



UNDERGRADUATE CATALOG

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Prologue

This *Catalog* will be one of the most important documents throughout all of your university experience. It has information on the general education components, requirements for programs of study, the University's services, total costs of the all the services we offer, and the Institution's policies and procedures.

The information contained here has been organized by topic and area to make it easy to locate information, and readable. If for any reason you have a question, do not hesitate to consult with your academic adviser or the Dean and/or Director of your Department. On some occasions a conversation with an Official from the Registration office or with the Vice-president of Academic Affairs may be beneficial.

Visit the Registration Office at least one and a half years before your graduation. If you follow your organized program and take the courses that you really need, you will save time, money, and frustrations. Keep this *Catalog*. It is possible to graduate without having read it, but reading it will help save you from possible difficulties. Reading it is the first assignment of your university experience.

The following inspired quote will be of much help:

Every human being, created in the image of God, is endowed with a power akin to that of the Creator—individuality, power to think and to do. The men in whom this power is developed are the men who bear responsibilities, who are leaders in enterprise, and who influence character. It is the work of true education to develop this power, to train the youth to be thinkers, and not mere reflectors of other men's thought.

Ellen G. White, *Education*, page 17.

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About Us



Biblical Beliefs

Seventh-day Adventists believe in the existence of one true, eternal God who has been revealed through his Word, the Holy Scriptures, and his son, Jesus Christ. Through divine revelation in the Holy Bible it is established that mankind is the supreme work of God and is, therefore, dependent on the Creator for the development and full realization of his or her capacities.

We believe that the human being was created in the image of the Creator, male and female, with conditional immortality in order to honor the Maker through worship, companionship, and keeping his holy Law. Due to the fall caused by sin, humanity must accept the sacrifice of Christ worked out in his death and resurrection as the only means to obtain salvation. Having received salvation, through grace alone, the new believer decides to restore the character of the Creator in his or her life.

Educational Philosophy

The educational philosophy of AAU is based on the premise that since human beings were created in the image of God, they should be treated with equality without discrimination based on age, sex, race, nationality, creed, or social position.

Based on this relationship between mankind and the Creator, the education offered by our teachers is defined as an integrated process that encompasses all facets of the human personality and prepares the student for the present life and the life to come. It touches the spiritual, moral, intellectual, physical, social, and professional aspects of the human being.

We understand that the student's academic preparation should be offered in a Christian context; and, as the Word of God, the revelation of God, the foundation of Christian faith and the primary source of knowledge, wisdom and truth; the education we provide is guided by the Christian conception of the human being. This perspective values the person and understands that he or she should submit to the Creator through faithful obedience to His Word and acceptance of Christ as the Son of God and Savior of the world.

Furthermore, it establishes that the education we offer is an evolutionary process that responds to some social changes. In this way it prepares the person to be an agent of change, motivated by Christian values, and a facilitator in a complex world. The University is greatly interested in providing the student with the opportunities necessary to acquire an ample knowledge in different areas of learning, and to develop his or her critical and analytical thinking skills.

Within this philosophy the professor is not merely a dispenser of knowledge, although this may be important, but communicates God's truth along with the arts and sciences. He or she understands that the principle objective is to develop in the student a balance between the cognitive and the spiritual so that the student can better serve God and the community.

Vision

Antillean Adventist University aspires to be recognized for teaching Adventist Christian values, the excellence of its academic program, and its emphasis on service.

Expanded Vision

- *Spirituality* – AAU will be a campus where the knowledge of God is reaffirmed and religious experience is valued.
- *Excellence* – AAU will be a campus that cultivates institutional effectiveness and offers a high quality education that meets the expectations and needs of the student body.
- *Service* - AAU will be a campus that encourages the development of an altruistic attitude that inspires empathy, compassion, and results in a better quality of life for the church and the world.

Mission Statement

Antillean Adventist University promotes comprehensive training of competent professionals, committed to the service of God and humanity.

History

Organization

Antillean Adventist University is a private, coeducational, non-profit, multi-purpose institution sponsored by the Seventh-day Adventist Church. As an institution of higher education, it is incorporated under the laws of the Free Associated State of Puerto Rico, and offers liberal arts, professional, and graduate curricula for those who prefer to study in a Christian environment.

History

Our university originated from educational institutions in Puerto Rico and Cuba. The Seventh-day Adventist Church opened its first school in Aibonito, Puerto Rico in 1920. In 1946 it established the Metropolitan Adventist Academy in Santurce, a complete secondary school. In 1957 it founded Puerto Rican Adventist College in Mayagüez. In May of 1961 the college was authorized to offer the university level programs that had been offered at Antillean College in Santa Clara, Cuba. In September of that year the name was changed to Adventist College of Puerto Rico, and later, in March of 1962, the name was changed to Antillean College. On August 18, 1989, the Council of Higher Education authorized the new name of Antillean Adventist University (AAU).

Location

Our main campus is located a few minutes from the center of the city of Mayagüez at KM 2.2 of Carretera PR 106 on some 275 acres of mountainous land with a view of the Atlantic Ocean. It is a prime location, bordered by steep tree-covered. Located on the outskirts of the *Sultana del Oeste*, the major

educational and commercial center of the area, it not only creates a peaceful environment for its students, but also offers professional opportunities for research in a warm, tropical environment.

Facilities

The main campus has nine buildings that are closely positioned for the convenience of the University community. The central building houses administrative offices, professors' offices, classrooms, laboratories, and assembly hall. A structure adjoining the central building includes the Men's Dormitory; School of Education, Humanities, and Psychology; classrooms; laboratories; and professors' offices. The third building includes the Cafeteria and the School of Nursing and Health Sciences on the first floor, and the Ángel Jiménez Amphitheater and Respiratory Therapy laboratory on the second floor. The fourth building, with two stories, is the Women's Dormitory.

The fifth building has one level and is located in front of the central fountain. It houses professors' offices, a Guest Room, the Student Computer Center, and the Student Council Office. The sixth building, with strategic location and three stories, houses the Dennis Soto Library, the Learning and Technology Resource Center (abbreviated CART in Spanish). The offices of Promoting Post-Baccalaureate Opportunities for Hispanic Americans (PPOHA) are found on the second floor of the library. On the third floor are the offices of the President and the Vice-president of Academic Affairs. The seventh building on campus is multi-purpose. The upper level is the gymnasium and the ground floor houses the Department of Business Science. The eighth building is the Department of Religion and Music with its respective offices and classrooms.

The ninth building is modern and more recent, the Dr.

Benjamín Pérez Soto building. This is where the Department of Institutional Technology Services (ITS), Department of Science and Technology, five science laboratories and one language laboratory, six large classrooms for science and language courses, and faculty offices are located.

Faculty

AAU recruits and retains professionals with academic training and professional experience that demonstrate that they are in harmony with the institution's philosophy and mission. These are the faculty in charge of teaching their respective disciplines and directing or participating in research projects and community service.

Students

The students mostly come from Puerto Rico. Each year we receive more than one hundred students from about 20 countries and different places in the United States. Each year around 200 students receive Associate, Bachelor and Master's degrees.

We accept applications from students whose principles and interests are in harmony with the ideals, objectives, and traditions of AAU. Religious affiliation, race, age, gender, physical handicap, and nation of origin do not constitute admission criteria.

AAU reserves the right to create, revise, or change rules, fees, schedules, courses, degree requirements, and any regulations that affect the students at any time it is considered necessary. Whenever such changes are made the students will be duly notified so that their academic progress will not be affected.

Distance Education

AAU offers distance courses for university students at the undergraduate and graduate levels in a hybrid format or totally online, whichever is considered best by the institution when the course was designed.

Distance Education has the objective of promoting an interactive system that gives individuals access to academic opportunities and professional and personal growth that is not limited by the barriers of time and space. The University offers online courses in the Moodle format that the student can access anytime and anywhere through the virtual campus at <http://moodle.uaa.edu>.

Every student who wants to register for online courses is required to possess basic knowledge for the use of programs such as:

- Word processors (Microsoft Word, WordPerfect, Write – OpenOffice)
- Presentation creation (PowerPoint, others).

Also, the student must have skills in searching for information from webpages with a navigator or browser such as:

- Firefox 3, Opera 9.0, Google Chrome 4, Safari 3, MS Internet Explorer 8.0, or the most recent version (select one).

It is also the student's responsibility to install Adobe Acrobat Reader (a free program) on his or her computer in order to have access to special materials such as documents in PDF, Windows Media Player, or other formats. Every student must master skills in writing and sending emails with attachments, as well as using this resource ethically.

The student is responsible for making any necessary

arrangements to have access to a computer or technological equipment that are approved by the agency that accredits studies for the Veteran's Administration and the Department of Health, Education, and Welfare of the United States.

AAU is a member of the *Asociación de Colegios y Universidades Privadas de Puerto Rico (ACUP)* and the American Association of Colleges (AAC). It is also accredited by the Adventist Accrediting Association (AAA) and by the Middle States Commission on Higher Education (MSCHE).

We have a variety of professional programs that have obtained their accreditation from other regulating agencies. The Bachelor of Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). Also, the Bachelor of Pastoral Theology Program is accredited by the Adventist Accrediting Agency of the General Conference (AAA).

The mailing addresses of these entities can be found below.

- Veteran's Administration
PO BOX 190759, San Juan, PR 0019-0759

- Adventist Accrediting Association of the General Conference
8100 SW 117 Avenue, Miami, FL 33183

- Council of Education of Puerto Rico
PO BOX 19900, Fernández Juncos Station
San Juan, PR 00910-1900, 787-641-7100

- Middle States Commission on Higher Education
3624 Market Street, Philadelphia, PA 19104-2680,

267-284-5000

- Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326
- American Association of Collegiate Registers and Admission Officers (AACRAO)
One Dupont Circle NW, Suite 520, Washington, DC 20036

AAU is a member of the following professional organization:

- *Asociación de Colegios y Universidades Privadas de Puerto Rico (ACUP)*

Student Services



Student Services

Health Services

AAU provides health services for students with specialized healthcare staff in the Medical Clinic located on campus. The services include clinical care, health education, and general supervision of the health of the campus. The services of the Bella Vista Hospital and the Polyclinic, both located near the University, are also available for the students and faculty.

Financial Aid

The Office of Financial Aid provides orientation and materials for students who need to obtain grants and other economic assistance. The University participates in various federal student aid programs and receives trust funds for scholarships. It also offers financial aid in the form of work opportunities in the different departments of the Institution. This program is headed by the Office of the Vice-president of Financial Affairs.

Dennis Soto Library



The Dennis Soto Library occupies the first two floors of the building where it is situated. The library's mission is to meet the information needs of the university community in keeping with the Christian educational philosophy of Antillean Adventist University. The

impressive collection of printed books in our library consists of more than 67,000 volumes and are distributed among the Reference, Children's, Puerto Rico, and Reserve collections that are found on the first floor. It also includes the Circulation collection, the largest collection, located on the second floor. The books of the Circulation and Children's collections may be borrowed for two weeks, and those of the Puerto Rico collection for one week. To borrow any resource from the library the student must present his or her identification card. We also have a collection of printed magazines that contains 105 titles and is located on the first floor. These may only be used within the library. More than 135,000 books and over 6,000 magazines, both available electronically and accessible through various databases, complete our collections. These databases may be accessed through the library's webpage from any place inside or outside of the University if the student has a computer, tablet, smartphone, or any other equipment with internet access. The web address is library.uaa.edu. To access the databases it is necessary to enter access keys that will be supplied by the library. The collections are constantly growing as new print and electronic acquisitions are added. On the library's webpage users may also find links to other libraries and resources for research and various guides to assist them in their academic work.

On the first floor we have also placed six tables for group study for the students' convenience. We also have two study rooms on the second floor. Both floors have cubicles for individual study, most of them on the second floor.

The library staff offer individual instruction on the use of the catalog, databases, different collections, and offer assistance to students in the use of electronic resources. We also offer bibliography instruction sessions in different courses at the request of the professors, orienting the students on the use of available resources for research, and many of these orientations are held in the library's computer center.

The library maintains a code of conduct that promotes healthy interactions and an environment appropriate for study. The people who use our facilities must comply with the regulations established by the university and the library staff. We reserve the right of admission in cases where there has been a violation of the regulations established by our institution.

Student Residences

AAU has both men and women's dormitories for students interested in staying on campus. The student must submit the application with a deposit of \$100 per room, two 2x2 photos, and a Background Check for those over 18 years of when applying for admission. All those interested should communicate with the office of the Vice-president of Student Affairs or visit our webpage uua.edu.

Cafeteria

The cafeteria, known as the Mi Casa, offers breakfast, lunch, and dinner with a variety of options Sunday to Saturday for the benefit of the entire university community. It is located on the first floor of the building next to the School of Nursing and Health Sciences.

Sports Activities

Students of AAU may participate in intramural sports activities (in teams formed by the Institution's students and staff).

During the academic year there are volleyball, basketball, table tennis tournaments, as well as others. Through these competitions students have the opportunity to develop their sports abilities in a safe environment of healthy camaraderie.

Cyberlab

The Cyberlab has 33 computers and is located on the first floor of the library with the Reserve section. Here the students can use word processors and access databases, the catalog, and the internet. Those who use the computers must present their identification card and register at the entrance where they will be automatically assigned to a computer through an electronic system. There are three photocopiers in the Cyberlab available for printing assignments that can print in black and white as well as color. The photocopiers can also scan documents for free. All use of the photocopiers must be in accordance with copyright laws that prohibit the reproduction of large portions of documents, even for educational use. The computer center also has a projector and screen to be used in group bibliography instructional sessions.

Publications

The *Gaceta Estudiantil* is published regularly. The *Flamboyán*, the Institution's yearbook, is published each year and presents a summary of the activities of the university family during the academic year. The *Catalog* is the official publication of the academic programs that the University offers. *Antillean News* is a periodical produced each semester by the Office of the Vice-president for Institutional Advancement. It offers information on the development projects and activities of our Institution. Also, the academic journal *Vestigium* is published electronically for the purpose of encouraging research.

Student Organizations

The Institution offers different opportunities for its students to develop leadership and teamwork skills. Among these is the

main organization, the Student Council, where the different entities that coordinate the student activities are represented.

Alumni Association

The Alumni Association is an independent organization composed of alumni and students who took at least 24 credits at Antillean Adventist University. It is in charge of keeping its members informed of the university's activities and facilitating their participation in the Institution's development.

The Association is directed by a Board of Directors elected by the members of the Association. Every year the Board is renewed and the officers, who serve for one year, are elected. The Alumni Association holds an honor ceremony for Distinguished Graduates and the Homecoming annually, as well as other activities.

Counseling and Orientation

The University's Office of Counseling and Orientation has been established in order to offer students any help necessary to use their resources and opportunities wisely. This office orients the student in

relation to all available academic, social, financial aid, professional, and personal services. Also, in order to comply with the ADA Act, it processes the students' petitions for reasonable accommodation. it also administers vocational, personality, and



other tests. Tutoring services are coordinated according to the area of need.

Social Regulations

Each student's lifestyle is expected to conform with the rules of conduct established in the *Student Manual*. This publication includes regulations for automobile use, attendance to academic and other activities, dress, personal appearance, and rules for students living in the dormitories and the community. The office of the Vice-president of Student Affairs gives this *Manual* to every student accepted to Antillean Adventist University.

Admissions



Admissions

Policy

AAU encourages applications from people interested in benefitting from educational opportunities offered at a school committed to the Christian principles promoted by the Seventh-day Adventist Church. There is no discrimination based on religious affiliation, race, age, sex, physical impediment, or nationality. AAU is pleased to accept applications from students who choose to combine intellectual integrity with spiritual goals in their efforts to learn a profession.

The Director of Admissions and, if necessary, the Admissions Committee and the SAP Committee (Satisfactory Academic Progress) will examine the applications for evidence of the skills needed for academic their academic goals and outstanding character and personality traits to decide if they should be admitted. Admission is valid for the academic term in which it is granted, however it may be extended at the applicant's request for no more than one academic session. Admission to AAU implies admission to a program of studies, in accordance with the specific admission requirements of this program.

The University reserves the right of admission and readmission for an academic year for any student. No application will be processed without having first received all of the required documents. The documents submitted related to admission or readmission will become the permanent property of the Institution and cannot be withdrawn or used by the students. The

admission application and related documents expire and are destroyed two years after having been submitted.

Steps to Initiate and Complete the Admission Process

1. Submit the Admission application and related documents according to the student category. The Admission Application may be completed online at uaa.edu or printed. The applicant only needs to complete one application.
2. Interview with the Dean/Director of the department (only for Theology students).
3. Fulfill the additional requirements of the program of interest.
4. Receive notification from the Office of Admissions through email or post.

General Requirements

1. Students who have university courses included on their high school credit transcript to apply to completing their degree will be considered as first time freshmen.
2. Students who submit a credit transcript from another university under the Early Admission program from that institution must provide an official credit transcript and course descriptions to request evaluation for transferal of these credits. If they have less than twelve credits they must submit a high school credit transcript. These students will be considered

freshmen in their university experience.

3. No student will be allowed to renounce university credits or certifications in order to apply for admission at AAU according to the regulations established by the Higher Education Program Integrity.
4. Students who do not submit a an official credit transcript from any educational institution due to debts owed at these institutions cannot be admitted.
5. Students who do not meet the required GPA for the undergraduate program of their choice, but the current Catalog makes provision for Conditional Admission, must sign the Conditional Admission Contract in the Office of Admissions. Students admitted under Conditional Admission do not qualify for federal aid. The assigned academic advisor will follow up on the student's academic progress. These students will be able to register for courses for the following academic period only after the corresponding academic evaluation at the end of the period in which they were admitted.
6. Admitted students who have not met the admission requirements by or during the week of late registration of the academic period in which they were admitted will not be able to reserve classes of finalize their registration.
7. Students who submit transcripts or admission documents with different names or surnames must attest an affidavit in front of an authorized official.
8. Students who have changed their civil status and

present transcripts of admission documents with different surnames must provide a Marriage Certificate, Death Certificate, or a copy of the court verdict.

9. Students who have been denied admission or readmission to AAU will have the right to appeal again to the Admissions Committee through an explanatory letter, dated and signed by the applicant. The appeal period will be 10 days from the time the denial letter was sent through USPS.

