



General Catalog 2015 - 2017

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From school to work in less time

Revised July 2015

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MESSAGE OF THE PRESIDENT

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

As President of D'Mart Institute, I know that education is vital in order to build better values in our society. I am committed to maintain the academic quality and always keep pace with the forefront. Beyond all that, I will continue to support the events, activities and programs that we offer for you in D'Mart, which are designed to give you a completely different educational quality experience.

Take advantage of the wide variety of programs and services that we offer in D'Mart. The possibilities are varied ready to serve

you and help you achieve your academic and personal goals. The faculty will give you knowledge, the staff will be available to assist you and your friends will inspire you. What will you do?

It is your responsibility to ensure you invest your time and efforts wisely, and take the initiative to allow us to lead you on the road to success.

My office doors are always open to you.

Juan C. Vargas-Rivera

President - Owner



Mr. Juan C. Vargas Rivera, President & CEO

Board of Directors

D'MART INSTITUTE INC. is a private educational institution with pecuniary goals, incorporated under the laws of the Commonwealth of Puerto Rico and governed by a Board of Directors under a Chairman.

Juan C. Vargas Rivera – President & CEO
Valerie Rodríguez Maldonado – Executive Director

The President of the Board is responsible for the academic operation of the institution. A group of administrative officials assist the President from different positions, such as the Executive Director, Branch Directors, Academic Director, Program, Operations Director, Human Resources Director, Admissions and Marketing Director, Financial Aid Director, and other support staff.

ADMINISTRATIVE OFFICIALS

| | |
|--|--|
| Valerie Rodríguez Maldonado | Executive Director |
| Pedro L. Barnés Borrelly | Director of Operations |
| María L. López Ramos | Human Resources Director |
| Mirna V. Báez Hernandez | Comptroller |
| Amarilis Rivera González | Academic Director |
| Yaritza Rodriguez Maldonado | Barranquitas Main Director |
| Carmen Luz Berrios Rivera | Corozal Branch Director |
| Pedro L. Barnes Borrelly | Vega Alta Branch Interin Director |
| Juana I. Resto Ruiz | Finance and Register Director |
| Ivelisse Colón López | Financial Aid Director |
| Yaritza Varela Ortiz & Fernando Rodríguez Ramos | Admissions and Marketing Director's |
| Juan C. Berrios Rivera | Informatic Technician Administrator |

| | |
|---------------------------|-----------------------|
| Ricardo Burgos Burgos | Librarian Team Leader |
| María I. López Locorriere | Placement Coordinator |
| Brian Duclos Alfonso | Beauty Coordinator |
| Katy Ocasio Miranda | Health Coordinator |

Philosophy

"Providing students with an excellent quality education that adequately prepares them to achieve mastery of concepts, skills and competencies that enable them self-realized citizens, capable of contributing to the welfare and development of their household and community, being useful to society, compete successfully in the job market, getting job satisfaction and enjoying a full life."

The philosophy of our institution is focused on student needs and is based on developing an appropriate curriculum, with clear, specific and practical goals and objectives. Through this philosophy, we project excellent services and real aspirations for the maximum number of placement opportunities available in the work place. Thus, the academic, vocational and technical offerings remain up-to-day to achieve competencies and the proposed educational objectives.

Mission

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"Qualifying the students through vocational skills, technical and social interaction in an integrated manner so that they can get a personal, intellectual and professional development that will enable their success in the work place and society where they live. The institution utilizes modern, updated methods, and technology to provide a quality education. Our commitment is to utilize the continuous process of evaluation and utilization of results for institutional improvement."

The mission is the interpretation of the philosophy in a practical and measurable way that allows to concisely representing the institution's aspirations. The mission is disseminated through posters, promotional materials, and orientations to the entire school community. It is presented in all the institution's sites for both staff and the community at large so they can have access to it.

Goals

- To provide students, teachers and administrative staff a social, moral and intellectual climate based on ethical, civil, and social values that promote student development and help them have a fruitful life in the society to which they belong.
- To offer the student an opportunity to acquire knowledge and develop the skills that prepares them, through a short career, for a productive employment in the industry and commerce.
- To expand the student's horizon according to the demand of the changing modern world.

- To meet the supply and demand of qualified technical personnel that comes from industry, banking, commerce, and community.
- To demonstrate the effectiveness of the established programs through proper planning, evaluation, research and development, curriculum update and professional training of teachers.
- To provide educational experiences and skills that allow students to acquire a value system that helps them to get to know each other better and carry out individual and collective tasks with self-confidence.

OBJECTIVES

- To prepare the students in short careers of high social demand in order for them to acquire the necessary skills to succeed at the opportunities that will arise in the employment world.
- To provide an opportunity for citizens interested in obtaining a vocational and technical preparation in a short time that may serve to update their knowledge and skills or get a new job.
- To develop students' awareness of private enterprises' social responsibility towards the community.
- To qualify the students to start a business within the area of their educational preference.
- To achieve the highest standard of excellence by joining efforts and encouraging the involvement and participation of all those interested and responsible for the educational process and for updating the offerings of the institution.

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HISTORIC BACKGROUND

D'Mart Institute, Inc., (DMI) was and still is the result of a philosophy, goals and objectives that always respond to the demands of industry, commerce, banking and society in general.

The institution was founded in the town of Cayey in 1985 by Mrs. Marta L. Rivera, designer and entrepreneur whose vision, faith and enthusiasm allowed us to establish this educational concept that has served well in the educational preparation of youth and adults to reach their goals. The first courses offered were related to Fashion Design and Haute Couture. They were followed by other courses such as Cosmetology, Barbering and Florist.

Once established, the offerings were diversified, including technical courses which were at the forefront of technological change and the demands of a changing economy, earning the respect and confidence of the community that has seen the fruits of their graduates when they join the society as productive and successful people.

Ten years later, DMI change their operations to the town of Barranquitas, where it acquires new and better facilities in favor of giving the students the best for their development. There

were established the following technical and commercial courses: Secretarial with Word Processing, Drafting with Computerized Drawing, Electricity with Processing of Logic Controls (PLC), Refrigeration and Air Conditioning Technician and Commercial Florist I. In addition, beauty courses, such as Barbering, Cosmetology and Nail Design Technician were also established.

In 2000 the institution opened its doors to a satellite facility of the main institution located on Highway 159, Km 1.5, right at the diversion of Corozal, that later became a branch. Two years later, in 2002, another satellite facility of the main institution is established in the town of Ponce and later became a branch. It was located on Main Street # 46 Esq. Sol. In the year 2006, the institution begins to offer courses at the Vega Alta satellite facility as part of the Corozal branch and in 2007 became a branch. Starting in 2007 the new Vega Alta branch opens its doors and joins the other sites that pertain directly to the main Barranquitas institution.

In 2005 the Health Programs were approved beginning with Emergency Technician/Paramedic, and in 2009 the Pharmacy Technician and Practical Nursing Programs were added.

Thus, we continue to grow and implement the innovations that are emerging in the field of human knowledge. We are sure that we will remain 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 of 1991, is authorized by the General Council of Education and U.S. Department of Education United States of America.

Main Institution: Barranquitas

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Physical Facilities

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The Barranquitas D'Mart Institute's main campus consists of two structures located on the second floor of the San Cristobal Mall on road 156, Km 17.1 and the other at Km 17.5 of the Honduras neighborhood in Barranquitas. The San Cristobal Mall facility has sixteen (16) classrooms and three (3) laboratories for health programs. These classrooms are as follows: two (2) Practical Nursing classrooms with capacity for (20 student each classroom) and one (1) laboratory with capacity for (20 students), one (1) Medical Emergencies classrooms with capacity for (20 students) and one (1) laboratory with capacity for (20 students), two (2) Pharmacy Technician classrooms with capacity for (20 student each classroom) and one (1) laboratory with capacity for (20 students). We have two (2) Cosmetology rooms with capacity for (20 student each classroom) one (1) Esthetic room with capacity for (20 students), one (1) Technical Nails room with capacity for (20 students) and two (2) Barbering rooms with capacity for (25 student each classroom), one (1) laboratory with capacity for (15 students). All laboratories and computer rooms are similar to those found in the various professions such as hair cutting chairs, "shampoo bowls", facial chairs, massage tables, shaving chairs and others.

Our Office Assistance Administration's room with twenty-five (20) capacity up to computers and comfortable chairs. All machines have internet connection. Also, we have one (1) computer laboratory with twenty (20) computers for all programs.

The Cosmetology, Barbering and Esthetics rooms are prepared so that students can practice while learning. We also have spacious and modern administrative offices are located where the registry office, Financial Aid, Admissions, Counseling, Treasury and the Office of the Director. In addition, we have the Learning Resource Center with ten (10) computers and reference books related to the programs we offer.

The facilities located at Km17.5 are equipped with classrooms and workshops for the technical courses. In these building we have seven (7) theory rooms and three (3) workshops where students practice what they have learned in electricity, refrigeration and automotive mechanics. We also have a workshop equipped with vehicles for students to practice both refrigeration and mechanics.

The campus has the advantage to have a large parking lot with security at an excellent location.

Equipment

- ✓ Three (3) comfortable Cosmetology rooms.
- ✓ One (1) Esthetics room equipped with massage and facial tables
- ✓ One Nails Technician classroom with 20 desks and lamps.
- ✓ The Nursing and Pharmacy Laboratories have modern equipment that provides a real setting, just like the Laboratories that graduates can have at their work place.

Students from each of our programs will enjoy modern facilities, equipment and materials in each of the laboratories and will have an enriching academic experience.

Corozal Branch

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Physical Facilities

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The Campus D'Mart Institute in Corozal is located on road 159, km 13.4 on the 2nd floor of the Corozal Shopping Village. Here we have 17 rooms and eight laboratories for the technical, commercial, health and beauty programs. The facility has five (5) bathrooms and two (2) storage areas.

The Student Services Offices are located in the administration area. The Registrars, Financial Aid, Admissions, Counseling, Loans, and Treasury offices, as well as the Director's Office are here.

The Technical division counts with one (1) laboratory for the Electricity with PLC Program , and one (1) large laboratory for the Refrigeration Technician program with capacity for (20 student each classroom).

In the Commercial division, the Administrative Assistant classroom has one (1) classroom with twenty (20) computers. Additionally, it has a computer lab with fifteen (15) computers and internet access.

The Health division has two (2) large rooms for the Practical Nursing program with capacity for (20 student each classroom) and two (2) more rooms for the Pharmacy Technician program; each room has its own laboratory with capacity for (20 student each classroom). Two (2) theory classrooms with their laboratories are also available with capacity for (20 student each classroom). There is one (1) classroom for the Medical Emergency Technician / Paramedic program with capacity for (20 student each classroom), with his laboratory and storage area.

The Beauty division has three (3) cosmetology rooms with capacity for (20 student each classroom) equipped with counter, cutting chairs and two (2) shampoo bowls for each room with capacity for 5 students. The Barbering room is equipped with counter, chairs and two shampoo bowls, one classroom/laboratory for the Esthetics and Makeup with a theory area and four (4) booths. The Nails Technician program has one room with 15 tables and chairs with capacity for (15 students).

We have a Learning Resource Center where we have audiovisual material, reference books of all our educational divisions, a study area and a computer center with internet access.

Equipment

- ✓ Two (2) large computer laboratories.
 - 20 computers in Lab I
 - 15 computers in Lab II

- ✓ One (1) large Barbering Laboratory equipped with cutting, shaving and facials chairs.
- ✓ Three (3) comfortable Cosmetology rooms equipped with counter, cutting chairs and shampoo bowls.
- ✓ One (1) large Nails Technician room with 15 workstations, each with its respective lamp.
- ✓ The Nursing and Pharmacy Laboratories have modern equipment that provide a real setting, just like the Laboratories graduates can have at their work place.
- ✓ One (1) large room and mechanics workshop with equipment that provide a real mechanics' workshop setting
- ✓ Two Conference rooms with 25 chairs

Participants in the programs will have the institution's modern facilities available to them, as well as all necessary equipment and materials in each of the laboratories.

Vega Alta Branch

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Physical Facilities

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The D'Mart Institute Campus in Vega Alta enjoys a central location. We are located on Highway number two (2) within the Gran Caribe Mall.

Our Administrative Assistant room with capacity for (18 student each classroom) has eighteen (18) computers, a fixed projector and comfortable chairs. All computers have internet access.

The Student Services Offices are located in the Administration Annex. The Registrars, Financial Aid, Admissions, Retention and Placement, and Treasury offices, as well as the Director's Office are located here.

The Annex (3) is also identified as "Caribbean", has ample facilities and is located in the Caribbean Cinemas building, the rooms for the technical, commercial and health areas are located here. It has two (2) bathrooms and four (4) storage areas.

The "Caribbean" annex facilities count with (6) theory classrooms with capacity for (25 student each classroom) and two (2) laboratories with capacity for (25 student each classroom). These are part of the Electricity with and Refrigeration Technician programs. The Administrative Assistant room has fourteen (14) computers. The large Learning Resource Center is conveniently located in this area for our students' use.

At the second level, we have two (2) large Practical Nursing Practice rooms with capacity for (25 student each classroom) and two (2) more rooms for the Pharmacy Technician program with capacity for (15 student each classroom); each room has its own laboratory with capacity for (15 student each classroom) Two (2) theory classrooms with their laboratories are also

available. There is one (1) classroom for the Medical Emergency Technician / Paramedic program with capacity for (20 student each classroom), with his laboratory and storage area.

The classrooms for the Massage & Esthetics Therapy are being constructed in this building. They will have showers and bathrooms area with capacity for (10 student each classroom). The area has two (2) spacious bathrooms, elevator and storage area.

Among the advantages is that our campus has ample parking, food court area, security and a privileged location.

Equipment

- ✓ Two (2) large computer laboratories.
 - 16 computers in Lab I
 - 20 computers in Lab II
- ✓ Two (2) large Barbering Laboratories equipped with cutting, shaving and facials chairs.
- ✓ Four (4) comfortable Cosmetology rooms.
- ✓ Two (2) large Nails Technician rooms. One of the labs has twenty (20) workstations, each with its respective lamp. The second lab has twelve (12) workstations.
- ✓ The Nursing and Pharmacy Laboratories have modern equipment that provides a real setting, just like the Laboratories that graduates can have at their work place.

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Participants in the programs will have the institution's modern facilities available to them, as well as all necessary equipment and materials in each of the laboratories.

Address, Phones and Faxes

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| <p>D'Mart Institute Boneville Terrace Ave. Degatau A-16 Caguas, PR 00725 <i>Corporate Physical Address</i> 787-263-0353 Phone / 787-263-1481 Fax D'Mart Institute PO Box 373517 Cayey, PR 00736 <i>Postal Address</i></p> |
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| <p><i>Barranquitas Main Campus</i> D'Mart Institute Centro Comercial San Cristobal Suite 215 Barranquitas, PR 00794 <i>Postal Address</i> 787-857-6929 Phone 787-857-6633 Fax</p> | <p><i>Corozal Campus</i> D'Mart Institute Corozal Shopping Village Suite 201 Corozal, PR 00783 <i>Postal Address</i> 787-859-5391 Phone 787-859-4971 Fax</p> | <p><i>Vega Alta Campus</i> D'Mart Institute Gran Caribe Mall Anexo Caribbean Cinema Suite 98 Vega Alta, PR 00692 <i>Postal Address</i> 787-883-8180 Phone 787-883-8183 Fax</p> |
|---|--|--|

Web Page



www.dmartpr.com

ACCREDITATIONS, AUTHORIZATIONS, AND MEMBERSHIPS

Accredited by

1. “The Accrediting Commission of Career Schools and Colleges” (ACCSC) 
Accrediting Commission of Career Schools and Colleges

Authorized by

1. The Council of Education of Puerto Rico 
2. The Federal Department of Education, United States of America 

Memberships

1. Association of Financial Aid Administrators of Puerto Rico
2. Association of Private Schools of Puerto Rico
3. National Small Business United Association
4. Professional Secretaries International (PSI)
5. PRACRAO

SCHEDULES

Institutional Schedule

| Period | Hours |
|--------------------------|--------------------|
| Monday - Thursday | 8:00 am – 10:30 pm |
| Friday | 8:00 am – 5:00 pm |
| Saturday | 8:00 am – 12:00 pm |

Class Schedule

| |
|---|
| * 6 hours Periods Days (Monday through Thursday) |
| 8:00 am – 2:00 pm |
| * 6 hours Periods Evenings (Monday through Thursday) |
| 4:30 pm – 10:30 pm |

DEFINITION OF CLOCK-HOURS / TYPE OF CREDIT AWARDED

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One clock hour is defined as 50 minutes of instruction followed by a break of 10 minutes. One credit of theory is equivalent of 30 hours plus 7.5 outside work totals 37.5, one credit of laboratory is equivalent of 30 hours plus 7.5 outside work and one credit of externship is equivalent of 45 hours. The school uses the semester system on all programs.

ACADEMIC CALENDAR

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The academic year consists of two or three semesters depends on the program of study (900 hours - 1350 hours). Each semester has a length of 16 to 18 weeks. The sections of study of the institution include the daytime session from 8.00 - 2.00pm and night 4.30 - 10.30pm both schedules from Monday to Thursday.

HOLIDAYS OF PUERTO RICO

With the intention of maintaining properly informed next we enumerate the holiday that correspond a calendar year from January until December, 2015 as provided by the Office Training and advice on Labor Affairs and Human Resources Management (OCALARH):

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| DATE | CELEBRATION |
|---------------|--|
| January 1 | New Year |
| January 6 | Three Kings |
| January 15 | Martin Luther King Day |
| February 16 | Presidents Day |
| March 22 | Abolition of Slaves |
| April 2 and 3 | Holy Week Thursday and Friday |
| May 25 | (First Monday of the Last Week): Remembering |
| July 4 | United States Independency |
| July 25 | Constitution of Puerto Rico (ELA) |
| September 7 | Labor Day |
| October 12 | The Discovery of Puerto Rico |
| November 11 | Veterans Day |
| November 26 | Thanksgiving |
| December 25 | Christmas |

ADMISSIONS

General Admission Requirements

D'Mart Institute, Inc., assures that candidates requesting admissions to the Institution have a genuine desire to succeed in the field of their choice. Race, ethnic origin, age, physical impediments, creed, gender, nationality are not considered upon requesting admissions. All student rights and privileges are extended to the individuals when they are admitted to the Institution.

Admission requirements:

1. Individuals must have completed high school or its equivalent (Law 188 of May 2, 1952, as amended by Law 217 of August 28, 2003).
2. Copy of Diploma or official school transcript
3. Updated Vaccination Certificate or its equivalent (PVAC-3) applicable for individuals under 21 years of age.
4. Two pictures (2" x 2")
5. Pay admissions fee of \$25.00 (not reimbursable).

Observations:

- ✓ To qualify for Super Master programs, the prospect must have completed the corresponding basic program (Cosmetology or Barbering) in an authorized institution and he or she must be certified.
- ✓ All documents corresponding to the Admissions and Financial Aid Offices must be submitted during the enrollment process or at the beginning of the study program no more 10 days from the beginning of the school.
- ✓ Once the student begins studies, the documents he or she submitted are considered as property of D'Mart Institute for a period of five (5) years after the termination of the last study program.

Additional Admission Requirements for the Pharmacy Technician Program:

The Pharmacy Technician program requires that students have specific knowledge and skills that will help them obtain maximum benefits from the program. The following specific requirements are applicable for applicants to the Pharmacy Technician Program:

- ✓ High school diploma or its equivalent with a general point average (GPA) of 2.30 on a 4.0 scale (effective January 2012).
- ✓ Complete an interview with the Evaluation Committee (Director and Faculty member). During the interview, the applicant's interest in the program will be assessed (effective January 2012).
- ✓ The applicant must be available to complete the external practice in a pharmacy that may or may not be located near his or her place of residence.

