internship	3
CMU 490	Practicum/Seminar	3
GME 300	Marketing Management	3
PMR 170	Radio Broadcasting	3
PMR 271	Newswriting for Radio	3
PUB 344	Consumers and Advertising	3
PUB 346	Copywriting	3
TEL 341	Sound Production II	4

Free Electives **12 credits**

RADIO PRODUCTION (Associate Degree)

General Requirements	30
Departmental Requirements	9
Major Requirements	21
Total Credits	60

General Requirements

ING--- ---	Various levels	6
ART 102	Art Appreciation	3
CSO 104	Contemporary Social Analysis	3
INF 103	Fundamentals of Computer Science	3
ESP 106	Writing and Reading	3
ESP 225	Oral Communication	3
HIS 212	Development of the Puerto Rican Nation	3
MAT 210	Applied Statistics I	3
TEO ---	Several Options	3

Total Credits	30
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Departmental Requirements

CMU 101	Introduction to Mass Communication	3
CMU 103	Fundamentals of Communication Theory	3
CMU 255	Legal Aspects of Communications	3

Total Credits	9
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Major Requirements

PMR 170	Elocution for Radio	3
PMR 410	Radio Production I	4
PMR 415	Radio Production II	4
PRO 338	Sound Production	4
TEL 201	Introduction to Radio and Telecommunications	3
TEL 315	Media Management	3

Total Credits	21
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ADVERTISING

The Advertising Program is widely recognized in the advertising industry as an innovative and avant-garde program. The primary focus is learning about advertising through practice. The curriculum of the program is geared towards the acquisition of knowledge and the development of the necessary skills for communicators, planners, advertisers, creatives and decision-makers to meet advertising communication objectives.

The program allows students to further focus on four key industry areas: Creative, Management, Media, and Digital Advertising. Given the interdisciplinary nature of advertising, the curriculum incorporates fundamental concepts of Human Behavior Sciences and Marketing.

Many of the graduates from the program occupy senior management positions as advertising account managers in multinational enterprises. Other graduates undertake professional careers as copywriters, planners, media buyers, and researchers, and many have started their own advertising consulting companies.

The Advertising Program enables students to critically analyze the advertising process and to deal with the problems inherent to the field so that they can be successful in the professional world.

General Requirements	60
Departmental Requirements	15
Major Requirements	33
Directed Electives	6
Free Electives	12
Total Credits	126

General Requirements

For the Major in Advertising, the general requirements are explained under the Academic Curricula section. The general requirement for Computer Science is completed with INF 103 (3 credits) and the Mathematics requirement with MAT 210 (3 credits). Of the 9 required Spanish credits, 3 credits are completed with ESP 225.

Departmental Requirements

CMU 101	Introduction to Mass Communication	3
CMU 103	Fundamentals of Communication Theory	3
FOT 130	Photography in Communications	3
CMU 255	Legal Aspects of Communications	3
CMU 318	Research Methods and Techniques in Communication	3

Total Credits **15**

Major Requirements

GME 201	Principles of Marketing	3
PUB 218	Introduction to Advertising	3
PUB 319	Advertising Presentation Techniques	3
PUB 341	Media Planning I	3
PUB 344	Consumers and Advertising	3
PUB 346	Copywriting	3
PUB 446	Advertising Strategies	3
PUB 350	Advertising Research	3

Select 9 credits from an area of interest (track)

Creative

PUB 348	Creative Workshop I	3
PUB 349	Creative Workshop II	3
PUB 460	Advertising Portfolio	3

Management

PUB 327	Advertising Account Management I	3
PUB 328	Advertising Account Management II	3
PUB 470	Branding	3

Digital

PUB 352	Digital Advertising	3
PUB 354	Digital Media	3
PUB 450	Interactive Campaigns	

Media

PUB 342	Media Strategies	3
PUB 354	Digital Media	3
PUB 445	Advertising Media Sales	3

Total Credits **27**

Menu for Directed Electives (6 credits)

ADM 102	Organizational Dynamics	4
ADM 255	Supervision	2
ADM 301	Human Resources Administration	3
ART 126	Fundamentals of Art and Design	3
ART 226	Color Theory and Design	3
ART 330	Computerized Illustration Design	3
ART 420	Packaging and Product Design	3
ART 424	Computerized Image Design	3
ART 425	Advertising Design	3
CIN 314	International Marketing	3

CMU 300	Internship	3
CMU 490	Practicum / Seminar	3
EMP 105	Planning and Development of New Businesses	3
EMP 370	Leadership and Organizational Development	3
FOT 321	Black and White Photography I	3
FOT 341	Digital Photography I	3
FOT 342	Digital Photography II	3
GME 304	Personal Sales	3
PER 229	Fundamentals of Journalism	3
PER 330	Journalistic Writing	3
PER 428	Communication and Graphic Design	3
PMR 304	Radio Sales and Marketing	3
PUB 228	Advertising and Society	3
PUB 327	Managing Advertising Accounts I	3
PUB 328	Managing Advertising Accounts II	3
PUB 342	Media Strategy	3
PUB 345	Hispanic Consumers	3
PUB 348	Creative Workshop I	3
PUB 349	Creative Workshop II	3
PUB 352	Digital Advertising	3
PUB 354	Digital Media	3
PUB 440	International Advertising	3
PUB 450	Interactive Campaigns	3
PUB 460	Advertising Portfolio	3
PUB 470	Branding	3
RPU 225	Principles of Public Relations	3
RPU 320	Writing for Public Relations	3
RPU 325	Strategic Public Relations	3
RPU 370	Etiquette and Corporate Protocol	3
RPU 385	Public Relations and Public Opinion	3
SOC 414	Group Dynamics	3

Free Electives	12
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PUBLIC RELATIONS

The Bachelor of Arts with the Public Relations major addresses the needs of the communication industry and coinciding with local legislation in which Public Relations is recognized as a licensed profession with ethical, formation, educational, and practice requirements.

The program's curricular design emphasizes the communicative analysis of the social, political, and financial environment of Puerto Rico, the essential elements of private businesses, non-profit organizations, and the government, as well as acting with social responsibility towards public interest within mass media.

The concentration offers students the opportunity to acquire knowledge in various areas within the telecommunication world, emphasizing production for mass media: television, radio, and film.

The curriculum promotes the development of professionals who will exhibit a clear social and ethical commitment in performing their duties. The program also aims to fulfill the needs of the country in preparing public relations professions through a broad scope of offerings in an innovative structure, not available at other local universities.

On completing their degrees, students will be prepared to work as professionals in the public relations area, managing internal and external communication for their clients or employers. Students may work as consultants and press officers, among others, and take the licensing examination to practice their profession in Puerto Rico.

General Requirements	60
Departmental Requirements	15
Major Requirements	37
Directed Electives	12
Free Electives	6
Total Credits	130

General Requirements

For the Major in Public Relations, the general requirements are explained under the Academic Curricula section. The general requirements for Computer Science is completed with INF 103 (3 credits) and the Mathematics requirement with MAT 210 (3 credits). Of the 9 required Spanish credits, 3 credits are completed with ESP 225.

Departmental Requirements

CMU 101	Introduction to Mass Media	3
CMU 103	Principles of Communication Theory	3
CMU 255	Legal Aspects of Communication	3
CMU 318	Research Methods and Techniques in Communication	3
FOT 130	Photography for Communication	3
Total Credits		15

Departmental Requirements

ADM 102	Organizational Dynamics	3
ESP 226	Advance Grammar	3
GME 201	Principles of Marketing	3
PER 330	Journalistic Writing	3

RPU 225	Principles of Public Relations	3
RPU 320	Writing for Public Relations	3
RPU 325	Public Relation Strategies	3
RPU 370	Etiquette and Corporate Protocol	3
RPU 385	Public Relations and Public Opinion	3
RPU 387	Applied Public Relations and their Fields	3
ROU 410	Public Issues and Trends in Public Relations	3
RPU 421	Auditing for Public Relations	3

Total Credits **37**

Directed Electives Menu (12 credits)

CIN 302	Trade with the People's Republic of China	3
CIN 314	International Marketing	3
CMU 300	Internship	3
CMU 490	Practicum	3
CON 222	Budget, Payroll, and Financial Analysis	3
CPO 204	Government of Puerto Rico	3
EMP 105	Planning and Developing New Businesses	3
EMP 360	Corporate Social Responsibility	3
EMP 370	Leadership and Organizational Development	3
GME 307	Services Marketing	3
INF 115	New Digital and Social Media	3
PER 428	Communication and Graphic Design	3
PME 200	Introduction to the Entertainment Industry	3
PSI 205	Social Psychology	3
PSI 308	Industrial Psychology	3
PUB 218	Introduction to Advertising	3
PUB 228	Advertising and Society	3
PUB 327	Advertising Account Management I	3
PUB 328	Advertising Account Management II	3
PUB 345	Hispanic Consumer	3
SOC 209	Social Problems	3
TEL 307	Production of Commercials for Radio and TV	3
TUR 414	Convention Business	3

Free Electives **6 credits**

DESCRIPTION OF COMMUNICATION COURSES

COMMUNICATION

CMU 101. INTRODUCTION TO MASS COMMUNICATION. Basic concepts, processes and theories of communication. Mass media: historical characteristics, controversies, and projections. Relationship between the media, society and the government. 3 hours a week, 1 semester, 3 credits.

CMU 103. PRINCIPLES OF COMMUNICATION THEORY. (Prerequisite: CMU 101). Principal factors that intervene in the communication processes. Analysis of the semi-logical, psychological, and sociological theories and models of communication. Emphasis on the study of persuasion, motivation, intention, social dynamics, and the public's response. 3 hours a week, 1 semester, 3 credits.

CMU 255. LEGAL ASPECTS OF COMMUNICATION. (Prerequisite: CMU 103). This course presents laws, rules, standards, and legal doctrines that apply to social communications and the media. Also, basic legal principles that apply to commercial and entrepreneurial initiatives within the communication industry. Legislation, jurisprudence, local and federal regulations applicable to communication. 3 hours a week, 1 semester, 3 credits.

CMU 300. COMMUNICATION INTERNSHIP. (Prerequisite: CMU 101, CMU 103, CMU 255) Practical experience by students with companies inside or outside Puerto Rico who already have an established Internship Program. Allows students to have a practical learning opportunity within an industry setting, developing skills learned in his/her particular concentration and level of studies. Students must complete a minimum of 160 hours at the workplace. 1 semester/summer, 3 credits.

CMU 318. RESEARCH METHODS IN COMMUNICATION. (Prerequisites: CMU 103, MAT 100 or MAT 210). Introduction to the methodology and basic research techniques in mass media. Emphasis on the interview, surveys, and focus groups. Data interpretation and informational use. Students will participate in a research experience in the community. 3 hours a week, 1 semester, 3 credits.

CMU 480. CAPSTONE SEMINAR. (Prerequisite: CMU 318; last semester before graduation). This seminar course integrates the knowledge acquired by students in his/her Major in General Communication with those acquired by the departmental and core requirements of the university education. Through the theoretical and practical study of topics and problems pertinent to communication, the course propitiates the linking of historical, legal, ethical, theoretical, and technological points of view through research work or creative projects. Students must prepare a professional portfolio. The course integrates the discussion of the ethical aspects of the profession with the topics and activities developed during the semester. 3 hours a week, 1 semester, 3 credits.

CMU 490. PROFESSIONAL PRACTICUM. (last semester before graduation). Requires approval by the Department. Practical work experience in the area of specialization under the supervision of faculty member. 160 hours of practice. 1 semester. 3 credits.

PHOTOGRAPHY

FOT 130. PHOTOGRAPHY IN COMMUNICATION. Theory of the role of photography in communication; visual arts, journalism, advertising, public relations, and telecommunications. Practical experience in the use of appropriate 35 mm equipment. Emphasis on the behavior of natural light. Aesthetic appreciation of photographic works. 3 hours a week, 1 semester, 3 credits.

FOT 250. HISTORY OF PHOTOGRAPHY. Historical development and evolution of the first photographic processes in Europe and the United States. Emphasis on older processes and how these are currently used. Presentation of examples that document the most important photographic styles and the contributions of masters of photography from Joseph Nicéphore Niepce until the present. 3 hours a week, 1 semester, 3 credits.

FOT 230. PHOTOGRAPHY FOR FILM AND TELEVISION. A theoretical, technical, and practical consideration of basic concepts of photography as a means of communication in film and television. Emphasis is placed on visual language and the behavior and appreciation of natural and artificial light. Practical exercises will be used to learn aesthetic analysis of photographic works. 3 hours a week, 1 semester, 3 credits.

FOT 321. BLACK AND WHITE PHOTOGRAPHY I. Introduction to the history of photography. Methods and techniques in black and white and color. Appropriate use of photography equipment. Practice and techniques in developing in the dark room. Requirement: a 35 mm camera. 3 hours a week, 1 semester, 3 credits.

FOT 322. BLACK AND WHITE PHOTOGRAPHY II. (Prerequisite: FOT 321) Appropriate use of natural light and how to effectively register the visual effect desired on the film and paper. Practical experience in the use of 35 mm cameras and medium format utilizing black and white film. Study of the tonal color scale and the response of this on photographic paper. Elaboration of the artistic portfolio. Requires a laboratory. Maximum of 40 hours of laboratory per semester. 3 hours, 1 semester, 3 credits.

FOT 341. DIGITAL PHOTOGRAPHY I. (Prerequisite: FOT 321). Introduction to digital photography. History and evolution of the fundamental techniques in the process of digital photography. Practices in the elaboration of digital photography. Appropriate use of cameras, photographic accessories and digital techniques. Requires a laboratory. Maximum of 40 hours of laboratory per semester. 4 hours, 1 semester, 3 credits.

FOT 342. DIGITAL PHOTOGRAPHY II. (Prerequisite: FOT 321 and FOT 341). Advanced techniques for processing digital information. Practice in the elaboration of digital photography for commercial or artistic purposes. Appropriate use of cameras, photographic accessories and

digital techniques. Students must prepare an artistic portfolio of digital images. Requires a laboratory. Maximum of 40 hours of laboratory per semester. 4 hours, 1 semester, 4 credits.

FOT 360. PORTRAIT PHOTOGRAPHY. (Prerequisite: FOT 322, FOT 341) In this course students will develop his artistic abilities while learning basic portrait techniques to work with individuals, groups, social activities, among others. Emphasis on natural and artificial light inside and outside the commercial studio. Students must prepare an artistic portfolio. Requires laboratory. 3 lecture hours a week, 80 laboratory hours per semester, 1 semester, 3 credits.

FOT 405. DIGITAL PHOTOJOURNALISM. (Prerequisite: FOT 342, FOT 360). Introduction to the history of photojournalism and its digital development. Basic techniques in the digital informative process. Practice in preparing digital photography for newspapers and magazines. Appropriate use of cameras, photographic accessories, and digital techniques. Maximum of 40 hours of laboratory per semester. 4 hours a week, 1 semester, 3 credits.

FOT 415. COMMERCIAL PHOTOGRAPHY I. (Prerequisite FOT 342, FOT 360). Theory and practice of different techniques and equipment utilized in the creation of commercial photography. Different creative processes and the features that characterize and differentiate one photographic technique from another. Discussion of current topics: interaction of art and communication media; marketing photography; and objects photographed as consumer products. Requires a laboratory. Maximum of 40 hours of laboratory per semester. 6 hours, 1 semester, 6 credits.

FOT 416. COMMERCIAL PHOTOGRAPHY II. (Prerequisite FOT 415) Theory and practice with different equipment and techniques used in the business. Preparation of the different creative processes and the traits that characterize and differentiate one photographic technique from the other. Emphasis in electronic lighting for corporate portraits, models and products. Discussion of the current topics., such as art interaction with mass media, market of photography and the objects that will be photographed as a product of consumption. Laboratory use required. 4 hours a week, 80 laboratory hours per semester, 1 semester, 4 credits.

FOT 460. DIGITAL VIDEO JOURNALISM. (Prerequisite FOT 416) Introduction to the history of video journalism and its digital development. Basic techniques in the informative digital process. Students will develop skills on what, why, and how to effectively tell the story through the digital audiovisual medium. Students will also practice preparing digital videos for different media, such as the television and the Internet, among others. The course emphasizes the basic techniques a photojournalist needs for the filming, editing, writing, and broadcasting news. Requires the use of the digital laboratory. 4 lecture hours a week, 80 laboratory hours per semester, 1 semester, 4 credits.

FOT 480. PHOTOGRAPHY SEMINAR. The course allows for the integration of skills, knowledge, and approaches that are part of the fundamental course curriculum, the departmental courses, and the major. Also, the course will identify professional and educational alternatives for graduates. Emphasis on exercising critical thinking skills, research, oral and written communication. The course integrates the discussion of historical, ethical, legal, aesthetic, and technological topics of the profession in topics and activities that are developed

during the semester. This course is directed toward students in the fourth year of the Photography program. 3 hours a week, 1 semester, 3 credits.

JOURNALISM

PER 229. FUNDAMENTALS OF JOURNALISM. (Prerequisite: CMU 101). Historical and methodological development of written and electronic journalism. The role of journalism in society in different eras and places. Current conditions of information activities. Introduction to the structure of a news story. 3 hours a week, 1 semester, 3 credits.

PER 320. REPORTING AND NEWSWRITING. (Prerequisites: PER 229, ESP 226, INF 103). Study of news writing. Emphasis on the nature and value of news, the parts and structure of news stories, preparation of the original, editing, and style manuals. Writing ledes and news. Emphasis on techniques used to obtain news information. 4 hours a week, 1 semester, 3 credits.

PER 321. NEWS FEATURE AND EDITING WRITING. (Prerequisite: PER 320). Advanced techniques for journalistic writing. Emphasis on writing complex news, opinion articles, editorials and special reports. 4 hours per week, 1 semester, 3 credits.

PER 330. JOURNALISTIC WRITING. (Prerequisite: INF 103, PER 229) This course is designed as an elective course for students enrolled in other majors who are interested in journalistic writing. A workshop for practicing basic concepts of news and feature writing for print media, ways in which to assess news reports, original presentation format, style manual, and the basic principles of writing. The course also presents and develops diverse methods for reporting and selecting information. Emphasis on the structure of news and feature stories. 4 hours a week, 1 semester, 3 credits.

PER 347. BUSINESS REPORTING. (Prerequisite: PER 320). This course analyzes in a practical and effective manner general business areas, such as banking, finances, government agencies and interest groups as related to the financial news published in the principal Puerto Rican newspapers and a week publications. 3 hours a week, 1 semester, 3 credits.

PER 353. SPORTS JOURNALISM. (Prerequisite: PER 320). History, new perspectives and trends of sports journalism. The role of sports in the community. Media coverage of athletic events. Emphasis on information sources, writing and producing sports news for radio, television, and print media. 3 hours a week, 1 semester, 3 credits.

PER 358. IN-DEPTH FEATURE WRITING. (Prerequisite PER 320) Study of feature writing, historical development, and significance in modern journalism. Emphasis on the knowledge and practice of the feature writing techniques. Discussion and analysis of movies, music, and literature related to the feature writing style. 3 hours a week, 1 semester, 3 credits.

PER 423. WRITING FOR ELECTRONIC MEDIA. (Prerequisite: PER 321). Techniques related to research, writing and editing of news for radio and television. Emphasis on writing ledes, news analysis, and news reports. 4 hours a week, 1 semester, 3 credits).

PER 425. INVESTIGATIVE JOURNALISM. (Prerequisites: PER 321 and CMU 318). Study of the techniques and methods of investigative reporting, analysis and interpretation, including the basic notions of computer-assisted journalism. Writing investigative reports, analytical and interpretive articles. 4 hours a week, 1 semester, 3 credits.

PER 427. NEWS PRODUCTION FOR RADIO AND T. (Prerequisite: PER 423, FOT 130). Study of the basic concepts of news production for radio and television. Knowledge about the functioning of the principle tools used for the production of the news. Knowledge of the main techniques required by the journalist to develop effectively the production of news and reports for radio and television. Emphasis on the production of news and reports for radio and television. 4 hours a week, 1 semester, 3 credits.

PER 428. COMMUNICATION AND GRAPHIC DESIGN. (Prerequisites: PER 229 and INF 103). Production and format of publications: newspapers, magazines, annual reports, bulletins. Layout techniques and practices to determine the placement and design of written and graphic materials. 4 hours a week, 1 semester, 3 credits.

PER 430. PRINT MEDIA EDITING. (Prerequisites: PER 321, PER 428). Stages of the journalistic editing job: evaluating and selection of news, editing news and reports, originals, writing headlines, designing publication pages, evaluation of news photographs and caption writing. Wire news editing. The functions of different types of editors and the ethical and legal work they perform with the written communication media. 4 hours a week, 1 semester, 3 credits.

PER 435. WEB JOURNALISM. (Prerequisite: PER 320, PER 428). This course teaches students to design and build an online newspaper, using the basic tools of publishing for the Internet, specifically programming such as: HTML, software such as Photoshop, Netscape, and Internet Explorer. 4 hours a week, 1 semester, 3 credits.

PER 437. JOURNALISM IN SOCIAL NETWORKS. (Prerequisite: PER 320, PER 435). The course explores how journalism functions in the world of social networks to transmit and receive information. The effects of social networks on journalism, advantages and challenges in a society that has more access to information from different sources. Makes use of new technology to identify sources, obtain and transmit information through different media. The course is directed at journalism students who have taken basic courses in journalistic writing and digital journalism and who have the necessary skills to use the social networks and new technology appropriately as journalists. 3 hours a week, 1 semester, 3 credits.

PER. 450. MULTIMEDIA JOURNALISM. (Prerequisites: PER 425, PER 427, PER 435) This course allows the application of general journalistic knowledge particularly those related to Internet news content production. The workshop goes from concept to production of multimedia news pages. Students will perform all the tasks of a digital news reporter. 4 hours a week, 1 semester, 3 credits.

PER 480. SEMINAR. (Prerequisites: PER 425, RPU 420, last semester) Seminar directed at integrating knowledge in the different areas of Journalism. Covers journalistic theory, journalistic writing for the press, radio, television, and Internet, publication design, journalism

companies, and public relations. Emphasis on research of academic topics dealing with journalism and public relations, and the discussion of issues related to these areas in Puerto Rico. Preparation of a professional portfolio. The course includes a discussion of ethical aspects of the profession on topics and activities that are addressed during the semester. 4 hours a week, 1 semester, 3 credits.

DIGITAL PRODUCTION

CNE 208. HISTORY OF CINEMA. (Prerequisite: CMU 101) Origin and historical development of the cinema. Study of prominent figures and films and important dates of the silent film era, talking pictures, and contemporary film. Introduction to Puerto Rican film. Characteristics of documentary and experimental film. Research and analysis of 20th century history through Western cinematography. Three hours a week, 1 semester, 3 credits.

CNE 209. CONTEMPORARY CINEMA. (Prerequisite CNE 208) Study of world cinema from the 1950s to the present. Analysis of key figures and movies that have influenced contemporary cinema. Analysis of cinematographic language in styles and perspectives from different parts of the world. Three hours a week, 1 semester, 3 credits.

CNE 211. PUERTO RICAN CINEMA Origin and development of Puerto Rican film. The course analysis prominent figures, films, and milestones in Puerto Rican film from its origins to the present. Discusses the genres of fiction feature-length films, documentaries, short films, animation, videographic production, and digital film produced in Puerto Rico and elsewhere. Analyzes Puerto Rican history as expressed in film. Three hours a week once a week, one semester, 3 credits.

CNE 213. HORROR FILMS. A study of horror films in different periods of the history of the cinema and the different currents in the horror genre. The course analyzes the genre with regard to different theoretical currents such as feminism, psychoanalysis, etc. Explores and defines the concept of horror and how it is represented. Analysis of the function of the genre, its associated culture, and the pleasure derived from horror films. Three hours a week once a week, one semester, 3 credits.

CNE 336. SCREENWRITING. (Prerequisites CNE 208, CNE 209, CMU 315) Study of Aristotelian theory and its application to screenwriting. The search for ideas to develop proposals and writing techniques for scripts. Analysis of literary adaptations. The students will create the structure of the script through a series of exercises, from the premise, the draft, the development of the characters and dialogue, in order to complete a script for a short film. Introduction to screenwriting software. Three hours a week, 1 semester, 3 credits.

CNE 305. ADMINISTRATION OF FILM PRODUCTION. (Prerequisites: CNE 208) The course provides a realistic and detailed vision of how films are produce, the milestones of Puerto Rican film production and the procedures from the time a script is developed until the film is projected. Possible sources of financing, preparing a budget, contracting actors and technicians, and the operations of distribution companies and movie theaters are considered. Three hours a week, one semester, 3 credits.

CNE 431. DIGITAL CINEMA PRODUCTION. (Prerequisites CNE 336 PRO 337, PRO 339) Documentary cinema theory and practice: art, aesthetics, and techniques. Study of the production structure and operation of the documentary as part of the cinematographic genre. Development of necessary audiovisual narrative skills applicable to the documentary. Creation of a documentary from research to exhibition. Three hours a week, 1 semester, 3 credits.

CNE 433. ACTOR DIRECTING WORKSHOP. (Prerequisites PRO 339, CIN 336, TEL 336) Workshop introducing actor directing techniques in a scene shooting. This workshop will be offered by a renowned movie director with professional actors as well as student actors. Fifteen (15) hours in two-weekend workshops, 1 semester, 1 credit.

CNE 434. DIRECT SOUND WORKSHOP. (Prerequisites PRO 338, PRO 339) Workshop studying different types of microphones, recorders, mixers, and sound equipment for interior and exterior production. Relationship with visuals and the flow and continuity of the story will be addressed. The workshop will be offered by an industry professional specialized in direct sound recording. Fifteen (15) hours in two-weekend workshop, 1 semester, 1 credit.

CNE 435. PRODUCTION DESIGN WORKSHOP. (Prerequisite PRO 339) Workshop in which students are introduced to the design elements of a movie, including text interpretation, scenery, color concepts, wardrobe, and makeup. Students will see how the designer works with the director and other creative team members in a film. This workshop will be offered by an industry professional guiding the students through a practical exercise experience. Fifteen (15) hours in a weekend workshop, 1 semester, 1 credit.

CNE 436. HD CAMERA AND LIGHTING WORKSHOP. (Prerequisite PRO 339) Intensive workshop presenting students with basic principles of high definition (HD) camera lightning, exposure, and features, and the characteristics of a high definition camera. Students will do scene staging in order to explore dramatic light sensitivity, shadows, and composition. The workshop will be offered in a movie studio with professional grade lightning, setup, and dolly. It will be offered by an industry professional. Thirty (30) hours in a two weekend workshop, 1 semester, 2 credits.

CNE 438. CINEMATOGRAPHIC PRODUCTION. (Prerequisite: PRO 338) Theories and modern techniques of cinematographic production. Terminology used in the industry. Emphasis on pre-production planning, control of the production process, and film editing. Development of fund raising proposals for non-profit films. Four (4) hours a week, 1 semester, 4 credits.

CNE 439. ADVANCED DIGITAL CINEMA PRODUCTION. (Prerequisite: CNE 431) Study and practice of digital movie production techniques. Students will develop a short film using the same structure used in the movie production industry. Emphasis on script analysis, pre-production planning, movie production control and staging through the use of software. Includes the development of a proposal to finance, exhibit, and market the project. Six (6) hours a week, 1 semester, 6 credits.

PRO 337. ART AND TECHNIQUES OF EDITING. (Prerequisite: CNE 336 or TEL 336) Theory and techniques of audiovisual editing. Origin and historical development of editing. Basic principles of cinematographic creation. Basic elements of image and sound editing. Introduction to digital equipment. Detailed analysis of edited material from film, television, and advertising. Editing practice. Three (3) hours a week, 1 semester, 3 credits.

PRO 338. SOUND PRODUCTION. (Prerequisites: TEL 201, CNE 208, CMU 255) Theory and practice in the production of sound material for radio, television, and cinema. Historical background of the technological and artistic development of sound. Emphasis on sound mixing, electronic processing, and the composition of sound production for the media. Four (4) hours a week, 1 semester, 4 credits.

PRO 339. BASIC DIGITAL PRODUCTION. (Prerequisites: FOT 130, PRO 338,) Introduction to the organizational structure of production and the basic elements of the audiovisual narrative. Practice of direction, photography, lightning, sound, and editing techniques through specific exercises in order to apply the concepts of audiovisual language such as camera movement, dramatic lighting, and scenic direction, sound and editing. Use and handling of portable and post-production equipment. Six (6) hours a week, 1 semester, 6 credits.

TEL 201. INTRODUCTION TO RADIO AND TELECOMMUNICATION. (Prerequisite: CMU 101). This course presents the origin, development, and perspectives of radio, television, and new technology. It emphasizes relevant aspects for the development of radio and television in Puerto Rico. Study of the characteristics, purpose, and impact of telecommunications in society. Three (3) hours a week, 1 semester, 3 credits.

TEL 210. HISTORY OF TELEVISION (Prerequisite: TEL 201) The course presents the history of television from its origins in Europe, the United States, Latin America, and Puerto Rico. Students analyze the historical moments in the 20th century that influenced its development. Study of local programming vs. U.S. and foreign markets productions and their effect on local culture. Three (3) hours a week, 1 semester, 3 credits.

TEL 307. PRODUCTION OF COMMERCIALS FOR RADIO AND TELEVISION. Study and application of fundamental techniques for the production of radio and television commercials. Conceptual and visual development of images and sound effects for this type of media. Four (4) hours a week, 1 semester, 4 credits.

TEL 312. ANIMATION. Introduction to the history of animated films and the different processes used in production. Analysis of productions from prominent artists from animated films. Four (4) hours a week, 1 semester, 3 credits

TEL 315. MEDIA MANAGEMENT (Prerequisites: TEL 201; CMU 255) Current mass media trends in management. Operation of organizations. Analysis of cases and managerial problems that can be seen in the media and the possible alternatives to solve them. Three (3) hours a week, 1 semester, 3 credits

TEL 336. SCRIPT WRITING (Prerequisites: TEL 201; TEL 208, CMU 255) Study of the script formats for radio, television, newscast, and film. Scriptwriting techniques: their possibilities and limitations according to the media. Scriptwriting for different media. Three (3) hours a week, 1 semester, 3 credits.

TEL 339. TV PRODUCTION (Prerequisites: TEL 336, PRO 338; FOT 321) The creative process and fundamental techniques for the preparation of video images and forms. Emphasis on theoretical and practical aspects of television studio production. Technical language. Use and handling of studio equipment. Eight (8) hours a week, 1 semester, 6 credits

TEL 341. SOUND PRODUCTION II (Prerequisite: PRO 338). Theory and practice of sound production at an intermediate level. Special attention on the technical elements of sound recording and post production. Four (4) hours a week, 1 semester, 4 credits.

TEL 352. ADVANCED ANIMATION. (Prerequisite: TEL 312). Advanced techniques of animated cinematography. Planning, conceptual development, and creation of 2-5 minute long animated film. Four (4) hours a week, 1 semester, 3 credits.

TEL 433. FILM PRODUCTION. (Prerequisite: TEL 339). Theories and modern techniques of cinematographic production. Terminology used in the industry. Emphasis on pre-production planning, control of the production process and film editing. Development of fund raising proposals for non-profit films. Four (4) hours a week, 1 semester, 4 credits.

TEL 439. ADVANCED TV PRODUCTION. (Prerequisite: TEL 431). Advanced techniques of production and directing in the television studio. Emphasis on the producer-director role, concept development, and production techniques. Practice in the integration of audiovisual resources in studio productions. Eight (8) hours a week, 1 semester, 6 credits.

TEL 480. SEMINAR. (Prerequisites: TEL 315, TEL 431, last semester). Seminar that identifies, gathers, and integrates thematic tangencies and core curriculum skills with the skills and knowledge acquired in the Telecommunications major. Preparation of a professional portfolio. The course integrates the discussion of the ethical aspects of the profession to the topics and activities developed during the semester. Three (3) hours a week, 1 semester, 3 credits.

RADIO PRODUCTION AND MARKETING

PMR 170. RADIO ELOCUTION Theory and practice of techniques for speakers and presenters in radio media. Essential aspects for voice management, interpretation of text and improvisation for radio. Four (4) hours a week, 1 semester, 3 credits.

PMR 201. HISTORY AND PRINCIPLES OF RADIO BROADCASTING (Prerequisite: CMU 101) Elective course for students in the Radio Production and Marketing program. The course introduces students to the world of radio in the context of mass media. Three (3) hours a week, 1 semester, 3 credits.

PMR 270. ADVANCED ELOCUTION FOR RADIO AND TELEVISION. (Prerequisite: PMR 170) Integration of the theory and practice of techniques associated with professional elocution for radio and television. Emphasizes the practice of advanced skills in improvisation (ad-lib), reading news, public speaking, and creating an elocution portfolio. Requires lecture hours and practice at USC stations. Four hours a week, one semester, 3 credits.

PMR 271. NEWSWRITING FOR RADIO. (Prerequisite: CMU 101) Elective course for students in the Radio Production and Marketing program that includes the concepts of journalism for radio, the history of radio, and complementary media for radio. Structure, rules of composition and style, and proofreading symbols for editing and revising news. Three (3) hours a week, 1 semester, 3 credits.

PMR 304. RADIO SALES AND MARKETING. (Prerequisite: PUB 218) Elective course that covers the study of the radio sales and marketing elements, including the promotional aspects to successfully sell the medium. Students will thoroughly understand the concepts and elements that are necessary to develop successful sales strategies in the industry. Three (3) hours a week, 1 semester, 3 credits.

PMR 317. RADIO STATION MANAGEMENT. (Prerequisite: ADM 102, GME 201). Discussion of the basic aspects and functions of the administration of a radio station. Emphasis on the relationship between programming, audience, and sales. The concepts of marketing as applied to a radio station are discussed. Also, basic concepts of finances, promotions, regulations, and ethical and social responsibility in the field of management. Three (3) hours a week, 1 semester, 3 credits.

PMR 410. RADIO PRODUCTION I. (Prerequisite: PRO 338). Theory and practice of the disciplines and techniques for radio production. Emphasis on the administration and creative aspects of the medium. Study of the various radio formats and their production. Four (4) hours a week, 1 semester, 4 credits.

PMR 415. RADIO PRODUCTION II. (Prerequisite: PRM 410). Theory and practice of the disciplines and techniques at an advanced level of radio production. Emphasis on the technical and creative aspects of the new trends in radio production. Theory and practice based on real radio product. Four (4) hours a week, 1 semester, 4 credits.

PMR 480. RADIO PRODUCTION AND MARKETING SEMINAR. (Prerequisites: PMR 317, PMR 410, last semester). The course integrates skills, knowledge, and approaches that are part of the core curriculum, as well as major and departmental courses. Emphasis on exercising critical thinking skills, creation of strategies of applied communication for the radio media, and oral and written communication skills. The course discusses ethical and aesthetic issues and common problems in commercial radio broadcasting in Puerto Rico and the relationship with Puerto Rican culture and society in the age of globalization. Also, the course seeks to identify professional and educational alternatives for students after graduation. The course is offered in the last year of study for students in Production and Marketing for Radio. Three (3) hours a week, 1 semester, 3 credits.

ADVERTISING

PUB 218. INTRODUCTION TO ADVERTISING. (Prerequisite: CMU 101). Basic elements of advertising communication. Social and economical aspects of advertising. How advertising agencies are organized and their internal working dynamics. Advertising as a marketing tool, study of the market, creative aspect of advertising and selection of advertising media. Three (3) hours a week, 1 semester, 3 credits.

PUB 228. ADVERTISING AND SOCIETY. (Prerequisite: PUB 218). The course is about the impact of advertising on society, specifically about the most controversial aspects of the relationship: stereotypes, sex, recent campaigns against racism and drug use. The course seeks to enable students to make a critical evaluation of the relationship between advertising and society. Three (3) hours a week, 1 semester, 3 credits.

PUB 319. ADVERTISING PRESENTATION TECHNIQUES. (Prerequisite: PUB 218; ESP 225; INF 103). Systematic planning and development of an advertising campaign presentation using audiovisual techniques and technological resources. Problem-solving to achieve effective communication. Practical training in the use and handling of audiovisual equipment. Four (4) hours a week, 1 semester, 3 credits.

PUB 327. ADVERTISING ACCOUNT MANAGEMENT I. (Prerequisite: PUB 218) Study of the advertising account management function. The manager's responsibilities, skills needed and mechanism used within the industry. Study of the account manager's role as liaison between the agency and the client and as an effective leader and supervisor of the work team. Three (3) hours a week, 1 semester, 3 credits.

PUB 328. ADVERTISING ACCOUNT MANAGEMENT II. (Prerequisite: PUB 327) Workshop-focused course to develop necessary skills for an effective account manager. Special attention to writing skills in English and Spanish for documents used within the industry. Basic accounting skills for advertising management needs. Development of basic management skills including conflict management within the work team. Three (3) hours a week, 1 semester, 3 credits.

PUB 341. ADVERTISING MEDIA PLANNING I. (Prerequisites: PUB 218; MAT 210). Characteristics of advertising media and market segmentation. Techniques and methods used in planning of media programs. Development of media plans. Three (3) hours a week, 1 semester, 3 credits.

PUB 342. MEDIA STRATEGIES. (Prerequisite: PUB 341). Planning, execution and control of media programs. Buying and selling process of advertising media. Emphasis on the purchasing determination of the media based on market studies, surveys and statistics. The role of the computer in media planning. Three (3) hours a week, 1 semester, 3 credits.

PUB. 344. CONSUMERS AND ADVERTISING. (Prerequisites: CMU 103; PUB 218). Use of behavioral science concepts, such as perception, motivation, personality, and group dynamics. Application of these concepts to advertising as a persuasive means of

communication. Analysis of current examples of advertising messages. Three (3) hours a week, 1 semester, 3 credits.