Student Categories

1. Newly Enrolled Students (First Time Freshmen – High School Graduates)

Admission requirements:

- a. Submit Admission application.
- b. Submit original official Credit Transcripts or GED results or their equivalent. (The last requires a copy of a graduation diploma.)
- c. Diploma from an accredited high school.
- d. Have a minim GPA at graduation of 2.00 or higher on the 4.00 scale of the United States (according to the requirements of the academic program to which the student has applied).
- e. Submit two letters of recommendation written by church leaders. (Only for Theology students.)
- f. Complete and sign the Lifestyle Contract.
- g. Complete and sign the Student Contract.
- h. Interview with the Dean or Director of the Department of the Dean of the School to which the student desires to enter. (Only for Theology

students.)

- i. Pay the Admission fee- certified check or money order for \$20.00 made payable to Antillean Adventist University, or with Visa credit card in the Accounting Department, or through PayPal (non-refundable).
- j. Certificate of Good Conduct or Background Check (Only for students in the School of Nursing and Health Sciences or Theology).
- k. Baptismal Certificate no more recent than two years (only for Theology students).
- l. Official letter of active membership from the pastor or church secretary (only for Theology students).
- m. Color copy of identification (Passport or current driver's license). Voter's Registration cards will not be accepted as identification. Applicants who do not have the required evidence must present an identification card with photo and signature, issued by some entity on record.
- n. Anything else required by the program of interest.

University Credit from Advanced Level Tests- Newly Enrolled Students

Newly enrolled students that have been admitted to AAU may obtain university credits whenever they meet the following requirements:

1. Have obtained 3 or more points on a 5-point scale on the Advanced Level Tests in the University Evaluation and Admission Test (PEAU in the original language). For each exam 6 university credits will be given. These will apply for HUEN 121 and HUEN 123.
2. Have obtained the scores recommended by the American Council of Education on the University Level Exam Program tests.
3. If they come from British territory, they must have taken the Advanced Level Test for the General Certificate of Education (GCE) and obtained a score of "Pass".

Placement Tests

Every newly enrolled student with a high school degree must take the English Level of English Proficiency (LOEP), Spanish, and mathematics placement tests at AAU before processing their registration, unless they have taken the College Board, SAT, or ACT tests with satisfactory results. They must submit the results to the Office of Admission so the assigned academic advisor can register the classes according the information received. The LOEP is obligatory for every newly enrolled student.

New Student Orientation

Every first-year student must participate in the services offered by the Office of Orientation and Counseling. Furthermore, attendance to the orientation session is required to receive information on remedial courses, available tutoring services,

academic advising, and general information related the different student services offices.

- **Students with university experience, Freshman**

Students with university experience must fulfill the following requirements:

- a. Submit the Admission Application.
- b. Have a minimum GPA of 2.00 or higher on the 4.00 scale of the United States in their previous university studies (as required by the program to which the student applies).
- c. Provide an official credit transcript from each university, institute, or college in which the applicant has studied. It must have the seal and signature of the official representing the university. Student copies will not accepted for completing the file.
- d. Present a recommendation from the Dean of Student Affairs from the most recent institution, if a degree has not been completed.

- e. Submit two letters of recommendation written by church leaders. (Only for Theology students.)
- f. Interview with Department Director (only for Theology).
- g. Certificate of Good Conduct or Background Check (Only for students of the School of Nursing and Health Sciences and Theology)
- h. Baptismal Certificate from no less than two years previous (only for Theology).
- i. Official letter of active membership sent by the pastor or church secretary (only for Theology students).
- j. Pay the Admission Fee- certified check or Money Order for the amount of \$20.00 made payable to Antillean Adventist University or by Visa credit card in the Accounting Department, or through Pay-Pal. (Non-refundable)
- k. Color copy of identification (Passport or current driver's license). It is used only for identification for the records. Voter's registration card will not be accepted.
- l. Sign the Lifestyle Contract.
- m. Sign the Student Contract.
- n. Anything else required by the program of interest.

Acceptance Policy for Freshmen Students

- a. If the student has 11 credits or less approved for evaluation for possible transfer, a credit transcript from all previous educational institutions will be requested, and the student will be considered a freshman. A high school transcript is required in these cases as a reference of his or her academic performance.
- b. If the student has credits from technical courses, he or she must submit credit transcripts from previous educational institutions and will be considered a freshman student. The final transcript will only be used for the GPA and not for evaluation for transferrable credits if the institutions not accredited by the corresponding agencies.
- c. If for any reason the student cannot submit a credit transcript for technical courses that are not transferrable (plumbing, electricity, beauty, etc.), he or she must present an official certificate issued by the educational institution that indicates the student completed the program and the final GPA. The GPA will only be used for admission to the program of interest. These students will be considered freshmen.

Transfer Students

Transfer student must meet the following requirements:

- a. Submit an Admission Application.
- a. Have a minimum GPA of 2.00 on the scale used in the United States for all completed studies (as required by the program the student wants to enter).

- b. Provide an official credit transcript from each previous university or college.
- c. Present a recommendation from the Dean of Student Affairs from the most recent institution, if the applicant has not completed a degree.
- d. Submit two recommendation written by church leaders. (Only for Theology students).
- f. Interview with the Director of the Department. (Only for Theology students).
- g. Certificate of Good Conduct or Background Check (only for students of the School of Nursing and Health Sciences and Theology)
- h. Baptismal Certificate not more recent than two years (only for Theology students)
- i. Official letter of active membership from the pastor or church secretary. (Only for theology students).
- j. Complete the Lifestyle Contract.
- k. Complete and sign the Student Contract.
- l. Pay the Admission Fee – with certified check or money order for \$20.00 made payable to Antillean Adventist University or with credit card in the Accounting Department (nonrefundable).
- m. Color copy of identification (Passport or current driver's license), voter's registration card will not be accepted. The copy will only be used for identification in the student record.
- n. Other requirements according to the program of interest.

Acceptance Policy for Transfer Students

- a. If the student has 12 or more transferable credits (see the *Validation of Transfer Credits* section in the Catalog), the student must submit credit transcript(s)

from the previous university or universities. The GPA from the most recent university will be taken into account, and the student will be considered a transfer student.

International Students

All international students (who are not a citizen or permanent resident of the United States) must fulfill the following admission requirements in accordance with their status as a students requiring and F1 Visa:

- a. Complete all of the admission documents required in accordance with his or her status as newly enrolled or transfer student as previously indicated.
- b. Have a minimum GPA of 2.00 points or higher on the 4.00 scale of the United States in all previous university studies (as required by the program the student wants to enter).
- c. In the case of a high school student, the applicant must send an original official credit transcript and the Diploma or Certificate, validated by the Ministry of Education and the Office of Foreign Relations of the country of origin.
- d. If the credit transcript is in a language beside Spanish or English, it must be translated to one of these languages by and official translator, certified by a lawyer and validated by the Ministry of Education of the country of origin.
- e. In the case of a transfer student, the official

transcript and a recommendation from the Dean of Students of the previous university must be submitted. The transcript must show a minimum of 12 credits passed with the GPA required by the program of interest. These students do not qualify under the category of Conditional Admission.

- f. The international student will not be able to renounce university credits in order to apply for admission at AAU.
- g. Color copy of a current passport.
- h. Complete the documents required by the Office of Student Affairs for the I-20 application and processing the student visa (F1 Visa).
- i. If applying for admission under the C-33 category, the applicant must present current identification that certifies the I-797 category and form emitted by Homeland Security.

International students and students included in category C-33 will not have the right to receive federal aid due to their status and do not qualify for the Conditional Admission category.

The file of international students is kept in the archives of the Office of Admissions until the applicant registers. If the applicant does not register at AAU and has requested the original credit transcript from his or her country of origin, a copy will be kept on file. The applicant must complete the file in order to renew his or her admission.

Readmission

Any student who has discontinued studies for more than one semester must apply for readmission at the Office of Admissions. If the student has dropped out of the University, the Admission Application and all requirements pending in his or her file must be completed according to his or her status and the program applied to when applying for readmission. The University reserves the right to accept or reject any application.

The student who applies for readmission must make the necessary financial arrangements with the Institution including returning overpayments from grants and paying any pending debt.

The requirements for readmission are the following:

- a. Complete the Readmission Application.
- b. Present credit transcripts if the applicant has studied in other universities and a recommendation from the Dean of Students at the most recent university or institution. The applicant must have a minimum GPA of 2.00 points accumulated from credits acquired in the most recent institution (as required by the program the applicant desires to enter).
- c. Pay the readmission fee of \$15.00 by certified check or money order made payable to Adventist Antillean University, or through Visa credit card in

the Accounting Department (nonrefundable). This does not apply to students who finish a program of studies at the undergraduate level at AAU and apply to continue in the Graduate Program in the next academic session.

- d. Interview with the Dean or Director of the Department or the Dean of the School to which the applicant wants to enter (only for Nursing, Respiratory Therapy, and Religion).
- e. A Theology student who has passed *one semester* outside of AAU must present a letter of recommendation from a church leader. Everyone must complete the Lifestyle Contract and Student Contract. If the applicant has been out of AAU for more than one semester, he or she must complete all admission, health services, and other documents again.
- f. If the readmitted student has interrupted studies at AAU for *two or more years*, he or she must follow the provisions of the Catalog, regulations, and rules in force at the moment of readmission.
- g. The GPA obtained at the institution most recently studied in will be evaluated for admission. However, the student will need to demonstrate Satisfactory Academic Progress (SAS) in relation to the use of federal funds and academic performance at AAU.

- h. To apply for readmission, all international students must provide evidence of Satisfactory Academic Progress (SAS) during their studies at AAU, with the required minimum GPA, and all of the courses passed in the program to which they were originally admitted.

The applicants must complete the admission or readmission documents by the following dates in order to begin studies in the indicated academic sessions:

- *Summer*→ In or before the second week of *May*
- *August*→ In or before the second week of *July*
- *January*→ In or before the second week of *November*

The applicants who cannot meet the established deadlines due to reasons related to military service will have the opportunity to submit the documents after these dates, subject to evaluation by the Director of the Office of Admissions. International student must begin the admission process six (6) weeks in advance of the semester for which they are applying.

The student will be informed of the final decision on admission status to AAU no later than three (3) weeks after the receipt of all of the documents required for admission. If more time is needed for the evaluation process, the student will be notified by telephone, post, or email.

Additional Requirements After Admission

Once the applicant is admitted, he or she must complete the requirements of the Financial Aid, Medical Services, Student Affairs, and housing offices, if applicable. These requirements

must be completed before proceeding with registration.

- ❖ Office of Financial Aid – finaid@uaa.edu, Ext 2200, 2288, 2294 or 2263
 - Submit Financial Aid Application
 - Copy of ID
 - Other requirements
- ❖ Office of Student Affairs – studserv@uaa.edu, Ext 2213 and 2271
 - Student with Visa (International)
 - I-20 information
 - I-20 fee
 - Dormitory student
 - Housing Application
 - Certificate of Good Conduct or Background Check
 - Housing Deposit
- ❖ Office of Registration – registrar@uaa.edu; Ext 2222, 2206 or 2299
 - Description of university courses (transfers)
- ❖ Office of Medical Services – medserv@uaa.edu; Ext 2810 and 2322
 - Immunization record (for those under 21)
 - Medical Certificate
 - Proof of Insurance Plan

Admission Categories

1. Regular Admission

All students who fulfill the admission requirements before processing their registration for the semester they begin at AAU.

2. Provisional Admission

a. Missing Documents or admission requirements

If a student cannot submit the official or original documents required for admission, he or she may be considered for provisional admission with copies of some of the documents. The applicant will be given a period of up to 30 days before the registration deadline of the semester being applied for to submit the required official documents and complete the interview (if this is required). If the student has does not complete the requirements within this period, he or she will not be able to finish registering in AAU.

b. Early Admission

Students in the Early Admission category that have not complete high school will be admitted under the provisional admission category.

3. Conditional Admission – GPA

Every student who does not meet the required GPA to be admitted to a particular program of studies must present a letter written to the Admissions Committee to be evaluated.

If accepted, Conditional Admission will be granted for one academic year, with the condition that the student sign the Conditional Admission Contract in the Office of Admissions and with his or her assigned academic advisor. These students will not be able to change programs for one year, subject to evaluation for

satisfactory academic progress, nor be able to reserve classes for the next academic session until they have met this requirement. If they do not fulfill the signed contract, they may be suspended from the program or unable to study at AAU. The assigned academic advisor and counselor will be responsible for evaluating the academic achievement of these students.

Readmission cases will be evaluated by the Admissions Committee. If accepted, they will be granted Conditional Admission for one academic session provided that they sign the Conditional Admission Contract and demonstrate satisfactory academic achievement at the end of that session.

4. Early Admission

This is a program designed for advanced high school students whose ability demonstrates that they are academically and socially motivated for university level studies. The student in this category is admitted provisionally, subject to completing the requirements for the higher school diploma, and is classified as a “Special Student of Early Admission”. They are not eligible for federal aid.

The minimum requirements are:

- a. Submit an Early Admission application.
- b. A GPA of 3.50 in high school or a score of 1,350 on the tests of the College Board.
- c. A written recommendation from the Director or Counselor of the high school at which the student studied (attesting to the student’s maturity and

capacity for completing the work required of a post-secondary student).

d. Complete the Lifestyle Contract.

The privilege of being part of the Early Admission Program will be lost if the student cannot maintain a minimum GPA of 2.50 in each semester at AAU (as required by the program of interest) and a GPA of 3.00 in high school courses.

Once the student has graduated from high school, he or she must submit the Admission Application of AAU, provide a credit transcript with the GPA and date of graduation, and complete additional admission requirements.

The credits received in the Early Admission Program will appear on the student's Permanent Record. The student may register for up to a maximum of (6) six credits per academic session, including summer. The classes may be taught in Adventist Academies or at AAU.

1. Admission of a Special Student

In the following cases the applicants will be considered as a Special Students:

- a. Students of other institutions of higher education that are authorized to take courses at AAU to meet requirements at their own institution.
- b. Persons who are not interested in obtaining an academic degree but take courses for professional or personal growth.

- c. Teachers, from public or private schools, who want to complete the requirements for accreditation by the Department of Education of PR. These must present certification from their institution that indicates what courses are required for accreditation.

The special student must complete the following documents:

- Admission Application
- Lifestyle Contract
- Student Contract
- Official credit transcript from the previous university.
- Authorization of studies (students of other institutions)
- Certification from the institution that sent them (teachers)
- Admission fee (\$20 – Nonrefundable)
- Color copy of identification (Passport or current driver's license). Voter's registration cards will not be accepted. The copy will only be used for identification in the student's record.

Every applicant that later decides to continue studies and obtain a degree or university certificate must fulfill all of the requirements and steps of the process for regular admission to AAU.

2. Admission of Auditing Student

Any person who applies for admission as an auditing student must qualify as a university student. He or she will take courses without academic credit and will not receive grades for them. The applicant must complete the

Special Student Application and submit the documents required under the special student category. Those interest must pay the corresponding charges.

3. Admission of Homeschooled Students

In harmony with the Adventist education philosophy and taking the applicable regulations in PR into account, homeschooled students will be admitted who fulfill the following requirements:

- a. Complete the regular admission requirements.
- b. Submit evidence of having completed a program of studies equivalent to graduation in a high school in Puerto Rico. The equivalency must be certified by the Department of Education of Puerto Rico.
- c. If uncertified by the Department of Education of Puerto Rico, the student's parent or responsible party will submit:
 - i. An affidavit from the parents or guardians that serves as a Homeschool Certificate emitted by a recognized educational institution (umbrella school).
 - ii. Submit a copy of the results of the University Admission tests of the College Board, Act, or SAT 1 and 2.
 - iii. If necessary, the Office of Admissions may require an interview with the student and parents or guardians, if the student is a minor.

4. Admission to the Graduate Program

For the candidate to be evaluated for Master's Programs, the Office of Admission at AAU requires the applicant to fulfill the requirements of each particular school. Please refer to Graduate Program Catalog.

Responsibility of the Student

It is the student's responsibility to fulfill the requirements of the Academic Catalog, Student Manual, and regulations published by the academic departments, as well as meeting the deadlines and remarks published in the Academic and Activities Calendar. Furthermore, it is the student's responsibility to provide descriptions of university courses and follow up on the evaluation for the validation of transfer credits exclusively through the Office of the Registrar.

Academic Advisement

The University offers academic advisement services to all students. Once the student's concentration has been formally declared, the Academic Advisor assigned to the student will guide in the process of developing the student to the full potential in his or her studies. Each student will be responsible for visiting the academic advisor to plan the program of studies at least two times per semester. Although the Advisor is expected to follow up on the student's progress, the primary responsibility for planning the program of studies falls on the student.

Amendments

The provisions of these policies and admission requirements may be amended occasionally by the Board of Directors, at the recommendation of the Vice-president of

Planning and Development, and the Director of the Office of Admission of AAU.

Submission of Application

Every applicant to Antillean Adventist University must submit a correctly completed Admission Application to the University.

The application can be acquired in person from our offices, online at the official webpage (www.uua.edu), or by writing to the following address:

**Antillean Adventist University
OFFICE OF ADMISSIONS
PO BOX 118
Mayagüez, PR 00681-0118**



Office of Registration



Office of Registration

Functions

The Office of Registration is responsible to:

1. Ensure the fulfillment of all existing academic requirements.
2. Process class registrations, changes, adding and dropping classes, and dropouts.
3. Process requests for credit transcripts.
4. Provide certifications of studies.
5. Process and register Credit Validations.
6. Calculate grade point averages (GPA).
7. Evaluate the academic records of graduating students.
8. Register challenge and equivalency exams.
9. Submit applications to the Academic Standards Committee.
10. Archive and care for all of the student's documents.
11. Process final grades and incompletes.
12. Submit reports related to students who receive veterans' benefits.
13. Submit reports to the agencies of the Federal

Government.

Registration

Registration Process

Students must register during the days indicated on the Academic Calendar. The first step before registration is academic advisement. The student must interview with his or her academic advisor who will recommend and approve the program of classes for the next semester. The student is responsible for selecting the courses he or she qualifies for and ensuring that there are no schedule conflicts. The advisor will verify that the student has not taken the course previously, with the same or a different course number. The advisor will also be responsible for ensuring that the student has completed all of the prerequisites for the courses for which the student wants to register.

Once the courses have been selected, the student will register the courses through the E-Cams application. If a conflict arises or there is no available space, alternate courses approved by the academic advisor will be used. The registration is official once the student has finished all of the established procedures, including financial arrangements.

Prerequisites

The registration office reserves the right to annul any registered classes whose prerequisites have not been met. The student will be notified within the period for adding and dropping classes established in the Academic Calendar.

Late Registration

Any registration completed after general registration and up to the deadline indicated in the Academic Calendar will be considered late and carry a charge of \$25.00.

