



GENERAL CATALOG

1

2023 - 2025

MAIN CAMPUS: ROAD 156 K17.3 BARRIO HONDURAS BARRANQUITAS, PUERTO RICO 00794

BRANCH: GRAN CARIBE MALL CARR. #2 k.29.7 VEGA ALTA, PUERTO RICO 00962

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Reviewed February, 2023

“YOUR CONNECTION WITH THE FUTURE”

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MESSAGE FROM THE PRESIDENT

Welcome to D'Mart Institute, an institution with a unique mission: "lead you from school to work in less time". I invite you to use D'Mart Institute as a tool to achieve the radical changes you are looking for in life.

As President of D'Mart Institute, I know that education is vital to build better values within our society. I am committed to maintain academic quality and that the Institution is always at the forefront of new trends in the careers of the Technical, Health, Beauty and Commercial Areas. Beyond all this, I will continue to support the events; activities and programs that we offer you at D'Mart Institute to give you a quality and completely different educational experience.



Take advantage of the wide variety of programs and services we offer you at D'Mart Institute. The possibilities are diverse and within your reach. Our staff is ready to serve you and help you achieve your academic and personal goals. The faculty will give you knowledge, the administrative staff will be available to assist you and your classmates will inspire you. What will you do?

It is your responsibility to make sure you invest the necessary time and effort and thus take the initiative to allow us to accompany you as you move towards success.

The door to my office will always be open for you.


I wish you success on your educational journey and I hope to see you in one of our Campuses.

Dr. Juan Carlos Vargas Rivera

President & CEO

BOARD OF DIRECTORS

D'MART INSTITUTE INC. is a private educational institution incorporated under the laws of the Commonwealth of Puerto Rico and regulated by a board of directors under a president.

		Juan C. Vargas Rivera - President
		Valerie Rodríguez Maldonado - Board Secretary

The Board's president is responsible for the academic functionality. A group of Corporate Directors assist him in different positions such as: Executive Director, Campus Directors, and Academic Director, Comptroller (Fiscal Officer), Finance and Registration Director, Human Resources, Financial Aid Director, Student's Affairs Coordinator, Placement Office Coordinator and other supporting staff.

Administrative Officials

VALERIE RODRÍGUEZ MALDONADO	Executive Director
AMARILIS RIVERA GONZALEZ	Academic Director
ANMARIE LÓPEZ PEREZ	Human Resources
MIRNA V. BÁEZ HERNÁNDEZ	Comptroller (Fiscal Officer)
CARMEN LUZ BERRÍOS RIVERA	Barranquitas Main Campus Director
AMARILIS RIVERA GONZALEZ	Vega Alta Branch Director
JUANA I. RESTO RUÍZ	Finance and Registration Director
IVELISSE COLÓN LÓPEZ	Financial Aid Director
MARÍA I. LÓPEZ LOCORRIERE	Placement Office Coordinator
YOARA COLÓN MALDONADO	Student's Affairs Coordinator

PHILOSOPHY

“Provide the student with an education of excellence and quality that adequately prepares them to achieve mastery of concepts, skills and competition that enables him to be a self-realized citizen, capable to contribute on the wellbeing and development of his family group and the community, to be useful to society and to be able to compete satisfactorily in the market, being happy to derive satisfactory work for the enjoyment of full life.”

The philosophy of our Institution is focused on the needs of the student, and based in the development of the skills of a competitive and adequate curriculum. Through these are projected services of excellence and genuine aspirations of a maximum number of placements in the real world of work. In this way, the academic offers, vocational and technical are kept up to date, tempered educationally to achieve the development of professional competences.

MISSION

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“To train the student through vocational skills, techniques and social interaction in an integral way, in a manner that he could develop a personal skill, intellectual and professional that allows him to achieve success in the world of work and society where he lives. The institution uses methods of updated technology to provide a quality education. Our commitment is the continuous evaluation process and results utilization for institutional improvement.”

The mission is the interpretation of the philosophy in a practical and measurable manner that allows in a concise form present the aspirations of the Institution. It is divulged through different means of promotions and guidance offered to the whole school community. It's exposed in all the facilities of the institution for which both staff and the community have general access.

GOALS

- Provide to the students, teachers and administrative staff a social climate, moral and intellectual based on ethical values, civil and social that encourage the development of the student and will help him have a fulfilled life in the society to which he belongs.
- To give the student an opportunity to acquire knowledge and develop skills that will prepare, through a short career, for a productive employment in the industry and commerce.
- To enlarge the horizon of academic offering to student in tone with the demand that the modern changing world offers.
- Satisfy the offers and demands of the technical personnel duly qualified that in the industry, banking, commerce and community in general.
- Demonstrate the effectiveness of the established programs through excellent planning, evaluation, research, development, curriculum update and the professional training of the teaching staff.
- Provide educational experiences that allow the student to acquire values that will help them to know themselves better and involucrate in the world of work in an efficient manner.

OBJECTIVE

- Prepare the student in short programs of great social demand.
- Provide students with the necessary skills to succeed in the opportunities that will arise in the world of employment
- Provide an opportunity for the interested community in obtaining a vocational and technical preparation in short time, to update their knowledge or provide with new knowledge that will facilitate access to a new employment.
- Develop in the students an awareness of the social responsibility of the company for which he works with in the community in which they operate.
- Train the student to establish a business within the area of their educational preference.
- Achieve the highest level of excellence by joining efforts and encouraging the participation of all those involved in the educational process for the update of the offers.

HISTORICAL BACKGROUND

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D'Mart Institute, Inc., (D'Mart) is based on the philosophy, the goals and objectives that guide and responds to the industry's demands, commerce, banking and society in general.

The Institution was founded in the city of Cayey in 1985, by Mrs. Marta L. Rivera, designer and entrepreneur whose vision, faith and enthusiasm allowed establishing this educational concept that has served well to young and adults in the achievement of their goals.

The first programs that were offered were related with fashion design and sewing. Then, programs were incorporated such as cosmetology, barbering and florist.

Ten years later, D'Mart changes its operations to the Municipality of Barranquitas, where they acquire new and better facilities that offer better opportunities to students for their development. There they started offering the following programs: Secretary with Word Processing, Draftsman with Computerized Drawing, Electricity with Programmable Logic Controllers (PLC), Refrigeration Technician and Air-Conditioning and Commercial Florist.

In addition, the following beauty programs were offered: Barbering, Nail Technician with Design and Cosmetology.

In the year 2000, the Institution opens a satellite in road 159, Km. 1.5 in the Municipality of Corozal which later became a Campus. Two years later, in 2002, another satellite is established in the Municipality of Ponce which also became Campus. The same was located at Calle Mayor #46 Esq. Sol.

In the year 2006, we started to offer courses at the satellite center in Vega Alta that formed part of the Campus of Corozal and then passed to be a Campus in 2007.

In the year 2015, Corozal Campus consolidated its operation with the Vega Alta Campus. Since 2015, D'Mart Institute is an Institution of two (2) campuses, Barranquitas Main Campus and Vega Alta Campus.

The curricular changes happened during the physical expansion of the institution. In the year 2005, Health Programs began with Emergency Medical Technician /Paramedic and in 2009, with Pharmacy Technician and Practical Nurse. In the year 2019 the Geriatrics assistant Program is added in the academic offerings of the Institution.

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In this way, the Institution continues its development and incorporates innovations that are emerging in the field of human knowledge. Currently in the field of education, D'Mart Institute continues being a valuable tool for the Puerto Rican community in general.

D'Mart Institute is accredited by the "Accrediting Commission of Career Schools and Colleges" (ACCSC) since January 1991 and its authorized by the Council of Education of Puerto Rico and the Federal Department of Education of the United States of America. In addition, the Institution participates in the funds of the Vocational Rehabilitation Program, Family Department and fund from the WIOA Law (Consortium).

FACILITIES DESCRIPTION

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Main Campus - Barranquitas

D'Mart Institute Main Campus in Barranquitas is located on road 156 km 17.3 in Barrio Honduras Barranquitas, Fomento Building. This facility has eleven (11) classrooms, six (6) dedicated to the Beauty Program, one (1) for the Office Systems Administration Program, two (2) for the Health Programs and three (3) for the Technical Programs (Refrigeration, Electricity and Mechanics) in which students practice what they learn.

The Campus has Administrative Offices in which you can find: Registry, Student Aid, Admissions, Students Affairs Office, Placement, Treasury and de Campus Directors Office.

The installations include a Learning Resource Center (LRC) with computers and reference books related to the offered programs.

The Cosmetology classroom, Barbering, Nails Technician, Esthetic and Super Master, are ready for students to practice while they learn. They count with a common area of shampoo bowl. There are workstations and area to take the theoretical part of the program, while the Esthetic salon counts with stretchers for massages, facial and equipment for skin care. The Nails Technician classroom is equipped with work tables and lamps for the students to perform practice in a real-world scenario, in equal conditions of those they will find in their working environment.

The advantages that the Campus possesses are the wide parking lot, security and location.

Vega Alta Branch Campus

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D'Mart Institute Vega Alta Branch Campus enjoys of a centric localization. The Campus counts with a two level structure, located in Centro Comercial Gran Caribe Mall in the state road number 2 (PR 2), annexed to Caribbean Cinema.

These comfortable facilities count with classrooms and laboratories in the second level of the building of Caribbean Cinemas, in addition to other facilities in the underground area of the mall.

On the second level, there are eight (8) spacious classrooms: one (1) dedicated to Practical Nurse, one (1) for Geriatrics Assistant, these shares a laboratory. Also, one (1) classroom for Pharmacy Technician, with its respective laboratory. One (1) classroom for Medical Emergency Technician/Paramedic. In this level, we count with one (1) classroom for Esthetic and Make Up, one (1) for Office Systems Administration program and one (1) for basic classes.

The classroom dedicated to the Electricity Technician with PLC and Renewable Energy and its respective laboratory are also located in this building. We also find the Learning Resource Center, in which we find the Computer Laboratory, Conference area and Study area.

The Campus counts with wide facilities for the Administrative Offices, which we find in the Underground area in the Mall. These are: Registry, Student Aid, Admissions, Students Affairs, Placement, Treasury and the Campus Directors Office. We also count with a Reception, Warehouse, Photocopy Area and file vault.

There are bathrooms for ladies and gentlemen. A spacious are of shampoo bowl and eight (8) classrooms dedicated to the Beauty Program.

In these facilities we find: two (2) Cosmetology classrooms, two (2) Barbering and Styling classrooms, one (1) Nails Technician, one (1) Super Master, one (1) for theory classes and one (1) for multiple uses. In the underground area we find a classroom dedicated to the Refrigeration Technician and Air-Conditioning with PLC and Renewable Energy with its respective laboratories.

The advantage the campus poses is its wide parking lot, Food Court area with security and a privileged location. The installation includes four (4) bathrooms and four (4) warehouse areas distributed on the two levels and a snack center for students with a variety of vending machines with light snacks.

ADDRESSES, TELEPHONES AND FAXES

D'Mart Institute, Inc. Corporative Office

Physical Address
Boneville Terrace
A - 16 Ave. Degetau
Caguas, Puerto Rico 00725
Telephone: 787-263-0353 Fax: 787-263-1481

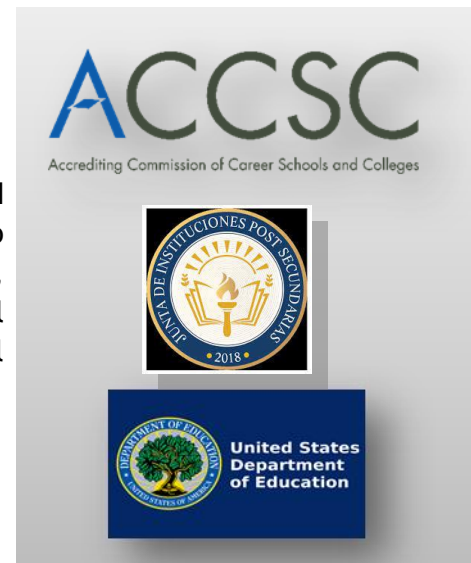
Postal Address
D'Mart Institute
P.O.Box 373517
Cayey, Puerto Rico 00736

Barranquitas Main Campus D'Mart Institute	Vega Alta Branch Campus D'Mart Institute
Urb. San Cristóbal #12 Calle B Barrio Honduras Carretera PR 156 k.m. 17.5 Barranquitas, P.R. 00794 Telephone: 787-857-6929 Fax: 787-857-6633	Physical Address Caribbean Cinema, Second Level Centro Gran Caribe, Underground Level Vega Alta, P.R. 00692 Postal Address 140. Carr. 678 Suite 98 Centro Gran Caribe Vega Alta, P.R. 00692 Telephone: 787-883-8180 Fax: 787-883-8183

Web Page: <https://www.dmartpr.com>

ACREDITATIONS AND LICENCES

D'Mart Institute poses an operating license correspondent of the Board of Post-Secondary Institutions before the Educational Council of Puerto Rico. We are Accredited by the “Accrediting Commission of Careers, Schools and Colleges” (ACCSC) and recognized by the Federal Department of Education, for which our students are eligible for Federal Student Aid Programs.



Affiliations

1. Association of Economic Assistance Administrators of Puerto Rico (PRASFAA)
2. Puerto Rico Private Education Association (AEPPR)
3. National Small Business United Association (NSBUA)
4. Professional Secretaries International (PSI)
5. Puerto Rican Association of Collegiate Registers and Admissions Officers (PRACRAO)



Approbation

1. Training Provider: Administration of Vocational Rehabilitation - Department of Labor and Human Resources
2. Training Provider: Workforce Innovation of Opportunity Act (WIOA)



SCHEDULE

Institution Schedule

PERIOD	SCHEDULE
Monday to Thursday	8:00 a.m. - 10:30 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	8:00 a.m. - 12:00 p.m.

Class schedule

* 6 hour periods - Daytime Days: Monday to Thursday 8:00 a.m. - 2:00 p.m.
* 6 hour periods - Night Days: Monday to Thursday 4:30 p.m. - 10:30 p.m.

Definition of credit hours

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As established by the Federal Department of Education (US), "credit hours" refers to the percentage of academic work represented by learning outcomes and verified by the results of tests administered to students, which is the established Institutional equivalence.

Fifty (50) minutes of direct instruction from the faculty and the established working hours of homework outside the classroom each week, the student receives the amount of instructional work established over the approximate thirteen (13) and / or sixteen (16) weeks.

In addition, there are other academic activities established by the Institution among which are: laboratory studies, internships and other academic work leading to the achievement of credit hours.

In addition, the Federal Department of Education has established that for credit instruction there must be a real interaction between the faculty and the student body.

ACADEMIC CALENDAR

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The academic year consists of semesters, which depend on the program of study selected. Each semester lasts approximately thirteen (13) to sixteen (16) weeks. The study sections of the Institution include the day session from 8:00 a.m. at 2:00 p.m. and night session at 4:30 p.m. til 10:30 p.m.

HOLIDAYS

With the intention of keeping the school community informed, below, we list the vacation days that correspond to an academic year from January to December of each year, provided by the Office of Training and Advice on Labor Affairs and Human Resources Management (OCALARH):

New Year
Three Kings
Matin Luther King
Presidents and Puertorricans Heroes
Abolition Day
Holy Week (Holy Thursday and Holy Friday)
Memorial Day
United Sates Independence Day
Academic Recess (Summer; last week of July)
Constitution of the Commonwealth of Puerto Rico (ELA)
Labor Day
Discovery of Puerto Rico
Veterans Day
Thanksgiving Day
Academic Recess (Christmas)

ADMISSION

General Admission Requirements

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D'Mart Institute, Inc. ensures that prospects requesting admission to the Institution have a genuine desire to succeed in the field of their choice. Race, ethnicity, age, physical impairments, creed, sex, nationality, gender are not considered at the time of requesting admission and extends all rights, privileges and programs to be admitted to all activities that the institution perform.

Admission Requirements

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- ✓ Prospects must be sixteen (16) years or older (except for Health Programs that must have turned seventeen (17) years old and be eighteen (18) at the beginning of the practice) to have completed high school or its equivalent (Law 188 of May 2, 1952, as amended by Law 217 of August 28, 2003).
- ✓ Copy of Diploma / Official Credit Transcript of high school or certification of the Department of Education signed and struck by the competent authority.
- ✓ Updated Certificate of Vaccines or its equivalent (PVAC-3) applicable to persons less than 21 years of age. (Green vaccine sheet).
- ✓ Admission fee of \$ 25.00.

Observations

- ✓ To take the Super Master Program, the prospectus must have completed the corresponding basic program (Cosmetology or Barbering) at an Institution authorized by the Puerto Rico Board of Education and he or she must be certified.
- ✓ All documents corresponding to the Admissions Offices must be submitted during the registration process.
- ✓ If a prospect who wishes to enroll in D'Mart Institute and presents evidence of schooling from a foreign country, must present evidence of their High School completion certified by the Department of Education of Puerto Rico.
- ✓ Once the student begins studies, the documents presented are considered as property of D'Mart Institute for a period of five (5) years after the date of the last program of study.

Additional Admission Requirements for Health Programs

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Those interested in entering the Health Programs (Practical Nursing, Pharmacy Technician and Emergency Medical Technician / Paramedic) are required to have knowledge and skills that will help them obtain maximum benefit from the program. The specific requirements applicable to these programs are set out below:

- ✓ Have completed the 4th year of high school with a general average (GPA) of 2.30 (Pharmacy Technician), 2.00 (Practical Nursing) or more on a scale of 4.00.
- ✓ Go through an admission interview to know if you meet all the requirements established by the institution. During the same, the real interest of the prospect will be observed in the program selected.
- ✓ Be willing to carry out the external practice in the selected place in or outside your municipality of residence.
- ✓ To be seventeen (17) years old and eighteen (18) at the beginning of the practice.
- ✓ Pharmacy Technicians must have passed the High School Chemistry class to take the Revalidation. (**Pharmacy Examining Board Requirement**).
- ✓ The Emergency Medical Technician / Paramedic and Geriatrics Assistant Program do not require a high school average for admission.

Once the prospectus has completed all the general and specific requirements, the same will be recommended for admission to the selected program and complete the admission.

Convalidations of courses taken in other Educational Institutions

D'Mart Institute, convalidates those courses taken in other Institutions as long as they are equivalent in credit, duration and content to the courses offered by our Institution and must have completed the course with a 70% "C" or more average. The prospectus must request from the Institution of origin an official credit transcript of the classes to be convalidate. This official transcript must be sent from Institution to Institution. A Student Copy may be used for the evaluation. However, the final and official validation will be subject to the receipt of the official transcript.

Convalidated classes will not be taken into consideration to determine the student's overall average and will be reflected in the academic record as convalidated. For the calculation of the general average (GPA), only those classes of the academic program that have not been convalidated will be taken into consideration. A prorated reduction in program cost will be made.

Applicants for academic programs at D'Mart Institute can validate up to 25% of the total credits of a program by transfer from another Institution.

ADMISSION PROCEDURE

Every candidate to study at D'Mart Institute must visit our offices and meet with the admissions staff for guidance. Through this interview it will be determined if the candidate qualifies to take the desired program and if he has genuine interest. If the student qualifies for admission, the admission application will be completed with the necessary documentation. The student will pay \$ 25.00 admission fee.

ORIENTATION

Before the beginning of each enrollment, students go through an orientation period on general policies and how you can get our catalog through our website www.dmartpr.com; it includes the following manuals: Drug and Alcohol Abuse, Student Academic Progress, Academic Calendar, among others. This orientation includes talks with the Admissions, Treasury, Registry, Student Aid, Student Affairs and Placement staff. It is oriented to the prospect that you can request a physical copy of the Catalog from the Institution if the student doesn't have access the web.

REASONS WHY THE INSTITUTION CAN REFUSE AN ADMISSION

D'Mart Institute is an Institution that offers opportunities to all those interested in studying with us if they meet all the requirements and criteria that the Institution has established. Failure to comply with this, the Institution may deny admission for the following reasons:

1. If the prospect has not completed the application for admission in full.
2. If the prospect does not meet the admission requirements established by the Institution.
3. If the applicant's educational objectives are not compatible with the academic offer of the institution.
4. If the prospect does not show that he has the skills and / or abilities to benefit from the course in which he is interested.
5. If any officer of the Admissions Department understands that there may be some degree of difficulty for the prospect to enter any of our academic programs; This will be referred to the Student Affairs Officer or the Campus Director so that the candidate can be interviewed and issue his recommendation.
6. If you are a prospect, you are not a graduate or do not have the equivalent of a high school diploma.

INSTITUTIONAL POLICIES AND RULES

DOMESTIC VIOLENCE - Violence Against Women Reauthorization Act of 2013 (VAWA)

D'Mart Institute in compliance with the regulations, has developed this program with the purpose of implementing the corresponding provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and describe the policies and procedures developed with respect to domestic violence, dating violence and stalking or persecution.

D'Mart Institute is committed in maintaining the university community that participates in it, can work and study, in an environment free of domestic violence, sexual assault and / or stalking, and in which safety, dignity and autonomy of all people. Thus, D'Mart Institute indicates that any conduct or practice between persons of opposite sexes or of the same sex between students, faculty members or staff administrative and undertakes to take adequate action to prevent, correct and discipline any behavior in violation of this policy.

In accordance with the foregoing, information on these programs has been developed and disseminated to the entire student community, prospective students and all our employees, through our website. www.dmartpr.com.

SEXUAL HARASSMENT POLICY

It is established that sexual harassment in employment and education is an illegal practice and discrimination; it affects the quality of life in employment and goes against the best Institutional interests. According to Law # 17 of April 22, 1988, the Institution does not allow sexual harassment regardless of the position of people who may be involved. Under no circumstances it's not allowed for any person to incur directly or indirectly conducts that configures a work, administrative and academic environment in which sexual harassment and discrimination practices are present in any of its modalities.

NON-DISCRIMINATION POLICY

The Institution does not discriminate on the basis of age, race, color, religion, sex, marriage, social or national origin, political affiliation or for being a victim or for being perceived as a victim of domestic violence, sexual assault and / or stalking in sponsored activities and / or held at the Institution (Law # 250 of September 15, 2012) or any other classification protected by the provisions of Title IX of the Amendments to the Education Law, Section 504 of Rehabilitation of 1953, Americans with Disabilities Act (ADA Act) of 1990 and / or any applicable state and / or federal law or regulation.