Once the prospect has completed all the general and specific requirements, the Evaluating Committee will recommend admission to the program and the prospect will complete the admission process.

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Transfer from Other Educational Institutions

D'Mart Institute, Inc. accepts credits taken in other institutions when the credits are equivalent in hours, duration, and content to those offered in our Institution. The prospect must present a copy of the official catalog of the institution and request an official transcript from the institution where transfer credits were taken. The official transcript should be mailed to the institution. A Student Copy can be used for evaluation. However, final acceptance of transfer credits is contingent upon receipt of the official transcript.

Transfer credits will not exceed 25% of the total number of hours in the desired program. Only classes passed with "C" or higher grade will be considered for transfer credits. Classes accepted in transfer will not be considered for the student's GPA and will be noted on the student's official record as "Transfer". Only courses that have not been accepted as transfer credits are used to compute the student's GPA. The Institution will make a prorated reduction in the cost of the program.

Given the constant changes in the high technological careers, courses accepted in transfer must have been completed within the last three (3) years from the date the prospect requests admission to the Institution.

ADMISSIONS PROCEDURE

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All candidates to D'Mart Institute must visit the facilities and participate in an orientation with the admissions personnel. The interview will serve to qualify the prospect for the desired program and determine if he or she has genuine interest. If the prospect qualifies for admission, he or she will complete the admissions application and submit all necessary documentation. The student will pay the admissions fee \$50.00 (not reimbursable after the 3rd day of class).

At the beginning of each new enrollment period, the prospects receive orientation about the general school policies and a copy of the institutional catalog which includes the following handbooks: Drug and Alcohol Abuse, Satisfactory Academic Progress, Student Handbook, Academic Calendars, among other documents. This orientation is offered by staff from the different offices (Admissions, Treasury, Registrar, Financial Aid, Placement and retention).

INSTITUTIONAL POLICIES AND REGULATIONS

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Drugs and Alcohol Use and Abuse Policy

At D'Mart Institute, we are committed to the quality of life of students and staff. Aware of the problems posed to the student population by the use and abuse of drugs and alcohol, we have developed a policy for the establishment of a student community, free of abuse, distribution and possession of controlled substances or alcohol. This policy responds to the serious consequences of the use and abuse of such substances by students and employees; such as productivity, physical and emotional health of everyone. Please refer to the Drugs and Alcohol Policy document.

Bullying

Educational institutions echoed the deep concern that has arisen for personal conduct constituting harassment or bullying in our schools. Personal abuse or abuse of power is a serious act because it has the direct and indirect effect of violating the dignity of human beings. It is a ruthless and cruel act.

Starting in 2009, our institution will be more energetic and strict in cases where personal abuse or abuse of power (bullying) is reported. This behavior, which will be described later, will not be tolerated. If a complaint of personal or power harassment is filed, it will be investigated. If the likelihood of harassment is substantiated, the student harasser may be severely punished, including total expulsion from the Institution.

Personal Abuse or Abuse of Power (bullying) is defined as an aggressive behavior, abuse of power, and/or an offense by one or more people against others that could be repeated.

The following person will be responsible for issues related to situations of personal harassment or abuse of power on campus:

| | |
|-------------------|--|
| Position | School Director |
| Department | Campus Director Oficces |
| Contact Telephone | Barranquitas: Mrs. Yaritza Rodriguez (787) 857-6929 Corozal: Mrs. Carmen L. Berrios (787) 859-5391 Vega Alta: Mr. Pedro L. Barnes (787) 883-8180 |

Once a bullying complaint is filed in the appropriate form, the administration of the institution will open an investigation.

The first step we will take is to notify the student(s) about the charges of abuse of power or personal abuse (bullying). They will be instructed to refrain from any communication or contact with the student(s) subject of bullying.

Depending on the circumstances and severity of each case, the institution may ask the student to stay away from the campus.

Each case will be assessed on its own merits. Factors to consider include: the intensity of the bullying, means used to harass, where the actual harassment occurred, what constitutes harassment, etc. Research will include interviews with students, teachers, and members of the school community, or with anyone who may have knowledge of the facts which are still under investigation. The institution will seek to resolve the complaint promptly.

If bullying is confirmed, the student(s) charged may receive one or more of the following sanctions:

- Reprimand and/or
- Suspension and/or
- Imposition of a behavioral probation for the term that the administration deems prudent, and/or
- Total expulsion

This policy may be amended at any time.

NEITHER PARTY WILL HAVE THE RIGHT TO BE REPRESENTED BY A LAWYER. If either party disagreed with the penalty imposed may appeal to the Campus Director, who will evaluate the case on its merits.

Disability Policy

The fifth general requirement of section 5 of the ACCSC Accreditation Standards requires that any school can deny admission or discriminate against a student because of race, creed, color, sex, age, national origin or disability and indicates that the institution must reasonably accommodate students with disabilities according to applicable laws. To comply with the requirements, D'Mart Institute has established a policy to serve this population and all institutional branches will be governed by this Policy. Please refer to the Disability Policy document.

Privacy Policy for Student Files

D'Mart Institute, Inc. complies with the standards established by the Family Educational Rights and Privacy Act of 1974 (FERPA). This law protects the privacy of students' records and establishes their right to review the records.

Each D'Mart Institute Branch care about the documents used to validate the identity of each student. The use of Social Security numbers for students' identification is prohibited. This will be used exclusively for Federal financial aid and academic processes and their use will be strictly confidential. We have paper shredders at each branch to destroy any documents discarded in a manner that protects the identity of all our students.

The office that guards each student records is the Registrar's office. This office ensures that only Financial Aid, Treasurer, and Registrar have access to the records. These records are kept in fireproof files.

The institution may not disclose a student's particular information to third parties (except the federal financial aid information transferred to other institutions) without written permission from the student, except in cases where the law provides an exemption to the Institution, by which the student will be notified whenever private information is disclosed under this condition or with prior written authorization from the student and photo identification.

Campus Security Policy

In accordance with the provision Subsection D, General Provisions (668.41-48) of the Federal Department of Education of the United States, an information booklet on the facilities, services and campus security policies has been designed.

Use of Social Security Number (SSN) Policy

The approval of the Law #186 on September 1st, 2006 by the Commonwealth of Puerto Rico establishes the prohibition of use of the social security number as routine identification. The

institution will not show or display any Social Security Number (SSN) in order to identify any student at any place, or will be included in any visible way to the general public.

This provision shall not apply with respect to the use of SSN in cases where this is required or authorized by the student, parents or any federal law or regulation. For internal purposes of identity verification, identity validation, employment, or financial aid, all subject to the institution's confidentiality safeguards.

Copyrights Policy

The Federal Law on Copyright, which protects the copyright of all types of work produced by any form of expression such as literary, musical, dramatic, graphic, film, architecture and computer programs or other electronic means.

As part of the copyright recognized and subject to protection under the Federal Copyright is the exclusive right of the holder of a protected work to its reproduction.

In Puerto Rico this material is also protected by the Intellectual Property Law (31 LPRA 1401 et seq.). Federal law occupies the field when it comes to economic rights.

D'Mart Institute reaffirmed in the faithful fulfillment of each and every one of the laws applicable to this matter, both the Federal and the State and is committed to making all necessary and prudent steps to ensure that neither employees nor students violate such laws.

Institutional Regulation about Students with Asthma

D'Mart Institute complies with Law 56 (February 1, 2006) which recognizes the rights of students who suffer asthma or a related condition to self-administer medication in the Institution prior consent by parents, tutors or legal representatives.

Asthma is defined as a chronic condition that requires treatment for life. There are over 20 million persons in the United States that suffer this condition. This situation requires thousands of hospital and medical visits, absenteeism to schools and financial loss due to absences to jobs.

When students are involved, the situation is more serious because in many occasions students have to miss school because they are not allowed to self-administer medication. This means that student must stay home under the supervision of an adult who must be absent to his or her job affecting the person's employment and finances of his or her employer. Students get behind in their academic work and sometimes lose the academic year due to this condition.

Public Law 108-377—OCT. 30, 2004, known as the Asthmatic School Children Treatment and Health Management Act of 2004" allows for the self-administration of medicine in

schools. To date, about 30 states have approved legislation geared to resolve the situation affecting asthmatic students who are not allowed to self-administer medicine for their condition.

Procedure:

1. All students in D'Mart Institute have the right to self-administer medicine for the treatment of asthmatic conditions prior consent from parents, tutor or legal representative.
2. The necessary regulation is adopted for compliance with the Law and by doing so it takes into consideration the security and health of asthmatic students.
 - a. The minimum age to allow students to self-medicate at school for asthma is 21 years old.
 - b. Require that the asthmatic student certify that he or she received training by a qualified health professional regarding the correct and responsible use of medication which should include type of medication, administration routes, and doses, frequency of self-medication, instructions for managing and storing the medicine.
 - c. Require that the parent or tutor provide authorization in writing stating that the student can possess and use the medicine while he or she is at the school or in activity sponsored by the institution.
 - d. Require that students with asthma have an Action Plan that is designed by their primary doctor for managing their asthma and for the use of the medicine during class hours.
3. In order for a student to self-administer medication for his or her asthmatic condition he or she must present a medical certificate that states the condition, the medication used, and that the student has been trained to self-administer his or her medication.
4. No school or person can interfere with the student's right to use necessary medication in schools for the treatment of his or her asthmatic condition. All persons who comply with this law will not incur in civil responsibility if a complication should occur due to the student's self-medication.

STUDENT ACTIVITIES

The student activities are those that promote development of the person in the intellectual, moral, social, spiritual and physical according to the educational philosophy of D'Mart Institute.

All student activity will be subject to the written approval to the Branch Director and Academic Director.

In order to apply the approval for the student activity, it will be submitted to the Branch Director from who belongs the application with (10) days of anticipation to the activity. Activities that violate the rules and attempt against the order that leads the academic life or obstruct the academic tasks and the functioning ordered of the institutional life, including the politics, religious or ideologies will not be permitted.

The distribution of flyers, memos, newspapers or other publication within the college will require the written authorization correspondent to the Branch Director.

The institution as itself does not responsibly for student activities non officials. The designated areas to announce the student activities are the bulletin boards distributed to such purposes within the college.

DISCIPLINARY REGULATIONS

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To promote the institution's educational mission and objectives and to ensure discipline and order in the institution, the following rules are hereby approved. These rules will govern the substantive aspects and procedures to be followed in cases requiring disciplinary action by the governing bodies of D'Mart Institute and Retention Officer in student affairs.

Article I

Students must know, obey, and respect in all its parts, the mandates, rules and regulations contained in the statutes of the Institute, the Student Handbook, and Student Rules; in these disciplinary rules and in other regular or periodic publications of the Administrative Council, like orders or verbal instructions transmitted to them by officials, teachers, and/or employees of the institution.

Article II

Students will receive disciplinary action for any act of disobedience and indiscipline committed inside or outside the premises on Institute's activities.

Organizations are not permitted to promote personal interests.

Discipline means the action, attempt or conspiracy to stop doing what was ordered by a competent institutional authority or for failure to comply with the rules of the institution. Such acts will be considered severe or mild, depending on the nature of the facts and surrounding circumstances.

Article III

A Minor Offense is the one committed by a student that in the judgment of a teacher, official or employee of the institution partially affects the institutional order.

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

A Serious Offense is the one committed by a student that adversely affects the institutional order and requires a greater sanction than a reprimand or corrective action. Among others, conspiring or carrying out the following will be considered serious offenses:

1. Physical assault to an employee, officer or faculty member;
2. Damage, destruction or unauthorized use of D'Mart Institute property by employees, students or visitors
3. Student's disobedience of an order or rule transmitted by an employee, official or faculty member
4. Lack of respect for expression, action or omission, in the presence of the offended, to a faculty member, officer or employee of the institution
5. Use of alcohol, narcotics, controlled substances or activities harmful to the faculty, official or member of the Institution;
6. Partisan political propaganda
7. Adjournment of educational work or study, personal, social and cultural activities or otherwise
8. Fraud in partial or final academic tests
9. To subvert the institutional order in any way, shape or form
10. Disobedience to the rules set by the College
11. Any act constituting a crime by the law

Article IV

The Director of the Institution may initiate a preliminary investigation and subsequent disciplinary process with an oral report by a faculty member, official, employee or student of D'Mart Institute committed any act deemed by the Director as a serious cause.

Article V

The disciplinary process will begin with an oral or written notification by the Retention Officer to the Director of the Institution or simultaneously with the dispatch of a formal complaint. Such notification shall contain:

- a) The attributed act
- b) The clause(s) of the rules of the Institution that have been violated by the act
- c) The nature of the evidence at that time the act was committed. The Director of the Institution may temporarily suspend a student and his/her rights if a formal complaint has been filed against him/her, but may not exceed the provisional suspension of (5) school days, without prior approval from the President.

Article VI

The Director of the Institution will hold a hearing to record the reason for filing a formal complaint in the presence of the concerned student or students, to which the student(s) will be able to appear with an advisor. At the start of the hearing the Director shall provide all the evidence obtained by the commission about the alleged offense, including oral, written or mechanical evidence and/or witnesses. It will offer the student(s) the opportunity to submit oral, written or mechanical evidence and/or witnesses and to explain their position regarding the complaint. A hearing cannot last more than (4) school days in which case the Director of the Institution will reach a decision based on the evidence that has been submitted.

Article VII

The Director of the Institution will deliberate alone to get familiar with the evidence presented. After listening to the witnesses and analyzing the reports from the Retention Officer and student(s), the Director will issue the ruling. The Director of the Institution will analyze the evidence and will deliberate alone to issue the decision. In case there is not sufficient evidence, the decision may be that there was no offense. In this case, the file will be archived and any temporary suspension will be void immediately.

Article VIII

After hearing and analyzing the investigation reports and from the student, the Branch Director will ratify the qualification of the situation by the Retention Officer and the Teacher when they find sufficient evidence that fault was committed by the student or students who are charged. In case of deciding that there was a serious fault, the Branch Director will dictate a resolution with a brief account of the facts and will order an applicable sanction.

Penalties for a serious offense include:

1. Verbal warning to the student if there were approved extenuating circumstances
2. Suspension of all or any student's rights for a fixed time within the term, session or days
3. Class suspension for a fixed time until adequate excuse is given to the aggrieved persons or institutions, if such were deemed sufficient excuse
4. Suspension for the current academic year or a longer period
5. Suspension for a semester, term or 100 hours session in progress
6. Recommendation to the Director of the Institution to deny readmission
7. Expulsion from the Institute shall be annotated on the student's academic record
8. More than one of the penalties listed.
9. Recurrence of the established facts that lead to the sanction of suspension for the term, session-hours or academic year, will constitute grounds for permanent expulsion.

STUDENT HANDBOOK

STUDENT REGULATIONS

Objective

The purpose of these regulations is to identify the rights and obligations of students as members of the student community, to stipulate rules that allow for better daily living and better interpersonal relationships between students, faculty and administration.

It is the responsibility of every student at D'Mart Institute to know and abide by the contents of those regulations that are about to read

Article 1 – Student

Section 1

Any person who has fulfilled the established admission requirements, is enrolled under contract in one or more programs, and have paid the required costs in each term, program or section separately, will be considered a D'MART Institute student.

Section 2

Every student has the obligation to meet each and every one of the dispositions of the regulation.

Article 2– Student's Rights

Section 1

To be educated is the fundamental right of the student.

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 these purposes, the student may use the resources at his/her disposal to achieve exchange of ideas and positive participation in student affairs

Section 2

The student must be an understanding, considerate and respectful person toward faculty members, colleagues and the Administration of the Institute, since this conduct will require positive reciprocity of human relations.

Section 3

The Institution will track the academic activities of all students. Students who are frequently absent to their academic activities will be referred to counseling.

Section 4

The student must wait in the classroom for the teacher a minimum of (30) minutes. The student must wait for the Director of the Institution who has the authority to issue an official action regarding the current situation or assign another day for replacement.

Section 5 - Payments

- a) Payments must be made to the Treasury Office within the payment contract framework.
- b) The student may not be in the classroom without hi/her Class Schedule.
- c) To receive the diploma, the student must receive the approval of all departments.

Section 6

The students have the right and obligation to participate actively in the development of thematic learning experiences and other related systematic educational activities, to consult their teachers, respectfully express their doubts and differences of opinion, and be informed of academic progress, achievements, deficiencies and limitations in their student life.

Section 7

The student must receive the proper orientation, either orally or in writing, from their teachers at the beginning of each course. This will include: explanation of the purposes and objectives of the course, study slogans, reading and other instructional media, evaluation methods and other relevant aspects of the course.

Section 8

Academic and disciplinary records shall be confidential and may only be made available to persons outside the institution with written consent or authorization from the student or as prescribed by law.

Section 9

The student is responsible to make-up academic and technical material discussed and assigned in his/her absence.

Section 10

The student is entitled to have his/her student work carefully and fairly graded.

Section 11

Every student is entitled to receive a written grade for each subject, evaluating the work they did. This article is subject to Article II, Section V (payments).

Section 12

Every student is entitled to obtain certifications related to student performance and their behavior in their school life from the College authorities. This article is subject to Article VI, letter "c", Part I (payment).

Section 13

The student must submit his/her official identification card or Class Schedule for any transaction in the Administrative Offices, so it is recommended to have it in their possession at all times.

Section 14

The teacher should not accept in the classroom any student who is not properly dressed. If clothing is deemed inappropriate, please refer to everything that is described in the Student Dress Code section. In courses where wearing a uniform is required, students must wear it.

Section 15

It is forbidden to use profanity (vulgar, unworthy, despicable, dirty, etc.) in the classrooms and campus of the institution.

STUDENT SERVICES

Student Affair Offices

Retention Services are designed to carry out activities that help develop skills and facilitate communication between student and college staff offering academic and vocational services. We can offer individual or group support. All students of the Institute have the opportunity to enjoy retention services as an indispensable complement to achieving the highest academic achievement. The student must request these services through their teacher or directly to the Administrative Office to schedule an appointment. Also work with students who have attendance and discipline problems. Refer to the Retention Manual and documents.

Placement Offices

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The Placement Office provides a range of activities that are initiated from the student begins studies at D'Mart Institute. Each student will receive active support in drafting the resume, cover letter, job interviews and provides guidance on how to obtain and maintain employment. The Placement Office coordinates conferences with government and private companies for students to learn the skills and employment opportunities in their profession.

Upon graduation, the Placement Office markets the resumes to assist the student in finding employment opportunities related to their area of study. It also helps in the process of handling board test for the applicable programs. To qualify for these services, each graduating student must complete the Employment Application and submit an updated resume to the Placement Office of D'Mart Institute, Inc.

The Placement Office does not guarantee employment to the students but helps in finding job opportunities.

Registrar Offices

This office is responsible for guarding the academic records of each student, and registration process. It keeps vigil for assistance, certifies academic progress and status (Active, Withdrawal, Expelled, Graduate, Canceled, Etc.) of each student through the records provided by teachers. It also offers the following student services:

1. Student Diploma
2. Academic Transcriptions
3. Graduation Certifications
4. Readmissions
5. Certification of studies
6. Class programs and time schedules
7. Change class schedules or branch's
8. Custody of all student records
9. Satisfactory Academic Progress reports

Applicants must complete the Registrar's application two (2) days in advance. The application should be accompanied by a receipt issued by the Treasury Department. (See page 49 General Catalog for the required costs for student services).

Learning Resource Center

Our institution provides reference services for students, faculty and staff. The reference area is one of the vital units of the institution for its educational role. It complements the academic and intellectual development of students by making available reference and text books, journals, newspapers and other print media, audiovisual and the Internet. It has audio-visual equipment and materials teachers and students use. Refer to the appropriate document.