PUB. 345. HISPANIC CONSUMERS. (Prerequisite: PUB 218). Analysis of the Hispanic consumer's behavior and the effect of advertising communication and marketing strategies on the perception, motivation and purchasing of products, services and ideas. The course highlights the development of opportunities due to the increase in the number of consumers who express their social and cultural identity in the market through their behavior as consumers and due to the globalization of markets. Three (3) hours a week, 1 semester, 3 credits.

PUB 346. ADVERTISING COPYWRITING. (Prerequisite: PUB 218). Fundamentals and techniques of advertising messages. Selection and presentation of resources: types of manuscripts, outline preparation, planning and preparation of advertising campaigns. Regulations that affected advertising messages and their application in message preparation for written and electronic media. Four (4) hours a week, 1 semester, 3 credits.

PUB 348. CREATIVE WORKSHOP I. (Prerequisite: PUB 218, PUB 346) Understanding and analysis of creative ideas and concepts. The workshop is designed to have students maximize their creative potential. Development of creative writing, artistic direction, visualization, oral communication, and the search for creative solutions to communication problems. Three (3) hours a week, 1 semester, 3 credits.

PUB 349. CREATIVE WORKSHOP II. (Prerequisite: PUB 348) Development and exploration of innovative and creative thinking. Discussion of benefits, strategies, concepts, artistic direction, and copywriting of advertising texts for different media, and perspectives. Work in creative teams. Rigorous analysis and critic of student's work throughout the semester. Three (3) hours a week, 1 semester, 3 credits.

PUB 350. ADVERTISING RESEARCH. (Prerequisites: MAT 210, PUB 218, CMU 318). Nature, scope and applications of research in advertising. Practice in sampling determination and data compilation. Measuring the public's interest and evaluation of advertising messages. Three (3) hours a week, 1 semester, 3 credits.

PUB 352. DIGITAL ADVERTISING. (Prerequisite: PUB 341, PUB 344, PUB 346) Exposure and evaluation of different digital communication forms and their impact on the advertising industry. Discussion of the selection of a digital communication strategy taking into consideration the consumer behavior and the client's strategic objectives. Exploration of creativity, effectiveness, and possible new tools of communication.

PUB 354. DIGITAL MEDIA. (Prerequisite: PUB 341) This course is designed to examine the differences between planning and purchasing in traditional and nontraditional media. Study of the new forms of digital media advertising, such as: Internet, digital TV, satellite communication, mobile phones, CDs, DVDs, and kiosks, among others. Three (3) hours a week, 1 semester, 3 credits.

PUB 440. INTERNATIONAL ADVERTISING. (Prerequisites: PUB 341, PUB 344). This course deals with international advertising, design and implementation of integrated communication campaigns, and advertising policies. Discussion of topics from two theoretical and practical perspectives. Prepares students for the design and evaluation of integrated communication planning for global markets. The course includes a study trip outside of Puerto Rico at the expense of the student. Three (3) hours a week, 1 semester, 3 credits.

PUB 445. ADVERTISING MEDIA SALES. (Prerequisite: PUB 341) This course presents the role of personal sales in advertising media and introduces students to the changing field of media sales or media representative in charge of selling the advertising time or space. The course also studies the profile of a successful media representative and the process of selling in mass media while dealing with clients. Students are introduced to selling presentations techniques, strategies to deal with objections, closing of sales, and ethical issues. Three (3) hours a week, 1 semester, 3 credits.

PUB 446. ADVERTISING STRATEGIES. (Prerequisites: PUB 341, PUB 344, PUB 346). Case studies of advertising strategies and policies. Emphasis on the role of advertising in the market, determination of advertising objectives, budgeting strategies, organization of advertising functions and evaluation of advertising efforts. Social, economic, legal and ethical aspects of advertising. Emphasis on the active participation of students in projects that develop in organizations outside of the community through the modality of service-learning. Three (3) hours a week, 1 semester, 3 credits.

PUB 450. INTERACTIVE CAMPAIGNS. (Prerequisites: PUB 352, PUB 354) The course presents planning, design, and presentation of an interactive campaign. Discussion of presentations to clients, selection of digital media, design of creative strategies, and the presentation of campaigns. The course requires individual and group participation in extracurricular activities beyond the university community. Three (3) hours a week, 1 semester, 3 credits.

PUB 460. ADVERTISING PORTFOLIO. (Prerequisites: PUB 348, PUB 349) Analysis and discussion of the creative advertising portfolio as key tool in the employment search. Purpose and types of portfolios. Students will begin constructing their creative portfolio and will work on different visual and verbal concepts to enhance the effectiveness and creativity of the final product. Constructive criticism of portfolio projects. Three (3) hours a week, 1 semester, 3 credits.

PUB. 470 BRANDING. (Prerequisite: PUB 328, PUB 446) This course introduces students to the theory and practice behind executing strategic image differentiation of market brand images. Study of existing theories, ideas, concepts, mechanisms, and models. Includes discussion on consumer interaction with the brand image as well as interactions with other organizations and market competitors. Three (3) hours a week, 1 semester, 3 credits.

PUB 480. CAPSTONE ADVERTISING SEMINAR. (Prerequisites: PUB 319, PUB 346, PUB 446, last semester). Research, preparation and presentation of the text and preliminary design for the advertising campaign. Emphasis on the creative areas, media, text, and market

research. Preparation of a professional portfolio. The course integrates the discussion of ethical aspects of the profession with topics and activities that are developed during the semester. 3 hours a week, 1 semester, 3 credits.

PUBLIC RELATIONS

RPU 225. PRINCIPLES OF PUBLIC RELATIONS. (Prerequisite: CMU 101, ADM 102). Introduction to the theory and practice of modern public relations. Emphasis on the function of the public relations person as the communicator and strategist through research process as a consultant or as an associate at a managerial level. Study of public relations, its history, code of ethics and communication tools for different audiences. Emphasis on the active participation by students in projects that develop in organizations outside of the community through service learning. 3 hours a week, 1 semester, 3 credits.

RPU 320. WRITING FOR PUBLIC RELATIONS. (Prerequisites: RPU 225, PER 330). Study of the basic concepts of writing for public relations. Knowledge of the relationship between the public relations objectives and the production of persuasive messages. Organization of a press conference and production of press releases for newspapers, radio, and television. Production, selection, and distribution of photographs. Production of materials for newsletters and pamphlets. Writing speeches, letters, and articles that support the interests of the organization. Students will participate in a research experience in the community. 3 hours a week, 1 semester, 3 credits.

RPU 325. STRATEGIC PUBLIC RELATIONS. (Prerequisite: RPU 225). Study of important and contemporary cases in different areas of public relations. Emphasis on practical research and program design. Three hours a week, 1 semester, 3 credits.

RPU 370. ETIQUETTE AND CORPORATE PROTOCOL. (Prerequisite: RPU 225). Study of the various standards of etiquette and rules of corporate, government, and church protocol required of future professionals in the public relations field at a local and international level. Three hours a week, 1 semester, 3 credits.

RPU 385. PUBLIC RELATIONS AND PUBLIC OPINION. (Prerequisite: RPU 225) Study of the formation of public opinion, its importance, and the development of communication strategies for a client. Knowledge of the historical evolution of public opinion and applicable communication theories. The public relations agent, the public and changes in attitudes and opinions to influence public opinion. Study of the direct or indirect impact of communication media in shaping public opinion. Constant review of mass communication media to identify trends in public opinion. Development and revision of communication strategies according to changes and trends of public opinion. Emphasis on actual case studies. Three hours a week, 1 semester, 3 credits.

RPU 387. APPLIED PUBLIC RELATIONS AND THEIR SCOPE OF ACTION. (Prerequisites: RPU 320, RPU 325, RPU 385) Study of the practical applications of public relations for multiple disciplines and industries with emphasis on the specialization of the agent who must meet the communication needs of clients and employers with very different interests,

such as government, nonprofit organizations, finance, health, tourism, and corporations. Dispute and crisis management, and advocacy, among others. Three hours a week, 1 semester, 3 credits.

RPU 410. PUBLIC ISSUES AND TRENDS IN PUBLIC RELATIONS. (Prerequisite: RPU 387) Study of current trends in the field of public relations and their practical application in public and private companies and individuals. Emphasis on the design and implementation of strategies and tactics for prevention and solution of issues that impact the image of an individual or an institution. Three hours a week, 1 semester, 3 credits.

RPU 421. AUDITING FOR PUBLIC RELATIONS. (Prerequisite: RPU 387) Study of the concepts of evaluation and auditing related to public relations projects. Development of research techniques that allow the measurement and analysis of results obtained from companies, programs, or public relations plans. These research and audits are developed in the context of Puerto Rico and other regions of the world through real projects. Three hours, 1 semester, 3 credits.

RPU 480. PUBLIC RELATIONS CAPSTONE SEMINAR. (Prerequisites: CMU 318, RPU 421). This seminar course integrates the knowledge acquired by students majoring in Public Relations with departmental and core requirements. Research, preparation and presentation of a public relations program or campaign. Emphasis on creative aspects, the media, social responsibility, and market research. 3 hours per week, 1 semester, 3 credits. This is a community-linked seminar (VC), taken during the last semester before graduation and has LAD support. 3 hours a week, 1 semester, 3 credits.

XXX390. SPECIAL TOPICS. (Prerequisite: Obtain permission from the Director of the Department and the Office of the Dean of Academic and Student Affairs). Study of a particular topic through reading, research, and discussion under the supervision of a professor. Credits vary between 1 and 3 as determined by the Office of the Dean of Academic and Student Affairs.

DEPARTMENT OF EDUCATION

The Department of Education is at the forefront of education in the country. As a unit it is in constant dynamic and creative change, establishing close collaboration and commitment among the faculty, students, and teachers in the public sector. The department promotes the enrichment of students' cognitive and affective areas, as well as their skills, encouraging the use of research, and logical, critical, and creative thought, in the search for solutions to educational problems.

The Department's academic offerings foster a stronger linkage between theory and practical experience, using educational technology as an integral part of the teaching-learning process.

The Department of Education prepares teachers who will be capable of being agents of social change, committed to the values of health, justice, cooperation, solidarity, liberty, and peace.

Bachelor's Degree offered include: Elementary Education, Elementary English and General Education-Montessori track (Montessori Children's House), General Education- Workshop I (children from 6-9 years old) General Education- Early Childhood track, Secondary Education and a Bachelor's Degree in Exercise Sciences and Health Promotion. Montessori courses are offered through a consortium with *Instituto de la Nueva Escuela* (INE). Also, a Master's Degree in Arts in Education with a specialization in Instructional Systems and Educational Technology is offered (See Graduate Programs) and two combined degrees: a Bachelor's in Education with a concentration in Early Childhood Education and a Master's Degree in Speech-Language Pathology. The latter is offered in consortium with Carlos Albizu University.

TEACHER TRAINING PROGRAM

This program develops all of the necessary building blocks for training exemplary educators who are committed to the knowledge of their history and culture. Future teachers will acquire skills such as critical and analytical thinking, problem solving, and research in the classroom.

Program graduates will have the competencies to experiment with an ample scope of methodologies, strategies, and technologies which will allow them to address the diverse educational needs of students and encourage effective learning. Students will be qualified to hold positions, such as elementary school teachers, in the public and private systems, educational environment positions in governmental agencies or in the private sector, and to continue post-graduate studies. Students have the opportunity to complete a minor in small business administration, thus allowing interested students to establish a business. Students may also complete other minors in their fields of interest.

Students who successfully complete one of the majors in this Program will meet the academic requirements needed for a Certificate from the Education Department of Puerto Rico in their specialization. The process of filling out the application, as well as fulfillment of other requirements to obtain the Certificate is the student's own responsibility. According to the policy of the Department of Education of Puerto Rico and Circular Letter #1020007-2008 in

order to be employed by the Department of Puerto Rico the following averages at graduation apply: 2008-2012, 2.50; 2013-2016, 2.80; 2016 and after, 3.00.

BACHELOR'S DEGREE IN EDUCATION (B. Ed.)

ELEMENTARY EDUCATION (4th – 6th)

General Requirements	60
Departmental Requirements	34
Major Requirements	24
Directed Electives	3
Free Electives	9
Total Credits	130

General Requirements

For the Elementary Education Major, the general requirements are explained under the Academic Curricula section with the following exception: the Computer Science requirement is completed with INF 104 (3 credits) and the Mathematics requirement with MAT 100 or MAT 210 (3 credits).

Departmental Requirements

EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Education Psychology	3
EDU 226	Principles of Instructional Design	3
EDU 292	Classroom Management	3
EDU 301	Learning Assessment	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
PSI 203	Developmental Psychology I	3
EFI 301	Health Education	3
ESP 226	Advanced Grammar	3
ING 117	Oral Communication in English	3
Total Credits		34

Major Requirements

EDU 311	Art in the School Curriculum	3
EDU 313	Natural Science in the School Curriculum	3
EDU 314	Mathematics for the Elementary Level	3
EDU 315	Language Arts in the School Program	3
EDU 317	Social Studies in the School Program	3

EDU 319	Teaching Reading	3
EDU 403	Elementary Education Practicum and Seminar	6
Total Credits		21
Directed Electives*		12
Free Electives		9

***Directed Electives are courses that the student selects from his/her concentration**

ELEMENTARY ENGLISH EDUCATION

General Requirements	60
Departmental Requirements	34
Major Requirements	31
Free Electives	6
Total Credits	131

General Requirements

For the Major in Elementary English, the general requirements are explained under the Academic Curricula section with the following exception: the general requirement of Computer Science is completed with INF 104 (3 credits) and the Mathematics requirement with MAT 100 or MAT 210 (3 credits).

Departmental Requirements

EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Education Psychology	3
EDU 226	Principles of Instructional Design	3
EDU 292	Classroom Management	3
EDU 301	Learning Assessment	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
PSI 203	Developmental Psychology I	3
EFI 301	Health Education	3
ESP 226	Advanced Grammar	3
ING 117	Oral Communication in English	3
Total Credits		34

Major Requirements

EDU 316	Teaching English as a Second Language	3
EDU 320	Children's Literature and Teaching Reading in English	3
EDU 324	Children's Literature in English	3
EDU 403	Elementary Education Practicum and Seminar	4
EDU 452	Methods and Materials for Teaching English	3
ING 208	Phonetics	3
ING 212	Contrastive Analysis of Spanish and English	3
ING 220	Structure of the English Language	3
ING 223	Advanced Composition	3
ING 235	Introduction to Linguistics	3

Total Credits **31**

Free Electives **6 credits**

GENERAL EDUCATION

The objective of the Bachelor's degree in General Education is to develop teachers with a broad education, who have an ethical, social and professional commitment, as well as the scientific, social, and humanistic knowledge necessary to face the different situations that arise in the profession.

General Requirements	60
Departmental Requirements	34
Directed Electives	24
Free Electives	12

Total Credits **130**

General Requirements

For the Bachelor's degree in General Education, the general requirements are explained under the Academic Curricula section, with the following exception: the general requirement of Computer Science is completed with INF 104 (3 credits) and the Mathematics requirement with MAT 100 or MAT 210 (3 credits).

Departmental Requirements

EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Education Psychology	3
EDU 226	Principles of Instructional Design	3
EDU 292	Classroom Management	3

EDU 301	Learning Assessment	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
PSI 203	Developmental Psychology I	3
EFI 301	Health Education	3
ESP 226	Advanced Grammar	3
ING 117	Oral Communication in English	3

Total Credits **34**

Directed Electives **24 credits**

Free Electives **12 credits**

GENERAL EDUCATION- MONTESSORI CHILDREN'S HOUSE TRACK

The objective of the Bachelor's Degree in General Education-Montessori Children's House Track is to prepare Montessori guides to work with children ages 3-6 years old. This track is offered through a consortium with *Instituto de la Nueva Escuela* (INE), where Montessori courses are taught. Besides earning a Bachelor's degree in General Education, teachers are also awarded the Montessori Guide certificate from the American Montessori Society.

General Requirements	60
Departmental Requirements	24
Directed Electives	30
Free Electives	6

Total Credits **130**

General Requirements

For the Major in General Education, the general requirements are explained under the Academic Curricula with the following exception: the Computer Science requirement is completed with INF 104 (3 credits) and the Mathematics requirement with MAT 100 or MAT 210 (3 credits).

Departmental Requirements

EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Psychology of Education	3
EDU 226	Principles of Instructional Design	3
EDU 350	Observation and Assessment	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
EDU 260	Transforming Seminar	3

EDU 292	Classroom Management	3
EDU 301	Learning Assessment	3
EDU 361	Neurology of Learning	3
ESP 226	Advanced Grammar	3
ING 117	Oral Communication in English	3
Total Credits		34
Directed Electives		30 credits
Free Electives		6 credits

GENERAL EDUCATION - MONTESSORI TRACK I

The objective of the Bachelor's Degree in General Education-Montessori Track I is to prepare Montessori guides to work with children ages 6-9 years old. This track is offered through a consortium with *Instituto de la Nueva Escuela* (INE), where Montessori courses are taught. Besides earning a Bachelor's degree in General Education, teachers are also awarded the Montessori Guide certificate from the American Montessori Society.

General Requirements	60
Departmental Requirements	34
Directed Electives	24
Free Electives	6
Total Credits	130

General Requirements

In the Major in General Education, the general requirements are explained under the Academic Curricula with the following exception: the Computer Science requirement is completed with INF 104 (3 credits) and the Mathematics requirement with MAT 100 or MAT 210 (3 credits).

Departmental Requirements

EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Psychology of Education	3
EDU 226	Principles of Instructional Design	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
EDU 260	Transforming Seminar	3
EDU 292	Classroom Management	3
EDU 301	Learning Assessment	3
EDU 361	Neurology of Learning	3
ESP 226	Advanced Grammar	3

ING 117	Oral Communication in English	3
Total Credits		34
Directed Electives		30 credits
Free Electives		6 credits

GENERAL EDUCATION - EARLY CHILDHOOD TRACK

The objective of the Bachelor's Degree in General Education Early Childhood Track is to prepare Montessori guides to work with children from birth to 4 years old. Students have the opportunity to complete a minor in small business, thus allowing interested students to establish day care centers and preschools.

General Requirements	60
Departmental Requirements	34
Directed Electives	30
Free Electives	6
Total Credits	130

General Requirements

For the Major in General Education, the general requirements are explained under the Academic Curricula with the following exception: the Computer Science requirement is completed with INF 104 (3 credits) and the Mathematics requirement with MAT 100 or MAT 210 (3 credits).

Departmental Requirements

EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Psychology of Education	3
EDU 226	Principles of Instructional Design	3
EDU 292	Classroom Management	3
EDU 301	Learning Assessment	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
EFI 227	Games, Rhythms, Movement, and Modified Sports	3
PSI 203	Developmental Psychology I	3
EFI 301	Health Education	3
ESP 226	Advanced Grammar	3
ING 117	Oral Communication in English	3
Total Credits		34

Directed Electives **3 credits**

Free Electives **6 credits**

BACHELOR'S DEGREE IN SCIENCE (B.S.)

EXERCISE SCIENCES AND HEALTH PROMOTION

The Bachelor's Degree in Exercise Sciences and Health Promotion is a program focused on preventive health and designed to prepare professionals that are committed to the education and health of their students and community.

This program provides future Health Professionals with the skills, technical and scientific knowledge, and educational experiences needed to design, plan, and implement programs that promote general health, be it in the school or work environment, or in the community.

The Bachelor's degree in Exercise Sciences and Health Promotion provides students with the opportunity to complete a minor in small business or any other area of interest.

General Requirements	60
Departmental Requirements	30
Major Requirements	28
Free Electives	12
Total Credits	130

General Requirements

For the Major in Exercise Sciences and Health Promotion, the general requirements are explained under the Academic Curricula with the following exception: the Biology requirement is completed with BIO 101 (3 credits), the Computer Science requirement is completed with INF 104 (3 credits), and the Mathematics requirement with MAT 210 (3 credits).

Departmental Requirements

EFI 143	Introduction to Exercise Sciences	3
EFI 301	Health Education	3
CFI 101	Social and Psychological Aspects of Physical Activity	3
CFI 102	Adapted Physical Education	3
CFI 201	Perceptual Motor Development	3
CFI 202	Prevention of Injuries and First Aid	2
CFI 203	Exercise Physiology and Laboratory	4
CFI 302	Biomechanics	3

CFI 404	Measurements/Evaluation of Physical Activities	3
CFI 405	Management and Supervision of Sports Facilities	3

Total Credits **30**

Major Requirements

CFI 214	Basic Principles for the Personal Trainer	3
CFI 301	Cardiorespiratory Conditioning	3
CFI 303	Design of Health Promotion Programs	3
CFI 305 or 306	Physical Activity	3
CFI 401	Training Methodology	3
CFI 402	Anaerobic Training	3
CFI 403	Nutrition, Human Performance and Health	3
CFI 406	Practicum Exercise Sciences and Health Promotion	4
EFI 405	Design of Fitness and Health Promotion Programs for Populations with Special Needs	3

Total Credits **28**

Free Electives **12 credits**

SECONDARY EDUCATION - ENGLISH

General Requirements	60
Departmental Requirements	34
Concentration Requirements	34
Free Electives	3

Total Credits **131**

General Requirements

For the major in Secondary English, the general requirements are explained under the Academic Curricula with the following exception: The Mathematics requirement will be completed by MAT 100 or MAT 210 (3 credits), the Computer Science will be completed by INF 104 (3 credits).

Departmental Requirements

EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Educational Psychology	3
EDU 226	Principals of Instructional Design	3
EDU 292	Classroom Management	3

EDU 301	Learning Assessment	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
PSI 204	Developmental Psychology II	3
EFI 301	Health Education	3
ESP 226	Advanced Grammar	3
ING 117	Oral Communication in English	3

Total Credits **34**

Concentration Requirements

EDU 325	Young Adult Literature	3
EDU 338	Teaching English as Second Language/ Secondary Level	3
EDU 356	Teaching in Content Areas with a Bilingual Approach	3
EDU 407	Intermediate School Practicum and Seminar	4
EDU 452	Methods and Materials for Teaching English	3
ING 121	Literary Genres I	3
ING 122	Literary Genres II	3
ING 208	Phonetics	3
ING 212	Contrastive Analysis of English and Spanish	3
ING 220	Structure of the English Language	3
ING 223	Advanced Composition	3
ING 235	Introduction to Linguistic	3

Total Credits **34**

Free Electives **3**

SECONDARY EDUCATION - SPANISH

General Requirements	60
Departmental Requirements	34
Concentration Requirements	31
Free Electives	3

Total Credits **128**

Departmental Requirements

EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Education Psychology	3

EDU 226	Principles of Instructional Design	3
EDU 292	Classroom Management	3
EDU 301	Learning Assessment	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
PSI 204	Developmental Psychology II	3
EFI 301	Health Education	3
ESP 226	Advanced Grammar	3
ING 117	Oral Communication in English	3

Total Credits **34**

Concentration Requirements

EDU 340	Spanish at the Secondary Level	3
EDU 407	Secondary School Practicum and Seminar	4
ESP *	Courses will be recommended by the Counselor	24

Total Credits **31**

Free Electives **3**

SECONDARY EDUCATION - HISTORY

General Requirements	60
Departmental Requirements	34
Concentration Requirements	31

Free Electives 3

Total Credits **128**

General Requirements

Departmental Requirements

EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Education Psychology	3
EDU 226	Principles of Instructional Design	3
EDU 292	Classroom Management	3
EDU 301	Learning Assessment	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
PSI 204	Developmental Psychology II	3
EFI 301	Health Education	3
ESP 226	Advanced Grammar	3

ING 117	Oral Communication in English	3
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Total Credits		34
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Concentration Requirements

HIS *---	Courses will be recommended by the Counselor	24
EDU 317	Social Studies in the School Program	3
EDU 407	Secondary School Practicum and Seminar	4

Total Credits		31
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SECONDARY EDUCATION IN MATHEMATICS

General Requirements	60
Departmental Requirements	34
Concentration Requirements	31
Free Electives	3

Total Credits	128
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General Requirements

Departmental Requirements

EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Education Psychology	3
EDU 226	Principles of Instructional Design	3
EDU 292	Classroom Management	3
EDU 301	Learning Assessment	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
PSI 204	Developmental Psychology II	3
EFI 301	Health Education	3
ESP 226	Advanced Grammar	3
ING 117	Oral Communication in English	3

Total Credits	34
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Concentration Requirements

MAT *---	Courses will be recommended by the counselor	25
EDU 322	Teaching Math at the Secondary Level	3

EDU 407	Secondary School Practicum and Seminar	4
Total Credits		31
Free Electives		3

ELEMENTARY BILINGUAL EDUCATION

General Requirements	60
Departmental Requirements	34
Concentration Requirements	34
Total Credits	128

General Requirements

For the Bilingual Elementary Education concentration, the general requirements are explained under the Academic Curricula.

Departmental Requirements

EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Education Psychology	3
EDU 226	Principles of Instructional Design	3
EDU 292	Classroom Management	3
EDU 301	Learning Assessment	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
PSI 203	Developmental Psychology I	3
EFI 301	Health Education	3
ESP 226	Advanced Grammar	3
ING 117	Oral Communication in English	3
Total Credits		34

Concentration Requirements

EDU 320	Children's Literature and Teaching Reading in English	3
EDU 354	Transcultural Approaches to Learning	3
EDU 355	Theory and Practice of Bilingual/Bicultural Education	3
EDU 356	Teaching in Content Areas with a Bilingual Approach	3
EDU 365	Teaching Spanish as a Second Language	3
EDU 403	Elementary Education Practicum and Seminar	4
EDU 451	Methods and Materials for Bilingual Education	3

ING 208	Phonetics	3
ING 212	Contrastive Analysis of English and Spanish	3
Directed Elective Courses		6
Total Credits		34

SECONDARY BILINGUAL EDUCATION

General Requirements	60
Departmental Requirements	34
Concentration Requirements	34
Total Credits	128

General Requirements

For the Secondary Bilingual Education concentration, the general requirements are explained under the Academic Curricula.

Departmental Requirements

EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Education Psychology	3
EDU 226	Principles of Instructional Design	3
EDU 292	Classroom Management	3
EDU 301	Learning Assessment	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
PSI 204	Developmental Psychology II	3
EFI 301	Health Education	3
ESP 226	Advanced Grammar	3
ING 117	Oral Communication in English	3
Total Credits		34

Concentration Requirements

EDU 354	Transcultural Approaches to Learning	3
EDU 355	Theory and Practice of Bilingual/Bicultural Education	3
EDU XXX	Methodology Course in the concentration area	3
EDU 451	Methods and Materials in Bilingual Education	3
XXX...	Concentration courses within the different Secondary Education concentrations	18
EDU 407	Secondary Education Practicum and Seminar	4
Total Credits		34

COMBINED PROGRAM OF A BACHELOR'S DEGREE IN EDUCATION WITH A CONCENTRATION IN EARLY CHILDHOOD EDUCATION (B.Ed.) AND A MASTER'S DEGREE OF ARTS IN EARLY CHILDHOOD EDUCATION (M.A.Ed.)

The Bachelor's Degree in Early Childhood Education (B.Ed.) and the Master's of Arts in Early Childhood Education (M.A.Ed.) combined program includes a total of 142 credits, which are distributed in the following manner:

General Requirements	60
Departmental Requirements	22
Concentration Requirements	24
Directed Electives	3
Free Electives-Specialization	6
Specialization Courses/Master's	27
Total Credits	142

General Requirements

For this combined program, the general requirements are explained under the Academic Curricula with the following exception: the Computer Science requirement is completed with INF 104 (3 credits). The Mathematics requirement is completed with MAT 210 (3 credits).

Departmental Requirements

The combined program has 22 credits as Departmental Requirements.
The composition is the following:

PSI 203	Developmental Psychology I	3
EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Education Psychology	3
EDU 226	Principles of Instructional Design	4
EDU 301	Learning Assessment	3
EDU 306	Nature and Needs of the Exceptional Child	4
HIS 339	U.S. Contemporary Culture and Society	3
Total Credits		22

Concentration Requirements

This component has 27 credits as Concentration Requirements, as follows:

EDU 211	Introduction to Early Child Education	3
EDU 215	Family as Part of the Educational Program	3

EDU 304	Play as Educational Strategies	3
EDU 308	Children Literature	3
EDU 330	Language Acquisition; Development of Literacy	3
EDU 332	Preschool and Primary Curriculum	3
EDU 405	Teaching Practice and Seminar in Early Childhood Education K-3	4
EDU ---	Directed Electives	3
Total Credits		27

Graduate Requirements

This component has 33 credits as graduate requirements as follows:

EDU 526	Design and Management of the Preschool Environment	3
EDU 536	Observation and Assessment of the Early Childhood Education Students	3
EDU 546	Brain Functioning and the Motor Perceptual Development	3
EDU 622	Social Studies and Geography in Early Education	3
EDU 704	Creative Expression and Preparation of Educational Materials for Early Education	3
EDU 726	The Scientific-Mathematical Knowledge as Part of Cognitive Development in Early Childhood	3
EDU 792	Master's Degree Seminar	3
EDU 795	Thesis or Creative Project	6
796/798/799		

Specialization Electives

Students will chose 6 credits from the following:

EDU 600	Foundations of Educational Technology	3
EDU 618	Evaluation of Educational Products and Processes	3
EDU 727	Design and Administration of Early Childhood Programs	3
EDU 728	Creative Expression in Early Childhood Education	3
EDU 729	Language Education 0-8 years old	3

Total Credits	33
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Students who wish to complete the bachelor's degree and not pursue graduate study may apply for a classification change to the Transitional Plan.

COMBINED PROGRAM OF A BACHELOR'S DEGREE IN ELEMENTARY EDUCATION (B.Ed.) AND A MASTER'S DEGREE IN SCIENCE-SPEECH AND LANGUAGE PATHOLOGY (MSSLPT.)

The combined Bachelors in Elementary Education (B.Ed.) and Master's Degree in Science-Speech and Language Pathology (MSSLPT) program includes a total of 157 credits, distributed as follows:

General Requirements	60
Departmental Requirements	19
Concentration Requirements	27
Specialization Courses/Master's	57
Total Credits	163

General Requirements

For this combined program, the general requirements are explained under the Academic Curricula with the following exceptions: the Computer Science requirement is completed with INF 104 (3 credits). The Mathematics requirement is completed with MAT 210 (3 credits). The requirement for the optional course is completed with FIS 103 (3 credits), and the second Philosophy course is completed with EDU 543. One of the Spanish courses must be ESP226.

Departmental Requirements

Note: Students who are interested in applying for a teacher's license must take HIS 339, History of the United States

The combined program has 19 credits as Departmental Requirements, as follows:

PSI 203	Developmental Psychology I	3
EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Psychology of Education	3
EDU 226	Principles of Instructional Design	3
EDU 306	Nature and Needs of the Exceptional Student	4
EDU 301	Learning Assessment	3

Total credits **19**

Concentration Requirements

This component consists of 24 credits as concentration requirements as follows:

EDU 314	Mathematics in the School Program	3
EDU 313	Natural Science in the School Curriculum	4

EDU 317	Social Studies in the School Program	3
EDU 319	Teaching Reading	4
EDU 330	Language Acquisition; Development of Literacy	3
EDU 546	Brain Functioning and the Motor Perceptual Development	3
EDU 403	Elementary Education Practicum and Seminar	4
EDU 558/BSLT 345	Acoustics and Psychoacoustics of Sound	
EDU 559/BSLT 346	Clinical Processes of Speech – Lang. Therapist	
Total credits		24

Graduate Requirements

This component consists of 60 graduate credits as concentration requirements as follows:

EDU 540/ MSLP 540	Anatomy and Physiology of Speech, Language, and Hearing	3
EDU 541/ MSLP 541	Basic Audiology	3
EDU 542/ MSLP 542	Normal Speech and Language Disorders	
EDU 545/ MSLP 545	Language Disorders in Children	3
EDU 547/ MSLP 547	Voice Disorders: Evaluation and Treatment	3
EDU 548/ MSLP 546	Fluency Disorders: Evaluation and Treatment	3
MSLP 549	Dysphasia in Children	3
MSLP 650	Aural Rehabilitation	3
MSLP 651	Augmentative and Alternative Communication for Children	3
MSLP 652	Evaluation and Diagnosis of Communication Disorders in Children and Adults	3
MSLP 653	Neurogenic Disorders	3
MSLP 654	Early Intervention in Speech and Language	3
MSLP 655	Sup., Consultancy and Administration of Clinical Services	3
MSLP 657	Research Methods	3
MSLP 661	Multicultural Perspectives in Speech and Language Pathology	3
MSLP 662	Reading and Writing Disorders	3
MTES 670	Thesis Project or Master Level Exam	0
PRSP 656	Advanced Clinical Practicum	0
MSLP 605	Master Level Exam (First part)	
Master Level Exam(First Part)		0
Or MSLP 606 (Second part)		
Or MTES 670 Thesis project		
PRSP 657	Advanced Clinical Practicum II	

EDUCATION COURSE DESCRIPTIONS

EDUCATION

EDU 201. PHILOSOPHICAL AND SOCIOLOGICAL PRINCIPLES OF EDUCATION.

Concepts and goals of education. Historical development of education from the beginning of culture to current systems. Trajectory of education in Puerto Rico. Emphasis on the philosophical and sociological principles of education and their greatest exponents. Emphasis on philosophical trends and their influence on the vision of teachers and schools. Influence of social groups on the education process. Discussion and analysis of the concept of educational policy and the factors that affect the development of such. 3 hours a week, 1 semester, 3 credits.

EDU 205. EDUCATIONAL PSYCHOLOGY. (Prerequisite: PSI 203). Study of the student, teacher and teaching/learning process variables from the perspective of learning theories: psychodynamics and development, behaviorism, neo-behaviorism, cognitivism, and humanistic existentialism. Emphasis on the basic psychological processes and the conditions that facilitate effective learning. Implications for the curriculum, teaching, and classroom management. Discussion of multiple intelligence theory and attention to diversity in the classroom. Includes Web module as support. 3 hours a week, 1 semester, 3 credits.

EDU 211. INTRODUCTION TO EARLY EDUCATION. Study of early education from an ample perspective, starting with origins from a historical point of view. The vision of many different exponents of early childhood education is studied, such as Jean Jacques Rousseau, Johan Pestalozzi, Friedrich Froebel, Maria Montessori, and John Dewey, among others. The importance of rich and appropriate early experiences in education and their effects on childhood development are analyzed. Study of the social and economic aspects that have influenced early education and the vision of early education in Puerto Rico. Ethical aspects of the profession and working with young children in early education. 3 hours a week, 1 semester, 3 credits.

EDU 212. EDUCATING INFANTS AND TODDLERS. The course studies the importance of the first three years (0-3) of life for the development of potential learning processes in childhood. Design, planning and implementation of curricular practices and activities based on development theories. Discussion of optimal learning environments for infants and toddlers. Importance of play for the development of infants and toddlers as well appropriate practices. 3 hours a week semester, 3 credits.

EDU 213. PERCEPTUAL-MOTOR DEVELOPMENT IN CHILDREN 0-4 YEARS OLD. The course is directed at developing in future guides and teachers of infants, day care children, and preschoolers skills to select, organize, administer, prepare, and evaluate motor activities that will stimulate the perceptual-motor development of children at early education centers. 3 hours a week, 1 semester, 3 credits.

EDU 214. LAWS, REGULATIONS AND PERMITS TO ESTABLISH DAY CARE AND PRE-SCHOOL CENTERS. The course covers laws, regulations and permits governing early education centers. Given that this is a highly-regulated area, the history of federal and local laws is briefly considered as well as the evolution and areas these laws, regulations and permits need to address. Covers the steps for development and early education center as well as ethical and legal aspects of working with very young children and their families. 3 hours a week, 1 semester, 3 credits.

EDU 215. THE FAMILY AS PART OF THE EDUCATIONAL PROGRAM. (Prerequisite: EDU 211). The course includes an analysis of activities that may be designed to stimulate family participation in early and elementary education. A work plan is designed to create family participation in school and curricular activities, school visits, information and progress, family orientation activists, participation as resources, parent and teacher meetings. Practical orientation workshop for parents. Discussion of ethical aspects in managing information related to children and their families and their rights. Discussion of issues related to gender, cultural , cognitive, and other diversity. 3 hours a week, 1 semester, 3 credits.

EDU 216. METHODOLOGY FOR TEACHING FRENCH. This course is designed to study the teaching of French as a foreign language at the elementary and secondary levels. Theoretical foundations, technical methodology, curricula, materials, and teaching evaluation of a foreign language. 3 hours a week, 1 semester, 3 credits.

EDU 217. EARLY STIMULATION (0-4) . The course is directed at having future educators of infants, toddlers and preschoolers have experiences in which they will learn the importance of early stimulation during the first years of life. The future professional will learn to develop strategies to facilitate stimulation in children according to the level of development while not forgetting appropriate practices. Besides learning and understanding theories, students will be given the opportunity to put into practice what the have learned. 3 hours a week. 1 semester, 3 credits.

EDU 218. DESIGN OF YOUNG AGE ENVIRONMENTS (0-4) The course is directed at developing a basic knowledge in future educators of the importance of being able to design the physical environment in which they work with infants, toddlers and preschoolers. A study and analysis of the implications of creating an appropriate environment for significant learning during the first years and integrating the family in this process. Students will become familiar with different kinds of environments while applying the knowledge they have learned and the importance of the environment in early childhood holistic development. 3 hours a week. 1 semester, 3 credits.