Family Educational Rights and Privacy Act FERPA (1974 as amended)

FERPA by its acronym refers to the Family Educational Rights and Privacy Act, also known as the Buckley Law. This law was passed by the United States Congress in 1974.

It applies to any higher education Institution that provides educational services and receives funds under any program administered by the United States Secretary of Education. This Law grants the student certain rights with respect to his academic record.

Students' rights:

1. Right to review and inspect the information that the Institution maintains in its academic record. The student shall have the right to examine his academic record within a limit of forty-five (45) days from the date on which the University receives a written request. The request should be addressed to the Registrar's Office and specify the part (s) of the file you wish to examine.
2. Right to amend or correct information in the file if it is incorrect. This amendment or correction shall be filed in writing and must specify the aspects that the student understands must be changed including the reasons. If said amendments or corrections do not proceed, the student will be notified in writing with the right to a formal hearing.
3. Right to limit, consent or authorize the disclosure of personally identifiable information in your file. This right limits that information that the Law authorizes to offer without the student's consent to the officers of the Institution who have a legitimate educational interest in order to fulfill their professional responsibility. The Institution may offer information on the student's file without their consent to other educational Institutions in which the student is interested in enrolling.
4. Right to claim or submit a complaint to the FERPA Offices for breach of the Institution of this Law. This should be addressed to:

Family Policy Compliance Office

**U.S. Department of Education
400 Maryland Avenue, SW**

DRUG AND ALCOHOL USE AND ABUSE POLICY

At D'Mart Institute we are committed to the quality of life of the student and staff. Aware of the problem that the use and abuse of drugs and alcohol represents for the student population, we have developed a policy for the establishment of a student community free of use, abuse, distribution, possession of controlled substances or alcohol. Please refer to the Manual on the Drug and Alcohol Use and Abuse Policy.

BULLYING OR SCHOOL HARASSMENT POLICY

Since 2009, our Institution is emphatic in the non-tolerance of cases in which school harassment is reported, better known as bullying. If a complaint of harassment is filed, the likelihood of harassment will be investigated and verified, the harassing student may be severely punished, including his summary expulsion.

School harassment or bullying is defined as an aggressive and offensive conduct of one person or more against another and others and that could be repetitive.

The next person will be in charge of matters related to bullying situations on campus.

Positon: Students Affairs Officer
Department: Students Affairs Office
Phone Number Contact: Barranquitas Main Campus (787) 857-6929
Vega Alta Campus (787) 883-8180

Once the complaint is filed for harassment in the corresponding form, the administration of the Institution will open an investigation.

The first step to follow will be to notify the student or the accused students about bullying. They will be instructed so, from that moment they refrain from maintaining any type of communication or contact with him or the student subject to harassment. Depending on the circumstances of each case, the Institution may withdraw the student (s) from the premises of the Institution.

Each case will be evaluated on its own merits. Among the factors to consider are the following: the intensity of the harassment, means used by the stalker towards the harassed, where the harassment takes place, which consists of harassment, among others. The investigation will include interviews with students, teachers, and any member of the school community, or anyone who may have knowledge of the facts that are being investigated. The Institution will attempt to resolve the complaint promptly.

If the harassment is confirmed, the indicated student may receive one or more of the following penalties:

- Reprimand and / or
- Suspension and / or
- Imposition of proof of conduct for the term that the administration deems prudent, and / or
- Summary expulsion

This policy may be amended at any time.

NO PART WILL HAVE THE RIGHT TO BE ASSISTED BY LAWYERS.

Without one of the parties not agreeing with the sanction imposed may appeal to the Campus Director, who will evaluate the case on their merits.

POLICY OF USE OF THE SOCIAL SECURITY NUMBER (SSN)

In accordance with Puerto Rico Law Number 186 of September 1, 2006, the Institution will not show or display any social security number (SSN) for the purpose of identifying any student in any place nor will it be included in any means visible to the general public.

This provision shall not apply with respect to the use of the SSN in cases in which it is required or authorized by the student, his parents or by any federal law and / or regulation. For internal purposes of identity verification, of identity validation, for employment, for financial assistance, all subject to the Institution's confidentiality guarantees.

COPYRIGHT POLICY

The Federal Copyright Law protects the rights of authors of all types of work produced by any form of expression such as: literary, musical, dramatic, graphic, film, architectural and computer programs or other electronic media.

In Puerto Rico this material is also protected by the Intellectual Property Law (31 LPRA 1401 et. Ser.) Federal Law occupies the field when it comes to copyright materials.

D'Mart Institute reaffirms itself in the faithful compliance of all and in each of the legal provisions applicable to this material, both federal and state and undertakes to make all necessary and pertinent steps to promote students and employees comply with these laws.

Crime Prevention and Security in each Campus

The Institution follows the norms established by public law 101-542 of November 8, 1990. This law requires that the Institution collect statistics, publish them among employees and the student community, including all information on the crimes that occurred in each campus and its immediate areas such as: murder, rapes, escalations, robberies, thefts of vehicles, violations of the laws of use and abuse of drugs and alcohol, possession of weapons, among others.

The Institution is obliged to notify the Federal Department of Education about the criminal incidence that occurred on the premises and in the Institution. This notification must be submitted annually. The carrying and use of firearms, white weapons, alcoholic beverages, and illegal drugs is strictly prohibited; in addition to the use and carrying of explosives or any other incendiary object prohibited by law.

Violations of these laws will be incurred in charges by the authorities and may imply penalties by the Institution and other entities.

Campus Security Act

INSTITUTIONAL STANDARD ON TREATMENT OF STUDENTS WITH ASTHMA

D'Mart Institute tempers Law No. 56 of February 1, 2006, which recognizes the right of students suffering from asthma or any related condition that medications may be administered on their own at the Institution, with prior consent of parents, guardian or guardians. Asthma is defined as a chronic condition that requires lifelong treatment. In addition, it is noted that over twenty million people in the United States suffer from this condition. This situation entails thousands of visits to doctors and hospitals, absences in schools and economic losses due to absences at work.

In the case of students, the situation is more serious because in many cases these have to be absent from educational Institutions because they are not allowed to administer medications on their own.

This causes the student having to stay at home under the supervision of an adult who is unable to perform their daily work, which represents an economic loss for the person and for the company in which he works. In the case of the student this in many cases represents a delay in their student work and even the possible loss of the school semester.

In order to encourage students to be able to administer medications for the treatment of asthma on their own was approved the “Public Law 108-377-OCT-30, 2004”, known as “Asthmatic School Childrens Treatment and Health Management Act of 2004”.

So far about thirty states have passed legislation aimed at addressing the problem of asthmatic students who are not allowed to administer medications for the treatment of the condition on their own.

Procedure:

1. Every student of D’Mart Institute shall have the right to administer medications for the treatment of his asthmatic condition on his own with the prior consent of his father, mother, legal tutor or guardian.
2. The regulations necessary to comply with this Law are adopted and that in doing so take into consideration the safety and health of asthmatic students.
 - a. Require a certification that the student with asthma received adequate training from a qualified health professional about the correct and responsible use of the medication that includes: type of medication, routes and procedures to follow for self-administration, doses to be administered, timing and frequency.
 - b. On self administration, driving instructions and safe ways to store the medication.
 - c. Require that the student's parent or legal guardian has authorized in writing that the student possess and uses the medication while on the premises or in an activity sponsored by it.
 - d. Require that all students with asthma have a written asthma management action plan prepared by their primary physician and for the use of the necessary medication during class time.
3. In order for a student to self-administer the medications for the treatment of his asthma condition, it will be required to present a medical certification

confirming that he suffers from the condition, the medication he uses and that he has been properly trained to administer the medication on its own.

4. No school or person may interfere with the right of students to use in the educational Institutions the necessary medications for the treatment of their asthmatic condition. Any person acting in accordance with the provisions of that Law shall not incur civil liability in the event of any complication arising from the use of the medication.

STUDENT ACTIVITIES

Student activities are all those that tend to the full development of the person at the intellectual, moral, social, spiritual and physical level to everything with the educational philosophy of D'Mart Institute.

All student activity will be subject to the written approval of the Campus Director and Academic Director. To request the approval of the student activity, a request must be submitted to the Campus Director fifteen (15) days before the activity. Activities that violate the norms and undermine the order that governs academic life or that hinder teaching tasks and the orderly functioning of Institutional life, including political, religious or ideological ones, will not be allowed.

The distribution of loose sheets, circulars, newspapers or any other publication within the school will require the corresponding prior written authorization to the Campus Director.

The student community in general is responsible for compliance with these standards; as well as the behavior observed in the activities and the order and security that must prevail in it.

The Institution is not responsible for unofficial student activities. The areas designated to announce student activities are the edicts boards distributed for such purposes within the school.

DISCIPLINE RULES

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In order to promote the educational mission of the Institution, its objectives and to guarantee the institutional order, the following rules that will govern the real aspects to be followed in cases disciplinary action is required it will be held by the Campus Directors and the Student Affairs Officer of D'Mart Institute.

Article I

Students must know, obey and respect in all its parts the mandates, rules, regulations, and procedures of the Campus, as well as the Student Regulations and the verbal instructions transmitted to them by officials of the Institution.

Article II

Any act of disobedience and indiscipline committed by students inside the Campus or outside in its activities will be sanctioned.

Organizations to promote personal interests will not be allowed.

Indiscipline will be understood as the action, the attack or the conspiracy to stop doing what is ordered by a competent institutional authority or to stop complying with the rules established by the Institution. Such acts will be considered serious or minor, depending on the nature of the events and the circumstances in which they occur.

Article III

A slight offense is that committed by a student and the judgment of a professor, officer or employee of the Institution that partially affects the institutional order.

This type of offense may be sanctioned by the faculty member, officer or employee before whom the offense was committed with a reprimand or corrective action.

Serious offense is that committed by a student that adversely affects the institutional order and requires a penalty greater than a reprimand or corrective measures.

Conspiracy or carrying out, among others, the following will be considered as serious offenses:

1. Physical assault on an employee, classmate, officer and / or faculty member.
2. Damage, destruction or unauthorized use of the property of D'Mart Institute, employee, student or visitor.
3. Disobedience of an order or rule expressed by an employee, officer or faculty member to a student.
4. Disrespect for expression, action or omission in the presence of the offended member of the faculty, officer or employee of the Institution.
5. Use of alcoholic beverages, controlled substances or other activities harmful to the faculty, officer or member of the Institution.
6. Propaganda of a political partisan nature.

7. Disruption of teaching or study, personal, social, cultural or other activities.
8. Fraud in partial or final academic tests.
9. Subvert the institutional order in any way.
10. Disobedience of the rules established by the Institution.
11. Any act classified by law as a crime.

Article IV

The Campus Director may initiate a prior and subsequent investigation and initiate a disciplinary process by oral report from a faculty member, officer, employee or student of D'Mart Institute on any act committed considered as a serious cause by the Director.

Article V

The disciplinary process will begin with oral and / or written notification by the Student Affairs Officer before the Campus Director in the presence of or simultaneously with the sending of a formal complaint. Such notification will include:

- The act he committed.
- The clause or clauses of the rules of the Institution that violates said act.
- The nature of the evidence existing at that time about the commission of act said.

The Campus Director may provisionally suspend the right to attend classes and other rights of any student against whom a formal complaint is filed. However, the provisional suspension shall not exceed five (5) school days, with the prior authorization of the President.

The Director may definitively expel the student after the investigation if it is proven that the offense committed violates everything stipulated in the rules and regulations of the institution.

Article VI

The Campus Director will hold a record hearing when filing a formal complaint in the presence of the student or affected students, to which said student may appear with a Student Affairs Officer. At the beginning of said hearing, the Director must offer all the evidence that he has obtained from the commission of the alleged offense, including the present oral, written or mechanical and witness test action and explain his position before the complaint.

The hearing in each case may not last more than four (4) days of the class and in that case the Campus Director must deliberate at the end of the hearing based on the test that has been submitted at this time.

Article VII

The Campus Director will deliberate alone upon hearing the evidence presented. After hearing and analyzing the investigation reports of the Student Affairs Officer and the student, he will proceed to issue the ruling. In case there is not enough evidence that the offense was committed, it will be declared no place. The file will be filed, and any provisional suspension adopted will be nullified immediately.

Article VIII

After the investigation and student reports have been heard and analyzed, the Campus Director will ratify the factual lack of qualification by the Student Affairs Officer and professor when he finds sufficient evidence of that a foul was committed by the student or students who are charged. In case of issuing a judgment that there was a serious fault, it will issue a resolution with a brief relation of the approved facts and will order the applicable sanction.

The penalties for a serious offense may be;

1. Verbal repression and warning to the student if there are approved mitigating circumstances.
2. Suspension of all or some of the student's rights for a fixed term within the current period, session or days.
3. Suspension of assistance to all or some classes for a term until an appropriate excuse is provided to the injured persons or institutions, if such an excuse is considered sufficient.
4. Suspension for the current academic year or term.
5. Suspension for a period or term.
6. Recommendation to the Institution to be refused readmission.
7. Expulsion from the Institution, an entry will be made in your academic record.
8. More than one of the serious sanctions listed here.
9. The recidivism of proven facts that entails the suspension sanction by period, or by the academic year, will constitute a foundation for permanent expulsion.

STUDENT RULES

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This regulation is intended to indicate the rights and duties of students as members of the student community provide the rules that allow for better daily living and better interpersonal relationships between students, faculty and administration.

Knowing and complying with the content of this regulation is the responsibility of each student of D'Mart Institute.

ARTICLE I - STUDENT

Section I

Any person who has met the established admission requirements and enrolled under his signature in one or more courses will be considered a student of D'Mart Institute, after he has paid the required costs in each period, course or section separately. Each student must comply with each and every one of the provisions of the Regulations.

Any activity that interferes with this right will be corrected to protect the normal course of the educational work of D'Mart Institute. To achieve the mentioned purposes, the student may use the resources available to achieve an idea exchange and positive participation in student affairs.

ARTICLE II - STUDENT RIGHTS

Section 1

“Education is the fundamental right of the student”

Students have the right to be evaluated fairly and objectively. All students will be evaluated for academic events. Frequently absent students will be referred to the Student Affairs Office for follow-up.

Section 2

The student has the right and duty to actively participate in the development of the subject, teaching experiences and various educational activities related to them, to consult their teachers, respectfully express their doubts and differences in criteria, be informed of their academic progress, achievements, deficiencies and limitations in their student life.

Section 3

The student has the right to be well oriented about their classes. You should receive from your teachers, at the beginning of each course, appropriate guidance, in oral or written form. This will include explanation of the purposes and objectives of the course, topics of study, reading and other didactic means, evaluation methods and other corresponding aspects.

Section 4

The student is entitled to the confidentiality of his academic and disciplinary record. The academic and disciplinary records will be confidential and may only be available to persons outside the Institution, provided that the student's consent is in writing or as prescribed by the Federal Law FERPA.

Section 5

Every student will have the right to receive in writing, in each subject, a grade that evaluates the work they did.

Section 6

All students will have the right to obtain certifications related to their student capacity, as well as their conduct in their school life, from the administrative offices of the Campus.

Section 7

The student has the right to receive a hard copy of their class program. The student will be given a Class Program that authorizes him to take classes. The student may not be in the classroom without their Class Program.

ARTICLE III - DUTIES OF THE STUDENT

Section 1

The student must be comprehensive, considerate and respectful towards faculty members, classmates and the administration of the Institution, since such conduct will demand reciprocity of positive human relationships.

Section 2

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The student must wait for the professor in the classroom for a minimum of thirty (30) minutes. The Campus Director will make the official notification of the action to be taken.

Section 3

The student will be responsible for the academic and technical material explained and assigned in his absence.

Section 4

The student will wear appropriate attire. It will be considered inappropriate clothing: open, low-cut or transparent blouses, shorts, wearing hats, short skirts, etc.

Section 5

The use of profanity in classrooms and premises of the Institution will be prohibited.

Section 6

Payments must be made as agreed with the Treasury Office according to the contract signed by the student and / or parents / legal guardians to those under eighteen (18) years.

In order to receive the diploma you must receive the approval of all the departments in the form "Authorization for Diploma Delivery". If a student does not have the account up to date, no official document will be given, understand: notes, credit transcripts, TANF payrolls, diploma, study / graduation certifications, etc.

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STUDENT SERVICES**STUDENTS AFFAIRS OFFICE**

The services of the Student Affairs Office are aimed at carrying out various activities that help develop the skills of the students and facilitate communication between them and the staff of the Institution of the different areas. Individual or group help is offered according to needs.

The student is oriented so that he / she comply with his educational process so that he achieves an academic achievement of excellence. Refer to the document "Procedures Manual of the Department of Student Affairs". Maintain direct communication with the faculty in order to monitor and support the daily attendance of the students.

PLACEMENTS OFFICE

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The Placement Office offers a variety of services aimed at educating and providing the necessary tools to graduating candidates and graduates regarding the search and employment opportunities, summary preparation, interview preparation and participation of coordinated educational talks in the classroom.

- Orientation around the documentation, skills, attitudes and professional image required for the job search.
- We establish communication with the employer to coordinate efforts in hiring staff and referrals for jobs.
- We guide our students on the requirements and procedures for revalidation for academic programs that require it.
- Notice and notifications of corresponding dates.

Any student wishing to receive the services of the Placement Office must complete their profile on it. The Placement Office does NOT guarantee the obtaining of a job for students, but it does help them in their job search.

REGISTRY OFFICE

This office is responsible for safeguarding the academic records of each student, and the academic records of the teachers. Watch over academic events, certify the academic progress and status (active, drop, canceled, graduated, among others) of each student. In addition, he coordinates the enrollment process with the Campus Director.

The student can request the following documents in the Registry Office:

1. Student diploma
2. Academic transcription
3. Graduation Certifications
4. Readmissions
5. Certification of studies
6. Class Programming
7. Changes of classes, programs and enclosures
8. Reports of satisfactory academic progress
9. Custodian of all student records

The request for these services must be filed with the Treasury Office two (2) days in advance (See General Catalog, table identified “Costs for these Services” Page 58).

LEARNING RESOURCE CENTER (CRA)

Our Institution provides support services in the learning process through the Learning Resource Center (CRA). The CRA includes Reserve, Reference and Circulation area. It complements the cognitive development of the student through Magazines, Newspapers, Audiovisual Material and other media such as computers, multifunction printers and the Internet. CRA services are aimed at teachers, students and the community in general.

Refer to the document "Policies, Procedures and Services Manual of the Learning Resource Center".

TREASURY OFFICE

This office is in charge of preparing the enrollment agreement and ensuring that the student establishes a payment plan and complies on time with their financial obligations with the Institution. It provides the opportunity to establish payment plans, adequately guides those students with payment problems and seeks viable solutions so that the student is not affected in their economic commitments and their academic work. It certifies if the student is up to date with his economic commitments. Provide certifications of debts or no debts. Submission of authorization slips to take the final exam for each unit. When necessary, refer late payments to a collection agency.

FINANCIAL AID OFFICE

The Financial Aid Office has the primary purpose of guiding its students in relation to the financial assistance available in our Institution, as well as providing them with the opportunity to request the financial assistance available with the established rules, processes and essential requirements. Financial aid applies only when the student qualifies. The Institution does not guarantee applicants eligibility. The evaluation of each case is considered individually and confidentially. Financial aid is based on the need that the applicant demonstrates. Any student interested in studying at the Institution has the privilege of requesting available aid. The guidance provided to the candidate or student provides valuable information related to financial assistance programs.

We have programs such as:

1. Vocational Rehabilitation

2. Supplemental Educational Aid of the Puerto Rico Board of Education (CEPR)
3. Federal Pell Grant
4. Federal Supplemental Educational Opportunity Grant (FSEOG)
5. Federal Work and Study (FWS)

To request financial assistance, it will be necessary to submit evidence of income received during the last two tax years prior to the current academic year.

This income includes:

1. Unemployment Compensation
2. Social Security
3. Withdrawal Income
4. Veterans Benefits
5. Pensions
6. Income for work done (not filing payroll)
7. Income Tax Return
8. Any other help or income received

APPEAL PROCEDURE FOR LOSS OF ELIGIBILITY

The following appeal procedure applies when a student loses financial aid eligibility:

- The student will request in writing to the Student Affairs Officer along with the Registry Officer and Academic Director.
- The supervisor will grant a view of the case in a week to review the student's academic record and any other relevant documents.
- If necessary, the supervisor will interview the student's professor and the Registry Officer and the Academic Director.
- Once the relevant information to the case is completed, it will be submitted to the appeal committee to determine if it has made a mistake in the procedure and will give a suggestion that considers the merits of the case.
- Such action, backed by a written report based on the review, will be sent to the Registry Officer and the Economic Assistance Officer for any reconsideration of the suspension or limitation for the financial aid procedure.
- A copy of the case will remain in the archives of the Institution. If the appeal is submitted, financial assistance will be evaluated within ten days of this action.

GAINFUL EMPLOYMENT

Following the regulations that are required by the United States Department of Education, D'Mart Institute discloses what is related to the "Gainful Employment Policy".

This information includes graduation rates and employability, median student loan debt that have completed their curriculum (if applicable). It is included annually for each academic program the institution has. For more information visit the website

www.dmartpr.com.

COMPLAINTS

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The students of D'Mart Institute, Inc. have the right to complaint if in their opinion they understand their rights have been violated or limited. All administrative or educational complaints must be registered with the Student Affair Office for processing by the corresponding office. If the same cannot be resolved, it will be referred the School Director.

Director will have to present to a committee made up of a student representation, a faculty member and student affair officer. The decision of the committee could be reconsidered, if necessary, by the President and at the request of the complained student. The decision of the President will be definitive.

COMPLAINT PROCEDURE

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The students, who may have a complaint about the educational or administrative services with the professors and/or employees of the institution, will be able to submit a complaint in writing to the director or student affair officer. In this complaint, the student should indicate all the information related to the problem, including when and where the situation may have happened, if it applies.

The director should meet all the parties involved and give an answer in writing to the person and within (15) working days from the date of the complaint. If the person is not satisfied with the complaint's decision, they will be able to appeal to the executive director in writing within the next (15) working days from the letter of the institution's director. The Executive Director will evaluate the situation with all the parties and will answer the person complaining in writing within the (15) working days after submitting the appeal. If the person complaining understands that, his complaint has not been resolve he could write to the School President.