Changes in Registration

If necessary, changes in the academic program are allowed up to the deadline indicated in the Academic Calendar. Each change (add or drop) will cost \$2.00 when the change is not for reasons of course cancellation or an error in academic advisement. No registration or change in classes will be permitted after the first day of classes during the summer session. Changes in registration are enforced from the date that the corresponding form is completed and submitted to the Registration Office. The Academic Calendar will specify the deadline for adding and dropping classes. After the period for adding and dropping classes, each drop (W) will cost \$3.00.

Procedures for Changes

Adding and Dropping. The student must complete the form for adding and dropping classes, indicating the desired change. To change course sections, the student must drop the assigned section and add the desired one.

Officially dropping out of a course or changing a course section is effective when these processes and the corresponding form is completed, signed, and taken to the Office of Registration. Any student who wants to discontinue attending a course must officially drop out of the class, or he or she will receive a grade of WA in the course.

Registration for Auditing Students

A student may enroll as an auditing student only with the written permission of the Director of the Department the course is under. The registration fee will be one half of the regular fee, and no academic credit will be granted. Following the established procedures for course changes, a student may change from an auditing student to receive credit, or from a regular student to an auditing one up until the last day of late registration in the Academic Calendar.

Classification of Students

Students at the undergraduate level are classified in the following categories, according to the number of credits passed:

- *First year students* (students who have completed 24 credits or less.)
- *Second year students* (students who have completed 25 to 48 credits.)
- *Third year students* (students who have completed 49 to 72 credits.)
- *Fourth year students* (students who have completed 73 or more credits.)

Academic Load

One credit is equivalent to a 50 minute period and/or two to four hours of laboratory per week. An academic session consists of a minimum of 15 weeks of instruction not including final exams. The first session begins with the second week of August

and ends with the second week of December. The second session begins with the second week of January and ends with the second week of May. The summer consists of two session, June and July.

The academic load per session for full-time students ranges between **12-18** credits. With permission from the Office of Registration and in consultation with the Director of the student's Academic Department, a student with a minimum GPA of 3.25 may register up to **21** credits. This policy does not apply to student taking Student Teaching in Education.

During each summer session a student with a minimum GPA of 3.25 may register from **9-10** credits with the permission of the Office of Registration and in consultation with the Academic Director. The student must consult with his or her academic advisor to plan a reasonable balance of work and study.

Academic Regulations

Classification System and Symbols

The following grading system is used:

Grades	Honor Points
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D	1.00
F	0.00

- AU *Audit*. Does not have a grade and does not count as university credit.
- I *Incomplete*. Indicates that the student's work for the semester is incomplete due to illness or exceptional circumstances. An incomplete will not be given for students who have not submitted required work, for negligence, or for debt. The student who requests an incomplete in a class must have passed 85% of the course. The incomplete is effective when the corresponding form is completed and accepted the Registration Office. All incompletes must be arranged in or before the date indicated in the Academic Calendar or the student will receive the grade assigned by the professor in the Application for Incompletes. This regulation will apply even if the student is not registered in Antillean Adventist University for the following session. A grade of "I" does not affect the student's GPA.
- W *Withdrawal*. A student can drop out of a course with a grade of "W" within the time period established in the Academic Calendar. An authorized drop is effective when the corresponding, completed form is signed and taken to the Registration Office. "W" and "WA" grades do not affect GPA, but will be considered to calculate the percentage of courses the student has attempted.
- P *Passed*. Receives credit. Does not affect GPA.
- NP *Not Passed*. Does not receive credit. Does not affect GPA.
- NS *"No Show"*. This is assigned when the University drops a student registered who is registered in a course, but has not been present in the classroom during the first two weeks of

the course. It also applies to online courses, with some modification, since the course does not meet “in person”.

WA *Withdrawn Administratively.* This is assigned when the student ceases participation in the course after the first two weeks of classes have passed during regular session, or after two days during summer sessions.

Drop Out

Any student may drop out of the University at any time up to the date indicated in the Academic Calendar without affecting his or her GPA. The drop out is effective when the corresponding form has been completed and signed, and is taken to the Registration Office. The student who decides to withdraw from the University and does not follow the official procedures will receive a grade of “WA” in all courses. The form is available in the Registration Office.

Repeating Courses

The student can use federal funds to repeat a course only once in cases of failing, withdrawal (W), or a grade lower than the standard established as a graduation requirement. Whenever the 150% has not been exceeded, if the student needs to take a course a third time, it will be at the student’s expense. The Permanent Record will only compute the highest grade. When there are special cases, the student must submit a petition to the Academic Standards Committee.

The Veteran’s Affairs Administration will only authorize the student to repeat courses that were failed or did not receive the minimum grade required for graduation.

Grade Point Average (GPA)

The GPA is calculated by dividing the total points by the total number of credits. The academic average is the index of student progress. When for some reason the average falls under “C” (2.00 points), an adjustment in the student’s program will be requested.

Attempted Credits

The total registered credits that appear in the student record and which have the following grades: A, A-, B+, B, B-, C+, C, C-, D, F, P, NP, W, WA, I and IP.

Passed Credits

Credits for which the student obtained grades such as A, A-, B+, B, B-, C+, C, C-, D and P, even when the grade is not accepted to meet the program requirements. Courses with I or IP are not considered passed.

Satisfactory Academic Progress Policy

Introduction

Antillean Adventist University (AAU) has established the **Satisfactory Academic Progress Policy (PPAS in Spanish)** as an evaluation criterion to determine the students’ academic achievement. This policy forms a part of the criteria for eligibility to participate in federal, state, and institutional financial aid. At AAU Satisfactory Academic Progress is understood to be the condition of a student, in accordance with the program of studies, that fulfills the qualitative as well as quantitative criteria.

Furthermore, it is the responsibility of each student to know his or her status or academic condition.

Evaluation Criteria

At the end of each academic year AAU will evaluate the student in order to determine if they have met the qualitative and quantitative evaluation criteria. Students who do not fulfill one or both of these criteria will be classified as “Notice of Default” during the following term, but may continue participating in financial aid programs. If at the end of this period of default they have still not met the criteria for academic eligibility, they will not be able to continue participating in these programs.

Qualitative

The student must achieve a minimum grade average of 2.00 at the undergraduate level and 3.00 at the graduate level according to the accumulated total of completed credits. If the required grade average for retention in the undergraduate academic program in which the student is registered is greater than 2.00, the student will need to meet this higher average in order achieve academic progress for financial aid purposes.

Quantitative

In addition to the required academic average, the students must demonstrate academic progress up to the termination of the degree in terms of the quantity of attempted credits passed versus the quantity of credits passed. The student must pass at least 67% of attempted credits at the undergraduate level, and 75% at the graduate level during the year evaluated as shown in the following tables:

ASSOCIATE DEGREE		
Accumulated Completed Credits	Required Academic Average	Required Percentage of Credits Passed
25%	According to program (2.00-3.00)	67%
50%		67%
75%		67%
100%		67%

BACHELOR DEGREE		
Accumulated Completed Credits	Required Academic Average	Percentage of Credits Passed
25%	According to program (2.00-3.00)	67%
50%		67%
75%		67%
100%		67%

GRADO MAESTRÍA		
Accumulated Completed Credits	Required Academic Average	Required Percentage of Credits Passed
25%	3.00	75%
50%	3.00	75%
75%	3.00	75%
100%	3.00	75%

Maximum Time

The student must complete the requirements of the program of study within a maximum time equivalent to 150% to be eligible for Title IV funds.

All of the courses attempted by the student, whether or not they are a part of the credits required for the degree, will count

against the maximum 150%, even if the student has not received financial aid in the past. Remedial courses, although taken into consideration to calculate the academic average, will not be considered in the evaluation of the maximum time. All of the courses transferred from other institutions will be considered for the criteria according to the program of studies. If the student exceeds 150% at the annual evaluation, he or she will not be able to continue receiving Title IV funds.

Definition of Terms

- Academic Year –period of studies that includes two semesters and summer, or three semesters and summer.
- Incomplete courses – courses with a grade of incomplete (I) which are counted as attempted, but not passed.
- Repeated courses – a student will be able to receive the financial aid for which they are eligible to take courses that have not been passed up to a limit of two times, provided they have not exceeded 150% of the credit hours. Repeated courses are defined as attempted courses that are not passed.
- Attempted credits –all credits that the student registers for in a regular program. Courses with a grade of F, W, WA, I and NP are considered as credits that are attempted but not passed.
- Passed Credits –all attempted credits that receive a grade of A, A-, B+, B, B-, C+, C, C-, D, and P.
- Notice of Default – the student's status after the Satisfactory Academic Progress Committee evaluates a case and decides the student is not fulfilling the

Satisfactory Academic Progress Policy. However, the student will receive financial aid during this semester/trimester. The Notice of Default is for the next semester/trimester.

- Academic Load – quantity of registered credits in a period of study.
- Readmitted Student – whoever reenters the institution after having interrupted studies for more than one semester or trimester. Readmitted students can receive financial aid provided they meet the federal eligibility requirements and were not been suspended for the period that they stopped studying.

The student that was suspended at the moment he or she ceased studying does not demonstrate academic progress. The student may initiate an appeal process to determine eligibility to receive financial aid funds when applying for readmission. Furthermore, the student must submit an official credit transcript from the institution that he or she attended after interrupting studies at AAU.

- Suspension of financial aid – the second time a student does not satisfy the minimum requirements established by the SAP policy, he or she will be ineligible to receive financial aid.

Process of Appeal

1. The evaluation of each student for Satisfactory Academic Progress occurs at the end of each academic year. Students that have evaluated and do not fulfill one or

more of the academic eligibility requirements will receive a letter from the Office of Registration notifying the student of his or her status of “Unsatisfactory Academic Progress”. This letter will be sent by email or post to the student, department, or school, and financial aid.

2. The student who receives the “Unsatisfactory Academic Progress” letter will have the right to submit an appeal to the Satisfactory Academic Progress Committee. The appeal process has a two week period of evaluation for which, if the student does not meet the deadline established in the Academic Calendar, he or she risks the possibility of not being able to register on time.
3. The Appeal Request form for the process of appeal is available from the Office of Registration, on the webpage at www.uaa.edu, and in the Counseling and Orientation Office. The student must interview with the Professional Counselor of his or her area of study.
 - On the form, the student must briefly explain the reason he or she could not maintain satisfactory academic progress and changes made in the situation that will allow him or her to achieve satisfactory academic progress during the next evaluation period. The extraordinary circumstances for which the student may appeal are the following:
 - Prolonged illness of the student
 - Death of a close family relation (mother, father, child, sibling, or spouse).
 - Military service or work related trips
 - Job loss (the student or his or her parents)
 - Change in the family unit such as the divorce of the student’s parents or of the student, death of the father, mother, or

spouse, among others.

- Illness of the family provider for an extended period
- Any other situation due to uncontrollable circumstances with appropriate documented evidence

4. To guarantee that the case is evaluated before classes start, the student must have completed and submitted the appeal form with its respective evidence to the Office of Registration.
5. If the appeal is approved, the student will be under “Notice of Default” for the next academic term, and will receive financial aid for that term. During the period of “Notice of Default” the student will have to fulfill the agreed academic plan to continue benefitting from financial aid during the next term.
6. If at the end of the academic term in question the student fulfills the established academic plan, he or she will maintain eligibility for Title IV financial aid until the next period of evaluation according the Academic Progress Policy. If the student does not comply with the interview and the academic plan established in the Counseling and Orientation Office, the personnel of the Financial Aid office will inform the student that financial aid will be suspended for the next period that he or she registers. The student will have the right to appeal his or her status again, following the process described here, on or before 10 work days.
7. If the verdict is unfavorable, the student will be able to register but will not be eligible for federal, state, or institutional financial aid.

8. The acceptance of an Appeal Request does not constitute an agreement that it will be resolved favorably.

Restitution of Financial Aid

Financial Aid will be returned to the student when he or she meets all of the applicable requirements of the SAPP again, or at the moment the Satisfactory Academic Progress Committee makes a favorable decision on the appeal.

Unforeseen Situations

Situations not mentioned in the academic progress policy will be addressed directly by the Director of Financial Aid in consultation with the Vice-president of Academic Affairs and the Vice-president of Student Affairs. The decision of this body will be final.

Repeal or Amendments

This policy was amended in August 2015 and supersedes any other regulation, rule or procedure that conflict with its provisions. It may be amended or repealed by the pertinent authorities.

Grade Reports

At the end of each session the Registration Office will send grade reports to students who request them by mail. Furthermore, the student will have them available through E-Cams. If the

student thinks there is an error on the report, he or she must notify the Registration Office no later than two (2) months after the reports were sent. Students who owe the school money will not receive their grade reports until the debt has been paid.

Grade Changes

A grade will only be changed when the professor has committed an error when calculating it. The petition for a grade change will have a maximum of six months from the last day of the final exam period of the semester in which the course was taken. This petition must be made through the professor who taught the course, who will then follow the corresponding procedure for these cases in the Registration Office.

Class Attendance Regulations

1. Attendance to classes and laboratories is obligatory. The professors must keep a manual and electronic attendance record of their students through the E-Cams application.
2. No professor will be able to make independent arrangements with the student to register for a class without requiring class attendance.
3. In accordance with the established system, class attendance is obligatory and part of the system used to evaluate the student. The maximum permitted absences is double the number of times the class meets per week, plus one. If this number of unexcused is exceeded, the teacher will submit an administrative drop "WA" for the student to the Office of Registration before the deadline in the Academic Calendar.

4. It is the student's responsibility to drop a registered course on or before the deadline published in the Academic Calendar.
5. All class absences count from the first day. Any student who registers late due to uncontrollable circumstances will be evaluated by the professor.
6. Any student who arrives late will be considered absent unless he or she notifies the professor otherwise at the end of the class.

Academic Standards Committee

Any student who thinks that extraordinary circumstances exist that justify an exception to the established academic standards may submit a petition to the Academic Standards Committee using the form available in the Registration Office. The Committee will evaluate the case and give the student written notice of the action taken.

Academic Dishonesty

A student found using fraudulent and/or dishonest methods of academic work may receive an "F" in the course, or be suspended from the course, or expelled from the University. All projects, research papers, and research work created by the students must be submitted for plagiarism analysis through the program *E-phorus* that can be found in the online options of each professor's courses. The faculty will determine the minimum parameters for an assignment to meet in order to be accepted at the beginning of each academic session.

Validation of Transfer Credits

Institutional Policy for Validation

Students who have studied in other accredited universities can receive academic credit in accordance with the following regulations:

1. Only courses that have been passed with a “C” or better at a previous, properly accredited institution, will be considered for validation, unless the department requires a higher grade.
2. Transfer credits will be included on the Permanent Record, but will not be used to compute the academic average at Antillean Adventist University. They will appear on the Permanent Record with the current equivalency at AAU, from August 1995.
3. The quantity of credits that will be accepted for a determined program is limited (see residency requirements).
4. Classes taken in trimesters will lose one credit when validated in the semester system.
5. Transfer students with 24 or more credits, passed with a minimum grade of “C”, must register in the EDUC 099-University Life Seminar (.5 credits) course.
6. Credit transfers will only be permitted for existent programs at Antillean Adventist University; others will be considered as electives if they have equivalency within the existing curriculum. The value that courses accepted for transfer will receive will be the credit hour value that the course has in the original academic institution, provided it does not exceed the credit value of the course at Antillean Adventist University.

7. Concentration, area of specialty, related, or minor classes taken at Antillean Adventist University or another university will not be validated or accepted after 10 years have passed if the person has been inactive in his or her professional area or specialty. If the student wants a class to be accepted, he or she must requires the Academic Standards Committee which will determine the number of those that will be taken by Equivalency or Challenge Exams.
8. A person with an associate and or bachelor degree who has remained active in his or her professional area/specialty will have his or her credits validated if the person complies with the Credit Validation regulations.

Course validation procedure

The procedure for validation is as follows

1. The Office of Admission will send the Registration office a copy of the admitted transfer students' transcripts.
2. The director of the corresponding school or department, in coordination with the validations official in the Registration office, establish the equivalency of the courses studied using the catalog and official course descriptions of the previous institution. The student must provide the official course descriptions and the catalog of his or her university.
3. The Office of Registration will inform the student and the department of what courses have been validated in writing.
4. The student has 30 days to accept or reject the offered validation.

Residency Requirement

Bachelor Degree

Thirty (30) credits, excluding credits by exam, must be completed in residency at Antillean Adventist University immediately before the Bachelor degree is confirmed. These credits must include fifteen (15) credits applicable to the major concentration and nine (9) applicable to the minor concentration and/or training.

Associate Degree

Sixteen (16) credits, excluding credits by exam, must be completed in residency at Antillean Adventist University immediately before completion of the Associate degree; twelve (12) of these credits must apply to the concentration.

International Studies

Adventist Colleges Abroad

Antillean Adventist University is a member of ACA, a cooperative arrangement among Adventist colleges and universities in the United States and colleges in other countries. The objective is to provide centers outside of Puerto Rico to pursue a knowledge of modern languages. Antillean Adventist University is a member of ACA, a consortium of colleges and universities of the Seventh-day Adventist Church that provide opportunities for students who qualify for international studies. The program allows the student to accustom to the culture and life of the host country and become fluent in its language, mature socially, spiritually, and intellectually, develop sensitivity to different cultures, and a sense of responsibility and mission for other people and cultures of the world. Visit the Office of Admissions for more information.

Credit by Correspondence

Home Study International in Washington, DC is an accredited, recognized institution recommended by Antillean Adventist University that provides correspondence courses at the college level for students who need credits by correspondence. Students can also take correspondence courses from the University of Montemorelos, but need special permission from their academic department.

A maximum of 18 correspondence credits can be accepted for a degree's requirements. However, these credits can only apply with the approval of the Director of the Department. The Authorization to take classes in another university must be completed.

Credit by Experience

Students who have satisfactorily completed at least 12 semester credit hours at Antillean Adventist University can apply for Credit by Experience, submitting a portfolio and nonrefundable fee for evaluation. This is for adult students, 24 years or older, who want tangible recognition in the form of academic credit for their achievements and skills. Credit can be bestowed for knowledge gained in the areas of a specific course from job training, community service, courses without credit, and/or special achievement. Credit for learning by experience, with portfolio evidence, is only considered when a challenge exam is not available. The student will prepare a portfolio that provides evidence of learning at the level of a college student. Credits granted for experience are limited to a maximum of 24 semester credit hours for a bachelor degree and 12 semester credit hours for associate degrees. Credit by Experience are registered with a "P" (Passed).