EDU 226. PRINCIPLES OF INSTRUCTIONAL DESIGN. (Prerequisite: EDU 201 and EDU 205). In this course, the basic principles of instructional design are outlined and discussed. The Systems Theory and the approach of Instructional Design Systems are analyzed. Discussion and analysis of Bloom's Taxonomy, task analysis, and systematic planning of teaching. Integration of technological tools in instructional design. Discussion and analysis on the availability and validity of different sources of information and technological tools to be

used in the classroom. Analysis of educational techniques, strategies, and models. Includes a workshop on information literacy. 3 hours a week, 1 semester, 3 credits.

EDU 230. MONTESSORI PHILOSOPHY. (Prerequisites: EDU 201).

The course is a rigorous and in-depth study of the Montessori philosophy as developed by Dr. Montessori in the 20th century. Philosophical and scientific principles are studied. Discussion and comparison with contemporary scientific theories regarding learning, childhood, and adolescence. Studies Maria Montessori's vision of children and the teaching method associated with that vision. The spiritual development of the child as central to the curriculum and the spiritual development of the guide as a requirement for serving the child. Examines the role of the teacher in the life of the child, the environment the child's life; the prepared environment as the context of that relationship and point of departure; the environment as part of a culture and historical reality. The course includes lectures, group discussions and Socratic dialogues. Analysis of the works of Maria Montessori. Three (3) credits, three (3) hours a week, one (1) semester.

EDU 260. TRANSFORMING SEMINAR. This course is an introductory course that aims to invite students to think about their vocation, philosophy of life, and therefore, about their educational philosophy. The origins of ideas that shape their philosophy are analyzed. Study of the traditional educational model. Through this course, students can discuss the school's role as an institution whose main duty is to educate citizens who will transform society into a more peaceful and fair place. Students are invited to reflect upon the teacher's duty in the transformation process, to be an agent of change in their schools, and to identify aspects of the school their own selves that are to be transformed in order to better serve children, young people, and the community. The American Montessori Society code of ethics is analyzed. 3 hours a week, 1 semester, 3 credits.

EDU 292. CLASSROOM MANAGEMENT (Prerequisites: EDU 205, EDU 226) Discussion of the important role of classroom management for the academic achievement of students; research and different theories and visions regarding classroom management. Application and use of effective strategies for classroom management in a variety of situations encountered by teachers. Visits and observations to classrooms to apply and integrated the techniques that are presented in real cases. Active participation by students is required in activities outside of course hours for visits to schools, so that students should schedule the time need to comply with this requirement. 3 hours a week, 1 semester, 3 credits

EDU 300. NUTRITION, HEALTH and Safety of children 0-4 years old (Prerequisite: EDU 203) The course is directed at preparing the future preschool educator and teacher to understand the important role of health, good nutrition, and safety in the classroom for infants, toddlers and preschoolers. The course encourages the development of safe environments and positive experiences with regard to health, safety, and nutrition. Focus on the physical needs of children while exploring strategies to meet those needs. Discusses health routines, hygiene, nutrition, feeding practices, child abuse, diseases that affect infants, toddlers and preschoolers, and safety in and outside of the classroom. 3 hours a week, 1 semester, 3 credits.

EDU 301. LEARNING ASSESSMENT. (Prerequisite: EDU 205, EDU 226). Evaluation as a systematic process integrated into education. Development of a comprehensive assessment plan. Evaluation techniques such as anecdotal notes, reflexive diaries, interviews, comparison sheets, estimation scales, portfolios, formal and informal quizzes, among others. Ethical factors in the selection, administration, and interpretation of collected information. Application and use of evaluation strategies of the different situations that the teacher faces. Practice with the use and management of assessment documents, curves, and simple statistics such as mode average, median, standard deviation, and others. Discusses advantages and disadvantages of different kinds of assessment. Visits and observations of classrooms in order to apply and integrate techniques in real scenarios. Active participation by students in activities outside of class hours and the university campus is required so that students must schedule the necessary time to comply with this requirement. There is emphasis on the active participation by students in projects in schools and the external community through the learning in service modality's hours a week, 1 semester, 3 credits. 3 hours a week, 1 semester, 3 credits.

EDU 304. PLAY AS AN EDUCATIONAL STRATEGY. Study of the evolution, nature, theories and functions of games in the developmental and learning of human beings. Emphasis on the importance of play as a natural strategy as a means of acquiring and constructing knowledge, development of thinking, and language, social, psychological, motor and physical development. Play as a tool for moral development and decision-making in children. An analysis of play as a strategy for curricular integration. Studies aspects of assessment, evaluation, and remediation through play. Study of play in the development of different cultures. 3 hours a week, 1 semester, 3 credits 3 hours a week, 1 semester, 3 credits.

EDU 305. METHODOLOGY AND CURRICULAR INTEGRATION FOR EARLY CHILDHOOD EDUCATION. (Prerequisite: EDU 226). This course emphasizes on the discussion of methodologies, perspectives, teaching strategies, and most adequate and effective curricular integration methods for the full development of the potential of children from five to eight years of age. The matters that must be taken into consideration when programming, creating atmosphere, selecting manipulators, skills and activities that maximize the learning of these children are discussed. The importance of experimenting, exploring, and reflecting on the integrated contents, learning styles, and evaluation of these children is also analyzed. Finally, the alternatives of curriculum enrichment and integration with complementary subject matters, such as art, music, theater, and movement, which not only contribute to the development of creativity and corporal and artistic expression and communication, but are also fundamental and essential aspects of early education (5-8 years). 3 hours a week, 1 semester, 3 credits.

EDU 306. NATURE AND NEEDS OF THE EXCEPTIONAL CHILD. (Prerequisites: EDU 205, EDU 226, and EDU 301). Global view of the different exceptionalities. Behavioral and learning characteristics in each condition. Evaluation and diagnostic from the clinical and psycho-educational perspectives. Prevention, early intervention, and transition services. Collaborative approach in the school, home and the community. Teaching methods, options for placement, the use of assisted technology, and inclusion. Federal and State laws that protect people with disabilities. Public and private agencies that serve this population. Attention is given to issues related to diversity 4 hours a week, 1 semester, 4 credits.

EDU 307. CURRICULAR DESIGN, METHODS, AND MATERIALS FOR THE CHILD WITH SPECIFIC LEARNING DISABILITIES. (Prerequisite: EDU 205, 226, and 306). Study of alternative curricula for students with specific learning problems from K-12, according to the students' characteristics and needs. Application of the principles of instructional design to traditional curricula so that teaching methods can be adapted in a way that students may achieve their full potential. Methods, strategies, and teaching techniques for inclusion and remedial education so that these students may overcome their difficulties and characteristics. Design and preparation of activities and materials for the most common types of learning problems, such as: communication, reading, writing, mathematics, memory, perception, and motor coordination. 3 hours a week, 1 semester, 3 credits.

EDU 308. CHILDREN'S LITERATURE. The use of true children's literature as part of the early childhood and elementary curricula (0-8 years of age) as a means to develop language and for curricular integration. Social and emotional development is studied through literature. A wide range of topics is addressed from different perspectives, as well as the basic criteria that should be taken into consideration in evaluating and selecting books for each age. Students learn how to integrate children's literature in the classroom and in the home, in a stimulating, creative, and significant manner, to foster reading behavior and reading comprehension skills. 3 hours a week, 1 semester, 3 credits.

EDU 310. THE CONSTRUCTIVIST TEACHER. Comparative analysis between the constructivist and the behaviorist perspectives. Discussion of the responsibilities and the functions of the early education and elementary teacher based on the constructive perspective. Study of the different strategies or techniques that can be used to design a flexible and participative curriculum and to develop critical thought and decision making. Assessment strategies in a constructivist curriculum. 3 hours a week, 1 semester, 3 credits.

EDU 311. ART IN THE SCHOOL CURRICULUM. (Prerequisites: EDU 205, EDU 226). Techniques and methods for teaching the arts in early and elementary education. Preparation of materials taking into consideration the students' developmental stage. Analysis and discussion of the importance of art as a means to curricular integration. 3 hours a week, 1 semester, 3 credits.

EDU 313. NATURAL SCIENCE IN THE SCHOOL CURRICULUM. (Prerequisites: EDU 226, BIO 109). Analysis of the nature and philosophy of Natural Sciences. Study of the scientific method and scientific processes. Strategies and models of Natural Sciences teaching and assessment in elementary schools. Preparation and selection of manipulatives, design of class plans including technology. Includes 20 hours of pre-practice experience in elementary school environments. 4 hours a week, 1 semester, 3 credits.

EDU 314. ELEMENTARY LEVEL MATHEMATICS. (Prerequisite: EDU 226, MAT 100 or MAT 210). This course presents the curricular content, the skills to be developed and the methodology that every future math teacher must master to teach the elementary level (K-6). The latest developments and approaches in Mathematics teaching are taken into consideration, including the use of manipulatives and assessment techniques. The course's approach is based on the principle of constructive theory of knowledge. It incorporates classroom research and

mathematical standards in teaching with quality indicators. Basic documents that guide teaching Mathematics in K-6 are analyzed. 3 hours a week, 1 semester, 3 credits.

EDU 315. LANGUAGE ARTS IN THE SCHOOL PROGRAM. (Prerequisites: EDU 226; must have passed 9 credits in Spanish). Theoretical principles, goals and curricular content of the language arts school program at the elementary level. Methods, strategies and techniques used to teach and evaluate the communication process in the vernacular. Discussion of the basic principles of the development of language and the relationship between the development of language and thought. Observation visits to classes. 3 hours a week, 1 semester, 3 credits.

EDU 316. TEACHING ENGLISH AS A SECOND LANGUAGE IN ELEMENTARY SCHOOL. (Prerequisites EDU 226; must have passed 12 credits in English). Analysis of linguistic principles, methods, techniques and materials used in the development of skills in listening, speaking, reading and writing English as a second language. Observation visits to classes in public and private schools. Planning, demonstrating and evaluation of classes. This course is designed to study the teaching of English as a second language at the elementary level. Includes the theoretical foundation of teaching a second/foreign language curriculum, assessment and the educational technology used in the field. A field-based course incorporating service learning. Students will be required to engage in field based activities for two hours a week and meet as class once a week for one and half hours. 3 hours a week, 1 semester, 3 credits.

EDU 317. SOCIAL STUDIES IN THE SCHOOL PROGRAM. (Prerequisites: EDU 226 and HUM 111). Analysis of the current Elementary School Social Studies Program in the public schools in Puerto Rico. Analysis of standards, expectations, curricular map, curricular content. Integration of the Social Studies with other subjects in a constructivist manner. Preparation of class plans. Integration of technology in lesson design. Study and analysis of the importance of social development, life in a community, and cultural development for countries in a globalized world. 3 hours a week, 1 semester, 3 credits.

EDU 319. TEACHING READING AND WRITING IN ELEMENTARY SCHOOL. (Prerequisites: EDU 226 and EDU 315). Teaching of reading and writing in significant contexts and activities to encourage reading and writing, based on an integrated vision of language. Studies oral expression, reading comprehension of several texts and graphic media, as well as clear and coherent writing, to develop effective communications skills, not only for school but with a view to the intellectual development of students. Twenty hours of pre-practicum experience in an elementary school. 4 hours a week, 1 semester, 3 credits.

EDU 320. LITERACY IN ENGLISH (Prerequisite: EDU 316). This course is designed to study the integrated and process approach to the teaching of reading writing, listening and speaking in English as a second/foreign language classroom language. Methods, strategies techniques, and assessment procedures will be explored. Evaluation, selection, adaptation, and production of materials for developing literacy. Emphasis will be given to literacy development within a whole language perspective. 3 lecture hours, 1 semester, 3 credits.

EDU 321. LITERATURE AND MUSIC FOR SCHOOLCHILDREN. (Prerequisites: EDU 205 and EDU 315). Literature, music, and illustrations as art to achieve the physical, social, cultural and intellectual development of a child; how art complements the development and mastering of language arts so that it can be faced creatively by the student. Identification and selection of appropriate literary texts and the characteristics that distinguish them. Analysis of elements in context, methods, and literary materials.
3 hours a week, 1 semester, 3 credits.

EDU 322 TEACHING MATHEMATICS AT A SECONDARY LEVEL. (Prerequisites: EDU 226, EDU 301 and 15 credits in Mathematics). This course presents Mathematics at a secondary level in the school curriculum. Strategies and different methods to carry out the teaching learning process. Skills in general Mathematics, Intermediate Algebra, Trigonometry, Pre-Calculus and Statistics. These subjects focus on the perspective of content and teaching strategies geared towards offering a solution to problems in the integration of all of the courses. Emphasis on learning and teaching styles aimed to provide remedial assistance, both individual and cooperative assistance in the systematic development of skills. In this aspect, the latest developments and approaches in teaching mathematics are taken into consideration. 3 hours, 1 semester, 3 credits.

EDU 323. DRAMA IN SCHOOLS FROM K-12. (Prerequisite: EDU 226). This course is designed for students in the Primary, Elementary and Secondary School Programs who are majoring in Drama. Emphasis on drama as a vehicle of teaching and as a means of creative and dramatic expression. Different theatrical techniques that can be used in the classroom are analyzed. The different aspects a teacher should know about staging theatrical works according to the level in which they teach is also studied. The purpose, methods, and organization of theatrical works are also discussed, emphasizing on the educational values of different artistic expressions. 3 hours a week, 1 semester, 3 credits.

EDU 324. CHILDREN'S LITERATURE IN ENGLISH. (Prerequisites 12 credits in English or equivalent) This course is designed to develop an appreciation of the importance of children's literature and its use in the English as second/foreign language classroom and across the curriculum. Emphasis will be given to its use in the classroom within a whole language perspective. 3 hours a week, 1 semester, 3 credits.

EDU 325. YOUNG ADULT LITERATURE. This course provides an overview of young adult literature. Outstanding authors and literary works of different types will be studied. The relationship between adolescent psychology and young adult literature will be explored. The methodology of teaching literature to young adults will be emphasized. This course is specifically oriented to secondary ESL teacher majors. 3 hours per week, 1 semester, 3 credits.

EDU 327. CURRICULAR DESIGN, METHODS, AND MATERIALS FOR CHILDREN WITH SOCIO-EMOTIONAL AND BEHAVIORAL PROBLEMS. (Prerequisites: PSI 203 and EDU 306). Analysis of the sociological psychological, environmental and genetic factors that influence the behavior of a child. Prevention and promotion of socio-emotional health. Curricular design, methods and materials for students with different etiologies. Writing

objectives for daily lesson plans and individualized education plans (IEP). Educational services offered in Puerto Rico. 3 hours a week, 1 semester, 3 credits.

EDU 328. DIAGNOSIS AND REMEDIATION OF MILD DISABILITIES. (Prerequisites: EDU 205, EDU 226, EDU 306, EDU 307). Knowledge, use and interpretation of standard exams in specific areas that will be administered to children with mild disabilities: mild retardation, specific learning disabilities and socio-emotional and behavioral problems. The production of informal diagnostic exams for measuring skills is emphasized. Design and preparation of activities and educational materials geared towards the development of skills in children with mild disabilities. 3 hours a week, 1 semester, 3 credits.

EDU 329. CURRICULAR DESIGN, METHODS AND MATERIALS FOR MENTALLY RETARDED CHILDREN. (Prerequisites: EDU 205, EDU 226, EDU 306, and PSI 203). Analysis and discussion of biomedical, socio-cultural and psychological factors that cause mental retardation. Characteristics and needs of the, mentally retarded, educable, trainable, and continual care population. Instructional planning, methods and materials for diagnosis and psycho-educational remediation. Role of the family and community agencies in support of mentally disabled persons. 3 hours a week, 1 semester, 3 credits.

EDU 330. LANGUAGE ACQUISITION; DEVELOPMENT OF LITERACY. (Prerequisite: EDU 226). Study of the relationship between the development of oral language in the first years and the development of the capacity to read and write from the theoretical perspectives that support such. Study of the differences between the traditional approaches in teaching literacy and its interactive perspective. Discussion and practice of new strategies and methods for actual evaluation of development of the reading/writing process in preschoolers. 3 hours a week, 1 semester, 3 credits.

EDU 331. TEACHING CHILDREN WITH COMMUNICATION DISORDERS. (Prerequisites: EDU 205, EDU 226, EDU 301, and EDU 306). Study of the language acquisition and development process, as well as its cognitive and social basis. Analysis of language disorders, evaluation, diagnosis and interpretation of results and their remedial measures. The services offered in Puerto Rico for this exceptionality within the school system and the intervention techniques used in the classroom are also discussed. 3 hours a week, 1 semester, 3 credits.

EDU 332. PRESCHOOL AND PRIMARY EDUCATION CURRICULUM. (Prerequisites: EDU 211, EDU 215). Study of the different approaches to curriculum in the early and primary education fields. Particular attention on analyzing development models of children from four to eight years of age. Content, objectives, activities, selection of materials, evaluation strategies, and the use of appropriate practices in the development of preschool children are also discussed. 3 hours a week, 1 semester, 3 credits.

EDU 333. TEACHING THE GIFTED CHILD. (Prerequisites: EDU 205, EDU 226, EDU 306 and PSI 203). Discusses the terminology, definitions, characteristics and classifications of the development of the gifted child. Study of the neurological, social, emotional, cognitive, and

educational development that is essential for the process of identifying and creating teaching strategies and techniques. 3 hours a week, 1 semester, 3 credits.

EDU 334. DIAGNOSIS AND CORRECTION OF LITERACY DEFICIENCIES.

(Prerequisites: EDU 226, EDU 319). The study of the processes of diagnosing literacy difficulties in the elementary level. Study of the principles of the diagnosis process and the factors that influence such. Analysis of several methods of diagnosis, preparation, and administration of informal tests, production of materials, and the application of diagnostic techniques for preventing and correcting deficiencies. This is complemented by clinical laboratory experiences in the administration and analysis of test results, the use of materials with which students can integrate theory and practice, and the importance of diagnosis in the teaching process. 3 hours a week, 1 semester, 3 credits.

EDU 338. TEACHING ENGLISH AT THE SECONDARY LEVEL.

This course is designed to study the teaching-learning process of English as a second language at a secondary level. The theoretical principles of teaching a second language, methodology, planning based on English standards, and the process of evaluation are also studied. This course is aimed towards students of the Secondary Education in English major. 3 hours a week, 1 semester, 3 credits.

EDU 339. TEACHING SCIENCE AT THE SECONDARY LEVEL.

Analysis of the nature and philosophy of Natural Sciences. Study of the scientific method and scientific processes. Strategies and models of Natural Sciences teaching in secondary schools, such as formulating questions, problem solving, laboratory work, and discussions. Preparation and selection of materials; incorporating technology to do research, ask questions and carry out simulations in the laboratory. True assessment in teaching Science. 3 hours a week, 1 semester, 3 credits.

EDU 340. TEACHING SPANISH AT THE SECONDARY LEVEL.

Various educational approaches to teaching Spanish are discussed in this course. The methodologies and activities used during the stages of reading comprehension are explained. Discussion of the process approach for speech composition. The course emphasizes teaching the basic elements used to analyze literary works. Application of comprehension and writing techniques in teaching and learning the vernacular language. 3 hours a week, 1 semester, 3 credits.

EDU 344. OBSERVATION AND EVALUATION OF CHILDREN 0 TO 4 YEARS OLD.

The purpose of this course is that the future educator of infants, toddlers, and preschoolers participates in an experience in which the educator may observe and evaluate early childhood. Students will learn how to observe/take notes and to maintain observation registries, and carry out evaluations. The importance of the interrelation of these processes and the manner in which such are the basis for decision-taking that takes into consideration the particular interests of each child. During the course, observation as a learning process and as a means to establish the necessary relationships in order to make evaluations is analyzed.

EDU 345. PREPARATION OF MATERIALS.

(Prerequisites: EDU 226,) This course introduces students to the theoretical basis for the development of materials for early and elementary education. The students develop materials for this population, including low cost

materials made with items found at home as well as the adaptation of materials currently found in the market. 3 hours a week, 1 semester, 3 credits.

EDU 346. INTEGRATION OF SCIENCE, MATHEMATICS AND SOCIAL SCIENCES AT THE PRIMARY LEVEL (Prerequisite EDU 226) The course integrates concepts of Science, Mathematics, and Social Studies in pK-3 grades. Discussion and analysis of standards for content, expectations, and curricular maps in these subjects. Effective methods and strategies to develop concepts and skills in Science, Mathematics, and Social Studies in an integrated, interdisciplinary and significant manner. The incorporation of appropriate technology for the development of concepts in early education environments such as simulations, play, and others. Discussion and analysis of appropriate practices establish by the NAEYC for the primary level.

EDU 350. COSMIC EDUCATION I: EXPERIENCE OF THE MONTESSORI METHOD AND HISTORY. Prerequisites: EDU 260, EDU 230

The course presents Cosmic Education or principal curriculum of the Montessori method within the student's experience of this pedagogical method. Works with the larger curricular questions: Who are we? Where do we come from? Where are we going? The first part studies the nature, origins, and implementation of this curriculum as well as its major components. A study of the curricular component of History. The second part studies Geography, Biology, and Physical Sciences. The Cosmic Education curriculum seeks to develop the child's intrinsic imagination, critical thinking, and motivation. At this stage of development, the child is eager to receive information. The groundwork is set for more abstract learning in the next stage of development. Works with the content and methodology of Cosmic Education, the narration of stories that will make an impression on the child. Great stories or lessons are studied: Creation, Life, Humanity, civilization, the basic needs of human beings, and History, History of Language, the spoken and written word, the History of Mathematics and Geometry. Discusses Cosmic Education and the future of our world as well as how this curriculum contributes to education for peace. Three (3) credits, three (3) hours a week, one (1) semester

EDU 354. TRANSCULTURAL APPROACHES TO LEARNING. (Prerequisite: EDU 201, EDU 205, PSI 204). This course introduces Education students to the basic ideas of psychology, linguistics, and anthropology and the relationship of these areas to the study of culture and its implications in the teaching-learning process. The role language, processes, perception, and socialization play in different cultures is emphasized, especially in English-speaking and Hispanic cultures. 3 hours a week, 1 semester, 3 credits.

EDU 355. THEORY AND PRACTICE OF BILINGUAL/BICULTURAL EDUCATION (Prerequisite: EDU 201, EDU 205, EDU 226). This course prepares students to work with bilingual/bicultural programs in Puerto Rico and in the United States. Students acquire basic knowledge of the principles of bilingual education and its models. Emphasis on the development of skills based on education theories and principles for the bilingual/bicultural classroom. 3 hours a week, 1 semester, 3 credits.

EDU 356. TEACHING IN CONTENT AREAS WITH A BILINGUAL APPROACH (Prerequisite: EDU 201). The purpose of this course the acquisition of knowledge acquisition

and the development of skills for future science, mathematics and social studies teachers in bilingual/bicultural programs. Knowledge and skills will be acquired through various strategies, teaching techniques, and evaluation methods and procedures, as well as by developing the capacity to select, prepare, and use new materials. The knowledge and skills acquired by these teachers will be up to par with the knowledge and skills of the best public and private school teachers in this area. Teaching methods and strategies include new approaches characterized by flexibility, individual thought, research of multicultural realities, student participation, open discussion, and the teacher's role as student. 3 hours a week, 1 semester, 3 credits.

EDU 361/546. BRAIN FUNCTION AND MOTOR PERCEPTUAL DEVELOPMENT .

Studies the nervous system, aside from the central nervous system specifically emphasizing the parts of the brain their functions and the importance that teacher know there functions. Also studies theories of the development of the human brain: evolution theory, the theory of cerebral hemispheres, and the theory of connections. Also discusses recent research in the field of neuroscience and its relation to early education. Educational implications and the impact of all of these aspects on early childhood development processes are analyzed as well as design curricular. 3 hours a week, 1 semester, 3 credits

EDU 365. TEACHING SPANISH AS A SECOND LANGUAGE. (Prerequisites: EDU 355 and 6 credits of Spanish). This course is aimed at students and teachers of Spanish as a second language. Students will acquire basic knowledge of new approaches in teaching Spanish as a second language. The nature of language learning and of the Spanish language, curricular planning, classroom management, teaching resources, and evaluation of results will also be reviewed. Emphasis on the importance of the relationship between the development of speech, reading, and writing skills and the school and community environment, and more broadly, the social and cultural patterns of the Spanish-speaking society. 3 hours a week, 1 semester, 3 credits.

EDU 366. SENSORIAL, MATHEMATICS AND GEOMETRY CURRICULUM (Prerequisites EDU 260, EDU 230). The course prepares teaching candidates to design and use the Sensorial, Geometry, and Mathematics areas of the Montessori Curriculum for the infant stages, toddlers, and Children's House. Use and construction of material, the direct and indirect purpose of each and their presentations. Concepts such as quantity, size, addition, subtraction, multiplication, and division are worked with. Studies the association between manipulation of concrete objects and memorization of symbols; the decimal system and the process by which children internalize the system. The course studies the development of the mathematical mind of the child; the child's thought processes, and the development of the child's interest and enthusiasm to learn. Students will learn to observe and evaluate the child's work. Presentation of cognition theories of educators such as Piaget and Vygotsky. 3 hours a week, 1 semester, 3 credits

EDU 367. DESIGN AND MANAGEMENT OF THE MONTESSORI ENVIRONMENT CHILDREN'S HOUSE. (Prerequisites EDU 260, EDU 230). The course studies the Montessori Curriculum in the light of theories of human development; curriculum design looking directly at the child, the child's stage of development, tendencies and tasks of the

moment. Discusses basic principles of instructional design taking into consideration the child and government academic standards. Instructional design in the Montessori system including the design and management of the environment: all of the elements of the environment have a pedagogical purpose, which is the development of the child. The course compares Montessori with other formal educational currents Bloom's taxonomy, among others. Presents the DE academic standards and how they are addressed in the Montessori system. Work with the Montessori planning model. A relationship is established between this model and the philosophy on which it is constructed. Provides a guide for the design, purchase, and development of materials. 3 hours a week, 1 semester, 3 credits

EDU 368. PRACTICAL LIFE CURRICULUM: INFANTS AND TODDLERS/CHILDREN'S HOUSE. This Practical Life Curriculum works with the first stage overdevelopment from 0 to 6 years old. Studies the relationship between the senses and intelligence, knowledge and the development of skills. Presents the Practical Life area of the Montessori curriculum to students: the sequence, walking the line, materials and exercises, the purpose of each, and the place they have in the development of the child and early learning. Studies the value of the Curriculum in terms of the intellectual, social, and moral development of the child; the development of attention, coordination, and independence, as well as the sequence for the development of a self-confident and independent child. Includes planning and development healthy and peaceful environments. 3 hours a week, 1 semester, 3 credits.

EDU371. LANGUAGE, SCIENCE, SOCIAL STUDIES CURRICULUM IN THE CHILDREN'S HOUSE. (Prerequisites EDU 260, EDU 230, EDU 367). Students will learn to use the child's cultural background to work with language, science, and social studies. The environment is used to enrich vocabulary and comprehension of the spoken word; correct vocabulary is used for daily life in the environment. Cultural studies (history, geography, botany, and zoology) include demonstrations, experiments and exploration of the living universe. The course presents Montessori materials in geography, social studies, science, and botany. Geography is presented through life experiences of space in the environment. Globes and maps of continents are present. The child is located in time and space. Botany and zoology are studied with living plants and animals. Geography is a tool for teaching the child about union among nations and peoples, the inhabitants of different parts of planet Earth. Aspects of management of information and evaluation of students are addressed. 3 hours a week, 1 semester, 3 credits.

EDU 390. SPECIAL TOPICS. (Prerequisites: permission from the Department) Study of a topic through reading, research and discussion under the supervision of a professor. Credits vary from 1-3.

EDU 401. PRESCHOOL EDUCATION PRACTICUM AND SEMINAR. (Prerequisite: 30 credits in Education with at least a 2.50 GPA in the specialty) Supervised experiences and participation in co-curricular activities in preschool centers authorized by Sagrado. Personnel from the Puerto Rico Department of Education and USC coordinate and supervise these experiences. Partially online a week seminars in which the students share their teaching experiences: observations, studies, research, analysis, participation, and evaluation. Ethical aspects of the profession will be discussed. If it is necessary, the student may take a maximum of 6 credits while in practicum. 225 hours, 1 semester, 6 credits

EDU 403. ELEMENTARY EDUCATION PRACTICUM AND SEMINAR. (Prerequisites: 30 credits in Elementary Education with at least a 2.50 GPA in the specialty) Supervised experiences at the classroom and participation in co-curricular activities in public schools assigned by Sagrado. These activities must reflect the corresponding level and specialization of the student. Personnel from the Puerto Rico Department of Education and USC coordinate and supervise these experiences. Partially online a week seminars in which the students share their teaching experiences: observations, study, research, analysis, participation, and evaluation. Study and discussion of professional standards and ethics in teaching. 225 hours, 1 semester, 4 credits.

EDU 405. PRIMARY EDUCATION (K-3) PRACTICUM AND SEMINAR. (Prerequisites: Approving 30 credits in Education with a GPA of at least 2.50 in the specialty). Supervised experiences at the primary level in public or private schools designated by the Puerto Rico Department of Education. Practicum experiences are supervised by professors assigned by USC. Partially online a week seminars in which students share their observations and where situations that occur during the teaching experience are discussed. The ethical aspects and professional standards of the teaching profession are discussed, as well as other issues that students may feel the need to address. Students may be able to take a maximum of 6 credits while in practicum, if necessary. 225 hours, 1 semester, 4 credits.

EDU 407. SECONDARY EDUCATION PRACTICUM AND SEMINAR (Prerequisites: 15 credits in Education; 21 concentration credits). Supervised experiences at the classroom and participation co-curricular activities in public schools determined by the Institution. These activities must reflect the corresponding level and specialization of the student. Personnel from the Puerto Rico Department of Education and USC coordinate and supervise these experiences. Partially online a week seminars in which the students share their experiences: observations, study, research, analysis, participation, and evaluation. Students may be able to take a maximum of 6 credits while in practicum, if necessary. 225 hours, 1 semester, 4 credits.

EDU 451. METHODS AND MATERIALS FOR BILINGUAL EDUCATION. (Prerequisites: EDU 201, EDU 205, EDU 226). The purpose of this course is to examine practical considerations in teaching in a bilingual program. Methodologies used in various bilingual programs are analyzed. The linguistic aspects relevant to teaching students with limited skills in English and Spanish are emphasized. Evaluation, adaptation and development of appropriate materials for students in bilingual programs. 3 hours a week, 1 semester, 3 credits.

EDU 452. METHODS AND MATERIALS FOR TEACHING ENGLISH. The study of the methodology and materials used in teaching English as a second language. Evaluation, preparation, and adaptation of materials to be used in teaching English as a second language is emphasized. Curricular content, methods, techniques, and materials for teaching English as a second language at the elementary level. 3 hours a week, 1 semester, 3 credits.

EDU 470. SEMINAR AND MONTESSORI TEACHING PRACTICUM INTERNSHIP I. Prerequisites: EDU 260 and EDU 230. The course prepares teaching candidates to direct the

teaching and learning process at a public or private Montessori school. Students participate in school activities as well as teaching practice seminars at USC. The seminars provide a space for discussion of ethical aspects of teaching as well as for allowing students to share their practicum experiences, observations and teaching methodologies. Discusses current research in the particular field of education. Students are supervised by a USC professor as well as the cooperating teacher. Four (4) credits, one (1) semester, 450 practice and seminar hours.

EDU 480. CAPSTONE SEMINAR IN EDUCATION. (Prerequisites: 21 credits passed in Education). Seminar that integrates the knowledge and skills acquired in the departmental courses and concentration leading to a Bachelor's degree in Education. The course includes methodology and research techniques, and their application to the development of research in school communities or other educational scenarios by means of community involvement. Various types of research and strategies for gathering and analyzing valid and reliable information are examined. Research problems in education are analyzed. Students are required to actively participate in activities outside of the course schedule and outside university facilities, so that students will have to set aside the necessary time to complete these activities 30 lecture hours and 15 hours of Community Involvement, 1 semester, 3 credits.

INF 104. BASIC COMPUTER SCIENCE FOR EDUCATION. Introduction to computers for Education students: history, components, operations basic operations system, the cybernetic revolution in modern society, and ethical issues. Basic principles of computer use in education, for teachers and administrators. Principles of programming and workshops on preparing instructional modules. Students will participate in a community research experience in which they will visit organizations to gather information for their projects, thereby integrating different theoretical aspects discuss in class. The course requires active participation of students in research and presenting results. 3 hours a week, 1 semester, 3 credits.

EXERCISE SCIENCES AND HEALTH PROMOTION

CFI 101. PSYCHOLOGICAL AND SOCIAL ASPECTS OF SPORTS. Theoretical description of various social and psychological aspects that affect the execution of a sports activity. Analysis of research studies, the use of proper techniques for the evaluation and prevention of socio-psychological situations. 3 hours a week, 1 semester, 3 credits.

CFI 102. ADAPTED PHYSICAL EDUCATION. Analysis and preparation of physical education programs geared towards teaching basic skills for special groups with different physical, mental, and emotional limitations, and for the elderly. Development of a plan to provide physical conditioning, recreational activities, games and adapted sports for special populations. 3 hours a week, 1 semester, 3 credits.

CFI 105. WELLNESS, QUALITY OF LIFE AND INTEGRAL HEALTH. Discussion of the terms wellness, quality of life, and integral health. The factors that adversely affect a person's wellness and quality of life are analyzed. Tools to maintain an optimal quality of life. Discussion and analysis of the dimensions of integral health: physical, nutritional, emotional, and social dimensions. The importance of emotional health as the foundation to develop and maintain a good quality of life. Activities, practice at the gym, the courts, and open spaces at

the University with the view of modifying behavior, in order to adopt physical activities and exercise for life. 3 hours a week, 1 semester, 3 credits.

CFI 106. PHYSICAL EDUCATION IN DAILY LIFE FOR SPECIAL POPULATIONS. (Substitutes CFI 105 for students with medical certificates). Physical education and its relationship with general education. The influence of physical fitness in daily life applied to people with physical disabilities. Exercises to develop cardiovascular endurance and weight control. Rules for the development of strength and muscular flexibility. Instruments and criteria used to measure and evaluate physical fitness. 3 hours a week, 1 semester, 3 credits.

CFI 110. INTRODUCTION TO MASSAGE. A combination of theoretical aspects and a laboratory, in order to put into practice the concepts learned in the course. The history of massage and other related concepts are also studied. Discussion of the kinds of massage and their effects and counter-indications. The importance of the massage s posture in each of these techniques, as well as how to position the client. The use of equipment and materials that should be used in each technique. 3 hours a week, 1 semester, 3 credits.

CFI 201. PERCEPTUAL MOTOR DEVELOPMENT. The influence of the nervous system on perceptual motor development, on the brain's growth and on the total development of an individual. The influence of vision, hearing, and touch, and the importance of physical development in perceptual motor development. Implications for learning and teaching the different stages of perceptual motor development. 3 hours a week, 1 semester, 3 credits.

CFI 202. PREVENTION OF INJURIES AND FIRST AID. (Prerequisite: BIO 102). The causes of injuries and the conditioning for their prevention are studied in this course. First aid and the appropriate management of injuries in sports. Includes CPR and some athletic taping techniques. 2 hours a week, 1 semester, 2 credits.

CFI 203. PHYSIOLOGY OF EXERCISE I. (Prerequisite: BIO 102). Study of the acute and chronic changes that occur in the physiological systems during exercise. Study of the muscular and neuro-muscular systems and their adaptation to exercise. Also, the systems in charge of the transportation and utilization of energy and the cardio-respiratory systems and their adaptation to exercise. Study of exercise and its physiological impact in a warm environment. 3 hours a week. Includes laboratory, 1 semester, 4 credits.

CFI 214. BASIC PRINCIPLES FOR THE PHYSICAL TRAINER. (Substitutes CFI 204 Physiology of Exercise II) Basic principles of physical training. The knowledge and skills needed to develop a personal training business are also discussed. Discussion of basic concepts: what is a personal trainer, the personal qualifications required to become an effective and successful trainer, developing a mission and a work plan, how to maintain a professional and effective relationship with clients, how to motivate clients and how to develop effective program with activities that are both appropriate and individualized. 3 hours a week, 1 semester, 3 credits.

CFI 301. CARDIORESPIRATORY CONDITIONING. (Prerequisite: CFI 203). Concepts for the organization, planning, supervision and implementation of a cardio-respiratory

conditioning program. Exercise prescription, interpretation of an electro-cardiogram and maximum stress tests for cardiovascular endurance, according to the guidelines of the American College of Sports (ACSM). 3 hours a week, 1 semester, 3 credits.

CFI 302. BIOMECHANICS. (Prerequisite: BIO 102). Application of physics (mechanics) to the anatomy, exercise physiology and motor function to analyze and describe movement. The course's approach is practical. Anatomical knowledge applied to the principles of physiology, motor function and physics in order to analyze and describe human movement. Visual resources are used throughout the course in order to better understand physical, anatomic, and motor function concepts. 3 hours a week, 1 semester, 3 credits.

CFI 303. DESIGNING PHYSICAL ACTIVITY AND HEALTH PROMOTION PROGRAMS. Study of the theory, planning models, design, and research of health and physical education programs, as well as their implications and impact on four scenarios: school, community, industry, and business. The course will consist of lectures, research work, and special events that will require the students' active participation. Students are required to participate in activities outside the class schedule and outside the university facilities. 3 hours a week, 1 semester, 3 credits.