PROCESS OF COMPLAINTS / CONFLICT SOLUTION-D'Mart Institute is Accredited by ACCSC

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:



Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org
complaints@accsc.org

A copy of the ACCSC Complaint Form is available with the school director or may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.asp>.

APPEALS

All students have the right to appeal any decision or to complain about any situation that they understand has violated their rights. The student will put in writing any problem or complaint in the form provided by the management. They will follow the steps outlined in that document. All complaint or problem will be responded to within 5 school days after the date of appeal. The institution will then have 10 school days to respond and communicate it to the student. If necessary, the complainant will be interviewed by a committee and attempt to resolve the problem. If after the interview committee cannot fail to reach a decision, the Head of School will make a final decision. If not resolved, it will go to the president of the school and this decision will be final.

ACADEMIC INFORMATION

Academic year

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The academic year consists of semesters, which depend on the program of study selected. Each semester lasts approximately thirteen (13 to 16) weeks. The study sections of the institution include the day session from 8:00 a.m. to 2:00 p.m. and night session from 4:30 p.m. to 10:30 p.m.

Credit Hours

As established by the Federal Department of Education (US), "credit hours" refers to the percentage of academic work represented by learning outcomes and verified by the results of tests administered to students, which is the established institutional equivalence.

Fifty (50) minutes of direct instruction from the faculty and the established working hours of homework outside the classroom each week, the student receives the amount of instructional work established over the approximate thirteen (13) and / or Sixteen (16) weeks.

In addition, there will be other academic activities established by the Institution among them: laboratory studies, internships and other academic work leading to the achievement of credit hours.

In addition, the Federal Department of Education has established that for credit instruction there must be a real interaction between the faculty and the student body.

Academic load

Classification of Students by Academic Load for the Federal Department of Education

Full time	$\frac{3}{4}$ time student	$\frac{1}{2}$ time student	Less than $\frac{1}{2}$ time student
Student with twelve (12) credits or more	Students with nine (9) to eleven (11) credits	Students with six (6) to eight (8) credits	Students with five (5) or less credits

Group Size 7

The number of students for each group will be determined by the educational policy and the characteristics of each program. Lecture classes are normally limited to ten to thirty (10-30) students depending on the facilities and the program.

ATTENDANCE POLICY15

The school's policy set forth by D'Mart Institute requires students to maintain daily attendance. The students are responsible for any material taught or assigned by the faculty when not attending the school. The faculty is responsible for the data entry of students' attendance in the electronic Diamond D database.

Attendance Follow up

When a student does not attend for three (3) consecutive days without a justified cause, the faculty will contact the Student Affairs Office. This office will work with the student and assist with any needs that they may have. An alternative to be considered by the student and the Student Affairs Office is to determine if the absences are caused by special circumstances that goes beyond the student's control such as, but not limited to the following: high risk pregnancy, family sickness, accident, and incarceration. Under these circumstances the student may request a Leave of Absence (LOA). The determination if the Leave of Absence will be granted shall occur on or before the 14th consecutive calendar day (excludes school breaks). If the request for a Leave of Absence is not authorized by the school, the student will be processed as an administrative withdrawal and notified of the school's decision in writing or by email. Those students who are not attending school without a justified cause during a fourteen (14) consecutive calendar days (excludes school breaks) will be referred for administrative withdrawal to the Registrar Office and the student will receive a grade of "W".

Justified Absences

The school considers as justified absences, but not limited to the followings:

- Sickness
- Unexpected accident
- Court citations and/or appointments in government offices/agencies
- Death of a family member
- Severe sickness of their children or family.
- Any other event that goes beyond the student's control

Any student, who miss classes, must submit evidence for justified absence to the Student Affairs Office.

Consecutive Absences

Those students who are not attending school without a justified cause during fourteen (14) consecutive calendar days (excludes school breaks) will be referred for administrative withdrawal to the Registrar Office.

Consequences of Not-complying with Attendance

Students who do not comply with the attendance policy will encounter the following consequences:

1. The satisfactory academic progress will be affected.
2. The student will be processed as an administrative withdrawal.

When a student does not attend school during fourteen (14) consecutive calendar days (excludes school breaks) will be referred for administrative withdrawal to the Registrar Office and the student will receive a grade of "W".

Leave of Absence (Academic Leave of Absence)

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Definition and Conditions

The Extended Absence License (satisfactory) is a permit granted by the Institution to active (enrolled) students to temporarily interrupt studies in the selected program. The license will have a specific duration that does not exceed 180 calendar days in a 12 month period.

This license may be authorized under the following conditions:

1. Illness or operation of the student
2. Death of a relative (mother, father, brother, sister, grandfather or grandmother, sons or daughters)
3. Maternity
4. Military training
5. Participation as a jury
6. Pending authorization of the Pharmacy Board to initiate external practice (only applies to students of the Pharmacy Technician program pending documentation from the Pharmacy Board)
7. Others - Both the Campus Director, Academic Director and Registrar may assess any situation that is presented by the student, and it is deemed worthy to grant the LOA.

Process

1. Complete the Extended Leave License Application at the Registry Office.
2. State in writing the reasons why you should be absent and present any requested evidence that evidences the cause for the request.
3. The student will receive guidance from the Financial Assistance officer.
4. Specify the date on which you will return to the Institution and commit to comply with it.
5. The student will be notified when the license for compliance with the decision is approved or denied.

Stipulations

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1. This license will cause an extension on the termination date of the study program equivalent to the same number of days of the license.
2. This license does not entail costs for the student, but it does need to focus on the effects or consequences of Title IV financial aid.
3. If the license is denied and the student does not continue with their curriculum in the term, the student is considered to have left the Institution. For this purpose, the official withdrawal rules will be applied taking into account the last date you attended without considering the LOA application date.
4. Students enrolled in the Pharmacy Technician program, who have completed all the courses of the program, will begin external practice and who have submitted all documents to the Pharmacy Board that do not return on a given date, will be discharged from the date the student applied for the license.
5. If the student does not show up on the day designated to continue his studies or expressly during his period of LOA not returning to the Institution, an administrative withdrawal will be made on or before the day designated to continue his studies.
6. Once the student joins the scheduled classes or activities, he can continue to enjoy all the benefits.

Note:

The Extended Leave of Absence (LOA) is an official tool for educational institutions and it responds to USDOE Federal Regulations. The good use, approval and documentation of the same make us compliant with the Federal Law. Understand why we can give LOA to our students by observing the maximum 180 days we have to grant it within one year.

CANCELLATION OF COURSES AND OTHER CHANGES

The Institution reserves all rights to cancel courses, consolidate sections, and make changes to classrooms or class facilities. Change schedules, modify start, end or break dates, assign teachers, make changes to costs, institutional rules and policies. Make changes to the academic calendar according to the circumstances or institutional needs.

REFUND POLICY

- Procedure used to determine the amount to reimburse for voluntary and administrative withdrawal as follows:
 - The last day of attendance (LDA) divided by the number of days in the payment period, will result in the percentage (%) for the refund. If the number of days attended is equal or less than 60%, the school will refund the percentage to the source of origin. If the number of days attended is more than 60%, no monies will be refunded. The R2T4 will be used for all voluntary or administrative withdrawal. The student will have until the end date of the term established by the Institution in the academic calendars, for a voluntary withdrawal. Calculation prorata will be used for all students who withdraw not having completed 100% of the term and who did not return to the next term.
- If the student does not attend for fourteen (14) calendar days, excluding school's breaks, the determination date will be no later than day fourteen (14).
- Students for whom R2T4 calculation has been performed will undergo a review award to readjust any Title IV from the original reimbursement. The Financial Aid Office will proceed to return any Title IV (if applied) funds not later than forty-five (45) calendar days from the determination date. In the student's ledger, an entry will be registered for income not received for the amount of non-attempted credits.
- After the refund calculation, if the refund is payable to the student, the return of funds to the student will be no later than fourteen (14) calendar days after the determination date.
- The refunds for the different financial aid sources will be processed no later than the forty-five (45) calendar days from the determination date by using different methods such as G-5, checks, etc.

- The student will have an administrative fee charged to his or her account or a penalty from the withdrawal not greater than 5% of the cost or \$100.00 whichever is less.
- If there are funds to reimburse after having returned the corresponding federal aid, these will be used to repay to the external or additional aid and/or sources of origin in proportion to the amount received, provided that no debt at the time of the withdraw. If there is any debt, all the aid or credits from the various sources will be applied to the debt prior to refund to the student.
- The order of the return of title IV funds is as follows: Pell Grant, Federal SEOG, other Title IV aid and State scholarships (The school do not use federal loans).
- Students who apply for a withdraw will receive a prorated refund of tuition and fees applied to the payment period, according to the following table:

Attendance Percentage or less	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%	Greater than 60.01%
Percentage to reimburse	90%	85%	80%	75%	70%	65%	60%	55%	50%	45%	40%	0%

WITHDRAWAL PROCESS

- School's definition of the last date of attendance (LDA) and the date the school determines (date of determination) the student have to withdraw.
 - The school determines last date of attendance and date of determination as follows:
 - The last date of attendance (LDA) is the last date of attendance as reported in Diamond D (electronic database). This is the last date registered of students' attendance in Diamond D by the faculty.

- **Voluntary Withdrawal:** the student who has intentions or wishes to withdrawn from the unit or academic program must fill out the Withdrawal Form from the Registrar Office. The student must indicate the reasons for the withdrawal, then sign and date. The last date of attendance will be the date when the student signed the form and this certify the student's decision. The date of determination will be the date when the student signed the request for withdrawal. When a student who wishes or has intentions to withdraw but cannot come to the school to begin the withdrawal process, the student must notify the Registrar Office about his/her decision by doing the following: phone call, mail, or email. In this case, the signature of the student is not required. The date of determination will be the date when the student notifies his/her decision or the date when the Registrar Office receives the notification.
- **Administrative Withdrawal:** the school will process an administrative withdrawal by using the last date the student attend to the school. The last date of attendance to be used for the administrative withdrawal will be the last date registered of students' attendance in Diamond D by the faculty. The date of determination will be on or before fourteen (14) consecutive calendar days. School's breaks and approved Leave of Absence are excluded from the calculation of consecutive days.
- Number of days the school takes to determine a withdrawal
 - The school will determine withdrawal when a student miss fourteen (14) consecutive calendar days of attendance. School's breaks and approved Leave of Absence will not be accounted in the consecutive days' calculation.
- Point of which the school initiates the refund process
 - The school will determine withdrawal when a student miss fourteen (14) consecutive days of attendance. School's breaks and approved Leave of Absence will not be accounted in the consecutive days' calculation.
 - The types of withdrawal are voluntary and administrative.

- The school will process the refund no later than forty-five (45) calendar days after the determination date. The refunds for different financial aid sources will be processed within the forty-five (45) calendar day's period by using different methods such as G-5, checks, etc.
- The forty-five (45) calendar day's period for refunds excludes school's breaks.
- Refunds payable to the student, the return of funds to the student will be no later than fourteen (14) calendar days after the determination date. School's breaks are excluded.

READMISSIONS

READMISSION BECAUSE OF CLASS INTERRUPTION

All students who have interrupted their studies should visit the Student Affairs Office and request readmission at the Admissions Office of the Institution. After analyzing the official documentation and interviewing the applicant, the Readmission Committee will determine the student's eligibility for readmission, using the rules established in the catalog. Requests for readmission must be made within thirty (30) days before beginning the next enrollment period and admission is subject to course availability, depending on the pending courses to be completed.

READMISSION AFTER WITHDRAWAL FOR NON-SATISFACTORY ACADEMIC PROGRESS

Any student who was discharged due to unsatisfactory academic progress may be readmitted to the Institution with academic probation status for a period equivalent to a module of studies and according to the time and a half (1.5). This readmission will not be funded by Title IV financial aid until the student shows satisfactory academic progress (PAS). Any student who has been dropped on two (2) occasions for academic reasons may be suspended for one (1) year.

Program or Session Changes

Changes in academic programs will be requested by the student in the Registration Office and must also go through the Student Affairs Office. The academic program change period will be the first week of class. After this date, the application for program change is considered as a withdrawal from the original program. The student must wait until the next enrollment period to re-enroll in the new program. In these cases, no time, credits or money will be credited to the new course.

The final determination will be made by the registrar if the change is requested within the period assigned for such purposes.

Requests for study session changes (day or night) are considered individually. A student who wants a session change must present a justification for it. Justified reasons include, for example, changes in working hours, changes in childcare situations.

Changes in the study session will be facilitated when there is a viable academic offer for the student in the session to which he wishes to change.

SATISFACTORY ACADEMIC PROGRESS POLICY

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D'Mart Institute applies the Academic Progress Policy consistently in all academic programs and to all its students with the full-time, part-time and graduate category that received Title IV Funds or not.

Evaluation periods are conducted to determine satisfactory academic progress to the students of our programs. Satisfactory Academic Progress (PAS) is calculated using the formula that considers the student's study period, number of credits approved and the GPA. If the student demonstrates satisfactory academic progress in any of the periods, the institution certifies that it complies with the academic progress policy.

Procedures

1. When a student does not meet the Satisfactory Academic Progress in its first time, the Institution places the student in the status of "Warning". During this status the student (if receiving Title IV funds) continues to receive Title IV Funds. A student who fails to obtain Satisfactory Academic Progress after the "Warning" period loses Federal Fund eligibility unless the appeal is satisfactorily approved. The student has the right to appeal.
2. The Institution assesses academic progress at the end of each academic period.
3. Students whose GPA is affected by incomplete courses, withdrawals, repeated courses and courses transferred from another institution. Transferred credits count as attempted and finished hours.

The Institution has a term of five (5) days to evaluate and answer the appeal. If the appeal is considered favorably, the student maintains the status of probation, may continue to receive the benefits of financial aid, until the next period.

When the appeal is not considered favorably, the student can continue studying, but will not be entitled to the benefits of financial aid. In particular cases, the Institution may consider the appeal satisfactorily, but will establish an Academic Plan so that the student can continue receiving financial aid and comply with the Satisfactory Academic Progress.

The Academic Plan for those on warning will be developed on a case by case basis. The period to complete the program may not exceed 150% of the time including the cases of students who develop an academic plan.

The Institution requires that all active students demonstrate satisfactory academic progress at the end of each evaluation period.

The student must:

1. Complete the degree within a maximum time equivalent to 1.5 times of the regular time.
2. Reach a minimum required average of 2.00 (GPA), as shown in the following tables.

Satisfactory Academic Progress Scale

Office System Administration - 43 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits of Evaluation period	1-15 Credits	16-29 Credits	30-42 Credits	43-52 Credits	53-63 Credits
Minimum credits required in the period	1-7 Credits	8-14 Credits	15-21 Credits	22-28 Credits	29-43 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

Barbering and Styling - 44.5 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits of Evaluation period	1-15 Credits	16-30 Credits	31-45 Credits	46-56 Credits	57-67 Credits
Minimum credits required in the period	1-9 Credits	10-18 Credits	19-27 Credits	28-36 Credits	37-44.5 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

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Cosmetology - 44.5 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits of Evaluation period	1-15 Credits	16-30 Credits	31-45 Credits	46-56 Credits	57-67 Credits
Minimum credits required in the period	1-9 Credits	10-18 Credits	19-27 Credits	28-36 Credits	37-44.5 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

Esthetic and Make Up - 29 Credits

% Course Completed	50%	100%	150%
Total Credits of Evaluation period	1-14.5 Credits	14.6-29.5 Credits	29.6- 44.5 Credits
Minimum credits required in the period	1-10 Credits	11-20 Credits	21-29 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	2.00 (75%)	2.00 (75%)

Super Master - 29.5 Credits

% Course Completed	50%	100%	150%
Total Credits of Evaluation period	1-14.5 Credits	14.6-29.5 Credits	29.6-44.50 Credits
Minimum credits required in the period	1-10 Credits	11-20 Credits	21-29.5 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	2.00 (75%)	2.00 (75%)

Nails Technician - 29 Credits

% Course Completed	50%	100%	150%
Total Credits of Evaluation period	1-14.5 Credits	14.6-29.5 Credits	29.6-44.50 Credits
Minimum credits required in the period	1-10 Credits	11-20 Credits	21-29 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	2.00 (75%)	2.00 (75%)

Electricity with PLC and Renewable Energy Technician - 44 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits of Evaluation period	1-15 Credits	16-30 Credits	31-45 Credits	46-56 Credits	57-67 Credits
Minimum credits required in the period	1-7 Credits	8-14 Credits	15-21 Credits	22-28 Credits	29-44 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

Refrigeration and A/C with PLC and Renewable Energy Technician - 44.5 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits of Evaluation period	1-15 Credits	16-30 Credits	31-45 Credits	46-56 Credits	57-67 Credits
Minimum credits required in the period	1-9 Credits	10-18 Credits	19-27 Credits	28-36 Credits	37-44.5 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

Automotive Mechanics Technician with Fuel Injection - 43 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits of Evaluation period	1-15 Credits	16-29 Credits	30-42 Credits	43-52 Credits	53-63 Credits
Minimum credits required in the period	1-7 Credits	8-14 Credits	15-21 Credits	22-28 Credits	29-43 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

Practical Nursing - 43.5 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits of Evaluation period	1-15 Credits	16-29 Credits	30-42 Credits	43-52 Credits	53-63 Credits
Minimum credits required in the period	1-7 Credits	8-14 Credits	15-21 Credits	22-28 Credits	29-43.5 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

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Emergency Medical Technician/Paramedic - 43.5 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits of Evaluation period	1-15 Credits	16-29 Credits	30-42 Credits	43-52 Credits	53-63 Credits
Minimum credits required in the period	1-7 Credits	8-14 Credits	15-21 Credits	22-28 Credits	29-43.5 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

Pharmacy Technician - 54.5 Credits

% Course Completed	25%	50%	75%	100%	125%	150%
Total Credits of Evaluation period	1-15 Credits	14-29.5 Credits	29.6 - 39.5 Credits	39.6-51.5 Credits	51.6-64 Credits	63-77.25 Credits
Minimum credits required in the period	1-8 Credits	9-18 Credits	19-24 Credits	25-32 Credits	33-40 Credits	29-54.5 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

Geriatrics Assistant - 28.5 Credits

% Course Completed	50%	100%	150%
Total Credits of Evaluation period	1-15 Credits	16-28.5 Credits	29.6- 43 Credits
Minimum credits required in the period	1-10 Credits	11-20 Credits	21-28.5 Credits
Minimum Accumulated Average (on a scale of 4.0 - 100%)	1.20 (65%)	2.00 (75%)	2.00 (75%)

The Institution requires the student to have periodic evaluations according to the tables that appear at the top. If the student does not demonstrate satisfactory academic progress in any of the established periods, he will be put on probation. If approved, he will be removed from the probation. If this does not happen, he will lose the eligibility of Title IV and state financial aid. The Institution maintains in the student's file a sheet showing the academic progress of the student. The archived copy is adequate evidence that demonstrates that students and the Institution meet satisfactory or unsatisfactory progress standards.

MINIMUM ACADEMIC INDEX TO COMPLETE THE PROGRAM

In addition to the time limits set by the Institution, the United States Government sets a limit to the period of eligibility to receive federal funds for studies. The limit depends on the duration of the study program selected by the student.

The student in his academic probation retains his eligibility for financial aid, as long as he makes an appeal and is considered favorably, unless he does not meet the maximum time requirements established by the Institution or by the Federal Government.

MINIMUM ACADEMIC INDEX TO COMPLETE THE PROGRAM

Students of all programs must reach a general academic average (GPA) of 2.00 points on a scale of 4.00 points.

To ensure that students remain focused on achieving their academic goals, the Institution periodically evaluates students' academic progress, as established in the Satisfactory Progress Policy included in this Catalog.

The student who does not comply with this requirement will be submitted classified in probation equivalent to a term of studies or according to the academic plan developed. If at the end of this period you do not reach the required average, you will not have achieved satisfactory academic progress.

However, the student who during that period complies with the academic plan may continue their studies at the Institution while complying with the plan.

Definition of Terms:

1. **Warning** - Status assigned to a student who does not meet academic progress for the first time in their evaluation process.
2. **Appeal** - It is the process initiated by the student who does not meet satisfactory academic progress after a warning has been issued. This process is a request for reconsideration to reinstate the eligibility of financial aid funds.
3. **Academic Plan** - It is the document developed by the Institution when a student does not meet satisfactory academic progress after receiving a warning. It is written at the time of positively evaluating an appeal request from the student. This plan will establish the particular conditions that the student must meet to maintain the eligibility of financial aid after the appeal is approved.

4. **Probation** - Refers to the classification of a student who does not meet satisfactory academic progress (SAP) after receiving a warning.
5. **Student classification** - The Registration Office classifies students in the following status: Assets (A), Leave of absence (LOA), Withdrawal (W) and Graduate (G).

Students of all programs must reach a general academic average (GPA) of 2.00 points or more on a scale of 4.00 points.

To ensure that students remain focused on achieving their academic goals, the Institution periodically evaluates students' academic progress, as established in the Satisfactory Academic Progress Policy included in this catalog. The student who does not meet this requirement will be subjected to a probationary period equivalent to a module of studies. If at the end of this period you do not reach the required average, you will not have achieved satisfactory academic progress. However, the student who during that probationary period approves 70% of the classes with an academic index of at least 2.00 points may continue their studies at the Institution with probationary status.

The scale of grades used in the Institution is as follows:

100%-90%	Excellent	A	4.00-3.50
89%-80%	Good	B	3.49-2.50
79%-70%	Satisfactory	C	2.49-1.60
69%-60%	Deficient	D	1.59-0.80
59%-0%	Failure	F	0.79-0.00

PROGRAMS BY CAMPUS

PROGRAMS	BARRANQUITAS MAIN CAMPUS	VEGA ALTA BRANCH CAMPUS
Cosmetology	❖	❖
Barbering and Styling	❖	❖
Nails Technician	❖	❖
Super Master	❖	❖
Esthetic and Make Up	❖	❖
Refrigeration and A / C with PLC and Renewable Energy Technician	❖	❖
Electricity with PLC and Renewable Energy Technician	❖	❖
Automotive Mechanic Technician With Fuel Injection	❖	
Office Systems Administration	❖	❖
Emergency Medical Technician / Paramedic	❖	❖
Pharmacy Technician	❖	❖
Practical Nursing	❖	❖
Geriatrics Assistant	❖	❖

❖ **Available programs in the Campus**

COSTS, FEES AND PAYMENT METHODS

D'Mart Institute, Inc. has established the total costs according to the programs offered in the contract that the student signs before beginning his studies. The Treasury Office provides the prospective student with an information sheet of current costs.