Treasury Office

This office will prepare the study contract and ensure that students establish a payment schedule and meet their financial obligations timely to the institution. Provides the opportunity to establish payment plans, properly orient those students with payment problems and find viable solutions to avoid students are affected in their financial commitments and academic work. This office certifies whether students are current with their financial commitments and provides certification of debt or solvency.

Financial Aid Office

The Institution's Financial Aid Office primary purpose is to guide students in all matters related to available Financial Aid support at our institution, as well as giving them the opportunity to request the assistance available using established rules, procedures and essential requirements. The financial contributions are available if the applicant qualifies. Our institution does not guarantee the eligibility of applicants. Each case is individual, confidential, and independent of each student who applies. The financial aid is based on the demonstrated financial need of the applicant. Any student that is interested in studying at our institution has the privilege to apply. Our guidance provides valuable information regarding Financial Aid programs.

We have programs such as:

1. PREC Supplementary Help
2. Federal Pell Grant
3. FSEOG (Federal Supplemental Educational Opportunity Grant)
4. FWS (Federal Work Study)

To apply for financial aid, you must submit evidence of income received during the previous year. These revenues include:

1. Unemployment Compensation
2. Social Security
3. Retirement income
4. Welfare, SNAP, TANF
5. Veterans Benefits
6. Child Support
7. Untaxed Income

8. Income Tax Returns
9. Other

Appeals Process

The following appeals process has been designed to deal with the possibility of loss of eligibility for financial aid and academic dismissal.

1. The student must submit a written appeal to the Registrar Office
2. The Registrar will send the request to the Financial Aid Director to appeal.
3. The supervisor will grant a case hearing in a week to review the student's academic record and any other relevant document.
4. If necessary, the supervisor will interview the teacher, student, Registrar and Campus Director.
5. Once the relevant data to the case has been completed, it will be submitted to the Appeals Committee to determine if a mistake was made a mistake in the procedure and give a suggestion to consider the merits of the case.
6. Such action is backed by a review letter, it will be sent to the Registrars and Financial Aid Office for reconsideration of the suspension or limitation to the Financial Aid process.
7. A copy of the case will remain in the archives of the institution. If the appeal is upheld, the financial assistance shall be evaluated within ten days following this action.

Note: The student will be notified in writing of the decision, as determined by the Committee

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| 30 |
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COMPLAINTS/GRIEVANCES PROCEDURE

D'Mart Institute students have every right to file any complaint or grievance if in their opinion their rights have been violated or limited. All administrative or academic complaints should be submitted to the Director of the Institution. The Director shall appoint a committee with representation from students, faculty and administration. The committee will issue a report with the respective recommendations to the Director. The committee's decision may be reconsidered if necessary, by the Director of the Institution at the request of the complainant. The decision of the Director of the Institution will be final and firm.

Students, employees or persons who have any complaint about the educational and administrative services, faculty and/or employees of the institution may submit a written

complaint to the Director or area Supervisor. In this complaint the person shall indicate all information of the problem, including when and where the situation occurred (if applicable).

The Director or Supervisor must meet with all parties involved and respond in writing to the person concerned within fifteen (15) working days from the date of the complaint about the decision.

If the person is not satisfied with the decision of the complaint, may appeal in writing to the Director of the Institution within the next fifteen (15) days from the letter from the Supervisor / Institution. The Director will assess the situation with all parties and will answer to the complainant in writing within (15) business days after the filing of the appeal. If the person understands that their complaint complainant has not been resolved you can write to the address in the next section.

Important Note from the Accrediting Commission of Career Schools and Colleges:

Schools accredited by the Accrediting Commission of Career Schools and Colleges 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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. 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 and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Branch's Director.

ACADEMIC INFORMATION

Academic Year

The academic year consists of three semesters with 450 hours/15 credits. Each semester is completed in 16 weeks or 15 credits which are divided into two terms of 8 weeks.

Credits Hours

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A clock time is set as 50 minutes and 10 minutes of instruction break within a period of 60 minutes. One credit equals 30 lecture hours, one laboratory credit is 30 credit hours and external practice (externship) is equivalent to 45 hours

Academic Load

It is considered a full class program load when the student attends all the classes that are indicated in the program, per academic term minimum 450 hours.

Group Size

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The number of students in each group is determined by the educational policy and the characteristics of each program. Lecture classes are normally have 10 – 30 students depending on the facilities and the program.

Semester Credit Hour

Semester credit hour” means a minimum of minutes of formalized instruction that typically requires students to work at out of class assignments an average of twice the amount of time as the amount of formalized instruction. It is acknowledged that formalized instruction may take place in a variety of modes.

Hours

A contact hour is defined as 50 minutes of instruction and 10 minutes recess within 60 minutes.

Replacement of Work

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The Institution measures academic programs on the basic of credit hours, for that reason when the student is absent do not have to replace the absent time, however, the student is responsible for replacing the assigned work, presentations, research, etc. Once the student returned to the school must coordinate the work and reasonable time for delivery with the teacher.

ATTENDANCE POLICY

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Definition of terms

1. **Excessive absences** – Absences that exceed 10% of the total number of hours in any program without justification. (See Absences per Study Program Chart).
2. **Class Time Make-up Agreement** – This document describes the manner in which the student will make-up the class time for he or she has missed. The document includes the academic activities that the student will complete as part of the plan. The instructor writes up the Plan with the student.

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3. ***Make-up Study Plan*** – Academic strategy that allows the student to complete class work (conceptual or skill based) he or she missed due to a justified absence. This class work must be completed within the same academic semester or term when the student was absent. Examples of class work accepted include special assigned work completed at the LRC, academic complement or tutoring, among others. Any student who shows justification for absences beyond the 10% of the total number of hours of the program must make-up work corresponding to the number of hours over the 10% allowed. Any student who is absent without justification will be required to make-up all the class time for which he or she has been absent.

All work assigned for make-up must be similar to content (conceptual or skill based) covered when student was absent and to the time required for completion. The teacher must develop evaluation guides or rubrics to evidence all course work completed through this strategy depending on the type of work assign.

4. ***Justified Absence*** – Any absence for which the student presents reasonable written evidence that explains why he or she could not attend classes. The document that justifies any absence must be submitted to the Instructor who will keep the evidence in a confidential file.

The following are considered justified reasons for absences (documentation is necessary):

- Student's illness
- Illness or death of a close family member (spouse, parents, children, grandparents or person with whom the student lives).
- Transportation
- Lack of childcare
- Financial situations
- Appointments with government or private agencies that provide the student with service(s).
- Court appointments or visits
- Maternity
- Military training
- Jury duty
- Others – The Branch Director, the Retention Officer, and the Registrar must evaluate any situation presented by the student that could result in a justified absence.

5. ***Pattern of absences*** – This term refers to the number and frequency of absences in which a student incurs within an academic period. Any student who is absent six or more days without just cause and who does not make-up course work is said to have a pattern of absences.

- When this pattern of absences continues during the probation period, the student will be withdrawn from the program at the end of the probation period.

6. Probation for absenteeism – This term is the classification assigned to a student who has not complied with the attendance policy. This probation is for one semester.

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Purpose of the Attendance Policy

D'Mart Institute requires students to attend classes. Student absences can affect the development of skills and the acquisition of knowledge needed to compete effectively in the job market.

The purpose of this attendance policy is to reinforce the institution's philosophy that fosters students' participation in class and other academic activities. D'Mart Institute sustains the belief that attendance to class will allow the student to develop the necessary needed to demonstrate mastery of the educational program goals and objectives.

Computing Attendance Time

The following example is an application of the procedure used to compute class attendance time for each study program.

Example with Day Session Program:

The Cosmetology program includes 1350 class hours. Ten per cent (10%) of class time is equal to 135 hours. This number (135) divided by the number of class hours delivered daily (6 hours) equals 22.5 days or 7 days per semester..

Program: Cosmetology:

$1350 \text{ hours} \times 10\% = 135 \text{ hours} / 6 \text{ hours daily} = 22.5 \text{ days} / 3 \text{ semesters} = 22.5 \text{ hours or } 7 \text{ days per semester}$

The following chart established the time equivalent to 10% for each study program.

Equivalency Chart of Maximum of Justified Absences per Study Program (10%)

| Program | Total Hours in the Program (revised 2011) | Number of days equivalent to 10% (per semester) | |
|-----------------|---|---|------------------|
| | | Day Sessions | Evening Sessions |
| Cosmetology | 1,350 | 7 | 7 |
| Barbering | 1,350 | 7 | 7 |
| Nail Technician | 900 | 7 | 7 |

| | | | |
|--|-------|---|---|
| Super Master | 900 | 7 | 7 |
| Esthetics and Make-up | 1,350 | 7 | 7 |
| Refrigeration with A/C and Renewable Energy | 1,350 | 7 | 7 |
| Electricity with PLC and Renewable Energy | 1,350 | 7 | 7 |
| Automotive Mechanic Technician with Fuel Injection | 1,350 | 7 | 7 |
| Office Systems Administration | 1,350 | 7 | 7 |
| Medical Emergency Technician | 1,350 | 7 | 7 |
| Pharmacy Technician | 1,840 | 7 | 7 |
| Practical Nursing | 1,350 | 7 | 7 |

Taking Attendance: Course Offering Attendance Report (COA)

The procedure for taking attendance is as follows:

1. At the beginning of each semester, the Registrar will provide teachers with the Course Offering Attendance (COA) Report.
2. The teacher will mark students' attendance on the COA Report by writing (P) if the student is present or (A) if the student is absent.
3. Teachers will refer to the Student Affairs Officer all students with three (3) or more consecutive absences (justified or not) and who have not contacted the Institution to explain why they have been absent.
4. Every day, teachers submit the completed COA Report to the Registrar or Student Affairs Officer. The Report is returned to the teachers the following day.
5. The Registrar or Student Affairs Officer enters the information provided by the teacher on the COA Report regarding students' attendance in the learning management system (Diamond D).
6. The Student Affairs Officer writes the weekly High Risk Students Report and provides follow-up to the students in the report and performs the following actions:
 - Verifies if there are students with 3 or more absences.
 - Calls students who have 3 or more unjustified consecutive absences
 - If students have been referred by the teacher, the Retention Officer calls the student the day after the referral.

- Records all interventions in the Call Register and in the counselor's student file.
 - If the student cannot be contacted by telephone, the Retention Officer mails a letter to the student with an appointment with the Student Affairs Office.
 - When the student cannot be contacted, the Student Affairs Officer visits the student's home and completes the Home Visit form.
 - The Student Affairs Officer emails the High Risk Students Report to the Campus Director, the Executive Director, the Academic Director, the Operations Director and the Registrar.
7. The Student Affairs Officer returns the COA Report to the teachers on Mondays to continue with attendance taking process.
 8. The Student Affairs Officer updates the Report weekly with information provided by the teachers and the Student Affairs Officer interventions.
 9. During the Student Affairs Officer intervention with the student, the student commits to continue to attend and signs the Attendance Commitment Form. This document is signed by the student, the teacher, and the Student Affairs officer.
 10. When the student cannot be reached or when he or she expresses disinterest in continuing studies, the Student Affairs Officer recommends a withdrawal. The withdrawal is processed by the Registrar who notifies the different offices. Copy of the withdrawal form is kept in the student academic file.

Corrective Actions Procedure for Student Absenteeism

1. Any student with three (3) consecutive absences with or without justification or without verbal or written communication with the Institution will be referred by the teacher to the Student Affairs Officer for the due process. The Student Affairs Officer will call, write or visit the student's home to identify the reasons for the student's absences.
2. Once contacted, the Student Affairs Officer will complete a Make-up Study Plan with the student and the instructor to determine the academic tasks the student must perform in lieu of missed class time.
3. When the student completes the assigned tasks, the corresponding grades, if any, are awarded and the Make-up Study Plan is completed and sent to the Registrar for filing in the student's record.

Excessive absences have an adverse effect on the learning process and can affect the student's satisfactory academic progress which could result in a change in classification.

- Any student who is absent in excess of 10% of the hours of a given program and does not have a Make-up Plan or has not complied with a Make-up Plan will be placed in probation for absenteeism during the following semester. If the pattern of absences

continues during the probation period, the Institution will process an administrative withdrawal at the end of the probation period.

- When students are absent 14 consecutive days in any semester, an administrative withdrawal will be processed.

For more detailed information regarding the resources used by D'Mart Institute to help the students achieve success in the selected programs, please refer to the sections STUDENT SERVICES and SATISFACTORY ACADEMIC PROGRESS POLICIES included in the 2013 – 2015 General Catalog (published in 2013).

Academic Leave of Absence

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Definition and Conditions

The Academic Leave of Absence (LOA, Spanish acronym) represents permission awarded by the Institution to enrolled students who need to temporarily interrupt their studies. This license has a specific duration and cannot exceed 180 days within a 12 month period. This license is authorized under the following conditions:

1. Student illness or surgery
2. Death of a family member (mother, father, brother, sister, grandmother, grandfather, or children)
3. Maternity
4. Military training
5. Jury duty
6. Pending authorizations from the Pharmacy Board to begin externship (only applicable for the Pharmacy Technician students who are waiting for document approval from the Board).
7. Other – The Branch Director, Academic Director, Operations Director, and Registrar can evaluate any situation presented by the student and determine the applicability of awarding the LOA.

Procedure

1. Complete the application for the Academic Leave of Absence in the Registrar's Office and submits the application to the Branch Director.
2. Express in writing the reasons for requesting the LOA and present any evidence requested.
3. The student will receive orientation from the Financial Aid Officer.
4. Specify the date when the student will return to the Institution and commit to that date.
5. The student will be notified of the approval o denial of the request.

Stipulations

1. This license will cause an extension in the completion date of the study program which will be equivalent to the days in the license.
2. The license does not require the student to make any payment, but the student should seek information regarding the effects or consequences for Title IV financial aid.
3. If the license is denied and the student continues his or her study program for the semester, the institution will consider that the student has left the school. In such cases, the official withdrawals will be processed taking into consideration the last date of attendance, the last day of attendance without considering the date on the LOA.
4. Students who are enrolled in the Pharmacy Technician program, have completed all the courses of the program, will begin external practice, and have submitted all their documents to the Pharmacy Board, and who do not return on the specified date will be withdrawn from the program for which they requested the LOA
5. Once the student returns to class or to his activities, he or she can continue enjoying all benefits available to students.

Note:

The Academic Leave of Absence (LOA) is an official tool for educational institutions and it responds to the USDOE Federal Regulations. Good use, approval and documentation of this license contribute to compliance with the Federal Law. This means that we can award LOAs to our students while observing the maximum 180 days within a year.

COURSE CANCELATION AND OTHER CHANGES

The Institution reserves all rights to make the following changes: cancel or sections, consolidate sections, make changes to classrooms assigned or facilities, change class schedules, modify start and end dates and recess schedules, teacher assignment, change costs, institutional norms and policies and changes to the academic calendars to respond to the institutional needs or circumstances.

Withdrawals

| |
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|----|

Voluntary Withdrawal

To be given withdrawal, the student must submit the withdrawal application in writing to the Registrar's Office specifying the reason or reasons for ending his/her study program. The student will be interviewed by an institutional advisor in order to make the withdrawal official. The effective date of a withdrawal for reimbursement purposes is the last date of attendance in which the student was. Refunds will be made within the next forty-five (45) days from the date on which the withdrawal became official. (See Refund Policy for details).

Administrative Withdrawal

An Administrative Withdrawal will be processed in cases where the student stops attending a course more than the statutory 14 days without notice and does not file a Voluntary Withdrawal at the Registrar's Office. This withdrawal will be effective from the last academic activity the student attended and will proceed with the reimbursement of Title IV funds (if applicable) within the next 45 (forty five) calendar days. In this case, a Withdrawal form will be recorded on the student's record. This grade will be considered final and will be added to the student's overall GPA. (See Federal regulation 34CFR 668.22).

Also, the Administrative Withdrawal will be applied by the Institution when the student:

1. Violates the standards set by the Institution
2. For unsatisfactory Academic Progress
3. Non-payments
4. Unacceptable behavior

In either form of withdrawal, students must meet their obligations to the institution as a prerequisite to receive final grade reports, certification of studies or any official document

Students who wish to withdraw must sign the "Withdrawal Notice". This notice must be submitted to the Registrars' Office. The same will include student's signature with specific reasons for the withdrawal.

READMISSIONS

Readmission for interruption of studies

Any student who has interrupted his/her studies must apply for readmission at the Registrar's Office of the institution. This Office, after analyzing the official documents and interviewing the applicant, will determine the student's eligibility for readmission, using the standards set in the catalog. The application must be filed before the registration period.

The students that have taken courses in other educational institutions should present official evidence (Academic Transcript) and a copy of the Catalog. This evidence will be submitted to the Registration Office for its evaluation.

Students readmitted will be governed by the General Catalog and by the Institution's current Rules and Regulations at the time of readmission.

Readmission for Unsatisfactory Academic Progress

However, any student who has been given withdrawal in two (2) occasions for academic reasons may be suspended for a period of one (1) year.

Program Change, sections and/or session

Students can apply for program changes at the Registrar Office. The final determination will be done by the Registrars as long as the change is requested for the period of time assigned for that purpose. The period of change for the programs or class schedule will be the first week of classes; otherwise it will be considered a withdrawal and re-admission to the new course. In these cases, attended hours, or payments, will credited to the new course.

SATISFACTORY ACADEMIC PROGRESS POLICY

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The Institution (D'Mart Institute, Inc.) will apply the SAP consistently to all educational programs and to all students within the categories full time, part time undergraduate and graduates receiving or not FSA funds. It will perform periodic evaluations to determine the students' satisfactory academic progress in their programs. Satisfactory academic progress (SAP) is calculated with a formula that considers the student's study period, the number of hours in which the student is enrolled (attempted hours), the number of approved hours, and the GPA. If the student demonstrates satisfactory academic progress in any of the established periods, the institution certified that has fulfilled with this policies.

PROCEDURES

1. When the student does not meet the satisfactory academic progress for the first time the Institution will place the student in a warning status, during which the students may continue to receive FSA funds. Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are place on probation. The school will encourage students to immediately appeal to be placed on probation went students loses FSA eligibility because has fail to make SAP, he/she may appeal that result on the basic of: injury or illness, the death of a relative, or other special circumstances. The appeal must explain why he or she failed to make SAP and what has change in their situations that allow them to make SAP at the next evaluation.

The Institution will evaluate the academic progress at the end of 15 credits/450 hours period. The student not making SAP needs to complete the application for appeal in the Registrar Office.

Students GPA can be affected by courses incompletes withdraw repetition and transfer credit/hours from others schools. Transfer credits will counts as attempted and completed hours.

The Institution has five (5) business days to evaluate and response to the appeal. After the evaluation of the appeal, if the Institution considers the appeals in favor of the student, then he/she will continue with the eligibility of the financial aid during the probation period. If the Institution does not approved the appeal the student can continue taking classes but without financial aid.

In particular cases the Institution can approve the student appeal but establish an Academic Plan in order to provide the student with the opportunity to continue with the eligibility of the financial aid and meet the satisfactory academic progress. The Academic Plan will be develop on a case by case basis. The Academic Plan never provides time over the 150% of the program to complete it.