CFI 305. MODALITIES OF PHYSICAL ACTIVITY/EXERCISE I. Study of cardiorespiratory conditioning through various modalities of physical exercises. Theories, rules, and organization techniques. Group and individual physical exercise. Stabilizing ball, medicine ball, elastic bands, yoga, kick-boxing. There will be talks and practical exercise in each modality. 3 hours a week, 1 semester, 3 credits

CFI 306. MODALITIES OF PHYSICAL ACTIVITY/EXERCISE II. Study of cardiorespiratory conditioning through various modalities of physical exercises. Rhythmic aerobic exercises, high and low-impact; zumba; aerobic stepping, walking, running, spinning. There will be talks and practical exercise in each modality. 3 hours a week, 1 semester, 3 credits

CFI 401. TRAINING METHODOLOGY. (Prerequisite: CFI 203). Study of the appropriate methods for the athletic training and healthy people. Analysis of the scientific factors that influence the preparation, organization and structuring of training programs. Emphasis on physical and training qualities, performance and training of high performance athletes. A week, semiannual and annual planning. Study of the facilities, sports and technical equipment. 3 hours a week, 1 semester, 3 credits.

CFI 402. ANAEROBIC EXERCISE. Physiological, biomechanical, and motor fundamentals are applied in anaerobic training with emphasis on health development and sports excellence. Emphasis on terminology, systems, theories and special equipment. 3 hours a week, 1 semester, 3 credits.

CFI 403. NUTRITION, HUMAN PERFORMANCE, AND HEALTH. Integration of weight control concepts, nutrition, exercises, and caloric intake concepts in order to develop a physical conditioning program and health maintenance. Analysis of studies related to nutrition.

Emphasis on the physiological benefits of weight control to improve human performance and health. 3 hours a week, 1 semester, 3 credits.

CFI 404. MEASUREMENT AND EVALUATION IN PHYSICAL ACTIVITIES.

Application of measurement principles and evaluation of physical education activities. Discussion and analysis of measurement and evaluation of physical education. Stimulation of critical thought through the use of statistics interpretation. Design and use of tests to measure and evaluate motor skills and analysis of the effectiveness of educational programs. 3 hours a week, 1 semester, 3 credits.

CFI 405. MANAGEMENT AND SUPERVISION OF SPORT FACILITIES.

Study of the skills and administrative responsibilities needed for the management of different sport facilities. Design and implementation of a Program and Planning Budget System. Emphasis on the active participation of students in projects developed in organizations in the outside community through the modality of service learning. 3 hours a week, 1 semester, 3 credits.

CFI 406. EXERCISE SCIENCES AND HEALTH PROMOTION PRACTICUM.

(Prerequisite: 25 credits passed in the concentration courses). Integration of the concepts related to Exercise Sciences and Health Promotion while developing physical fitness of human beings. Professional experiences in the student's field of work. 120 hours, 1 semester, 4 credits.

CFI 480. CAPSTONE SEMINAR.

Analysis of the topics studied in the Exercise Sciences and Health Promotion major, giving special attention to the new trends in the area of health and physical education. With guidance and supervision of the counselor, the student delves deeply into one of these topics and applies it to the methodology and research techniques. 3 hours a week, 1 semester, 3 credits.

PHYSICAL EDUCATION AND RECREATION

EFI 103. FUNDAMENTAL SKILLS FOR VOLLEYBALL AND TENNIS. Theory, history, strategy, techniques and basic skills of volleyball and tennis. 3 hours a week, 1 semester, 3 credits.

EFI 104. PRINCIPLES OF CROSS-COUNTRY/TRACK AND FIELD. Fundamentals and basic skills of cross country and track and field. Rules, history, and basic principles of training. 3 hours a week, 1 semester, 3 credits.

EFI 143. INTRODUCTION TO PHYSICAL EDUCATION. Study of the history and individuals who contributed to the development of physical education. Analysis of the different philosophical points of view. Discussion of courses of study in the field of physical education: when and where the necessary requirements were established in order to be a professional in this field. Stimulates critical thinking on key issues, recognizing problems, and using the decision-making process to find solutions. 3 hours a week, 1 semester, 3 credits.

EFI 200. BASIC JUDO. Basic skills of judo as a sport. Basic techniques with emphasis on the physical fitness and health aspects according to the World Health Organization. 2 hours a week, 1 semester, 2 credits.

EFI 204. PRINCIPLES OF SOFTBALL AND GYMNASTICS. Fundamental skills in softball and gymnastics. Practical and theoretical analysis. 3 hours, 1 semester, 3 credits.

EFI 215. PRINCIPLES OF AQUATIC EXERCISES AND SWIMMING. This course develops the techniques required for aquatic exercise and basic swimming. Using swimming and aquatic exercises, traditional teaching is integrated with the new fundamentals in the motor development of children and adults. Study of the history, basic fundamentals, and teaching techniques for children, adults, and the elderly. Implementation of programs. 3 hours a week, 1 semester, 3 credits.

EFI 219. RHYTHMIC EXERCISE: AEROBICS, DANCING, KICKBOXING, AND SPINNING. This course develops basic techniques required by rhythmic exercises such as aerobics, kickboxing, and spinning. Rhythmic aerobics has been the style of exercise that has grown and gained acceptance most in the past 20 years. Study of the history, fundamentals, and teaching techniques for children, adults and the elderly. Implementation of programs. 3 hours a week, 1 semester, 3 credits.

EFI 221. WATER POLO THEORY AND PRACTICE. Study of the techniques and rules of the water polo sport. Practice with the sport. 2 hours a week, 1 semester, 2 credits.

EFI 222. ADVANCED SWIMMING. (Prerequisite: EFI 215). Continuation of the basic swimming course. Directed at athletes or individuals interested in learning and refining swimming styles to strengthen their basic knowledge of swimming. 2 hours a week, 1 semester, 2 credits.

EFI 223. ADVANCED TENNIS. Refinement of skills in the sport of tennis. Development of a training program. 2 hours a week, 1 semester, 2 credits.

EFI 224. NAUTILUS MACHINES. Practical and technical functioning of Nautilus equipment. Use and function of each specific machine. Understanding of the training philosophy behind the machines. Principles and techniques of supervising and maintaining the equipment. 3 hours a week, 1 semester, 3 credits.

EFI 227. GAMES, RHYTHMS, MOVEMENTS AND MODIFIED SPORTS. Emphasis on exploratory movement and the development of muscular coordination through the use of basic rhythms. Simple organizational games appropriate for children 3 to 8 years old at an elementary school level. Design, selection, and practice of games and modified sports used to teach motor skills, rules, knowledge, appreciation, and strategies of an official sport. Analysis of the principles taken into consideration in planning and implementing traditional games. 3 hours a week, 1 semester, 2 credits.

EFI 228. FOLK DANCING. Study of theoretical aspects, origin, development and description of formations, positions and steps of folk dancing in different countries of the world. Students will obtain experience in choreographic design. 2 hours a week, 1 semester, 2 credits.

EFI 301. HEALTH EDUCATION. (Prerequisites: BIO 102 or 109 and PSI 203). Content and implications of the physical, psychological, and social development of human beings. Physiology of conduct, social behavior, and development of values. Health Education in the public school system. Statistical information from the Health Department and the Drug Addiction Service Bureau. Techniques and methods for teaching health and safety. Investigative work and statistical analysis related to the mental health problem and transmissible disease in Puerto Rico. Participation experience in community health programs. 3 hours a week, 1 semester, 3 credits.

EFI 405. DESIGN OF PHYSICAL CONDITIONING PROGRAMS. (Prerequisite: CFI 401). The course explores the development of basic techniques that are required by physical conditioning and health promotion for populations with special needs. The body is designed for movement and action, yet not all people can exercise at the same rate of intensity and duration. Study of the different physical conditions that require special individual attention. 3 hours a week, 1 semester, 3 credits.

XXX390. SPECIAL TOPICS. (Prerequisite: Obtain permission from the Director of the Department and the Office of the Dean of Academic and Student Affairs). Study of a particular topic through reading, research, and discussion under the supervision of a professor. Credits vary between 1 and 3 as determined by the Office of the Dean of Academic and Student Affairs.

INTERDISCIPLINARY FACULTY OF HUMANITIES AND SOCIAL STUDIES

The Interdisciplinary Faculty of Humanities and Social Studies is committed to the comprehensive education and development of human beings, from a Catholic perspective, yet with a broad ecumenical spirit.

The Faculty provides a forum for human development in the spiritual, intellectual, cultural, social, political, and emotional dimensions. The individual's connection and interaction with our changing, social, and pluralistic environment is emphasized, as well as strengthening of the solidarity that is needed for a truly democratic coexistence. The department views individuals as participants in their society with the capacity and commitment to modify and enhance their everyday life.

The Faculty understands the weight that imaginaries, textualities, literature, languages, beliefs, theology, memories, and culture in general carry in society. These elements shape the circumstances, identities and subjectivities, desires and aspirations of people. In this Faculty, Caribbean and Latin American perspectives are seen as shaping the Puerto Rican identity, and there is an awareness of its roots and history as well as its political and cultural influence in the world.

An atmosphere of openness and respect for diversity in human interaction is fostered in the Faculty, where creative and personalized education is practiced. Analysis and critical debate are recognized as essential elements of the teaching and learning process. Research is encouraged and directed at transcending the traditional boundaries of the various disciplines.

The Interdisciplinary Faculty of Humanistic and Social Studies is committed to the principles of dialogism, solidarity, and democratic coexistence which are essential to peace and social justice.

ASSOCIATE DEGREE IN LIBERAL ARTS

The Associate degree in liberal arts consists of a total of 60 credits, of which 30 credits are general requirements courses, 15 credits are departmental requirements, and 15 credits are directed electives. Students will have the option of choosing these directed electives from different disciplines, depending on their particular interests: philosophy, history, art, languages, music, and theater, among others.

General Requirements	30
Departmental Requirements	15
Directed Electives	15
Total Credits	60

General Requirements (G.A.)

ING 113	Reading for Communication	3
ING 114	Essay Writing	3
ESP 106	Writing and Reading	3
ESP 225, or 227	Oral Communication or Advanced Writing	3
CSO 104	Contemporary and Social Analysis	3
HIS 212	Development of the Puerto Rico Nation	3
HUM 111	Human Beings and Human Circumstances	3
INF 105	Introduction to Informatics	3
TEO ---	Various options	3
BIO 109	Biology and Society	3
Total credits		30

Departmental requirements

ART 102	Art Appreciation	3
HUM---	Various options	3
ING 124 or ESP 216---	Film and Literature or Puerto Rican Literature	3
*MAT 100	Introduction to Mathematics	3
or MAT 210	Applied statistics	
PSI 200	Psychology of Personal Growth	3
Total credits		15
Directed Electives	Various options	15

*Depends on College Board scores

BACHELOR'S DEGREE OF ARTS (BA)

VISUAL ARTS

The FIEHS Visual Art Program provides a basic general education, integrating solid theoretical and technical principals of the arts directed at stimulating the development of criteria and values, artistic sensibility, and professional responsibility of students. Theoretical and technical competencies are developed in a variety of workshops in which students have the opportunity to put their knowledge into practice, develop their capacity for research and experimentation and creative skills by working on individual and group projects.

The course of study includes departmental requirements that address theoretical and practical aspects of communication and specialization courses in the history of art, design, drawing, graphic arts, illustration, and digital graphic. Students take advanced courses that will provide them with knowledge of the different areas of artistic endeavors and develop skills in the two

main currents of contemporary art: artistic expression in the communication media and personal artistic expression.

To complement the environment that fosters educational excellences and the artistic development of students, the Program workshops are located next to the sculpture garden in the Patio de las Artes and the Art Gallery where there are frequent exhibitions of works by contemporary artists, teachers, and students of the Program.

General Requirements	60
Departmental Requirements	15
Concentration Requirements	33
Directed Electives	6
Free Electives	12
Total Credits	126

General Requirements

For the Visual Arts concentration the general requirements are explained under the Academic Curricula. The general informatics requirement is fulfilled with INF 103 (3 credits) and Mathematics with MAT 100 (3 credits). Of the required 9 Spanish credits, 3 credits are fulfilled with ESP 225.

Departmental Requirements

CMU 101	Introduction to Communication Media	3
CMU 103	Theoretical Principles of Communication	3
FOT 130	Photography for Communication	3
CMU 255	Legal Aspects of Communication	3
CMU 318	Research Methods and Techniques in Communication	3

Total de credits	15
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Concentration Requirements de

ART 110	History of Art in Puerto Rico	3
ART 115	Moderns and Contemporary Artistic styles	3
ART 120	art Techniques and materials	3
ART 121	Drawing Fundamentals	3
ART 126	Art and Design Fundamentals	3
ART 222	Drawing of the Human Figure	3
ART 226	Color Design and Theory	3
ART 322	Advanced Drawing	3
ART 330	Computerized Illustration Design	3
ART 334	Introduction to Silk-screening	3
ART 424	Computerized Image Design	3

Total Credits **33**

Directed Electives Menu (6 credits)

ART 208	Ceramics	3
ART 209	Computerized Typographic Design	3
ART 227	Sculpture I	3
ART 303	Painting I	3
ART 304	Painting II	3
ART 333	Artistic Engraving	3
ART 335	Illustration I	3
ART 420	Packaging and Product Designs	3
ART 425	Advertising Design	3
ART 440	Independent Project	3
CMU 256	Ethical Aspects of Communication	3
CMU 300	Internship	3
CMU 490	Professional Practicum	3
EDU 311	Art in the School Curriculum	3
FOT 321	Black and White Photography	3
FOT 341	Digital Photography I	3
PER 428	Communication and Graphic Design	3
PUB 218	Introduction to Advertising	3
PUB 319	Advertising Presentation Techniques	3
TEL 307	Production of Commercials for Radio and TV	3
TEL 312	Introduction to Animation	3
EMP 105	Planning and Development of New Businesses	3

Free Electives **12**

Escuela Danza 21/Universidad del Sagrado Corazón Bachelor's degree in Art (B.A.)

DANCE

The concentration in Dance will provide the necessary knowledge for obtaining professional success by ensuring mastery of the new demands of the discipline at the national and international level. The principal objective of the program is to provide students with the knowledge and skills that are required so that upon graduation the student may successfully become a participant in the dance industry, as well as pedagogy and design for the theater.

The concentration is a collaborative effort between the Universidad del Sagrado Corazón (USC) and Escuela Danza 21. The Dance program is the first in its kind in Puerto Rico to provide a college degree with a simultaneous emphasis on artistic practice and research. The Program establishes the necessary link between the professional and academic spheres with a view to developing an approach that integrates all aspects of the discipline: creativity, performance, research, and pedagogy.

The program is designed to support a gradual evolution of learning in three phases of growing focus and intensity. The first phase of the Program (from the first year until the first semester of the second year) provides students with basic technical skills (a minimum of one class daily ballet, contemporary), choreography, and analysis. The second phase is the second semester of the second year and the third year. Specialization is begun and students may choose to concentrate on performance, choreography or dance pedagogy, whether in ballet or contemporary dance. In this phase the studio component of the classes increases and more hours of independent studio and rehearsals are required. Choreographic projects, as well as study of technique and repertoire culminating in a public performance at a theater. Students also begin to choose other areas of interest through electives. The third phase is the fourth year of study, which is the year of specialization, where professional level opportunities are provided in public performance, independent work, work with guest artists, and professional practicum that will allow students to focus during their last year on individual objectives of their future careers.

The Bachelor's of Arts degree with a concentration in Dance is part of Interdisciplinary Humanities and Social Studies (FIEHS) at USC, as it is the most appropriate forum for the development of the individual in the spiritual, intellectual, cultural, aesthetic, social, political, and affective dimensions. The FIEHS encourages an environment of openness and respect for diversity in human affairs and a creative and personalized education, recognizing that analysis and critical debate are essential elements of the teaching and learning process. Research is encouraged with an application of in the social context beyond the traditional frontiers of the disciplines.

Students who are admitted to the Dance program will be regular students at the University of the Sacred Heart, and as such, will have all of the rights and prerogatives of regular USC students. They will also comply with all institutional policies, including academic progress and all of the policies that govern student life at USC. All admissions, payment, and enrollment procedures of students will be through the USC.

Admission: Rules and Procedures:

Admission to the BA Dance program is in two stages. As a first step, all individuals who are interested must audition and be interviewed, a specific requirement of the concentration.

The process consists of:

- Audition:

- I. Ballet Class (1.5 hours)
- II. Contemporary Dance Class (1.5 hours)
- III. Improvisation-choreography Workshop Class (1 hour)

- Interview (15 minutes)

Auditions will be held at the Escuela de Danza 21 studios. If interested, applications for audition forms should be completed and mailed to ED21 at:

Dr. Ana Sanchez-Colberg,
Coordinator BA Dance
Escuela de Danza 21
Calle Escorial, Edificio #18
Dr. Mario Julia Industrial Park,
San Juan, Puerto Rico 00920

or by email (preferred method): ana@theatreencorps.co.uk

Upon receipt of the application from, students will be notified of the specific date of the audition.

Conventional route for admission of students:

Candidates who pass the audition satisfactorily shall submit an application for admission to the Universidad del Sagrado Corazón and if they have obtained or are about to obtain a diploma from a recognized or accredited high school. The Admissions Office may evaluate the admissions application on the basis of third year high school grades when the results of college admissions tests such as CEEB, SAT or ACT their equivalent are received. Admission will be subject to fulfilling the remaining requirements for graduation and admission.

Non-conventional route for admission of students:

- If the interested person has a bachelor's degree or courses leading to a BA and is interested in the Bachelor's degree in Art with a concentration in Dance, the person will be admitted as a transfer student and will have to take the courses needed to complete the curriculum of the Program. Applications will also be accepted from candidates that have studied at college level institutions that are accredited by the appropriate agencies or official bodies.
- Applications will also be accepted from persons who are only interested in taking Dance courses for college credit. For this purpose they may enroll at the Universidad del Sagrado Corazón as special students.

To see admissions procedures, visit the admissions page at the Universidad del Sagrado Corazón website: <http://www.sagrado.edu/admisiones.htm>

Bachelor's of Arts with a concentration in Dance Curriculum:

The curriculum of the BA in Dance program has four principal components: general requirements, departmental requirements, concentration requirements, and free electives.

General Requirements: 60
Departmental Requirements: 18

Concentration Requirements:	36
Directed Electives:	9
Free Electives:	9
TOTAL CREDITS:	132

Requirements General

TEO	Theology (several options)	6 crs.
FIL 101	Logic	3 crs.
FIL	Philosophy (several options)	3 crs.
ESP	Spanish (several levels)	9 crs.
ING	English (different levels)	9 ó 10 crs.
ART 102	Art Appreciation	3 crs.
HUM 111	Human Beings and Human Circumstances	3 crs.
HIS 212	Development of the Puerto Rican Nation	3 crs.
CFI 105	Wellness, Quality of Life, and Integral Health	3 crs.
CSO 104	Contemporary Social Analysis	3 crs.
BIO 109	Biology and society*	3 crs.
INF 105	Introduction to Informatics	3 crs.
MAT 100 or 210	Mathematics or Statistics	3 crs.
Electives	Course from Social Sciences or Humanities Menu	3 crs.
DAN 480	Concentration Capstone Seminar	3 crs.

Departmental Requirements

DAN 101	Ballet I	2 crs.
DAN 102	Ballet II	2 crs.
DAN 103	Contemporary Dance I	2 crs.
DAN 104	Contemporary Dance II	2 crs.
DAN 105	Applied Anatomy	2 crs.
DAN 111	Improvisation and Choreographic Form (Choreography I)	2 crs.
DAN 207	Laban Analysis	3 crs.
DAN 205	History of Dance (20th and 21st Centuries)	3 crs.

Total credits **18**

Concentration Requirements

DAN 201	Ballet III	3 crs.
DAN 202	Ballet IV	3 crs.
DAN 203	Contemporary Dance III	3 crs.
DAN 204	Contemporary Dance IV	3 crs.
DAN 301 or 303	Ballet V or Contemporary Dance V	3 crs.
DAN 302 or 304	Ballet VI or Contemporary Dance VI	3 crs.
DAN 401 or 403	Ballet VII or Contemporary Dance VII	3 crs.

DAN 402 or 404	Ballet VIII or Contemporary Dance VIII	3 crs.
DAN 212	Creative Acts (Choreography II)	3 crs.
DAN 313	Collaborative Practicess (Choreography III)	3 crs.
DAN 314	Interdisciplinary Approaches (Choreography IV)	3 crs.
DAN 470	Final Project	3 crs.

Total credits **36**

Directed Electives (select 9 crs. from menu)

DAN 305	Jazz
DAN 307	Introduction to Physical Theater
DAN 311	Contemporary Dance Repertoire
DAN 315	Classic Repertoire Dance
DAN 405	Dance, Music, Movement, Sound
DAN 407	Dance in New Technological Contexts
DAN 411	Dance, Culture, and Society
DAN 415	Fundamentals of Dance Pedagogy
DAN 490	Professional Practicum

Free Electives **9 crs.**

BACHELOR'S DEGREE OF ARTS (BA)

GENERAL SOCIAL SCIENCES

The Bachelor's Degree in General Social Sciences offers students the opportunity to study of social reality combining paradigms, knowledge and his/her own contributions to each discipline, while at the same time constitutes essential complements allowing the understanding of reality from an integrating point of view. This curriculum is designed to allow students to connect areas within the disciplines creating a flexible and diverse program.

General Requirements	60
Departmental Requirements	15
Program Electives	36
Free Electives	15
Total Credits	126

General Requirements

For the major in General Social Sciences, the general requirements are explained in the Academic Curricula section. The general requirements for Computer Science is completed by INF 105 (3 credits) and the Mathematics requirement is completed by MAT 100 (3 credits).

Departmental Requirements

CSO 203	Statistics for Contemporary Social Sciences	3
CSO 204	Social Research Techniques	3
SOC 250	Economic and Urban Development of Puerto Rico	3
Total Credits		9

Menu of Departmental Requirements (select 6 credits)

ANT 205	Puerto Rican Culture	3
CPO 204	Government of Puerto Rico	3
SOC 209	Social Problems	3
SOC 217	Sociology of the Family	3
SOC 414	Group Dynamics	3
CSO 317	Welfare Systems and Social Policy	3
MAT 211	Applied Statistics II	3
PSI 360	History and Systems of Psychology	3
Total Credits		15

Program Electives **36 credits**

Free Electives **15 credits**

INTERNATIONAL STUDIES (BA)

The Bachelor of International Studies offers students the knowledge and competencies to understand, contribute, and confront a constantly changing world. The interdependence and complexity of our planet, in which the boundaries between the national and the international have blurred, requires capable and educated people to meet the challenges of globalization. This inter- and multidisciplinary program, does not direct students toward a particular or single career, but rather exposes them to a variety of disciplines for the study of international phenomena.

The mission of this program is to prepare professionals to work in international organizations, diplomacy, international relations, and other international occupations. Humanities, social sciences, international relations, international economics, international law, and area studies are some of the disciplines included in the course of study.

Program Requirements

	60
Departmental Requirements	18
Concentration Requirements	45

Directed Electives	6
Free Electives	6
Total credits	135

General Requirements

For the Bachelor's Degree in International Studies, the general requirements explained in the Academic Curricula section apply, with the following exception: the mathematics requirement is completed by MAT 100 (3 credits), the Informatics requirement is completed with INF 105 (3 credits). Of the 9 credits required for Spanish, 6 are completed with ESP 124 and ESP 225, 3 theology credits are completed with TEO 208 and the English and Literature requirement with ING 113-114.

Departmental Requirements

PSI 311	Psychology of Gender	3
GEO 102	Cultural Geography	3
SOC 101	Introduction to Sociology	3
CSO 203	Statistic in Contemp. Social Sciences	3
CSO 204	Social Research Techniques	3
ANT 201	Introduction to Anthropology	3
Total credits		18

Concentration Requirements

CPO 201	Introduction to Political Science	3
EIN 201	Introduction to International Studies	3
EIN 202	Introduction to Theories of International Relations	3
EIN 301	International Law	3
EON 302	Human Rights in World Politics	3
EON 303	Conflict Resolution and Peace Studies	3
EON 304	Political Economy in International Studies	3
EON 401	Diplomacy	3
EON 402	International Organizations	3
EON 403	International Environmental Policy	3
EON 404	Historical Perspectives and Trade Policies in International Studies	3
EON 405	International Cooperation and Development	3
EIN 406	Regional Studies I (The Americas, the Caribbean, Europe)	3
EIN 407	Regional Studies II (Africa, Asia, Middle East)	3
EIN 408	International Studies Practicum	3
Total credits		45

Directed Electives 6
See the academic advisor

Free Electives 6

BACHELOR'S DEGREE OF ARTS IN MULTIDISCIPLINARY STUDIES

The Bachelor Degree in Multidisciplinary Studies is a unique university program in Puerto Rico. The program seeks develop professionals with a multidisciplinary education, with a technical and academic focus.

This innovative program allows students to select and integrate into their courses of study up to three (3) minor concentrations from three different departments, according to their interests, talents, and professional goals.

The course of study will provide students with the essential knowledge of the minor concentrations of their preference and their practical application in personal and professional life. Students will have the opportunity to interrelate and cross frontiers among the disciplines in a world of rapid and continuous changes, which will prepare them for pursuing graduate study.

ADMISSION REQUIREMENTS

- A high school average of 2.5
- Minimum cumulative GPA of 2.5
- CEEB score of no less than 575 in English, 450 in Spanish, and 550 in Mathematics

CURRICULAR STRUCTURE

General Requirements	60
Requirements for Minor Concentration	54*
Program Electives	12
Free Electives	6
Total Credits	132*

*This number may vary depending on the minors selected by the students.

General Requirements

For the Bachelor's Degree in Multidisciplinary Studies, the general requirements that are explained under the Academic Curricula apply. Students will select the requirement from the

computer science courses for the elected minors. The statistics requirement will be completed by the following courses: MAT 210, MAT 261, MCO 250 or CSO 203.

Requirements for Minor Concentrations

The 54 credits may be completed with the required courses in three of the following areas (between 18 to 22 credits per area).

Business Administration

- Hotel management
- Human Resources
- Accounting
- Sports Management
- Events
- Finance
- Marketing
- Small Business
- Non-profit Organizations and Cooperatives
- Insurance
- Pre-CPA

Natural Sciences

- Computer Science
- Scientific Vision
- Ecology
- Applied Mathematics
- Chemistry

Communication

- Graphic Arts
- Fine Arts
- Artistic Photography
- Commercial Photography
- Journalism
- Digital Journalism
- Advertising
- Public Relations
- Digital Film Production
- Digital Television Production
- Production and Marketing for Radio

Education

- Exercise Sciences and Health Promotion
- Early Childhood Education (K-3)

Elementary Education (4th-6th)

Note: Students interested in a teacher's certificate must complete additional required courses.

INTERDISCIPLINARY HUMANITIES AND SOCIAL STUDIES (FIEHS)

Theatrical Direction
Theatrical Design
Spanish
Philosophy
History
English
Foreign Languages
Stage Presence
Theology
Psychology
Justice Systems
Social Work
Pre-law
International Studies

OTHER

General Music in a Consortium with the Conservatorio de Música de Puerto Rico.

Directed Electives

12 credits

The program electives will be consistent with the selected minor concentrations and recommended by the academic advisor.

****Students should take a mandatory course in research or in advanced statistics from the following: CSO 204, CMU 318, GME 312, ESP 227, BIO 440, CEM 350, MAT 211, MCO 251.**

Free Electives

6 credits

GENERAL HUMANITIES

The Bachelor's in General Humanities develops in students a knowledge of cultural history and the necessary discipline for research and creation. Students are encouraged to understand the fundamental importance of ethical, moral, and cultural principles for intellectual and professional life. The program will enable students to appreciate artistic, social, and ethical values in their humanistic dimension.

General Requirements	60
Departmental Requirements	24
Program Electives	30

Free Electives	15
Total Credits	129

General Requirements

For the Bachelor's Degree in General Humanities, the general requirements explained in the Academic Curricula section apply, with the following exception: the informatics requirement is completed with INF 105 (3 credits) and the mathematic requirement is completed by MAT 100 or MAT 210 (3 credits).

Departmental Requirements

FRA, ITA, POR or MAN (101-102)	French, Italian, Portuguese or Mandarin	6
ING	Menu	3
ESP 226 or	Advanced Grammar	
ESP 227	Advanced Writing	3
ESP 216	Puerto Rican Literature II	3
TEA	Menu	3
HIS	Menu	6

Total Credits	24
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Program Electives	30 credits
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Free Electives	15 credits
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PSYCHOLOGY

The Bachelor's Degree in Psychology provides students with a general knowledge of the study of human behavior while offering them the opportunity to develop the skills and attitudes to deepen their understanding of human behavior. The curriculum is directed at theoretical-practical experiences that integrate knowledge with the applied aspects of the discipline. Commitment to education as a continuous and interdisciplinary process is fostered.

General Requirements	60
Departmental Requirements	15
Major Requirements	40
Free Electives	12
Total Credits	127

General Requirements

For the major in Psychology, the general requirements are explained in the Academic Curricula section. The general requirement of Computer Science is completed with INF 105 (3 credits) and mathematics with MAT 100 (3 credits).

Departmental Requirements

CSO 203	Statistics for Contemporary Social Sciences	3
CSO 204	Social Research Techniques	3
SOC 250	Economic and Urban Development of Puerto Rico	3

Menu of Departmental Requirements (select 6 credits)

ANT 205	Puerto Rican Culture	3
CPO 204	Government of Puerto Rico	3
SOC 209	Social Problems	3
SOC 217	Sociology of the Family	3
SOC 414	Group Dynamics	3
CSO 317	Welfare Systems and Social Problems	3
MAT 211	Applied Statistics II	3

Total Credits **15**

Major Requirements

PSI 201-202	General Psychology I-II	6
PSI 203-204	Development Psychology I-II	6
PSI 205	Social Psychology	3
PSI 303	Theories of Personality	3
PSI 306	Psychopathology or	
PSI 308	Industrial Psychology	3
PSI 311	Psychology of Gender	3
PSI 320	Physiological Psychology	3
PSI 412	Psychological Testing	3
PSI 420	Experimental Psychology	4
PSI 440	Practicum	3
PSI 450	Seminar	3

Total credits **40**

Free Electives **12 credits**

JUSTICE SYSTEMS

The mission of the Justice Systems Program is the intellectual, social and moral development of future professionals who will serve in the justice system and related professions. The Program provides a socio-humanistic and scientific education including educational experiences that will enable students to compete for professional positions in the justice system of Puerto Rico, and to continue their education in Law, Public Administration, Criminal Justice, Criminology, Planning, Counseling, and Rehabilitation and Labor Relations, among others.

It is the only program in Puerto Rico that offers a general vision of the civil, juvenile, and criminal systems of justice and their investigative, administrative, judicial and penal functions. Likewise, the program encourages research and its subsequent application to the different fields of the existing systems of justice in Puerto Rican society.

General Requirements	60
Departmental Requirements	15
Major Requirements	21
Program Electives	18
Free Electives	15
Total Credits	129

General Requirements

For the Major in Justice Systems, the general requirements are explained in the Academic Curricula. The general requirement for Computer Science is completed by INF 105 (3 credits) and the Mathematics credit is completed by MAT 100 (3 credits).

Departmental Requirements

CSO 203	Statistics for Contemporary Social Sciences	3
CSO 204	Social Research Techniques	3
SOC 250	Economic and Urban Development of Puerto Rico	3
Total Credits		9

Menu of Departmental Requirements (select 6 credits)

ANT 205	Puerto Rican Culture	3
CPO 204	Government of Puerto Rico	3
SOC 209	Social Problems	3
SOC 217	Sociology of the Family	3
SOC 414	Group Dynamics	3
CSO 317	Welfare Systems and Social Policy	3
MAT 211	Applied Statistics II	3

Total Credits **15**

Major Requirements

SJU 211	Development of Justice Systems	3
SJU 214	Constitutional Law	3
SJU 215	Juvenile Justice	3
SJU 310	Criminology	3
SJU 312	Penology	3
SJU 327	Comparative Justice Systems	3
SJU 414	Internship or	
SJU 450	Seminar	3

Total Credits **21**

Program Electives* **18 credits**

Free Credits **15 credits**

*Students should consult with the academic advisor in order to select these courses.

THEATER

The Theater Program provides a comprehensive study of the theater and preparation of actors. Courses include Acting, Diction, Corporal Expression, Theater History, Theatrical Theory and Criticism, Lighting Design, Set Design, Costume Design, Make-up, Technical Production, Stage Direction, among others. As part of the graduation requirements, students participate in various theatrical productions, advised by one a Program professor. The Theater Program is a cultural and artistic vehicle that allows students to experience aesthetic emotion as well as encouraging their creative ability.

General Requirements	60
Departmental Requirements	21
Major Requirements	30
Program Electives	9
Free Electives	9

Total Credits **129**

General Requirements

For the concentration in Theater, the general requirements are explained under the Academic Curricula section with the exception of the following: the requirement of informatics can be

completed with INF 105 (3 credits) and the mathematics requirement with MAT 100 or MAT 210 (3 credits).

Departmental Requirements

ESP 225, 226, or 227	Oral Communication; Advanced Grammar, or Advanced Writing	3
ESP 215 or ESP 216	Puerto Rican Literature I, Puerto Rican Literature II	3
FRA, ITA, or POR MAN (101-102)	French, Italian, Portuguese, or Mandarin	6
ING 117	Oral Communication	3
TEA 131 and 132	History of Theater I-II	6
Total Credits		21

Concentration Requirements

TEA 111-112	Acting I-II	6
TEA 225-226	Theatrical Diction I-II	6
TEA 250-251	Physical Expression I-II	6
TEA 290	Production Workshop I	3
TEA 334	Technical Production	3
TEA 435-436	Directing I-II	6
Total Credits		30

Program Electives **9 credits**
See academic advisor

Free Electives **9 credits**

SOCIAL WORK

The Bachelor degree program in Social Work provides learning opportunities for students to become experts in the fundamental professional competencies required for a generalist practice. The curriculum is designed to promote knowledge, values, skills, and professional attitudes in the following areas: professional identity, professional ethics, critical thinking, human diversity, human rights, research, human behavior in the social environment, social policy, organizational contexts and professional practice. The person-in-environment approach provides unique training for students in the program, enabling them to initially intervene with individuals, families, groups, communities and organizations. The course of study concludes a year of supervised practice by placing students in the context of an institution that provides social services in the community. The practical experience is formal, structured, and supervised

by the faculty of the program. This activity has as consequence the implementation of high standards and the implementation and integration of the knowledge and experience acquired in the classroom.

General Requirements	60
Departmental Requirements	9
Major Requirements	46
Electives	12
Total Credits	127

General Requirements

For the Major in Social Work, the general requirements are explained in the Academic Curricula section with the exception of: the seminar course completed by the TSO 405 course. The general requirement for Computer Science will be completed with INF 105 (3 credits) and the Mathematics requirement with MAT 100. (3 credits).

Departmental Requirements

CSO 203	Statistics for Contemporary Social Sciences	3
CSO 204	Social Research Techniques	3
SOC 250	Economic and Urban Development of Puerto Rico	3
Total Credits		9

Major Requirements

PSI 203-204	Developmental Psychology I-II	6
TSO 210	The Social Work Profession: Debates and Dilemmas	3
CSO/TSO 305-306	Human Behavior and Social Environment I-II	6
SOC/TSO 209	Social Problems	3
TSO 301	Social Work Methods I	3
CSO/TSO 317	Social Welfare Systems and Social Policy	3
SOC/TSO 414	Group Dynamics	3
URB/TSO 415	Community	3
TSO 402	Social Work Methods II	3
TSO 403	Social Work Practice I	3
TSO 422	Social Work Practice III	7
TSO 423	Social Work Methods III	3
Total Credits		46

Free Electives

12 credits

COMBINED PROGRAM BA/MA IN JUSTICE SYSTEMS WITH SPECIALIZATION IN HUMAN RIGHTS AND ANTIDISCRIMINATION PROCESSES

The combined program BA/MA in Justice System with a specialization in Human Rights and Antidiscrimination Processes includes a total of 130 credits, distributed as follows:

General Requirements	60
Departmental Requirements	15
Major Requirements	21
Program Electives	19
Free Electives (Core courses)	17
Specialization Courses	15

Total Credits 147

General Requirements

For this program the general requirements are explained in the Academic Curricular section. The general requirement for Computer Science will be completed with INF 105 and the Mathematics requirement with MAT 100.

Departmental Requirements

CSO 203	Statistics for Contemporary Social Sciences	3
CSO 204	Social Research Techniques	3
SOC 250	Economic and Urban Development of Puerto Rico	3

Total Credits 9

Menu of Departmental Requirements (select 6 credits)

ANT 205	Puerto Rican Culture	3
CPO 204	Government of Puerto Rico	3
SOC 209	Social Problems	3
SOC 217	Sociology of the Family	3
SOC 414	Group Dynamics	3
CSO 317	Welfare Systems and Social Politics	3
MAT 211	Applied Statistics II	3

Total Credits 15

Major Requirements

SJU 211	Development of Justice Systems	3
SJU 214	Constitutional Rights	3
SJU 215	Juvenile Rights	3
SJU 310	Criminology	3
SJU 312	Penology	3
SJU 327	Justice Systems Comparative	3
SJU 450	Seminar	3
Total Credits		21

Program Electives

Directed Electives

SJU 506 and 15 credits from the following menu:

SJU 202	Civil Justice Systems	3
SJU 280	Women and the Law	3
SJU 290	Juvenile Delinquency	3
SJU 335/PSI 340	Forensic Psychology	3
SJU 350	Alternatives to deprivation of freedom	3
SJU 360	Contemporary Criminal Politics	3
SJU 412	Mediation and Dispute Resolution	3
SJU 413	Research Preparation of Legal Documents	3
SJU 415	Victimology	3
SJU 420	International Law	3
SJU 506	Alternative Justice Systems	4
Total Credits		19

Free Electives (Core courses)

SJU 504	P.R. and U.S. Justice Systems Analysis	3
DHU 500	Historical and Sociological Aspects of Human Rights	3
SJU 510	Human Rights, Genre and Society	3
DHU 512	Race, Ethnicity and Human Rights	3
DHU 514	Disability and Human Rights	3
Free Elective		2
Total Credits		17

Specialization in Human Rights and Antidiscrimination Processes Courses

SJU 716	Research Seminar I	3
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SJU 718	Ethics, Human Rights and Conflict Resolution	3
SJU 795**	Thesis Project	3
DHU 726	Infancy, Childhood, Old Age, and Human Rights	3
DHU 730	Protection of the Environment Human Rights and Health	3

**Students will enroll in this course as many times as necessary in order to fulfill the thesis requirement.

Total Credits **15**

COMBINED BA/MA PROGRAM IN JUSTICE SYSTEMS WITH SPECIALIZATION IN MEDIATION AND CONFLICT TRANSFORMATION

The combined program BA/MA in Justice Systems with a specialization in Mediation and Conflict Transformations includes a total of 147 credits, distributed as follows:

General Requirements	60
Departmental Requirements	15
Major Requirements	21
Program Electives	19
Free Electives (Fundamental Courses)	17
Specialization Courses	15
Total Credits	147

General Requirements

For this program the general requirements are explained in the Academic Curricular section. The general requirement for Computer Science will be completed with INF 105 and the Mathematics requirement with MAT 100.