The Institution offers the student the benefit of benefiting from a payment plan for their studies. This plan has an established cost (See table titled Breakdown of Costs by Program). Payments are made according to the payment plan established with the Treasury Office. Students who do not make their payments as established in the payment plan will be charged an additional late fee (See table titled Other Charges) The Institution will not charge interest when granting these payment plans.

By the end of the study program, the student must have paid the full payment of their study program. Otherwise, and after exhausting all the relevant collection procedures, the account will be referred to a collection agency. The student is obliged to pay the balance pending payment, as well as the expenses incurred in the collection of his account.

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BREAKDOWN OF COSTS BY PROGRAM

PROGRAM	Credit Hours For ACCSC	Credit For Federal Department of Education	Admission Fee	Tuition	Laboratory and Library Fee	Enrollment Fee/	Graduation Fee	Total
Cosmetology	1,351/44.5	36	\$25.00	\$11,100.00	\$600.00	\$75.00	\$100.00	\$11,900.00
Barbering and Styling	1,351/44.5	36	\$25.00	\$11,100.00	\$600.00	\$75.00	\$100.00	\$11,900.00
Nails Technician	902/29	24	\$25.00	\$7,400.00	\$400.00	\$50.00	\$100.00	\$7,975.00
Electricity with PLC and Renewable Energy Technician	1,352/44	36	\$25.00	\$11,100.00	\$600.00	\$75.00	\$100.00	\$11,900.00
Refrigeration Technician and Air- Conditioning with PLC and Renewable Energy	1,351/44.5	36	\$25.00	\$11,100.00	\$600.00	\$75.00	\$100.00	\$11,900.00
Office System Administration	1,389/43	36	\$25.00	\$11,100.00	\$600.00	\$75.00	\$100.00	\$11,900.00
Super Master	901/29.5	24	\$25.00	\$7,400.00	\$400.00	\$50.00	\$100.00	\$7,975.00
Esthetic And Make Up	902/29	24	\$25.00	\$7,400.00	\$400.00	\$50.00	\$100.00	\$7,975.00
Practical Nursing	1,388/43.5	36	\$25.00	\$11,100.00	\$600.00	\$75.00	\$100.00	\$11,900.00
Pharmacy Technician	1,975/54.5	50	\$25.00	\$15,621.00	\$800.00	\$100.00	\$100.00	\$16,646.00
Geriatrics Assistant	938/28.5	24	\$25.00	\$7,400.00	\$400.00	\$50.00	\$100.00	\$7,975.00
Emergency Medical Technician/Paramedic	1,388/43.5	36	\$25.00	\$11,100.00	\$600.00	\$75.00	\$100.00	\$11,900.00
Automotive Mechanics Technician with Fuel Injection	1,354/43	36	\$25.00	\$11,100.00	\$600.00	\$75.00	\$100.00	\$11,900.00

***A \$50.00 fee will be charged for completing the payment plan. This cost is not included in the costs broken down in the table.**

OTHER CHARGES

In addition to the basic required costs, the following special fees are established:

Certifications	\$2.00
Academic Transcription	\$2.00
Identification Card	\$5.00
Readmission	\$15.00
Session Change (Diurnal o Nocturnal)	\$10.00
Campus Transfer	\$10.00
Diploma Duplicate	\$20.00
Solicited Prorogue	\$25.00
Payment Plan	\$50.00
Late Payment Charge	\$6.00

NOTE:

Changes in costs will only apply to new students starting after the date of change.

1. All payments must be made at the Treasury Office and will be evidenced by a receipt issued by the Institution prior to their processing.
2. Any student who graduates will be entitled to an academic transcript at no cost. Additional official transcripts will have an extra charge established in special fees.
3. Criminal accounts will be referred to a professional collection agency. An administrative charge by law will be applied to them. Any student, who, upon graduation or withdrawal, has a balance in their payments, will have to settle their account or make arrangements at the Treasury Office, within the next thirty (30) days after the graduation date or withdrawal date.
4. Any account pending payment and / or unmanaged after the end of thirty (30) days, will be transferred to a private collection agency which will entail an additional charge equivalent to 30% of your outstanding balance.

WORKSHOPS AND SEMINARS

During the year different seminars and workshops are offered which may have a cost for the student.

	Workshops and Seminars for Students	Cost per Student	Program
1	HIPAA Law	\$10.00	Nursing, Pharmacy and Medical Emergency Tech.
2	CPR	\$25.00	Nursing y Medical Emergency Tech.
3	608 Certification	\$100.00	Refrigeration
4	EPA Seminary (Certification 609)	\$90.00	Refrigeration
5	Color Seminary by PRAVANA	\$25.00	Barbering, Cosmetology and Super Master
6	Cutting Seminar (Internal Resource - Professor's)	\$5.00	Barbering, Cosmetology and Super Master
7	Seminar by Milly Banch (Makeup)	Negociable	Barbering, Cosmetology and Super Master
8	Seminar by Qza (Makeup)	Negociable	Barbering, Cosmetology and Super Master
9	Seminar by Sally's (Cuts, Color and Nails)	\$35.00	Barbering, Cosmetology, Nails and Super Master
10	Cutting Seminar (External)	\$20.00	Barbering, Cosmetology and Super Master
11	Seminar by Cosmo Prof	Negotiable	Barbering, Cosmetology, Nails and Super Master
12	Seminar by Exotic	Negotiable	Nails
13	Workshop by Alfa Park (Color)	Negotiable	Barbering, Cosmetology and Super Master
14	Workshop by Estevan Distributor	Negotiable	Barbering, Cosmetology, Nails and Super Master
15	Workshop by Wella	Negotiable	Barbering, Cosmetology and Super Master
16	Employment Search Workshop	Free of Charge	Every Program
17	Workshop by INSEC	Free of Charge	Every Program

	for Starting Your own Business		
18	Workshop by Permisología for Starting Your own Business	Free of Charge	Every Program
19	Workshop by Consortium for Resume Orientation and Job Search	Free of Charge	Every Program
20	Workshop of Dressing code and Interview for Job Search	Free of Charge	Every Program
21	Workshop by COE- (Educational Opportunities Center of the Interamerican University)	Free of Charge	Every Program
22	Workshop of Benefits or Economic Aid for starting a Business	Free of Charge	Every Program
23	Workshop by Puerto Rico National Guard (Benefit of National Guard)	Free of Charge	Every Program
24	Rescue Workshop	\$100.00	Medical Emergency Technician

Subject to Change

CANCELLATION POLICY

Cancellation by Student

Every student shall notify in writing of any cancellation or withdrawal. The Institution will require from students, who are minor, that their parents do the cancellation or withdraw. However, the Institution reimburses the student for all unused money, even if the student has or has not notified their cancellation or withdrawal. Therefore, the student will not be penalized if he/she does not notify the school.

Students who have not visited the school prior to enrollment will have the opportunity to cancel their enrollment without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by the student must be refunded if requested within three days after signing an enrollment agreement and making the payment of the first tuition installment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making the payment of the first tuition installment, but prior to entering the school is entitled to a refund of all monies paid.

Any student who attends to their enrolled program from Day 1 to Day 14 and wishes to cancel his/her enrollment, must notify his/her decision to the school no later than day 14 and is entitled to a refund of all monies paid. Any student who does not attend to the first day of classes through day 14 of the enrolled program, the school will consider the student as “no show” and the school will refund all monies paid.

Cancellation by Institution

The student may be suspended or expelled from the Institution if he does not meet the established academic progress norms, if he manifests aggressive behavior or alters the peace at some time, or if he does not fulfill his economic commitments with the Institution.

EVALUATION SYSTEM

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The qualification standards established by the Institution are the following:

1. All students will be evaluated periodically through written tests, performance tests or alternate evaluation as a portfolio.
2. In the evaluation of exams, performance tests or portfolio, the percent scale is used. The scale is defined as follows:

100%-90%	Excellent	A	4.00-3.50
89%-80%	Good	B	3.49-2.50
79%-70%	Satisfactory	C	2.49-1.60
69%-60%	Deficient	D	1.59-0.80
59%-0%	Failure	F	0.79-0.00

3. Teachers after administering an academic event they inform their respective students of the grade obtained. Then the teachers record the partial marks in the administrative system for learning management. The registered information becomes part of the student's electronic file.

Procedures for the OUT OF CLASS WORK

D'Mart Institute made a curriculum change including out of class work hours. This is in accordance with the Federal Department of Education and the accrediting agency "Accrediting Commission of Career Schools and Colleges (ACCSC)" that issued new requirements for educational institutions related to the new definition of credit-time. D'Mart Institute includes in programs that offer hours of work assigned to be completed outside the classroom (out of class work) in compliance with these provisions and in accordance with our curriculum review.

The out of class work tasks consist of assignments, special projects, research papers, interviews, among others, which are assigned in order to expand and strengthen their knowledge, skills and abilities in their respective programs. This work that students do is an integral part of their learning and academic improvement.

CLASS REPETITION

The student who fails (F) in a class may repeat it several times and cover the cost with financial aid (if qualified). To repeat the class, you must have the authorization of the Registrar's Office. The new grade obtained will be the grade considered to calculate the general average. The student must repeat the course within 1.5 times the normal duration of the course. The repetition of classes is subject to the offer of courses during the semester.

Incompletes

The duty of every student is to meet all the requirements of the courses; that is, partial tests, short tests, special works, laboratories and any other work that is part of the curricular content. These works will be carried out within the deadlines established by the registrar in the academic calendar in this catalog.

Any student who does not complete the exams or final evaluations of the courses on the established dates will receive a provisional grade called "I" (Incomplete) accompanied by a grade that represents the average accumulated at the end of the semester or term that will include zero (0) or F in the final evaluation (Example: IC).

Once the Incomplete student is informed, he or she has up to ten (10) days of instruction or as stipulated in the academic calendar to replenish the missing assessment. The teacher will calculate the student's final grade and record the grade for the course. The teacher must inform the Registry Office of the change of grade using the Incomplete Removal Form.

When the student does not meet the regulatory time to remove the Incomplete, the accumulated grade will be awarded at the time and the event not taken will have an equivalent of zero (0).

Every student must have their financial responsibility up to date to be able to take final exams or receive their final partial evaluation in the course. Those students who cannot take their final exams for non-compliance with this rule will receive as an incomplete final grade and the general processes described here for the granting and removal of Incomplete will be applied.

REQUIREMENTS TO BEGIN EXTERNAL OR INTERNAL PRACTICES

All students enrolled in our Institution in the following programs: Medical Emergency Technician / Paramedic, Pharmacy Technician, Practical Nursing and Office Systems Administration require external internships. To start these practices, they must have approved all the **concentration classes and must comply with a documentation that will be requested before starting them. Those who do internal practices must also have completed concentration classes.** The student must comply with the PAS rules at the time of beginning their internal and / or external practice.

GRADUATION REQUIREMENTS

To graduate, a student must pass all classes included in the program for which he enrolled and have a minimum overall academic average (GPA) of two (2.00) points on a scale of four (4.00) points. Students enrolled in health programs must complete all practice hours included in it. Any student who has finished the program in which he enrolled and has any financial debt with the Institution will not be issued certifications, transcripts and / or any other document that he requests until the debt is fully paid.

ACADEMIC ACHIEVEMENT CATEGORIES

Excellence	4.00
High Honor	3.99-3.70
Honor	3.69-3.50

DIPLOMA

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Any student who successfully completes the graduation requirements will be entitled to receive a diploma as long as it meets the requirements established by the Institution and its program. The diploma will have the completion date stipulated in the academic calendar. In order to obtain it, you must comply with the completed application in all its parts and each department of the Institution must certify that you owe nothing in any of them.



ACADEMIC PROGRAMS COMMERCIAL DIVISION

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OFFICE SYSTEMS ADMINISTRATION

The Office Systems Administration program is designed so that the student acquires the necessary skills to perform in the area of medical offices, legal offices, hospitals, among others. Optimum skills are encouraged in the student in the field of office administration and what this entails. Timely guidance is provided so that the student can improve his personality and acquire positive knowledge towards the performance of his functions. It also takes the student to demonstrate his leadership in the administration of any office. The program count 1,389 hours of which 1,155 hours are of instruction and 234 hours of out of class work. With a duration of 56 weeks (approximately 12 months) and consists of 43 credits.

CODE	UNIT	THEORY	T / H	LAB	T / H	out of class work	EXTERN-SHIPS	T / H	CRS	T / HRS
ETLI 100	Ethics and Leadership	1	30	0	0	8	0	0	1.0	38
COMP 120	Computer Introduction	1	30	0	0	8	0	0	1.0	38
ESPA 110	Commercial Spanish	1	30	1	30	15	0	0	2.5	75
INGL 210	Commercial English	1	30	1	30	15	0	0	2.5	75
COMP 110	Key Board Management	1	30	1	30	15	0	0	2.5	75
SOFI 120	Document Administration	1	30	1	30	15	0	0	2.5	75
SEÑA 160	Sign Language	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	7	210	5	150	91	0	0	14.5	451
SOFI 210	Word Processing Application (Word Elementary, Intermediate and Advanced)	1	30	1	30	15	0	0	2.5	75
SOFI 220	Administrative Processes	1	30	1	30	15	0	0	2.5	75
SOFI 240	Manual Medical Billing	1	30	1	30	15	0	0	2.5	75
SOFI 230	Application of Electronic Presentations (PowerPoint) and Outlook	1	30	1	30	15	0	0	2.5	75
SOFI 225	Electronic Medical Record	1	30	1	30	15	0	0	2.5	75
SOFI 260	Medical Terminology and Codification	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	6	180	6	180	90	0	0	15	450
SOFI 330	Electronic Billing to Health Insurance Plans	1	30	2	60	23	0	0	3.5	113
PLGE 100	Management, Entrepreneurship and Business Planning	2	60	0	0	15	0	0	2.5	75
SOFI 320	Spreadsheet Application	1	30	1	30	15	0	0	2.5	75
SOFI 400	External Practice	0	0	0	0	0	5	225	5	225
	TOTAL SEMESTER	4	120	3	90	53	5	225	13.5	488
	PROGRAM TOTALS	17	510	14	420	234	5	225	43	1,389



BEAUTY DIVISION

BARBERING AND STYLING

The Barbering and Styling Program is designed for the student to acquire the necessary skills to offer services as a gentleman's personal care professional. This in turn implies mastery in the change of hair color, study in the new trends of fashion, facial treatment, hair cutting and design, among others. At the end of the training, the student will be able to practice at the entry level, working as: Barbering, stylist, colorist, de-curing technician, seller, among others. The program count 1,351 hours of which 1,110 hours are of instruction and 241 hours of out of class work. With a duration of 56 weeks (approximately 12 months) and consists of 44.5 credits.

CODE	UNIT	THEORY	T/H	LAB	T/H	out of class work	INTERN-SHIPS	T/H	CRS	T/HRs
ETLI 100	Ethics and Leadership	1	30	0	0	8	0	0	1.0	38
COMP 120	Computer Introduction	1	30	0	0	8	0	0	1.0	38
BARB 110	Barbering History, Tools, Equipment and Profession	1	30	1	30	15	0	0	2.5	75
BELL 100	Hygiene and Bacteriology	1	30	1	30	15	0	0	2.5	75
BELL 120	Anatomy, Physiology and Chemistry	1	30	1	30	15	0	0	2.5	75
BELL 110	Shampoo, Rinse and Scalp Treatment	1	30	1	30	15	0	0	2.5	75
BARB 230	Hair Styling Technics for Men	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	7	210	5	150	91	0	0	14.5	451
BELL 210	Chemical Texturizer	1	30	1	30	15	0	0	2.5	75
BARB 240	Color Techniques for Men	1	30	1	30	15	0	0	2.5	75
BARB 210	Hair Cutting I	1	30	1	30	15	0	0	2.5	75
BELL 220	Skin and Facial Treatment	1	30	1	30	15	0	0	2.5	75
BARB 220	Hair Cutting II	1	30	1	30	15	0	0	2.5	75
BARB 310	Beard and Mustache Trimmer	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	6	180	6	180	90	0	0	15	450
TECU 140	Men Manicure	1	30	1	30	15	0	0	2.5	75
BARB 250	Hair Cutting, Commercial Hairstyle and Design	1	30	1	30	15	0	0	2.5	75
PLGE 100	Management, Entrepreneurship and Business Planning	2	60	0	0	15	0	0	2.5	75
BARB 320	Licensure Exam Review and Seminar	1	30	1	30	15	0	0	2.5	75
BARB 400	Internal Clinics	0	0	0	0	0	5	150	5.0	150
	TOTAL SEMESTER	5	150	3	90	60	5	150	15	450
	PROGRAM TOTALS	18	540	14	420	241	5	150	44.5	1,351

COSMETOLOGY

The Cosmetology program is designed for the student to acquire the necessary skills in the science of beauty. At the end of the training, the student will be able to practice at the entry level, working as: stylist, colorist, de-curing technician, makeup artist, manicurist, pedicurist, seller, among others. The program count 1,351 hours of which 1,110 hours are of instruction and 241 hours of out of class work. With a duration of 56 weeks (approximately 12 months) and consists of 44.5 credits.

CODE	UNIT	THEORY	T/H	LAB	T/H	out of class work	INTERN-SHIPS	T/H	CRS	T/HRS
ETLI 100	Ethics and Leadership	1	30	0	0	8	0	0	1.0	38
COMP 120	Computer Introduction	1	30	0	0	8	0	0	1.0	38
BELL 100	Hygiene and Bacteriology	1	30	1	30	15	0	0	2.5	75
TECU 130	Hands and Feet Care	1	30	1	30	15	0	0	2.5	75
BELL 120	Anatomy, Physiology and Chemistry	1	30	1	30	15	0	0	2.5	75
BELL 110	Shampoo, Rinse and Scalp Treatment	1	30	1	30	15	0	0	2.5	75
COSM 110	Hair Waves, Rollers and Rings	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	7	210	5	150	91	0	0	14.5	451
COSM 230	Hair Drying Technics	1	30	1	30	15	0	0	2.5	75
COSM 332	Basic Hairstyles (Commercial Hairstyles)	1	30	1	30	15	0	0	2.5	75
BELL 210	Chemical Texturizer	1	30	1	30	15	0	0	2.5	75
COSM 245	Basic Color Techniques (Hair Coloring)	1	30	1	30	15	0	0	2.5	75
COSM 210	Hair Cutting I	1	30	1	30	15	0	0	2.5	75
COSM 220	Hair Cutting II	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	6	180	6	180	90	0	0	15	450
BELL 220	Skin and Facial Treatment	1	30	1	30	15	0	0	2.5	75
COSM 320	Hair Removal and Makeup	1	30	1	30	15	0	0	2.5	75
PLGE 100	Management, Entrepreneurship and Business Planning	2	60	0	0	15	0	0	2.5	75
COSM 330	Licensure Exam Review and Seminar	1	30	1	30	15	0	0	2.5	75
COSM 400	Internal Clinics	0	0	0	0	0	5	150	5	150
	TOTAL SEMESTER	5	150	3	90	60	5	150	15	450
	PROGRAM TOTALS	18	540	14	420	241	5	150	44.5	1,351

ESTHETIC AND MAKE UP

The Esthetics and Make Up Program is designed to enable the student to analyze, clean, treat and correct conditions and irregularities in the skin through the appropriate use of cosmetics and modern methods to stimulate circulation among other benefits. It can be performed at the beginner level as beautician, cosmetics seller, makeup artist, salon manager, etc. The program count 902 hours of which 735 hours are of instruction and 167 hours of out of class work. With a duration of 38 weeks (approximately 8 months) and consists of 29 credits.

CODE	UNIT	THEORY	T/H	LAB	T/H	out of class work	INTERN-SHIPS	T/H	CRS	T/HRS
ETLI 100	Ethics and Leadership	1	30	0	0	8	0	0	1.0	38
ESTE 210	Products, Esthetic Products and Makeup in the Actual Market	1	30	1	30	15	0	0	2.5	75
BELL 125	Anatomy, Physiology, Chemistry and Bacteriology	1	30	1	30	15	0	0	2.5	75
ESTE 220	Skin Structure, Cleaning and Facial Analysis	1	30	2	60	23	0	0	3.5	113
ESTE 230	Corporal Cleans and Its Treatments	1	30	1	30	15	0	0	2.5	75
ESTE 240	Specific Treatment and Hair Removal	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	6	180	6	180	91	0	0	14.5	451
ESTE 320	Corporal Massages and It's Treatments	1	30	2	60	23	0	0	3.5	113
ESTE 321	Esthetic Treatment for Hands and Feet	1	30	1	30	15	0	0	2.5	75
ESTE 310	Makeup	1	30	1	30	15	0	0	2.5	75
ESTE 340	Advanced Techniques for Professional Makeup	1	30	0	0	8	0	0	1.0	38
PLGE 100	Management, Entrepreneurship and Business Planning	2	60	0	0	15	0	0	2.5	75
ESTE 400	Internal Clinics	0	0	0	0	0	2.5	75	2.5	75
	TOTAL SEMESTER	6	180	4	120	76	2.5	75	14.5	451
	PROGRAM TOTALS	12	360	10	300	167	2.5	75	29	902

NAILS TECHNICIAN

The Nails Technician program is designed to provide training in the field of manicure and pedicure. At the end of the training, the student will be able to practice as a beginner at the entry level of: manicurist and pedicurist, seller of manicure items, nail decorator, nail designer among others. The program count 902 hours of which 735 hours are of instruction and 167 hours of out of class work. With a duration of 38 weeks (approximately 8 months) and consists of 29 credits.