The institution required that all active students meet the satisfactory academic progress and at the end of the evaluation period. The student should:

1. Complete the program within a 150% time frame
2. Achieve a minimum of 2.0 (GPA), in accordance with the following:

ACADEMIC SATISFACTORY PROGRESS SCALE REGULAR STUDENTS (26 CREDITS)

| % Course Completion | 50% | 100% | 150% |
|-----------------------------------|-------------|----------------|-----------------|
| Evaluation Period | 1-14.5 Crd. | 14.6-29.5 Crd. | 29.6-44.50 Crd. |
| Credits minimum Approved by cycle | 1-10 Crd. | 11-20 Crd. | 21-29.5 Crd. |
| Minimum average point accumulated | 1.20 (65%) | 2.00(75%) | 2.00(75%) |

ACADEMIC SATISFACTORY PROGRESS SCALE REGULAR STUDENT (42.5 CREDITS)

| % Course Completion | 33% | 66% | 100% | 133% | 150% |
|-----------------------------------|-----------|------------|------------|------------|------------|
| Evaluation Period | 1-15 Crd. | 16-29 Crd. | 28-42 Crd. | 43-52 Crd. | 53-63 Crd. |
| Credits minimum Approved by cycle | 1-7 Crd. | 8-14 Crd. | 15-21 Crd. | 22-28 Crd. | 29-42 Crd. |
| Minimum average point accumulated | 1.20(65%) | 1.60(70%) | 2.00(75%) | 2.00(75%) | 2.00(75%) |

**ACADEMIC SATISFACTORY PROGRESS SCALE
REGULAR STUDENT (45 CREDITS)**

| % Course Completion | 33% | 66% | 100% | 125% | 150% |
|--------------------------------------|------------------------|-----------------------------|--------------------------|--------------------------|---------------------------|
| Evaluation Period | 1-15 Cr | 16-30 Cr | 31-45 Cr | 46-56 Cr | 57-67Cr |
| Credits minimum Approved by cycle | 1-9 Cr hr 225 Hours | 10-18 Cr hr 450 hours | 19-27 Cr Hr 675 hours | 28-36 Cr Hr 900 Hours | 37-45 Cr Hr 1350 hours |
| Minimum average point accumulated | 1.20 (65%) | 1.60 (70%) | 2.00 (75%) | 2.00 (75%) | 2.00 (75%) |

**ACADEMIC SATISFACTORY PROGRESS SCALE
REGULAR STUDENTS (51.5 CREDITS)**

| % Course Completion | 25% | 50% | 75% | 100% | 125% | 150% |
|--------------------------------------|------------------|---------------------|-------------------------|-----------------------|---------------------|----------------------|
| Evaluation Period | 1-15 Créditos | 14-29.5 Créditos | 29.6 – 39.5 Créditos | 39.6-51.5 Créditos | 51.6-64 Créditos | 63-77.25 Créditos |
| Credits minimum Approved by cycle | 1-8 Créditos | 9-18 Créditos | 19-24 Créditos | 25-32 Créditos | 33-40 Créditos | 29-51.5 Créditos |
| Minimum average point accumulated | 1.20 (65%) | 1.60 (70%) | 2.00 (75%) | 2.00 (75%) | 2.00 (75%) | 2.00 (75%) |

ELIGIBILITY LIMIT FOR FEDERAL FUNDS

Besides the time limits established by the institution, the US government establishes a limit to the eligibility period to receive federal funds for studies. This limit depends on the duration of the program of selected studies by the student.

Student on the first (1st) academic probation retains their eligibility for financial aid, except when they do not meet the requirements of the maximum time established by the institution or by the federal government.

MINIMUM ACADEMIC AVERAGE REQUISITES FOR COMPLETING PROGRAMS

The students of all programs must reach a general point average (GPA) of 2.00 on a 4.00 scale. To assure students are geared toward achieving their academic goals, the institution evaluates the students' academic progress periodically, as established in the Satisfactory Progress Policy included in this Catalog.

Any student who does not comply with this requisite will be placed in a probation period equivalent until the following academic progress measuring point. If the student does not reach the required average, he or she will not have achieved satisfactory academic progress. Nevertheless, a student who passes 70% of the classes with a 2.00 average can continue their studies in the institution with a probation status.

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Following is the grade scale used:

Grade Scale

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| | | | |
|------------|--------------|---|-------------|
| 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% | Fail | F | 0.79 – 0.00 |

PROGRAMS PER BRANCH

| Program | Main Institution Barranquitas | Corozal Branch | Vega Alta Branch |
|---|-------------------------------|----------------|------------------|
| Cosmetology | ✓ | ✓ | ✓ |
| Barbering | ✓ | ✓ | ✓ |
| Nail Technician | ✓ | ✓ | ✓ |
| Super Master | ✓ | ✓ | ✓ |
| Esthetics and Make-up | ✓ | ✓ | ✓ |
| Refrigeration and A/C and PLC with Renewable Energy | ✓ | ✓ | ✓ |
| Electricity with PLC and Renewable Energy | ✓ | ✓ | ✓ |
| Automotive Mechanic with Fuel Injection | ✓ | ✓ | |
| Office Systems Administrator | ✓ | ✓ | ✓ |
| Medical Emergency Technician | ✓ | ✓ | ✓ |
| Pharmacy Technician | ✓ | ✓ | ✓ |
| Practical Nursing | ✓ | ✓ | ✓ |

✓ *Program not available in this Campus.*

✓ COSTS, FEES AND PAYMENT OPTIONS

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D' Mart Institute, Inc. has established the total costs according to the courses offered in the contract the student signs before beginning of the course. The Treasury Office will provide a fact sheet with current costs.

Payments will be made according to the payment plan established with the Treasury Office. The institution will not charge interest when there are payment plans.

Upon completion of the program, the student must have satisfied the full payment thereof. Otherwise and after exhausting all efforts to collect the payments, the account will be referred to the collection agency. The student has the obligation to pay the outstanding balance as well as the expenses incurred on this collection.

COSTS PER PROGRAM

| Programs | Credits/Hours | Admission Fee | Tuition | Laboratory and Library Fee | Enrollment | Graduation Fee | Total |
|--|----------------------|----------------------|----------------|-----------------------------------|-------------------|-----------------------|--------------|
| Cosmetology | 42.5/1,350 | \$ 25.00 | \$9,093.00 | \$525.00 | \$150.00 | \$100.00 | \$10,043.00 |
| Barbering and Styling | 42.5/1,350 | \$ 25.00 | \$9,093.00 | \$525.00 | \$150.00 | \$100.00 | \$10,043.00 |
| Nail Technician | 28/900 | \$ 25.00 | \$6,062.00 | \$350.00 | \$100.00 | \$100.00 | \$6,637.00 |
| Electricity with PLC and Renewable Energy | 42/1,350 | \$ 25.00 | \$9,093.00 | \$525.00 | \$150.00 | \$100.00 | \$10,043.00 |
| Refrigeration and Air Conditioning with PLC and Renewable Energy | 42.5/1,350 | \$ 25.00 | \$9,093.00 | \$525.00 | \$150.00 | \$100.00 | \$10,043.00 |
| Office Systems Administrator | 42/1,350 | \$ 25.00 | \$9,093.00 | \$525.00 | \$150.00 | \$100.00 | \$10,043.00 |
| Super Master | 29.5/900 | \$ 25.00 | \$6,062.00 | \$350.00 | \$100.00 | \$100.00 | \$6,637.00 |
| Esthetics and Make-up | 28/900 | \$ 25.00 | \$6,062.00 | \$350.00 | \$100.00 | \$100.00 | \$6,637.00 |
| Pharmacy Technician | 51.5/1,900 | \$ 25.00 | \$12, 797.55 | \$700.00 | \$200.00 | \$100.00 | \$14,022.55 |
| Medical Emergency Technician | 41.5/1,350 | \$ 25.00 | \$9,093.00 | \$525.00 | \$150.00 | \$100.00 | \$10,043.00 |
| Automobile Mechanic with Fuel Injection Technician | 41/1,350 | \$ 25.00 | \$9,093.00 | \$525.00 | \$150.00 | \$100.00 | \$10,043.00 |
| Practical Nursing | 42/1,350 | \$ 25.00 | \$9,093.00 | \$525.00 | \$150.00 | \$100.00 | \$10,043.00 |

A \$25.00 fee will be charged by semester for the payment plan. This cost is not included in the costs stated in the chart.

SPECIAL FEES

In addition to the basic costs, the following special fees have been established:

| | |
|--|----------|
| Certifications | \$ 2.00 |
| Academic Transcript | \$ 2.00 |
| Identification Card | \$ 5.00 |
| Readmission | \$ 15.00 |
| Change of study section (Day or Evening) | \$ 10.00 |
| Transfer to another branch | \$ 10.00 |
| Duplicate of Diploma | \$ 20.00 |
| Deferment | \$ 25.00 |
| Late Fee | \$ 6.00 |

Deposit for the elevator key (applicable only to Barranquitas Main School) for persons with handicap is \$10.00. The deposit will be reimbursed at the moment the key is returned.

NOTE:

Changes in the costs will apply only to new students that start after the change date.

1. All payments should be made at the Treasury Office and the student will receive a receipt from the Institution.
2. All graduating students will have the right to an academic transcript at no cost. Additional official transcripts will have an extra charge as established in special fees.
3. Delinquent accounts will be referred to a professional collection agency. By law, an administrative charge will be applied to the account. All students with outstanding balances at graduation or when withdrawing will have to pay the balance or make arrangements in the Treasury Office within the next thirty (30) days after the graduation or withdrawal date. All outstanding balances without payment arrangement at the Treasury Office after the (30) thirty days term, will be transferred to a private collection agency which will charge an additional fee equivalent to 30% of the outstanding balance.

CANCELLATION POLICY

By the student

The student must notify in writing of any cancellation or withdrawal. However, the Institution will reimburse the student all the money not used, if the student has or has not reported his/her cancellation or withdrawal. Therefore, the student will not be penalized if the written notice is not sent.

The student shall be entitled to full reimbursement if he/she cancels the registration contract within three (3) days after he/she signs said contract, and he/she requests cancellation before the beginning of classes. Applicants who have not visited the school during the registration period will have the right to cancel without penalties, if the cancellation is requested and completed within three (3) days after coming to the orientation or having visited the school. If the student cancels the registration contract three (3) days after signing, but before the beginning of classes, he will be entitled to a refund of all money paid minus an Administrative charge of \$150.00.

By the Institution

The student may be suspended or expelled from the Institution if, he/she does not meet the established norms of academic progress, if he/she shows aggressive behavior or disturbs the peace at any time, if he/she does not attend classes regularly or does not meet institutional financial commitments.

REFUND POLICY

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General Rules

If a student withdraws or is separated from the institution, both the institution and the student may be required to return any portion of the federal funds awarded to the student. The student may also be eligible to receive a refund of a portion of tuition costs or payments to D'Mart Institute for the academic term. If the student received Financial Aid, a portion of the refund will be returned to Title IV or to the source from which the Financial Aid from was received. If a student is withdrawing, he/she must visit the Registrar's Office so that they complete a form named "Withdrawal Notification" in order to start the withdrawal process.

All students who begin an academic term and sign his/her withdrawal, this will be converted to a voluntary withdrawal. The date in which student begins the withdrawal process will become the actual withdrawal date.

Refund policy for Title IV Funds

The number of days passed since the start of classes until the date of withdraw divided by the amount of days of the academic term will result in the percent (%) completed within the academic term.

Example: A student whose withdrawal date has exceeded more than 60% of the term in calendar days will be charged 100% of the invoiced charges. If the withdrawal shows that 59% or less of the academic term have elapsed in calendar days, will be charged a prorated percentage (%) in relation to the cost of such term.

The federal formula requires the return of funds to the Federal Financial Aid Programs when the total withdrawal is on or before the 60% of the invoicing period. The percentage of Federal Financial Aid to be returned will equal the number of calendar days within that period. The scheduled breaks that exceed (5) five days are excluded from the computation.

If there are funds still to be reimbursed after the correspondent reimbursement of Title IV funds, these will be used to reimburse external or additional Financial Aids and/or sources of origin in proportion to the amount received, provided that there are no debts at the moment of withdraw. If there is debt, all aids or credits that the student is entitled to receive during the payment period, from various sources, will be applied to repay the debt before reimbursing the student.

The spreadsheets used to determine the amount of refund or reimbursements to Title IV Federal Funds are available upon request at the Financial Aid office. The order of the repayment of funds is as follows:

1. Federal Pell Grant
2. FSEOG Program
3. Other Aids of Title IV
4. State Grants
5. Student

Institutional Refund Policy

The institutional refund policy of D'Mart Institute is established to calculate the refund of institutional charges. The federal formula for the Refund of Title IV funds indicates the amount of funds that must be reversed to the Federal Government. The federal formula is applied to the student who receives Title IV funds, whose withdrawal was made before 60% of the invoice period or enrollment. The student may receive a refund of the charges through the application of the adopted institutional rules.

The amount of refund of the charges will be the greater than the amount that D'Mart Institute returns to Title IV funds and the amount determined by D'Mart Institute in its Refund Policy.

Students applying for a total withdrawal will receive a prorated tuition and fees reimbursement applied to the payment period (billing or enrollment), according to the following table:

| Percent attended | Less than 10% | 15% | 20% | 25% | 30% | 35% | 40% | 45% | 50% | 55% | 60% | More than 60% |
|--------------------------|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------|
| Percent of reimbursement | 90% | 85% | 80% | 75% | 70% | 65% | 60% | 55% | 50% | 45% | 40% | 0% |

Under D'Mart Institute's rules, reimbursement must be made within the next forty five (45) days from the effective date of withdrawal.

If an excess check is disbursed to the student because of a credit balance in his/her account, reimbursement of all or part of these funds may be required, if the student requests a total withdrawal.

EVALUATION SYSTEM

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Grading

The rules for grading established by the Institution are the following:

1. All students will be evaluated periodically through written quizzes and tests, performance tests or alternate evaluation methods such as the creation of a portfolio.
2. When using tests for evaluation or performance evaluations the teacher will use a scale based on percentages. The scale used is defined as follows:

| | |
|-------------|---|
| 100% - 90 % | A |
| 89% - 80% | B |
| 79% - 70% | C |
| 69% - 60% | D |
| 59% - 0% | F |

3. Periodically, the faculty registers partial grades in the administrative system used to manage learning. The information entered into the learning system forms part of the students' electronic records.

Course Repetition

If the student fails (F) in a class, he/she will be able to repeat it one (1) time. The new grade obtained will be the grade used to compute the grade point average. Students who fail again in that class have the obligation to pay costs equivalent to the course he/she will repeat. The course must be completed within no more than 1.5 times the normal duration of it. Class repetition is based on the courses offered during a specific semester.

Incomplete - Provisional Grade

All students are required to comply with course requirements, including partial tests, quizzes, special assignments, laboratory assignments, and exercises, and any other course work that is part of the curriculum.

Students who do not comply with the tests or final evaluations of a course on the date established for the period, will receive a provisional grade (I - Incomplete) which is accompanied by the grade accumulated at the end of the term and includes a zero (0) or F as the final evaluation (Example: IC).

A student with a grade "Incomplete" has ten (10) class days (or as is stipulated in the academic calendar) days to make-up the lost evaluation. The teacher will calculate the student's final grade and will register the grade for the course. The teacher will inform the Registrar of the

changed grade by using the Incomplete Removal Form. When the student fails to comply with the time limit to remove the Incomplete, the grade accompanying the Incomplete will become the final grade for the course (IC becomes C).

Any student who cannot take final tests for non compliance with this regulation will receive an Incomplete as a final grade and the process described for awarding and removing Incompletes will be applied.

Requirements for External Practice

Students enrolled in programs that require external practice must have passed all specialization courses with a minimum “C” grade before beginning external practice. Specialization courses are those courses in a program that use ENFE, FARM, and TEME in the course codes. Students must be in compliance with satisfactory academic progress when they begin the external practice.

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Graduation Requirements

In order to graduate, the student must pass all the specific classes in the program for which he/she enrolled with an minimum grade point average of two (2.00) points in a 4.00 scale. Also, he/she must have all of financial debts and documents must be up to date in all departments. The diploma will have the graduation date specified in the Academic Calendar. There will not be a transcript for students who have debts with the institution.

Academic Achievement Categories

| | |
|------------|------------|
| Excellence | 4.00 |
| High Honor | 3.99 -3.70 |
| Honor | 3.69 –3.50 |

Diploma

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All students who successfully complete the graduation requirements of the study program will be entitled to receive a diploma. The date on the diploma will be the ending date stipulated on the academic calendar.

ACADEMIC PROGRAMS

OFFICE SYSTEM ADMINISTRATION

General Objective: The Office Systems Administration Program is designed for students to acquire the necessary skills to create, edit and print documents. The students will be encouraged to do their best in the office administration field and to learn what this entails. The institution will provide timely guidance for the students to improve their personality and to acquire positive knowledge to perform their duties. Upon completion of the program, the student will be qualified to work as entry level a Secretary, Receptionist or in Data Entry.

Duration: The Office System Administration Program has an approximate duration of 56 weeks (about 13 months) for the day and evening sessions.

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| CÓDIGO | UNIDAD | TEORIA | T / HRS | LAB | T / HRS | Out-side | INTERN | T / HRS | CRS | T / HRS |
|-----------------------|---|-----------|------------|----------|------------|------------|----------|------------|-------------|--------------|
| VIDA 100-14 | Students life and Human Relations | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| COMP 110-14 | Keyboard Operation | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ESPA 100-14 | Spanic basic | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| SOFI 110-14 | Application Word Processing (Word Basic) | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| INGL 100-14 | Basic English | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| SOFI 210-14 | Application Word Processing (Advances) | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| TOTAL SEMESTER | | 9 | 270 | 3 | 90 | 90 | 0 | 0 | 15 | 450 |
| INGL 210-14 | Commercial English | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| SOFI 230-14 | Electronic Application – Presentation (power point and Outlook). | 0 | 0 | 1 | 30 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| SOFI 250-14 | Quick writing an d transcriptions. | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| SOFI 320-14 | Spreadsheet applications | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ESPA 210-14 | Spanish Commercial | 0 | 0 | 1 | 30 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| SOFI 120-14 | Document Management | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| SOFI 240-14 | Introduction to Medical Terminology and Medical Insurance - Billing Handbook. | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| TOTAL SEMESTER | | 7 | 210 | 5 | 150 | 90 | 0 | 0 | 14.5 | 450 |
| SOFI 220-14 | Administrative Procedures | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| SOFI 330-14 | Medical Insurance Billing (Computerized). | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| NEGO 100-14 | Development and Business Administrations | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| SOFI 400-14 | External Practice | 0 | 0 | 0 | 0 | 0 | 5 | 225 | 5 | 225 |
| TOTAL SEMESTER | | 5 | 150 | 1 | 30 | 45 | 5 | 225 | 12.5 | 450 |
| TOTALES | | 21 | 630 | 9 | 270 | 225 | 5 | 225 | 42 | 1,350 |

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BARBERING & STYLING

General Objectives: The Barbering program is designed to help students acquire the necessary skills to provide professional services in areas related to men's personal care. This in turn leads to the mastery of hair color change, study new trends in fashion, facial treatment, haircut and design, among others. After graduation the student will have the necessary skills to work at an entry level as a Barber, Hair Stylist, Color Technician, Straightening Technician, and as a salesman, among others.

Duration: The Barbering Program has an approximate duration of 56 weeks (about 13 months) for both the day and evening sessions.