Departmental Requirements

CSO 203	Statistics for Contemporary Social Sciences	3
CSO 204	Social Research Techniques	3
SOC 250	Economic and Urban Development of P.R.	3
Total Credits		9

Menu of Departmental Requirements (select 6 credits)

ANT 205	Puerto Rican Culture	3
CPO 204	Puerto Rico Government	3
SOC 209	Social Problems	3
SOC 217	Sociology of the Family	3

SOC 414	Group Dynamics	3
CSO 317	W. Systems / Social Politics	3
MAT 211	Applied Statistics II	3
Total Credits		15

Major Requirements

SJU 211	Development Justice Systems	3
SJU 214	Constitutional Law	3
SJU 215	Juvenile Justice	3
SJU 310	Criminology	3
SJU 312	Penology	3
SJU 327	Comparative Justice Systems	3
SJU 450	Seminar	3
Total Credits		21

Directed Electives

From these courses, students must take SJU 506 and select 15 credits from the following menu:

CPO 204	Puerto Rico Government	3
SJU 202	Civil Justice	3
SJU 280	Women and the Law	3
SJU 290	Juvenile Delinquency	3
SJU 335/PSI 340	Forensic Psychology	3
SJU 350	Alternatives to deprivation of freedom	3
SJU 360	Contemporary Criminal Politics	3
SJU 412	Mediation and Dispute Resolution	3
SJU 413	Research Pre Legal Documents	3
SJU 415	Victimology	3
SJU 420	International Law	3
SJU 506	Alternative Justice Systems	4
Total Credits		19

Free Electives (Core courses)

SJU 504	P.R. and U.S. Justice Systems Analysis	3
SJU 510	Human Rights, Genre and Society	3
MET 507	Models in Conflict Mediation	3
MET 509	Anthropological Approach and Conflict Management	3
MET 511	Contexts and Mediation Application and Practice	3
Free Elective		2

Total Credits **17**

Specialization in Mediation and Conflict Transformation

SJU 716	Research Seminar I	3
SJU 718	Ethics, Human Rights and Conflict Resolution	3
SJU 795**	Thesis Project	3
MET 727	Critical Conflict Assessment and Evaluations Based on Prevailing	3
MET 729	Advanced Practicum in Conflict Mediation	3

**Students will enroll in this course as many times as necessary in order to fulfill the thesis requirement.

Total Credits **15**

DESCRIPTION OF COURSES IN THE INTERDISCIPLINARY HUMANITIES AND SOCIAL STUDIES (FIEHS)

GERMAN

ALE 101. ELEMENTARY GERMAN I. Elementary German I is an introductory course for students with no prior knowledge. The course focuses on learning the German language by mastering four skills: oral comprehension, reading comprehension, and oral and written expression, that is to say through the development of basic language skills. The course is given from the outset in German to emphasize the conversational aspect. 3 hours a week, 1 semester, 3 credits.

ALE 102. ELEMENTARY GERMAN II. (Prerequisite: ALE 101) Elementary German II is the continuation of Elementary German I. Includes basic grammar and discusses modern contexts of German culture and society. The course is given in German to emphasize the conversational aspect. The course is designed in accordance with the common European reference framework for teaching foreign languages (CEFR). The CEFR framework has six levels: A1 (Elementary), A2 (Upper Elementary), B1 (Intermediate), B2 (Upper Intermediate), C1 (Advanced), C2 (Very advanced). ALE 102 is at the level of the second part of level A1: A1.2. 3 hours a week, 1 semester, 3 credits.

ANTHROPOLOGY

ANT 201. INTRODUCTION TO ANTHROPOLOGY. The study of culture from a critical, comparative, and historical perspective. Analysis of subjects such as ethnographic methods and techniques, economic and political systems, social construction of gender, family, marriage and kinship systems, religion and urbanism. 3 hours a week, 1 semester, 3 credits.

ANT 205. PUERTO RICAN CULTURE. Analysis of the concept of Puerto Rican culture from a critical and historical perspective. Considers how the political and economical structures generate transformations in the contemporary cultural reality. 3 hours a week, 1 semester, 3 credits.

ARABIC

ARA 101 BASIC ARABIC 1. This course introduces the principles of the Arabic language emphasizing oral communication skills. The writing system of the language particular will also be studied. Basic grammar and vocabulary exercises. Beginner level. 3 lecture hours, 1 laboratory hour, 1 semester, 3 credits.

ARA 102 BASIC ARABIC 2. Second semester of the basic Arabic course designed to develop the four basic language skills: listening, speaking, reading, and writing. Students are exposed to a thorough experience with the language and culture. Beginner level. 3 lecture hours, 1 laboratory hour, 1 semester, 3 credits.

ART

ART 102. ART APPRECIATION. General overview of visual arts, their elements, techniques and artistic manifestations in daily life. Analysis of universal and Puerto Rican works of art. Includes visual examples and trips to museums. The course requires participation by students in activities linked to the outside community, demonstrating the relevance of this course in the general education component; extracurricular activities outside of the university campus are required. Emphasis on student participation in individual and group activities. 3 hours a week, 1 semester, 3 credits.

ART 110. HISTORY OF PUERTO RICAN ART. Study of Puerto Rican art from Pre-Columbian cultures until the present. Analysis of the architecture, painting, sculpture and ceramics as the most important media. 3 hours a week, 1 semester, 3 credits.

ART 115. CONTEMPORARY AND MODERN ARTISTIC STYLES. The most significant modern and contemporary art styles. Emphasis on cultural and aesthetic manifestations from the 19th Century to the present. 3 hours a week, 1 semester, 3 credits.

ART 120. ART MATERIALS AND TECHNIQUES. Theory and practice in the use of a wide variety of material available for the development of different media and pictorial techniques. 6 hours a week, 1 semester, 3 credits.

ART 121. DRAWING FUNDAMENTALS. Introduction to drawing concepts and techniques. Emphasis on visual vocabulary and different means such as: pencil, charcoal, ink, and pastel. 6 hours a week, 1 semester, 3 credits.

ART 126. ART AND DESIGN FUNDAMENTALS. Basic concepts of art and design elements. Emphasis on visual communication with bi-dimensional designs. 6 hours a week, 1 semester, 3 credits.

ART 208. CERAMICS WORKSHOP. Experimentation with a variety of crafts and ceramics techniques and materials, bi-dimensional, as well as tri-dimensional. Students learn to plan and implement a recreational manual arts program. 6 hours a week, 1 semester, 3 credits.

ART 209. COMPUTERIZED TYPOGRAPHIC DESIGN. (Prerequisite: ART 126). Practice, theory, and history of typography. Study of the formal elements of typographic composition and its use in communication forms. 4 hours a week, 1 semester, 3 credits.

ART 222. HUMAN FIGURE DRAWING. (Prerequisite: ART 121). Experimentation with materials and techniques, as well as with the expressions of ideas and concepts in visual form. Emphasis on drawing the human figure. Development of a series of drawings with a related topic. 6 hours a week, 1 semester, 3 credits.

ART 226. COLOR DESIGN AND THEORY. (Prerequisite: ART 126). The elements of design with emphasis on the principles of color. Theory and practice of color using different media. 6 hours a week, 1 semester, 3 credits.

ART 227. SCULPTURE I. Introduction to sculpture production using the following techniques: modeling, casting, carving, and construction. Theoretical aspects of sculpture and analysis of the sculptural production of contemporary artists. Emphasis on experimentation and development of skills for handling a variety of materials or sculptural designs, stimulating the development of an aesthetic vocabulary in the medium. 6 hours a week, 1 semester, 3 credits.

ART 303. PAINTING I. (Prerequisites: ART 226 and ART 222). Introduction to basic concepts of materials of paint media. Includes the study of color, composition elements and handling painting techniques. Study of aspects of the history of painting and analysis of the work of past and contemporary painters. Development of the idea from its beginnings to the expression of the concept in the plastic language of painting. 6 hours a week, 1 semester, 3 credits.

ART 304. PAINTING II. (Prerequisite: ART 303). In the technical aspect, a thorough exploration of experimentation with color and other elements of visual language. In the theoretical aspect, the production of serial work in which students have the opportunity to examine subjects that interest them in painting. 6 hours a week, 1 semester, 3 credits.

ART 308. CERAMICS II. (Prerequisite: ART 208). Advanced ceramics workshop. Different clays and glazes. Students develop their own three-dimensional concepts. Experience with ceramics required. Visits to broaden knowledge. 6 hours a week, 1 semester, 3 credits.

ART 322. ADVANCED DRAWING. (Prerequisite: ART 222). Concepts and the advanced techniques in drawing. Experimentation with large format works and use of new materials. Emphasis on the effective presentation and professional quality of work. 6 hours a week, 1 semester, 3 credits.

ART 330. COMPUTERIZED ILLUSTRATION DESIGN. (Prerequisites: ART 226; INF 103). Theory and development of graphic design by computer. Emphasis on the use of computers to describe and use information. Application of graphic art techniques. Experimentation with basic publication design problems. 4 hours a week, 1 semester, 3 credits.

ART 334. INTRODUCTION TO SILKSCREENING. (Prerequisites: ART 226 and ART 222). Principles of graphic arts with emphasis placed on serigraphy. Production workshop in different serigraphic methods. Research of the creative possibilities of the medium. 6 hours a week, 1 semester, 3 credits.

ART 335. ILLUSTRATION I. (Prerequisite: ART 322). Origin and development of illustration. Analysis of different types of illustration: advertising, book publishing, and mechanical illustration. Emphasis on the conceptual development of the visual message. 6 hours a week, 1 semester, 3 credits.

ART 420. PACKAGING AND PRODUCT DESIGN. Introduction to the theory and practice of packaging, containers, wrapping, and product design applied to advertising and the promotional market of consumer goods. Development of concepts, models and prototypes of

use and consumption type products. Analysis and evaluation of products and their packaging taking into consideration the integration of graphic and typographic elements. Techniques, materials, and ergonomic aspects of design and consideration related to the mass production of products and packing. Students will participate in a research experience in the community. 4 hours a week, 1 semester, 3 credits.

ART 424. COMPUTERIZED IMAGE DESIGN. (Prerequisite: ART 330). Introduction to the theory of graphic design applied to the preparation of publications and other printed materials, such as newspapers, magazines, reports, and others. Historical aspects of the mechanical printing process and analysis of contemporary publications. Emphasis on the development of technical skills of mechanical layout for production of diverse layout formats including: measurements, printing marks, color separation for final art, graphic processes of photomechanical reproduction, and face mask preparation. 4 hours a week, 1 semester, 3 credits.

ART 425. ADVERTISING DESIGN. (Prerequisites: ART 226, ART 424, ART 330). Analysis of well known designers' works. Development of techniques for advertising messages. Students will participate in a research experience in the community. 6 hours a week, 1 semester, 3 credits.

ART 430. COMPUTER GRAPHICS DESIGN I. (Prerequisites: ART 226, ART 209, and CCO 110) Theory and practice of computer generated graphic design. Emphasis on fundamental data processing concepts and technical graphic arts application. Experimentation with layout techniques. 1 semester, 3 credits.

ART 440. INDEPENDENT PROJECTS. (Prerequisites: Graduation candidate.) Conceptualization and production of supervised independent projects integrating aspects of visual arts and public and commercial communication. A contractual and cost estimate process, concept and design program development, and production of final work. Planning and coordination of public exhibition/public presentation of the project. Schedule agreed upon by the project advisor. 1 semester, 1-3 credits.

ART 480. CAPSTONE VISUAL ARTS SEMINAR. (Prerequisites: ART 222 and ART 226; last semester). Practical integration of capabilities and knowledge for professional performance and preparation to work. Identification of professional (employment or self-employment) and graduate study in the field of visual arts. Presentation and analysis of case studies of activities and/or community service projects where knowledge and skills related to the profession are applied. Development of community service projects in design, production and/or art works and educational exhibitions and art education. The course integrates a discussion of the ethical aspects of the profession in topics and activities that are developed during the semester. 3 hours a week, 1 semester, 3 credits.

POLITICAL SCIENCES

CPO 201. INTRODUCTION TO POLITICAL SCIENCE. (Prerequisite: CSO 104) This course brings students into contact with the reality of human beings as political entities.

Familiarizes students with the conceptual framework of the functions of the state and its elements. Discussion of political systems and their impact on society. Analyzes the relationship between the individual as a citizen and the power models that humanity has developed. 3 hours a week, 1 semester, 3 credits.

CPO 204. GOVERNMENT OF PUERTO RICO. (Prerequisite: CSO 104) Studies the existing governmental structure of Puerto Rico and its most important political institutions. Emphasizes the process that led to forming a government. 3 hours a week, 1 semester, 3 credits.

SOCIAL SCIENCES

CSO 104. CONTEMPORARY SOCIAL ANALYSIS. Critical discussion of main debates in social science. Analysis of the social, cultural, political, economic and environmental great transformations of contemporary world. The dynamic role of the individual in the circumstances of change. Through dialogue and the discussion of divergent positions, students are provided with tools for an in-depth social analysis. Students develop activities related to the outside community that will demonstrate the relevance of this course in the general education component. 3 hours a week, 1 semester, 3 credits.

CSO 203. STATISTICS FOR CONTEMPORARY SOCIAL SCIENCES. (Prerequisites: CSO 104, MAT 100). A core course for students in the Social Sciences Department. Statistical techniques that enable a numeric approach to social phenomena are considered. Graphs, construction of scales, central trends, dispersion and the theory of probability are tools that, among others may shed light on the needs of individuals, groups, communities, programs and services, demographic conditions, contemporary structural patterns, social, economic and political trends. 3 hours a week, 1 semester, 3 credits.

CSO 204. SOCIAL RESEARCH TECHNIQUES. (Prerequisite: CSO 203). Nature and use of social research techniques. Selection and subjects, formulation of problems and hypotheses, methodologies, data gathering, and analysis of findings. Use of computerized techniques in the development of a social research program in the community. Emphasizes active participation of students in a research project on organizations of the external community using the community outreach modality. 3 hours a week, 1 semester, 3 credits.

CSO/TSO 305. HUMAN BEHAVIOR AND SOCIAL ENVIRONMENT I (Prerequisites: BIO 109 PSI 203-204, CSO 104, TSO 210. The TSO 210 course will be a prerequisite for Social Work students). The first in a sequence of two courses on human behavior in interaction with the social environment. Interaction between systems is specially emphasized (culture, society, community, and organization) in the global context and their implications for different social groups. Studies systemic perspective and other theoretical perspectives for the general practice of Social Work. The course integrates knowledge of behavioral sciences, biology, sociology, and anthropology. Directed at Social Work students and related disciplines. 3 hours a week, 1 semester, 3 credits.

CSO/TSO 306. HUMAN BEHAVIOR AND SOCIAL ENVIRONMENT II (Prerequisites: BIO 109, PSI 203-204, CSO 104, TSO 305) The second of a sequence of two courses on the study of human behavior in interaction with the social environment. Special emphasis on the analysis of transactions and interrelations between individuals, families and los groups with other systems in the society. Human development is studied in an integrated manner using a systemic social perspective and other theoretical perspectives that are necessary for understanding human behavior. Also include the recognition of human diversity that is present in different social systems, with special attention given to sexual orientation, age, social class, and physical or mental disability; a critical analysis of the effect those attribute son social systems of groups, families and persons. The course is directed at Social Work students and related disciplines. Three (3) credits, three (3) hours a week, one (1) semester

CSO/TSO 317. WELFARE SYSTEMS AND SOCIAL POLICY. (Prerequisites: CSO 104). **(Prerequisite: CSO 104, TSO 210) (*TSO 210 will be prerequisite para el student de Social Work*)** The course examines the development of the social welfare system and social policy from a critical, historical, and integrative perspective with other social, economic, and political processes. Studies analysis, formulation, implementation, and evaluation policies of social policies, taking into consideration contemporary patterns of delivery of social services and their repercussions on socially and economically disadvantaged populations. Analyzes the current debates and dilemmas on the role of the professional practice of Social Work on the development of policies affirmative policies and how the social worker can be involved in these processes through practices that foster social justice, such as social action. The course is directed at students of Social Work and related disciplines. 3 hours a week, 1 semester, 3 credits.

CSO 480. CAPSTONE SEMINAR FOR SOCIAL SCIENCES. (Prerequisite: To be in the last year of studies and have the director's or academic advisor's permission) A course that integrates reflection and discussion of debates and dilemmas of the social sciences. The knowledge and skills acquired in the education core courses are integrated. Research skills are applied to the subjects selected by the student. The course is taken during the last year of studies with the exception of Social Work, which will be taken at the end of the third year. 3 hours a week, 1 semester, 3 credits.

DANCE

DAN 101. BALLET I. Study of the fundamental elements of classical dance at an intermediate level. This course focuses on the acquisition of the basic principles of technique: body skills, knowledge of space, dynamics, and stability. Women will be introduced to pointe work (on a barre) and men, to grand-allegro. Acquisition and correct use of ballet terminology. 4 hours a week, 1 semester, 2 credits.

DAN 102. BALLET II. (Prerequisite: DAN 101) This course focuses on the acquisition of basic principles of technique: body skills, knowledge of space, dynamics, and stability. Women will be introduced to pointe work (on a bar) and men, to grand-allegro. Acquisition and correct use of ballet terminology. 4 hours a week, 1 semester, 2 credits.

DAN 103. CONTEMPORARY DANCE I. Practical course structured as a technique class to introduce the foundations of Contemporary Dance emphasizing good posture, balance, flexibility, strength, and resistance. Practical study of the foundations of movement and the interrelationship between body, space, energy (flow), weight, and time. The exact content of the class may vary depending on the instructor's background, although the classes are based on well-known contemporary dance methodologies. 4 hours a week, 1 semester, 2 credits.

DAN 104. CONTEMPORARY DANCE I. (Prerequisite: DAN 103) Practical course structured as a technique class to introduce the foundations of Contemporary Dance emphasizing good posture, balance, flexibility, strength, and resistance. Practical study of the foundations of movement and the interrelationship between body, space, energy (flow), weight, and time. The exact content of the class may vary depending on the instructor's background, although the classes are based in well-known contemporary dance methodologies. 4 hours a week, 1 semester, 2 credits.

DAN 105. APPLIED ANATOMY. An introduction to anatomy and physiology, focusing on the body in movement with a view to establish links with the body technique courses. A series of conferences and practical workshops will provide the framework to carry out practical and academic study of the body in a correct and safe manner. The knowledge acquired through this module will allow students to better understand the capabilities and limitations of the human body and therefore avoid dance related injuries. 4 hours a week, 1 semester, 2 credits.

DAN 111. IMPROVISATION AND CHOREOGRAPHIC FORM. Introduction to the creative process of choreography through the study of the body as the main element and tool. Emphasis is given to the development of intuition, imagination, and creativity. The objective of the course is to understand how the kinetic raw material resulting from the improvisation process is captured and developed to reach choreographic structure. 4 hours a week, 1 semester, 2 credits.

DAN 201. BALLET III. (Prerequisite: DAN 101-102) The study of ballet technique at an intermediate level. This course emphasizes developing core stability and acquiring a broader vocabulary. Other key elements include improving technical capabilities and physical dynamics, as well as considering creative aspects. Students will be encouraged to make connections between acquiring technical capabilities and performance on stage by learning short variations. 3 hours a week, 1 semester, 3 credits

DAN 202. BALLET IV. (Prerequisite: DAN 101-102-201) The study of ballet technique at an intermediate level. This course emphasizes developing core stability and acquiring a broader vocabulary. Other key elements include improving technical capabilities and physical dynamics, as well as considering creative aspects. Students will be encouraged to make connections between acquiring technical capabilities and performance on stage by learning short variations. 3 hours a week, 1 semester, 3 credits

DAN 203. CONTEMPORARY DANCE III. (Prerequisite: DAN 103-104) Practical course structured as an intermediate level technique class. More elaborate combinations will be studied, which will require having more control in the change in level, using gravity,

transferring weight, changing speed, balance/instability, falling/recovery, and rhythm. 3 hours a week, 1 semester, 3 credits

DAN 204. CONTEMPORARY DANCE III. (Prerequisite: DAN 103-104-203) Practical course structured as an intermediate level technique class. More elaborate combinations will be studied, which will require having more control in the change in level, using gravity, transferring weight, changing speed, balance/instability, falling/recovery, and rhythm. 3 hours a week, 1 semester, 3 credits

DAN 205. HISTORY OF DANCE: 20th and 21st CENTURY. The history of world and global dance in the 20th and 21st century. The main trends and tendencies will be studied within a framework that examines the relationship between esthetics and social, political, and ideological conditions of their origin. A critical perspective is adopted towards the concept of universal “history” and new historiographical trends that admit superimpositions, contradictions, ruptures, and omissions in the definition of “history.” 3 hours a week, 1 semester, 3 credits

DAN 207. LABAN ANALYSIS. Introduction to the Rudolf Laban’s methods of movement analysis: Eukinetics and Choreutics. Eukinetics is the study of movement dynamics and the subtleties of movement execution (with regards to motor intention.) Choreutics is the study of the body in space and of space in body and also analyses movement in relation to the environment, special designed, and trajectories. 3 hours a week, 1 semester, 3 credits

DAN 212. CREATIVE ACTS – SOLO DANCE. (Prerequisite: DAN 111) The course facilitates the ability to manipulate movement material and the experience of movement as the starting point for choreographic creation. Emphasis is given to the relationship between process evolution and the resulting form through the exploration of the solo dance. A variety of stimuli are explored to produce creative starting points: visual stimuli (paint, colors, landscapes), text and literary stimuli (poems, a character in a novel/play), and musical/sound stimuli. The idea of “body dramaturgy.” 3 hours a week, 1 semester, 3 credits

DAN 301. BALLET V. (Prerequisite: DAN 101-102-201-202) Intermediate level course. More complex combinations will be studied, as well as variations of the classical repertoire (group-chorus.) Attention is given to interpretation development and personal nuance needed to develop a leading classical repertoire ballet. 3 hours a week, 1 semester, 3 credits

DAN 302. BALLET VI. (Prerequisite: DAN 101-102-201-202-301) Advanced level course. More complex combinations will be studied, as well as variations of the classical repertoire (group-chorus.) Attention is given to interpretation development and personal touches needed to develop a leading classical repertoire ballet. 3 hours a week, 1 semester, 3 credits

DAN 303. CONTEMPORARY DANCE V. (Prerequisite: DAN 103-104-203-204) Practical course structured as an advanced level technique class. Emphasis is given on the development of a mature attitude in the performance, including assimilating new and unknown material intelligently and quickly. 3 hours a week, 1 semester, 3 credits

DAN 304. CONTEMPORARY DANCE VI. (Prerequisite: DAN 103-104-203-204-303)

Practical course structured as an advanced level technique class. An introduction to the concepts of release technique will be provided. Emphasis is given on the development of a mature attitude in the performance, including assimilating new and unknown material intelligently and quickly. 3 hours a week, 1 semester, 3 credits

DAN 305. JAZZ. Introduction to the Jazz dance technique. This course provides the opportunity to develop technical capabilities through the study of a different dance style. 3 hours a week, 1 semester, 3 credits

DAN 307. INTRODUCTION TO PHYSICAL THEATER. Introduction to physical theater, its methods and main practitioners. The course provides an overview of the historical and critical contexts that gave rise to this theatrical form, which is somewhere between dance and dramatic theater. The course explores the relationship between kinesthetics and the creation of a “performative text” when acting. Attention is given to conscious movement and space in order to complement the psychological and literary approaches in dramatic theater. The course studies the work of important practitioners such as Laban, Lecoq, Michael Checkov, Grotowski, Robert Le Page, Theatre du Soleil, and Theatre de Complicite. 3 hours a week, 1 semester, 3 credits

DAN 311. CONTEMPORARY DANCE REPERTOIRE. (Prerequisite: DAN 103-104-203-204) A platform for students to show their abilities as dancers and interpreters of contemporary dance. A new choreography will be created, rehearsed, and presented under the direction of guest artists. Emphasis is given on the contribution made by the artist as dance interpreter or performer to the choreographic process. 3 hours a week, 1 semester, 3 credits

DAN 313. COLLABORATIVE PRACTICES, SYSTEMS AND CHOREOGRAPHIC NETWORKS (Prerequisite: DAN 111-212) The course focuses on group and collaborative work. It explores new methods and concepts that have redefined choreography as a practice based on the interrelationship of all scenic elements (including dancers.) The choreographer is defined as the facilitator of change who regulates the physical conditions for the piece (movement as dynamic and transformative change) within the performative framework. 3 hours a week, 1 semester, 3 credits

DAN 314. INTERDISCIPLINARY APPROACHES IN CHOREOGRAPHIC PRACTICE. (Prerequisite: DAN 111-212-313) This course explores the dialogue between the choreographic process and creative methodologies of other disciplines in order to adopt and adapt that knowledge to develop and innovate choreographic practice. 3 hours a week, 1 semester, 3 credits

DAN 315. BALLET REPERTOIRE. (Prerequisite: DAN 101-102-201-202) A platform for students to show their abilities as dancers and interpreters of classic/neoclassic ballet. A new choreography will be created, rehearsed, and presented under the direction of guest artists. Emphasis is given to the contribution made by the artist as dance interpreter or performer in the choreographic process. 3 hours a week, 1 semester, 3 credits

DAN 401. BALLET VII. (Prerequisite: DAN 101-102-201-202-301-302) This course is directed at students who in their last year decide to focus their studies in ballet with a view to prepare themselves for dancing professionally. The course provides students with professional experience. New ballet technique and performance methods are studied. The course is designed to complement the Ballet Repertoire course and it is recommended that these two courses be taken jointly. 3 hours a week, 1 semester, 3 credits

DAN 402. BALLET VIII. (Prerequisite: DAN 101-102-201-202-301-302-401) This course is directed at students who in their last year decide to focus their studies in ballet with a view to prepare themselves for dancing professionally. The course provides students with professional experience. New ballet technique and performance methods are studied. The course is designed to complement the Ballet Repertoire course and it is recommended that these two courses be taken jointly. 3 hours a week, 1 semester, 3 credits

DAN 403. CONTEMPORARY DANCE VII. (Prerequisite: DAN 103-104-203-204-303-304) This course is directed at students who in their last year decide to focus their studies in contemporary dance technique with a view to prepare themselves for dancing professionally. The course is designed to complement the Contemporary Dance Module and it is recommended that these two courses be taken jointly. 3 hours a week, 1 semester, 3 credits

DAN 404. CONTEMPORARY DANCE VIII. (Prerequisite: DAN 103-104-203-204-303-304-403) Directed at students who in their last year choose to concentrate on Contemporary Dance technique with a view to entering the profession. The course is designed to complement the Contemporary Repertoire Dance module and students are advised to take both courses simultaneously. 3 hours a week, 1 semester, 3 credits

DAN 405. DANCE, MUSIC, MOVEMENT, SOUND; AN INTERDISCIPLINARY APPROACH

(Prerequisite: DAN 102) A practical and theoretical course focusing on the study of dialogues and interdisciplinary collaboration between dance, sound, and music. The objective of the course is to develop the dance student as "creative" listeners. The central idea of the course is that the dialogue between dance and music, is fundamentally a dialogue between sound and the body. 3 hours a week, 1 semester, 3 credits

DAN 407. DANCE IN NEW TECHNOLOGICAL CONTEXTS. (Prerequisite: DAN 314) A practical and theoretical course that provides an introduction to choreographic production in a dialogue with new technologies. Studies the role and impact of electronic media on stage and their effect on choreographic performance. Focuses on installation production beyond the proscenium. 3 hours a week, 1 semester, 3 credits

DAN 411. Dance, Culture And Society. (Prerequisite: DAN 205) Introductory course on conceptualization in dance. The main topics are the interrelationship of Dance with culture and society. The module approaches Dance from a sociological perspective, examining dance as a repository of meaning as well as a system of signification. The course introduces the idea of Dance as text, open to analysis and interpretation. 3 hours a week, 1 semester, 3 credits

DAN 415. FUNDAMENTALS OF DANCE PEDAGOGY. (Prerequisite: DAN 105-207-313) Introduction to the methods and concepts of dance pedagogy. Emphasizes the fundamentals that provide for effective pedagogy in the dance class: planning, management of group dynamics, teaching groups with a variety of abilities, the development of good communication. Emphasis on the relationship between the objectives of the class, the methods used to transmit knowledge, and means of assessment. 3 hours a week, 1 semester, 3 credits

DAN 470. FINAL PROJECT. (Prerequisite: Taking all concentration courses at the 100-200-300 levels, DAN 480) Opportunity to design, direct, and carry out an independent practical research project. This module is comprised of an extensive period of independent research that provides the opportunity to develop and explore more deeply the knowledge that was acquired in the Program. 3 hours a week, 1 semester, 3 credits

DAN 480. ARTISTIC RESEARCH IN DANCE (CAPSTONE SEMINAR). (Prerequisite: all concentration courses at the 100-200-300 levels) Introduction to the concept of artistic-practice based research with emphasis on the D. Explanation of the methodology and techniques of field research in the Dance and their application to the study and analysis of works and movements that have defined the development of Dance productions in the West. 3 hours a week, 1 semester, 3 credits

DAN 490. PROFESSIONAL PRACTICUM. (Prerequisite: 105-207-313) The course provides students in their last year with the opportunity to find placements in the professional milieu with a view to acquiring experience in the area of specialization, that is to say, pedagogy, performance, production/ administration). Admission to the course is by presenting a project proposal and a learning contract between the student, the school, and the sponsoring organization. 3 hours a week, 1 semester, 3 credits

SPANISH

ESP 106. WRITING AND READING. Workshop designed to help students refine written communication skills. Writing and reading expository and argumentative essays. Ethical values are presented in the discussions of the reading and essays. 3 hours per week, 1 semester, 3 credits.

ESP 121. LITERARY GENRES I: POETRY, THEATER, AND ESSAY. (Prerequisite: ESP 106) Study of poems, theatrical works, and essays. Explanation of the theoretical and technical aspects that is basic in understanding texts. Application of the techniques and knowledge acquired to the analysis of poetry, theater works and essays. Ethical values are presented in the discussions of the reading and essays. 3 hours per week, 1 semester, 3 credits.

ESP 122. LITERARY GENRES II. (Prerequisite: ESP 106) Study of short stories and novels. Explanation of the theoretical and technical aspects that is basic to understanding texts. Application of techniques and knowledge acquired to the analysis of short stories and novels. Ethical values are presented in the discussions of the reading and essays. 3 hours per week, 1 semester, 3 credits.

ESP 124. FILM AND LITERATURE. (Prerequisite: ESP 106) The course examines various literary texts that have been filmed and their adaptation to the cinematographic media. Emphasis on the semiotic transformation of the word to image. Ethical values are presented in the discussions of the reading and essays. 3 hours per week, 1 semester, 3 credits.

ESP 191. SPANISH AS A SECOND LANGUAGE I. Theoretical practical study of the basic grammar structures essential to learn Spanish as a second language. The course provides students with the opportunity to learn the Spanish language through the study of grammatical structures and basic vocabulary. Topics from Hispanic Caribbean and Hispanic American culture. First Level. 3 hours per week, 1 semester, 3 credits.

ESP 193. SPANISH AS A SECOND LANGUAGE II. (Prerequisite: ESP 191) Theoretical practice study of the basic grammar structures essential to learn Spanish as a second language. The course provides the students with the opportunity to learn the Spanish language through the study of grammar structures and basic vocabulary. Topics from Hispanic Caribbean and Hispanic American culture. Second Level. 3 hours per week, 1 semester, 3 credits.

ESP 204. SPANISH AMERICAN LITERATURE. Study of Hispanic American literature from its origins to the 19th Century. Reading the most representative works. Ethical values are presented in the discussions of reading and essays. 3 hours per week, 1 semester, 3 credits.

ESP 205. SPANISH AMERICAN LITERATURE. Analytical study of Hispanic American literature from the 19th Century to our days. Readings of the most represented works from each literary movement. Ethical values are presented in the discussions of reading and essays. 3 hours per week, 1 semester, 3 credits.

ESP 206. BUSINESS WRITING I. Workshop course geared to develop the skills necessary to write professional letters and reports, and the formulation of effective oral messages. 3 hours per week, 1 semester, 3 credits.

ESP 216. PUERTO RICAN LITERATURE II. Study of the development of Puerto Rican literature in the 20th Century. Analysis of literary movements and major works of Puerto Rican authors within the historic, social, and cultural context of Puerto Rico now. Within that context, the course is enriched through the learning to service the community and that surrounds us and to which we belong. Ethical values are presented in the discussions of readings and written essays. 3 hours per week, 1 semester, 3 credits.

ESP 218. LITERATURE OF THE HISPANIC ANTILLES. Study of the literary creation of Cuba, Puerto Rico, and the Dominican Republic from the 19th and 20th Centuries. Analysis of the works of major authors from the three islands from a historical-social perspective and their place in the Caribbean and Latin American world. 3 hours per week, 1 semester, 3 credits

ESP 225. ORAL COMMUNICATION. Nature and basic principles of oral communication in Spanish. Emphasis on group discussions, dialogues, panels, interviews, speeches, oral reports, lectures. Development of skills to influence by way of logical arguments. Oral communication practice. 3 hours per week, 1 semester, 3 credits.

ESP 226. ADVANCED GRAMMAR. Practical-theoretical study of structural Spanish Grammar. Study of the language as a system or structure through the phonetic, morpho-syntactic and lexical-semantic level. Includes text analysis and practical application of the correct use of the oral and written language. 3 hours per week, 1 semester, 3 credits.

ESP 227. ADVANCED COMPOSITION. This is a writing workshop designed to introduce students to research skills and writing informal, formal, or monographic essays reflecting their research, according to what is required by the topics discussed. Ethical values are presented in the discussions and written essays. The course requires active participation by students in activities outside of the University campus, since research involves observation of reality through association with community projects and organizations. Ethical values are discussed. 3 hours per week, 1 semester, 3 credits.

ESP 234. WOMEN, LITERATURE, AND HISPANIC CULTURES. Analysis from a gender prospective, of Hispanic literary productions of Hispanic writers from different eras to examine the multiple relations between literary expression, representations of women, and socio-cultural context in which they are produced. 3 hours a week, 1 semester, 3 credits.

ESP 291. SPANISH AS A NEW LANGUAGE. ADVANCED LEVEL I . This course aims to develop self-learning students. By using the basic communication tools that the student already has, the course improves both oral and written communication skills, directed at students achieving the competencies of a native speaker. Based on research that shows that language is processed in blocks or groups of words, not just word by word, this level allows students to develop their learning based on a notional and functional approach based on the articulation of communicative intentions and the concepts the speaker is referring to. 3 hours a week, 1 semester, 3 credits.

ESP 293. SPANISH AS A NEW LANGUAGE. ADVANCED LEVEL II . This course aims to develop self-learning students. By using the basic communication tools that the student already has, the course improves both oral and written communication skills, directed at students achieving the competencies of a native speaker. Based on research that shows that language is processed in blocks or groups of words, not just word by word, this level allows students to develop their learning based on a notional and functional approach based on the articulation of communicative intentions and the concepts the speaker is referring to. 3 hours a week, 1 semester, 3 credits.

ESP 404. HISPANIC AMERICAN SHORT STORIES. Evolution of the Hispanic American short story from Romanticism until the present. Studies the principal figures and works represented in this genre. Reading and analysis of stories from different periods and literary periods. 3 hours a week, 1 semester, 3 credits.

ESP 405. FROM REPRESSION TO *DESTAPE*—SPANISH CONTEMPORARY NOVEL/POSTWAR PERIOD . Evolution of the contemporary Spanish novel. Study of representative authors and major works from the Spanish Civil War to the present. 3 hours per week, 1 semester, 3 credits.

ESP 406. CONTEMPORARY SPANISH DRAMA. Evolution of contemporary Spanish theater. Study of representative authors and major works from Federico Garcia Lorca until the present time. 3 hours per week, 1 semester, 3 credits.

ESP 408. SPANISH-AMERICAN CONTEMPORARY FICTION. Study of the contemporary Latin American narrative from postmodernism until the present. 3 hours per week, 1 semester, 3 credits.

INTERNATIONAL STUDIES

EIN 201- INTRODUCTION TO INTERNATIONAL STUDIES – Study of the most important topics and debates in the international arena. Discussion of structures and processes that lead to the current international order (globalization, global security, the development of international law, international organizations, etc.). Issues and problems in contemporary international politics (climate change, nationalism, supra-nationalism, human rights, nuclear proliferation, among others. 3 hours per week, 1 semester, 3 credits.