CODE	UNIT	THEORY	T/H	LAB	T/H	out of class work	INTERN-SHIPS	T/H	CRS	T/HRS
ETLI 100	Ethics and Leadership	1	30	0	0	8	0	0	1.0	38
BELL 140	Anatomy, Hygiene and Bacteriology	1	30	1	30	15	0	0	2.5	75
TECU 135	Nail, Skin and it's Disorders	1	30	1	30	15	0	0	2.5	75
TECU 150	Manicure and Pedicure	1	30	1	30	15	0	0	2.5	75
TECU 145	Brush Nail Design	1	30	1	30	15	0	0	2.5	75
TECU 220	Introduction to Acrylic, Covering and Polishing Stages	1	30	2	60	23	0	0	3.5	113
	TOTAL SEMESTER	6	180	6	180	91	0	0	14.5	451
TECU 230	Sculptural Nails	1	30	2	60	23	0	0	3.5	113
TECU 235	Gel Application and Covering	1	30	1	30	15	0	0	2.5	75
TECU 250	Commercial and Innovative Techniques	1	30	2	60	23	0	0	3.5	113
PLGE 100	Management, Entrepreneurship and Business Planning	2	60	0	0	15	0	0	2.5	75
TECU 400	Internal Clinics	0	0	0	0	0	2.5	75	2.5	75
	TOTAL SEMESTER	5	150	5	150	76	2.5	75	14.5	451
	PROGRAM TOTAL	11	330	11	330	167	2.5	75	29	902

SUPER MASTER

The Super Master Program is designed so that the student reinforces the skills acquired in the world of the science of modern beauty. At the end of the training, the student will be able to practice at the entry level as a stylist, colorist, de-curing technician, makeup artist, seller, among others. The program count 901 hours of which 720 hours are of instruction and 181 hours of out of class work. With a duration of 38 weeks (approximately 8 months) and consists of 29.5 credits.

CODE	UNIT	THEORY	T/H	LAB	T/H	out of class work	INTERNSHIPS	T/H	CRS	T/HRS
SUMA 520	Knowledge Review / Image Consult	1	30	2	60	23	0	0	3.5	113
SUMA 530	Advanced Techniques in Ladies Hairstyles / New Tendencies	1	30	2	60	23	0	0	3.5	113
SUMA 550	Advanced Techniques in Lady's Hair Cutting	1	30	1	30	15	0	0	2.5	75
SUMA 580	Advanced Techniques in Hair Cutting and Gentlemen's Hairstyles / New Tendencies	1	30	1	30	15	0	0	2.5	75
SUMA 510	Chemical Texturizer and Hair Color Innovation	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	5	150	7	210	91	0	0	14.5	451
SUMA 640	Extensions, Wigs and Hairpieces	1	30	1	30	15	0	0	2.5	75
SUMA 620	Advanced Techniques in Color / Laboratory	1	30	1	30	15	0	0	2.5	75
SUMA 670	Makeup Products Evolution	1	30	1	30	15	0	0	2.5	75
SUMA 660	Makeup: Sophisticate/Fantasy/Corporal/Special Effects	1	30	1	30	15	0	0	2.5	75
SUMA 630	Advanced Techniques in Professional Makeup	1	30	1	30	15	0	0	2.5	75
SUMA 650	Hair Cutting Laboratory, Color, Ladies Hairstyles and Gentlemen (Total Look)	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	6	180	6	180	90	0	0	15	450
	PROGRAM TOTALS	11	330	13	390	181	0	0	29.5	901



TECHNICAL DIVISION

ELECTRICITY WITH PLC AND RENEWABLE ENERGY TECHNICIAN

The Technical Program of Electricity with PLC and Renewable Energy is designed so that the student acquires the technical skills necessary to work in different types of electrical installations, diagnose electrical failures, build electrical substations and work with different alternatives in the search for sources of renewable energy. It provides knowledge in industrial safety to work in an accident-free environment. At the end of the training, the student will be trained at the entry level to work as an electrician, assistant electrician and / or merchant in the area of sales of electrical items. The program count 1,352 hours of which 1,110 hours are of instruction and 242 hours of out of class work. With a duration of 56 weeks (approximately 12 months) and consists of 44 credits.

CODE	UNIT	THEORY	T/H	LAB	T/H	out of class work	INTERNSHIPS	T/H	CRS	T/HRS
ETLI 100	Ethics and Leadership	1	30	0	0	8	0	0	1.0	38
COMP120	Computer Introduction	1	30	0	0	8	0	0	1.0	38
SEGU 100	Industrial Security	1	30	1	30	15	0	0	2.5	75
MATE 225	Applied Technique Math to Electricity	1	30	1	30	15	0	0	2.5	75
ELEC 120	Direct and Altering Current Circuit	1	30	2	60	23	0	0	3.5	113
ELEC 230	Electrical Instrumentation	1	30	2	60	23	0	0	3.5	113
	TOTAL SEMESTER	6	180	6	180	92	0	0	14	452
SEÑAL160	Sign Language	1	30	1	30	15	0	0	2.5	75
ENRE 210	Renewable Energy	1	30	1	30	15	0	0	2.5	75
ELEC 240	Scheme and Estimates	1	30	1	30	15	0	0	2.5	75
ELEC 220	Illumination and Energy Consumption Reduction	1	30	1	30	15	0	0	2.5	75
ELEC 210	Electric Wiring	1	30	1	30	15	0	0	2.5	75
PLCS 345	Programmable Logic controls (PLC)	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	6	180	6	180	90	0	0	15	450
ELEC 320	Three-phase Electrical Systems and Equipment	1	30	1	30	15	0	0	2.5	75
ELEC 310	Commercial Electrical Systems and Equipment	1	30	1	30	15	0	0	2.5	75
PLGE 100	Management, Entrepreneurship and Business Planning	2	60	0	0	15	0	0	2.5	75
ELEC 300	Licensure Exam Review	2	60	0	0	15	0	0	2.5	75
ELEC 400	Internal Practice	0	0	0	0	0	5	150	5	150
	TOTAL SEMESTER	6	180	2	60	60	5	150	15	450
	PROGRAM TOTALS	18	540	14	420	242	5	150	44	1,352

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AUTOMOTIVE MECHANICS TECHNICIAN WITH FUEL INJECTION

The Automotive Mechanics Technical Program with Fuel Injection is designed so that the student acquires the technical skills necessary to perform at the entry level as a Mechanic, Aligner, and Seller of auto parts, after revalidating. In addition, the Program develops the skills so that the student knows the need to maintain a risk-free work area. The program count 1,354 hours of which 1,110 hours are of instruction and 244 hours of out of class work. With a duration of 56 weeks (approximately 12 months) and consists of 43 credits.

CODE	UNIT	THEORY	T/H	LAB	T/H	out of class work	INTERNSHIPS	T/H	CRS	T/HRs
ETLI 100	Ethics and Leadership	1	30	0	0	8	0	0	1.0	38
COMP 120	Computer Introduction	1	30	0	0	8	0	0	1.0	38
AUTO 100	History and Evolution of the Automotive Mechanic	1	30	0	0	8	0	0	1.0	38
AUTO 110	Tools, Automotive Equipment	1	30	0	0	8	0	0	1.0	38
SEGU 110	Security in the Automotive Workshop	1	30	1	30	15	0	0	2.5	75
AUTO 150	Theory and Fundamentals of Electricity in Automobiles	1	30	1	30	15	0	0	2.5	75
AUTO 160	Electro Mechanic Components and Automobile Electronics	1	30	1	30	15	0	0	2.5	75
AUTO 120	Concepts and Motor Repair	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	8	240	4	120	92	0	0	14	452
SEÑA160	Sign Language	1	30	1	30	15	0	0	2.5	75
AUTO 140	Brakes System and ABS	1	30	1	30	15	0	0	2.5	75
AUTO 170	Tires and Suspension Mechanisms	1	30	1	30	15	0	0	2.5	75
AUTO 180	Injection system I and II	1	30	2	60	23	0	0	3.5	113
AUTO 165	Conventional Ignition System, Electronic and Technological Advances in the Car	1	30	2	60	23	0	0	3.5	113
	TOTAL SEMESTER	5	150	7	210	91	0	0	14.5	451
PLGE 100	Management, Entrepreneurship and Business Planning	2	60	0	0	15	0	0	2.5	75
AUTO 145	System Gear, Manual and Automatic Automobile Transmission Repair	1	30	2	60	23	0	0	3.5	113
AUTO 155	Basic System of the Automobile Air Conditioner	1	30	0	0	8	0	0	1.0	38
AUTO 300	Licensure Exam Review	1	30	1	30	15	0	0	2.5	75
AUTO 400	Internal Practice	0	0	0	0	0	5	150	5	150
	TOTAL SEMESTER	5	150	3	90	61	5	150	14.5	451
	PROGRAM TOTALS	18	540	14	420	244	5	150	43	1,354

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REFRIGERATION AND A/C WITH PLC AND RENEWABLE ENERGY TECHNICIAN

The Refrigeration and A / C Technician Program with PLC and Renewable Energy is designed so that the student acquires the skills to carry out different types of repairs in the domestic, commercial and industrial area. In addition, the Program will develop the skills so that the student knows the need to maintain a risk-free work area. At the end of the training and license revalidation, the student will be able to perform at the entry level as a refrigeration technician; before the revalidation, you can work at the entry level as a technical assistant, sale, installation and repair of domestic, commercial and industrial air conditioners. The program count 1,351 hours of which 1,110 hours are of instruction and 241 hours of out of class work. With a duration of 56 weeks (approximately 12 months) and consists of 44.5 credits.

CODE	UNIT	THEORY	T/H	LAB	T/H	out of class work	INTERN-SHIPS	T/H	CRS	T/HRS
ETLI 100	Ethics and Leadership	1	30	0	0	8	0	0	1	38
COMP 120	Computer Introduction	1	30	0	0	8	0	0	1	38
SEGU 100	Industrial Security	1	30	1	30	15	0	0	2.5	75
MATE 325	Applied Technique Math to Refrigeration	2	60	0	0	15	0	0	2.5	75
REFR 100	History and Refrigeration Principles	1	30	1	30	15	0	0	2.5	75
REFR 110	Mechanical Principles of Refrigeration/Electronic Magnet Fundamentals	1	30	1	30	15	0	0	2.5	75
REFR 230	Thermodynamics/Heat Charge and Complex Systems of Refrigeration	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	8	240	4	120	91	0	0	14.5	451
SEÑA160	Sign Language	1	30	1	30	15	0	0	2.5	75
REFR 120	Refrigeration and Domestic A/C	1	30	1	30	15	0	0	2.5	75
REFR 210	Industrial A/C and Welding Techniques	1	30	1	30	15	0	0	2.5	75
REFR 220	Design, Conducts Fabrication, Schemes and Estimates	1	30	1	30	15	0	0	2.5	75
ENRE 210	Renewable Energy	1	30	1	30	15	0	0	2.5	75
PLCS 340	Programmable Logic Circuit(PLC)	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	6	180	6	180	90	0	0	15	450
REFR 320	Automobile Air Conditioning Systems	1	30	1	30	15	0	0	2.5	75
REFR 330	Refrigeration and Commercial Air Conditioning	2	60	0	0	15	0	0	2.5	75
PLGE 100	Management, Entrepreneurship and Business Planning	2	60	0	0	15	0	0	2.5	75
REFR 300	Licensure Exam Review	1	30	1	30	15	0	0	2.5	75
REFR 400	Internal Practice	0	0	0	0	0	3	150	5	150
	TOTAL SEMESTER	6	180	2	60	60	5	150	13	450
	PROGRAM TOTALS	20	600	12	360	241	5	150	44.5	1,351



HEALTH DIVISION

PRACTICAL NURSING

The Practical Nursing Program is designed so that the student acquires the knowledge and develops the skills that will facilitate him to provide quality and excellence nursing care to a client / patient in collaboration with other health professionals. During the program the student will acquire the scientific knowledge of nursing, natural sciences and general education courses that complete the necessary skills and abilities to take the necessary measures to strengthen their personal qualities, professional knowledge and be in tune with the changes within the health system. Upon completion of the program, graduates will be prepared to be employed at the entry level as a Practical Nurse by integrating into the workplace, safe and competitive in their specialty. The program count 1,388 hours of which 1,155 hours are of instruction and 233 hours of out of class work. With a duration of 56 weeks (approximately 12 months) and consists of 43.5 credits.

CODE	UNIT	THEORY	T / H	LAB	T / H	out of class work	EXTERN-SHIPS	T / H	CRS	T / HRS
INGL 200	Introduction to Computers with Basic English	1	30	1	30	15	0	0	2.5	75
SEÑA160	Sign Language	1	30	1	30	15	0	0	2.5	75
ENFE 140	Communication and Interpersonal Skills	1	30	1	30	15	0	0	2.5	75
ENFE 110	Development of Practical Nursing	1	30	1	30	15	0	0	2.5	75
ENFE 120	Anatomy Principles and Human Physiology	1	30	1	30	15	0	0	2.5	75
ENFE 135	Introduction to Pharmacology	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	6	180	6	180	90	0	0	15	450
ENFE 145	Electrocardiogram(EKG)	1	30	1	30	15	0	0	2.5	75
ENFE 130	Basic Skills of Practical Nursing	1	30	1	30	15	0	0	2.5	75
ENFE 210	Surgical Medical Nursing	1	30	1	30	15	0	0	2.5	75
ENFE 230	Maternal Child Nursing	1	30	1	30	15	0	0	2.5	75
ENFE 240	Pediatric Nurse	1	30	1	30	15	0	0	2.5	75
ENFE 250	Adult Care, Geriatric and its Family Relations	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	6	180	6	180	90	0	0	15	450
ENFE 310	Mental Health Principles	1	30	1	30	15	0	0	2.5	75
ENFE 320	Nursing Intervention in Emergency Room, CDT and Homes	1	30	2	60	23	0	0	3.5	113
ENFE 330	Licensure Exam Review	1	30	1	30	15	0	0	2.5	75
ENFE 400	External Practice	0	0	0	0	0	5	225	5	225
	TOTAL SEMESTER	3	90	4	120	53	5	225	13.5	488
	PROGRAM TOTALS	15	450	16	480	233	5	225	43.5	1,388

PHARMACY TECHNICIAN

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The Pharmacy Technician Program is designed to train students to work with the preparation of pharmaceutical compositions in accordance with the prescriptions issued by doctors, dentists, veterinarians, podiatrists, prescriptions, warehouse, dispatch and placement of goods, equipment, and materials. In addition, dispensing, cleaning and maintaining equipment in the workplace and other tasks. The student upon completing the program must be at the level of a Pharmacy Technician under the supervision of a Pharmacist. The program count 1,975 hours of which 1,780 hours are of instruction and 195 hours of out of class work. With a duration of 77 weeks (approximately 18 months) and consists of 54.5 credits.

CODE	UNIT	THEORY	T / H	LAB	T / H	out of class work	EXTERN-SHIPS	T / H	CRS	T / HRS
INGL 300	Basic English	1	30	1	30	15	0	0	2.5	75
SEÑA160	Sign Language	1	30	1	30	15	0	0	2.5	75
MATE 130	Pharmaceutical Math	2	60	0	0	15	0	0	2.5	75
FARM 705	Pharmaceutical Chemistry	1	30	1	30	15	0	0	2.5	75
FARM 715	Pharmacy Theory	1	30	1	30	15	0	0	2.5	75
ANAT 135	Physiology and Human Anatomy	2	60	0	0	15	0	0	2.5	75
	TOTAL SEMESTER	8	240	4	120	90	0	0	15	450
COMP 220	The Computer in Modern Medicine	1	30	1	30	15	0	0	2.5	75
FARM 750	Administration of Pharmacy and Legal Aspects	1	30	1	30	15	0	0	2.5	75
FARM 735	Pharmacognosy	1	30	1	30	15	0	0	2.5	75
FARM 755	Pharmacology	1	30	1	30	15	0	0	2.5	75
FARM 725	Posology	2	60	0	0	15	0	0	2.5	75
FARM 770	Pharmaceutical Specialties and Dispatch Techniques	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	7	210	5	150	90	0	0	15	450
FARM 780	Pharmacy Technical Seminar	2	60	0	0	15	0	0	2.5	75
FARM 400	Pharmacy Technician Practice I	0	0	0	0	0	10	460	10.0	460
	TOTAL SEMESTER	2	60	0	0	15	10	460	12.5	535
FARM 410	Pharmacy Technician Practice II	0	0	0	0	0	12	540	12	540
	TOTAL SEMESTER	0	0	0	0	0	12	540	12	540
	PROGRAM TOTALS	17	510	9	270	195	22	1000	54.5	1,975

EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC

The Medical Emergency Technician/Paramedic Program is designed to train the student as technical personnel to provide medical emergency care applied to each incident, in order to keep the patient alive and prevent conditions that incapacitate him. During the program, the student will acquire the skills and abilities necessary for the identification and management of emergencies of the different events or situations derived from natural and / or man-made causes, which evolves in such a way, that endanger the One person's life. Upon completion of the program, graduates will be prepared to be employed at the entry level as a Medical Emergency Technician/Paramedic by joining the workplace, safe and competitive in their specialty. The program count 1,388 hours of which 1,155 hours are of instruction and 233 hours of out of class work. With a duration of 56 weeks (approximately 12 months) and consists of 43.5 credits.

CODE	UNIT	THEORY	T / H	LAB	T / H	out of class work	EXTERN-SHIPS	T / H	CRS	T / HRS
ETLI 200	Computers, Ethics and Leadership	1	30	1	30	15	0	0	2.5	75
MATE 135	Applied Technical Mathematics for Medical Emergency Technicians	1	30	1	30	15	0	0	2.5	75
SEÑA 160	Sign Language	1	30	1	30	15	0	0	2.5	75
TEME 110	Principles of Anatomy and Physiology	1	30	1	30	15	0	0	2.5	75
TEME 120	Role of the Medical Emergency Technician	1	30	1	30	15	0	0	2.5	75
TEME 130	Evaluation of Patient with Laboratory	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	6	180	6	180	90	0	0	15	450
TEME 140	Shock and Fluid with Laboratory	1	30	1	30	15	0	0	2.5	75
TEME 210	Introduction of Pharmacology with Laboratories	1	30	1	30	15	0	0	2.5	75
TEME 230	Breathing Emergencies with Laboratories	1	30	1	30	15	0	0	2.5	75
TEME 240	Intern Medicine Emergencies with Laboratories	1	30	1	30	15	0	0	2.5	75
TEME 150	Traumatic Emergencies and Laboratories	1	30	1	30	15	0	0	2.5	75
TEME 220	Cardiovascular Emergencies with Laboratories	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	6	180	6	180	90	0	0	15	450
TEME 320	Gyneco-Obstetricians Emergencies with Laboratories	1	30	2	60	23	0	0	3.5	113
TEME 310	Neonatal and Pediatric Emergencies with Laboratories	1	30	1	30	15	0	0	2.5	75
TEME 330	Licensure Exam Review	2	60	0	0	15	0	0	2.5	75
TEME 400	External Clinic Practice	0	0	0	0	0	5	225	5.0	225
	TOTAL SEMESTER	4	120	3	90	53	5	225	13.5	488
	PROGRAM TOTALS	16	480	15	450	233	5	225	43.5	1,388

GERIATRICS ASSISTANT

In this program students will know what Geriatrics is, the clinical, preventive, therapeutic and social aspects of diseases in the elderly. In addition, the diagnosis and treatment, the social and psychological aspects of these patients and suggests the use of a multidisciplinary health team in the management of their diseases. The fundamental purpose is that the student through the study each course provides has the knowledge of the treatment and rehabilitation of the elderly patients. Those with their help they return to their previous state and thus achieve maximum independence to perform better. The program count 938 hours of which 795 hours are of instruction and 143 hours of out of class work. With a duration of 38 weeks (approximately 8 months) and consists of 28.5 credits.