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| CODE | COURSES TITLE | CRS | T/HRS | LAB. | T/HRS | Out-Side | INTER | T/HRS | CRS. | T/HRS |
|-----------------------|---|-----------|------------|-----------|------------|------------|----------|------------|-------------|------------|
| VIDA 100-14 | Students life and Human Relations | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| COMP 100-14 | Introduction to Computers | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 100-14 | Hygiene and Bacteriology | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 120-14 | Anatomy, Physiology and Chemistry | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 110-14 | Shampoo, Rinse and Scalp treatments | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BARB 110-14 | Barbering History | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| TOTAL SEMESTER | | 9 | 270 | 4 | 90 | 90 | 0 | 0 | 15 | 450 |
| TECU 140-14 | Manicure | 0 | 0 | 1 | 30 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| BARB 230-14 | Hair Styling Techniques | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 210-14 | Permenent and Hair Straightening | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BARB 240-14 | Techniques of Colors | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BARB 210-14 | Introduction to hair Cutting | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BARB 220-14 | Commercial Hair Cutting | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 220-14 | Facial treatment | 0 | 0 | 1 | 30 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| TOTAL SEMESTER | | 5 | 150 | 7 | 210 | 90 | 0 | 0 | 14.5 | 450 |
| BARB 310-14 | Beard and Moustache Trimming | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BARB 250-14 | Practical Hair Cutting | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| NEGO 100-14 | Business Development and Administration | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| BARB 320-14 | Board Exam Review | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BARB 400-14 | Internal Practices | 0 | 0 | 0 | 0 | 0 | 4 | 150 | 3.0 | 150 |
| TOTAL SEMESTER | | 5 | 150 | 3 | 90 | 60 | 4 | 150 | 13 | 450 |
| TOTALES | | 19 | 570 | 14 | 390 | 240 | 4 | 150 | 42.5 | 11 |

COSMETOLOGY

General Objective: The Cosmetology program is designed to train in the beauty science. By the end of the training, the graduate will be skilled to exercise as a beginner at entry level as; hair stylist, color technician, straightening technician, make-up, manicure, and pedicure technician, salesmen, and cosmetic decorator, among other jobs.

Duration: The Cosmetology Program has an approximate duration of 56 weeks (about 13 months) for both the day and evening sessions.

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| CODE | COURSES TITLE | CRS | T/HRS | LAB | T/HRS | Out-side Work | INTER | T/HRS | CRS | T/HRS |
|--------------|---|-----------|------------|-----------|------------|---------------|----------|------------|-------------|--------------|
| VIDA 100-14 | Student Life Human Relations | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| COMP 100-14 | Introduction to computers | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 100-14 | Hygiene and Bacteriology | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 120-24 | Anatomy, Physiology and Chemistry | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 110-14 | Shampoo, Rinse and Scalp treatment | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| COSM 110-14 | Waves, Rollers and Chemistry | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| | TOTAL SEMESTRE | 8 | 240 | 4 | 120 | 90 | 0 | 0 | 15 | 450 |
| COSM 230-14 | Hair Styling Techniques | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 210-14 | Chemical Texturization (straightening/relaxing) | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| COSM 245-14 | Color Techniques | 1 | 30 | 2 | 60 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| COSM 210-14 | Introduction to Basic Hair Cutting | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| COSM 220-14 | Hair Cutting Techniques | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 220-14 | Skin and Facial Treatments | 0 | 0 | 1 | 30 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| | TOTAL SEMESTRE | 5 | 150 | 7 | 210 | 90 | 0 | 0 | 14.5 | 450 |
| COSM 320-14 | Hair Removal and Make-up | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| TECU 130 -14 | Manicure and Pedicure | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| NEGO 100-14 | Business Development and Administration | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| COSM 330-14 | Board Exam Review and seminars | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| COSM 400-14 | Internal Practice laboratory | 0 | 0 | 0 | 0 | 0 | 3 | 150 | 3 | 150 |
| | TOTAL SEMESTRE | 5 | 150 | 3 | 90 | 60 | 3 | 150 | 13 | 450 |
| | TOTALES | 18 | 540 | 14 | 420 | 240 | 3 | 150 | 42.5 | 1,350 |

11

ESTHETICS AND MAKE-UP

General Objective: The Esthetics and Make-up program is designed to provide the students the necessary skills to analyze, clean, treat, and correct conditions and irregularities on the skin thru the appropriate use of cosmetics and modern methods to stimulate circulation. Upon completion of the program, the student will be qualified for entry level work as an esthetics technician, cosmetics salesperson, makeup technician or salon administrator.

Duration: The Esthetics and Make-up Program has an approximate duration of 56 weeks (about 13 months) for the day evening sessions.

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| CODE | COURSE TITLE | T | T/HRS | LAB | T/HRS | OUT SIDE | INTER | T/HRS | CRS | T/HRS |
|-------------|--|-----------|------------|----------|------------|-------------|----------|-----------|-------------|------------|
| VIDA 100-14 | Student Life Human Relations | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 125-14 | Anatomy, Physiology, Chemistry and Bacteriology | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| ESTE 210-14 | Equipment, Material and Products on the Market Today | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ESTE 220-14 | Structure Skin and Facial Analysis | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ESTE 230-14 | Cleaning Facial, Massage and Treatment | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ESTE 240-14 | Specific Treatment and Hair Removal | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| | TOTAL | 8 | 240 | 4 | 120 | 90 | 0 | 0 | 15 | 450 |
| ESTE 310-14 | Makeup I | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ESTE 320-14 | Cleaning Treatment and Body Massage | 2 | 60 | 1 | 30 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| ESTE 315-14 | Makeup II | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| NEGO 100-14 | Development and Business Administration | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| ESTE 340-14 | Seminar | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| ESTE 400-14 | External Practice | 0 | 0 | 0 | 0 | 0 | 2 | 75 | 1.5 | 75 |
| | TOTAL | 7 | 210 | 3 | 90 | 75 | 2 | 75 | 13.5 | 450 |
| | TOTALES | 15 | 450 | 7 | 210 | 165 | 2 | 75 | 28.5 | 11 |

NAIL TECHNICIAN

General Objective: The Nail Technician program is designed to train individuals in the field of manicure and pedicure. After completing the program, the student will be able to work at entry level as manicurist, pedicurist, manicure items sales person, nail decorator and designer.

Duration: The Nail Technician Program has an approximate duration of 38 weeks (about 9 months) for the day and evening sessions.

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| CODE | COURSES TITLE | CRS | T. HRS | LAB | T .HRS | OutSi de | INTER | T/HRS | T.CRS | T/HRS |
|----------------|---|-----------|------------|----------|------------|-------------|----------|-----------|-------------|------------|
| VIDA 100-14 | Student Life and Human Relation | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 100-14 | Hygiene and Bacteriology | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| BELL 140-14 | Basic Anatomy | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| TECU 135-14 | The Nail, the Skin and their Disorder | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| TECU 130-14 | Manicure and Pedicure | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| TECU 220-14 | Acrilic and Nails Polishing Stage | 1 | 30 | 2 | 60 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| | TOTAL SEMESTER | 8 | 240 | 4 | 120 | 90 | 0 | 0 | 14.5 | 450 |
| TECU 230- 14 | Gel, Silk and Fiber Class Coating | 1 | 30 | 2 | 60 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| TECU 260-14 | Sculptural Nails | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| TECU 240-14 | Nails Design | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| TECU 250-14 | Advanced Design and Trends | 0 | 0 | 1 | 30 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| NEGO 100-14 | Business Development and Administration | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| TECU 400-14 | Internal Practices | 0 | 0 | 0 | 0 | 0 | 2 | 75 | 1.5 | 75 |
| | TOTAL SEMESTER | 5 | 150 | 5 | 150 | 75 | 2 | 75 | 13.5 | 450 |
| TOTALES | | 13 | 390 | 9 | 270 | 165 | 2 | 75 | 28 | 900 |

11

SUPERMASTER

General Objective: Super Master program is designed for the student to acquire the necessary skills in the world of modern scientific technology applied to the study of beauty in general. Upon completion of the program, the student will be qualified for entry-level as a stylist, colorist, straightening technician, makeup, manicure, pedicure, salesman, among others.

Duration: The Super Master Program has an approximate duration of 38 weeks (about 9 months) for the day and evening sessions.

| CODE | COURSE TITLE | CRS | T. HRS | LAB | T .HRS | Out-side | INTER | T/HRS | CRS | T/H |
|-----------------------|--------------------------------------|-----------|------------|-----------|------------|------------|----------|----------|-------------|------------|
| SUMA 520-14 | Review Hair Cutting | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| SUMA 550-14 | Innovative Hair Cutting | 1 | 30 | 2 | 60 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| SUMA 530-14 | Hairstyling Techniques Ladies | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| SUMA 580-14 | Innovative Hair Cutting Gentlemen | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| SUMA 540-14 | Hairstyling Techniques Gentlement | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| SUMA 510-14 | Professional Development | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| TOTAL SEMESTRE | | 6 | 180 | 6 | 180 | 90 | 0 | 0 | 14.5 | 450 |
| SUMA 610-14 | Chemical Texturization | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| SUMA 640-14 | Hair Extensions | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| SUMA 620-14 | Color Techniques Laboratory | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| SUMA 630-14 | Make-up Laboratory I | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| SUMA 660-14 | Make-up Laboratory II | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| SUMA 650-14 | Hair Cutting and Coloring Laboratory | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| TOTAL SEMESTER | | 6 | 180 | 6 | 180 | 90 | 0 | 0 | 15 | 450 |
| TOTALES | | 12 | 360 | 12 | 360 | 180 | 0 | 0 | 29.5 | 900 |

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ELECTRICITY WITH PLC AND /RENEWABLE ENERGY

General Objective: The Electricity with PLC and Renewable Energy program is designed for the student to acquire the technical skills required to work in different types of electrical installations, electrical failures diagnosis, built electrical substations and work with different alternatives in the search for renewable energy sources. It will provide industrial security knowledge to work in a free of accidents environment.

Duration: The Electricity with PLC and Renewable Energy Program has an approximate duration of 56 weeks (about 13 months) for the day and evening sessions.

| CODE | COURSES TITLE | T. CRDS | T/HRS | LAB | T/HRS | Out – side | INTER | T/HRS | CRS | T/HRS |
|--------------|--|-----------|------------|-----------|------------|------------|----------|------------|-----------|--------------|
| VIDA 100-14 | Student Life and Human Relations | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| COMP 100-14 | Introduction to Computers | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| SEGU 100-14 | Industrial Security | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| MATE 120-14 | Applied Technical Matematics | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| ELET 110-14 | Electronic Fundamentals | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ELEC 230-14 | Electrical Instrumentation | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| | TOTAL | 9 | 270 | 3 | 90 | 90 | 0 | 0 | 15 | 450 |
| ELEC 120-14 | Circuits of direct current and alternate | 1 | 30 | 2 | 60 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| ELEC 210-14 | Electrical Wiring | 1 | 30 | 2 | 60 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| ELEC 220-14 | Lighting | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ELEC 240-14 | Estimates and Diagrams | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| ENRE 210-14 | Renewable Energy | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| PLCS- 340-14 | Programmable Logical Control Circuits | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| | TOTAL | 7 | 210 | 5 | 150 | 90 | 0 | 0 | 14 | 450 |
| ELEC 320-14 | Tri-phase Electrical Equipments | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ELEC 310-14 | Commercial Electrical Systems | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ELEC 330-14 | Business Development and Administration | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| NEGO 100-14 | Board Review | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| ELEC 400-14 | Internal Practice laboratory | 0 | 0 | 0 | 0 | 0 | 3 | 150 | 3.0 | 150 |
| | TOTAL SEMESTRE | 5 | 150 | 3 | 90 | 60 | 3 | 150 | 13 | 450 |
| | Total | 21 | 630 | 11 | 330 | 240 | 3 | 150 | 42 | 1,350 |

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AUTOMOBILE MECHANIC WITH FUEL INJECTION TECHNICIAN

General Objective: The Automobile Mechanic with Fuel Injection Technician is designed for providing the student with technical skills needed for working as entry level mechanic, alignment technician, electro mechanic in the industry and salesman for auto parts. In addition, the graduate of this program will be able to establish an automobile mechanic shop.

Duration: The Automobile Mechanic with Fuel Injection Technician has an approximate duration of 56 weeks (about 13 months) for both the day and night sessions. The student who completes this program must pass the Board Test offered by the State Department to work in the profession.

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| CÓDIGO | UNIDAD | T | THRS | LAB | THRS | Out side | INTER | THRS | CRS | T/HRS |
|-------------|---|-----------|------------|-----------|------------|-------------|----------|------------|-------------|--------------|
| VIDA 100-14 | Student Life and Human Relations | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| COMP 100-14 | Introduction to Computers | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| AUTO 100-14 | History of Automotive Mechanics | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| SEGU 110-14 | Automotive Safety Workshop | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| AUTO 110-14 | Automotive Tools & Equipment | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| AUTO 120-14 | Engine Concepts | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| AUTO 130-14 | Engine Repair | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| AUTO 150-14 | Theory and Fundamentals of Electricity in the Car | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| | Total | 9 | 270 | 3 | 90 | 90 | 0 | 0 | 14 | 450 |
| AUTO 180-14 | Injection System I | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| AUTO 160-14 | Electromechanical and Electronic Components. | 2 | 60 | 1 | 30 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| AUTO 185-14 | Injection System II | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| AUTO 165-14 | Conventional System | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| AUTO 170-14 | Electronic Ignition | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| AUTO 190-14 | Technological Advances | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| | Total | 7 | 210 | 5 | 150 | 90 | 0 | 0 | 14.5 | 450 |
| AUTO 140-14 | Brake Systems, Tires, and Suspension | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| AUTO 145-14 | Development and Principles of the Manual and Automatic Transmission | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| AUTO 135-14 | System changes and repair on Manual and Automatic Transmission | 0 | 0 | 1 | 30 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| AUTO 155-14 | Basic System Automobile Air Conditioning | 0 | 0 | 1 | 30 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| AUTO 300-14 | Board Exam review | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| AUTO 400-14 | Internal Practice | 0 | 0 | 0 | 0 | 0 | 3 | 150 | 3.0 | 150 |
| | Total | 3 | 90 | 5 | 150 | 60 | 3 | 150 | 12.5 | 450 |
| | TOTALES | 19 | 570 | 13 | 390 | 240 | 3 | 150 | 41 | 1,350 |

REFRIGERATION AND A/C WITH PLC AND RENEWABLE ENERGY

General Objective: The Refrigeration and A/C with PLC and Renewable Energy program is designed to train students on skills to carry out different types of work in the residential, commercial and industrial areas. This program includes skills for the student to know the need of a risk free work area. When the program ends and after taking the Bar exam, the student will be able to work at an entry level as a refrigeration technician, and before taking the Bar exam, the student may work at an entry level, as a technician assistant, sales, installation and repair of residential, commercial and industrial air conditioners.

Duration: The Refrigeration and A/C with PLC and Renewable Energy Technician Program has an approximate duration of 56 weeks (about 13 months) for the day and evening sessions.

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| CODE | COURSES TITLE | T | T/HRS | LAB. | T/HRS | Out - side | INTER | T/HRS | CRS | T/HRS |
|--------------|---|-----------|------------|-----------|------------|------------|----------|------------|-------------|--------------|
| VIDA 100-14 | Student life and Human Relation | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| COMP 100-14 | Introduction to Computers | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| SEGU 100-14 | Industrial Safety | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| MATE 120-14 | Applied Technical Mathematic | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| ELET 110 -14 | Mechanical Principal of Refrigeration | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| REFR 100 -14 | Electronics Fundamentals | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| | TOTAL SEMESTER | 10 | 300 | 2 | 60 | 90 | 0 | 0 | 15 | 450 |
| REFR 120 -14 | Domestic Refrigeration and A/C | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| REFR 210-14 | Industrial A/C and Welding Techniques | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| REFR 220 -14 | Conduct Design and Manufacture, Drawing and Estimates | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| REFR 230 -14 | Thermodynamics and Heat Load | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ENRE 210-14 | Renewable Energy | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| REFR 250 -14 | Electrical and Magnetic Fundamentals | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| PLCS340 -14 | Programmable Control and Circuits | 0 | 0 | 1 | 30 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| | TOTAL SEMESTRE | 6 | 180 | 6 | 180 | 90 | 0 | 0 | 14.5 | 450 |
| REFR 310 -14 | Electrical and Magnetic Fundamentals | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| REFR 320 -14 | Programmable Control and Circuits | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| REFR 330 -14 | Complex Refrigeration System | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| NEGO 100-14 | Automobile A/C System | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| REFR 400-14 | Internal practice and Board Exam Review | 0 | 0 | 0 | 0 | 0 | 3 | 150 | 3.0 | 150 |
| | TOTAL SEMESTRE | 5 | 150 | 3 | 90 | 60 | 3 | 150 | 13 | 450 |
| Total | | 21 | 630 | 11 | 330 | 240 | 3 | 150 | 42.5 | 1,350 |

11

PRACTICAL NURSING

General Objective: The Practical Nursing program is designed for the student to provide a quality and excellent 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 will complete the necessary competencies and skills to take appropriate measures to strengthen their personal qualities, professional skills and be in tune with changes within the health system. By completing the program, graduates are prepared to work as an entry-level nurse practitioner, integrating themselves in the workforce.

Duration: The Practical Nursing Program has an approximate duration of 56 weeks (about 13 months) for the day and evening sessions.

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| CODE | COURSE | T. CR | T HRS | LAB | T HRS | OUT SIDE | EXTER | T HRS | CREDITOS | T HRS |
|-------------|--|-----------|------------|----------|------------|------------|----------|------------|-------------|--------------|
| ENFE 110-14 | Development of Nursing Practice | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| COMP 100-14 | Introduction to Computers | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ENFE 120-14 | Principles of Anatomy and Human Physiology. | 3 | 90 | 0 | 0 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| ENFE 140-14 | Communication and Interpersonal Skills | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| ENFE 130-14 | Basic Skills of Practical Nursing | 1 | 30 | 2 | 60 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| | SEMESTER TOTAL | 9 | 270 | 3 | 90 | 90 | 0 | 0 | 14.5 | 450 |
| INGL 200-14 | Basic English Applied to Nursing | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| ENFE 210-14 | Medical Surgical Nursing | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ESPA 100-14 | Basic Spanish | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ENFE 230-14 | Maternal – Child Nursing | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ENFE 240-14 | Pediatric Nursing | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| ENFE 250-14 | Adult Care of Elderly and Family Relations | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| | TOTAL SEMESTRE | 7 | 210 | 5 | 150 | 90 | 0 | 0 | 15.0 | 450 |
| ENFE 310-14 | Principles of Mental Health | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| ENFE 320-14 | Nursing Intervention in Emergency Room, CDT and Households | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| ENFE 330-14 | Board Exam Review | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| ENFE 400-14 | External Practice | 0 | 0 | 0 | 0 | 0 | 5 | 225 | 5.0 | 225 |
| | TOTAL SEMESTRE | 6 | 180 | 0 | 0 | 45 | 5 | 225 | 12.5 | 450 |
| | TOTALES | 22 | 660 | 8 | 240 | 225 | 5 | 225 | 42 | 1,350 |

11

PHARMACY TECHNICIAN

General Objective: The Pharmacy Technician program is designed to train students to prepare pharmaceutical preparations according to prescriptions issued by physicians, dentists, veterinarians, podiatrists and dentists. Students learn to manage, store, mark and place of merchandise, supplies materials and equipment needed for dispensing medication. They learn to clean and maintain equipment in the workplace. This program provides the students the opportunity to complete 1,000 hours of externship required by the Pharmacy Examining Board in Puerto Rico. Upon completion of the program and after passing the Pharmacy Board Review Test, graduates will be prepared to work as entry-level pharmacy technicians under the supervision of a licensed pharmacist.

Duration: The Pharmacy Technician Program has an approximate duration of 77 weeks (about 18 months) for day and evening sessions.