Cost of Credit by Experience

Evaluation Fee	\$45 per petition
Registration Fee	\$35 per credit granted

Exceptions to the age limit or other provision must be petitioned to the Academic Standards Committee.

Challenge Exams

Antillean Adventist University recognizes that students can independently gain skills at the university level from professional labor or study. These students, by passing an exam may receive academic credit for this previously acquired knowledge, provided the University offers comparable courses.

Challenging a Course with an Exam

This is a standardized exam prepared by the University. If passed the student will receive a P (Passed, or if failed NP (Not Passed) (See each department's requirements). The course, with the grade obtained, will be included in the student's permanent record and credit transcript.

How to Petition a Challenge Exam

Any student who wishes to earn academic credit through an exam must pick up the form from the Registration Office and obtain written permission from the department to which the course belongs. Next, the student must follow the established procedures and then submit the form to the Registration Office. The director of the department will assign one of the professors who teaches the course to orient the student as to the type of exam, its content, and the day it will be offered.

Period for Offering Challenge Exams

These exams must be taken before the last semester in residence and the last two weeks of class of the academic session, or the last two days of the summer session. The Director of the Department or the professor who administers the exam will submit the obtained with the grade to the Registration office. A challenge exam that was failed cannot be repeated. Some academic courses cannot be challenged, as determined by the corresponding academic department.

Academic Residency

The student must have completed and passed at least 12 credits in residency with a minimum GPA of 2.00 in order to have the credits by exam included in their academic record. Credits by exam does not count as part of academic residency.

The student will not be permitted to take these exams for courses in which he or she is registered or has failed. The student must be registered for the semester in which the exam will be taken in order to have the right to take challenge exams.

Total Credits Allowed

Only 12 credits by challenge exams will be allowed. The quantity of credits that may be taken in one semester or summer session will be evaluated by the Office of Registration.

Fee

The student will pay a nonrefundable fee of \$45 per credit (challenge exam).

Preparation for Challenging a Course by Exam

The student will have access to the course syllabus and will be informed as to what type of test will be given.

Advanced Academic Placement

A new student may obtain advanced placement if he or she meets the following requirements:

1. Have a minimum score of 3 on the 5-scale of the College Board (CB) advanced placement exam offered in high school. Six university credits will be granted for each exam passed.
2. Have the scores recommended by the American Council on Education in the College Level Examination Program (CLEP) tests. These will be for HUEN 214 and HUEN 215.
3. Have a passing score with credit in the GCE Advanced Placement Exams (British System).

Graduation Requirements

All candidates for graduation must request at least three (3) academic sessions in advance an interview with the Director of the Department or School to have their academic record evaluated. The student must submit the official graduation application to the Registration Office. A formal evaluation of the candidate will be made and he or she will be notified in writing as to what requirements need to be completed. This process must be done sufficiently in advance for the student to be able to make any necessary changes to his or her program. The student is ultimately the one responsible for completing the graduation requirements and making every effort possible to obtain adequate academic advisement.

Bachelors and Associate Degrees

The general requirements are

1. A minimum of **120** credits are required for a Bachelor degree,

including a concentration, and **60** minimum credits for an Associate degree.

2. Minimum graduation GPA's (see the graduation requirements of each department or school). The student who wants to graduate with a minor concentration must have a minimum GPA of 2.30 (C+) in the minor.
3. Only courses passed with a (C) or better can count for the professional concentration, related courses, minor, and areas of professional concentration. (See the graduation requirements of each department or school.)
4. Complete the credits required by the departments or schools for the concentration or other areas of the concentration, related courses, general requirements, and general electives until the total of credits required for graduation has been met.
5. Upon applying for graduation, the student commits to contribute and participate in the activities of the Graduating Class and attend the three official programs planned by the Institution as part of the Graduation Exercises.
6. Fill out a graduation application three academic sessions in advance (see the Academic Calendar).^{*} Pay the fees (\$175, nonrefundable) which will be charged directly to the student's account. Applications can be found in the Registration Office and must be submitted to this office after being completed.
7. Apply to be a graduation candidate provided the applicant has been recommended by his or her department.
8. The payment of any graduation fees and student being listed as a candidate for graduation in any document should not be interpreted as a promise for graduation or a commitment to

that effect. Only when all of the requirements specified in the Catalog have been completed will the student have the right to graduate.

**Note: Application received after the date established in the Academic Calendar will be charged a fee of \$25 during the first month and \$5 for each additional month.*

Additional Degree or Specialty

A student may take one or two degrees of the same nomenclature (BA/BS) or a combination of these at AAU if the student meets all of the requirements of the general education component, concentration courses (major), and related courses of both courses established in the Catalog for this purpose.

Students eligible to receive Title IV funds will only be able to use them to pay for one of degree program. If the student wishes to complete a second program of studies, he or she must pay the expenses out of pocket.

Diplomas

Graduated students may pick up their diplomas from the Registration Office no later than the year following graduation. Antillean Adventist University will not be responsible for the diplomas after this period. Diplomas will not be given to students who have documents and/or debts pending with the University.

Duplicate diplomas will only be issued for graduated students who have changed their name or for other uncontrollable circumstances. The student will submit a written requires for a duplicate diploma, explaining the reasons for the same. The student must submit a copy of the court sentence stating the same, required evidence, return the original diploma, and pay the

corresponding fees. The duplicate diploma will have the signatures of the incumbent officials.

Transcripts

The registration office is responsible for sending transcripts, as well as other matters. All students who want information related to their academic record must communicate with the Registration Office which will attend to their petition in conformance with the Family Education Rights and Privacy Act of 1974.

Transcripts are only sent upon the request and with the authorization of the concerned party, for the official use of authorized officials of the Institution. Official transcripts will be sent directly to the Registration Office of the entities or persons indicated by the student. In no case will official transcripts be given to the student. Unofficial copies may also be requested, "Student Copies". The student may also obtain a copy of his or her Academic record by logging in to his or her eCAMS account. Transcript requests by telephone will not be considered. Any supposed error on the credit transcript must be reported to the Registration Office within 30 days of the date it was sent. Credit transcripts for students with pending documents and/or debts with the University will not be considered. (See special fess for the cost).

Normally, transcripts must be requested no less than two weeks before being sent. During registration, graduation, final exams, and grade processing periods more time may be needed to send them. (See special fess for the cost).

Discrepancies in Admission Documents

Any student who has applied for admission to AAU and

appears with different names in the admission documents will need to present an affidavit from an authorized public notary that states that the person is the same. Married student will need to present a copy of the marriage certificate, if necessary.

Privacy of Academic Records

Antillean Adventist University is committed to complying with the Buckley Amendment (Family Education Rights and Privacy Act 1974, as amended). This law applies to all educational agencies and institutions, public or private, that receive federal funds from the Federal Education Office, or whose students receive such funds to pay for their studies. The Buckley Amendment establishes the requirements that deal with the rights of the registered student:

1. The right to the privacy of their academic records.
2. The right to have access to their academic records.
3. The right to question the content of these records.
4. The right to be informed as to what personnel who work inside and outside of the Institution and have access to their records.
5. The right to have the Institution keep them informed of their rights.
6. The right to appeal to the Federal Government if the Institution violates the law.

Solomon-Pombo Act

AAU established its Institutional Policy on the Disclosure

of Directory Information in compliance with the Federal Law known as the Solomon-Pombo Act. This federal permits third parties to request the Institution for all of the personal information that is included by the University in the directory.

AAU establishes the following as directory information:

- Name
- Postal Address
- Telephone
- Email
- Degree program

Change of Address

When registering the student is required to write his or her postal address on the admission application. All changes of address must be reported to the Registration Office. All official notifications or any other kind of communication that is sent by mail to the student's address, as it appears on the admission application, will be considered sufficient notification.

Institutional Policy for Taking Courses in Other Universities

Permission will be granted to take courses in another university accredited by the Council of Education of Puerto Rico if the following requirements are met

1. The student needs the course(s) to be able to graduate and the course(s) are not offered during the regular or summer session of the student's graduation.
2. Special circumstances exist. In this case, the student submit his or her request to the Academic Standards Committee.

3. The student must be registered at AAU in order to be authorized to take courses in another university.

Permission will not be granted for:

1. The student's convenience.
2. Work before graduation. The student should not accept work before graduating if doing it means being absent from the Institution or request permission to study in another university, especially when the last 30 credits must be taken in residence.
3. Avoid taking or repeating a course that is offered at Antillean Adventist University.

The University is not responsible for courses taken without authorization and reserves the right of validation. It is the student's responsibility to ensure that an official transcripts of the grades earned in the other institution is sent to the Registration Office.

Recognition of Honors

The Faculty of the University bestows public recognition on its outstanding student on two occasions a year: during the *Honors Convocation* and during the *Commencement Ceremony*.

Dean's List

To appear on the Dean's List the student meet the following conditions:

- a. Have completed at least 12 credits per academic session, not including remedial courses, during the two consecutive academic sessions before the honor is bestowed, with a minimum GPA of 3.50 in each academic session.
- b. Have a minimum cumulative GPA of 3.50 in each session being evaluated.
- c. Not have grades lower than “C” or a current “NP”.
- d. Not have incompletes.

Honors List

The requirements for appearing on the *Honors List* are the following:

- a. Have an equivalent of 12 non-remedial credits accumulated per academic session.
- b. Have a minimum cumulative GPA of 3.00.
- c. Not have grades lower than “C” or a current “NP”.
- d. Not have incompletes.

During the Honors Convocation AAU will give special recognition to students are on the Dean’s and Honors Lists and who are registered for the semester that the honor is conferred, except for those who did not return because they completed graduation requirements in December.

Graduation with Honors

In order to graduate with honors, the student must have taken at least one half of their credits in residency and accumulated the

GPA corresponding to the honor in the Institution, as follows

Honor	Grade Point Average
Summa Cum Laude	3.90
Magna Cum Laude	3.70
Cum Laude	3.50

The student graduating with a bachelor with the highest accumulated GPA will present the Valedictorian's Speech provided the student has taken 90% of credits of the program at AAU. When more than one candidate has the same GPA whoever has the highest number of accumulated passed credits will give the speech.

Departmental Honors

To be eligible to graduate with department and school honors the student must:

1. Have made special contributions to the Department of School in which they have demonstrated responsibility, originality, and leadership.
2. Have followed the University and Department or School's rules of conduct.
3. Have maintained a minimum GPA of 3.50 in his or concentration and 2.50 in areas outside of the concentration (resident studies).
4. Have his or her name recommended to the Vice-president of Academic Affairs, who will confirm the bestowal of the honor.

Complaints Procedure

- A complaint is defined as a request for a change of circumstances or conditions that the plaintiff believes is unjust or violates an institutional policy.
- The plaintiff must submit a written document that contains the following information:
 - A written statement of the complaint
 - Justification for the complaint
 - Steps taken previously to resolve the complaint
 - Recommendations of how to solve the complaint
 - Evidence that supports the complaint, if applicable
- If the complaint is not solved the plaintiff can appeal to the next level of administration.
- The complaint must be submitted in writing to the levels of administration in the following order:
 - Subject or program coordinator
 - Academic director
 - Dean
 - Vice-president of Academic Affairs
 - President
- The administrative levels from the coordinator to the VP of Academic Affairs will have up to seven (7) work days to attend to the appeal.
- If the appeal to the Academic Standards Committee does not satisfy the plaintiff, he or she may take the complaint to the President of the University. The Academic

Standards Committee will send the President the report of the plaintiff's appeal in no later than 15 days. The President will notify the plaintiff of his or her decision within 15 days of having received the report of the Academic Standards Committee.

- If the plaintiff is not satisfied with the final decision of the President, he or she has the right to request an audience with the chair of the Board of Directors. The chair of the Board of Directors will decide the details of the audience. The decision of the Board is final.

NOTE: Following the complaints procedure will not result in recrimination or penalty to plaintiff.

Catalog

The student must graduate in accordance with the guidelines established in the *Catalog* of the year that he or she began in Antillean Adventist University. The same will apply for changes in department. When the student changes departments, the change will be effective for the academic session after the Registration office receives the application.

The student will comply with all of the general education, concentration, related course, and minor requirements according to the corresponding *Catalog*. A readmitted student who has interrupted studies for two or more consecutive years must follow the *Catalog* in effect at the date of readmission.

In case a course required in the particular *Catalog* is no longer offered, it may be substituted with the approval of the Vice-president of Academic Affairs. The substantial changes in a new *Catalog* will be officially announced to the students in regular meetings and on the webpage.

Changes to the Catalog

Every effort possible has been made to ensure the accuracy of the information presented in the *Catalog*. Notwithstanding, all of the courses and their descriptions, curriculum, degree requirements, and designation professors are subject to change or elimination without previous warning.

Program Changes

An associate degree student who requests a change of program and wants to remain on the same academic level can make up to a maximum of three (3) changes of academic program, provided he or she does it in or before completing 50% of the time it takes to complete the program of studies.

Bachelor level student can make up to three (3) program changes at the same academic level provided they do it in or before the time it takes to complete 50% of their program of studies.

Financial Information



Financial Information

Tuition and Service Costs

Tuition and Fees	
<i>Estimated for one Academic Session</i>	
Registration Fee	\$ 110.00
Tuition (\$175 x 15 credits)	2,625.00
Laboratory	250.00
Medical Insurance Plan	250.00
Development	100.00
Technology Fee	25.00
Health Checkup	25.00
TOTAL	\$3,385.00

*The price is established by the insurance company.

Housing and Cafeteria	
Housing*	\$ 550.00
Cafeteria (approximate)**	900.00
TOTAL	\$1,450.00

* For the extension: \$650

**There are three plans: :\$600, 900, or 1,200

Cost of books and other fees (not included in the payment plan)	
Books (estimate)	\$500.00
Late Registration (per semester)	\$25.00
Dropped Classes (W) on the Permanent Record	\$3.00

The University reserves the right to increase the costs when the

Board of Directors deems it necessary.

Special Fees	
Admission	\$20.00
Readmission	\$15.00
Graduation	\$175.00

This fee covers the robe, diploma, invitations, and graduating class fee and is charged to the student's account. \$45.00 will be charged for a second diploma.

Other Fees	
Absentee Graduate	25.00
Duplicate Diploma	50.00
Course Challenge Exam (each credit)	45.00
Academic Record	4.00
Translation to English or Spanish (first copy)	25.00
Expedite in 48 hours or less (immediate service)	15.00
Housing application fee (nonrefundable)	10.00
Payment Plan Fee	5.00

Auditing Students- Will be charged 50% of tuition fees and registration.

Student Housing Rent- Price varies according to the housing unit.

Fines- (Pending library, parking, and other fees can be charged to the student's account).

Parking Sticker- (\$10.00 will be charged to replace a lost sticker).

Deposits

I-20 Deposit

All international, non-resident students must deposit \$4,000. This requirement must be completed before the I-20 form, required to obtain an F-1 student visa, can be sent. Also, it must be paid in full to make registration official. If the student does not receive the visa, the deposit will be refunded after deducting the service fees for sending the documents (DHL, or any other service used). After passing the first year \$500 of the deposit will be credited to the student's account each academic session.

Student Housing Deposit	
<i>Dormitory</i> (Any property damages or lost keys will be deducted from the deposit.)	\$100.00
<i>Married Student Housing</i>	Monthly rent

Student Financial Responsibility

The University will send a monthly statement of expenses and credits for work, aid, grants, and payments received. *No student with an outstanding balance will be registered. Students with debt at the Institution will not receive final exams, grades, diploma, or credit transcript. They will not be given the graduation robe or allowed to march in the graduation exercises.*

Refunds

Housing

No refunds will be made for housing.

Partial Drops

<i>Regular Sessions</i>	<i>Summer</i>	<i>Refund</i>
1 st to 5 th work days	1 st day	100%
6 th to 9 th work days	2 nd day	75%
10 th to 12 th work days	3 rd day	50%
13 th day and beyond	4 th day	0%

The refund will be credited to the student's account.

Drop Out

The same dates apply for refunds. Registration, development, and special fees will not be refunded.

The student must fill out the Drop Out form, obtain all of the required signatures, and submit it to the Registration Office.

Financial Regulations and Procedures

1. The cost of the academic session must be paid on the day of registration. Students who cannot pay it in full can use the following payment plan (not applicable for students with an I-20):

Percent	Period
50%	Day of registration
25%	30 days after registration
25%	60 days after registration
Additional Charges	

Percent	Period
2%	Monthly late fee
\$5.00	For payment plan

2. If the payment commitments are not met the student will be put on administrative suspension and will be responsible for the pending debt. If it is not paid, the account will be handed over to a collection agency (fees and costs generated by this will be paid by the student and/or legal guardian). Pending balances on student accounts can be reported to the Credit Bureau.
3. Any student who drops or adds a class must make the corresponding arrangements: fill out the official forms for this purpose and submit them to the Registration Office. If not the charge will continue without right of appeal. The same will happen to any student who drops out of the university without following the corresponding procedure.
4. Housing fees cover from the day of registration to the last day of final exams and do not include regular vacations (Christmas and summer).
5. The medical insurance plan contracted by the University is *obligatory* for every student who does not have other medical insurance. If a student has a personal medical plan, he or she must present evidence when registering or the student the charge will remain in the registration fees. The cost is subject to change according to the contract made with the insurance company. This insurance covers from the first day of registration to the last day of final exams.
6. If there is credit from grants in a student's account, he or she will be reimbursed for it.

7. An automatic minimum charge of \$900 will be applied for cafeteria service at the beginning of each academic semester for boarding students, and \$400 for the summer. \$1,500 plans will also be available.

Education Discounts

A 5% tuition discount will be given to students who are members of the same family and a 10% discount for three or more students. The discount is not retroactive and will be made on the total tuition (classes and laboratories). to receive this benefit the student account must not have an outstanding balance except for the amount of the discount to be applied.

Payments and Sending Money

Payments made to student accounts must be made by mail or personally through cashier's check, money orders, certified and/or personal checks made payable to:

Antillean Adventist University
PO BOX 118
Mayagüez, PR 00681

It is understood that all of any check sent to the name of Antillean Adventist University will be credited to the student's account. Payments can also be made on AAU's website through PayPal. The student may also pay off or make payments on the registration by VISA, MASTER CARD, or ATH credit/debit cards, and by telephone. To validate the transaction the student and/or guardian must present a current identification card and complete the process personally.

Summer Registration

Summer registration must be paid in full when it is made official. The student must register all of the credits that will be taken in the first and second session on the day designated for general registration that appears in the Academic and Activities Calendar.