CODE	UNIT	THEORY	T / H	LAB	T / H	out of class work	EXTERN-SHIPS	T / H	CRS	T / HRS
SEÑA 160	Sign Language	1	30	1	30	15	0	0	2.5	75
GERI 201	Functions of The Geriatrics Assistant	1	30	1	30	15	0	0	2.5	75
GERI 202	Epidemiology of Elderly and Its implications	1	30	1	30	15	0	0	2.5	75
GERI 204	Profile of the Geriatric Patient	2	60	0	0	15	0	0	2.5	75
GERI 205	Chronic Diseases of the Geriatric Patient	1	30	1	30	15	0	0	2.5	75
GERI 206	Management of the Bedded Geriatric Patient	1	30	1	30	15	0	0	2.5	75
	TOTAL SEMESTER	7	210	5	150	90	0	0	15	450
GERI 208	Use and Relative Care of the Drugs	0	0	1	30	8	0	0	1.0	38
GERI 210	Administration of Medications(time, doses, procedure)	1	30	1	30	15	0	0	2.5	75
GERI 212	Preparation of Food and Special Diets	1	30	1	30	15	0	0	2.5	75
GERI 211	Bathing, Shaving, Oral Hygiene and Movement of the Geriatric Patient	1	30	1	30	15	0	0	2.5	75
GERI 213	External Practice	0	0	0	0	0	5	225	5	225
	TOTAL SEMESTER	3	90	4	120	53	5	225	13.5	488
	PROGRAM TOTAL	10	300	9	270	143	5	225	28.5	938



COURSE DESCRIPTION

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BEAUTY DIVISION: BASIC COURSES

CODE	COURSE TITLE	CREDITS/ HOURS
ETLI 100	ETHICS AND LEADERSHIP This course has been designed to take the student to know what professional ethics is. The importance of being ethical in the development of any work activity. In addition to knowing what are the principles and values contained in professional ethics and as a human being. The student is led to visualize professional ethics by setting the behavior guidelines for the performance of the duties of a position within an ethical and leadership framework. The course also provides for the student to see himself as a leader, how the good leader guides and leads people and / or groups to be efficient, thus helping to achieve achievements, using different tools such as charisma and security when speaking, in addition to the ability to socialize with others.	1.0/38
COMP 120	COMPUTER INTRODUCTION This course offers the student the opportunity to know the historical development of computers and their impact on society, its components and their functions, terminology, operating systems, Internet basics, networks, word processing, database data and future projections. This course is aimed at students who are interested in learning about the use of a computer to simplify jobs and tasks, as well as to start their knowledge in the field of computer science.	1.0/38
BELL 100	HYGIENE AND BACTERIOLOGY The course trains the student to prevent the growth of germs and bacteria and how to destroy them. Sterilization tasks of equipment, materials and facilities in general will be carried out for the practical prevention of the spread of bacteria and diseases.	2.5/75
BELL 120	ANATOMY, PHYSIOLOGY AND CHEMISTRY The objective of this course is for the student to know the structure and functioning of the human body. The student will acquire a basic knowledge of the various organs and systems and how they work, which contributes to improving professional capacity in their area of expertise.	2.5/75
BELL 110	SHAMPOO, RINSE AND SCALP TREATMENT Study of the trichology of hair its composition and structure. Analysis of disorders and diseases of the hair and scalp and the variety of products that are used to carry out the various types of treatments. Application of techniques and processing for hair washing, manipulations, methods and how to obtain good results when performing head washing.	2.5/75

PLGE 100	<p>MANAGEMENT, ENTREPRENEURSHIP AND BUSINESS PLANNING</p> <p>This course takes the student to know the importance of planning to be a successful entrepreneur. They will know the process of the successful development of companies by using good planning, in addition to relating to the levels of uncertainty that may arise during the process. It takes the student to be an entrepreneur, to get involved in entrepreneurship, create a company, means that you are a good planner and therefore a successful manager. The student will learn that the manager is responsible for working financial capital, so it is essential to have a good assessment of the needs of the company to achieve success.</p>	2.5/75
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BARBERING AND STYLING

CODE	COURSE TITLE	CREDITS/ HOURS
BARB 110	BARBERING HISTORY, TOOLS, EQUIPMENT AND PROFESSION Study of the history of Barberingshop and the art of Barbering for professional development. Classification of the tools and equipment necessary to perform a cutting job. Study of electronic equipment such as: trimmer and other razors, taking into account adequate security and protection.	2.5/75
BARB 230	HAIR STYLING TECHNIQS FOR MEN This course provides the knowledge of the different products in the market to be used with hair coloring techniques in gentlemen taking into account safety measures and obtaining specific results. The student learns the importance of using color charts and aluminum foil in the creation of special effects that take into account the hair texture and physical features of the client.	2.5/75
BELL 210	CHEMICAL TEXTURIZER This course provides the student with the necessary experiences to make permanent wavy. Learn, in addition, about the different chemical reactions that occur in the hair and about the use of chemicals for permanent cold or hot in gentlemen. The student learns about the procedures prior to the permanent, taking into consideration the length of the hair and its texture, among others. The student learns to perform analysis of the different ways of selecting to apply chemicals to perform a smooth straightening and techniques for post-straightening treatment. Emphasis is placed on the different products and processes of chemical texturing and on the new products on the market for permanent gents. In addition, the necessary care and precautions to be followed, taking into account all safety measures.	2.5/75
BARB 240	COLOR TECHNIQUES FOR MEN This course provides the knowledge of the different products in the market to be used with hair coloring techniques in gentlemen taking into account safety measures and obtaining specific results. The student learns the importance of using color charts and aluminum foil in the creation of special effects that take into account the hair texture and physical features of the client.	2.5/75
BARB 210	HAIR CUTTING I This course is aimed at guiding the student about the correct functioning of materials and equipment demonstratively in the cut in gentlemen. This course is aimed at developing the skills of cutting 0 and 45 degrees and their variants, according to the physical characteristics of the client.	2.5/75
BELL 220	SKIN AND FACIAL TREATMENT This course is designed to provide the student with knowledge of the internal structure of the skin, functions, disorders and diseases, skin types and their analysis. Analysis of the recommended products for each skin type, the procedure for proper facial cleansing, the procedure for the different types of facial treatments for each skin condition including the various facial massages. The student applies the	2.5/75

	types of light therapy in the equipment for the treatments. Learn, in addition, about the consultation with the client and the security measures to observe.	
BARB 220	<p style="text-align: center;">HAIR CUTTING II</p> <p>This course is aimed at developing cutting skills considering the characteristics of the client. Emphasis will be placed on the following techniques: scissors on comb, use of a “trimmer” machine (with all accessories) and the “finger cut” (manual cut).</p>	2.5/75
BARB 310	<p style="text-align: center;">BEARD AND MUSTACHE TRIMMER</p> <p>This course is aimed at developing skills in shaving techniques and preparation in the fourteen (14) steps of a shave. The student will learn to make different types of beard designs which he can use in the examining board exam.</p>	2.5/75
TECU 140	<p style="text-align: center;">MEN MANICURE</p> <p>In this course Barbering and Styling students will learn about the different types of manicures. The composition, structure of the bones, muscles, nerves and blood vessels of the hands. In addition, the products on the market to perform manicures on gentlemen and the precautions and safety to take into consideration when using these products.</p>	2.5/75
BARB 250	<p style="text-align: center;">HAIR CUTTING, COMMERCIAL HAIRSTYLE AND DESIGN</p> <p>This course is aimed at developing cutting skills considering fashion trends. The student learns to make commercial cuts and hairstyles using the basic tools of the Barbering and applying modern techniques.</p>	2.5/75
BARB 320	<p style="text-align: center;">LICENSURE EXAM REVIEW AND SEMINAR</p> <p>Course aimed at guiding the student on the laws, documents required and dates to take the exam of the Examining Board. In addition, to provide both theoretical and practical knowledge reinforcements related to the revalidation exam.</p>	2.5/75
BARB 400	<p style="text-align: center;">INTERNAL CLINICS</p> <p>In this course, students demonstrate the knowledge acquired in the courses of the program. Students practice different skills in which they apply their knowledge when working with other students and with guests. The efforts of this course are aimed at facilitating the student's process of transition from school to the world of work, offering real assistance and experiences in all areas of the profession.</p>	5.0/150

COSMETOLOGY

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CODE	COURSE TITLE	CREDITS/ HOURS
TECU 130	HANDS AND FEET CARE In this course, cosmetology students will learn about the different types of manicures and pedicures. The composition, structure of bones, muscles, nerves and blood vessels of both hands and feet. In addition, the products on the market to perform manicures such as pedicures and precautions and safety to take into consideration when using these products.	2.5/75
COSM 110	HAIR WAVES, ROLLERS AND RINGS In this course, students develop the skills necessary to perform the appropriate procedures to achieve a hairstyle. They learn to use, create different types of waves and rings and use different types of rollers, as well as the right products to achieve the desired effect. The techniques, materials and tools used in these processes are studied.	2.5/75
COSM 230	HAIR DRYING TECHNIQS This course focuses on the study of the use of basic skills for the correct knowledge of the use of the hand dryer and the different types of tongs and irons in creation of a hairstyle. Practice is provided with the different basic collection techniques, (ribbons, graphics, twists and braids) and the materials and instruments necessary to perform them.	2.5/75
COSM 332	BASIC HAIRSTYLES (COMMERCIAL HAIRSTYLES) Study of the basic skills for the correct knowledge of the use of the hand dryer and the different types of tongs and irons in creation of a hairstyle. Practice with the different basic collection techniques, (ribbons, graphics, crooked and braids) your necessary materials and instruments.	2.5/75
BELL 210	CHEMICAL TEXTURIZER This course provides the student with the necessary experiences to make permanent wavy. Learn, in addition, about the different chemical reactions that occur in the hair and about the use of chemicals for permanent cold or hot in gentlemen. The student learns about the procedures prior to the permanent, taking into consideration the length of the hair and its texture, among others. The student learns to perform analysis of the different ways of selecting to apply chemicals to perform a smooth straightening and techniques for post-straightening treatment. Emphasis is placed on the different products and processes of chemical texturing and on the new products on the market for permanent gents. In addition, the necessary care and precautions to be followed, taking into account all safety measures.	2.5/75
COSM 245	BASIC COLOR TECHNIQUES (HAIR COLORING) This course provides the knowledge and practice necessary to use and mix dyes to obtain specific results. The student learns the importance of using color cards and aluminum foil in the creation of special effects that take into account the hair texture and physical features of the client.	2.5/75

COSM 210	HAIR CUTTING I This course is aimed at developing the skills of cutting 0 and 45 degrees and their variants, according to the physical characteristics of the client. The mastery of blocking, sectioning and angle techniques is also acquired. The use and handling of cutting and combing instruments is emphasized.	2.5/75
COSM 220	HAIR CUTTING II This course is aimed at continuing the development of manipulative skills in students to execute the 90 degree cut and other types of cuts such as: razor cuts, thinning, different types of chick, child cuts and their variants, according to the physical characteristics that each client presents.	2.5/75
BELL 220	SKIN AND FACIAL TREATMENT This course is designed to provide the student with knowledge of the internal structure of the skin, functions, disorders and diseases, skin types and their analysis. Analysis of the recommended products for each skin type, the procedure for proper facial cleansing, the procedure for the different types of facial treatments for each skin condition including the various facial massages. Learn, in addition, about the consultation with the client and the security measures to observe.	2.5/75
COSM 320	HAIR REMOVAL AND MAKEUP In this course, the student learns and practices about the applications and procedures for different types of facial makeup. The student performs individual eyelash applications and corrective makeup techniques. Use of the instruments and materials required. Hair removal of the bozo (area around the mouth, chin) and eyebrow arching using the techniques of wax, tweezers or razor blades. The proper handling of the various brushes and the variety of cosmetic products are studied.	2.5/75
COSM 330	LICENSURE EXAM REVIEW AND SEMINAR Course aimed at guiding the student on the laws, documents required and dates to take the exam of the Examining Board. In addition, to provide both theoretical and practical knowledge reinforcements related to the revalidation exam.	2.5/75
COSM 400	INTERNAL CLINICS In this course, students demonstrate the knowledge acquired in the courses of the program. Students practice different skills in which they apply their knowledge when working with other students and with guests. The efforts of this course are aimed at facilitating the student's process of transition from school to the world of work, offering real assistance and experiences in all areas of the profession.	5.0/150

ESTHETIC AND MAKE UP

CODE	COURSE TITLE	CREDITS/ HOURS
ESTE 210	PRODUCTS, ESTHETIC PRODUCTS AND MAKEUP IN THE ACTUAL MARKET The student will know the chemical compounds of beauty products and the correct functioning of the equipment to be used in the cabin.	2.5/75
BELL 125	ANATOMY, PHYSIOLOGY, CHEMISTRY AND BACTERIOLOGY The objective of this course is for the student to know the structure and functioning of the human body. The student will acquire a basic knowledge of the various organs and systems and how they work, which contributes to improving professional capacity in their area of expertise. The course also trains the student to prevent the growth of germs and bacteria and how to destroy them. Sterilization tasks of equipment, materials and facilities will be carried out in general for the practical prevention of the spread of bacteria and diseases.	2.5/75
ESTE 220	SKIN STRUCTURE, CLEANING AND FACIAL ANALYSIS This course analyzes the structure of the skin, subcutaneous cell tissue or hypodermis, vascularization of the skin, dermis, epidermis and keratin.	3.5/113
ESTE 230	CORPORAL CLEANS AND ITS TREATMENTS At the end of this course the student will have the ability and knowledge of the bones and muscles of the body area. At the same time, it will exercise the appropriate manipulations in the different types of body massages such as: Swedish, shiatsu, reflexology, etc. The student will know the procedure of removing makeup, steam appeal, pore cleaning (removal) and spraying the skin. In this course the student will have the ability to apply ultraviolet rays and identify massage manipulations.	2,5/75
ESTE 240	SPECIFIC TREATMENT AND HAIR REMOVAL At the end of this course the student will apply the special treatments of the current market such as treatments for spots, acne, microdermabrasion, expression lines, etc. In addition to the processes to perform hair removal, the products in the current market to perform the different treatments.	2.5/75
ESTE 320	CORPORAL MESSAGES AND IT'S TREATMENTS This course aims to train the student to know the different techniques of cleaning, treatment and body massage and its advantages. In addition, you will know the products in the current market and their use.	3.5/113
ESTE 321	ESTHETIC TREATMENT FOR HANDS AND FEET In this course the students of Esthetics and Makeup, will learn about the different types of treatment of the hands and feet. The composition, structure of bones, muscles, nerves and blood vessels of both hands and feet. In addition, the products on the market to perform manicures such as pedicures and precautions and safety to take into consideration when using these products.	2.5/75

ESTE 310	MAKEUP In this course, the student applies makeup considering the type and tone of skin; makeup techniques are applied to white, sepia skin and in addition, everything related to the latest advances in makeup products on the market is known.	2.5/75
ESTE 340	ADVANCED TECHNIQUES FOR PROFESSIONAL MAKEUP In this course, the student acquires skills for applying makeup, considering the occasion. The student practices competition and fantasy makeup. In addition, it develops skills in the application of needles and combination of inks to achieve permanent makeup.	1.0/38
ESTE 400	INTERNAL CLINICS In this course, students demonstrate the knowledge acquired in the courses of the program. Students practice different skills in which they apply their knowledge when working with other students and with guests. The efforts of this course are aimed at facilitating the student's process of transition from school to the world of work, offering real assistance and experiences in all areas of the profession.	2.5/75

SUPER MASTER

CODE	COURSE TITLE	CREDITS/ HOURS
SUMA 520	KNOWLEDGE REVIEW / IMAGE CONSULT This course is aimed at reviewing everything studied in the Cosmetology and / or Barbering programs. The correct use of materials and equipment when performing different jobs in both ladies and gentlemen. The changes in the last decades in cutting, color, makeup, new products and how the image projects according to the environment where people function.	3.5/113
SUMA 530	ADVANCED TECHNIQUES IN LADIES HAIRSTYLES / NEW TENDENCIES Advanced course of new proposals, studies and innovative styles of hairstyles with long hair. The student will learn new styles of hairstyles, collected (bows), and gala hairstyles, semi-gala, classic and contemporary. In addition, manual skills are reinforced through the use of various accessories, materials and equipment for the elaboration of complex and creative hairstyles	3.5/113
SUMA 550	ADVANCED TECHNIQUES IN LADY'S HAIR CUTTING This course provides the student the opportunity to increase their knowledge of trends in women's cuts using advanced razor, texturing and machine techniques. Razor cutting techniques and texturizing scissors, hair refining technique and comb scissors are developed.	2.5/75
SUMA 580	ADVANCED TECHNIQUES IN HAIR CUTTING AND GENTLEMEN'S HAIRSTYLES / NEW TENDENCIES This course provides the student with the opportunity to increase their knowledge of trends in the cutting of knights using advanced razor, texturing and razor techniques. Razor cutting techniques, texturing scissors, hair refinement techniques, comb scissors are developed.	2.5/75
SUMA 510	CHEMICAL TEXTURIZER AND HAIR COLOR INNOVATION This course provides the student with the opportunity to increase their knowledge of new trends. They will also continue to develop their own style of work in aspects related to chemicals that change the structure of the hair. They acquire knowledge about the chemicals and the precautions they should take in each case. In this way, they become experts in this technical area.	2.5/75
SUMA 640	EXTENSIONS, WIGS AND HAIRPIECES This course gives the student knowledge about the development of styles and design with hair extensions, wigs and hairpieces. The domain is added in the use of the definition tools necessary for the assembly of hair extensions, wigs, hairpieces and elaboration of high hairdressing.	2.5/75
SUMA 620	ADVANCED TECHNIQUES IN COLOR / LABORATORY This course provides the knowledge and practice necessary to use and mix dyes to obtain specific results. The student learns the importance of using color charts and aluminum foil in the creation of special effects that take into account the hair texture and physical features of the client.	2.5/75
SUMA 670	MAKEUP PRODUCTS EVOLUTION In this course, the student will expand their knowledge regarding the evolution of the products to be used in the different types of makeup. Taking into consideration cost, market availability and ease of acquisition thereof. In addition the ease and / or difficulty to acquire the products for the type white skin, sepiá, etc.	2.5/75

SUMA 660	MAKEUP: SOFISTICATED / FANTASY / BODY / SPECIAL EFFECTS In this course, the student acquires skills to perform sophisticated makeup, fantasy, body and know their special effects considering the occasion. The student will practice proficient makeup in the different categories. In addition, you will develop skills in the application and combination of the inks to achieve a striking makeup.	2.5/75
SUMA 630	ADVANCED TECHNIQUES IN PROFESSIONAL MAKEUP In this course, the student applies makeup considering the type and tone of skin; makeup techniques are applied to white, sepia skin and in addition, everything related to makeup products, their new lines and costs are known.	2.5/75
SUMA 650	HAIR CUTTING LABORATORY, COLOR, LADIES HAIRSTYLES AND GENTLEMEN (TOTAL LOOK) This course provides the knowledge and practice necessary to use and mix dyes to obtain specific results. The student learns the importance of using color charts and aluminum foil in the creation of special effects that take into account the hair texture and physical features of the client. In addition, the course is aimed at continuing with the development of manipulative skills in students to execute the 90 degree cut and other types of cuts such as: razor cuts, thinning, different types of cuts and their variants, depending on the characteristics physicals that each client presents.	2.5/75

NAILS TECHNICIAN

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CODE	COURSE TITLE	CREDITS/ HOURS
BELL 140	ANATOMY, HYGIENE AND BACTERIOLOGY The objective is for the student to know the structure and functioning of the hands and feet. The course also trains the student to prevent the growth of germs and bacteria and how to destroy them. Sterilization tasks of equipment, materials and facilities.	2.5/75
TECU 135	NAIL, SKIN AND IT'S DISORDERS Study of the parts of the nail structure, its conditions, the most common diseases and disorders and methods of treatment and prevention. This knowledge allows the student to have the opportunity to improve the appearance of the skin and hands.	2.5/75
TECU 150	MANICURE AND PEDICURE In this course, nail technique students will learn about the different types of manicures and pedicures. The composition, structure of bones, muscles, nerves and blood vessels of both hands and feet. In addition, the products on the market to perform manicures such as pedicures and precautions and safety to take into consideration when using these products.	2.5/75
TECU 145	BRUSH NAIL DESIGN In this class the student is provided with the art of design, decoration, and the creation of new innovative techniques to beautify and enhance the nails. The student is taught to create different effects through class techniques and demonstrations.	2.5/75
TECU 220	INTRODUCTION TO ACRYLIC, COVERING AND POLISHING STAGES Studies of the materials, tools and procedures used in acrylic nails on extensions or natural nail. Analysis of the precautions that must be taken to work with chemicals and carry out the proper mixing of products. Practice in the application of the material on the nail.	3.5/113
TECU 230	SCULPTURAL NAILS Studies of the materials, tools and procedures of sculptural nails on the natural basis of the nail. Analysis of the precautions you must take to work with chemicals and carry out the proper mixing of products. Correct application of the material on the nails.	3.5/113
TECU 235	GEL APPLICATION AND COVERING In this class the student will learn the gel polish application procedure that consists of applying a base coat to the nail, then a colored composition and a final coat, which fixes all the previous ones by combining them into a whole.	2.5/75
TECU 250	COMMERCIAL AND INNOVATIVE TECHNIQUES In this class the student is provided with the art of advanced design and new trends that have emerged in the market, decoration, and the creation of innovative new techniques to beautify and enhance nails. The student is taught to create different effects through class techniques and demonstrations	3.5/113
TECU 400	INTERNAL CLINICS This course provides the student with the opportunity to improve the technical skills of the field. The student practices with students and recommended clients. Students have the opportunity to review everything learned in previous courses.	2.5/75

TECHNICAL DIVISION: BASIC COURSES

CODE	COURSE TITLE	CREDITS/ HOURS
ETLI 100	ETHICS AND LEADERSHIP This course has been designed to take the student to know what professional ethics is. The importance of being ethical in the development of any work activity. In addition to knowing what are the principles and values contained in professional ethics and as a human being. The student is led to visualize professional ethics by setting the behavior guidelines for the performance of the duties of a position within an ethical and leadership framework. The course also provides for the student to see himself as a leader, how the good leader guides and leads people and / or groups to be efficient, thus helping to achieve achievements, using different tools such as charisma and security when speaking, in addition to the ability to socialize with others.	1.0/38
COMP 120	COMPUTER INRODUCTION This course offers the student the opportunity to know the historical development of computers and their impact on society, its components and their functions, terminology, operating systems, Internet basics, networks, word processing, database data and future projections. This course is aimed at students who are interested in learning about the use of a computer to simplify jobs and tasks, as well as to start their knowledge in the field of computer science.	1.0/38
SEGU 100	INDUSTRIAL SECURITY In this course the student will acquire the fundamental knowledge and concepts related to occupational safety. Preventive and remedial measures to deal with physical accidents caused by electric shocks, inhalation of toxic gases, explosives, accidents with machinery and others are examined. The regulations of the Department of Labor, OSHA and PROSHO applicable to that industry are reviewed.	2.5/75
SEGU 110	SAFETY IN THE AUTOMOTIVE WORKSHOP In this course, students will know all the safety measures they should have in a mechanic workshop. In addition, as one another they can collaborate to make these measures effective.	2.5/75
MATE 225	APPLIED TECHNIQUE MATHEMATICS TO ELECTRICITY This applied mathematics course comprises to the Electricity in two parts. The first examines basic mathematical operations such as: addition, subtraction, multiplication and division of whole numbers, decimals and fractions. The second part emphasizes: the application of the basic concepts of algebra, geometry, trigonometry, graphs and solution of numerical problems applied to technology and in the area of Electricity.	2.5/75

MATE 325	APPLIED TECHNIQUE MATHEMATICS TO REFRIGERATION This applied mathematics course comprises to the Refrigeration in two parts. The first examines basic mathematical operations such as: addition, subtraction, multiplication and division of whole numbers, decimals and fractions. The second part emphasizes: the application of the basic concepts of algebra, geometry, trigonometry, graphs and solution of numerical problems applied to technology and in the area of Refrigeration.	2.5/75
PLGE 100	MANAGEMENT, ENTREPRENEURSHIP AND BUSINESS PLANNING This course takes the student to know the importance of planning to be a successful entrepreneur. They will know the process of the successful development of companies by using good planning, in addition to relating to the levels of uncertainty that may arise during the process. It takes the student to be an entrepreneur, to get involved in entrepreneurship, create a company, means that you are a good planner and therefore a successful manager. The student will learn that the manager is responsible for working financial capital, so it is essential to have a good assessment of the needs of the company to achieve success.	2.5/75
SEÑA-160	SIGN LANGUAGE Incorporation of sign language to the health area. Through sign language learning, you can establish effective communication with deaf or partial deaf people and that it is achieving total communication with patients. The course promotes the incorporation of visual visual techniques and manual codes for the presentation of an optimal service within the field.	2.5/75