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| CODE | COURSE | T. CRS | T. HRS | LAB CRS | LAB HRS | OUT SIDE | EXTER CRS | EXTER HRS | TOTA L CRS | TOTA L HRS |
|-------------|---|-----------|------------|----------|------------|------------|-------------|-------------|-------------|-------------|
| COMP 100-14 | Introductions to Computers | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| FARM-750-14 | Pharmacy Management and Legal Aspects | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| FARM-715-14 | Theoretical Pharmacy | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| MATE 130-14 | Pharmaceutical Mathematical Calculations | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| ANAT 135-14 | Human Anatomy and Physiology | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| FARM 705-14 | Pharmaceutical Chemistry | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| | TOTAL SEMESTRE | 8 | 240 | 4 | 120 | 90 | 0 | 0 | 15 | 450 |
| INGL-300-14 | Basic English Applied to Pharmacy | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| FARM 780-14 | Seminar Pharmacy Technician | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| FARM 735-14 | Pharmacognosy | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| FARM 725-14 | Dosage | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| FARM 755-14 | Pharmacology | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| FARM 770-14 | Proprietary Medicinal Product and Techniques Office | 1 | 30 | 2 | 60 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| | TOTAL SEMESTRE | 8 | 240 | 4 | 150 | 90 | 0 | 0 | 14.5 | 450 |
| FARM 400-14 | Practice Pharmacy Technician I | 0 | 0 | 0 | 0 | 0 | 10 | 450 | 10 | 450 |
| | TOTAL SEMESTRE | 0 | 0 | 0 | 0 | 0 | 10 | 450 | 10 | 450 |
| FARM 410-14 | Practice Pharmacy Technician I II | 0 | 0 | 0 | 0 | 0 | 10 | 450 | 10 | 450 |
| | TOTAL SEMESTRE | 0 | 0 | 0 | 0 | 0 | 10 | 450 | 10 | 450 |
| FARM 420-14 | Practice Pharmacy Technician III | 0 | 0 | 0 | 0 | 0 | 2.5 | 100 | 2.5 | 100 |
| | TOTAL SEMESTRE | 0 | 0 | 0 | 0 | 0 | 2.5 | 100 | 2.0 | 100 |
| | TOTAL | 16 | 480 | 8 | 270 | 180 | 22.5 | 1000 | 51.5 | 1900 |

EMERGENCY MEDICAL TECHNICIAN

General Objective: Upon completion of this program, the student will be awarded a diploma. The same one has as purpose to offer basic training to the personnel that will offer pre-hospital services in situations of emergencies. At the completion of the program, students will be qualified to recognize signs and symptoms, illnesses, lesions and the correct application of medical protocols in such Medical Emergencies as: cardiovascular emergencies, pediatric emergencies, and rescues in other situations. The graduated is qualified, also, in the application of emergency procedures, in the scene of the emergency and during the sick person's transportation or injured, until their delivery in the room of the department of emergency of a hospital. The graduated will be able to obtain entry level positions such as: Medical Emergencies Technician, Paramedic, Paramedic Assistant, ambulance driver, first aid coach, among others.

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Duration: The Emergency Medical Technician Program has an approximate duration of 56 weeks (about 13 months) for the day and evening sessions.

| CÓDE | COURSES TITLE | TEORIA | T/HR | LAB | T/HR | Outsi de | EXTER | T/HR | CRS | T/HR |
|-------------|--|-----------|------------|----------|------------|-------------|----------|------------|-------------|--------------|
| VIDA 100-14 | Student Life and Human Relation | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| SEÑA 160-14 | Basic Sign Language | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| TEME 110-14 | Principles Anatomy and Physiology | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| TEME 120-14 | Medical Emergency Technician Roles | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| MATE 135-14 | Applied mathematics for EMT | 1 | 30 | 0 | 0 | 7.5 | 0 | 0 | 1.0 | 37.5 |
| TEME 130-14 | Patient Evaluation and laboratory | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| TEME 210-14 | Pharmacology Introduction and Laboratory | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| | TOTAL SEMESTRE | 10 | 300 | 2 | 60 | 90 | 0 | 0 | 14.5 | 450 |
| TEME 140-14 | Shock, Fluids and Laboratory | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| TEME 150-14 | Traumatic Emergency and Laboratory | 2 | 60 | 1 | 30 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| TEME 220-14 | Cardiovascular Emergencies and laboratory | 2 | 60 | 1 | 30 | 22.5 | 0 | 0 | 3.5 | 112.5 |
| TEME 230-14 | Respiratory Emergencies and Laboratory | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| TEME 240-14 | Internal Medicine Emergencies and laboratory | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| | TOTAL SEMESTER | 7 | 210 | 5 | 150 | 90 | 0 | 0 | 14.5 | 450 |
| TEME 320-14 | Gynecology - Obstetrics Emergencies and Lab. | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| TEME 310-14 | Pediatric and Neo-natal Emergencies and Lab. | 1 | 30 | 1 | 30 | 15 | 0 | 0 | 2.5 | 75 |
| TEME 330-14 | Board Exam Review | 2 | 60 | 0 | 0 | 15 | 0 | 0 | 2.5 | 75 |
| TEME 400-14 | Externship | 0 | 0 | 0 | 0 | 0 | 5 | 225 | 5.0 | 225 |
| | TOTAL SEMESTRE | 4 | 120 | 2 | 60 | 45 | 5 | 225 | 12.5 | 450 |
| | TOTAL | 21 | 630 | 9 | 270 | 225 | 5 | 225 | 41.5 | 1,350 |

11

COURSE DESCRIPTIONS

CORE COURSES BEAUTY PROGRAMS

Barbering, Cosmetology, Esthetics and Make-Up, Nail Technician

| CODE | COURSE TITLE | CREDITS /HOURS |
|-------------|--|-------------------|
| VIDA 100 | Student Life And Human Relations Pre-Requisites: None | 2.5/75 |
| | <p>This course has been designed to introduce the student to student life at the post-secondary level. It is skills courses designed for new students to help them better adjust to the academic life and to studies in their chosen career studies. Through these educational experiences, students develop mastery of academic and social skills. In addition, students evaluate and modify their attitudes that inhibit successful performance in their studies. With the proper development of these skills, student will be better prepared to reach their academic goals and contribute to society positively. With a constructivist focus, the course leads the students in understanding the importance of being prepared to face changes resulting from studying at the post-secondary level.</p> | |
| BELL 100 | Hygiene and Bacteriology Pre-Requisites: None | 2.5/75 |
| | <p>The student will learn concept selection, the difference between them and the importance to the beauty specialist as preventive measure. The spread of diseases and control methods, use, maintenance and sterilization of equipment are covered in this course.</p> | |
| BELL 110 | Shampoo, Rinsing, and Scalping Treatment Pre-Requisites: None | 2.5/75 |
| | <p>This course covers the techniques and procedures for hair washing, the different types of products that are used to carry out the kinds of treatments. It covers the techniques and processes for hair washing, handling, manipulations, methods and how to obtain good results when washing the head. It covers the scalp massage techniques and the different types of treatments.</p> | |
| BELL 120 | Anatomy, Physiology, and Chemistry Pre-Requisites: None | 2.5/75 |
| | <p>This course focuses on the study of cell structure, growth, development, metabolism and multiplication. It covers the study of the bones, blood circulation and systems. Study of chemical compounds and physical and chemical changes of these compounds are studied as they apply to the different fields in the beauty industry.</p> | |
| NEGO 100 | Business Development and Administration Pre-requisite: None | 2.5/75 |
| | <p>The use and management of office accounts are discussed in this course. In addition, students learn of the responsibilities of a department of finance within a company, the Department of Labor, IRS, Social Security and other agencies. The reports that need to be presented to these agencies are also discussed as well as salary payroll, basic business law in business management and basic accounting knowledge.</p> | |
| TECU130 | Hand and Feet Care Pre-requisites: None | 2.5/75 |
| | <p>In this course students will learn the different types of manicures and pedicures and the</p> | |

composition, biological structure of the forearm, hand, leg and feet. They will also learn the specialized products that are available on the market to perform the different techniques taking into account all the precautions and safety measures that need to be considered when using these products.

BARBERING AND STYLING

| | |
|-------------|---|
| BARB 110 | <p>Barbering History and Profession 2.5/75</p> <p>Pre-Requisites: None</p> <p>The student will get to know the history of the Barbering and the art of the barber for professional development. In addition, the course emphasizes shaving and beard and mustache fixing. The student will have the opportunity to be qualified in these areas.</p> |
| BARB 210 | <p>Introduction to Hair Cutting 2.5/75</p> <p>Pre-requisites: BELL 100, BELL 110</p> <p>This course is intended to guide the student on the correct operation of equipment and use of materials, in a demonstrative manner.</p> |
| BARB 220 | <p>Practical Hair Cutting and Design 2.5/75</p> <p>Pre-requisite: BELL 210</p> <p>This course is intended to develop hair cutting skills considering the characteristics of the client. Emphasis will be placed in the following techniques: scissors over comb, machine and trimmer utilization (with all accessories) and finger cut (hand cut).</p> |
| BARB 230 | <p>Hair Style Techniques 2.5/75</p> <p>Pre-requisite: BARB 210, BARB 220</p> <p>It emphasizes on vanguard hair style techniques, knowledge of hair blower use, and on the different types of pincers for the creation of a hair style. Product experimentation is done to achieve the desired hair styles.</p> |
| BARB 240 | <p>Color Technique for Gentlemen's 2.5/75</p> <p>Per-Requisites: BELL 110, BELL 120</p> <p>This course covers the lotions that are used for permanent waves, chemical reaction of those in the hair, the different lotions for the creation of permanent, precautions, safety measures and procedures prior to permanent. In addition, students learn to analyze and perform hair straightening for gentlemen using new products in the market and following the appropriate safety measures when performing this procedure on a client, taking into consideration the hair, its texture and more.</p> |
| BARB 250 | <p>Commercial Hair Cutting 2.5/75</p> <p>Pre-requisites: BARB 210, BARB 220</p> <p>Students will develop skills and competencies necessary to perform cuts and hairstyles with business trends of the moment after the completion of the course.</p> |
| BARB 310 | <p>Beard and Moustache Trimming 2.5/75</p> <p>Pre-requisites: BELL 100, BELL 130</p> <p>This course helps students to develop skills in the handling of the knife holder. The course will focus on the study of the different types of facial hair and beard styles.</p> |
| BARB 320 | <p>Board Exam Review and Seminar 2.5/75</p> <p>Pre-requisites: BARB 110, BARB 120, BARB 130, BARB 140, BARB 210, BARB 220, BARB 230, BARB 240, BARB 250, BARB 310</p> <p>This course prepares the students to obtain their Barber's license</p> |
| BARB 400 | <p>Internal Practice 3.0/150</p> <p>Pre-requisites: BARB 110, BARB 120, BARB 130, BARB 140, BARB 210, BARB 220, BARB 230, BARB 240, BARB 250, BARB 310</p> <p>In this course the student will have the opportunity to demonstrate the knowledge acquired in</p> |

the previous five (5) cycles through the practice with their classmates or with the general public.

COSMETOLOGY

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|-------------|---|-----------|
| COSM 110 | <p>Waves, Rollers and Rings</p> <p>Pre-requisites: BELL 100, BELL 110, BELL 120</p> <p>The students will develop the necessary skills to perform the appropriate procedure for a hairstyle. They will learn the study of the different waves, rollers, rings and the right products to use to obtain them. They will also study basic collected techniques, materials and tools.</p> | 2.5/75 |
| COSM 210 | <p>Introduction to Basic Hair Cutting</p> <p>Pre-requisites: None</p> <p>This course is directed to the development of basic hair cut skills with emphasis on solid cuts, layers, increasing, and uniform haircuts techniques.</p> | 2.5/75 |
| COSM 220 | <p>Hair Cutting Techniques</p> <p>Pre-requisites: COSM 210</p> <p>Study of different techniques, combinations and variations of the basic cuts practiced in the Introduction to Basic Haircut I class, including fringe cut and asses. Practice tuning techniques, sliding, thinning, texture, pointing and other conventional techniques using scissors, pinking shears and razor styling.</p> | 2.5/75 |
| COSM 230 | <p>Hair Style Techniques</p> <p>Pre-requisites: COSM 110</p> <p>Students will acquire the skills and knowledge of the use of hand dryer (blower) and the different types of pliers and an iron in the creation of a hairstyle. They will practice the different basic collected techniques, (ribbons, charts, twists and braids) their materials and necessary instruments.</p> | 2.5/75 |
| COSM 245 | <p>Color Techniques</p> <p>Pre-Requisites: BELL 100, BELL 120, COSM 210</p> <p>This course aims to train students in the use and mixing of hair color in its formulas to achieve specific results. Students will work with color cards and aluminum foil, which allows them to create special effects considering the hair texture and physical traits.</p> | 3.5/112.5 |
| BELL 220 | <p>Skin and Facial Treatment</p> <p>Pre-requisite: BELL 100</p> <p>This course focuses on the study of internal structure, functions, diseases and disorders, skin types and its analysis. Analysis of the products recommended for all skin types, the procedure for proper facial cleansing, and the procedure for different types of facials for every skin condition, including the various facial massages. Students will learn the implementation of the types of light therapy in equipment for treatment, consultation with the client and security measures.</p> | 1.0/37.5 |
| COSM 320 | <p>Hair Removal and Make-up</p> <p>Pre-requisites: COSM 310</p> <p>This course will focus on the study of applications and procedures for different types of facial makeup. Eyelash applications and corrective makeup techniques using the required tools and materials will be learned. Student will learn the depilation of upper lip, eyebrows arching of using the wax technique, tweezers or razors profiling. They will also study the proper management of the various brushes and variety of cosmetic products.</p> | 2.5/75 |
| COSM 330 | <p>Board Exam Review & Seminar</p> <p>Pre-requisites: All previous courses in the program must be approved.</p> | 2.5/75 |

The course will prepare the student to obtain his Beauty Specialist license. Practice exercises mocking actual exam will be used to provide the student with confidence and skill in performing each task.

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|-------------|---|---------|
| COSM 400 | Internal Practice Pre-requisites: Student must have passed all prior courses in the program. In this course the student will have the opportunity to demonstrate the knowledge already acquired in previous practices with their classmates or with the general public in the institution's beauty salon. The clinical beauty salon is a special room designed to provide students a real beauty salon environment. | 3.0/150 |
|-------------|---|---------|

ESTHETICS AND MAKEUP

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|----------|--|----------|
| ESTE 210 | Equipment and Demonstration Equipment Pre-requisites: None The student will know the chemical compounds in beauty products and the operation of the equipment used in the Esthetics cabin as well as the necessary safety precautions. | 2.5/75 |
| ESTE 220 | Facial Analysis Pre-requisites: BELL 120 This course analyzes the structure of the skin, subcutaneous tissue or hypodermis, vascularization of the skin, dermis, epidermis and keratin. | 2.5/75 |
| ESTE 230 | Facial Cleansing Pre-requisites: BELL 120 The student will know the procedure to remove makeup, appeal of steam, pore cleansing (removal) and spray of 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 Treatments Pre-requisites: Bell 120, ESTE 120, ESTE 140 Upon completion of this course the student will apply special treatments on the market today such as treatments for spots, acne, expression lines, etc. | 2.5/75 |
| ESTE 310 | Make Up I Pre-requisites: ESTE 130, ESTE 140, ESTE 210 Upon completion of this course the student will know the purpose of makeup. The student will have knowledge in the specific procedures regarding the commercial makeup. | 2.5/75 |
| ESTE 315 | Make Up II Pre-requisites: ESTE 130, ESTE 140, ESTE 210 Upon completion of this course the student will know the purpose of makeup. The student will have knowledge in the specific procedures regarding the gala makeup. | 2.5/75 |
| ESTE 340 | Seminar Pre-requisites: All core courses. All prior courses beginning with the ESTE code letters. This course works in interaction with the internship, in order to keep the student up-to-date with innovative techniques and products. | 1.0/37.5 |
| ESTE 400 | Internal Practice Pre-requisites: All core courses. All prior courses beginning with the ESTE code letters. The Laboratory of Internal Practice offers the opportunity to gain experience in the field of employment and at the same time to clarify any questions related to previous cycles. | 1.5/75 |

NAIL TECHNICIAN

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|-------------|--|
| TECU 135 | <p>The Nail, the Skin, & their Disorders 2.5/75</p> <p>In this course, students will study the structure of the nail, the skin and its conditions, diseases and disorders, and will learn how to treat and prevent them. The students will have the opportunity to improve the appearance of the skin and hands.</p> |
| TECU 220 | <p>Introduction to Acrylic and Stages of Nail Polish 3.5/112.5</p> <p>Students will study the materials, tools and procedures for acrylic nails, natural nails or extensions. Analysis of the precautions that must be taken when working with chemicals and perform the correct mixing of products. The student practices the application of the material on nails.</p> |
| TECU 230 | <p>Gel, Silk, & Fiber Glass Coating 3.5/112.5</p> <p>The study of the techniques of gel, silk and fiber glass are included in this course, as well as the analysis of the difference between materials and their benefits. Students will learn the proper implementation, precautions to be taken and pre-preparation techniques when working on natural nail repair.</p> |
| TECU 240 | <p>Nail Design 2.5/75</p> <p>This course will focus on the study of different nail designs, both commercial and fantasy, such as floral, landscape, cartoon and gala.</p> |
| TECU 400 | <p>Internal Practice 1.5/75</p> <p>The course emphasizes the study of technical innovations and products. This is a practical course that provides the student with the opportunity to keep up-to-date in their profession. Students review all prior learning while practicing.</p> |

SUPERMASTER

Pre-requisites: Students enrolled in this program must have a diploma or certificate in Cosmetology or Barbering.

| | |
|-------------|--|
| SUMA 520 | <p>Review – Haircutting I 2.5/75</p> <p>In this course, students will review their skills related to haircuts for ladies and gentlemen. The students will begin to perform haircuts styles that are at the forefront.</p> |
| SUMA 530 | <p>Hairstyling Technique I – Ladies 2.5/75</p> <p>In this course the students will increase their knowledge in the area of hairstyling, directed to develop new skills and techniques to enhance their creativity towards modern hairstyles</p> |
| SUMA 540 | <p>Hairstyling Techniques I – Gentlemen 2.5/75</p> <p>In this course the students will increase their knowledge in the area of hairstyling, directed to develop new skills and techniques to enhance their creativity towards modern hairstyles</p> |
| SUMA | <p>Innovative Haircuts – Ladies 3.5/112.5</p> |

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| 550 | This course will increase the haircut techniques using new tools such as knife, scissors, texturizing scissors and clippers. It will develop new haircut techniques, including refine techniques, scissor over comb and beard and mustache design. | |
| SUMA 610 | Chemical Texturization | 2.5/75 |
| | The students will practice the acquired knowledge and develop their own working style in the chemical areas that change the hair structure. They will acquire knowledge about the chemistry of the products and the precautions to take in each case; thus making them experts in the technical area. | |
| SUMA 620 | Color Technique Laboratory | 2.5/75 |
| | In this course the students will use the latest techniques in color and everything related to new trends. They will become familiar with the latest products and materials in the market. | |
| SUMA 630 | Makeup Laboratory | 2.5/75 |
| | In this course the students will learn the proper application techniques considering the independent factors of each case. They will learn and become familiar with the new application techniques and integration of new and better products. | |
| SUMA 640 | Hair Extensions | 2.5/75 |
| | This course will develop skills in applying hair extensions using different techniques and will also learn about the different types of textures, materials, including their use and effect. | |
| SUMA 650 | Haircutting and Color Laboratory | 2.5/75 |
| | Students will practice all they have learned, combining haircuts and color techniques, demonstrating mastery and professionalism in them. | |
| SUMA 660 | Makeup II – Laboratory | 2.5/75 |
| | In this course the students will acquire skills in the areas of makeup for theater, television, fantasy and body makeup. | |