Possible Changes

The Board of Directors of this Institution reserves the right to increase or decrease the prices and/or costs that appear in this Catalog at any time if economic conditions warrant it.

Financial Aid

Financial Aid Programs

AAU has several financial aid programs available for qualifying students. These programs are classified as Federal, State, or Institutional. “Financial Aid” refers to money available to help the student cover the study expenses.

Available Programs

❖ *Grant*

Aid that the student receives without having to pay back or return. (Provided the student and/or legal guardian did not give incorrect information when applying for it).

❖ *Work-Study Program*

The student receives an hourly wage for a part-time job during free time in one of the University’s departments.

❖ *Loan*

The money received in this program must be paid on a monthly basis after the student finishes or quits studying.

Federal Programs

❖ *Pell Grant*

This is the foundation of the Federal Financial Aid programs. It is also known as Free Application for Federal Student Aid (FAFSA).

It is available for undergraduate students who have economic need and maintain satisfactory academic progress.

Interested persons can submit an application directly

to the Federal Department of Education by Internet at www.fafsa.ed.gov.

Since this program is the foundation for all need-based aid, we recommend that the student apply in time to be able to have other financial aid granted. The student will be immediately informed of his or her eligibility for the program via the SAR report.

Period of Eligibility to Receive the Pell Grant

At Antillean Adventist University student will be eligible for a period of six years or 150 percent of the credits required for the academic program, whichever comes first.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal funds available for undergraduate students who demonstrate economic need and maintain satisfactory academic progress. To participate in this program the student must complete the applications for federal and institutional aid and submit them to the Financial Aid Office. Participation in this program continues for four years.

Subsidized Loan (William D. Ford Federal Direct)

This loan can be applied for through the University who will refer the application to the Federal Department of Education for approval and disbursement of the amount for which the student qualifies. The participant will begin to pay the principal and interest six months after finishing or abandoning his or her studies, or taking less than six credits.

The Department of Education sends half of the loan in the first semester and the other half in the second semester by electronic transfer. The University will register the loan and if there is money left over it will be given to the student

by check or direct deposit.

At the end of each semester the student's academic record will be evaluated to verify that satisfactory academic progress is being maintained. If not, the student will not receive the second disbursement of the loan.

If you get a Direct Loan and are a dependent student who has not graduated, you may borrow the amount that the need analysis indicates is necessary to pay for your studies:

- ❖ \$3,500 if you are in your first year as a student registered in an academic program that lasts for more than one complete academic year.
- ❖ \$4,500 if you have completed your first year of studies and at least one full academic year remains until your program is completed.
- ❖ \$5,500 per year if you have completed two years of studies and at least one full academic year remains until your program is completed.

If you take out a Direct Loan and are an independent student who has not graduated, or dependent student whose parents cannot take out a PLUS Loan, you may borrow the amount indicated in the need analysis in order to pay for your studies:

- ❖ \$9,500 if you are registered in your first year in an academic program that lasts for a complete year. At least \$6,000 of this amount must be unsubsidized Federal Stafford Loans.
- ❖ \$10,500 if you have completed your first year of studies and one full academic year remains of the

program. At least \$6,000 of this amount must be unsubsidized Federal Stafford Loans.

- ❖ \$12,500 per year if you have completed two years of studies and at least one academic year remains until the program is completed. At least \$7,000 of this amount must be unsubsidized Federal Stafford Loans.

Work-Study (FWS)

The Federal Government provides funds for the Work-Study Program. The participant will be assigned a job for which he or she will receive an hourly wage that will help defray education expenses. The student will be paid the current federal minimum wage. He or she must maintain satisfactory academic progress which requires a GPA of 2.00 or higher.

State Programs

***Programa de Ayuda Educacional Suplementaria (AES)* (Supplementary Education Aid Program)**

The Free Associated State of Puerto Rico assigns funds to Antillean Adventist University to give to students who are American citizens and permanent residents registered for six or more credits. The same criteria used for the Federal Pell Grant will be used for evaluation.

Programa de Ayuda para Estudiantes con Mérito (BEC) (Worthy Student Aid Program)

In order to receive this grant the student must be registered for full-time studies. To receive the funds assigned for

the BEC, new students from high school must have a minimum GPA of 3.00 points.

PROGRESAH Aid Program

State Grant for students in the 3rd and 4th year of university. The criteria used are the following:

- a. Required minimum GPA of 3.75
- b. All possible candidates will be evaluated and those who have the greatest economic need will be considered.
- c. Students of Theology and Religion do not participate.
- d. Be a native, non-transfer student, and remain in the same program.

Institutional Programs

President's Scholarship

To receive this scholarship the student must have graduated from an Adventist academy in Puerto Rico. The student will be able to receive up to \$2,000 at the completion of secondary school if he or she has a cumulative GPA of 3.50 to 4.00, and \$1,000 if the student's cumulative GPA is 3.00 to 3.49. The student must maintain a minimum GPA of 3.00 for each semester at AAU.

The amount from the President's Scholarship will be credited to help cover the student's study expenses and will be distributed in four equal parts during the first two years of study.

The scholarship will be valid for two years from the date of graduation. The beneficiary must study full time at AAU.

Organizational Scholarship (Promising Students Scholarship)

1. *Value*
 - a. An incentive of \$4,000 will be assigned to students who have studied at least 10 grades in Adventist schools in Puerto Rico and who have graduated with a GPA of 3.75 to 4.00 (this average will calculate from the seventh grade to the fourth year of high school).
 - b. An incentive of \$3,000 will be assigned to students who have studied at least 10 grades in Adventist schools in Puerto Rico and have graduated with a GPA of 3.50 to 3.74 (this average calculates from the seventh grade to the fourth year of high school).
 - c. An incentive of \$2,000 will be assigned to students who have studied at least 10 grades in Adventist schools in Puerto Rico and have graduated with a GPA of 2.75 to 3.49 (this average calculates from seventh grade to the fourth year of high school).
2. *Use:* This incentive will be credited for the students' ordinary expenses: registration, books, housing, food.
3. *Time:* Incentives will be credited to the students each semester, and the students must maintain a minimum GPA of 2.75 at AAU. The maximum duration of the scholarship will be for 4 years.
4. *Exclusiveness:* The incentive will be credited to the student whose name it was issued to. It is not transferable.

5. *Academic Load:* The student must have a full-time academic load (12 or more credits).

Institutional Work-Study Program

Under this program the opportunity for part time employment is offered to students who do not qualify for the Federal Work-Study Program.

Teach Grant

Grants of up to \$4,000 per year will be given to students who intend to work as teachers in public or private schools at the primary or secondary levels that serve low-income families.

- a. *GPA:* minimum of 3.25
- b. *Conditions:* work full-time as a teacher of a high-need subject. Recipients of the grant must serve as teachers for at least four (4) academic years over a period of no more than eight (8) calendar years counting from the date that they completed the program for which they received the TEACH grant.
- c. *Incompletion:* if the recipient does not fulfill the service obligation the total amount received as the TEACH grant will convert into an unsubsidized Direct Loan, and the recipient will have to pay the Federal Department of Education back. Interest will be charged from the date the grant was disbursed.
- d. *Eligible concentrations:*
 - Bilingual Education and English education
 - Foreign languages (not English)
 - Mathematics
 - Reading Specialist

- Sciences
- Special Education

For more details of the specifications of this grant contact the Financial Aid Office or visit the webpage www.teachgrand.ed.gov.

Other Programs

Veterans, Social Security, and Vocational Rehabilitation

Antillean Adventist University is duly recognized by the agencies that bestow these aids. The student who thinks he or she qualifies to receive one of them must apply for it with the corresponding agency.

Aid for the Summer

During the summer term the institutional work-study program is offered. To be eligible the student must be registered.

Requirements for Participation in the Programs

1. Be an American citizen or permanent resident of the United States in possession of the form issued by Immigration Services.
2. . Be registered as a regular student with an academic load of six or more credits. Be classified as a regular student registered in a degree program.
3. Be enrolled for Military Service (men).
4. Have satisfactory academic progress.
5. Comply with the following warning policy for financial aid.

How to Apply for Financial Aid

With the exception of the Federal Pell Grant and the Federal Supplementary Grant which are applied for directly to the Federal Government online or with the provided form, participation in the other programs, Supplementary Education Aid Program, BECAS Program, Work-Study, and Student Loans are applied for with the form titled “Financial Aid Application” provided by the University’s Financial Aid Office. Those interested in applying for a student loan will fill out the additional application provided exclusively for this purpose by Internet. The Financial Aid Application must be completed and submitted to the Financial Aid Office. Applications will be processed in the order in which they arrive, and for as long as their are funds available.

To process the Financial Aid Application as well as the Federal Pell Grant the following documents must also be submitted:

- a. Photo identification or a copy of the birth certificate
- b. A copy of the card given by Immigration Services to those who are not American citizens.
- c. A copy of the Income Tax Return from the previous year. If there is no return, evidence of household income. (See the instructions that come with the Financial Aid Application.)

How Financial Aid is Assigned

To assign the Federal Pell Grant the following elements are taken into consideration: eligibility score assigned by the Federal Government, cost of study, and academic load. The grant is paid out by directly crediting the student’s account based on the

payment tables provided by the Federal Government. To assign the other aid the following are taken into consideration: estimated family contribution, according to the information reported to the Federal Government in the Student Aid Report (official response to the Federal Pell Grant), cost of study, academic load, quantity of Federal Pell Grant to be received, and the student's resources. Based on this data the student's economic need will be calculated. The difference between the cost of study and the total family contribution is the student's economic need. This financial or economic need is what the Institution tries to cover with grant, work-study, and loan programs. The aid is assigned in proportion to the available funds. The payments are made during each academic session by directly crediting the student's account.

In accordance with the legal statutes and regulations that govern the Higher Education Council's financial aid programs, Antillean Adventist University must ensure the integrity of the funds received.

Notes

- ❖ . All aid considered during registration and/or used for preliminary computations are subject to change.
- ❖ Any drop outs must settle their student accounts to complete the process.

Policy for Refund of Federal Funds

Antillean Adventist University follows the federal statutes that regulate refunds for Title IV programs. If the day that the student drops out of the university comes before the completion of 60% of the academic session how much of the Title IV Programs corresponds to him or her. For this purpose the federal government provides an analysis program that

determines the prorated amount that will be credited to the student. If on the other hand the student completed 60% of the session, 100% of the Title IV Programs will be credited to the student.

Partial Drop

After the 50% refund period has ended, the number of credits charged until the last day of that period will be calculated and the student's status will be determined (full-time, three-fourths, half-time). Afterward, the Federal Pell Grant will be credited according to the corresponding status based on the following table:

Time of Study	Quantity of Credits	% of Grant
Full-time	12 or more	100%
$\frac{3}{4}$ Time	9-11	75%
$\frac{1}{2}$ Time	6-8	50%
Less Than $\frac{1}{2}$ Time	1-5	25%

Policy for Returning State Funds to the CEPR

The policy for returning funds to the state programs administered by the Council of Education of Puerto Rico (abbreviated as CEPR in Spanish) will apply to those students who participate in the state programs and drop out, receive an administrative suspension, or show are expelled from the institution after beginning to attend classes. This policy responds to the regulations of Article 21 of the regulations of the CEPR. This policy will be applied in the following manner:

The procedure is as follows: To determine the quantity of state aid funds that correspond to the student after the funds have been disbursed (credited to the student's account) or has the right

to have credited to his or her account at the institution, the date that the student dropped out, received administrative suspension, or was expelled from the university will be taken into consideration. The procedure is as follows:

1. . The total amount to be credited to the student's account will be determined.
2. The number of days the student attended classes will be calculated, considering the day that the academic period or term began and the day the student stopped attending classes or the date that the drop out or expulsion occurred.
3. The number of days the student attended classes will be divided between the number of calendar days in the period, and the percentage of attendance will be calculated. (Periods of five consecutive days or more that there were officially no class will be excluded from this calculation.)
4. If the student completed sixty percent (60%) or more of the academic period or term the funds will not be returned to the CEPR.
5. If the student completed less than sixty percent (60^a%) of attendance than 100% of the funds disbursed to the student will be returned to the CEPR.
6. The amount of any refund calculated will be duly credited to the student's account.
7. If the funds had to be returned to the CEPR, they will be refunded within forty-five (45) calendar days from the date that it was decided to return the state funds to the CEPR.

Rights and Responsibilities of the Student Who Receives Financial Aid

Student Rights

The student has the right to receive information about:

1. The names of the agencies that accredit the Institution.
2. The academic programs offered and faculty.
3. The cost of the University and the regulations concerning refunding students who drop out.
4. Available financial aid.
5. The procedures and deadlines for applying for financial aid.
6. The procedures for determining satisfactory academic progress and what will happen to the student who does not meet the established standard.
7. The type of interest of the student loans, the total amount to be paid, time to pay, when to begin paying, and the cancellation or deferral processes that may apply.
8. The educational facilities, laboratories, and other physical facilities. The special facilities and services available for the handicapped.
9. The criteria used to select financial aid participants.
10. The procedure used to determine financial need.
11. The part of the financial need that will be covered by the aid.
12. The type and quantity of aid that the student has been assigned.
13. The procedure for requesting a change in the aid if the student believes there was a mistake.
14. The kind of work, working hours, tasks to be done, wage, when and how the student will be paid if he or she is

offered employment in the Work-Study Program.

Student Responsibilities

1. Review and consider all of the information about the University and its programs before registering.
2. Pay special attention to his or her financial aid application, complete it properly, and submit it on time to the University's Financial Aid Office.
3. Provide all of the requested additional documentation, verifications, corrections, and/or new information.
4. Read, understand, and keep a copy of all the documents that he or she signs.
5. Notify the University of any change of name or address. If the student has taken out a loan, he or she must also notify the bank of these changes.
6. Fulfill all of the provisions of any promissory note and other agreements that were signed.
7. Demonstrate satisfactory performance in all responsibilities at the University under the Work-Study Program.
8. Understand the refund and satisfactory academic progress policies.
9. Be familiarized and comply with the stipulations of the Catalog.

. The information here contained of the financial aid programs is subject to changes that can arise from amendments to the laws

and regulations that apply to them. For more information on financial aid, please visit the University's Financial Aid Office.

General Education Component



General Education Component

The General Education component arises from the conviction that Christian education is characterized by the wise use of opportunities for the harmonious development of the person's physical, mental, and spiritual faculties. This allows the individual to take a comprehensive, thoughtful, and evaluative approach to meeting personal as well as other people's needs. Christian principles understood in the light of the Adventist Educational Philosophy are a significant part of basic training and are incorporated into the professional life, and the individual's views on the universe, humanity, and God.

The following general education courses will contribute significantly to achieving AAU's Graduate Profile along with the courses of the specialized programs.

Graduate Profile

AAU's graduate profile is based on the educational principles essential to achieving well-rounded human development. This profile describes the professional with the abilities, skills, and attitudes that enables the individual to successfully demonstrate his or her abilities in the work, social, and religious environments. These characteristics are categorized in three areas of focus by AAU as part of its vision: spirituality, excellence, and service.

Spiritual

1. . The graduate will value a knowledge of God in harmony with the Holy Scriptures as the Creator and Sustainer of all things and the Restorer of humanity.

2. The graduate will recognize the importance of a healthy lifestyle, caring for the body, mind, and spirit as taught by the Seventh-day Adventist Church.
3. The graduate will practice Christian, ethical, and moral values in his or her work, social, and religious surroundings.

Excellence

1. The graduate will apply critical, deliberative thinking, research, mathematical, and logic skills for solving problems.
2. The graduate will value cultural and intellectual diversity and the ability to function in a multicultural environment.
3. The graduate will demonstrate an appreciation of the esthetic aspects of the arts and sciences.
4. The graduate will demonstrate mastery and effective use of the Spanish language.
5. The graduate will possess the linguistic skills necessary to work fluidly with English as a second language.
6. The graduate will properly manage available technology tools for the access and use of information.

Service

1. The graduate will value service to God and humanity from a multicultural perspective to contribute to improved quality of living.
2. The graduate will demonstrate an appreciation of civic-mindedness by the responsible use of available human, natural, financial, and technological resources.
3. The graduate will develop teamwork skills necessary for daily life.

Goals

- **Goal 1** - *Promote a knowledge of God as the foundation for a saving religious experience modeled in a professional and academic environment.*
- **Goal 2** - *Develop an educational experience that exposes the student to active participation in discovering and learning knowledge in accordance with the Adventist educational philosophy.*
- **Goal 3** - *Improve the financial stability rates by responsible management of resources in order to reach the institution's goals.*
- **Goal 4** - *Foster an organizational environment that achieves a higher level of institutional effectiveness by integrating the beset administrative practices in higher education.*
- **Goal 5** - *Promote sustainable growth in the Institution.*
- **Goal 6** - *Optimize student services to promote well-rounded growth and leadership in service to the church and humanity.*

Requirements of the General Education Component

Bachelors of Arts and Sciences (51.50-61 Credits)

❖ Philosophy and Religion (16 credits)

RELB	101	Life and Teachings of Jesus or	
RELB	102	Introduction to the Gospels	3
RELT	201	Christian Beliefs or	
RELT	202	Christian Life	3
RELB	215	General Introduction to the Bible or	
RELB	216	Biblical Hermeneutics** or	
RELB	223	Introduction to Daniel and Revelation or	
RELB	300	Biblical Perspective of Spiritual Care#	3
RELT	317	Christian Home or	
RELT	412	Christian Ethics	3
HEPE	100	Health for Life	3
HEPE	101-116	Physical Education	1

+Only for theology students.

***Only for students of theology or with previous biblical foundation.*

Only for student of the health programs.

❖ Service (1 credit)

HUSO	100	Philosophy of Service*	1
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*Not required for students from the following programs: Respiratory Therapy, Cardiopulmonary Therapy, and Nursing.

❖ **Communication (15-21 credits)**

○ *Spanish (9 credits)*

HUSP 111	Basic Spanish I	3
HUSP 122	Basic Spanish II	3
HUCO 223	Communication and Expression*	3

**Does not apply to Theology Students*

○ *English (6-12 credits)*

Requires that the student reach proficiency in English as a second language according to the results of the “Levels of English Placement” (LOEP). A table describing how many credits the student must pass according to the scores of the LOEP is provided below. These courses must be passed with a minimum grade of “C”, except for students of the education program. HUEN 101 and HUEN 102 are not considered a part of the courses that must be passed to meet the English component requirements.