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ELECTRICITY WITH PLC AND RENEWABLE ENERGY TECHNICIAN

CODE	COURSE TITLE	CREDITS/ HOURS
ELEC 120	DIRECT AND ALTERING CURRENT CIRCUIT Study of current circuits (DC) and alternating circuits (AC). Electrical circuits, DC - AC and formulas such as series, parallel and combined circuits are included. Also, they will develop skills in the use of measuring instruments.	3.5/113
ELEC 230	ELECTRICAL INSTRUMENTATION Estudio de la instrumentación eléctrica para preparar al estudiante en los cursos avanzados de la división de Programas Técnicos. Uso de pruebas eléctricas, uso e interpretación de las lecturas de escalas y calificación. Aplicaciones prácticas de la teoría de circuitos DC y AC los cuales se verificarán usando los instrumentos de medición.	3.5/113
ENRE 210	RENEWABLE ENERGY In this course all means of converting energy such as; wind, hydraulic, solar, thermal, etc. It will also indicate the photovoltaic effect, photovoltaic modules, energy applications, energy storage, charge regulators, inverters and shadow study.	2.5/75
ELEC 240	SCHEME AND ESTIMATES This course is related to the preparation of estimates and / or diagrams for electrical projects. It includes the learning of various formats on estimates of labor, preparation of plans, materials, maintenance, facilities, electrical repairs at residential, commercial and industrial level and price tables.	2.5/75
ELEC 220	ILLUMINATION AND ENERGY CONSUMPTION REDUCTION Lighting design for residential, commercial and industrial services. Study of the theory of incandescent, fluorescent, sodium and high intensity lamps, among others. Review of the theory of alternating and direct current to be used lighting. In addition, the student will be able to identify the different legal means of reducing electricity consumption.	2.5/75
ELEC 210	ELECTRICAL WIRING Study of the readings and interpretation of diagrams and diagrams of electrical wiring. Use of multimeter. Earth fault test. Pull-out wiring, panels and circuits. Use of conductive pipes and safety rules.	2.5/75
PLCS 345	PROGRAMMABLE LOGIC CONTROLS (PLC) Reading and interpretation of schematic diagrams of PLC programmable control systems, the basic parts that make up a PLC, central data processing unit, input modules in parts, their physical configuration, input modules, battery, numerical system, symbols and ladder diagrams.	2.5/75
ELEC 320	THREE-PHASE ELECTRICAL SYSTEMS AND EQUIPMENT Reading and interpretation of diagrams, diagrams of industrial electrical systems of motors and generators. Familiarization with the safety and operation standards of commercial and industrial electrical equipment. Study of magnetism and magnetic fields. System designs for operation of engines and emergency plants. Study of single phase motors. Controls for AC motors.	2.5/75

ELEC 310	COMMERCIAL ELECTRICAL SYSTEMS AND EQUIPMENT Reading and interpretation of commercial electrical equipment and diagrams, familiarization with the basic safety standards and operations of electrical equipment and the design of electrical systems for commercial applications. Review of the theories of three-phase direct current voltages, alternating current, motors and electrical controls.	2.5/75
ELEC 300	LICENSURE EXAM This course is a practical one in which the student practices the skills necessary to pass the exam of the College of Electrical Experts of Puerto Rico.	2.5/75
ELEC 400	INTERNAL PRACTICE The student participates in educational activities planned by the teacher in and out of the laboratory. The course provides for the student to participate in the repair of residential and commercial electrical problems.	5.0/150

AUTOMOTIVE MECHANICS TECHNICIAN WITH FUEL INJECTION

CODE	COURSE TITLE	CREDITS/ HOURS
AUTO 100	HISTORY AND EVOLUTION OF THE AUTOMOTIVE MECHANICS This course begins with the history of cars and their evolution. The changes that have occurred in the last two decades in the evolution of automotive technology and the latest models. The men who contributed to the creation of cars and how over time these have evolved.	1.0/38
AUTO 110	TOOLS, AUTOMOTIVE EQUIPMENT In this course the student will acquire knowledge of the tools, equipment and materials used in the mechanics workshop. Including the correct names of these and the proper way to use them. In addition to how to organize them for safety.	1.0/38
AUTO 150	THEORY AND FUNDAMENTALS OF ELECTRICITY IN THE AUTOMOBILES This course studies the theory and fundamentals of electricity in the car, such as the structure of the atom, how to produce electricity, study of conductors and insulators, principles and laws of electricity, measuring instruments, circuits, fuses and wiring. Electricity, voltage, amperage, resistance. Ohm's Law, Kirchhoff's Law, magnetism, electrical circuits, interruptions, symbols and schematics are part of the principles of electricity in the car.	2.5/75
AUTO 160	ELECTRO MECHANIC COMPONENTS AND AUTOMOBILE ELECTRONICS Electricity, voltage, amperage, resistance, Ohm's law, Kirchhoff's law, magnetism, electrical circuits, interruptions and schematic symbols are part of the principles of electronics and electromechanics that are part of this course. The advantage of electronics in the vehicle and its applications is established. The study and operation of sensors such as coolant sensor, air temperature sensor, MAP sensor, MAF sensor, TPS sensor, etc., are important materials that are discussed in this course. It also includes the study of modules such as CPU, RAM, ROM, PROM, etc., operation of outputs, diagnostic processes and operating strategies of different manufacturers.	2.5/75
AUTO 120	CONCEPTS AND MOTOR REPAIR This course covers what is related to the engine. Such as the top, bottom and front of the engine. Its construction and subsystems such as lubrication, cooling, fuel supply, ignition and exhaust. The different modifications of this and its evolution in the last decades. In addition in this course the student will be trained to obtain the necessary skills to diagnose and repair engines by describing problems and repair procedures. In addition, it provides extensive knowledge about the internal and external operation of an engine and everything related to its repair.	2.5/75

AUTO 140	BRAKES SYSTEM AND ABS This course covers conventional brake systems and anti-lock brake Systems (ABS); car tires and rings. An important part of the course is the study of the purpose and construction of the frame. It covers the mechanisms of the car suspension, the steering mechanisms of the car such as conventional system, angles of the geometry of the suspension and alignment service.	2.5/75
AUTO 170	TIRES AND SUSPENSION MECHANISMS This course covers conventional brake systems and anti-lock brake Systems (ABS); car tires and rings. An important part of the course is the study of the purpose and construction of the frame. It covers the mechanisms of the car suspension, the steering mechanisms of the car such as conventional system, angles of the geometry of the suspension and alignment service.	2.5/75
AUTO 180	INJECTION SYSTEM I AND II In the course the student will learn how these systems work, the different attachments to be effective. How fuel is consumed and how these can be more effective depending on the quality of it. In addition, the student will learn first hand the demanding requirements of engine emissions. How the filtration system works through the engine. Also, how can you achieve emission reduction. Existing laws and regulations in this regard and penalties for violations of established regulations.	3.5/113
AUTO 165	CONVENTIONAL IGNITION SYSTEM, ELECTRONIC AND TECHNOLOGICAL ADVANCES IN THE CAR This course provides the student with information regarding the conventional ignition system. It includes knowing the electrical systems of the instrument panel of the car, among others. The universal basic components of the car are studied. It also provides the student with information regarding the electronic ignition system.	3.5/113
AUTO 145	SYSTEM GEAR, MANUAL AND AUTOMATIC AUTOMOBILE TRANSMISSION REPAIR In the course you enter the disassembly and installation of manual and automatic transmissions in the car. The evaluation of the torque converter and the disarming of the transmission is being carried out. In addition, it goes to the conditioning of the sub-assemblies such as pump, clutches, satellite carrier, valves, regulator and bushing replacement. Transmission assembly is practiced; oil leak detection and leak repair if any.	3.5/113
AUTO 155	BASIC SYSTEM OF THE AUTOMOBILE AIR CONDITIONER In this course, students learn the basic principles of the operation and repair of air conditioners in cars. The entire operating system of this in cars according to their evolution, year, model among others.	1.0/38
AUTO 300	LICENSURE REVIEW This course provides students with a review of the knowledge acquired in the previous courses so that they can take the revalidation safely and well prepared.	2.5/75
AUTO 400	INTERNAL PRACTICE The mechanics internship offers the opportunity to obtain experiences in the field of employment. Our course is designed to be process facilitators, integrating the institution and the practicing student. At the same time they will go through the process of reviewing everything learned in the courses and clarifying doubts.	5.0/150

REFRIGERATION AND A/C WITH PLC AND RENEWABLE ENERGY TECHNICIAN

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CODE	COURSE TITLE	CREDITS/ HOURS
REFR 100	HISTORY AND PRINCIPLES OF REFRIGERATION Introduction to the background and development of the history of refrigeration and its different types of applications over time. What has been its evolution and the changes in the last decades.	2.5/75
REFR 110	MECHANICAL PRINCIPLES OF REFRIGERATION/ELECTRONIC MAGNET FUNDAMENTALS Development of mechanical refrigeration principles. Study of the basic knowledge of the compression system and its functions. Study of the changes in this area in recent years. Student preparation in advanced classes in the division of technical programs. Study of electrical circuits, quantities and formulas; six parallel circuits and use of measurement instrumentation.	2.5/75
REFR 230	THERMODYNAMICS/HEAT CHARGE AND COMPLEX SYSTEMS OF REFRIGERATION Analysis of the importance of heat load and the application of thermodynamic systems to refrigeration systems	2.5/75
REFR 120	REFRIGERATION AND DOMESTIC A / C Study of the basic fundamentals of refrigeration and domestic air conditioning. The evolution of domestic air equipment and customer preference.	2.5/75
REFR 210	INDUSTRIAL A / C AND WELDING TECHNIQUES Realization of air conditioning mounts in industries and will be trained in maintenance routines in central and residential commercial air conditioning systems; at the same time, they will work with different types of pipes that are used in refrigeration works. Including welding jobs	2.5/75
REFR 220	DESIGN, CONDUCTS FABRICATION, SCHEMES AND ESTIMATES Study of the properties and behaviors of air flows and the design and manufacture of ducts and maintenance. In addition, the preparation of estimates and quotes will be studied. Preparation of estimates of materials, prices, supplier's directors, among others.	2.5/75
ENRE 210	RENEWABLE ENERGY In this course all means of converting energy such as; wind, hydraulic, solar, thermal, etc. It will also indicate the photovoltaic effect, photovoltaic modules, energy applications, energy storage, charge regulators, inverters and shadow study.	2.5/19
PLCS 340	PROGRAMMABLE LOGIC CIRCUIT (PLC) Reading and interpretation of schematic diagrams of PLC programmable control systems, the basic parts that make up a PLC, central data processing unit, input modules in parts, their physical configuration, input modules, battery, numerical system, symbols and ladder diagrams.	2.5/75

REFR 320	AUTOMOBILE AIR CONDITIONING SYSTEM In this course, students learn the basic principles of the operation and repair of air conditioners in cars.	2.5/75
REFR 330	REFRIGERATION AND COMMERCIAL AIR CONDITIONING Application of the operational fundamentals of commercial systems refrigeration. Study of the difference between commercial and domestic systems that use mechanical cycles.	2.5/75
REFR 300	LICENSURE REVIEW This course provides students with a review of the knowledge acquired in the previous courses so that they can take the revalidation safely and well prepared. They will go through a series of real experiences in practical and written tests to strengthen their knowledge.	2.5/75
REFR 400	INTERNAL PRACTICE This course provides students with experiences in scenarios similar to those found in the field of employment. The experiences pursue the integration between the institution, the employer and the practicing student. In addition to guide the student on the laws, required documents and dates to take the exam of the Examining Board. You will be provided with theoretical and practical knowledge reinforcements related to the Refrigeration revalidation exam.	5.0/150

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HEALTH DIVISION: BASIC COURSES

CODE	COURSE TITLE	CREDITS/ HOURS
INGL 300	BASIC ENGLISH This course is designed to provide the students with basic knowledge and skills in the English language also provide the student the opportunity knowledge the vocabulary they need to use in their work, as a Pharmacy Technician. The course focuses on grammar usage, mechanics of writing, pharmacy vocabulary and paragraph development.	2.5/75
INGL 200	INTRODUCTION TO COMPUTERS WITH BASIC ENGLISH This course is designed to provide the students with basic knowledge and skills in the English language also provide the student the opportunity knowledge the vocabulary they need to use in their work in PRACTICAL NURSING. This course offers the student the opportunity to know the Internet basics, networks, word processing and database data.	2.5/75
ETLI 200	COMPUTERS, ETHICS AND LEADERSHIP The importance of being ethical in the development of any work activity. In addition to knowing what are the principles and values contained in professional ethics and as a human being. This course offers the student the opportunity to know the components, functions, terminology, operating systems, Internet basics, networks, word processing, database data and future projections to the Paramedic.	2.5/75
COMP 220	THE COMPUTER IN THE MODERN MEDICINE This course is aimed at students who are interested in learning about the use of a computer to simplify jobs and tasks, as well as to start their knowledge in the field of computer science. The student will know the first uses of the computer in medicine. This course consists of the training of health professionals prepared to intervene in the production, research, development and control of all medicaments in the pharmacy program for medical use.	2.5/75
SENA160	SIGN LANGUAGE Incorporation of sign language to the health area. Through sign language learning, you can establish effective communication with deaf or partial deaf people and that it is achieving total communication with patients. The course promotes the incorporation of visual visual techniques and manual codes for the presentation of an optimal service within the field.	2.5/75

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PRACTICAL NURSING

CODE	COURSE TITLE	CREDITS/ HOURS
ENFE 140	COMMUNICATION AND INTERPERSONAL SKILLS In this course the student will be taken to see the importance of Interpersonal Relations and the effectiveness of good communication both personally and professionally. In the nursing profession, good communication is essential to be more effective in patient care. In this subject you can see the importance of this and its positive effects on the execution of the profession.	2.5/75
ENFE 110	DEVELOPMENT OF NURSING PRACTICE This component is designed so that the student becomes familiar with the nursing sciences. Emphasis is given to the following topics: the historical development of nursing, changes in nursing practice and education, the development of the category of Licensed Practical Nursing in Puerto Rico and the United States, the roles of nursing staff. Issues related to the legal field and federal and state regulations are discussed.	2.5/75
ENFE 120	ANATOMY PRINCIPLES AND HUMAN PHYSIOLOGY This course gives the student the opportunity to learn about the human skeleton, its parts, its formation and the consequences of the misuse of medications in the human body.	2.5/75
ENFE 135	INTRODUCTION TO PHARMACOLOGY This course starts the student in the general study of the administration of medications, their classifications and origin. It covers aspects of pharmacology and measurement weight systems, the therapeutic effects of medications under the supervision of an authorized physician.	2.5/75
ENFE 145	ELECTROCARDIOGRAPHY (EKG) In the course the student will know what the electrocardiography is, also know how to measure the cardiac activity through the electrocardiogram. It is also known as EKG and is usually prescribed to detect, cure or track a pathology such as heart attack, pericarditis or hypertrophy.	2.5/75
ENFE 130	BASIC SKILLS OF PRACTICAL NURSING This component is designed for the student to develop the knowledge and skills necessary in the performance of their duties as a nurse (or) practice in the field of health, such as, body mechanics and safety when handling the patient, hygiene personal, physical examination, biopsychosocial need and principles related to the control of communicable diseases, comfort and rest, assist the patient in feeding, urinary and gastrointestinal elimination, sample collection, pre and post care -operative and post-death care.	2.5/75

ENFE 210	SURGICAL MEDICAL NURSING This course is designed for the student to relate to the medical-surgical conditions that will be found in the clinical area. The following topics are discussed: physical and chemical causes of the diseases, the medical pathology related to the different systems, the signs and symptoms of the different disorders, the diagnosis to establish different conditions, the treatments and the role of the nursing staff in each One of the disorders and rehabilitation of the patient.	2.5/75
ENFE 230	MATERNAL CHILD NURSING In this course the student will know the historical details of gynecology and obstetrics and the contributions of nursing in this field. The process of human reproduction, the management of normal and complicated pregnancy, the process of childbirth, the puerperium and the care of the newborn are studied. It emphasizes the importance of prenatal care, practical nurse functions, responsibilities and nursing care plans in each of the stages.	2.5/75
ENFE 240	PEDIATRIC NURSE In this course the student acquires the necessary educational experiences related to the periods of growth and development of the child. Greater emphasis is placed on the physical, emotional, social and cultural development of the child. In addition, the most common pediatric conditions are discussed.	2.5/75
ENFE 250	ADULT CARE, GERIATRIC AND ITS FAMILY RELATIONS In this course, the general aspects of gerontology and nursing care offered to the geriatric client are discussed taking into consideration the social, biological and psychological aspects. The following topics are also discussed: mortality, the most frequent physiology duck and postmortem care.	2.5/75
ENFE 310	MENTAL HEALTH PRINCIPLES In this course, concepts related to mental health and the most common mental illnesses are discussed. The pathology of the conditions and their treatment is included. Greater emphasis is given to the prevention and control of mental illnesses, legal aspects and mental health services to the community.	2.5/75
ENFE 320	NURSING INTERVENTION IN EMERGENCY, CDT AND HOME This component provides educational experiences that relate to the principles of first aid applied to emergencies and the intervention of practical nurses with injured patients both in the Emergency Rooms, CDT and / or in their homes.	3.5/113
ENFE 330	LICENSURE REVIEW The concepts learned during the previous cycles will be refreshed to the student. You will go through the process of carrying out those exercises that enable you to take the revalidation. Strategies to face the revalidation exam to practice practical nursing are discussed.	2.5/75
ENFE 400	EXTERNAL PRACTICE The student will be in a real nursing work environment and will be able to practice the skills learned during the previous semesters. The student will have the opportunity to apply their knowledge and basic skills on medical care in a real work setting and will be related to professional staff in the field of health, in real situations and in everyday life. Learn to show sensitivity and respect, to listen and provide patient safety.	5.0/225

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EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC

CODE	COURSE TITLE	CREDITS/ HOURS
MATE 135	APPLIED TECHNICAL MATHEMATICS FOR MEDICAL EMERGENCY TECHNICIANS This applied mathematics course comprises two parts. The first examines basic mathematical operations such as: addition, subtraction, multiplication and division of whole numbers, decimals and fractions. The second part emphasizes: the application of the basic concepts of algebra, geometry, trigonometry, graphs and solution of numerical problems applied to technology. And as the domain of these facilitates decision making to the Paramedic in different functions in his profession, especially when determining medication doses.	2.5/75
TEME 110	PRINCIPLES OF ANATOMY AND PHYSIOLOGY This course prepares the student to recognize each of the components of the different systems of the body and their functions so that they can make a good assessment of the situation in which the patient is and apply the appropriate treatment to the part body affected. In the laboratory the student is trained to recognize how each of the components of the organ systems reacts to the disease or injury. Through the activities designed for the course and the laboratory, the student is prepared in the ability to quickly and effectively evaluate the patient with trauma, illness or both situations. It will also train you to properly medical terminology so that you can adequately describe the trauma or illness.	2.5/75
TEME 120	ROLE OF THE MEDICAL EMERGENCY TECHNICIAN This course includes the study of the role of the Medical Emergency Technician, the origin of the profession and the related ethical principles. Emphasis is placed on the importance as links in the chain of human and physical resources that constitute the community's emergency medical services system. In addition, you will know how the human being reacts to the pain or loss of family or friends. Teach the student how to react to different situations and raise awareness of the pain of other human beings.	2.5/75
TEME 130	EVALUATION OF PATIENT WITH LABORATORY It enables the student to understand the anatomy and functioning of the body, organize an evaluation of the patient by body region, and communicate findings to the medical management and other health professionals effectively.	2.5/75
TEME 140	SHOCK AND FLUIDS WITH LABORATORY This course describes the normal environmental characteristics of the cells and the mechanisms that are used to keep that environment balanced. You will learn skills to evaluate the patient by shock and classify the type of shock. You will use the basic skills to stop active bleeding and restore blood volume by mastering venipuncture techniques (vein canalization) and intraosseous canalization. You will receive guidance on the use of PASG (MAST) and its indications.	2.5/75

TEME 210	INTRODUCTION OF PHARMACOLOGY WITH LABORATORY This course starts the student in the general study of the administration of medications, their classifications and origin. It covers aspects of pharmacology and measurement weight systems, the therapeutic effects of medications under the supervision of an authorized physician.	2.5/75
TEME 230	BREATHING EMERGENCIES WITH LABORATORY This course offers students the theoretical knowledge that will enable them to evaluate and apply pre-hospital care to patients with respiratory problems. Emphasis is placed on the identification and description of respiratory system pathologies (by foreign body and pathology), the management and corresponding treatment plan.	2.5/75
TEME 240	INTERN MEDICINE EMERGENCIES WITH LABORATORIES It includes the study of the most common pathological clinical manifestations (disease) in the pre-hospital setting and how to evaluate, manage and treat the patient. In addition, the student is prepared to assist people with suicidal intentions, aggression, catastrophe crisis, abuse, rape or use of controlled substances. In the laboratory the student will be prepared so that he can provide support to patients who are presenting the emergency using effective communication through the use of effective therapeutic techniques.	2.5/75
TEME 150	TRAUMATIC EMERGENCIES AND LABORATORY In this course the student is trained to make proper management of the person with whom he intervenes. You are taught principles for patient management, appropriate equipment to be used in the intervention and technique for handling stretchers, stairs and confined places. The student is taught to apply knowledge and skills on how to handle people with cervical-spinal injuries, head trauma, long bones and other parts of the body using appropriate immobilization techniques. It will be exercised in the presentation of cases in the pre-hospital environment for the selection, preparation and administration of the appropriate drug. You will become familiar with the advanced cardiovascular management protocols for life support (ACLAS).	2.5/75
TEME 220	CARDIOVASCULAR EMERGENCIES WITH LABORATORY This course describes the pre-hospital evaluation and management for patients with selective cardiovascular disorders based on knowledge of the physiology and pathophysiology of the disease. The student will learn to use pre-hospital considerations to intervene with the cardiac patient including drug use, monitor / defibrillator, pacemaker, synchronized cardioversion and protocols for the advanced management of cardio-pulmonary life support.	2.5/75
TEME 320	GINECO-OBSTETRICIANS EMERGENCIES WITH LABORATORY This course presents the anatomy of the female reproductive and genitourinary system and the various most common clinical pictures of the disease. Prepares the student to assist in the work of the physiological (normal) and pathological (complicated) part. Apply skills to attend normal or complicated deliveries at the scene or inside the ambulance. Develop skills in the management of pregnant women with trauma.	3.5/113
TEME 310	NEONATAL AND PEDIATRIC EMERGENCIES WITH LABORATORY It includes the measures and care to offer when intervening with children in emergency situations. This laboratory includes the development of basic and advanced skills in the newborn, infant and child to evaluate, manage and give pre-hospital treatment.	2.5/75