CORE COURSES TECHNICAL PROGRAMS
Electricity with PLC and Renewable Energy and
Refrigeration and A/C with PLC and Renewable Energy

| CODE | COURSE TITLE | CREDITS/ HOURS |
|-------------|---|---------------------------|
| VIDA 100 | Student Life and Human Relations Pre-Requisites: None | 2.5/75 |
| | This course has been designed to introduce the student to student life at the post-secondary level. It is skills courses designed for new students to help them better adjust to the academic life and to studies in their chosen career studies. Through these educational experiences, students develop mastery of academic and social skills. In addition, students evaluate and modify their attitudes that inhibit successful performance in their studies. With the proper development of these skills, student will be better prepared to reach their academic goals and | |

contribute to society positively. With a constructivist focus, the course leads the students in understanding the importance of being prepared to face changes resulting from studying at the post-secondary level.

| | | |
|----------|---|--------|
| SEGU 100 | Industrial Security Pre-requisite: None This course will focus on the study of safety and industrial health. Students will analyze different concepts of health and safety that apply to specific situations that may affect job performance. | 2.5/75 |
| COMP 100 | Introduction to Computers Pre-requisite: None The purpose of this course is to introduce the student to the computer world. The student will learn to use and manage the keyboard and the mouse with accuracy. He will learn computer components, as well as how to open software files, programs and the use of the main menu. He will learn to use word processing software programs. | 2.5/75 |
| MATE 120 | Applied Technical Mathematics Pre-requisite: None This course will develop the math skills applied to the course of Electricity with PLC to apply the OHMS law and the WATTS law, to determine the series, parallel, and combine resistance. | 2.5/75 |
| ELET 110 | Electronic Fundamentals Pre-requisite: None In this course the student will learn to measure and test different drivers, including served drivers, diodes, LEDs and transistors. In addition the students will apply Diodes as rectifiers, half wave, full wave and bridge type. | 2.5/75 |
| NEGO 100 | Business Development and Administration Pre-requisites: REFR 100 or REHU 100 The use and management of office accounts are discussed in this course. In addition, students learn of the responsibilities of a department of finance within a company, the Department of Labor, IRS, Social Security and other agencies. The reports that need to be presented to these agencies are also discussed as well as salary payroll, basic business law in business management and basic accounting knowledge. | 2.5/75 |

ELECTRICITY WITH PLC AND RENEWABLE ENERGY

| | | |
|----------|---|-----------|
| ELEC 120 | Direct (DC) and Alternate (AC) Circuits Pre-requisite: None Study of direct circuit (DC) and alternating (AC) circuits. This includes electrical circuits, DC - AC and phrases such as: series circuits, parallel and combined. Also, develop skills in the use of measuring instruments. | 3.5/112.5 |
| ELEC 210 | Electrical Wiring Pre-requisite: ELT 110, ELE 120, SEGU 100 Students will learn to read and interpret wiring diagrams and electrical diagrams. Student will also learn the use of the multimeter. Test ground fault. Pull-out wiring, panels and circuits. The use of pipes drivers and safety rules will also be included. | 3.5/112.5 |
| ELEC 220 | Lighting and Reduction Energy | 2.5/75 |

- Pre-requisitos: SEGU 100, ELET 110
This course will focus on lighting design for residential, commercial and industrial use. It includes the study of the theory of incandescent, fluorescent, sodium and high intensity, among others. Review of the theory of alternate current and direct lighting to be used.
- 2.5/75
- ELEC 230 Electrical Instrumentation
Pre-requisites: SEGU 100, ELEC 120, ELET 110
This course will prepare the student for the Technical Division Programs' advance courses. The topics include: electrical testing equipment description, use and interpretation, scales, clarification readings, and applications. Theory practices of DC and AC circuits will be verified using measurement instruments.
- ELEC 240 Estimates and Diagrams 2.5/75
Pre-requisites: SEGU 100, ELEC 120, ELEC 110
It will study the basic principles of electrical estimates. Preparation of material estimates, pricing, supplier's directory, etc. Introduction and practice of estimates and quote preparation.
- ENRE 210 Renewable Energy 1.0/37.5
Pre-requisites: SEGU 100, ELEC 220, ELEC 140
This course will qualify all means to convert energy, such as wind, hydro, solar, thermal, etc. Also mark the photovoltaic effect, photovoltaic modules, energy applications, energy storage, charge regulators, investors and shadow study.
- ELEC 310 Commercial Electrical Systems 2.5/75
Pre-requisites: SEGU 100, ELEC 220, ELEC 140
This course includes the reading and interpretation of commercial electrical diagram, the acquaintance with the basic norms of safety and electrical equipment operations, and the design of electrical systems for commercial application. The tri-phase voltage theories of direct current, alternate current, motors, and electrical controls are revised.
- ELEC 320 Tri-phase Electrical Systems 2.5/75
Pre-requisites: SEGU 100, ELEC 220, ELEC 140
This course introduces the readings and interpretations of diagrams and industrial electrical systems schemes of motors and generators. Students will be acquainted with the safety norms and operation of commercial and industrial electrical equipment, study of magnetism and magnetic fields, design of systems for the operation of motors and emergency plants, study of mono-phase and tri-phase motors, controls for motors and electrical audio and DC and AC motors.
- ELEC 330 Photovoltaic System 2.5/75
Pre-requisites: ELEC 120, SEGU 100, ELEC 310
This course includes the reading and interpretation of commercial electrical diagram, the acquaintance with the basic norms of safety and electrical equipment operations, and the design of electrical systems for commercial application. The tri-phase voltage theories of direct current, alternate current, motors, and electrical controls are revised.
- ELEC 340 Programmable Logical Control Circuits 1.0/37.5
ELC 120, SUGU 100, ELEC 230
Reading and interpretation of schematics Systems with PLC programmable controls, the basic parts that make up a PLC CPU, data input modules in parts, its physical configuration, input modules, battery, numeric systems, symbols and ladder diagrams.
- ELEC 400 Board Exam Review 3.0/150
Requisite: Concurrently with ELEC 350
This course prepares students for the Expert Electrical Assistant test offered by the College

Board of Examiners of Electrical Surveyors of Puerto Rico focused on the Act 115 and 131 of the Board of Examiners of the College of Electrical Surveyors of Puerto Rico. Discussion and analysis of the national electrical code and the supplementary regulations of the ESA is included. The students will be given orientation on the procedures they must follow to apply for these tests.

REFRIGERATION AND A/C WITH PLC AND RENEWABLE ENERGY

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|----------|--|----------|
| ENRE210 | Renewable Energy Pre-requisites: REFR 100, REFR 110, SEGU 100, MATE 120 This course will qualify all means to convert energy such as, wind, hydraulics, solar, thermal, etc. Also mark the photovoltaic effect, photovoltaic modules, energy applications, energy storage, charge regulators, inverters and shadow study. | 1.0/37.5 |
| REFR 100 | History & Refrigeration Principle with Human Relations Pre-requisites: None Students will be introduced to the background and story development of refrigeration and its different types of applications over time. At the same time, the course emphasizes the importance of human relationships and its impact on professional development. The study of positive or negative behavior, the principles of good character or conduct and relationships with customers and colleagues are included in this course. | 2.5/75 |
| REFR 120 | Domestic Refrigeration and A/C Pre-requisites: SEGU 100, ELET 100, MATE 120 In this course the student will learn the basics of refrigeration and air conditioning. The student will obtain a basic knowledge of domestic refrigeration systems. | 2.5/75 |
| REFR 210 | Industrial A/C and Welding Techniques Pre-requisites: SEGU 100, ELET 100, In this course the student performs routine maintenance on commercial and residential central air conditioning systems. The student will work with different types of tubing used in refrigeration work. | 2.5/75 |
| REFR 220 | Conduct Design and Manufacture, Drawing and Estimates Pre-requisites: REFR 120, REFR 210, SEGU 100, MATE 120 This course will focus on the study of the properties and behavior of air flows and the design and construction of these pipes and their maintenance. In addition, it'll consider the preparation of estimates and quotes. Prepare estimates of materials, prices, supplier managers, among others. | 2.5/75 |
| REFR 230 | Thermodynamic and Heat Load Pre-requisites: REFR 120, REFR 210, REFR 220, MATE 120, SEGU 100, REFR 110 Concurrently with: ENRE 240 This course will discuss the importance of a heat load and the application of thermodynamics to cooling systems. | 2.5/75 |
| REFR 250 | Electrical and Magnetic Fundamentals Pre-requisites: ELET 100, SEGU 100, REFR 110 Concurrently with: REFR 310 This course is designed to prepare students in advanced classes in the technical programs division. Electrical circuits, quantities and formulas; six parallel circuits and the use of measurement instruments are included. | 2.5/75 |
| REFR 310 | Complex Refrigeration Systems | 2.5/75 |

Pre-requisites: ELET 100, SEGU 100, REFR 110

Concurrently with: REFR 250

In this course the student will learn about complex refrigeration systems and their application in this highly specialized field.

- REFR 320 Auto A/C Systems 2.5/75
Pre-requisites: SEGU 100, ELET 100, REFR 110
Concurrently with: REFR 330
This course provides the students with fundamental knowledge and practice in repairing auto air conditioning systems. Students learn to troubleshoot and repair or replace the components of auto air conditioning systems.
- REFR 330 Commercial Refrigeration and A/C 2.5/75
Pre-requisites: SEGU 100, ELET 100, REFR 110
Concurrently with: REFR 320
In this course, the student will apply the operational principles of residential since they also apply to commercial systems. The student will be able to establish the difference between commercial and residential systems that use mechanical cycles.
- REFR 400 Internal Practice and Board Exam Review 3.0/150
Pre-requisites: All courses in the program.
The Laboratory of Internal Practice offers the opportunity to gain experience in the field as a refrigeration technician. The course is designed to allow faculty to become facilitators in the learning process.

AUTOMOBILE MECHANICS WITH FUEL INJECTIONS

- AUTO 100 History of Automotive Mechanics 1.0/37.5
This course begins with the history of automobiles and its evolution. The course includes tools and equipment used in the workshop and organization of the workshop. The engine of the automobile is the most important topic of this course, as well as the vocabulary, combustion process, basic engine concepts, classification of engines and their location. Other topics of the course include construction and reconstruction of the automobile engine, engine subsystems, such as: lubrication system, cooling, starting, gasoline supply, air induction system, and escape and emission control systems.
- SEGU 110 Security in the Automobile Workshop 1.0/37.5
In this course, the students will learn about the security measures they must follow in the mechanics workshop. In addition, the course covers how students can collaborate with one another to assure that the measures are effective.
- AUTO 110 Tools and Automobile Equipment 1.0/37.5
In this course, the students acquire knowledge of the tools, equipment and materials used in the workshop. They also learn the correct names for tools and equipment.
- AUTO 120 Basic Motor Concepts 2.5/75
This part of the program includes the history of the internal and external combustion engine, the tools and equipment used in the workshop, as well as security issues. The course includes basic concepts of gasoline engines, their classification, construction and reconstruction, and sub-systems such as lubrication, cooling,

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| | combustion feeding, starting and escapes. | |
| AUTO 130 | <p>The Automobile Motor</p> <p>The students learn about each part of the automobile and the function of part in addition to reinforcing security when disassembling an engine.</p> | 2.5/75 |
| AUTO 140 | <p>Brakes, Tires, and Suspension Mechanisms</p> <p>This course consists of the study of the conventional brake system and the anti-lock brake system (ABS), tires and hubcaps. An important part of the course has to do with purpose and construction of a frame. The course includes the suspension mechanisms of automobiles, direction mechanisms such as the conventional system; geometrical angles suspension and alignment services.</p> | 2.5/75 |
| AUTO 145 | <p>Development and Principles of Automatic Transmission</p> <p>This phase of the transmissions program begins with the historical development of the automatic transmission, the security and organization in the workshop and the specialized tools used with transmissions. It includes the principles that intervene in the operation of these transmissions and the hydraulic principles involved. The course focuses on the operation of the engine and the transmission, the classifications, useful oils and additives in automatic transmissions and the recommendations offered by the ATA for the different automobile models.</p> | 2.5/75 |
| AUTO 150 | <p>Theory and Foundations of Electricity in the Automobile</p> <p>In this part of the program, students learn the theory and foundations of electricity such as the atomic structure, ways of producing electricity, electricity conductors and insulators, principles and laws of electricity, measurement tools, circuits, fuses and wiring.</p> | 1.0/37.5 |
| AUTO 155 | <p>Basic Electrical Components and Wiring</p> <p>This course includes electrical components of the automobile such as the starting engine, alternator, circuits, accessories, and use of equipment.</p> | 1.0/37.5 |
| AUTO 165 | <p>Conventional Starting Systems</p> <p>This course is about the starting system, electrical indicators on the automobile instrument panel. It also includes the study of basic universal components of the automobile.</p> | 1.0/37.5 |
| AUTO 190 | <p>Board Test Review</p> <p>This course is designed to provide the students with a review of theoretic concepts included in the board licensing test. Students also have the opportunity of practicing the basic process that will tested. In addition, they have the opportunity to clarify questions about specific topics.</p> | 2.5/75 |
| AUTO 400 | <p>Internal Practice</p> <p>The Internal Laboratory Practice offers students the opportunity to</p> | 3.0/150 |

gain experience in the field of employment. The course is designed for to facilitate integration of theory and practice within an educational setting that is similar to the workplace.

CORE COURSES THE HEALTH DIVISION

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| VIDA 100 | <p>Student Life and Human Relations</p> <p>Pre-Requisites: None</p> <p>This course has been designed to introduce the student to student life at the post-secondary level. It is skills courses designed for new students to help them better adjust to the academic life and to studies in their chosen career studies. Through these educational experiences, students develop mastery of academic and social skills. In addition, students evaluate and modify their attitudes that inhibit successful performance in their studies. With the proper development of these skills, student will be better prepared to reach their academic goals and contribute to society positively. With a constructivist focus, the course leads the students in understanding the importance of being prepared to face changes resulting from studying at the post-secondary level.</p> | 2.5/75 |
| COMP 100 | <p>Introduction to Computers</p> <p>Pre-requisite: None</p> <p>The purpose of this course is to introduce the student to the computer world. The student will learn to use and manage the keyboard and the mouse with accuracy. He will learn computer components, as well as how to open software files, programs and the use of the main menu. He will learn to use word processing software programs.</p> | 2.5/75 |
| ESPA 100 | <p>Basic Spanish</p> <p>Pre-requisite: None</p> <p>This program will focus on the study the art of properly speaking and to write a language correctly. It will cover the adaptation of knowledge that includes the general principles governing the spoken and written form of the Spanish language, such as the rules of accentuation, division and classification of words, the use of capitalization and punctuation. Study of concepts, terms, and the uses to carry out this learning. It will focus on those aspects of the language where the student has questions, deficiencies or lack of knowledge.</p> | 2.5/75 |

PRACTICAL NURSING

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| ENFE 110 | <p>Nursing Practice Development</p> <p>Pre-requisite: None</p> <p>This component is designed to provide the student with knowledge of the science of nursing. The following topics are emphasized: the historical development of nursing, the changes in the nursing practice and education, the development of the Licensed Practice of Nursing in Puerto Rico and the United States, and the roles of the nursing personnel. Related topics include federal and state legal regulations.</p> | 2.5/75 |
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| ENFE 120 | Principles of Human Anatomy and Physiology Pre-requisites: None This component prepares the student with knowledge about human anatomical and physiological terminology. Topics include the all systems and clinical implications of physiological disorders | 3/90 |
| ENFE 130 | Basic Skills in Practical Nursing Pre-requisites: ENFE 110, ENFE 120 This course is designed to help the student acquire knowledge and develop skills needed to perform duties as a practical nurse in the health team. These include: body mechanics and safety working with patients, personal hygiene, physical examination, biological psychosocial needs and the principles regarding the control of contagious diseases, comfort and rest, help feeding the patient, urine and gastrointestinal elimination, collecting samples, pre and post-surgical care and post-mortem care. | 3.5/112.5 |
| ENFE 210 | Surgical Medical Nursing Pre-requisites: ENFE 110, ENFE 120 This course allows the student to learn about the medical surgical conditions found in the clinical areas. The following topics are discussed: physical and chemical causes of diseases, medical pathology related to the different systems, signals and symptoms of the different disorders, diagnostics to determine different conditions, treatments, and the roles of the nursing personnel in each of the disorders and patient rehabilitation. | 2.5/75 |
| ENFE 230 | Maternal-Infant Nursing Pre-requisites: ENFE 110, ENFE 120 This course is designed to provide the student with the fundamental obstetrician knowledge needed to offer optimal care to the mother and the newborn. Topics include most frequent gynecological pathology, pregnancy stages and birth, and basic care of newborns. | 2.5/75 |
| ENFE 240 | Pediatric Nursing Pre-requisites: ENFE 110, ENFE 120, ENFE 230 This component is designed to help students acquire the necessary educational experiences related to periods of growth and development of children. It will give greater emphasis to the physical, emotional, social and cultural. In addition, we discuss the most common pediatric conditions. | 2.5/75 |
| ENFE 250 | Care of Adults and the Elderly Pre-requisites: ENFE 110, ENFE 120 This course provides the student with the general aspects of gerontology, nursing care that is offered customers taking into consideration the social, biological and psychological aspects. It discusses the following topics: mortality, the most frequent physiological and postmortem care. | 2.5/75 |
| ENFE 310 | Principles of Mental Health Pre-requisites: ENFE 110, ENFE 120 This course focuses on the concepts related to mental health and most common mental illnesses. It includes pathology of conditions | 2.5/75 |

and control of mental illnesses, legal aspects and community mental health services.

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| ENFE 320 | <p>Nursing Interventions in Emergency Rooms and Diagnostic Centers</p> <p>Pre-requisites: ENFE 110, ENFE 120</p> <p>This course provides the educational experiences related to the principles of first aid as they are applied to emergency situations and to the intervention of practical nursing personnel with the injured.</p> | 2.5/75 |
| ENFE 330 | <p>Board Test Review</p> <p>Pre-requisites: All courses in the program must be completed. All courses with ENFE coding must be passed with “C” minimum grade. The student will review concepts learned in the previous cycles. The student will perform the exercises that will prepare him or her to take the board test.</p> | 2.5/75 |
| ENFE 400 | <p>Practical Nursing Externship</p> <p>Pre-requisites: All courses in the program must be completed. All courses with ENFE coding must be passed with “C” minimum grade.</p> <p>The student will review concepts learned in the previous cycles. The student will perform the exercises that will prepare him or her to take the board test.</p> | 5.0/225 |
| EMERGENCY MEDICAL TECHNICIAN | | |
| SEÑA 160 | <p>American Sign Language</p> <p>Pre-requisites: None</p> <p>This course has been designed to introduce the student to sign language as a means of communication with individuals who have some kind of hearing impairment or difficulty speaking. Students learn the origin of American Sign Language and characteristics of the hearing impaired community.</p> | 1.0/37.5 |
| TEME 110 | <p>Principles of Anatomy and Physiology</p> <p>Pre-requisites: None</p> <p>This course prepares students to recognize each of the components of the various body systems and functions so they can prepare properly for a good assessment of the situation in which the patient is and apply appropriate treatment to the affected part the body.</p> <p>The laboratory will enable the student to recognize how you react to each of the components of the organ systems to disease or injury. Prepare students in skills quickly and effectively assess the patient with trauma, disease or both. We also train for the appropriate use of medical terminology so that it can properly describe the trauma or disease.</p> | 2.5/75 |
| TEME 120 | <p>Medical Emergencies Technician Role</p> <p>Concurrently with TEME 110</p> <p>The course includes the study of the role of the Emergency Medical Technician, the origin of the profession and related ethical principles. It includes the importance as links of the human and physical resources chain that constitute the medical emergency system community. Also, students will learn how humans react to pain or loss of relatives or friends. The course will teach the student</p> | 2.5/75 |

how to react to different situations and to be aware of the pain of other human beings.