Bachelors		
Course	Credits	Minimum Grade
HUEN 103	12	C
HUEN 121	9	C
HUEN 123	9	C
HUEN 214*/215*/216**	9	C
HUEN 231	6	C

** The highest level of placement on the Levels of English Proficiency (LOEP) will be HUEN 231. HUEN 214 may be taken instead of HUEN 215.*

**** Only for students of the health programs.**

Students who place at the level of HUEN 231 who think they are proficient enough to challenge this level will have the option to do so by a comprehensive (equivalency) exam. This exam will cost \$135. Once the exam is passed the three (3) corresponding credits will be credited, and the student will take three (3) additional credits to complete the six English requirements. If the student does not pass the exam (if the course was challenged), the student will take the regular course (HUEN 231) as a part of the six (6) English credits.

❖ **Information Literacy (.5-1 credit)**

EDUC 098	University Life or	1
EDUC 099	University Life Seminar ⁺	.5

⁺)Transfer students with 24 or more credits passed with a minimum grade of (C).

❖ **Cultural Diversity (3-6 credits)**

HUMA 101	Western Culture or	
HUSO 101	Introduction to Social Sciences	3
HUHI 200	Summary of the History of PR ⁺	0-3

^{*}All students who passed this class in high school are exempt.

❖ **Music/Fine Arts (3 credits)**

ARTE 104	Introduction to Drawing or	
ARTE 105	Introduction to Painting or	
ARTE 210	Arts and Crafts ++ or	
MUCT 101	Introduction to Music or	
MUFA 105	Fine Arts Appreciation or	
MUHL 104	Music Appreciation or	
MUPF —	Applied Music	3

++ Only for students of the education programs.

❖ **Scientific and Logical-Mathematical Reasoning
(9 credits)**

MATH	110	University Mathematics or	
MATH	112	Mathematics for Health Sciences**	3
MATH	231	Statistics I	3

BIOL	100	Introduction to Biology	3
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**Only for students of the Health programs.

❖ **Technology Literacy (3 credits)**

COMP	101	Intro. to Computers and Inf. Sys. or	
OFAD	234	Microcomputer Apps.^	3

^ This course must be passed with a "C" or better for
Business Science students.

❖ **Financial Literacy (1 credit)**

BUAD	101	Natural and Financial Resource Management	1
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**Associate of Arts and Sciences
(23.50-33 Credits)**

BUAD	101	Financial and Natural Resource Management	1
RELB	101	Life and Teachings of Jesus or	
RELB	102	Introduction to the Gospels*	3
RELT	201	Christian Beliefs or	
RELT	202	Christian Life	3
HUSP	111	Basic Spanish I	3
HUSP	122	Basic Spanish II	3
HUEN	—	English*	3-9
MATH	110	University Mathematics or	
MATH	112	Mathematics for Health Sciences*	3
HUHI	200	Summary of Puerto Rican History	0-3
EDUC	098	Introduction to University Life	1
EDUC	099	University Life Seminar	.5
COMP	101	Intro. to Computers and Info. Systems	
or			
OFAD	234	Microcomputer Applications	3
HUSO	100	Philosophy of Service	1

A table is provided in following describing the number of credits the student must pass according to the score obtained on the LOEP test. These courses must be passed with a minimum grade of "C", except for student of the education program. HUEN 101

and HUEN 102 are not considered part of the courses that must be passed to fulfill the English component requirements.

Associates		
Course	Credits	Minimum Grade
HUEN 103	9	C
HUEN 121/123/214/215/216**	6	C
HUEN 231	3	C

*See English Section, Placement Criteria #3.

**Only for students of health programs.

+Required for Theology students.

‡Only for student of health programs.

School and Department Codes

Business Sciences

ACCT	- Accounting
BUAD	- Business Administration
ECON	- Economy
MGMT	- Management
OFAD	- Office Administration

Science and Technology

BIOL	- Biology
CHEM	- Chemistry
COMP	- Computers
INGR	- Interdepartmental General Requirements
MATH	- Mathematics
PHYS	- Physics

Education

EDUC	- Education
EDSE	- Student Health
HEPE	- Health and Physical Education
MTSK	- Manual and Technical Skills

Nursing and Health Sciences

NURS	- Nursing
RTPY	- Respiratory Therapy
PSYC	- Psychology

Humanities

HUCO	- Communications
HUEN	- English
HUFR	- French
HUGE	- Geography
HUHI	- History
HULA	- Latin
HUSO	- Sociology
HUSP	- Spanish
HUMA	- Humanities
SOWO	- Social Work

Religion

RELB	- Biblical Studies
RELH	- Historical Studies
RELL	- Languages and Literature
RELP	- Pastoral Studies
RELT	- Theological Studies
MUCT	- Music Theory
MUED	- Music Education
MUFA	- Fine Arts
MUHL	- Music History and Literature
MUPF	- Music Performance
MURE	- Music and Religion

Degree Abbreviations

AA	- Associate of Arts
AS	- Associate of Sciences
BA	- Bachelor of Arts
BS	- Bachelor of Science

Course Codes

001-110	Remedial courses with or without university credit
111-199	First year courses
200-299	Second year courses
300-399	Third year courses
400-499	Fourth year courses
500-699	Masters level courses

Academic Programs



Academic Programs

The University offers programs of study leading to degrees in Associate of Arts and Associate of Science; Bachelor of Arts and Bachelor of Science; and Master of Arts.

Programs of Study

Associate Degrees

1. Arts in Religion
2. Science in Administration Business
with a Concentration in:
 - ❖ Accounting
3. Computer Science
4. Science in Office Administration
with options for:
 - ❖ Office Secretary
 - ❖ Accounting Clerk
5. Science in Nursing
6. Science in Respiratory Therapy

Bachelor of Arts

1. Business Administration
2. Biology
3. Elementary Education, with
concentrations in:
 - ❖ Primary Education (K-3)
 - ❖ Elementary Education (4-6)
 - ❖ Physical Education (K-12)
 - ❖ English as Second Language (K-6)
4. Secondary Education, with
concentrations in:
 - ❖ Biology

Programs of Study

- ❖ Spanish
- ❖ History
- ❖ English as a Second Language
- ❖ Mathematics
- ❖ Religion
- 5. Special Education with an emphasis in Learning Problems
- 6. History
- 7. Psychology
- 8. Biblical Pastoral Theology

Bachelors of Sciences

1. Business Administration with concentrations in:
 - ❖ Accounting
 - ❖ Management
2. Office Administration with concentrations in:
 - ❖ Bilingual
 - ❖ Monolingual
3. Biology
4. Cardiopulmonary
5. Computers
6. Nursing
7. Computer Information Systems

Masters of Arts

1. Education with specialties in:
 - ❖ Administration and Supervision
 - ❖ Elementary Curriculum and Instruction
 - ❖ Curriculum and Instruction with specialties in:
 - English as a Second Language at the

Programs of Study

Elementary Level

- ❖ Curriculum and Instruction with a specialty in:
 - English as a Second Language at the Secondary Level
- ❖ Curriculum and Instruction at the Secondary Level with specialties in
 - Biology
 - Spanish
 - History
 - School and Community Health Education
- ❖ Curriculum and Instruction with a specialty in Special Education

2. Pastoral Theology +

Master of Sciences

1. Medical Surgery Nursing
Specialties in:
 - ❖ Critical Care (Educational or Administrative Role)
 - ❖ Gerontological Nursing (Educational or Administrative Role)

+ Conferred by the Inter-American Adventist Theological Seminary (abbreviated SETAI in Spanish) and AAU.

Business Science



Department of Business Science

Permanent Faculty

David Ramos, *Director*; Joel Hidalgo, and Margarita Soler.

Contracted Faculty

Yolanda Ferrer, Misael Jiménez, Jorge L. Ojeda, Lorell Varela, Yolanda Pérez, Miguel Sepúlveda, Giselle Sánchez, and Wilma Torres.

General Information

To be admitted as a student of Business Sciences the applicant meet the conditions established by the Department.

Admission Requirements

1. Complete the University's admission requirements.
2. Interview with his or her area coordinator.
3. Complete the Department's admission application and submit it with a recent 2x2 photo.
4. Have a minimum GPA from high school or university. Students with a GPA of 2.00-2.29 may be accepted conditionally by the Department and will have up to 24 credits to raise their GPA to the required 2.30.
5. Transfer students from other colleges or universities must submit official credit transcripts which will be evaluated before they are accepted into the program.

6. To retain the admission granted by the Department, students must maintain a minimum GPA of 2.30 and average of 2.30 in concentration courses.
7. To be readmitted the student must complete all of the admission requirements again.
8. The Department reserves the right of admission or readmission.

Other Requirements

1. Students studying for an associate degree cannot repeat more than three concentration courses, and six courses for a bachelor degree.
2. Professional practicum courses must be completed with a minimum grade of 80%.
3. Students who took typing in high school, or who think they possess typing skills, may take the equivalency exam.
4. Change of department and concentration: the student will pick up and complete the corresponding form from the Registration office and get the signatures of the directors of the related departments.

Future Administrators Association

The Future Administrators Association is an effective means for stimulating the development of leadership skills and capabilities. It is the Department's student organization. All admitted students must participate in the activities of the Future

Administrators Association. Payment of the fee will be included in the registration payment.

Cooperative Education

Cooperative education is an educational activity that the student participates in during an academic session or year in a supervised work experience related to his or concentration or career objective. After this experience the student will continue and complete his or her studies. This service is offered in collaboration with local businesses. In order to participate in this activity the student must be in the third year with 70 credits passed, have a minimum average of 2.50 in concentration courses, and consult with the Director of the Department.

Professional Practicum

All of the programs have a practicum as part of their requirements. Requirements for admission to the practicum are as follows:

1. Obtain the permission of the Department Director or the Coordinator of the student's area of studies.
2. Be in the last year of studies and have passed 80% of the concentration courses.

Objectives

Through the professional practicum the student will have the opportunity to:

1. Enter into a practical dimension that relates to the academic program.

2. Facilitate his or her entrance to the labor market.
1. Prove and develop interest and aptitude for the career he or she has chosen.
4. Acquire work experience to include in his or her résumé.
5. Better understand the work field.

The practicum course validated by experience for students who request it, and demonstrate that they have satisfactorily completed the established requirements. Validation is subject to the student:

1. Formally applying to the Department Director or the area Coordinator, and presenting a portfolio with the following documents:
 - a. Evidence of having worked without interruption for at least two years.
 - b. Updated résumé.
 - c. Certification and letter from the employer or Human Resources Office of the place of employment specifying the following:
 - i. Period of time in which the student was employed.
 - ii. Position or positions occupied.
 - iii. Job descriptions
 - iv. Copy of evaluations received
 - v. Equipment used
 - vi. Any other evidence of professional performance during the period of employment.

Degrees and Concentrations

The Department of Business Science offers the following

academic degrees:

Business Administration

- 1) Bachelor of Science (BS) in Business Administration with concentrations in Accounting and Management.
- 2) Bachelor of Arts (BA) in Business Administration.
- 3) Associate of Science (AS) in Business Administration with an emphasis in Accounting.

Office Administration

1. Bachelor of Science (BS) in Office Administration (Administrative Assistant)
2. Associate of Science (AS) in Office Administration with the following options:
 - a. Office Secretary
 - b. Accounting Clerk

Description of Academic Programs

Business Administration

The Bachelor of Science (BS) in Business Administration offers the opportunity to take classes in Administration. This degree is expected to be useful for those pursuing preparation in the labor market and/or to continue graduate studies in Business Administration. This Bachelor provides the following concentrations: Accounting and Management.

Concentration in Management

This concentration provides preparation for the student interested in management positions in corporations, government, industry, churches, health institutions, education, organizations, and others.

Objectives

- 1) Integrate Christian values in the practice and principles of administration.
- 2) Promote the knowledge, skills, and abilities needed to successfully work in managerial positions in the labor market.
- 3) Foment in the students a sense of empathy and sensitivity towards others in business relations.
- 4) Develop technology skills needed to work effectively in managerial positions.
- 5) Foment use of critical thinking when making managerial decisions.
- 6) Emphasize efficient use of natural, financial, and human resources.
- 7) Promote assessment practices that demonstrate if goals and objectives are being met.
- 8) Promote competent graduates for serving in the organizations of the Adventist Church and society.

Graduate Profile

1. Acknowledges God as Creator and Sustainer of resources.

2. Demonstrates master of managerial functions to be used in the labor market.
3. Uses critical thinking skills when making decisions.
4. Uses technology tools when performing managerial functions.
5. Values the importance of service in for-profit and nonprofit organizations.
6. Uses appropriate strategies for financial administration of a business.
7. Manages natural, financial, and human resources appropriately to maximize their usefulness.
8. Recognizes the importance of planning and measuring achievement of goals and objectives.
9. Models Christian ethical values in his or her professional performance.

Concentration in Accounting

Provides preparation for the student who wants to work in accounting or take the CPA (Certified Public Accountant)* exam, and for those who would like to gain a better understanding of accounting to facilitate their performance in public accounting, industry, commercial firms, churches, and health and educational institutions.

* Students interested in continuing in public accounting must take 15 additional credits in the areas of administration, economy, and marketing.

Objectives

1. Integrate Christian values with practices and principles of administration.
2. Acquire the skills and abilities needed for job placement in the labor market in administrative positions in public or private businesses, including institutions sponsored by the Seventh-day Adventist Church.
3. Become sensible enough to appreciate and respond to the effects of continual changes in areas such as individual and social conduct, and technological changes that affect organizational function.
4. Obtain the basic preparation needed to take the CPA (Certified Public Accountant) exam and/or continue with graduate studies, if desired.

Graduate Profile

1. Uses acquired knowledge to analyze, classify, and summarize accounting information and present it to interested users in financial statements.
2. Apply knowledge related to determining accounting costs for planning and management.
3. Applies knowledge of laws that regulate businesses.
4. Uses acquired knowledge to determine income tax of individuals, corporations, and societies in Puerto Rico.

5. Manages accounting information when making decisions and carrying out planning and control functions in for-profit and nonprofit businesses.
6. Demonstrates knowledge for managing complex accounting situations.
7. Demonstrates a sense of responsibility for his or her work in public or private business.

The Bachelor of Arts (BA) in Business Administration is designed for students who want greater academic flexibility, as it provides a number of electives that permit the acquisition of knowledge in different areas. This program prepares the student to occupy managerial or administrative positions, depending on the area of interest.

The Associate of Science (AS) in Business Administration with a concentration in Accounting is offered for students interested in a short program, and for those who for unforeseen reasons cannot finish a bachelor program. This degree provides basic knowledge and administrative skills, and the academic foundation to continue in any bachelor program for business administration.

Office Administration

The Bachelor of Science (BS) in Office Administration Degree meets the need to prepare competent administrative professionals with knowledge and skills in diverse techniques, procedures, and mastery of technology that will permit them to work successfully in the modern office. This program of study also offers fundamental knowledge of office administration that allows the administrative professional to participate in decision making, data analysis, information management and processing, verbal and written communication, and establishing effective

interpersonal relationships that allow him or her to work successfully in private and public businesses.

The Associate of Science (AS) in Office Administration meets the labor market's demand for administrative professionals. This program prepares the student with the basic knowledge and skills needed by the administrative professional today to work in public or private businesses. Offers two options: Office Secretary and Accounting Clerk. The student chooses the option that corresponds with his or her particular professional goals. This program serves as a base to continue with his or her bachelor degree.

Graduation Requirements

Concentration and General Requirements

Complete the credits established by the Institution as detailed in this catalog and the Department's curriculum sequences.

Program of Studies

Bachelors of Arts and Sciences

General Requirements (57.5-67)			Credits
BUAD 101	Natural and Financial Resource Management		1
OFAD 234	Microcomputer Applications*		3
HUSP 111	Basic Spanish I **		3
HUSP 122	Basic Spanish II **		3
HUCO 223	Communication and Expression		3
HUSP 204	Spelling #		3
HUEN ____	English (see English requirements)	**6-12	
MATH 110	University Mathematics **		3
MATH 231	Statistics I*		3

RELB	101	Life and Teachings of Jesus or	
RELB	102	Introduction to the Gospels	3
RELB	215	General Introduction to the Bible or	
RELB	216	Biblical Hermeneutics or	
RELB	223	Introduction to Daniel and Revelation	3
RELT	201	Christian Beliefs or	
RELT	202	Christian Life	3
RELT	317	Christian Home or	
RELT	412	Christian Ethics	3
EDUC	098	Intro. to university Life or	1
EDUC	099	University Life Seminar	.5
BIOL	100	Intro. to Biological Sciences	3
HEPE	100	Health for Life	3
HUSO	100	Philosophy of Service	1
PSYC	101	General Psychology or	
PSYC	200	Human Development	3
HUHI	200	History of Puerto Rico	0-3
HUMA	101	Western Civilization or	
HUSO	101	Introduction to Social Sciences	3
HEPE	101-116	Physical Education	1
ARTE	104	Introduction to Drawing or	
ARTE	105	Introduction to Painting or	
MUCT	101	Introduction to Music or	
MUFA	105	Fine Arts Appreciation or	
MUHL	104	Music Appreciation or	
MUPF	—	Applied Music	3

Total Credits 51.50-67

* *Must be passed with a minimum grade of "C".*

** *The level of Spanish, Mathematics, and English will depend on the score received on the College Board test, SAT, or the placement tests offered by the University.*

Only required for the BS in Office Administration.

Minimum Accumulated Grade Point Average

The minimum accumulated GPA for graduation is 2.00.

Minimum Grade

Concentration courses, including electives, must be passed with a minimum grade of “C”, but the general average in concentration courses must be 2.30.

The minimum grade required to pass the Spanish, English, and Mathematics (MATH-110) general requirement and related courses is a “C” (2.00).

Related Courses (6 credits)

For each of the bachelor degrees offered in Business Administration (BS and BA) the following related courses are required:

MATH 121	Pre-calculus I	3
MATH 232	Statistics II	3

BS in Business Administration

Concentration: <i>Accounting</i>	Credits
General requirements	54.50-64
Concentration courses	67
Related courses	6
Elective courses	3
Total credits	130.50-140

Concentration Requirements			Credits
ACCT	205	Principles of Accounting I	4
ACCT	226	Principles of Accounting II	4
ACCT	321	Computerized Accounting	3
ACCT	325	Intermediate Accounting I	3
ACCT	326	Intermediate Accounting II	3
ACCT	331	Cost Accounting	3
ACCT	332	Management Accounting	3
ACCT	334	Federal Income Tax I	3
ACCT	335	Puerto Rico Income Tax	3
ACCT	431	Advanced Accounting	3
ACCT	435	Auditing	3
ACCT	491	Accounting Internship	3
BUAD	210	Business Law	3
BUAD	235	Principles of Marketing	3
BUAD	331	Financial Management	3
ECON	201	Principles of Macroeconomics	3
ECON	212	Principles of Microeconomics	3
ECON	231	Financial Institutions and Markets	3
MGMT	205	Principles of Management	3
OFAD	100	Keyboarding	2
OFAD	209	Human Relations and Professional Development	3
ACCT	—	Electives (ACCT 421 is recommended)	3
Total Credits			67

Students interested in completing the 150 credits required to apply to Authorized Public Accountant exam must interview with the Coordinator of the Accounting program to select courses.