EIN 202 INTRODUCTION TO THEORIES OF INTERNATIONAL RELATIONS. (Prerequisite: CSO 104, CPO 201) The course explores the principal theories of international relations. Upon completing the course, students will be familiar with the basic theory of international relations and will have developed analytical and critical skills to understand and used the theoretical concepts of the discipline. The course is also designed to provide greater comprehension of the possibilities and limitations of theories in the study of international politics. 3 hours a week, 1 semester, 3 credits.

EIN 301- INTERNATIONAL PUBLIC LAW. (Prerequisite: CSO 104, CPO 201, EIN 201, EIN 202) Description and analysis of legal concepts, principles, and problems in International Public Law and the stakeholders. 3 hours per week, 1 semester, 3 credits.

EIN 302 HUMAN RIGHTS IN GLOBAL POLITICS. (Prerequisite: EIN 201, EIN 202, EIN 301) he course content is based on the international contexts of human rights since the end of the Second World War. The purpose of the course is to provide students with an introduction to the concepts of human rights from a theoretical perspective and to discuss historical examples. The course includes a description of the evolution of legal standards of human rights and the role of these standards in international law. The course also examines the different kinds of human rights and the differences between them at a domestic and international level. Part of the course is devoted to the analysis of the tools available to the international community for the protection of human rights and the limitations of these rights. 3 hours a week, 1 semester, 3 credits.

EIN 303 CONFLICT RESOLUTION AND PEACE STUDIES. (Prerequisite: EIN 201, EIN 202, EIN 301) The course is devoted to the description and analytical and theoretical study of peace and conflict resolution. The course examines several theories of conflict resolution and their practical use. Part of the course also considers actual cases and conflicts

and the analysis of conflict resolution that are used. The purpose of the course is to present students with contemporary issues in the study of peace and conflict resolution. 3 hours a week, 1 semester, 3 credits.

EIN 304 POLITICAL ECONOMY IN INTERNATIONAL STUDIES. (Prerequisite: EIN 201, EIN 202) The study of International Political Economy examines the role of the State in the world economy, the evolution of the international division of labor, the development of the institutional structures that rule the world political economy and their internationalization. The course discusses concepts of international political economy, the relationship between power and wealth, the markets and governments, the market and democracy. Political and economic interests are defined and how and why international economic policies are established. 3 hours a week, 1 semester, 3 credits.

EIN 305 INTERNATIONAL CULTURE AND COMMUNICATION. (Prerequisite: CSO 104, EIN 201) This course examines how culture and communications affect international relations. Through discussion and analysis of concepts and situations, there is an exploration of the changing role of culture in the relationships between nations and individuals across national frontiers. Discuss how international cultural interaction affects events and tendencies at a global level. Also analyzes how globalization of telecommunications has changed the patterns of international interaction, the development of the media as centers of influence and dissemination of ideas and international efforts to regulate and control the flow of information. 3 hours a week, 1 semester.

EIN 401. DIPLOMACY. (Prerequisite: CPO 201, EIN 201-202, EIN 301) History of diplomatic methods from the Renaissance to the present. The course examines the most important international events of different periods. Students will also evaluate the efficiency and defects of diplomatic methods. 4 hours a week, 1 semester, 3 credits.

EIN 402. INTERNATIONAL ORGANIZATIONS. (Prerequisite EIN 301, EIN 401) Analytical and theoretical study of international intergovernmental organizations. Their history and development, with emphasis on the problem of the balance of power. 3 hours a week, 1 semester, 3 credits.

EIN 403 INTERNATIONAL ENVIRONMENTAL POLICY. (Prerequisite: CPO 201, EIN 201, EIN 202, EIN 301, EIN 302) The course examines the development of legal standards and principles and environmental public policy at the international level from a critical perspective, giving particular attention to the economic and social circumstances and policies that have inspired or obstructed the evolution of these policies. The course addresses the particular challenges of ecological damage for the development of international legal standards that will foster improvement in the quality of the environment, as well as the interaction between international, regional, and national environmental standards and principles. 3 hours a week, 1 semester, 3 credits.

EIN 404 HISTORICAL PERSPECTIVES AND TRADE POLICIES IN INTERNATIONAL STUDIES. (Prerequisite: EIN 201, EIN 202, EIN 304) Introduction to the historical and theoretical principles, trends and dynamics of international trade relations.

Examines the transformations of trade relations and the international flow of financial and social capital. Provides a critical examination of the role of international bodies in economic and trade issues, the process of globalization, regional integration policies, and new economic tendencies such as social and solidarity economy and new forms of non-conformist trade such as Fair Trade and alternative trade. 3 hours a week, 1 semester, 3 credits.

EIN 405 INTERNATIONAL DEVELOPMENT AND COOPERATION. (Prerequisites: EIN 304, EIN 404) This course is an introduction to international development and cooperation. A critical analysis is provided of the theories, debates, strategies, policies, and programs implemented by different entities in the international community and civil society to contribute or respond to structural issues of poverty, governance, the environment, gender, violence, human rights, among others, in non-industrialized societies. The course includes a practical section or study visits to international cooperation agencies and organizations of the civil society engaged in local development. 3 hours a week, 1 semester, 3 credits.

EIN 406 REGIONAL STUDIES I (THE AMERICAS, THE CARIBBEAN AND EUROPE). (Prerequisites GEO 201, EIN 201, EIN 202) The course establishes a link between the concepts of international relations and the validity of those concepts under regional conditions, in this case the Americas and the Caribbean on the one hand, and the European region on the other. Students will study both regions, and will first be introduced to the general context of geographical and historical facts, as a basis for the discussion of specific issues in the political and economic systems and international relations in these regions. The roles of the national and international actors (regional organizations) in these regions with regard to world politics are clarified. An introduction to the mechanisms of the European Union is provided. With regard to specific issues of the Americas, the Caribbean, and in Europe, the course addresses immigration and integration, human rights, safety and terrorism. 3 hours a week, 1 semester, 3 credits.

EIN 407 REGIONAL STUDIES II: AFRICA, ASIA AND THE MIDDLE EAST IN WORLD POLITICS. (Prerequisites: GEO 201, EIN 201, EIN 202) This course, directed at undergraduate students, as part of an extensive study of different regions within International Studies, provides an in-depth study of the historical, political, economic, and social background of the regions, as well as the processes of regionalization and regionalism in Africa, Asia, and the Middle East. Through readings, documentaries, and film there is a discussion of the most important events which will allow for understanding the development of these regions in the current global scenario. 3 hours a week, 1 semester, 3 credits.

EIN 408 PRACTICUM IN INTERNATIONAL STUDIES. (Students must have fulfilled the departmental and concentration requirements and be in their last semester) The International Studies Practicum provides students with supervised teaching and experiences and participation in an actual work environment in their field of study. This theoretical and practical experience will allow students to broaden their knowledge and develop specific skills in areas related to international studies. Practical activities are weekly for a total of 120 hours of practical experience and 15 hours of classroom work. Offered in the second semester. Only for students in the International Studies concentration. Three (3) credits, four (4) hours a week in

the practicum scenario for a total of 120 hours practice per semester. Only for International Studies concentration students. 3 credits,

EIN 480. SEMINAR IN INTERNATIONAL RELATIONS. The nature of human relationships that transcend international frontiers and the elements that influence its development. Actors and their political, economic, cultural, religious, and ideological motivations in foreign relations. 3 hours a week, 1 semester, 3 credits.

FIE 191. DYNAMICS OF HUMAN BEHAVIOR IN A DIVERSE, MULTICULTURAL CONTEXT. (For students participating in the *Disney College Program*). This course allows the integration of theory and practice through an internship. This practical experience, outside of the classroom, gives students the opportunity to integrate and apply the knowledge and skills acquired in other courses, in a context globalization and technology. The course emphasizes human behavior and the dynamics that occur in diverse and multicultural levels. 3 hours a week, 3 credits, 1 semester.

FIE 192. PSYCHOSOCIAL AND LABOR IMPLICATIONS IN GLOBALIZATION AND INFORMATION TECHNOLOGIES IN MULTICULTURAL SCENARIOS. (For students participating in the *Disney College Program*. This course allows the integration of theory and practice through an internship. This practical experience, outside of the classroom, gives students the opportunity to integrate and apply the knowledge and skills acquired in other courses. The course is centered on analyzing psychosocial implications of globalization and the new information technologies in the employment world, and how these political, economic, and cultural processes have influenced interpersonal relations in the work environment. This course offers students the opportunity to be part of a multicultural team. 3 hours a week, 3 credits, 1 semester.

FIE 200. MULTICULTURALISM AS A LIFESTYLE. This course is intended for undergraduate students and it explores the different perspectives of multiculturalism, which is a product of cultural decolonization during the second half of the 20th century and is now considered a desirable lifestyle. The concept is studied beyond its initial meaning (the coexistence of several cultures in a society or country); exploring debates about the transnational context of late-stage capitalism. Several of these debates are organized around the idea of the construction of multiple identities in a historical period of large-scale transformations. Considers hybridization, as the result of people moving through the boundaries of nation-states which are also engaged in a process of transformation. 3 hours a week, 3 credits, 1 semester.

PHILOSOPHY

FIL 101. LOGIC. Definition of the principal concepts of logic and description of its evolution in the history of philosophy. Application of its methodology to the analysis of different types of reasoning as constructed in the natural language. Identification and diagram of complex arguments. Language functions, discourse, and possible relations between the symbolization process, language theories, conceptualization and relationships with reality. Application of the

theoretical aspects of logic to the analysis of reasoning and argumentative sequences of discursive resources that describe the social environment of students, their foundations and justifications, thereby demonstrating the importance of logical analytical methods. This course is required in the general education component. 3 hours a week, 1 semester, 3 credits.

FIL 102. INTRODUCTION TO PHILOSOPHY. Definition of the concept of philosophy as it has evolved through the history of the West, addressing basic questions of the human condition. Delimitations and relations between different areas of philosophy and the criticism of essentialism and typical rationalism in contemporary philosophy. Optional course in the general education component. 3 hours a week, 1 semester, 3 credits.

FIL 106. ETHICS. Introduction to the history and the analysis of the basic problems and concepts of philosophical morality and its ethical rational justification, ranging from its origins in traditional Greek culture to the present time. Analysis of the possible relations between Ethics and other disciplines that intend to describe, govern, and evaluate human behavior. Importance and relationship between basic doctrines of ethics and daily life. Variations in the methodology and content of ethical and moral analysis in terms of the history of cultures and considerations of gender. 3 hours a week, 1 semester, 3 credits.

FIL 107. PHILOSOPHY OF RELIGION. This course examines the basic problems of the philosophical analysis of religious belief and theology. The focus is essentially problematic although historical perspective is not excluded. This analysis is made through philosophical texts which in their time made valuable contributions as creators of the religious thought. The approach is multidisciplinary and interdisciplinary; religion is considered as a constructive-structural element of the human conscience and self-awareness. Optional course in the General Education component. 3 hours a week, 1 semester, 3 credits.

FIL 108. PHILOSOPHY OF KARL MARX AND CONTEMPORARY MARXISM. Interdisciplinary course which will familiarize students with the writings of Marx and Engels, achieving a unified interpretation of their philosophical, social, anthropological, historical, and political importance; an introductory vision to the criticism and development of contemporary Marxist thought; discussion of the relevance of Marxism in the contemporary world. Optional course in the General Education component. 3 hours a week, 1 semester, 3 credits.

FIL 114. WOMEN PHILOSOPHERS. Interdisciplinary course in which the presence, importance, and special aspects of feminine philosophical thought are analyzed. Conceptual and methodological influences of culture and science. Women philosophers from antiquity to the present. 3 hours a week, 1 semester, 3 credits.

FIL 120. STRATEGIES OF POWER IN THE MODERN PENAL SYSTEM. Michel Foucault's texts *Truth and Judicial Forms* and *Discipline and Punish: The Birth of the Prison*, are used in this course to make a critical analysis of the ideologies and epistemological systems that justify the origin and development of judicial and penal practices. Power structures in the socialization process and relationships. A multidisciplinary course. Optional course in the General Education component. 3 hours a week, 1 semester, 3 credits.

FIL 122. PHILOSOPHY OF ART. This course emphasizes the thematic and historical aspects of philosophical reflections on art. Analyzes and distinguishes artistic expression and the relationship between the artist and the artist's work. Critically examines the concepts of "art" and "beauty" from an aesthetic perspective in contemporary philosophy. Considers traditional ideas based on mimesis and representation. Aesthetic perspectives in Latin America, Puerto Rico, and the Caribbean; ethical concerns and artistic creation. Emphasis on the relationship between philosophy and contemporary inter-artistic practice in different media: sculpture, video, film, installation, and others. Contemporary philosophy of art versus aesthetic orthodoxy. 3 hours a week, 1 semester, 3 credits.

FIL 123. ETHICAL ASPECTS OF COMMUNICATION. This course, is inter- and multidisciplinary. The course begins with an analysis and reflection on history, the problems, content and methods of ethical thought as a philosophical doctrine. An introduction of basic concepts of philosophical morality and its rational justification rational since the origins of the doctrine in Ancient Greece until the present. Studies the possible relationship between ethics and communication as a science of creating, gathering and transmitting/dissemination information in the contemporary world. Emphasizes content analysis and the ethical and moral consequences in specific situations of professional practice. Although the course is preferably directed to communication students, it is available for any interested student since it is part of the philosophy menu of the core education component. 3 hours a week, 1 semester, 3 credits

FIL 126. APPROXIMATION TO MORAL PHILOSOPHY Studies basic concepts of ethics and moral structure. Describes ethical systems and the theories of Moral Philosophy that determine the way of being and acting of moral subjects in contemporary society. Applies rational analysis to contemporary ethical issues that are present in the responsible practice of the nursing profession. This course is offered entirely online. 3 hours a week, 1 semester, 3 credits

FRENCH

FRA 101. INTRODUCTION TO FRENCH I. Basic grammar elements. Dialogues and paragraphs. Vocabulary exercises. Communication activities. 3 Lecture hours, 1 Laboratory hour a week, 1 semester, 3 credits.

FRA 102. INTRODUCTION TO FRENCH II. (Prerequisite: FRA 101). Continuation of basic grammar elements. Dialogues and short essays. Vocabulary exercises. Communication activities. 3 Lecture hours, 1 Laboratory hour a week, 1 semester, 3 credits.

FRA 103. INTERMEDIATE FRENCH I. (Prerequisite: FRA 101 and 102). Grammar study continued. Structural and syntactic elements. Oral and written composition exercises. 3 Lecture hours, 1 Laboratory hour a week, 1 semester, 3 credits.

FRA 104. INTERMEDIATE FRENCH II. (Prerequisite: FRA 103). Study of grammar continued. Oral and written composition. Emphasis on written 3 Lecture hours, 1 Laboratory hour a week, 1 semester, 3 credits.

FRA 105. CONVERSATIONAL FRENCH. (Prerequisite: FRA 103). Most commonly used vocabulary and structural patterns to increase fluency in communication. Dialogues and communication activities in real life situations. 3 hours a week, 1 semester, 3 credits.

GEOGRAPHY

GEO 102. CULTURAL GEOGRAPHY. Discussion of topics of cultural geography from a Social Sciences perspective. Emphasis on the distribution of human collectives, their cultural, social, political and economic background, as well as their effects on the environment. Analysis of the importance of cultural geography components in the understanding of the contemporary world. 3 hours a week, 1 semester, 3 credits.

GEO 201 POLITICAL GEOGRAPHY A. (Prerequisites EIN 201, EIN 202, CPO 201) Studies and analyzes political relations from a geographical perspective. Defines basic concepts of Geography such as space, location, and territory and their relationship to the exercise of power and the application of political principles. Emphasizes the development of the concepts of State and Nation, the difference between them and how they influence international politics.

HISTORY

HIS 212. DEVELOPMENT OF THE PUERTO RICAN NATION.

Broad view of the historical process of Puerto Rico with special emphasis on the political, economic and social aspects of the 19th, 20th and early 21st centuries. Analysis of topics such as the genesis of nationality, the laws that formed the Puerto Rican government, Puerto Rican ideologies and political parties, the future of a society that has not achieved a consensus with regard to a political definition. 3 hours a week, 1 semester, 3 credits.

HIS 227. THE CARIBBEAN AREA. Common problems of this geographical area with their own variants. Sugar and the plantation economy. Inter-Caribbean relations. Abolition of slavers: causes and effects. Independence. Problems of the 20th Century. 3 hours a week, 1 semester, 3 credits.

HIS 268. SCIENCE THROUGH HISTORY. Science through history offers students a panoramic view of the development of scientific thought. Emphasis on discoveries and people who have made significant changes in knowledge in a given historic period. Analysis of obstacles which have affected the advancement of knowledge, and cases where science was used as a perpetuating element of prejudices and errors. Optional course of the General Education component. 3 hours a week, 1 semester, 3 credits.

HIS 292. HISTORY OF SPANISH AMERICA. Introduction to the political, social and economic processes of Latin America from colonial times to the present. 3 hours a week, 1 semester, 3 credits.

HIS 328. CONTEMPORARY WORLD PROBLEMS. 20TH CENTURY. Analysis of the major problems of the twentieth century. The two World Wars, the Arab-Israeli dispute, underdevelopment, arms race, the Cold War and the revival of nationalism. Discussion of ethics in thematic presentations and assigned reading. The class requires the active participation by students in research activities within the community. These are extracurricular activities outside the University campus for which students must designate the necessary time. Optional course in General Education and the Humanities Department. 3 hours a week, 1 semester, 3 credits.

HIS 336. PUERTO RICAN POLITICS: 1898-1996. Political movements and their social roots, from the North American invasion to the elections of 1996. Political parties, pressure groups, labor unions, and class struggles. Voting, colonialism, and class: the fight for women's voting in Puerto Rico. Electoral behavior and legislative practice. US politics and their impact on the partisan and government politics on the Island. 3 hours a week, 1 semester, 3 credits.

HIS 339. U.S. CONTEMPORARY CULTURE AND SOCIETY. Socio-cultural development of the USA from its origins as a colony to the present. Immigration waves. Society and culture of the United States as a major world power. Cultural manifestations of different periods. 3 hours a week, 1 semester, 3 credits.

HIS 339. US SOCIETY AND CULTURE. Cultural and social development of the US from colonial times until the present. Significant immigration waves Society and culture of the US as a global superpower. Cultural expressions in different periods. 3 hours a week, 1 semester, 3 credits.

HUMANITIES

HUM 111. HUMAN BEINGS AND HUMAN CIRCUMSTANCES. An interdisciplinary course that studies the important subjects of universal value for human beings. Among them are: identity, power, and intellectual and social currents since the Enlightenment. The subjects are presented as issues so that our graduates will be better equipped to face the complex world in which we live. Each class creates awareness among students with regard to valuing and understanding oneself and others, as well as respecting the environment. Discussion of ethics and assigned reading. The course requires the active participation by students in extracurricular activities outside the University campus; research will include observing reality through the association of projects and organizations within the community. 3 hours a week, 1 semester, 3 credits.

HUM 123. CULTURE, POLITICS, AND RELIGION IN THE MIDDLE EAST. Interdisciplinary introductory course in which key topics about Middle Eastern countries are discussed. 3 hours a week, 1 semester, 3 credits.

HUM 130. LOVE: A HISTORIC PERSPECTIVE. Panoramic vision of the practice and idea of love across human history, from antiquity until the present. The course presents the way in which human beings have expressed their feelings towards their partners. Famous romances in history of humanity from ancient times until the present. Well-known mythological accounts

where love was an important theme and their treatment in universal literature. 3 hours a week, 1 semester, 3 credits.

HUM 217. FUNDAMENTALISM AND TERRORISM: AN INTERDISCIPLINARY APPROACH TO VIOLENCE IN THE NAME OF GOD. An interdisciplinary undergraduate course that explores the concept of religious fundamentalism and dogmatism as defined in contemporary thought and acts of terrorism, violence, and exclusion generated by and grounded in different kinds of ideological unilateralism. Analysis of the new political rhetoric and the deeper psychological motivations of violence, identifying different levels of ideological, cultural, political, social and religious expression. Considers relationships of power and domination on national and international levels. 3 hours a week, 1 semester, 3 credits

HUM 245. WOMEN IN HISTORY: A GENDER PERSPECTIVE. The presence and leading role of women throughout history and their contributions to the cultural, political, and socio-economic development of humanity. Discussion of ethics and assigned reading. 3 hours a week, 1 semester, 3 credits.

HUM 250. HISTORY, MUSIC AND SOCIETY. History of Western music from the Baroque period to the present. Dominant ideas, significant events and socio-cultural reality reflected in music to deepen understanding of different historical periods. 3 hours a week, 1 semester, 3 credits.

HUM 480. CAPSTONE SEMINAR. A seminar that integrates the knowledge and skills acquired in the core curriculum courses in the Humanities. Explanation of methodology and research techniques and their application to the study and analysis of works and movements that have defined the development of cultural production in the West. The course requires the active participation by students in extracurricular activities outside the University campus; research will include observation of reality through association with projects and organizations within the community using the learning in service modality. 3 hours a week, 1 semester, 3 credits.

ENGLISH

ING 031. BASIC ENGLISH SKILLS. This course studies Basic English vocabulary, including conjugations used in daily conversation and written work. 3 hours a week, 1 semester, 0 credits.

ING 112. ENGLISH FOR EVERYDAY USE. (Prerequisite: ING 031) This course provides intensive practice at the intermediate level of the four basic language skills. Students will acquire, develop, and improve their listening and speaking, as well as their reading and writing skills. One hour laboratory a week. 5 hours a week, 1 semester, 4 credits.

ING 113. READING FOR COMMUNICATION. (Prerequisite: ING 112) This course combines intensive reading with oral and written communication skills. Students read articles, stories, essays, poems, and novels, and react to the readings through a variety of oral activities

and written homework. Ethics is also discussed in presentations, thematic content, and assigned readings. Students are required to participate in a community service project. Since this activity is not carried out on the University campus, or during class hours, each student must make the necessary arrangements. This activity provides students with an integrated learning experience. 3 hours a week, 1 semester, 3 credits.

ING 114. ESSAY WRITING. (Prerequisite, ING 113) Emphasis on writing skills. Practice in the use of the Library's resources and bibliographical preparation. Discussion of ethical values in reading and written exercises. 3 hours a week, 1 semester, 3 credits.

ING 117. ORAL COMMUNICATION. (Prerequisite, ING 113 and 114) Focuses on practical communication. Public speaking, debates, panels. Oral communication exercises. Ethical values are presented in discussions of oral presentations and in readings given in the course. 3 hours a week, 1 semester, 3 credits.

ING 121. LITERARY GENRES I: POETRY AND DRAMA. (Prerequisite: ING 114) Drama and poetry techniques. Critical analysis of significant works. Ethical values are presented in discussions of readings and in essays that are written in the course. 3 hours a week, 1 semester, 3 credits.

ING 122. LITERARY GENRES II. (Prerequisite: ING 114) Story and novel techniques. Critical analysis of significant works. Ethical values are presented in discussions of readings and in essays that are written in the course. 3 hours a week, 1 semester, 3 credits.

ING 123. CONTEMPORARY WOMEN'S LITERATURE. Modern and contemporary literature written by English-speaking women. Course studies different women's experiences in the social, national, cultural, philosophical, and religious context. Ethical values are presented in discussions of readings and in essays that are written in the course. 3 hours a week, 1 semester, 3 credits.

ING 124. FILM AND LITERATURE. (Prerequisite: ING 114) Relationship between film and literature. Study of the complex interrelation of film and literature as a means to develop a more critical sense of the film and literary analysis. Ethical values are presented in discussions of readings and in essays written in the course. 3 hours a week, 1 semester, 3 credits.

ING 125. LITERARY WRITING. (Prerequisite: ING 114) Writing poetry and prose. Techniques and literary writing forms. Development of personal criteria for writing well. Students will edit their own texts. Process of publication. 3 hours a week, 1 semester, 3 credits.

ING 126. CARIBBEAN LITERATURE. (Prerequisite: ING 114) Study of English-language Caribbean literature. Stories, poetry, novels, essays, and plays. Emphasis on the history and development of the West Indies and the of island lifestyles. Ethical values are presented in discussions of readings and in essays written in the course. 3 hours a week, 1 semester, 3 credits.

ING 129. SCIENCE FICTION. (Prerequisite: ING 114) This course will explore the development of the science fiction genre through time, culture and gender since its beginning to present. Ethical values are presented in discussions of readings and in essays written in the course. 3 hours a week, 1 semester, 3 credits.

ING 130. MYSTERY GENRE. (Prerequisite: ING 114) Study of the history of fiction and development of the mystery genre through masterpieces since their beginning to present. Ethical values are presented in discussions of readings and in essays written in the course. 3 hours a week, 1 semester, 3 credits.

ING 131. GOTHIC TALES / FANTASY: HORROR AND THE SUPERNATURAL. (Prerequisite: ING 114) In this course, students discuss universal topics of interest in the literary world of Gothic stories from the classic to the contemporary. Analysis of significant factors that influence this literary branch such as: the religious, the social and the historical. Ethical values are presented in discussions of readings and in essays written in the course. 3 hours a week, 1 semester, 3 credits.

ING 204. WRITING REPORTS AND MEMOS. (Prerequisite: ING 114) Development of communication skills. Emphasis on the functional use of language. Psychological principals of oral messages: telephone interviews, instruction and others. Writing memoranda, telecommunication messages, transmittal letters, orders, applications, references, return receipt and more. 3 hours a week, 1 semester, 3 credits.

ING 208. PHONETICS. Phonological analysis of English phonetics. 3 hours a week, 1 semester, 3 credits.

ING 212. CONTRASTIVE ANALYSIS OF ENGLISH AND SPANISH. Systematic comparison of Spanish and English to determine points of phonological and syntactical interference. 3 hours a week, 1 semester, 3 credits.

ING 220. STRUCTURE OF THE ENGLISH LANGUAGE. Study of different forms of expression from a structural point of view. 3 hours a week, 1 semester, 3 credits.

ING 223. ADVANCED COMPOSITION. Intensive writing course. Basic principles of exposure and persuasion. Use of word processors. Ethical values are presented in the discussions of readings and essays that are written during the course. 3 hours a week, 1 semester, 3 credits.

ING 235. INTRODUCTION TO LINGUISTICS. An overview of the basic theories of linguistics and their influence on intellectual thought. Analysis of morphology, syntax, semantics; introduction to sociolinguistics. 3 hours a week, 1 semester, 3 credits.

ING 303. CRITICAL COMPOSITION. Development of critical thinking as applied to analyzing literary works. 3 hours a week, 1 semester, 3 credits.

ITALIAN

ITA 101. BASIC ITALIAN. Study of basic grammar of the Italian language using different reading and grammar exercises through different activities. A computerized laboratory expedites the acquisition of cultural and grammar knowledge. 4 hours a week, 1 semester, 3 credits.

ITA 102. INTERMEDIATE ITALIAN. This course continues with the presentation of fundamental grammar of the Italian language using different reading and grammar exercises. Grammar and vocabulary exercises in a variety of communication activities. A computerized laboratory facilitates the acquisition of knowledge, culture and grammar. 4 hours a week, 1 semester, 3 credits.

ITA 103. INTERMEDIATE ITALIAN I. Development of oral and written communication in Italian. Basic study of Italian culture, art, and literature. 4 hours a week, 1 semester, 3 credits.

JAPANESE

JNP 101. ELEMENTARY JAPANESE I. Introductory course to communication in Japanese. Designed to present concepts of grammar, vocabulary, and basic writing principles as well as sociolinguistic concepts. 3 hours lectures and 1 hour laboratory weekly, 1 semester, 3 credits.

JPN 102. ELEMENTARY JAPANESE II. (Prerequisite: JNP 101) Elementary Japanese II establishes basic language skills for daily life in Japanese in terms of conversational, reading, auditory comprehension and reading comprehension. Students will master the two Japanese writing systems, *Hiragana and Katakana*, and read basic *Kanji*. 3 hours lectures and 1 hour laboratory weekly, 1 semester, 3 credits.

MANDARIN

MAN 101. BASIC MANDARIN I. This course introduces the grammar foundation of the language using different reading and grammar exercises. Grammar and vocabulary exercises are incorporated in various communicative activities. A computerized laboratory facilitates the acquisition of grammar and cultural knowledge. Beginners' level. 3 lecture hours, 1 laboratory hour per week, 1 semester, 3 credits.

MAN 102. BASIC MANDARIN II. This course introduces the grammar Foundation of the language using different readings and grammar exercises. Grammar and vocabulary exercises are incorporated in various communicative activities. A computerized laboratory facilitates the acquisition of grammar and cultural knowledge. Beginners' level. 2.3 lecture hours, 1 laboratory hour per week, 1 semester, 3 credits.

MAN 103. MANDARIN III. (Prerequisite: MAN 101-102) This course provides student with the opportunity to continue developing the skills acquired in basic Mandarin I and II, by learning additional vocabulary through the use of pinyin, conversational practice, and writing Chinese radicals. 3 hours lectures and 1 hour laboratory weekly, 1 semester, 3 credits.

MAN 104. MANDARIN IV . (Prerequisite: MAN 103) This course will provide students with the opportunity to continue developing the skills acquired in basic Mandarin I, II and III, by learning additional vocabulary through the use of pinyin, conversational practice, and writing Chinese radicals. 3 hours lectures and 1 hour laboratory weekly, 1 semester, 3 credits.

PORTUGUESE

POR 101. ELEMENTARY PORTUGUESE I. Basic oral and written Portuguese. The basic grammar structures and pronunciation are practiced intensively. Acquisition of vocabulary through appropriate readings including Brazilian and Portuguese magazines, newspapers, and the Internet. The development of auditory comprehension is carried out through audio tapes and videos. Aspects of Brazilian and Portuguese culture are emphasized. 4 hours a week, 1 semester, 3 credits.

POR 102. ELEMENTARY PORTUGUESE II. This course continues the presentation and practice of basic aspects of the Portuguese language. The course integrates all of the language skills (reading, writing, oral communication and listening comprehension) in communicative contexts using different resources. Grammatical structures and pronunciation will be intensively practiced in the class and in the language laboratory with computer programs, recordings, Internet links, and videos. The acquisition of vocabulary is given through appropriate readings of diverse sources, such as magazines, newspapers, and online publications. 4 hours a week, 1 semester, 3 credits.

POR 103. INTERMEDIATE PORTUGUESE. In this course the students will apply and refine their basic knowledge of grammatical structures, vocabulary, pronunciation, and the cultural aspects of the language. All language skills are integrated in conversational contexts, readings and the discussion of texts of general interest, short literary works, and popular songs. The development of auditory comprehension and oral expression is carried out through practice in the classroom and in the language laboratory using audiovisual materials and computers. 4 hours a week, 1 semester, 3 credits.

PSYCHOLOGY

PSI 200. PSYCHOLOGY OF PERSONAL GROWTH. (Prerequisite: CSO 104)

Analysis and discussion of basic concepts in the psychological study of human conduct and the related intersubjective configuration as well as different theoretical perspectives within psychology. Discussion of adjustment to daily life situations that significantly affect psychosocial behavior. Emphasis is given to alternatives that foster personal growth. Topics that are addressed include identity, , interpersonal communication, human relationships, motivation, resilience, academic stress, identification and management of emotions, emerging adulthood, decision-making, and cultural influences in human beings. 3 hours a week, 1 semester, 3 credits.

PSI 201. GENERAL PSYCHOLOGY I. Approach to the fundamental topics of psychology as a scientific discipline leading to an explanation of the constitution of the psychological object. An emphasis on the discussion of the historical context serving as a basis for the development of the discipline. Furthermore, the psychobiological basis of human beings, the life cycle, human development, motivation, emotions, and the learning process are discussed. The course constitutes the first required course for students majoring in Psychology. 3 hours a week, 1 semester, 3 credits.

PSI 202. GENERAL PSYCHOLOGY II. (Prerequisite: PSI 201). Continuation of the discussion of fundamental topics of Psychology as a scientific discipline leading to the explanation of the constitution of the psychological object. Emphasis on the discussion of the historic context that serves as a basis for the development of the discipline. The following theories are studied: personality, psychopathology, and psychotherapy, the individual differences and psychological measurement; human beings from a social relations perspective are studied. 3 hours a week, 1 semester, 3 credits.

PSI 203. DEVELOPMENTAL PSYCHOLOGY I. Study of human development from conception to mid-childhood (the life cycle perspective). Study of principles, variables and debates, as well as diverse theoretical models. The characteristics of each stage are discussed and analyzed. An integral perspective that includes physical, psychological and cognitive aspects is followed, taking into account Puerto Rican reality. The course is for Psychology, Social Work, Nursing, and Education students. 3 hours a week, 1 semester, 3 credits.

PSI 204. DEVELOPMENTAL PSYCHOLOGY II. (Prerequisite: PSI 203). Continuation of the study of human development from adolescence to death from the life cycle perspective. Study of the principles, variables, and diverse theoretical models. The characteristics of each stage are discussed and analyzed. An integral perspective, including physical, psychological and cognitive aspects, is followed, taking into account the Puerto Rican reality. The course was created for Psychology, Social Work, Nursing, and Education students. 3 hours a week, 1 semester, 3 credits.

PSI 205. SOCIAL PSYCHOLOGY. (Prerequisites: PSI 201 or PSI 200). Study of human beings from the perspective of social relationships. Emphasis on the discussion of the historic trajectory of the discipline in the light of production model transformations, as well as dominant debates in the field. Special attention on the social psychologist's role as an emancipating and social transformation agent. 3 hours a week, 1 semester, 3 credits.

PSI 303. PERSONALITY THEORIES. (Prerequisites: PSI 201-202). Panoramic study and comparative analysis of the main theoretical concepts related to the configuration of the human personality. Discussion of the concepts and the evidence on which each theory relies. This analysis allows the students to realize that there are different theoretical interpretations of the construction of personality. Students will be able to develop a holistic vision about behavior in general by critically analyzing the existing personality theories. 3 hours a week, 1 semester, 3 credits.

PSI 306. PSYCHOPATHOLOGY. (Prerequisites: PSI 201-202, PSI 303). Study of human behavior with emphasis on psychopathology from the psychological and social points of view. Analysis and evaluation of the concept of abnormality through history. Behavior disorders according to the DSM-IV classification are studied. Discussion of distinct theoretical models and treatment. Students will participate in a community research experience. 3 hours a week, 1 semester, 3 credits.

PSI 308. INDUSTRIAL PSYCHOLOGY. (Prerequisites: PSI 201-202). The course is the basic course in the industrial psychology track. The objective is to initiate a learning process as the construction of critical perspectives that allow for a broad consideration of the complexity of the discipline. Topics to be discussed include the quality of work life, selection of personnel, training, performance evaluation, leadership, working conditions, accidents, alcohol and drugs. 3 hours a week, 1 semester, 3 credits.

PSI 311. PSYCHOLOGY OF GENDER. (Prerequisites: PSI 201 and 202). Study of the topics related to the construction and development of gender as a category and its implications in subjectivity. The course includes a historic view of gender in psychology, theoretical models that explain its development, and controversies from a psychological perspective. The course is for Psychology students and other similar disciplines. 3 hours a week, 1 semester, 3 credits.

PSI 320. PHYSIOLOGICAL PSYCHOLOGY. (Prerequisites: PSI 201-202). Biological foundations of human behavior. To obtain an integrated view of the human being it is necessary to transcend what is seen at a glance. For this reason, students are offered the opportunity to learn more about the human physiology (neuro-psychological and biochemical basis) and how these aspects reveal and explain functional and dysfunctional behaviors. 3 hours a week, 1 semester, 3 credits.

PSI 322. ORGANIZATIONAL PSYCHOLOGY. (Prerequisite: PSI 308). The course is essentially a critical and integrative review of the literature related to the dominant culture and practices in corporate organizations. A discussion of organizations as "subsystems" of a society that are impacted and influenced by social dynamics. These assumptions must be examined to foster constructive work styles and improve the quality of life in the workplace. This approach allows us to improve knowledge and understand the psychological variables and human processes in organizations and their employees. 3 hours a week, 1 semester, 3 credits.

PSI 325. DRUGS, SOCIETY AND HUMAN BEHAVIOR. (Prerequisite: PSI 201-202, PSI 308). Analysis of the social problem of substance abuse (legal and illegal) in the Puerto Rican context from a historic and behavioral perspective. Analysis of other related social problems, such as: HIV/AIDS and violence. The course deals with the prevention and treatments aspects of the use and abuse of controlled substances. Finally, options for reducing the problem and its impact on Puerto Rican society are analyzed in the course. 3 hours a week, 1 semester, 3 credits.

PSI 340/SJU 335. FORENSIC PSYCHOLOGY. Vision of psychology as it relates to the legal arena. Analysis of the topics studied in Forensic Psychology, their origins, development

and relationship to Social Sciences, Law and Criminology.. Examines the function of Forensic Psychology in the context of legal systems. 3 hours, 1 semester, 3 credits.

PSI 360. HISTORY AND SYSTEMS OF PSYCHOLOGY. (Prerequisites: PSI 201-202 or PSI 200). Study of the historical origin of diverse theoretical conceptions which constitute the basis of contemporary psychology. Analysis of the epistemological and philosophical basis of the school of thought on discipline. Special attention on the analysis of the transformation of psychological ideas throughout history. The course highlights the history of psychology based upon the political, social and economic circumstances of different historical periods. 3 hours a week, 1 semester, 3 credits.

PSI 405. PSYCHOTHERAPEUTIC TECHNIQUES I. (Prerequisites: PSI 201-202 and PSI 300). The study of theoretical fundamentals, concepts and basic skills in the areas of counseling and psychotherapy. Emphasis on the fundamental skills of assistance within a multicultural dimension that combines the most important models of psychotherapy and counseling. This course enables students to dominate and handle basic skills and concepts of psychotherapy and counseling. 3 hours a week, 1 semester, 3 credits.