TEME 330	LICENSURE REVIEW The student will review the knowledge and skills that he has acquired during the course of the course in order to prepare them properly so that they take the revalidation in the theoretical area required by law to be able to work as a Medical Emergency Technician.	2.5/75
TEME 400	EXTERNAL CLINICAL PRACTICE The student will have the opportunity to work directly with the patients putting into practice the knowledge and skills acquired in the study of the program. It will work in different real emergency situations.	5.0/225

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PHARMACY TECHNICIAN

CODE	COURSE TITLE	CREDITS/ HOURS
MATE 130	PHARMACEUTICAL MATH In this course the student reviews the basic skills of mathematics and acquires knowledge about the weight systems and measures used in pharmacy such as: metric system, home or English system and the apothecary system. In addition, the most commonly used abbreviations in prescriptions and medical orders necessary to solve mathematical problems are introduced. Conversions between systems, percent preparations, increase and reduction of formulas, calculation of oral and parenteral doses, speed and frequency of intravenous medication flow, calculations of treatment days, quantity to be dispensed are included, are some of the mathematical operations discussed in this grade.	2.5/75
FARM 705	PHARMACEUTICAL CHEMISTRY This course is designed for the student to acquire basic knowledge of inorganic and organic chemistry. In addition, he becomes familiar with the concepts of concentration, solubility, ph and the elements of the periodic table. Emphasis is placed on the applicability of these chemical concepts to the pharmaceutical field and the elements present in the drugs most used in pharmacy.	2.5/75
FARM 715	PHARMACY THEORY This course is designed for the student to acquire knowledge about the history and evolution of the pharmacy from the primitive era to the present day, emphasizing the History of Pharmacy in Puerto Rico. In addition, it will be related to the ethics, role, duties and functions of the pharmacy technician in the different work scenarios, emphasizing community service. The classification of medications, information on labels, auxiliary labels, expiration dates and dosage forms are introduced. The use of computer program for pharmacies is introduced.	2.5/75
ANAT 135	PHYSIOLOGY AND HUMAN ANATOMY This course gives the student the opportunity to learn about the human skeleton, its parts, its formation and the consequences of the misuse of medications in the human body.	2.5/75
FARM 750	ADMINISTRATION OF PHARMACY AND LEGAL ASPECTS The course provides the student with the basic knowledge of administering a pharmacy. It obtains the skills in the management of the administrative processes that are carried out in pharmacies such as: purchase, merchandise handling, inventory, medical plans and others. Laws and regulations that apply to the operational aspects of a pharmacy in the current market are discussed, such as: Puerto Rico Pharmacy Law, Controlled Substances Law, DACO Regulations, among others. The Rx30 computer program is used in the tasks and responsibilities of the Pharmacy Technician.	2.5/75

FARM 735	PHARMACOGNOSIA In this course the student acquires the knowledge related to the origin of raw animal and vegetable drugs. Drugs such as vitamins, alkaloids, glycosides, vaccines, anti-infectives and hormones, among others, are studied. The medicinal plants of PR and natural products are discussed.	2.5/75
FARM 755	PHARMACOLOGY This course discusses the action of drugs in the body of the human being. It includes drugs that act in the Gastrointestinal, Respiratory, Cardiovascular and Nervous Systems. The student is related to the commercial, generic or bio-equivalent names, indications, most important adverse effects and general information of the different pharmaceutical products.	2.5/75
FARM 725	POSOLOGY In this course the student will acquire knowledge related to dosage, analysis of the processes of absorption, distribution, metabolism or biotransformation, elimination of drugs. It includes the study of the routes or routes of administration as well as the dosage forms of the drugs and the factors that affect the effect of a dose of medication. In addition, it is exposed to the abbreviations used in the interpretation of prescriptions and medical orders. The calculation of doses and drug inter-actions is included.	2.5/75
FARM 780	PHARMACY TECHNICAL SEMINAR Through the Pharmacy Technician Seminar, the student will have the opportunity to develop skills to improve self-esteem, leadership, communication, human relationships, customer service and teamwork. The importance of personal and professional attitudes in the occupation of Pharmacy Technician as a component of the multidisciplinary team in health promotion is discussed. In addition, he becomes familiar with the important aspects in the preparation and study techniques necessary for the revalidation and with the preparation to the world of work.	2.5/75
FARM 770	OFFICE PHARMACEUTICAL AND TECHNICAL SPECIALTIES This course is designed for the student to acquire the necessary knowledge and skills in the interpretation, labeling and prescribing techniques in community pharmacies and medical orders in hospital pharmacies. In addition, the development of skills in the preparation of compositional or extemporaneous prescriptions where you will have experience with the required laboratory equipment and use the computerized systems for the dispensing of prescriptions.	2.5/75
FARM 400	PHARMACY TECHNICIAN PRACTICE I You will have the opportunity to be in that real work environment where you will continue to acquire the knowledge and skills you need to be efficient in your profession. It will be located in a pharmacy and can perform the tasks of a Pharmacy Technician under the supervision of a licensed pharmacist.	10/460

FARM 410	PHARMACY TECHNICIAN PRACTICE II The student will continue in the process of acquiring the experience in a pharmacy where he will socialize with professional staff in the field of Pharmacy in situations of the daily life of a pharmacy technician. It will be located in a pharmacy and can perform the tasks of a Pharmacy Technician under the supervision of a Licensed Pharmacist. This experience is in a real work environment where you develop your skills in performing medication clearance using the knowledge and skills acquired throughout the course. In addition, you will learn to listen to the patient requesting medication guidance.	12/540
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14

GERIATRICS ASSISTANT

CODE	COURSE TITLE	CREDITS/ HOURS
GERI 201	FUNCTIONS OF THE GERIATRICS ASSISTANT In this course the student will know the functions with which he must fulfill in the care of a geriatric patient. As with its responsibility to adequately assist the patient, this (a) must have to fulfill these functions tolerance, respect, full knowledge of the patient's health condition among other pertinent information.	2.5/75
GERI 202	EPIDEMIOLOGY OF ELDERLY AND ITS IMPLICATIONS The course aims to identify the epidemiological profile in the population of the elderly and describe the elements that characterize infections in this population, taking into account gender issues. It is intended to present the characteristics of the infection of these and the most common methods to treat them.	2.5/75
GERI 204	PROFILE OF THE GERIATRIC PATIENT In the course the student will know the profile of the geriatric patient. The evolution in this patient in the last decades. As, based on your profile is the treatment and care that is offered.	2.5/75
GERI 205	CHRONIC DISEASES OF THE GERIATRIC PATIENT In the course the student will know the chronic diseases that this population suffers most. Those that are hereditary, those that are acquired and the causes of these. Their respective treatments, the most effective medications and the reactions to acquire some chronic disease.	2.5/75
GERI 206	MANAGEMENT OF THE BEDDED GERIATRIC PATIENT This course is intended for the student to know how to handle the bedridden geriatric patient. The positions that this should be according to the condition. You will know how to bathe it, dress it, feed it, and administer the medications, among other care that must be offered while bedridden.	2.5/75
GERI 208	USE AND RELATIVE CARE OF THE DRUGS The course is aimed at knowing the safety when administering medications. They will know that these are fundamental for health care. That the mishandling of these can have a significant influence on administering them. As medication safety problems can cause misuse of these and how they affect the safety of the client.	1.0/38
GERI 210	ADMINISTRATION OF MEDICATIONS(TIME, DOSES, PROCEDURE) The student will learn in this course the correct procedure by which a patient is provided and / or administered a medication. In addition to acquiring knowledge of the different routes of medication administration. The correct medication, the dose, the correct route of administration, the time and the correct patient if	2.5/75

	you have more than one.	
GERI 212	<p align="center">PREPARATION OF FOOD AND SPECIAL DIETS</p> <p>The course is aimed at the student learning that the preparation of food for the geriatric patient must be varied and must contain food from all groups. Every day you should take food from the recommended group and only occasionally from the group to control. You will also know the portions you should eat if you cannot chew what kind of food you are given. You will know the foods that are administered to patients with chronic conditions, etc.</p>	2.5/75
GERI 213	<p align="center">EXTERNAL PRACTICE</p> <p>The student will have the opportunity to be in that real work environment where he will continue to acquire the knowledge and skills he needs to be efficient in his profession. It will be located in a practice center where you can perform the tasks of a Geriatrics Assistant under the supervision of the teacher.</p>	5/225
GERI 211	<p align="center">BATHING, SHAVING, ORAL HYGIENE AND MOVEMENT OF THE GERIATIC PATIENT</p> <p>In this course, the students will learn how to the care of the hygiene corporal ,shaving and oral of the geriatric patient.The oral Hygiene is essential in the basic care of the patient to avoid possible infections andto prevent dental sensitivity. The students will learn the techniques to position and move patientents correctly from one place to another through wheelchairs, stretchers or in bed to promote the confort and well-being of the patient.</p>	2.5/75

14

COMMERCIAL DIVISION: BASIC COURSES

CODE	COURSE TITLE	CREDITS/ HOURS
ETLI 100	<p>ETHICS AND LEADERSHIP</p> <p>This course has been designed to take the student to know what professional ethics is. The importance of being ethical in the development of any work activity. In addition to knowing what are the principles and values contained in professional ethics and as a human being. The student is led to visualize professional ethics by setting the behavior guidelines for the performance of the duties of a position within an ethical and leadership framework. The course also provides for the student to see himself as a leader, how the good leader guides and leads people and / or groups to be efficient, thus helping to achieve achievements, using different tools such as charisma and security when speaking, in addition to the ability to socialize with others.</p>	1.0/38
COMP 120	<p>COMPUTER INTRODUCTION</p> <p>This course offers the student the opportunity to know the historical development of computers and their impact on society, its components and their functions, terminology, operating systems, Internet basics, networks, word processing, database data and future projections. This course is aimed at students who are interested in learning about the use of a computer to simplify jobs and tasks, as well as to start their knowledge in the field of computer science.</p>	1.0/38
PLGE 100	<p>MANAGEMENT, ENTREPRENEURSHIP AND BUSINESS PLANNING</p> <p>This course takes the student to know the importance of planning to be a successful entrepreneur. They will know the process of the successful development of companies by using good planning, in addition to relating to the levels of uncertainty that may arise during the process. It takes the student to be an entrepreneur, to get involved in entrepreneurship, create a company, means that you are a good planner and therefore a successful manager. The student will learn that the manager is responsible for working financial capital, so it is essential to have a good assessment of the needs of the company to achieve success.</p>	2.5/75
SEÑA160	<p>SIGN LANGUAGE</p> <p>Incorporation of sign language to the health area. Through sign language learning, you can establish effective communication with deaf or partial deaf people and that it is achieving total communication with patients. The course promotes the incorporation of visual visual techniques and manual codes for the presentation of an optimal service within the field.</p>	2.5/75

14

OFFICE SYSTEM ADMINISTRATION

CODE	COURSE TITLE	CREDITS/ HOURS
ESPA 110	COMMERCIAL SPANISH This course aims to develop skills in writing and preparing commercial documents, using correct forms of Spanish language writing, emphasizing the correct techniques in the use of language and spelling.	2.5/75
INGL 210	COMMERCIAL ENGLISH This course provides the students with the basic conversational skills used in the office systems administration field. Students have the opportunity to role play and use the English language in situations simulating those found in the work force, such as answering the phone, responding to common questions, providing instructions and directions and other uses of the language in business.	2.5/75
COMP 110	KEY BOARD MANAGEMENT This course is designed to help the student obtain the necessary skills to perform efficiently in the use of the computer keyboard. Provide experiences so you feel confident when using it.	2.5/75
SOFI 120	DOCUMENT ADMINISTRATION This course provides the student with general and indispensable knowledge in the handling and administration of documents, which will facilitate them to perform effectively in the archiving functions.	2.5/75
SOFI 210	WORD PROCESSING APPLICATION (WORD ELEMENTARY, INTERMEDIATE AND ADVANCED) This course provides the student with the use of the Microsoft Office-Word application in its elementary phase to prepare different business documents that are required in the modern office. The student is provided with the competencies, concepts, terminology and procedures required to be successful in carrying out this process. It will combine critical thinking, the integration of applications and techniques to take advantage of the lessons learned in the previous class and integrate them into new tasks.	2.5/75
SOFI 220	ADMINISTRATIVE PROCESSES The Administrative Procedures course offers the student the opportunity to refine, integrate and update basic skills and knowledge in the area of office administration. Procedures and their application to office systems will be discussed. The course provides the student with the necessary tools to develop the profile and skill of the administrative assistant as well as necessary qualities in the personality that characterizes the office staff. Emphasis will be given to the modalities of the automated office, academic preparation, interpersonal relationships and professional image, importance of technological equipment, health and safety in employment, decision-making process, correspondence management, time management, processing of phone calls, coordination of trips and meetings.	2.5/75

SOFI 240	HEALTH INSURANCE MANUAL BILLING Study of terminology, forms, documents and ethical and legal aspects related to the processing of information in the medical office. Study of the basic procedures for manual billing using the appropriate documents.	2.5/75
SOFI 230	APPLICATION OF ELECTRONIC PRESENTATIONS (POWERPOINT) AND OUTLOOK The Electronic Submission Application course provides the student with the necessary tools for the effective handling of email, Internet searches and preparation of electronic calendars. It will carry out planning tasks, such as: keeping the electronic appointment calendar up to date, maintaining the telephone and facsimile directory, planning time and setting priorities. The student will use good judgment to create advertising documents. The "Word" program will be integrated for the design, creation and production of documents: promotional sheets, announcements, programs, invitations, booklets, business cards and letterheads for envelopes and paper, among others. Emphasis will be given to the use of "Outlook", "Word", search engines, commercial "e-mail" (Hotmail, yahoo, etc.).	2.5/75
SOFI 225	ELECTRONIC MEDICAL RECORD In this course the student will develop the skills to perform the tasks of working records electronically. More will develop the skills to perform these tasks without making mistakes in the recorded information.	2.5/75
SOFI 260	MEDICAL TERMINOLOGY AND CODIFICATION Study of terminology, forms, documents and ethical and legal aspects related to the processing of information in the medical office. Knowledge of the encodings and their proper use.	2.5/75
SOFI 330	ELECTRONIC BILLING TO HEALTH INSURANCE PLANS In this Study Program the student will obtain the knowledge, skills and competencies to work as a Billing of Medical Plans. Emphasis is placed on the administration of the medical office, as well as manual, computerized and electronic billing. Techniques and skills related to document management, office equipment and file management are provided. etc. The graduate of this program can work in areas related to billing, monitoring and auditing of medical plans in private medical offices, hospitals, laboratories, etc. You can also excel in tasks aimed at managing Office systems.	3.5/113
SOFI 320	SPREADSHEET APPLICATION Study of the use of a spreadsheet program to create different types of tables and graphs that are required in a modern office. Emphasis on the development of competencies, concepts, terminology and procedures required to be successful in carrying out this process.	2.5/75
SOFI 400	EXTERNAL PRACTICE The Office Administration internship offers the opportunity to obtain experiences in the field of employment. Our course is designed to be process facilitators, integrating the institution, the employer and the practicing student.	5.0/225

REQUIREMENTS TO TAKE LICENSURE EXAMS

D'Mart Institute offers the following programs that require revalidation to practice the profession. These are: Cosmetology, Barbering and Styling, Practical Nursing, Medical Emergency Technician / Paramedic, Pharmacy Technician, Refrigeration Technician with A / C and Renewable Energy, Electricity Technician with PLC and Renewable Energy and Automotive Mechanic Technician with Fuel Injection. At the end of the study of their respective program, the student must request the revalidation exam. The Cosmetology, Barbering, Electricity and Refrigeration revalidation exams are offered by the PCS Company. In the same way the Automotive Mechanics Technicians with Fuel Injection is offered by PCS. Applications to take these exams must be filled out electronically when a call is available.

Students in the Practical Nursing, Pharmacy Technician and Medical Emergency / Paramedic programs must visit the GM Group Building in Cupey where they can complete and submit all the documents requested by them and the exam application.

The institution has the Placement Office where the Officer will assist the student to carry out the application process properly and it complies with the provisions of the different Examining Boards.

The attached table gives you the requirements, costs (these may vary), in addition, the suppliers, Electronic page and age.

Profession	Documents to request at D'Mart Institute	Additional Requirements	Cost	Provider	Electronic Web Page	Age
Barbering	Copy of Diploma	Completed program with 1,000 hours of studies.	Theoretical: \$100.00 Practical: \$60.00	PCS	pr.pcshq.com	17-18 years old
Cosmetology	Copy of Diploma	High School diploma or 9th grade diploma	Theoretical : \$100.00 Practical : \$60.00	PCS	pr.pcshq.com	17-18 years old
Electrician Technician (Expert Assistant)	Copy of Diploma	To take the expert exams you must have an Assistant License with one year of issue. (It must not be expired)	Theoretical Assistant: \$100.00 Theoretical Expert \$100.00 Practical Expert: \$60.00	PCS	pr.pcshq.com	17 years old Assistant 18 años Expert Licence
Refrigeration Technician	Copy of the Diploma and / or credits transcription. Certification of Studies provided by the provider.	EPA License: 608 and 609 / Completed Program with 800 hours of study	Theoretical : \$100.00	PCS	pr.pcshq.com	17-18 years old
Automotive Mechanic Technician	Diploma, Transcription and Certification of Graduation	Completed program with 1,200 hours of study	Theoretical : \$100.00	PCS	aationline.com	18 years old
Practical Nursing	Diploma, Transcription and Certification of Graduation	Additional Requirements of the Exam Request.	Theoretical: \$45.00 + \$60.00 to Didaxis	Health	Visit GM Group Building with completed application and all its requirements	17 años debe present affidavit if less than 18 years old
Pharmacy Technician	Diploma, Transcription and Certification of Graduation	Completed program with 1,000 hours of practice / Exam Request Requirements.	Theoretical : \$150.00 + \$60.00 a Didaxis	Health	Visit GM Group Building with completed application and all its requirements	18 years old
Medical Emergency Technician / Paramedic	Diploma, Transcription and Certification of Graduation	Additional Requirements of the Exam Request.	Theoretical : \$75.00 + \$60.00 a Didaxis	Health	Visit GM Group Building with completed application and all its requirements	18 years old

ACADEMIC CALENDAR 2023

DAY	DESCRIPTION
January 1 to 8, 2023	Academic Recess
January 9, 2023	Beginning
January 12, 2023	Enrollment for January
January 16, 2023	Holiday: Martin Luther King
February 20, 2023	Holiday: Presidents Day and Puertorrican Heroes
March 16, 2023	Enrollment for March
March 22, 2023	<i>Holiday: Abolition Day</i>
April 6 and 7, 2023	Holy Thursday and Friday
May 18, 2023	Enrollment for May
May 29, 2023	Holiday: Memorial Day
July 4, 2023	Holiday: Independance Day
July 22 to 30, 2023	Academic Recess
July 25, 2023	Holiday: Constitution of Puerto Rico
August 16, 2023	Enrollment for August
September 4, 2023	Holiday: Labor Day
October 5, 2023	Enrollment for October
November 20, 2023	Holiday: Discovery of Puerto Rico
November 23 to 24, 2023	Holiday: Thanks Giving
December 22 to 31, 2023	Academic Recess

SUBJECT TO CHANGE

ACADEMIC CALENDAR 2024

DAY	DESCRIPTION
January 1 to 6, 2024	Acedemic Recess
January 8, 2024	Beginning
January 10, 2024	Enrollment for January
January 15, 2024	Holiday: Martin Luther King
February 19, 2024	Holiday: Presidents Day and Puertorrican Heroes
March 13, 2024	Enrollment for March
March 22, 2024	<i>Holiday: Abolition Day</i>
April 28 and 29, 2024	Holy Thursday and Friday
May 15, 2024	Enrollment for May
May 27, 2024	Holiday: Memorial Day
July 4, 2024	Holiday: Independance Day
July 25, 2024	Holiday: Constitution of Puerto Rico
July 29 to August 2, 2024	Academic Recess
August 14, 2024	Enrollment for August
September 2, 2024	Holiday: Labor Day
October 3, 2024	Enrollment for October
November 4 to 5, 2024	Elections P.R.
November 11, 2024	Holiday: Veterans Day
November 19, 2024	Holiday: Discovery of Puerto Rico
November 28 to 29, 2024	Holiday: Thanks Giving
December 20 to 31, 2024	Academic Recess

SUBJECT TO CHANGE

ACADEMIC CALENDAR 2025

DAY	DESCRIPTION
January 1 to 6, 2025	Academic Recess
January 7, 2025	Beginning
January 13, 2025	Enrollment for January
January 20, 2025	Holiday: Martin Luther King-No Class
February 17, 2025	Holiday: Presidents Day and Puertorrican Heroes-No Class
March 17, 2025	Enrollment for March
March 22, 2025	<i>Holiday: Abolition Day-Sabado</i>
April 17 and 18, 2025	Holy Thursday and Friday-No Class
May 12, 2025	Enrollment for May
May 26, 2025	Holiday: Memorial Day-No Class
July 4, 2025	Holiday: Independance Day
July 25, 2025	Holiday: Constitution of Puerto Rico
July 28 to August 2, 2025	Academic Recess
August 11, 2025	Enrollment for August
September 1, 2025	Holiday: Labor Day-No Class
October 6, 2025	Enrollment for October
November 11, 2025	Holiday: Veterans Day-No Class
November 19, 2025	Holiday: Discovery of Puerto Rico-No Class
November 27 to 28, 2025	Holiday: Thanksgiving-No Class
December 21 to 31, 2025	Academic Recess

SUBJECT TO CHANGE

CONTINUOUS EDUCATION

Introduction to Computers
Equipment Repairs
Medical Billing

Review of revalidation exams:
Barbershop and Styling
Cosmetology
Refrigeration
Electricity
Electricity Expert

Cutting and Hairstyle - Basic and Advanced
Massage Therapy and Body Treatment
Makeup
Nail Technician

***These Continuing Education courses are authorized by the
Puerto Rico Board of Education. They are not accredited by the
accreditation body at the ACCSC.***

GENERAL CATALOG CERTIFICATION

I, _____, declare that I have received the General Catalog of D'Mart Institute. I agree to use it for institutional improvement and for me as a student, in the same way I certify that I have received a copy, which was given to me by Mr. /Mrs.

_____.

Signed today: _____.

Student's Signature

Authorized Signature

DELIVERY METHOD

____ Printed

____ E-Mail: _____

***Note: Electronic Catalog also available in our web page:**

www.dmartpr.com