Concentration: <i>Management</i>	Credits
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General requirements	54.50-64
Concentration courses	67
Related courses	12
Elective courses	6
Total credits	130.50-142

Concentration Requirements	Credits
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ACCT 205	Principles of Accounting I	4
ACCT 226	Principles of Accounting II	4
ACCT 331	Cost Accounting	3
ACCT 332	Management Accounting	3
BUAD 210	Business Law	3
BUAD 235	Principles of Marketing	3
BUAD 331	Financial Management	3
BUAD 437	Business Strategy	3
ECON 201	Principles of Macroeconomics	3
ECON 212	Principles of Microeconomics	3
ECON 231	Financial Institutions and Markets	3
MGMT 205	Principles of Management	3
MGMT 326	Human Resource Administration	3
MGMT 336	Business Creation	3
MGMT 431	Organizational Behavior	3
MGMT 435	Operations Management	3
MGMT 440	International Business Management	3
MGMT 491	Management Internship	3
OFAD 100	Keyboarding	2
OFAD 209	Human Relations and Professional Development	3
	Electives (ACCT, BUAD, MGMT, or OFAD)	3
Total Credits		64

BA in Business Administration

Concentration: <i>Business Administration</i>	Credits
General requirements	48.50-58
Concentration courses	43
Related courses	12
Elective courses (must be approved by the director of the department)	27
Total Credits	130.50-140

Concentration Requirements	Credits
ACCT 205 Principles of Accounting I	4
ACCT 226 Principles of Accounting II	4
BUAD 210 Business Law	3
BUAD 235 Principles of Marketing	3
BUAD 331 Financial Management	3
BUAD 437 Business Strategy	3
BUAD 491 Business Administration Internship	3
ECON 201 Principles of Macroeconomics	3
ECON 212 Principles of Microeconomics	3
ECON 231 Financial Institutions and Markets	3
MGMT 305 Principles of Management	3
MGMT 326 Human Resource Administration	3
OFAD 100 Keyboarding	2
Elective (BUAD, MGMT, ECON, ACCT)	3
Total Credits	43

Associate in Business Administration

Concentration: <i>Accounting</i>	Credits
General requirements	20.50-30
Concentration courses	35
Elective courses	3
Related courses (OFAD 234, BUAD 201)	6
Total Credits	64.50-74

Concentration Requirements	Credits
ACCT 205 Principles of Accounting I	4
ACCT 226 Principles of Accounting II	4
ACCT 321 Computerized Accounting	3
ACCT 331 Cost Accounting	3
ACCT 335 Puerto Rico Income Tax	3
ACCT 491 Accounting Internship	1
BUAD 210 Business Law	3
BUAD 331 Financial Management	3
ECON 201 Principles of Macroeconomics	3
MGMT 205 Principles of Management	3
MGMT ____ Electives	3
OFAD 100 Keyboarding	2
Total Credits	35

Minor Concentrations

The Department offers the following minors for students of other departments.

Minor in Business Administration	Credits
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ACCT 205	Principles of Accounting I	4
ACCT 226	Principles of Accounting II	4
MGMT 205	Principles of Management	3
ECON 201	Principles of Macroeconomics	3
	Electives (ACCT, BUAD, MGMT)	6
Total Credits		20

Minor in Accounting	Credits
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ACCT 205	Principles of Accounting I	4
ACCT 226	Principles of Accounting II	4
ACCT 331	Cost Accounting	3
ACCT 332	Management Accounting	3
	Electives (ACCT, BUAD, ECON, MGMT)	6
Total Credits		20

Office Administration

Objectives

The experiences offered by the Office Administration program prepare the student to:

1. Develop a specific detailed outline of the development of administration to facilitate understanding and stimulate an effective vision for the future.
2. Integrate Christian values with practices and principles of office administration.
3. Develop knowledge, skills, and basic techniques that will prepare them to effectively carry out the duties of an administrative profession in the private or governmental sector, including institutions sponsored by the Seventh-day Adventist Church.
4. Develop sensitivity for appreciating and responding to the continual changes in areas such as individual and social behavior, and technology in organizational function.
5. Develop desirable work habits and attitudes that qualify them to work perform successfully in the work environment.
6. Stimulate participation in socio-cultural activities that enrich them personally and professionally.
7. Provide intensive practice in managing office equipment such as: computers, different programs, and technological equipment used in the modern office.

8. Correctly use language rules for punctuation and spelling while creating business documents.
9. Develop the basic skills and abilities that enable them to continue with advanced studies in the administrative field.

Graduate Profile

After completing the program of studies students graduating with the associate degree in Office Administration will be able to carry out the responsibilities according to their levels:

Cognitive

1. Acknowledge God as the creator and sustainer of their personal and professional life.
2. Demonstrate mastery of their duties and responsibilities as an administrative assistant.
3. Use the document management procedure in the technological office efficiently.
4. Demonstrate ability to communicate orally and in writing in Spanish, and acceptably in English.
5. Efficiently create different documents that are produced in the office with the computer.
6. Participate in evaluation processes and integrate strategies to improve personal performance.

Psychomotor

1. Demonstrate technological ability in the management of different programs such as: word processors, spread sheets, presentation software, databases, agenda, graphic design, financial programs, and the internet, among others.
2. Efficiently manage office equipment such as: computer, copiers, facsimile, switchboard, digitizer, adding machine, and others.

Emotional

1. Model Christian values and principles that permit them to perform effectively and safely in the work environment such as: initiative, responsibility, confidentiality, ethical values, punctuality, and orderliness through personal and professional relationships.
2. Demonstrate service-mindedness when attending to clients in the work environment.
3. Value continued education as a means to acquired new knowledge that will keep them informed of new trends in the field of office administration.

After completing the program of studies students graduating with a Bachelor of Science in Office Administration degree will be qualified to fulfill the following responsibilities:

Cognitive

1. Acknowledge God as the creator and sustainer of personal and professional life.
2. Correctly execute duties and responsibilities as an administrative assistant.
3. Demonstrate knowledge of the procedure to follow for document management in the technological office.
4. Demonstrate an ability to communicate orally and in writing in Spanish, and in English in an acceptable manner.
5. Efficiently create different documents made in the office with a computer.
6. Use management techniques such as: planning, organization, control, supervision, and direction of procedures carried out in the technological office.
7. Participate in evaluation processes, and integrate strategies to improve personal performance.

Psychomotor

1. Demonstrate technological skills in the management of different programs such as: word processors, spread sheets, graphic presentations, databases, agenda, graphic design, financial programs, and the internet, among others.
3. Efficiently manage office equipment such as: computer, copiers, facsimile, switchboard, digitizer, adding machine, and others.

2. Correctly use reference manuals when writing different documents.

Emotional

1. Demonstrate essential work habits such as: initiative, responsibility, confidentiality, ethical values, punctuality, and orderliness that allow effective and safe performance in the work environment.
2. Exhibit positive attitudes essential for an administrative assistant such as: discretion, honor, loyalty, poise, and good interpersonal relations that allow them to create and atmosphere conducive to the smooth operation of the company.
3. Use critical thinking skills when making decisions and solving problems.
4. Value continued education as a means to acquire new knowledge in the field of Office Administration and/or related areas.

BS in Office Administration

Concentration: <i>Bilingual</i>	Credits
General requirements*	48.50-58
Concentration courses	73
Elective courses	5-6
Total Credits	126.50-137

* The required minimum level of English is HUEN 231. Students with a lower level of English than HUEN 215 must take more English credits according to the College Entrance Examination Board (CEEB) and/or placement tests. English courses must be passed with a minimum grade of “C”. (See the English section.)

Concentration Requirements			Credits
ACCT	205	Principles of Accounting I	4
BUAD	210	Business Law	3
ECON	201	Principles of Macroeconomics	3
MGMT	205	Principles of Management	3
MGMT	326	Human Resource Administration	3
OFAD	101	Document Production I	3
OFAD	122	Document Production II	3
OFAD	141	Speed Writing I in Spanish	3
OFAD	142	Speed Writing II in Spanish	3
OFAD	209	Human Relations and Professional Development	3
OFAD	215	Document Archive and Control	3
OFAD	220	Production of Legal Documents	3
OFAD	222	Medical Office Procedure	3
OFAD	223	Advanced Document Production III	3
OFAD	227	Business Communication and Writing	3
OFAD	228	Business Communication English	3
OFAD	241	Speed Writing I in English	3
OFAD	242	Speed Writing Transcription in English	3
OFAD	234	Microcomputer Applications	3
OFAD	239	Graphic Creation and Design	3
OFAD	326	Training on Office Equipment	3
OFAD	331	Administration and Management of the Technological Office	3
OFAD	410	Medical Billing and Coding	3

OFAD	491	Professional Experience in Office Administration	3
Total Credits			73

BS in Office Administration

Concentration: <i>Spanish or English</i>			Credits
General requirements			48.50-58
Concentration requirements			64
Elective courses			8-10
Total Credits			120.50-132

Concentration Requirements			Credits
ACCT	205	Principles of Accounting I	4
BUAD	210	Business Law	3
ECON	201	Principles of Macroeconomics	3
MGMT	205	Principles of Management	3
MGMT	326	Human Resource Administration	3
OFAD	101	Document Production I	3
OFAD	122	Document Production II	3
OFAD	141	Speed Writing I in Spanish or	3
OFAD	241	Speed Writing I in English	
OFAD	142	Speed Writing II in Spanish or	3
OFAD	242	Speed Writing Transcription in English	
OFAD	209	Human Relations and Professional Development	3
OFAD	215	Document Archive and Control	3
OFAD	220	Production of Legal Documents	3
OFAD	222	Medical Office Procedure	3
OFAD	223	Advanced Document Production III	3

OFAD 227	Business Communication and Writing	3
OFAD 234	Microcomputer Applications	3
OFAD 239	Graphic Creation and Design	3
OFAD 326	Training on Office Equipment	3
OFAD 331	Administration and Management of the Technological Office	3
OFAD 410	Medical Billing and Coding	3
OFAD 491	Professional Experience in Office Administration	3
	Total Credits	64

Associate in Office Administration

Option: <i>Office Secretary</i>	Credits
General requirements	20.50-30
Concentration courses	38
Elective courses	6
 Total Credits	 64.50-74

Concentration Requirements	Credits
ACCT 205 Principles of Accounting I	4
MGMT 205 Principles of Management	3
OFAD 101 Document Production I	3
OFAD 122 Document Production II	3
OFAD 141 Speed Writing I in Spanish	3
OFAD 142 Speed Writing II in Spanish	3
OFAD 209 Human Relations and Professional Development	3
OFAD 215 Document Archive and Control	3
OFAD 227 Business Communication and Writing	3
OFAD 234 Microcomputer Applications	3
OFAD 326 Training on Office Equipment	3
OFAD 331 Administration and Management of the Technological Office	3
OFAD 491 Professional Experience in Office Administration	1
 Total Credits	 38

Option: <i>Accounting Clerk</i>	Credits
General requirements	20.50-30
Concentration courses	45
Elective courses	3
 Total Credits	 68.50-78

Concentration Requirements	Credits
ACCT 205 Principles of Accounting I	4
ACCT 226 Principles of Accounting II	4
ACCT 321 Computerized Accounting	3
ACCT 335 Puerto Rico Income Tax	3
ECON 201 Principles of Macroeconomics	3
MGMT 205 Principles of Management	3
OFAD 101 Document Production I	3
OFAD 122 Document Production II	3
OFAD 209 Human Relations and Professional Development	3
OFAD 215 Document Archive and Control	3
OFAD 227 Business Communication and Writing	3
OFAD 234 Microcomputer Applications	3
OFAD 326 Training on Office Equipment	3
OFAD 331 Administration and Management of the Technological Office	3
OFAD 491 Professional Experience in Office Administration	1
 Total Credits	 45

Minor in Office Administration

Offered for students of other departments.

Requirements (21 credits):			Credits
ACCT	205	Principles of Accounting I	4
OFAD	101	Document Production I	3
OFAD	122	Document Production II	3
OFAD	215	Document Archive and Control	3
OFAD	331	Administration and Management of the Technological Office	3
OFAD	—	Electives (Recommended: OFAD 100, 209)	5
Total Credits			21

Course Descriptions

Accounting

ACCT 205 Principles of Accounting I 4

Basic concepts and principles of accounting and their application in recording business transaction and preparing financial statements. Emphasizes the following topics: analysis and record of business transactions, accounting cycle, preparation and classification of financial statements, and the basic elements of accounting for active assets. Three hours of class (3 credits), and two hours of laboratory per week (1 credit). (One credit for laboratory is equivalent to two hours of regular class.)

ACCT 226 Principles of Accounting II 4

Basic concepts and principles of accounting and their application in recording business transaction and preparing financial statements. Topics studied include: investments, accounting for inactive assets, payroll, collective societies, corporations, long term obligations, and analysis of financial statements. Three hours of class (3 credits), and two hours of laboratory per week (1 credit). (One credit for laboratory is equivalent to two hours of regular class.) Prerequisite: ACCT 205.

ACCT 321 Computerized Accounting 3

Use of computers for designing accounting systems, transaction records, and preparation of financial reports. Modules for general ledger, accounts receivable, accounts payable, and inventory will be used. Prerequisite: ACCT 205.

ACCT 325 Intermediate Accounting I 3

Study of the theory, functions, and concepts of financial accounting. Includes methods and procedures used for reckoning income and expenses, and the preparation and presentation of financial statements. Analyzes and evaluates active assets. Prerequisite: ACCT 226.

ACCT 326 Intermediate Accounting II 3

Application of accounting methods and procedures to active and inactive assets, as well as current and long term liabilities, and the capital structure of corporations. Study of the accounting processes for temporary and long term investments. Basic analysis of financial statements and other topics. Prerequisite: ACCT 325.

ACCT 331 Cost Accounting 3

Determining and recording costs, mostly in manufacturing businesses. Emphasis on unit cost of products, order and processing costs, activities that generate cost, and other modern trends. Prerequisite: ACCT 226.

ACCT 332 Management Accounting 3

Analysis and interpretation of accounting data by management for planning and controlling commercial activities. Emphasizes cost control in manufacturing and its function in planning gains and decision making, as well as preparing and managing budgets. Prerequisite: ACCT 226.

ACCT 334 Federal Income Tax I 3

Principles and procedures that govern the application of the Federal Income Tax Law to individuals, as well as preparation of tax returns. Prerequisite: ACCT 226.

ACCT 335 Puerto Rico Income Tax 3

Principles and procedures that govern the application of the Puerto Rico Income Tax Law to taxpayers, societies, and corporations, with an emphasis on the preparation of individual tax returns. Covers taxable income, admissible deductions, flexible depreciation, and calculating normal tax and surtax. Prerequisite: ACCT 226.

ACCT 337 Federal Income Tax II 3

ACCT 334. Principles and procedures that govern the application of tax laws to societies and corporations in the United States. Three hours per week. The following topics are studied: Transfer Taxation, Income Taxation of Estates and Trusts, and Tax Administration. Prerequisite: ACCT 334.

ACCT 421 Fund and Governmental Accounting 3

Concepts and principles of fund accounting that apply to non-profit organizations and government agencies. Three hours per week. Prerequisite: ACCT 226.

ACCT 431 Advanced Accounting 3

Concepts, practices, and advanced financial accounting theory with an emphasis in special situations in societies, corporations, and other organizations. Prerequisite: ACCT 326.

ACCT 435 Auditing 3

Auditing principles and procedures and the auditor's application of them when reviewing business records. Also includes the auditor's responsibilities and code of ethics. Prerequisite: ACCT 326.

ACCT 451 Theory of Modern Accounting 3

Study of the fundamentals and development of accounting theory. Analysis of the official statements of the American Institute of Certified Public Accountants (AICPA), the Financial Accounting Standards Board (FASB), and the statements and opinions of other professional authorities in the accounting field. Preparation of auditing and cost reports for accountants, documentation of management letters, and recommendations for internal control. Prerequisite: ACCT 326.

ACCT 471 Accounting Topics 1-3

This course is for advanced students of the Department (those who have completed an minimum of 80 credits) who want to research a topic of interest that is not included in the accounting courses. Registration and the research topic must be approved by the professor. A maximum of three credits may be taken.

ACCT 491 Accounting Internship 1-3

This course is designed to offer supervised work experience in an accounting office. The student must work for 45 hours for each registered credit hour. Requires periodic meeting agreed on with the professor. A grad of "P" or "NP" will be assigned, with 80% required to pass the course. Any student who has previously taken a similar course or has at least three years of uninterrupted full time work experience in accounting can request to be exempted from this course.

Business Administration

BUAD 101 Natural and Financial Resource Management 1

Develop the skills needed for the financial planning and administration that allow the student to achieve his or her individual goals with an ethical, social, and professional context. Personal investment and budget management for planning university studies will be studied. Emphasis will be made on the wise use of natural resources and how to apply them to personal and social life.

BUAD 200 Administration and Personal Finance 3

Basic accounting and finance concepts. General aspects related to the functions of planning, organization, direction, and control in administration. Emphasizes debit, credit, and balance of accounts, transaction records, preparation and analysis of simple financial statements, bank reconciliation, budget preparation, and financial control.

BUAD 210 Business Law 3

Legal regulations that govern contracted relationships between individuals or entities. Includes guaranteed transactions, insurance, product guarantees, negotiable documents, bankruptcy, creation, and termination of societies and corporations.

BUAD 235 Principles of Marketing 3

Principles, procedures, and classification of institutions involved in delivering goods and services from the manufacturer to the

consumer. Evaluation of the system, nature, and classification of markets and their current trends.