PSI 412. PSYCHOMETRICS. (Prerequisite: PSI 201, PSI 202, CSO 203) Theoretical and conceptual principles of psychometrics as a technique within psychology. Topics such as: development of tests, considerations about the use and fundamental characteristics in regard to standards, reliability, and validity will be addressed. The course provides experiences related to housing, recreation, family relationships, retirement, and community ecology. 3 hours a week, 1 semester, 3 credits.

PSI 420. CORRELATIONAL AND EXPERIMENTAL RESEARCH TECHNIQUES EXPERIMENTAL PSYCHOLOGY. (Prerequisites: Must have 21 passed credits in Psychology and CSO 203-204). The course propitiates the theoretical discussion of science suppositions, their research and their contemporary polemics. It adopts a critical perspective regarding research work in psychology and emphasizes the multiplicity of variables and the aspects that interfere in the explanations of the discipline. Students are expected to understand the roles of the methods and techniques in the abstraction process of psychology. Emphasis on the active participation by students in projects developed in organizations in the outside community through the modality of service learning. 4 hours a week, 1 semester, 4 credits.

PSI 423. RESEARCH METHODS IN PSYCHOLOGY I (Prerequisites: CSO 203, PSI 201, PSI 202, PSI 360) The course begins with a historical and philosophical overview of the quantitative methods in research in science with an emphasis on Psychology. Presents the process of research design including a consideration of causal and functional methods and their theories. Also explores classic in the scientific production of psychological knowledge, including experiments, and correlational and observational designs. 3 hours a week, 1 semester, 3 credits.

PSI 440. PRACTICUM. (Prerequisites: Passing 30 credits in Psychology and CSO 203-204). Supervised practice experience in an actual work scenario in which students use the knowledge acquired in their undergraduate Psychology courses. The course is designed taking

into consideration the provisions set forth in Public Law 96, which regulates the professional practice of Psychology in Puerto Rico. 120 hours per semester, 1 semester, 3 credits.

PSI 450. SEMINAR IN PSYCHOLOGY. (Prerequisites: Must have passed 30 credits in Psychology, including PSI 420). Discussion of the most outstanding aspects of contemporary psychology. Seeks to construct critical perspective with a broad look at the complexity of the discipline and the multiplicity of explanations. Presents different theoretical elements of the discipline to foster a reflection on the production of the body of knowledge in Psychology. Generally stimulates critical and speculative reflection on the discipline. 3 hours a week, 1 semester, 3 credits.

SYSTEMS OF JUSTICE

SJU 102. CIVIL RIGHTS IN CONTEMPORARY SOCIETY. Study of the origins and evolution of civil rights. Analysis of their importance in the development of the fundamental qualities of human beings in the contemporary political society. Current status of civil rights in Puerto Rico in light of court decisions and legislation. 3 hours a week, 1 semester, 3 credits.

SJU 202. CIVIL JUSTICE SYSTEM. A study of the fundamental concepts of the legal subsystems of the family, inheritance, property, and contracts as set forth in the Puerto Rico Civil Code and Laws Annotated. The course is for Justice Systems students. . 3 hours a week, 1 semester, 3 credits.

SJU 211. DEVELOPMENT OF JUSTICE SYSTEMS. (Prerequisite: CSO 104). Discussion and analysis of the basic concept of justice system, such as rights, laws, justice, duties and proceedings, among other. Study of the evolution of these concepts in various systems in antiquity and justice systems in Puerto Rico and the United States. 3 hours a week, 1 semester, 3 credits.

SJU 214. CONSTITUTIONAL LAW. (Prerequisite: SJU 211). Study of the historical development and political principles of constitutionalism and federalism; government action; structure of the federal system; powers of the federal government and the United States; the separation of powers; the position of Puerto Rico in the constitutional system of the United States; the historical and political principles of civil rights; evaluation of constitutional guarantees such as due process of law, equal protection under the law, freedom of expression, and freedom of religion. This course is directed at Justice Systems students. 3 hours a week, 1 semester, 3 credits.

SJU 215. JUVENILE JUSTICE. (Prerequisite: SJU 211). Study, analysis and discussion of Constitutional rights, legislation, and judicial and administrative proceedings in the sphere of Civil law related to minors in Puerto Rico and the protection the State affords minors. 3 hours a week, 1 semester, 3 credits.

SJU 280. WOMEN AND THE LAW. (Prerequisite: SJU 211). Study and analysis of women in four contemporary situations---family, work, social security, and social attitudes that affect

legal interpretation. This course is designed for Justice Systems students. 3 hours a week, 1 semester, 3 credits.

SJU 290. JUVENILE DELINQUENCY. (Prerequisite: SJU 211). Social-historic analysis of what is called juvenile delinquency and the “child” and/or “minor” categories as a social and theoretical construction of their relationship to Government action. The development of juvenile justice systems and the formal and informal social reactions to so-called juvenile delinquents is also studied. This course is designed for Justice Systems students. 3 hours a week, 1 semester, 3 credits.

SJU 312. PENOLOGY. (Prerequisites: SJU 211 and SJU 310). Study of the diverse methods of control, prevention and treatment of behaviors considered deviant and/or criminal (penalties and security measures), as well as other social reactions besides penal or judicial activities. Historic-social and philosophical background of the correctional system of Puerto Rico. Socio-political analysis of punishment that restricts freedom in Puerto Rican society, issues, and proposed alternatives. 3 hours a week, 1 semester, 3 credits.

SJU 325. PRINCIPLES OF ENVIRONMENTAL PROTECTION IN PUERTO RICO. The central topic of the course is environmental protection in Puerto Rico through activities of state and federal agencies and other agencies charged with the conservation and preservation of our resources. An analytical approach in which students will have the opportunity learn about the functions of each agency, and therefore which agency has the duty to act in specific environmental situations. 3 hours a week, 1 semester, 3 credits.

SJU 327. COMPARATIVE JUSTICE SYSTEMS. (Prerequisites: SJU 211 and 214). A comparative study of different judicial-procedural structures that determine the administration of justice of current legal systems in the contemporary international community, such as civil, common, and Islamic law and the dispute resolution in the international environment. This course is directed at Justice Systems students. 3 hours a week, 1 semester, 3 credits.

SJU 335/PSI 340. FORENSIC PSYCHOLOGY. Vision of psychology as it relates to the legal arena. Study of the interaction and dynamics between psychology, sociology, criminology, and legality as a norm of social functioning. Analysis of behaviors that are considered dysfunctional or pathological and how they are addressed in the criminal justice system. 3 hours, 1 semester, 3 credits.

SJU 350. ALTERNATIVES TO RESTRICTION OF FREEDOM. (Prerequisites: SJU 211 and SJU 312). Analysis of the social policy measures oriented towards avoiding the punishment of incarceration. A study of the existing alternatives to incarceration, their philosophy, procedure and effectiveness, as well as other alternative means proposed by present criminologists and penologists. 3 hours a week, 1 semester, 3 credits.

SJU 360. CONTEMPORARY CRIMINOLOGY POLICIES. (Prerequisite: SJU 310). Analysis of State actions related to defining criminality. Study of social and ideological context of state laws underlying proposed government measures for the prevention, control and/or repression of offenders, as well as the study of the alternative social policies: legalization,

depenalization, minimal intervention of Penal Law, alternative applications of the law, and others. 3 hours a week, 1 semester, 3 credits.

SJU 412. MEDIATION AND DISPUTE RESOLUTION. (Prerequisite: SJU 211). General introduction to the concept of and the historical redefinition of the concept. Theory and practice of the processes of direct negotiation. Study of mediation as a non adversarial method and alternative to the courts for the resolution of conflicts between citizens. Emphasis is on mediation as a non-adversarial method of transforming conflicts. The origins, definitions, models, features of the processes, stages and particular characteristics of each stage, the role and profile of mediators and the practical application of different techniques are studied. This course is directed at Justice Systems students. 3 hours a week, 1 semester, 3 credits.

SJU 413. RESEARCH AND PREPARATION OF LEGAL DOCUMENTS. (Prerequisites: SJU 211 and SJU 214). Discussion of basic principles of research and drafting of legal documents emphasizing legal sources and their importance in the resolution of controversies. Studies the principal sources of legal documents and the research methodology for legal issues. Provides the opportunity to acquire skills for drafting legal reports and documents. 3 hours a week, 1 semester, 3 credits.

SJU 414. PROFESSIONAL INTERNSHIP IN THE JUSTICE SYSTEM. (Prerequisites: Must have passed 30 credits in Justice Systems **and** courses CSO 203-204). The course provides an opportunity for students to participate in practical experiences in the field of justice systems. The Professional Internship will be carried out under the direction of an assigned supervisor. Both Individual and group assignments and workshops as required. Also includes supervised practice at a government or private agency or institution that has been contracted or entered into an agreement with the Universidad del Sagrado Corazón. A liaison official will be assigned to each student to act as the immediate supervisor at the practice agency or institution. 15 hours a week, 1 semester, 3 credits.

SJU 415. VICTIMOLOGY. (Prerequisites: SJU 211 and SJU 310). Historic-social background of the study of victims as a science and its contribution to the field of Law and Criminology. Analysis of the victimization processes; the relationships between the victim(s) and the victimizer(s); characteristics of the offense victims, the circumstances of victimizer(s); characteristics of the offense victims, the circumstances in which victimizing occurs, and the treatment received by the victim(s) in the Criminal Justice System. The study of existing or proposed prevention and/or treatment programs in contemporary society is included. This course is directed at Justice Systems students. 3 hours a week, 1 semester, 3 credits.

SJU 450. SEMINAR. (Prerequisites: Must have passed 30 credits in Justice System and the Social Research Techniques course). Analysis of contemporary issues in the justice system. It includes the discussion of student generated research works about justice system topics and/or their relationship with service learning experiences in community project. 3 hours a week, 1 semester, 3 credits.

SJU 590/690. SPECIAL TOPICS IN JUSTICE SYSTEMS Study of current topics in justice systems through reading, research, discussion and/or practice under the supervision of a Justice

Systems Program visiting professor. Topics to be chosen in this course will vary according to relevance and need. (Variable Credits from 1 (one) to three (3); one (1) to three (3) hours a week, one (1) session or semester.

SOCIOLOGY AND URBAN STUDIES

SOC 101. INTRODUCTION TO SOCIOLOGY. (Prerequisites: CSO 104) Analysis of the basic theories, topics, and concepts of sociology. Studies how the scientific method is used to analyze society and social groups. Emphasizes the processes of interaction among social groups, social and cultural change, institutions and values, especially within the context of Puerto Rican culture. 3 hours a week, 1 semester, 3 credits.

SOC/TSO 209. SOCIAL PROBLEMS. (Prerequisites: CSO 104, TSO 210, HIS 212) (TSO 210 will be a prerequisite for Social Work students) Analysis of social problems from an interdisciplinary perspective. Difficulties in defining and conceptualizing social issues, the relationship between the categorization of the concept of social problems and underlying ethical, economic, social, and political dilemmas in contemporary social reality, especially in Puerto Rico. Puerto Rican society is highly fragmented, where all members of the different sectors are affected. The course seeks to make students reflect, analyze, discuss, and think about social questions, from a holistic, critical, and interdisciplinary perspective. To understand Puerto Rican reality it is necessary to think about the discourse that legitimizes knowledge in our society. An examination of the tasks of analysis and writing of the practices that have become consolidated in a common territory with regard to the subject of discourse in the context of dominant culture. The starting point of the analysis is the conceptualization of what is called “quality of life” and what is considered the “common good.” Attitudes to strengthen social ties are fostered while problematizing the possible conflicts of the subject in contemporary Puerto Rico. 3 hours a week, 1 semester, 3 credits.

SOC 217. SOCIOLOGY OF THE FAMILY. Study of the various domestic arrangements and their relationship to the socioeconomic structure from a socio-logical and historical perspective. Includes a discussion of the feminist critique of traditional sociological views on the family. 3 hours a week, 1 semester, 3 credits.

SOC 250. ECONOMIC AND URBAN DEVELOPMENT OF PUERTO RICO. (Prerequisites: CSO 104 and HIS 212). Analysis of the socio-economic process of Puerto Rico from 1898 to the present. The first part of the course focuses on dilemmas posed by development and the different characteristics of industrialization. The second part of the course details the industrialization stages. Modernization and development of a dependent capitalism. 3 hours a week, 1 semester, 3 credits.

SOC/TSO 414. GROUP DYNAMICS. (Prerequisite: CSO 104, TSO 210, TSO 305 (TSO 210 and TSO 210 are prerequisites for students with a Social Work concentration)) An introductory course directed at enabling students to understand and facilitate small groups. The course focuses on a critical study of the theories and methodologies related to small group dynamics and processes. Students are exposed to an analysis of the evolution and functions of

small groups in contemporary life. The ethics of working with small groups is discussed as well as the commitment to human diversity. Theoretical and practical integration is achieved through a volunteer service modality. The course is for Social Work students and students from related disciplines. 3 hours a week, 1 semester, 3 credits.

URB/TSO 415. COMMUNITIES AND COMMUNITY WORK FROM A SOCIAL WORK PERSPECTIVE (Prerequisites: SOC 250, SOC/TSO 209, CSO/TSO 317, SOC/TSO 414) Considering the community as a basic unit of social organization, different kinds of communities are examined, their social institutions, and existing resources. Theoretical and methodological aspects of community organizing are discussed. Students are encouraged to develop critical analysis skills through examining the social and historical context of community needs in Puerto Rico, Latin America, and elsewhere. Emphasis on the role as facilitators in processes of transformation that will be assumed by Social Work professionals on a macro level. Talks, class presentations and volunteer service in geographic and non-geographic communities in Puerto Rico. The course is for Social Work students and students from related disciplines. 3 hours a week, 1 semester, 3 credits

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THEATER

TEA 111. WORKSHOP: ACTING I. Introductory course to the dramatic arts. Acting practice. The figure of the actor and the problem of characterization. Basic knowledge of the techniques of interpretation and development of a character. Study of texts from the character's perspective. Basic training for the actors. Presentation of scenes. 3 hours a week, 1 semester, 3 credits.

TEA 112. WORKSHOP: ACTING II. (Prerequisite: TEA 111). Continuation of the Acting I course. Acting practice. The figure of the actor and characterization. Basic knowledge of the techniques of interpretation and development of a character. Study of texts from the character's perspective. Basic training for actors. Presentation of scenes. 3 hours a week, 1 semester, 3 credits.

TEA 115. ADVERTISING FOR THEATER PRODUCTION. Practical workshop for the production elements of publicity and the promotion of a theatrical presentation: poster design, press announcements, flyers, billboards, press releases, programs, and production for radio and

television. Practice in advertising design for different productions in drama I courses. 3 hours a week, 1 semester, 3 credits.

TEA 131. HISTORY OF THE THEATER I. History of the development of the art of theater from its origins in Ancient Greece to the Middle Ages. Aspects of the architecture of the most important theaters will be analyzed, along with the most outstanding theatrical movements. Other related aspects will be studied, such as styles, genres and the most important theories about the theater. 3 hours a week, 1 semester, 3 credits.

TEA 132. HISTORY OF THE THEATER II. (Prerequisite: TEA 132) Panoramic view from the Renaissance to the 20th Century. Study of the outstanding theatrical movements and the analysis of representative works. 3 hours a week, 1 semester, 3 credits.

TEA 140. THEATRICAL MAKE-UP. Basic techniques for theatrical make-up. Basic knowledge of the traits of the human face. Tools used for theater make-up. 3 hours a week, 1 semester, 3 credits

TEA 220. MODERN DANCE JAZZ. This course is designed to provide students with an introduction to the basic components of Modern Jazz dance through physical exploration, video and photographic images, reading, reflection, and presentations. It is principally a practical course that combines the technique of Lynn Simonson, modern dance, and mime. The course seeks to provide students with a holistic and practical experience with movement by stimulating their search and understanding in creative, genuine, and organic body work. It is of vital importance in a dance course that students relate to the most important facet of dance: the dancer's own body. The course also provides students with the opportunity to open new horizons to increase the flexibility and expressiveness of their bodies. 3 hours a week, 1 semester, 3 credits.

TEA 225. STAGE DICTION I. Basic techniques of the art of diction for theatrical presentations. Elocution exercises. Phonetics and intonation. Integrated use of voice and physical expression. Theater production. 3 hours a week, 1 semester, 3 credits.

TEA 226. STAGE DICTION II. (Prerequisite: TEA 225) Advanced techniques in the art of human voice emission. Several styles of theatrical diction: verse and prose. Projection, tone, and musicality. Emotional aspects of intonation. 3 hours a week, 1 semester, 3 credits.

TEA 250. PHYSICAL EXPRESSION I. (Formerly 350) Study of the anatomic parts that compose the human body, their functions, limitations and development possibilities. Study and practice of the basic techniques of pantomime and biomechanics developed by Mayerhold to turn the body into an instrument of expression. 3 hours a week, 1 semester, 3 credits.

TEA 251. PHYSICAL EXPRESSION II. (Prerequisite: TEA 250) Continuation of the Physical Expression I course. Emphasis on the technique of pantomime. Includes biomechanics techniques developed by Mayerhold. 3 hours a week, 1 semester, 3 credits.

TEA 290. PRODUCTION WORKSHOP I. Final staging of one or more theater works where all of the areas studied in the Theater Program are combined. Profound study of the interpretation of a character, research for the construction of reality, methods for reproducing reality, development of techniques of vocalization and physical expression, profound analysis of projection, diction, expression and the characteristics of voices. Includes research of historical movements. This course requires the active participation of the students in activities outside the course schedule, so that students should allocate the necessary time. 3 hours a week, 1 semester, 3 credits.

TEA 333. THEATER CRITICISM/THEORY. Panoramic view of drama theory and criticism from Aristotle to the 20th Century. Beritot's contributions to the development of the theater are studied in depth. 3 hours a week, 1 semester, 3 credits.

TEA 334. TECHNICAL THEATER PRODUCTION. Practical workshop for theater production: stage design, lightening, wardrobe, props and make-up. 3 hours a week, 1 semester, 3 credits.

TEA 361. ADVANCED ACTING SEMINAR. In-depth study of the interpretation of a character. Emphasis on developing a character, the research for reproducing a reality. Explanation and study of vocalization and physical expression techniques, sound theories, phonetics, and oral sound. In-depth analysis of the *impastazione*, diction, expression, and vocal interpretation. Presentation of scenes from realist and classic theater. Research of historic periods for application in the interpretation of a character and the character's milieu. 3 hours a week, 1 semester, 3 credits.

TEA 362. ACTING FOR FILM AND TV. Workshop on the techniques and art of acting for film and television. Acting work for the camera differs from the stage, requiring absolute naturalness and a perspective that stage technique does not provide. The workshop includes the study of basic techniques of acting for the camera, interpretation of film characters and production of short pieces for film and TV. 3 hours a week, 1 semester, 3 credits.

TEA 363. ACTING FOR FILM AND TV II. (Prerequisite: TEA 362) In this course, students strengthen their technique for film and television. The course covers the technical study of acting on camera; interpretation of characters in film; staging a scene, and sort pieces for film and television, to be recorded on video. 3 hours a week, 1 semester, 3 credits.

TEA 364. ADVANCED ACTING FOR AND FILM TV. (Prerequisite: TEA 363) Workshop on art and techniques of acting on film and TV. Students develop their skills for working for film and TV cameras. Practice of on-camera acting techniques, interpretation of characters on film, developing character voices, staging and filming short pieces using screenplays for film or TV. Participants will be able to polish the skills they have learned.

TEA 391. PRODUCTION WORKSHOP II. (Prerequisite: TEA 290). Final staging of one or more works where all of the elements studied in the Theater Program are combined. New elements of this course are improvisation, including free association, problem solving, trust in other actors, stretches of the imagination, critical thought, and the ability to recognize realities

embedded in realities. The course requires the active participation by students in activities outside of the class, so that students should allocate the necessary time. 3 hours a week, 1 semester, 3 credits.

TEA 431. THEATER HISTORY AND THEORY. Overview of the development of theater from its beginnings in Ancient Greece to the 20th Century. Historical periods: Greece and Rome, the Middle Ages, the Renaissance, the Modern Age, and the Contemporary Age. Main architectural changes experienced in theater. New literary movements and theories. Authors, representative works, styles of representation, and different theories. 3 hours a week, 1 semester, 3 credits.

TEA 435. DIRECTING I. Study of the theory of stage direction, formation and evolution of the figure of the theatrical director from the Duke of Saxe-Meiningen in the 19th Century to the present. Students will become acquainted with the fundamental principles of stage direction. Students will stage a short scene from a work as the final laboratory of the course. 3 hours a week, 1 semester, 3 credits.

TEA 436. DIRECTING II. (Prerequisite: TEA 435) Students become acquainted with the problems of theater direction by staging a one-act theater piece. Students will demonstrate knowledge of the most important resources available to directors for staging. Theoretical aspects discussed in different theaters courses are integrated. The course requires the active participation of by students in extracurricular activities within the community, for which students must allocate the necessary time. 3 hours a week, 1 semester, 3 credits.

TEA 437. COSTUME DESIGN: WARDROBE. Theory and practice of costume design. Study of fashion from antiquity to the present. Practice drawing a costume in order to produce a wardrobe. 3 hours a week, 1 semester, 3 credits.

TEA 438. THEATER DESIGN: LIGHTING. Design and practice of stage lighting. Working with lighting for a play. Study of the importance of color, the weight of different light intensities, and the aesthetic value of light in a theater production. 3 hours a week, 1 semester, 3 credits.

TEA 439. THEATER DESIGN: SET DESIGN. Study of the basic elements in the designing of sets, styles and periods. Practice in set design for productions in different theater courses. 3 hours a week, 1 semester, 3 credits.

TEA 451. DRAMATIC LITERATURE I. Theater of the Absurd. Study of the most important works of this movement. Political and social events that gave rise to the “absurd” in Jean Genet, Albert Camus, Jean Paul Sartre, Alfredo Jary, and others, up to Eugene Ionesco. 3 hours a week, 1 semester, 3 credits.

TEA 452. DRAMATIC LITERATURE II. Realism. Ibsen, Chekov, and Strindberg. Study of their most important works from a traditional perspective. 3 hours a week, 1 semester, 3 credits.

TEA 455. CONTEMPORARY LATIN AMERICAN THEATER. Study of the most outstanding playwrights of Latin America since 1945: Enrique Buenaventura, Griselda Gambaro, Marco Antonio de la Parra, Juan Carlos Gene, Rodolfo Santana, Luis Rafael Sanchez, Rene Marques, and others. Analysis of the impact of these playwrights on the recent avant-garde that has developed the middle of the 20th Century. 3 hours a week, 1 semester, 3 credits.

TEA 456. CONTEMPORARY PUERTO RICAN THEATER. The new Puerto Rican dramatic art and its impact on the experimental theater of the 1980s: Carlos Canales, Roberto Ramos Perea, Teresa Marichal, Jaime Carrero, and others. 3 hours a week, 1 semester, 3 credits.

TEA 460. DRAMA CRITICISM. Ethics of the theater critic. Appreciation of critical work. The critic as a historical chronicler of the period, as a creator of theatrical phenomena, and a judge of a country's theatrical activity. 3 hours a week, 1 semester, 3 credits

TEA 492. PRODUCTION WORKSHOP III. Rehearsals and final staging of a theatrical piece in a nontraditional stage. The course seeks to combine all of the areas of theater studied in the previous semesters, including Technical Production, Set Design, and Costume Design. A relevant element in this course is an alternative theater space that is defined by actual spaces of traditional architecture and that are available within our university. The course requires the active participation by students outside of class time, so that students should allocate the necessary time. 3 hours a week, 1 semester, 3 credits.

THEOLOGY

TEO 208. MAJOR WORLD RELIGIONS. Study of human beings and the answers to these concerns provided by the major religions of the world. Rediscovery of the figure of Jesus of Nazareth and the Church He founded. 3 hours a week, 1 semester, 3 credits.

TEO 212. INTRODUCTION TO THE OLD TESTAMENT. Study of the general aspects of the Revelation in the Old Testament. Emphasis on exegesis (critical analysis), traditions, the Pentateuch, and the Prophets. God's call and the response of the people. 3 hours a week, 1 semester, 3 credits.

TEO 213. PROPHETS AND THE APOCALYPSE. Study of the different forms of Biblical literature: narrative, prophetic, historic, sapiential, and apocalyptic. 3 hours a week, 1 semester, 3 credits.

TEO 214. JESUS OF NAZARETH AND HIS MESSAGE. Life, principles, thought and the message of Jesus in the Gospel. The class requires the active participation by the students in the community, demonstrating the relevance of this course in the general education component. These activities occur outside of the course and the facilities of the university, so that students should allocate necessary time. Also, emphasized student participation in individual and group works. Besides, fostering Ethical values such as honesty, social commitment, justice, and

equality are fostered in presentations and discussions of the thematic content. 3 hours a week, 1 semester, 3 credits.

TEO 224. CHRISTIAN SOCIAL THOUGHT. Study of the main concepts and principles of the Church's social teaching through the study of Social Encyclicals. 3 hours a week, 1 semester, 3 credits.

TEO 228. CHRISTIAN MORALITY. Basic morality; specific Christian morality according to the teachings of Jesus Christ. The human person, the call to freedom. Standards of moral behavior. Personal morality; issues arising from interpersonal relationships in life and love. Ethical values such as honesty, social commitment, justice, and equality are fostered in presentations and discussions of the thematic content. 3 hours a week, 1 semester, 3 credits.

TEO 233. THEOLOGY OF HUMAN SEXUALITY. Study of human sexual development according to contemporary moral theology. Examination of the Biblical basis, and anthropological, scientific and theological principles related to human sexuality and the different ways of expressing love in the relationship of a couple. Establishes the importance of sex education as a right of all individuals, the development of a moral conscience moral, and the encouragement of responsible sexual conduct. Contemporary perspectives on the inherent issues of sexuality are present in the light of the teachings of the Catholic Church... 3 hours a week, 1 semester, 3 credits

TEO 237. CHRISTIANITY AND SPIRITUALITY FOR THE 21ST CENTURY.

Theological reflection on the importance of Christianity and spirituality in a society in constant change, evaluating our religious condition in a global and historical context. Spirituality is seen as a dynamic process of transformation and growth, an integral of human development towards maturity. 3 hours a week, 1 semester, 3 credits.

TEO 325- CHRISTIAN FAITH AND SOLIDARY ECOLOGY. Based on a reflection of faith, politics are discussed as a way to organize the economy in an effort to find common well-being in society. The Principal political problems in relation to the ecological crisis will be discussed as well as in the light of the theology of creation the moral implications of the current ecological crisis. 3 hours a week, 1 semester, 3 credits.

TEO 330. RELIGIOUS BELIEFS IN PUERTO RICO. Religion in Puerto Rico, past and present. Overview of religious processes in the development of the faith of the Puerto Rican people. Ethical values such as honesty, social commitment, justice, and equality are fostered in presentations and discussions of the thematic content. 3 hours a week, 1 semester, 3 credits.

SOCIAL WORK

TSO 210. THE SOCIAL WORK PROFESSION: DEBATES AND DILEMMAS (Prerequisite: CSO 104). Introductory course in Social Work with an emphasis on the development of the profession within the structure and transformation of the Welfare State. Debates and dilemmas on the profession, reformulation of the profession and its role in the solution of social problems in Puerto Rico. **A critical examination of the historical**

background of the profession for students who are interested in learning about Social Work and considering it as a professional career. 3 credits, 3 hours a week, a minimum of four (4) hours of volunteer service, 1 semester.

SOC/TSO 209. SOCIAL PROBLEMS. (Prerequisites: CSO 104, TSO 210, HIS 212) (**TSO 210 will be a prerequisite for Social Work students**) Analysis of social problems from an interdisciplinary perspective. Difficulties in defining and conceptualizing social issues, the relationship between the categorization of the concept of social problems and underlying ethical, economic, social, and political dilemmas in contemporary social reality, especially in Puerto Rico. Puerto Rican society is highly fragmented, where all members of the different sectors are affected. The course seeks to make students reflect, analyze, discuss, and think about social questions, from a holistic, critical, and interdisciplinary perspective. To understand Puerto Rican reality it is necessary to think about the discourse that legitimizes knowledge in our society. An examination of the tasks of analysis and writing of the practices that have become consolidated in a common territory with regard to the subject of discourse in the context of dominant culture. The starting point of the analysis is the conceptualization of what is called “quality of life” and what is considered the “common good.” Attitudes to strengthen social ties are fostered while problematizing the possible conflicts of the subject in contemporary Puerto Rico. 3 hours a week, 1 semester, 3 credits.

TSO 301. SOCIAL WORK METHODS I. (Prerequisite: CSO 204, TSO/CSO 305, TSO/CSO 317, TSO/SOC 209). The first of a sequence of three levels of courses on the methods and practices of Social Work. Introduction to the methods of the general practice of Social Work, based on the Generalist Intervention Model. The course focuses on providing students with a general perspective of the generic intervention process with different clients, the importance of ethical dilemmas and their implications, and parameters for establishing an effective professional relationship. Students will be exposed to theoretical analysis and practical application, for which dynamic learning situations have been designed, using specific cases for analysis and application of the content learned in theoretical sessions. **The course is offered during the second semester in the academic year for Social Work students.** 3 hours a week, 1 semester, 3 credits.

TSO/CSO 305- HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I (Prerequisites: BIO 109, PSI 203- 204, CSO 104, TSO 210). The first of a sequence of courses that deal with human behavior in interaction with the social milieu. Particular emphasis on interaction among systems: culture, society, community, organizations, in a global context, and their implications for different social groups. Study of the systematic social perspective and other theoretical perspectives that are necessary for generalist practice in Social Work. The course integrates behavioral sciences, biology, sociology, and anthropology and is directed at Social work students and students in related fields. 3 hours a week, 2 semesters, 6 credits.

TSO/CSO 306. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II. (Prerequisites: BIO 109, PSI 203- 204, CSO 104, TSO 305). The second of a sequence of courses that deal with human behavior in interaction with the social milieu. Particular emphasis on the analysis of transactions and interrelationships among individuals, families, and groups with regard to other systems in the society. Human development is explored in an integrated

manner using the systematic social perspective and other theoretical perspectives that are necessary for understanding human behavior. Also integrates an acknowledgment of human diversity in different social systems, with special attention given to the aspects of sexual orientation, age, social class, and physical or mental disabilities, while making a critical analysis of the effect of these attributes on the social systems of groups, families, and individuals. The course is directed at Social work students and students in related fields. 3 hours a week, 2 semesters, 6 credits.

TSO/CSO 317. SOCIAL WELFARE SYSTEMS AND SOCIAL POLICY. (Prerequisite: CSO 104, TSO 210). The course examines the social welfare system and social policy from a critical, historical, and integrative perspective of other social, economic, and political processes. The process of analysis, formulation, implementation, and evaluation of social policy is studied. Contemporary patterns of social services are considered and their repercussions for populations that are at a social and economic disadvantage. Debates and dilemmas with regard to the practice of the Social Work profession in the development of affirmative policies and the manner for becoming involved in these processes with practices that foster social justice, such as social action. The course is directed at Social Work students and students in related fields. 3 hours a week, 1 semester, 3 credits.

TSO 402. SOCIAL WORK METHODS II. (Prerequisites: SOC 209, TSO 301, TSO/SOC 414, TSO/URB 415, TSO/CSO 306, should be taken concurrently with TSO 403). The course further explores the helping process in generalist practice of Social Work by using problem-solving methods with individuals, families, groups, and communities. Emphasizes the stages of commitment, assessment, and planning. Allows Social Work students to apply the generalist intervention model to supervised practice situations at the three levels of intervention. 3 hours a week, 1 semester, 3 credits.

TSO 403. SOCIAL WORK PRACTICUM I. (Prerequisites: TSO 301, should be taken concurrently with TSO 402). This is the first of two courses taken in sequence that provide Social Work students with supervised practice at a social service agency in the community. Students will become familiar with the role of the Social Work professional in the assigned practice scenario, the services that are offered, and the participating population. The course requires students to devote sixteen (16) hours a week to practical experience, for a total of 224 hours per semester; three contact hours a week with liaison professor at the university (45 hours per semester) and 25 hours per semester for professional workshops. This is a total of 294 hours/semester. Offered during the first academic semester. **Only for Social Work students.** Three (3) credits, two hundred and ninety-four (294) hours a semester, one (1) semester.

SOC/TSO 414. GROUP DYNAMICS. (Prerequisite: CSO 104, TSO 210, TSO 305 (**TSO 210 and TSO 210 are prerequisites for students with a Social Work concentration**)) An introductory course directed at enabling students to understand and facilitate small groups. The course focuses on a critical study of the theories and methodologies related to small group dynamics and processes. Students are exposed to an analysis of the evolution and functions of small groups in contemporary life. The ethics of working with small groups is discussed as well as the commitment to human diversity. Theoretical and practical integration is achieved

through a volunteer service modality. The course is for Social Work students and students from related disciplines. 3 hours a week, 1 semester, 3 credits.

TSO/URB 415. COMMUNITIES AND COMMUNITY WORK FROM A SOCIAL WORK PERSPECTIVE (Prerequisites: SOC 250, TSO/ SOC209, TSO/CSO 317, TSO /SOC 414) Considering the community as a basic unit of social organization, different kinds of communities are examined, their social institutions, and existing resources. Theoretical and methodological aspects of community organizing are discussed. Students are encouraged to develop critical analysis skills through examining the social and historical context of community needs in Puerto Rico, Latin America, and elsewhere. Emphasis on the role as facilitators in processes of transformation that will be assumed by Social Work professionals on a macro level. Talks, class presentations and volunteer service in geographic and non-geographic communities in Puerto Rico. The course is for Social Work students and students from related disciplines. 3 hours a week, 1 semester, 3 credits.

TSO 422. SOCIAL WORK PRACTICUM II. (Prerequisites: TSO 403, Should be taken concurrently with TSO 423) This is the second of a sequence of courses offered to Social Students with supervised practice at a social service agency in the community. Students who are nearing completion of their degree will have opportunity to integrate the knowledge, skills, and values that are required for competent professional practice by applying the Generalist Practice Model in Social Work with individuals, families, groups, communities and organizations. The course requires students to devote twenty-four (24) hours a week to practical experience at the agency or organization where they were placed in the TSO 403 course, for a total of three hundred and thirty-six (336) hours per semester; three contact hours a week with the liaison professor at the university (45 hours per semester) and twenty-five (25) hours of workshops and seminars. This is a total of four hundred and six (406) hours per semester. **The course is offered in the second semester of the academic year and is only for Social Work students.** Seven (7) credits, four hundred and six (406) hours, one (1) semester.

TSO 423. SOCIAL WORK METHODS III. (Prerequisite: TSO 402. Should be taken concurrently with TSO 422.) This is the last course in the sequence of three courses devoted to the discussion, analysis, and use of the Generalist Intervention Model in Social Work with individuals, families, groups, communities, and organizations. The course emphasizes the following stages of the Generalist Model at the micro, mezzo, and macro levels: implementation, evaluation, termination, and follow-up. An opportunity is provided to examine other intervention strategies, such as the Crisis Intervention Model. The course allows students to apply the content learned in different situations in the supervised practice scenarios. **Only for Social Work students.** 3 hours a week, 1 semester, 3 credits.

TSO 405. CAPSTONE SOCIAL WORK SEMINAR. (Prerequisite: MAT 100, CSO 203, CSO 204) The Social Work Seminar further extends the discussion of the Generalist Model of Social Work and the research role that these professionals will assume in their interventions at the three systemic levels (micro, mezzo and macro). The course seeks to have students apply research methods and techniques in social Work. Students will develop their knowledge and skills for identifying and defining research problems, the ethics of research, a review of the literature related to the issues of the research, gathering data in pilot interviews or practice

interviews, analysis of data, and presentation of a final report on the proposed research. In the Seminar students will use practical experience as a basis for their research. **This course is directed at Social Work students.** 3 hours a week, 1 semester, 3 credits.

XXX390. SPECIAL TOPICS. (Prerequisite: Obtain permission from the Director of the Department and the Office of the Dean of Academic and Student Affairs). Study of a particular topic through reading, research, and discussion under the supervision of a professor. Credits vary between 1 and 3 as determined by the Office of the Dean of Academic and Student Affairs.

OTHER COURSES

GEN 211. HISTORY AND APPRECIATION OF WESTERN CLASSICAL MUSIC. Study of the development of Western classical music by critically listening to the most representative compositions of each historical period. Emphasis on the historical development of the most important musical forms: sonata, symphony, concert, symphonic poem, *chanson d'art*, opera, and chamber music. The students listen to lectures, have group discussions, present oral reports, and participate in panel discussions. Students are responsible for going to the library and again listening to the works presented in the classroom. 3 hours a week, 1 semester, 3 credits

GEN 230. PERSPECTIVE ON WOMEN. Multidisciplinary approach to studies on women. Emphasis on how women have been defined and studied by diverse disciplines. Also, the course studies the concept of feminism in the context of the changes that occur in the employment and family life environments. 2 hours a week, 1 semester, 2 credits.

GEN 235. LATINO POLITICS IN THE UNITED STATES. This course studies the political experience of Mexican, Cuban, and Puerto Rican groups in the United States, the public policies matters that affect them and their perspectives regarding the U.S. political system. In the case of Puerto Rico, the impact of incorporation of Puerto Ricans in the US system may have on the Island's politics, particularly the relationship between Puerto Rico and the United States. 3 hours a week, 1 semester, 3 credits.

GEN 251. APPRECIATION OF AFRO-CARIBBEAN RHYTHMS. Study of Afro-Caribbean rhythms during the 20th century. Emphasis on instruments, rhythmic modalities, and performers in their socio-cultural context. Critical analysis of the economic and political factors that affect the development of popular and folk music in the Antilles. 3 hours a week, 1 semester, 3 credits.