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| TEME 130 | <p>Evaluation of the Patient and Laboratory</p> <p>Pre-requisites: TEME 110</p> <p>This course trains the student to understand the anatomy and functioning of the body, organize an assessment of the patient's body region, and to effectively communicate findings to the medical staff and other health professionals effectively.</p> | 2.5/75 |
| TEME 140 | <p>Shocks, Fluids, and Laboratory</p> <p>Pre-requisites: TEME 110</p> <p>This course describes the normal cells environment characteristics and the mechanisms that are used to maintain a balanced environment, even if it occurs. Students will learn skills to evaluate the patient for shock and classify the type of shock. They will also learn the basic skills used to stop bleeding and restore blood volume techniques dominating venipuncture (pipeline vein) and intraosseous channel techniques. Students will receive guidance on the use of PASG (MAST) and their indications.</p> | 2.5/75 |
| TEME 150 | <p>Traumatic Emergencies and Laboratory</p> <p>Pre-requisites: TEME 110, TEME 120, TEME 130, TEME 140</p> <p>This course enables the students to properly manage the person they are caring for. The course teaches principles for moving or lifting patients, proper equipment use in the intervention and used for the handling of beds, stairs and narrow or dangerous areas. It teaches the student to apply knowledge and skills on how to handle people with spinal injuries, brain and other body parts using proper techniques. The students will be trained on the presentation of cases in the pre-hospital environment for the selection, preparation and administration of appropriate drug. They will become familiar with management protocols for advanced cardiovascular life support (ACLAS).</p> | 3.5/112.5 |
| TEME 210 | <p>Introduction to Pharmacology and Laboratory</p> <p>Pre-requisites: TEME 110</p> <p>This course initiates the student in the general study of the administration of medications, its classifications and origin. It covers pharmacology aspects and systems of weights of measures, the therapeutic effects of the medications under the supervision of an authorized doctor.</p> | 2.5/75 |
| TEME 220 | <p>Cardiovascular Emergencies and Laboratory</p> <p>Pre-requisites: TEME 110, TEME 130</p> <p>This course describes the evaluation and pre-hospital handling of patients with selective cardiovascular disorders based on the knowledge of the pathophysiology of the illness. The student will learn to use the pre-hospital considerations to intervene with the cardiac patient including drug use, monitor / defibrillator, pacemaker, synchronized cardio version and protocols for advanced cardiopulmonary life support.</p> | 3.5/112.5 |
| TEME | Breathing Emergencies and Laboratory | 2.5/75 |

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| 230 | <p>Pre-requisites: TEME 110, TEME 130</p> <p>The absence of an adequate airway and ineffective ventilation are the main causes of preventable death and cardio-pulmonary complications in the patient and / or injured. Realizing and understanding the respiratory system, airway management and mastery of techniques to ventilate the patient will be the achievement of students in this course. Is to prepare students in mastering basic skills for patenting the airways and in the mastery of advanced skills such as endotracheal and nasotracheal intubation, coniotomy and tracheal intubation in children. Be exercised in thoracic decompression after acknowledging conditions of tension pneumothorax.</p> | |
| TEME 240 | <p>Internal Medicine Emergencies and Laboratory</p> <p>Pre-requisites: TEME 110, TEME 130, TEME 220, TEME 230</p> <p>Includes the study of clinical pathological (disease) most common in pre-hospital setting and how to assess, manage and treat the patient. It also prepares students to assist people with suicidal intent, aggression, and crisis because of disasters, abuse, rape or use of controlled substances.</p> <p>The laboratory will prepare the student to provide support for patients having emergency, by using effective communication through the use of effective therapeutic techniques</p> | 2.5/75 |
| TEME 310 | <p>Pediatric and Neonatal Emergencies</p> <p>Pre-requisites: TEME 110, TEME 130</p> <p>It includes the measures and the care to offer when intervening with children in emergency situations. This laboratory includes the development of the basic and advanced dexterities in the newly born patient, infant and in the boy to evaluate, to manage and to give pre-hospital treatment.</p> | 2.5/75 |
| TEME 320 | <p>Gynecology-Obstetric Emergencies and Laboratory</p> <p>Pre-requisites: TEME 110, TEME 130</p> <p>This course presents the women's anatomy of the reproductive system and genitourinary tract and more common clinical disease. The course prepares students to assist in physiological (normal) and pathological (hard) childbirth. Students will apply skills to manage normal deliveries or complications at the scene or inside the ambulance. They will develop skills in the management of pregnant patients with trauma.</p> | 2.5/75 |
| TEME 330 | <p>Board Exam Review</p> <p>Pre-requisites: All courses in the program must be completed with a minimum "C" grade.</p> <p>The students will review the knowledge and skills acquired during the course in order to prepare them to take the bar examination review in the theoretical area that is required by law to serve as Emergency Medical Technician. The student will review their knowledge and skills acquired during the course in order to prepare them to take a review of the state exam in the practical area that is required by law to serve as an Emergency Medical Technician.</p> | 2.5/75 |

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| TEME 400 | <p>Externship Practice</p> <p>Pre-requisites: All courses in the program must be completed with a minimum "C" grade.</p> <p>The students will have the opportunity to work directly with patients putting into practice the knowledge and skills acquired in the course. They'll work in real emergency situations.</p> | 5.0/225 |
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PHARMACY TECHNICIAN

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| MATE 130 | <p>Pharmaceutical Mathematical Calculations</p> <p>Pre-requisite: None</p> <p>In this course, the student is led in the discussion of the basic mathematical concepts. The student will learn the metric, apothecary and avoirdupois systems used to prepare pharmaceutical calculations according to age and weight. The course includes the different forms for using pharmaceutical preparations, reduction and increase of formulas, diluted concentrations and isotonic preparations.</p> | 2.5/75 |
| FARM 715 | <p>Pharmacy Theory</p> <p>Pre-requisite: None</p> <p>In this course, the student learns the history and evolution of the Pharmacy and the concepts of modern medicine. It also provides knowledge of ethics and the role of the pharmacy technician emphasizing community service. The student is introduced to classification of medicine, information about stamps, expiration dates and dosage formats.</p> | 2.5/75 |
| ANAT 135 | <p>Human Anatomy and Physiology</p> <p>Pre-requisites: None</p> <p>This course leads the student to learn the human skeleton, all its parts, the formation of the skeleton, the consequences of drug misuse on it.</p> | 2.5/75 |
| FARM 705 | <p>Pharmaceutical Chemistry</p> <p>Pre-requisites: None</p> <p>This course focuses on the forms of drug administration of and their dosages. Knowing drug drugs will allow us to explain to the client its possible side effects, adverse reactions and due precautions of using drugs. It will cover the pharmaceutical uses of the periodic table.</p> | 2.5/75 |
| FARM 780 | <p>Pharmacy Technician Seminar</p> <p>Pre-requisites: FARM 715</p> <p>At this seminar, students are prepared to acquire attitudes, responsibilities, practical requirements and the development of pharmacy technician as a health professional. In addition, the students will be exposed to real experiences about information of the development of modern medicine.</p> | 1.0/37.5 |
| FARM 735 | <p>Pharmacognosy</p> <p>Pre-requisites: FARM 705, FARM 715</p> <p>This course includes the study of crude drugs, vitamins and the</p> | 2.5/75 |

process used in the extraction of the constituents of medicine. It includes topics regarding the therapeutic properties of the substances and its different contents and/or some pharmaceutical products. It also provides the student with knowledge of medicinal plants in Puerto Rico. Hormone action is also discussed.

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| FARM 750 | <p>Pharmacy Administration and its legal aspects Pre-requisites: FARM 715, FARM 780</p> <p>The students learn the basic principles of marketing and pharmacy management. In addition, students analyze the importance of location, organization, advertising, services and marketing electronic processing. In the course, the student will know the rules and laws affecting pharmacy operations in the world today, and functions of the pharmacy technician. Emphasis is made on DACO's laws and regulations. The study of controlled substances laws is included.</p> | 2.5/75 |
| FARM 725 | <p>Posology Pre-requisites: MATE 130, FARM 705</p> <p>This course provides the students with knowledge regarding doses of medication, analysis of absorption processes, distribution, metabolism or biotransformation, drug excretion. It includes the study of administration routes as well as doses of drugs and the factors that can alter the effects of a medication, and the interactions among medications. The course also includes study of the abbreviations used for interpreting prescriptions and medical orders.</p> | 2.5/75 |
| FARM 755 | <p>Pharmacology Pre-requisites: FARM 705, ANAT 135, FARM 725</p> <p>In this course, the student learns the clinical indications of pharmacology and the use of contraindications, precautions and adverse reactions in dosage administration. Emphasis is given to manufacturing and the names of medicines including their use on patients.</p> | 2.5/75 |
| FARM 770 | <p>Pharmaceutical Specialties and Dispatching Techniques Pre-requisites: MATE 130, FARM 715, FARM 780, FARM 750, FARM 725</p> <p>This course is offered at a community and/or a pharmacy or hospital. The law requires a licensed pharmacist to supervise the student. Students will have practical experience in developing their ability to dispense medications, proper use of prescriptions, will get to know health plans, orders and office skills</p> | 3.5/112.5 |
| FARM 400 | <p>Pharmacy Technician Practice I Pre-requisites: All courses in the program must be completed. Courses with FARM coding must be completed with a "C" minimum grade.</p> | 10.0/450 |
| FARM 410 | <p>Pharmacy Technician Practice II Pre-requisites: All courses in the program must be completed. Courses with FARM coding must be completed with a "C" minimum grade.</p> | 10.0/450 |
| FARM 420 | <p>Pharmacy Technician Practice III Pre-requisites: All courses in the program must be completed.</p> | 2.0/100 |

Courses with FARM coding must be completed with a “C” minimum grade.

OFFICE SYSTEMS ADMINISTRATION COMMERCIAL DIVISION

ESPA 100 Basic Spanish 2.5/75

This program will focus on the study the art of properly speaking and to write a language correctly. It will cover the adaptation of knowledge that includes the general principles governing the spoken and written form of the Spanish language, such as the rules of accentuation, division and classification of words, the use of capitalization and punctuation. Study of concepts, terms, and the uses to carry out this learning. It will focus on those aspects of the language where the student has questions, deficiencies or lack of knowledge.

COMP 110 Keyboard Command 2.5/75

This course is designed to help the student acquire the necessary skills to be efficient using the computer keyboard.

SOFI 110 Word Processing Application (Basic MS Word) 2.5/75

This course provides students with the use of basic Microsoft Office Word application to prepare various business documents that are required in the modern office. It provides students with the skills, concepts, terminology and procedures required to succeed in carrying out this process.

INGL 100 Basic English 2.5/75

Through this course the student will refresh the knowledge gained during their academic development, clarifying doubts, editing concepts and improving pronunciation. The student will be aware of the importance of this language in the labor world.

INGL 210 Business English 2.5/75

The course aims to provide basic conversational skills necessary for any professional engaged in the office administration program. The student will practice different situations in the office, such as telephone calls, replies, instructions, etc.

SOFI 120 Documents Administration 2.5/75

This course provides the general and essential knowledge of documents management and administration, which will expedite the performance of the filing functions effectively.

SOFI 210 Word Processing Application II
(Intermediate and Advanced MS Word) 2.5/75

This course provides students with the use of Microsoft Office Word applications to type different business documents used in modern office that require further elaboration. It provides students with the skills, concepts, terminology and procedures required to succeed in carrying out this process. Combine critical thinking, integration of applications and techniques to take advantage of lessons learned in the previous class and to integrate them into the new tasks.

SOFI 220 Administrative Procedures 2.5/75

The Administrative Procedures course provides students the opportunity to refine, integrate and upgrade the skills and basic knowledge in the area of office administration. The procedures and their application to office systems

The Electronic Presentation application course provides students with the necessary tools for the effective management of email, Internet searches and preparation of electronic calendars. Undertake planning tasks, such as maintaining electronic calendar up-to-date, appointments calendar, phone and fax directories, and will plan and prioritize time. The student will use good sense to document the creation of advertising. They will use MS Word for the design, creation and production of documents, promotion sheets, advertising, programs, invitations, brochures, business cards and letterheads for envelopes and paper, among others. The course will emphasize the use of Outlook, MS Word, search engines, commercial e-mail and (hotmail, yahoo, etc.).

This course is designed to provide the students with knowledge of medical terminology used to provide health services. Students practice the terminology used in prescriptions and doctors' orders as applied for medical billing.

In this course the student will develop the skills to take dictation using a short form of writing. They will use the letters of the alphabet and punctuation you already know the language to represent sounds that form words.

The use and management of office accounts are presented. The duties to the Department of Finance, Department of Labor, IRS, Social Security and other agencies. Provision of reports to these agencies, as required, salary payroll, basic business law in business management and basic accounting knowledge are also covered in this course.

Study using a spreadsheet program to create different types of tables and graphs that are required in a modern office. Emphasis on developing skills, concepts, terminology and procedures required to succeed in carrying out this process.

The Laboratory of Internal Practice offers the opportunity to gain experience in the field of employment. Our course is designed for the students to be facilitators of the process, integrating the institution, the employer and the student intern.

BARBERING

The Review Board of Barbers and Stylists in Barbering of Puerto Rico administrate the board exam for all persons, if comply with the following:

1. Fill the form in all the areas.
2. Make the payment as required by a public notice, following the Rules of Costs 4660, as amended.
3. Certify that have the followings requisites:
 - a. Posses a certification of graduation, signed by the Barbering school's director and with the proper seal.
 - b. Posses a High School diploma or equivalent.
 - c. Approval in a barbering course of a vocational school established by the Commonwealth of Puerto Rico or in an accredited college by the Department of Education, or as an apprentice of barber for two years.

COSMETOLOGY

The Review Board of Beauty Specialist of Puerto Rico administrate the board exam for all persons, if comply with the following:

1. Fill the form in all the areas.
2. Copy and original of the Cosmetology Diploma (1,000 hours)
3. Make the payment as required by a public notice, following the Rules of Costs 4660, as amended.

MEDICAL EMERGENCIES

(As required by the Health Department)

Requisites:

1. Completed form for exam and permanent license of for Emergency Medical Technician-Paramedic.
2. Completed form for Provisional License of Emergency Medical Technician-Paramedic.
3. Original of Transcript of Credits for the course of Medical Emergencies.
4. Original of the diploma for the course of Medical Emergencies and/or graduation certificate.
5. Copy of the High School Diploma and/or transcript of credits by the School.
6. Original of the criminal records certificate.
7. Original of the birth certificate.
8. Original of the health certificate.
9. Copy for both sides of the CPR card.
10. Postal Money order or certified check for the amount of seventy five dollars (\$75.00), endorsed to the Internal Revenue Secretary for the revalidation review and Provisional License

PRACTICAL NURSING

Requisites for a Provisional License, Exam and License of Practical Nursing:

1. Fill the form in all areas with the required information.
2. Copy of the original diploma or high school certification.
3. Official transcript of credits by the high school, expedite by the school director.
4. Copy of the original diploma from the school or an accredited college of practical nursing or recognized by the Department of Education in Puerto Rico.
5. Official Transcript of credits for studies in practical nursing, expedite by the Registrar Office or by the school director or Institute.
6. Certificate of Negative Criminal Records from the Police of Puerto Rico, expedite no more than six months ago.
7. Payment of fifteen dollars (\$15.00) in postal Money order or certified check from a Bank endorsed to the Internal Revenue Secretary of Puerto Rico; attached to the form.
8. Original and copy of the birth certificate

PHARMACY TECHNICIAN

Requisites (to be accompanied with the form):

1. Completed form.
2. Health Certificate (attached to the form)
3. Original and copy of the high school diploma.
4. Original transcript of credits from the high school and certification of completion for one year of chemistry in high school.
5. Original and copy of the diploma or certification of approval of a course in Pharmacy Technician.
6. Original transcript of credits for a course of Pharmacy Technician will be send directly to the Board by the University or college.
7. Copy of the Certificate for Internship as Pharmacy Technician and original of the detailed work Schedule in the practice and sign by the preceptor.
8. Original of the certificate of criminal records from the Police Department of Puerto Rico, expedite no more than three months.
9. Original and copy of the birth certificate
10. Original and copy of the social security card.
11. Postal Money Order or certified check for the amount of fifty dollars (\$50.00) endorsed to Internal Revenue Secretary.
12. Two pre-direct envelopes with stamps

APPRENTICE OF REFRIGERATION AND A/C

Support documentation for the request of Apprentice of Refrigeration and A/C Technician:

1. To be 16 years or older.
2. Medical certificate from a private physician or from the public health dispensary, in original and recent.
3. Two voucher of payment for a yellow copy from the Internal Revenue Collection as follows: \$10.00 for a 5140 and \$20.00 for 5143. Include the rights for the identification card.
4. Birth certificate in original and updated.
5. Original and copy for certification of ninth grade or original transcript of credits certifying the completion for that grade.
6. Criminal records certificate, expedite no more than six months ago.
7. Certification of child support from the Department of the Family (ASUME).
8. Updated certification of fee payment from the supervisor's technician.
9. Evidence of a course in refrigeration and air conditioning, no less than 800 hours.

The Review Board may request additional information, if required.

REFRIGERATION AND A/C TECHNICIAN

The Review Board of Refrigeration and Air Conditioning Technician of Puerto Rico administrate the board exam for all persons, if comply with the following:

1. Approval of a course for Refrigeration Technician or Automotive Air Conditioning Technician from a vocational school or technological institute of the educational system or another institution accredited by the Department of Education from Puerto Rico.
2. Fill the form in all areas.
3. Make the payment as required by a public notice, following the Rules of Costs 4660, as amended.

EXPERT ELECTRICIAN

The Review Board of Expert Electrician of Puerto Rico administrate the board exam for all persons, if comply with the following:

1. Fill the form in all areas.
2. Make the payment as required by a public notice, following the Rules of Costs 4660, as amended.
3. Certify that meet the following requisites:

EXPERT ELECTRICIAN APPRENTICE

1. Transcript of credit, or fourth year High School Official Certification Course Electricity or have completed high school or equivalent official certification seal.
2. It has licensed assistant, need not be present.
3. Have completed one year as an assistant with the license issued by the department.
4. Has a credit transcript showing 1000 hours of study.

EXPERT UNDER THE PRIOR LAW

1. Posses Apprentice License- (if was requested for first time before March of 1993.
2. Posses a transcript of credits with 800 hours in an electricity course if was approved before March 30, 1993.
3. If don't have studies in electricity, present an apprentice license with evidence of work with a minimum of 800 hours certify by the employer and the expert electrician.

Requisites for the Permit of Electrician Apprentice

1. To be 16 years or older.
2. High school diploma or approval of an electricity course.
3. Fill the form in all the required areas

Continuous Education

**Introduction to Computers
Computers Repairs
Medical Billing**

Reviews of Boards Examinations:

**Barbering
Cosmetology
Refrigeration
Electricity
Expert of Electricity**

**Cut and Styling – Basic and Advance
Massage Therapy and Body Treatment
Sing Language
Make up
Nail Technician**

**That's courses are approved by the Council of Education of Puerto Rico.
Not accredited by the Accrediting Agency – ACCSC but included within the schools
scope of accreditations with ACCSC.**



GENERAL CATALOG CERTIFICATION

I, _____, hereby certify that I have read, studied, understood and accepted the General Catalog of D'Mart Institute and I am in agreement to follow and utilize it for the institutional improvement and for me as a student, in the same way I certify that I received a copy, which was delivered to me by (Mr./Mrs/Ms.) _____.

SIGNED TODAY, AT _____

DATE _____ YEAR _____.

STUDENT SIGNATURE

AUTHORIZED SIGNATURE