GEN 315. BIOETHICS AND LEGAL SYSTEMS. Study of recent technological and scientific discoveries that have had an impact on the world. Students consider the benefits and limitations produced by their application. Using exercises for the development of critical thinking, analyzes the criteria proposed by science, the law, and social institutions to evaluate their application and control. 3 hours a week, 1 semester, 3 credits.

SOC 440. POPULAR MUSIC AND SOCIETY. This course introduces students to the analysis of the connection between society and music. Study of music as a cultural expression, origin and development of the most popular musical genres in Puerto Rican society; research of musical preferences and their meaning for young people; the social and psychological uses of music. 3 hours a week, 1 semester, 3 credits.

MINOR CONCENTRATIONS:

All students interested in completing a minor concentration to be certified on the transcript shall have completed 24 credits and have a minimum grade point average of 2.0.

Minor concentrations consist of at least 18 credits. If major and minor courses coincide, substitutions may be made with the approval of the professional counselor or academic advisor.

Minor concentrations should be passed with at least a grade of C and at least 50% of the courses must be taken at USC.

Courses for minor concentrations available in different academic departments are presented below. Students should take the courses in the order in which they appear on the list.

NOTE: Minor concentration courses may be financed through financial aid for eligible students, provided that the course of study includes a minor.

DEPARTMENT OF BUSINESS ADMINISTRATION

Business Administration students who choose a minor in the Department must substitute ADM 102 with a 3 credits Business Administration course at a 300 level or higher for a total of 18 or 19 credits depending on the selected minor concentration.

HOTEL MANAGEMENT

Course Code	Title	Credits
ADM 102	Organizational Dynamics	4
TUR 104	Tourism Principles and Techniques	3
TUR 210	Tourist Destinations I	3
TUR 211	Tourist Destinations II	3
TUR 303	Tourism Legislation	3
TUR 320	Hotel Management	3
Total Credits		19

Human Resources Management

Course Code	Title	Credits
ADM 102	Organizational Dynamics	4
ADM 301	Human Resources Management I	3
ADM 302	Labor Management Relations	3

ADM 303	Labor Legislation in Puerto Rico	3
ADM 330	Management of Salaries and Wages	3
EMP 105	Planning and Development of New Businesses	3
Total Credits		19

ACCOUNTING

Course Code	Title	Credits
ADM 102	Organizational Dynamics	4
CON 201-201	Basic Accounting I-II	8
CON 313-314	Intermediate Accounting I-II	8
Total Credits		20

SPORTS MANAGEMENT

Course Code	Title	Credits
ADM 102	Organizational Dynamics	4
GME 201	Principles of Marketing	3
RPU 225	Principles of Public Relations	3
PME 303	Sports Management and Marketing	3
CFI 405	Sport Facilities Management	3
PME 200	Entertainment Industry	3
Total Credits		19

ENTREPRENEURSHIP

For **Business Administration students**

Course Code	Title	Credits
EMP 105	Planning and Development of New Businesses	3
EMP 365	Family Business	3
EMP 370	Leadership and Organizational Development	3
EMP 415	Franchises and Acquisition of a Business	3
GME 212*	Marketing Research	3
ADM 301*	Human Resources Administration I	3
Total credits		18

*If students have passed any of those courses, they should substitute them with others from the Business Administration Department. The selected course should be at a 300 level or higher.

EVENTS*

Course Code	Title	Credits
ADM 102	Organizational Dynamics	4
GME 201	Principles of Marketing	3
RPU 225	Principles of Public Relations	3
PUB 218	Introduction to Advertising	3
CON 222	Budget, Payroll, and Analysis of Financial Statements	3
PME 200	Entertainment Industry	3
PME 301	Ethical and Legal Aspects in the Special Events Industry	3
Total credits		22

*** This minor concentration does not provide qualification for membership in COPEP. In order to become a member students must earn a Bachelor's degree or Graduate Certificate in Production and Management of Especial Events.**

FINANCE

Code	Title	Credits
ADM 102	Organizational Dynamics	4
ECO 235	Principles of Microeconomics	3
ECO 236	Principles of Macroeconomics	3
FIN 304	Investments	3
FIN 305	Business Finance	3
FIN 308	Money and Banking	3
Total Credits		19

MARKETING

Code	Title	Credits
ADM 102	Organizational Dynamics	4
GME 201	Principles of Marketing	3
GME 202	Consumer Behavior	3

GME 212	Marketing Research	3
GME 307	Marketing Services	3
GME 401	Promotional Strategies	3

Total Credits **19**

SMALL BUSINESS

Code	Title	Credits
ADM 102	Organizational Dynamics	4
GME 201*	Principles of Marketing	3
GME 212**	Marketing Research	3
EMP 105	Planning and Development of New Businesses	3
EMP 365	Family Business	3
EMP 370	Leadership and Organizational Development	3

Total Credits **19**

*** Student who have passed GME 201 and GME 212, should substitute with other Marketing courses at level 300.**

****Students must have passed a basic statistics course.**

NON PROFIT ORGANIZATIONS AND COOPERATIVES

Code	Title	Credits
ADM 102	Organizational Dynamics	4
CON 222	Budget, Payroll, and Analysis of Financial Statements	3
ADM 311	Introduction to Management of Nonprofit Organizations	3
EMP 105	Planning and Development of New Businesses	3
ADM 313	Organizations and Cooperatives	3
GME 206	Marketing and Management of Nonprofit Organizations	3

Total credits **19**

INSURANCE

Code	Title	Credits
ADM 102	Organizational Dynamics	4
SEG 101	Principles of Insurance	3
SEG 200	Life and Health Insurance	3
SEG 205	Risk Management	3
SEG 212	Property and Liability Insurance	3
SEG 301	Pension Plans/Tax Planning	3
Total Credits		19

STRATEGIC MARKETING

For students of the Ferré Rangel School of Communication and students from other concentrations in Business Administration

Code	Title	Credits
GME 212	Marketing Research	3
GME 300	Strategic Marketing	3
CIN 314	International Marketing	3
GME 307	Service Marketing	3
GME 402	Product Management	3
GME 401	Promotional Strategies	3
Total credits		18

PRE- CERTIFIED PUBLIC ACCOUNTANT (PRE-CPA) **Directed at Accounting students.**

Students will pass 21 credits from the following menu:

Code	Title	Credits
ADM 204	Business Law II	3
CON 360	Computerized Accounting Systems	3
CON 400	Control Systems Non Profit	3
CON 404	Special Topics in Accounting	3
CON 416	Income Tax	3
CON 417	Federal Taxes	3
CON 450	Ethics for Accountants	3
CON 499	Accounting Practices	3

FIN 304	Investments	3
FIN 308	Money and Banking	3
Total credits		21*

Note: Students interested in taking the Certified Public Accountant (CPA) examination must pass a total of 152 credits.

*The courses that the student has had as part of the directed electives in the Accounting major will not be considered as options from the menu for the minor concentration.

DEPARTMENT OF NATURAL SCIENCES

SCIENTIFIC VISION

Code	Title	Credits
MAT 133-134	Precalculus I-II	6
BIO 111-112	General Biology I and II	6
QUI 101-102	General Chemistry I-II	8
Total Credits		20

ECOLOGY

Code	Title	Credits
BIO 111-112	General Biology I and II	6
BIO 250	Introduction to Speleology	3
BIO 269	Introduction to Marine Biology	3
BIO 303	Natural Resource Conservation and Management	3
BIO 220	Forests of Puerto Rico	3
Total Credits		18

APPLIED MATHEMATICS

Code	Title	Credits
MAT 133-134	Precalculus I-II	6
MAT 261	Computerized Statistics	3
MAT 375	Discrete Structures	3
INF 111-112	Computer Science I-II	8
Total Credits		20

CHEMISTRY

Code	Title	Credits
MAT 133-134	Precalculus I-II	6

QUI 101-102	General Chemistry I-II	8
QUI 301-302	Organic Chemistry I-II	8
Total Credits		22

FERRÉ RANGEL SCHOOL OF COMMUNICATION

GRAPHIC ARTS

Code	Title	Credits
ART 120	Art Materials and Techniques	3
ART 126	Art and Design Fundamentals	3
ART 209	Computerized Typographic Design	3
ART 226	Design and Theory of color	3
ART 330	Computerized Illustration Design	3
ART 424	Computerized Image Design	3
Total Credits		18

FINE ARTS

ART 120	Art Materials and Techniques	3
ART 121	Drawing Fundamentals	3
ART 126	Art and Design Fundamentals	3
ART 222	Human Figure Drawing	3
ART 226	Color and Design Theory	3
ART 303	Painting I	3
Total Credits		18

ARTISTIC PHOTOGRAPHY

Code	Title	Credits
FOT 250	History of Photography	3
FOT 321	Black and White Photography I	3
FOT 322	Black and White Photography II	3
FOT 341	Digital Photography I	3
FOT 342	Digital Photography II	3
FOT 360	Portrait Photography	4
Total Credits		19

PHOTOJOURNALISM

Code	Title	Credits
FOT 250	History of Photography	3
FOT 321	Black and White Photography I	3
FOT 341	Digital Photography I	3
FOT 342	Digital Photography II	3
FOT 405	Digital Photojournalism	3
FOT 460	Digital Videojournalism	4
Total Credits		19

COMMERCIAL PHOTOGRAPHY

Code	Title	Credits
FOT 250	History of Photography	3
FOT 321	Black and White Photography I	3
FOT 341	Digital Photography I	3
FOT 342	Digital Photography II	3
FOT 415	Commercial Photography I	4
FOT 416	Commercial Photography II	4
Total Credits		20

JOURNALISM

Code	Title	Credits
PER 229	Fundamentals of Journalism	3
PER 320	Report/Newsriting	3
PER 321	Writing for Journalism	3
PER 423	Writing for Electronic Media	3
PER 425	Investigative Journalism	3
PER 435	Web Journalism	3
Total Credits		18

DIGITAL JOURNALISM

Code	Title	Credits
PER 320	Report/Newswriting	3
PER 435	Web Journalism	3
PER 450	Multimedia Journalism	3
FOT 341	Digital Photography I	3
FOT 405	Digital Photojournalism	3
FOT 460	Videojournalism	4
Total Credits		19

ADVERTISING

Code	Title	Credits
PUB 218	Introduction to Advertising	3
PUB 319	Advertising Presentation Techniques	3
PUB 341	Advertising Media Planning I	3
PUB XXX	Menu option	3
PUB 344	Consumers and Advertising	3
PUB 346	Advertising Copywriting	3
Total Credits		18

*** Students who chose to complete a minor concentration in Advertising must select one of the following courses from the menu: PUB 350, PUB 445, PUB 446, PUB 327, PUB 342, PUB 348 or PUB 352.**

PUBLIC RELATIONS

Code	Title	Credits
RPU 225	Principles of Public Relations	3
RPU 325	Strategic Public Relations	3
RPU 370	Etiquette and Corporate Protocol	3
RPU 385	Public Relations and Public Opinion	3
RPU 320	Public Relations Writing	3
RPU 330	Journalistic Writing	3
Total Credits		18

DIGITAL MOVIE PRODUCTION*

Code	Title	Credits
CNE 208	History of the Cinema	3
CNE 209	Contemporary Cinema	3
CNE 336	Screenwriting	3
PRO 337	Art and Editing Technique	3
PRO 338	Sound Production	4
PRO 339	Basic Digital Production	6
Total credits		22

*** Note:**

- **Students who enroll in Production and Management for Radio and wish to complete this major, must take TEL 341 instead of PRO 338.**
- **Students from Digital Television Production who wish to complete the minor in Cinema, will substitute PRO 337 with, CNE 434, CNE 433, and CNE 435. PRO 338 will be substituted with TEL 341 and PRO with CNE 431.**

DIGITAL TELEVISION PRODUCTION*

Code	Title	Credits
TEL 201	Introduction to Radio and Telecommunication	3
TEL 336	Script Writing	3
PRO 338	Sound Production	4
PRO 339	Basic Digital Production	6
TEL 339	Production for Television	6
Total credits		22

*** Note:**

- **Students who enroll in Production and Management for Radio and wish to complete this major, must substitute TEL 201 with TEL 210, PRO 338 with TEL 341.**
- **Students from Digital Cinema Production who wish to complete this major, will substitute PRO 338 with TEL 341; PRO 339 with TEL 431 (4 Credits) and will see their counselor for the remaining 2 credits.**

PRODUCTION AND MARKETING FOR RADIO*

Code	Title	Credits
PMR 170	Radio Broadcasting	3
PRO 338	Sound Production I	4
PMR 410	Production for Radio I	4
GME 201	Principles of Marketing	3
PMR 304	Personal Sales for Radio	3
PUB 218	Introduction to Advertising	3
Total credits		20

*** Note:**

- **Students who enroll in Advertising who wish to complete this major, must substitute PUB 218 with PMR 415; GME 201 with PMR 317.**
- **Students from Digital Television Production and Digital Cinema Production who wish to complete this major, will substitute PRO 338 with TEL 341.**

DEPARTMENT OF EDUCATION

EXERCISE SCIENCES AND HEALTH PROMOTION

Code	Title	Credits
CFI 202	Prevention of Injuries and First Aid	2
CFI 203	Exercise Physiology I	3
CFI 302	Biomechanics	3
CFI 303	Health Promotion Programs	3
CFI 403	Nutrition, Human Performance and Health	3
CFI 404	Measurement and Evaluation	3
Total Credits		18

ELEMENTARY EDUCATION 4TH-6TH GRADE

Code	Title	Credits
EDU 201	Philosophical and Sociological Principles of Education	3
EDU 205	Educational Psychology	3
EDU 314	Mathematics Elementary Level	3
EDU 315	Language Arts /School Program	3
EDU 306	Nature and Needs of the Exceptional Child	4
EDU 313	Natural Science in the School Curriculum	3
Total Credits		19

Note: Students interested in a teacher's certificate should take additional required courses.

*** Students will select the course as may be applicable to their discipline in consultation with the Department of Education.**

***Students will take courses as applicable to their field in consultation with the Department of Education.**

EARLY EDUCATION (K-3)

Code	Title	Credits
EDU 215	Family as Part of the Education Program	3
EDU 304	Play as Educational Strategy	3
EDU 305	Methodology/Curricular Integration for Early Childhood	3

EDU 308	Children's Literature	3
EDU 311	Art in the School Curriculum	3
EDU 330	Language Acquisition; Development of Literacy	3
EDU 346	Integration of Science, Mathematics and Social Sciences at the Primary Level	3
Total Credits		21

Note: Students interested in a teacher's certificate should take additional required courses.

INTERDISCIPLINARY FACULTY OF HUMANISTICS AND SOCIAL STUDIES

THEATRICAL DIRECTION

Code	Title	Credits
TEA 131	History of Theater I	3
TEA 132	History of Theater II	3
TEA 334	Technical Production	3
TEA 435	Directing I	3
TEA 436	Directing II	3
TEA 439	Theater Design: Scenography	3
Total Credits		18

THEATRICAL DESIGN

Code	Title	Credits
TEA 131	History of Theater I	3
TEA 132	History of Theater II	3
TEA 334	Technical Production	3
TEA 437	Costume Design	3
TEA 438	Theatrical Design: Lighting	3
TEA 439	Theatrical Design: Scene	3
Total Credits		18

SPANISH

Code	Title	Credits
ESP 205	Hispanic American Literature II	3
ESP 216	Puerto Rican Literature II	3
ESP 218	Literature of the Hispanic Antilles	3
ESP 225	Oral Communication	3
ESP 226	Advanced Grammar	3
ESP 227	Advanced Composition	3
Total Credits		18

INTERNATIONAL STUDIES

Code	Title	Credits
EIN 201	Introduction to International Studies	3
EIN 202	Introduction to Theories of International Relations	3
EIN 301	International Law	3
EIN 304	International Political Economy	3
EIN 402	International Organizations	3
EIN 405	International Development and Cooperation	3
Total credits		18

PHILOSOPHY

Code	Title	Credits
FIL 102	Introduction to Philosophy	3
FIL 107	Philosophy of Religion	3
FIL 108	Philosophy of Karl Marx and Contemporary Marxism	3
FIL 114	Female Philosophers	3
FIL 120	Power Strategies in the Modern Penal System	3
FIL 122	Philosophy of Art	3
Total Credits		18

HISTORY*

Code	Title	Credits
FIE 200	Multiculturalism as a Lifestyle	3
HIS 227	Caribbean Area	3
HIS 268	Science through History	3
HIS 328	Contemporary World Problems	3
HIS 339	U.S. Contemporary Culture and Society	3
HUM 130	Love: A Historic Perspective	3
HUM 217	Fundamentalism and Terrorism: An Interdisciplinary Approach to Violence in the Name of God	3
HUM 250	History, Music, and Society	3
Total Credits		18

***Students must pass 18 credits from the menu.**

ENGLISH

Code	Title	Credits
ING 117	Oral Communication	3
ING 124	Film and Literature	3
ING 126	Caribbean Literature /Culture	3
ING 129	Science Fiction	3
ING 130	Mystery Genre	3
ING 131	Gothic Tales/Fantasy	3
Total Credits		18

FOREIGN LANGUAGES

Code	Title	Credits
ARA 101	Basic Arabic I	3
ARA 102	Basic Arabic II	3
FRA 101	Elementary French I	3
FRA 102	Elementary French II	3
ITA 101	Basic Italian I	3
ITA 102	Basic Italian II	3
ITA 103	Intermediate Italian	3
MAN 101	Basic Mandarin I	3
MAN 102	Basic Mandarin II	3
MAN 103	Mandarin III	3
MAN 104	Mandarin IV	3
POR 101	Elementary Portuguese I	3
POR 102	Elementary Portuguese II	3
POR 103	Intermediate Portuguese III	3
JPN 101	Elementary Japanese I	3
JPN 102	Elementary Japanese II	3
Total Credits		18

***Students must pass 6 credits from three different languages or 9 credits in two different languages.**

THEOLOGY

Code	Title	Credits
TEO 208	Great Religions of Humanity and Their Influences on Western Culture	3

TEO 213	Prophets and the Apocalypse	3
TEO 214	Jesus of Nazareth and his Message	3
TEO 224	Christian Social Thought	3
TEO 228	Morality	3
TEO 233	Theology of Sexuality	3
TEO 237	Christianity and Spirituality for the 20th Century	3
TEO 325	Christian Faith and Solidary Ecology	3
Total Credits		18

PSYCHOLOGY

Code	Title	Credits
PSI 201	General Psychology I	3
PSI 202	General Psychology II	3
PSI 205	Social Psychology	3
PSI 303	Personality Theories	3
PSI 306 or 308	Psychopathology or Industrial Psychology	3
PSI 420	Experimental Psychology I	4
Total Credits		19

Note: Prerequisites CSO 203 By way of an exception, CSO 203 can be substituted with a Statistics course the student has already passed.

JUSTICE SYSTEMS

Code	Title	Credits
SJU 211	Development of Justice Systems	3
SJU 214	Constitutional Law	3
SJU 215	Juvenile Law	3
SJU 310	Criminology	3
SJU 312	Penology	3
SJU 327	Comparative Justice Systems	3
Total credits		18

SOCIAL WORK

Code	Title	Credits
PSI 203-204	Developmental Psychology I-II	6
TSO 210	The Social Work Profession: Debates and Dilemmas	3

CSO/TSO 317	Social Welfare Systems and Social Policy	3
CSO/TSO 305-306*	Human Behavior and Social Environment I-II	6
Total Credits		18

Note: Students should take the courses in the order shown in the list.

***These courses are offered as a block, once a year only.**

PRE-LEGAL STUDIES

Code	Title	Credits
SJU 211	Development of Justice Systems	3
SJU 214	Constitutional Law	3
SJU 290	Juvenile Delinquency	3
SJU 304	Penal Law and Criminal Procedure	3
SJU 413	Research/ Writing/ Legal Documents	3
Total Credits		18*

***Note: Students will be able to complete 3 remaining credits with a course from the following menu:**

Code	Title	Credits
SJU 102	Civil Rights in Contemporary Society	3
SJU 215	Juvenile Justice	3
SJU 280	Women and the Law	3
SJU 325	Environmental Protection in Puerto Rico	3
CPO 204	Government of Puerto Rico	3
ADM 201	Business Law	3

GENERAL MUSIC

Code	Title	Credits
MUS 101,102,201,301 302,401-402	USC Chorus	1 to 8
GEN 251	Appreciation of Afro-Antillean Rhythms	3
HIST 3211-3211**	History of Western Music	6
Elective Courses***		1-15
Total credits		18

Menu of courses offered by *Conservatorio de Música de Puerto Rico*.

Code	Title	Credits
AEST 4002	Musical Aesthetics	2
ALEXTECHI	The Alexander Technique and Application to Music	1
CMUS 3001	Computerized Music Notation	2
FMUS 3001	Folk Music of Puerto Rico	2
HIST 3021-3022	History of Music from Puerto Rico and the Caribbean	4
HITS 3031-3032	History of Jazz	6
HIST 3041-3042	History of Opera	4
INST COMPLEM****	Complementary Instrument	1
HIST 4101-4102	History of Caribbean Popular Music	4
TEMA 4001	Introduction to Ethnomusicology	3

***Students may select up to a maximum of 11 courses at USC and complete the remaining credits with courses offered by *Conservatorio de Música de Puerto Rico*.**

****Courses offered by *Conservatorio de Música de Puerto Rico***

*****Select from the menu offered by *Conservatorio de Música de Puerto Rico***

******Students must have basic knowledge about musical notation, rhythm, and basic theory (must pass a diagnostic exam)**

CONSORTIUMS AND AGREEMENTS

AGREEMENTS BETWEEN USC AND UNIVERSIDAD CENTRAL DEL CARIBE

BA PSYCHOLOGY OR JUSTICE SYSTEMS (USC) / MASTER'S IN HEALTH SCIENCES IN SUBSTANCE ABUSE (UCC)

A five-year joint program is offered through this academic, cultural collaboration agreement between Universidad del Sagrado Corazón and Universidad Central del Caribe. University of Sacred Heart students who are studying for a Bachelor's Degree in Justice Systems or Psychology may initiate studies to obtain a Master's in Health Sciences and Substance Abuse from the Universidad Central del Caribe. Upon completion of the fifth year of study, students will have obtained two academic degrees: a Bachelor's Degree in Justice Systems or Psychology from USC and a Master's Degree in Health Sciences in Substance Abuse from Universidad Central del Caribe thereby broadening their employment opportunities on graduation.

During the first three years of the Bachelor's Degree at Universidad del Sagrado Corazón, students must fulfill all the requirements for admission to the Master's in Health Sciences in Substance Abuse. In their fourth year, while students fulfill the BA requirements, simultaneously, they will begin first year courses for the Master's in Health Sciences in Substance Abuse at Universidad Central del Caribe. These courses will be accredited as free directed and elective courses in the Psychology and Justice Systems Bachelor's Degrees from Universidad del Sagrado Corazón. Students will continue in the fifth year of study leading to the Master's Degree at the Universidad Central del Caribe.

The main objective of this program is for the students to develop the professional clinical skills necessary in planning, administering, and evaluating programs that offer substance abuse services. These skills are of vital importance to our society for fighting this bio-psycho-social problem in Puerto Rico.

DEGREE TO BE AWARDED

The combined degree of a Bachelor in Arts in Psychology or in Justice Systems is awarded by the USC, and the Master's in Health Sciences in Substance Abuse is awarded by the UCC.

The "4 plus 1" year course of study, allows the students who qualify to complete a Bachelor's Degree in Psychology or Justice Systems, while combining courses at a Master's Degree level that will be taken at UCC. If in five years the students admitted to the Program comply with all of those requirements, they will obtain both degrees.

Admission Requirements

The requirements for admission to the joint program are the following:

- New students at USC (Students coming from high school).
 - Application for admission to USC duly completed
 - General average of no less than 3.0.
 - Interview with the Committee for Admission to the Health Sciences Program in Substance Abuse
- Students enrolled in USC
 - Must have passed courses equivalent to 60 credits in Psychology or Justice Systems, with an average not less than 3.00. Preferably, reserve space for free electives (15 credits) and FIL 106-Ethics.
 - Complete the application for admission to the Program after completing the equivalent to 60 credits. Of the 60 credits passed, nine (9) must be in the area of Behavioral Science, including three (3) credits in Psychology, three (3) credits in Biology, and three (3) credits in Mathematics.
 - The Program Admissions Committee will evaluate the student's record
 - Attend an interview.

Once admitted to the Program, students must be prepared to take the courses required, including those offered at UCC campus in Bayamon, during the evenings and maintain at least a 3.00 average. In the fifth year, students takes their courses at Universidad Central del Caribe Caribbean and in order to graduate with a Master's Degree in Health Sciences in Substance Abuse, they must have at least a 3.00 average.

PSYCHOLOGY/SUBSTANCE ABUSE

General Requirements	60
Departmental Requirements	15
Major Requirements	37
Free Electives	15
Total credits *	127

General Requirements (60 credits)

For the concentration in Psychology, the general requirements explained in the Academic Curricula section apply, with the following exception: the Philosophy requirement is fulfilled with the SAC 517, offered by UCC.

Departmental Requirements

CSO 203	Statistics for Contemporary Social Sciences	3
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SOC 250	Economic Urban Development of Puerto Rico	3
CSO 204	Social Research Techniques	3
XXX---	Select from the menu	3
SOC 209	Social Problems (fulfilled with SAC 515)	3
Total credits		15

Major Requirements

PSI 201	General Psychology I	3
PSI 202	General Psychology II	3
PSI 203	Developmental Psychology I	3
PSI 204	Developmental Psychology II	3
PSI 205	Social Psychology	3
PSI 306 or PSI 308	Psychopathology or Industrial Psychology	3
PSI 303	Personality Theories	3
PSI 311	Psychology of Gender	3
PSI 420	Experimental Psychology I	3
PSI 320	Physiology Psychology (fulfilled with SAC 503)	3
PSI 440	Practicum	3
PSI 450	Seminar in Psychology	3

Total credits **37**

Free Electives

PSI 405	Psychotherapy Techniques I (fulfilled with SAC 501)	3
PSI 406	Psychotherapy Techniques II (fulfilled with SAC 511)	3
SOC 414	Group Dynamics (fulfilled with SAC 516)	3
URB 415	Community (fulfilled with SAC 514)	3
PSI 325	Drugs, Society, and Human Behavior (fulfilled with SAC 530)	3

Total credits **15**

JUSTICE SYSTEMS/SUBSTANCE ABUSE

General Requirements	60
Departmental Requirements	15
Major Requirements	21
Directed Electives	18
Free Electives	15
Total Credits*	129

General Requirements (60 credits)

The general requirements explained in the Academic Curricula section apply to the Major in Justice Systems, with the following exceptions: the philosophy requirement is satisfied with SAC 517, offered by the UCC.

Departmental Requirements

CSO 203	Statistics for Contemporary Social Sciences	3
SOC 250	Economic Urban Development in Puerto Rico	3
CSO 240	Social Research Techniques	3
XXX ---	(Select from the Menu)	3
SOC 209	Social Problems (fulfilled with SAC 515)	3

Total Credits **15**

Major Requirements

SJU 211	Introduction to Justice Systems	3
SJU 214	Constitutional Law	3
SJU 215	Juvenile Justice	3
SJU 310	Criminology	3
SJU 312	Penology	3
SJU 327	Comparative Justice Systems	3
SJU 414	Professional Internship (to be satisfied by SAC 530)	3

Total credits **21**

* Credits required for completing the USC BA. For the description and required credits for master's degree courses, refer to the UCC catalog.

Directed Electives (select from the following menu -18 credits)

SJU 290	Juvenile Delinquency	3
SJU 202	Civil Justice System	3
SJU 280	Women and the Law	3
SJU 304	Penal Law and Criminal Procedure	3
SJU 335	Forensic Psychology	3
SJU 350	Community Base Correction	3
SJU 360	Contemporary Criminology Policies	3
SJU 412	Mediation and Dispute Resolution	3
SJU 413	Research/ Writing/ Legal Documents	3
SJU 415	Victimology	3
SJU 420	International Law	3
CPO 340	Political Constitutional Development of Puerto Rico	3

Free Electives

PSI 320	Physiological Psychology (fulfilled with SAC 503)	3
PSI 405	Psychotherapy Techniques I (fulfilled with SAC 501)	3
PSI 406	Psychotherapy Techniques II (fulfilled with SAC 511)	3
SOC 414	Group Dynamics (fulfilled with SAC 516)	3
URB 415	Community (fulfilled with SAC 514)	3

Total credits **15**

COURSE EQUIVALENCY FOR THE MASTER'S DEGREE (UCC)*

SAC 501	Theoretical Models of Addiction and their Implications in Counseling (for PSI 405- Psychotherapy Techniques I)
SAC 503	Neuropsychopharmacology of Substance Abuse (for PSI 320- Physiologic Psychology)
SAC 511	Theory and Practice of Individual Counseling (for PSI 406- Psychotherapy Techniques II)
SAC 514	Theory and Practice of Group Therapy (for URB 415-Community)
SAC 515	Substance Abuse Theory and Prevention Practice
SAC 516	Theory and Practice of Family Counseling (for SOC 414- Group Dynamics)
SAC 517	Ethical and Legal Aspects of Substance Abuse Counseling (for FIL 106- Ethics)
SAC 530	Internship: Substance Abuse Counseling
SAC 617	Political and Legal Aspects of the Administration of Substance Abuse Organizations
SAC 619	Supervision Theory and Practice
SAC 622	Program Design for Substance Abuse Organizations
SAC 624	Clinical Intervention for Special Populations

- SAC 623 Programs Evaluation
- SAC 610 Current Issues in Substance Abuse
- SAC 630 Internship: Planning, Administration, and Evaluation of
Substance Abuse Programs

Comprehensive Exam

*For the description and required credits for master's degree courses, refer to the UCC catalog.

BS IN GENERAL NATURAL SCIENCES (USC)/ MASTER'S IN BIOMEDICAL SCIENCES AND DOCTORATE IN MEDICINE

A five-year cooperative Program is offered through the academic and cultural collaboration agreement between the Universidad del Sagrado Corazón and Universidad Central del Caribe. Students from USC studying a Bachelor Degree in General Natural Sciences initiate studies to obtain a Master's in Biomedical Sciences from Universidad Central del Caribe. Upon completion of the fifth year of study, the student obtains a combined academic degree: a Bachelor of Sciences from USC and a Master's Degree in Biomedical Sciences from Universidad Central del Caribe.

Under the same agreement, Bachelor's degree in General Natural Sciences students at Universidad del Sagrado Corazón continue studies leading to a Doctorate in Medicine from Universidad Central del Caribe. During their first three years at the Universidad del Sagrado Corazón, students must meet the requirements for admission to the Doctorate in Medicine at Universidad Central del Caribe Caribbean and the requirements of the Medical Examining Board of Puerto Rico. Upon completion of the fourth year of study, the courses passed during the first year of Medicine at Universidad Central del Caribe are accredited by Universidad del Sagrado Corazón as directed electives of the Bachelor's degree in General Natural Sciences and thus, students will have fulfilled the requirements for this degree.

DEGREES TO BE AWARDED

The degrees proposed under this agreement are detailed as follows:

- BS/MD Bachelor of Science with a Doctorate in Medicine (7 years); 3 at the USC-4 at UCC
- BS/MS Bachelor of Science with a Master's in a Biomedical Science (5 years); 3 at USC-2 at UCC

Specialties:

Biochemistry, Microbiology, Anatomy, and Physiology

- BS/MA Bachelor of Science with a Master's in Arts 5 years; 3 at USC and 2 years at UCC

Specialties:

Microbiology, Anatomy, Physiology, and General Biomedical Sciences

SPECIALIZATION IN BIOMEDICAL SCIENCES COMBINED DEGREE BS/MA, MS

General Requirements	60/61
Departmental Requirements	35
Program Electives	8
Total Credits*	103/104

General Requirements

ESP 106---	Writing and Reading	6
ESP 121 or 122	Literary Genres I or II	3
ING---	Various Options	9
BIO 111-112	General Biology I-II	6
HIS 212	Development of the Puerto Rican Nation	3
CFI 105	Wellness, Quality of Life	3
INF 102	Introduction to Informatics for Natural Sciences	3
MAT 261	Computerized Statistics I	3
HUM 111	Human Beings and Human Circumstances	3
FIL 101--	Logic; Menu	6
ART 102	Art Appreciation	3
XXX---	Research Seminar	3/4
CSO 104	Contemporary Social Analysis	3
TEO--- ---	Various Options	6
Total Credits		60/61

Departmental Requirements

QUI 101-102	General Chemistry I-II	8
MAT 133-134	Precalculus I-II	6
QUI 301-302	Organic Chemistry I-II	8
MAT 201	Calculus I	5
FIS 203-204	General Physics I-II	8
Total credits		35

Directed Electives (8 credits)

BIO ---	Various Options	8
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NOTE: The credits required for the specialization and for the directed electives taken by the students at Universidad del Caribe vary according to the course of study of each one of the

specialties. They fluctuate between 52 and 53 credits, depending on the general education component (60-61 credits). All specialties under the master's degrees have a total of 148 credits.

SPECIALIZATION IN MEDICINE-COMBINED BS/MD DEGREE

General Requirements	60
Departmental Requirements	35
Program Electives	34
 Total Credits*	 129

Required for BS at USC.

For the description and required credits for Master's degree courses, refer to UCC catalog.

General Requirements

ESP 106---	Writing and Reading	6
ESP 121 or 122	Literary Genres	3
ING---	Various Options	9
BIO 111-112	General Biology I-II	6
HIS 212	Development of the Puerto Rican Nation	3
CFI 105	Wellness, Quality of Life	3
INF 102	Introduction to Informatics for Natural Sciences	3
MAT 261	Computerized Statistics I	3
HUM 111	Human Beings and Human Circumstances	3
FIL 101	Logic	6
ART 102	Art Appreciation	3
XXX---	Research Seminar	3
CSO 104	Contemporary Social Analysis	3
TEO--- ---	Various Options	6
 Total Credits		 60

Departmental Requirements

QUI 101-102	General Chemistry I-II	8
MAT 133-134	Precalculus I-II	6
QUI 301-302	Organic Chemistry I-II	8
MAT 201	Calculus I	5
FIS 203-204	General Physics I-II	8
 Total Credits		 35

Directed Electives

CSO ---	Several Options	9
ING ---	Several Options	3
BIO ---	Several Options	4
XXX---	Natural Sciences Courses	18

Total Credits **34**

NOTE: The remaining credits required for a Doctor of Medicine Degree will be taken at the Universidad Central del Caribe beginning in the fourth year of study.

Admission Requirements

- Must have been accepted at USC with a 3.00 average in high school science and mathematics
- Maintain a 3.00 average in the required courses
- Fulfill UCC admissions criteria, once the student applies to the program

Graduation Requirements

- Bachelor Degree in Sciences awarded at the USC: Master's Degrees: the Bachelor of Science Degree will be awarded along with the Master's Degree from UCC, so that the student can benefit from financial aid.
- Medicine: the Bachelor Degree in Sciences will be awarded upon approving the first year of Medicine at UCC
- The Master's Degree or Doctorate in Medicine is awarded at UCC.

Both degrees will be awarded upon compliance with UCC graduation requirements.

AGREEMENT BETWEEN USC AND ESCUELA DE ARTES PLÁSTICAS DE PUERTO RICO

USC and Escuela de Artes Plásticas (EAP) have an academic collaboration agreement that enables students from USC to take up to six credits in courses offered by EAP. Likewise, the Plastic Arts students may enroll in any of the courses offered by USC for the Puerto Rico Department of Education teacher's certificate.

Participation Requirements

- To be enrolled full-time at the institution of origin
- Must have a general academic average of 2.5 or higher
- Fulfill the prerequisites of the course to be taken
- Authorization from the institution of origin

COURSES AVAILABLE AT ESCUELA DE ARTES PLÁSTICAS FOR USC STUDENTS

Graphic Arts

Basic Intaglio
Intermediate Intaglio
Basic Relief Engraving
Intermediate Relief Engraving
Basic Lithography
Intermediate Lithography

Sculpture

Basic Metal Sculpture
Intermediate Metal Sculpture
Intermediate Wood Sculpture
Intermediate Stone Sculpture
Nude Sculpture

Painting

Mosaics
Stained Glass
Advanced Stained Glass
Set-Building Workshop
Large Format Painting

Image and Design

Manipulation of Images I
Tri-Dimensional Design

AGREEMENT BETWEEN THE UNIVERSIDAD DEL SAGRADO CORAZÓN AND CONSERVATORIO DE MÚSICA OF PUERTO RICO

USC (USC) and the Conservatorio de Música de Puerto Rico (CMPR) have an academic and cultural collaboration agreement that allows students from USC to take music courses as electives at the CMPR. Likewise, the students from the Conservatory may enroll in the general education courses offered at USC.

Participation Requirements

- To be enrolled full-time at the institution of origin
- Must have a general academic average of 3.00 or higher
- Fulfill the prerequisites of the courses to be taken
- Authorization from the institution of origin

COURSES AT THE CONSERVATORIO DE MÚSICA DE PUERTO RICO AVAILABLE FOR STUDENTS FROM THE USC

- Theory and solfège (subject to admission exam)
- Methods and Techniques for Teaching Music*
- History of Music*
- History of Puerto Rican and Caribbean Music*
- History of Jazz*
- Melodic Interpretation of Jazz (by audition)*
- History of Opera*
- Italian
- German
- Complementary Percussion
- Vocal Techniques
- Popular Music Bands (all by audition)
- Orchestra
- Stage Band
- Chorus

*Knowledge of theory and solfège is required.

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