BUAD 311	Perspectives of Distribution of Health Services	3
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to how health services are offered in the United States, including structural aspects of the distribution of health services, controlled service systems, financing services, the government's role in health services, current operation of services, examples from other countries, and public policy for health services,

BUAD 331	Financial Management	3
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Management focus in the administration of working capital and obtaining sources for short, intermediate, and long term financing for corporate and unincorporated businesses, analyzing the working capital in relation to costs, yield, and time. Prerequisites: ACCT 226, MATH 110.

BUAD 336	Publicity and Promotion	3
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Role and use of public advertising and other promotional techniques such as sales promotion and public relations within marketing function. Development of an advertising plan that includes creative strategy, placement in mass media, and the corresponding budgets. Prerequisite: BUAD 235.

BUAD 437	Business Strategy	3
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Formulation, development, and implementation of strategies. Emphasizes making strategic decisions to guide the organization toward a successful future within the demands of global industry. In depth analysis of cases to provide students an opportunity to

apply knowledge to real situations. Prerequisites: ACCT 226, MGMT 205 and BUAD 331, or concurrent.

BUAD 471 Topics in Administration 1-3

This course is for advanced students of the department (those who have completed a minimum of 80 credits) who want to research a topic of interest that is not included in the administration courses offered. Registration and the research topic must be approved by the professor. A maximum of three credits may be taken.

BUAD 472 Applications for Business 1-3

This course is for students who have completed a minimum of 80 credits and want to independently learn about the computer programs most used by businesses. Registration for the course and the choice of application must be approved by the professor. A maximum of three credits may be taken. Independent laboratory.

BUAD 491 Internship in Business Administration 3

This course is designed to offer supervised practice in a local business. Requires periodic meetings agreed upon with the professor. The student must work 45 hours for each registered credit. A grade of "P" or "NP" will be assigned with 80% equaling a passing score. Any student who has previously taken a similar course or has at least three years of uninterrupted full time work experience in administrative work during the last five years can request the department to be exempt from this course. The student must be in the last year of studies.

Economy

ECON 201	Principles of Macroeconomics	3
Emphasizes balance of international payments, banking system, national income and product, Federal Reserve, fiscal policy, and full employment. Problems in the growth and development of the international economy. Study economic indicators.		
ECON 212	Principles of Microeconomics	3
Study of economic thought. Price theory and partial equilibrium market as a tool in the economic world, production theory, principles of supply and demand, and their influence price determination and level of production.		
ECON 231	Financial Institutions and Markets	3
Banking system and services, the Federal Reserve, Federal Deposit Insurance Corporation, and other financial institutions. Exchange, currency, and commerce. Briefly covers banking laws in Puerto Rico. Prerequisite: ECON 201.		
ECON 330	Managerial Economics	3
Analysis and study of the environment in which businesses make decisions using modern theories. Prerequisite: ECON 201.		
ECON 471	Economy Topics	1-3
This course is for advanced students of the Department (those who have completed a minimum of 80 credits) who want to research a topic of interest that is not included in the economy courses offered. Course registration and research topic must be approved by the professor. A total of three credits may be taken.		

Management

MGMT 205 Principles of Management 3

Study of managerial functions: planning, organization, direction, and control. The decision making process, communication within an organization, leadership, and philosophy of management.

MGMT 326 Human Resource Administration 3

Responsibilities, functions, and general guides for managing human resources in recruitment, selection, training, motivation, supervision, employee evaluation, salary administration, marginal benefits, equal opportunities, quality of life, and collective bargaining. Prerequisite: MGMT 205.

MGMT 327 Work Relationships 3

Analysis of employee-employer relationships. Laws (policies), collective contracts, job security, employee rights, contracts, interpretation, execution, management of complaints and grievances, and other public policy problems. Prerequisite: MGMT 205.

MGMT 330 Operations Management 3

Analysis techniques and procedures for making decisions on matters related to production of goods and services in the industry. Principles of production, location, organization and disposal of resources, inventory control, total quality, costs, budget, and design of a system of operations. Prerequisite: MGMT 205.

MGMT 336 Business Establishment 3

Study of the role of small businesses in production, marketing, finances, organization, and control. Establishment and function of

these businesses in Puerto Rico and the United States. Prerequisite: MGMT 205.

MGMT 431 Organizational Conduct 3

Human conduct in an organizational setting. Studies matters related to learning, perception, motivation, satisfaction, leadership, socialization, individual and group output, culture, and organizational change. Prerequisite: MGMT 205

MGMT 440 International Business Management 3

. It is necessary for the student to have a basic knowledge of current changes, tendencies and projections in the global market, as well as their impact on businesses and strategic global management. Matters that impact the formulation and implementation of strategies as well as concepts and theories related to strategic global management will be discussed. Among the topic discussed in this course are: globalization, the role of culture, strategic international planning, selection and repatriation of human resources, international negotiation, decision making, and global competitiveness, among others.

MGMT 471 Management Topics 1-3

This course is for advanced students of the department who have completed at least 80 credits and want to research a topic of interest not included in the management courses. Course registration and the research topic must be approved by the professor. A maximum of three credits may be taken.

MGMT 491 Management Internship 3

This course is designed to offer supervised experience at an administrative level in a local business. The student must work 45 hours for each credit registered. Requires periodic meetings agreed on with professor. A grade of "P" or "NP" will be

assigned, 80% being needed to pass the course. Any student who has previously taken a similar course or has had at least three years of uninterrupted full time managerial experience may request the department to be exempted from this course. Prerequisites: BUAD 437 or concurrent. The student must be in the last year of studies.

Office Administration

OFAD 100 Keyboard Management 2

Introduction to learning touch typing techniques and mastery of using a computer keyboard. Emphasis on correct operation of the parts related to the alphabetic, numeric, symbol, and function keys. Development of speed and accuracy of 20 words per minute during three minutes with a maximum of three errors. Does not apply for the major in Office Administration.

OFAD 101 Document Production I 3

Teaches basic techniques and skills needed to touch type on a computer keyboard. Preparation of letters, table, manuscripts, and business documents. Develop speed, accuracy, and collation. A minimum grade of "C" is required to pass this course.

OFAD 122 Document Production II 3

Continuation of the development of basic skills and learning

theory of typing on a computer at a more advanced level. Preparation of business letters, memorandums, tables, and manuscripts. Develop speed and accuracy. This course must be passed with a minimum grade of "C". Prerequisite: OFAD 101.

OFAD 141 Speed Writing I for Spanish 3

Presentation of the basic theory of speedwriting with an emphasis on writing, reading, and vocabulary development. Development of skills in abbreviating short words, phrases, and sentences in familiar dictated material at 50 words per minute for three minutes with a 95% accuracy. Review of language, punctuation, and grammar rules.

OFAD 142 Speedwriting II for Spanish 3

Continuation of learning speedwriting with an emphasis on reading, writing, and transcribing abbreviations. An emphasis on producing different documents to build speed in taking dictations of familiar and new material at 80 words per minute for three minutes with a 95% accuracy. Discussion of rules of language, punctuation, and grammar. Prerequisite: OFAD 141.

OFAD 209 Human Relations and
Professional Development 3

This course will develop the student's skills for personal and professional growth. These skills include self-evaluation, development of efficient interpersonal skills, and standards of social and professional ethics. The course explores, emphasizes, and integrates topics that are emerging in the modern office.

OFAD 215 Document Filing and Management 3

Introduction to different filing systems, emphasizing the rules of the alphabetic, numeric, geographic, and by subject systems, using the rules established by the Association of Record Managers and Administrators. Application of the principles of filing in real and simulated office situations. Studies modern equipment and materials that contribute to efficiency in retention and orderly preservation of documents, simulated application using an up-to-date database program.

OFAD 220 Production of Legal Documents 3

Practice in processing legal documents. Creation and preparation of the legal documents most commonly used in governmental and private agencies. Prerequisite: OFAD 122.

OFAD 222 Medical Office Procedure 3

Study of the terms and procedures used in a medical office. Application of advanced typing skills for creating documents and medical reports. Prerequisite: OFAD 122.

OFAD 223 Document Production III 3

Application of previously learned techniques for producing documents in the modern office at an advanced level. Mastery of transcription techniques of handwritten drafts, development of ability to follow specialized instructions, and mastery of collation techniques. Prerequisite: OFAD 122.

OFAD 227 Business Communication and Writing 3

Study of the fundamentals of communication for organizations, principles of oral, non-verbal, and written communication, as well as the impact of technology on communications. Development of

skills needed to write and edit different types and styles of correspondence. Review of grammar, punctuation, and styles of correspondence. Prerequisites: OFAD 101 and HUSP 111.

OFAD 228 English Business Communication 3

Development of skills needed for writing and editing different types and styles of business letters in English. Review of grammar, punctuation, and correspondence styles. Prerequisites: OFAD 122 and HUEN 215.

OFAD 234 Microcomputer Applications 3

Creation of simple documents used today in public and private business. Management of different applications such as spreadsheets, databases, word processors, electronic presentations, graphic publications, and operating systems. Also includes searching information through the Internet or other networks. Independent laboratory.

OFAD 239 Graphic Creation and Design 3

Principles of design, presentation, revision, and production of electronic publications using computers and electronic publication programs. Meets three times per week plus an independent laboratory. Prerequisite: OFAD 122.

OFAD 241 Speedwriting I for English 3

Presentation of the basic theory of speedwriting with an emphasis on writing, reading, and vocabulary development. Dictation of familiar material at a minimum speed of 50 words per minute. Review of language, punctuation, and grammar rules. Prerequisites: OFAD 101 or taken concurrently, and HUEN 215.

OFAD 242 Speedwriting English Transcription 3

Continuation of learning speedwriting with an emphasis on reading, writing, and transcribing abbreviations. Discussion of rules of language, punctuation, and grammar. Speed goal: 60-80 words per minute for three minutes for familiar material with a 95% accuracy in transcription. Prerequisite: OFAD 241.

OFAD 326 Training in Office Equipment 3

Theoretical and practical study of different equipment used in the modern office, with an emphasis on transcription equipment and the electronic calculator. Prerequisites: OFAD 122 and HUSP 122.

OFAD 331 Administration and Management of
Office Technology 3

Study of the technical procedures and protocols used in the office to carry out different tasks. Also studies the functions, duties, and responsibilities of an administrative professional including: common activities and procedures for office executives, with an emphasis on human relations, administrative functions, and analysis of problems confronted in the office. Meets three times per week. Prerequisite: OFAD 122.

OFAD 410 Medical Billing and Coding 3

Study of terms related to billing medical plans, provider, coverage, etc. Billing processes for major public, private, and Medicare medical plans. Also studies systems for classifying diseases, diagnoses, and procedures using the guides established by health insurers. Prerequisite: OFAD 122.

OFAD 471 Office Administration Topics 1-3

This course is designed for advanced students of the department who have completed 80 credits and want to research a topic of interest not included in the courses offered for Office Administration. Course registration and the research topic must be approved by the professor. A maximum of three credits may be taken in this course.

OFAD 491 Professional Experience in Office
Administration 1-3

This course is designed to offer supervised practice in business offices. Requires periodic meetings agreed upon with the professor. The student must work 45 hours for each credit registered. A grade of "P" or "NP" will be assigned. 80% is needed to pass the course. Students who have previously taken a similar course, or who have worked full time for at least three years without interruption in the secretarial field may request exemption from this course from the Department. The student must be in the last year of studies.

Science and Technology



Department of Science and Technology

Permanent Faculty

Alicia Moradillos, *Director*; Marcia Crespo, Félix Nieves, Omar Reyes, Pedro A. Santiago, and Cecilio Ureña.

Contracted Faculty

Keily Heredia, Uberto Sánchez, Hiram Escobales, Luna Tatiana, Legna M. Varela, Mayra Soto, and Raúl Villanueva.

General Objectives

The Department of Science and Technology prepares students to:

1. Present God as the creator and sustainer of the Universe.
2. Demonstrate critical thinking skills within the academic and/or philosophical parameters established by the program.
3. Apply acquired knowledge to advanced studies in the area of science and/or technology.
4. Take responsibility for personal performance in their professional labor in the area of specialty.

The Department integrates the areas of Biology, Chemistry, Computers, and the Mathematics and Physics courses that are related to other disciplines. It offers a BS and BA in Biology, BS in Computer Science, BS in Computer Information Systems, and AS in Computer Science. It also offers concentrations in Chemistry, Biology, and Mathematics, and the courses required in Biology,

Computers, Chemistry, and Mathematics for student of the School of Education who want to obtain the Teaching Certification in these areas.

General Information

Department Requirements

1. Be accepted as a student by Antillean Adventist University.
2. Submit and application to the Department of Science and Technology indicating what in what area the applicant would like to obtain a concentration.
3. Have a minimum high school GPA of 2.50, or a minimum university GPA of 2.30.
4. Interview with the Director of the Department or a designated professor from the area of concentration.
5. Demonstrate the maturity and discipline needed for scientific study and research.

The Department reserves the right to make changes in the programs in accordance with scientific advances and recommends that the student reevaluated his or her professional goals if there is evidence that the student's efforts and accomplishments are not compatible with the expectations to succeed in the discipline.

Graduation Requirements

Maintain a minimum GPA of 2.00 and a minimum average of 2.30 in the selected concentration.

Programs of Study

General Requirements

The general requirements are as listed in the corresponding section of this Catalog. The department will offer orientation for students to plan the General Education program.

Biology

Specific Objectives

In the courses required to obtain a Bachelor of Science in Biology degree the students will:

1. Obtain basic knowledge of biology that will prepare them to:
 - a. Continue with graduate studies in a Biology specialty and areas related to health.
 - b. Perform technical jobs in industry and biotechnology areas.
 - c. Teach at the secondary level in this area of specialty.
2. Express their commitment to conserve our environment, showing respect for nature's Creator.
3. Distinguish between creationist and evolutionist philosophies and be aware of how these influence our perspective on biology and our surrounding world.
4. Develop oral and written communication skills (in

English and Spanish) that will enable them to work independently, educate and express themselves clearly and logically.

5. Acquire technology and quantitative skills that will enable them to access, manage, and process computerized information.
6. Develop social skills that will allow them to establish relationships in order to work harmoniously in a group and relate positively with professors and classmates.
7. Apply the principles of Christian ethics in their individual and professional responsibilities.

Graduate Profile

1. Demonstrates appreciation and respect for nature and God as its creator.
2. Explains Adventist and other philosophies of the origin of life and how it is hoped that this knowledge will influence the way biology is understood and the perception of the surrounding world.
3. Applies basic knowledge of the area of biology in order to with graduate studies in areas related to health and biology.
4. Demonstrates an appropriate preparation to work in technical positions in industry and/or businesses, the biotechnology field, as well as teaching at the secondary level, or in areas related to biology.
5. Uses computerized information systems to summarize data in tables and graphics, and analyze, interpret, and

present it to others.

6. Masters teamwork skills by sharing ideas and opinions.
7. Participates in evaluation processes and integrates strategies to improve personal performance.
8. Efficiently manages all of the resources placed at his or her disposition.
9. Masters both Spanish and English language skill in order to access information, and communicate clearly and logically.

Concentration: *BS in Biology*

Credits

General requirements	51.5-61
Concentration courses	17
Departmental electives	28
Related courses	36
General electives	0-15

Total Required Credits	137.5-157
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General Requirements (51.5-61)

Credits

BUAD 101	Natural and Financial Resource Management	1
COMP 101	Introduction to Computers and Information Systems or	
OFAD 234	Microcomputer Applications	3
HUSP 111	Basic Spanish I	3
HUSP 122	Basic Spanish II	3
HUCO 223	Communication and Expression	3
HUEN ____	English (see English requirements)	6-12
MATH 110	University Mathematics	3

MATH 231	Statistics I	3
RELB 101	Life and Teachings of Jesus or	
RELB 102	Introduction to the Gospels	3
RELB 215	General Introduction to the Bible or	
RELB 216	Biblical Hermeneutics or	
RELB 223	Introduction to Daniel and Revelation	3
RELT 201	Christian Beliefs or	
RELT 202	Christian Life	3
RELT 317	Christian Home or	
RELT 412	Christian Ethics	3
EDUC 098	Intro. to University Life or	1
EDUC 099	University Life Seminar	.5
BIOL 100	Intro. to Biological Sciences	3
HEPE 100	Health for Life	3
HUSO 100	Philosophy of Service	1
HUHI 200	History of Puerto Rico	0-3
HUMA 101	Western Civilization or	
HUSO 101	Introduction to Social Sciences	3
HEPE 101-116	Physical Education	1
ARTE 104	Introduction to Drawing or	
ARTE 105	Introduction to Painting or	
MUCT 101	Introduction to Music or	
MUFA 105	Fine Arts Appreciation or	
MUHL 104	Music Appreciation or	
MUPF —	Applied Music	3
Total Credits		51.5-61

Concentration Requirements

Credits

BIOL 113-124	General Biology I, II	8
BIOL 223	Genetics	4
BIOL 401	Philosophy of Science	3
BIOL 281-381	Biology Seminar I, II	1

BIOL 481	Biology Seminar III	1
Total Credits		17

The departmental electives (28 crs.) will be chosen taking at least one course from each of the following areas.

Physiology	BIOL 333, 334	4
Ecology and Biogeography	BIOL 233, 322, 323	4
Developmental Biology	BIOL 332, 432	4
Plant Biology	BIOL 222*, 333, 337	4
Animal Biology	BIOL 221*, 231, 232, 233, 336	4
Microbiology	BIOL 335*, 338	4
Cellular and Molecular Bio.	BIOL 431	4
Total Credits		28

* *Required by the department.*

Related Requirements

MATH 121-122	Pre-calculus I, II	6
MATH 221	Calculus I	4
CHEM 121-122	General Chemistry I, II	8
CHEM 221-222	Organic Chemistry I, II	8
PHYS 221-222	College Physics I, II	8
PHYS 221-222L	College Physics Lab. I, II	2
Total Credits		36

Concentration: <i>BA in Biology</i>	Credits
General requirements 51.50-61	
Concentration courses	17
Departmental electives	28

Related courses	26
General electives	6-15
Total Required Credits	128.50-147

Concentration Requirements	Credits
BIOL 113-124 General Biology I, II	8
BIOL 223 Genetics	4
BIOL 401 Philosophy of Science	3
BIOL 281-381 Biology Seminar I, II	1
BIOL 481 Biology Seminar III	1
Total Credits	17

The departmental electives (28 crs.) will be chosen taking at least one course from each of the following areas.

Physiology	BIOL 333, 334	4
Ecology and Biogeography	BIOL 233, 322, 323	4
Developmental Biology	BIOL 332, 432	4
Plant Biology	BIOL 222*, 333, 337	4
Animal Biology	BIOL 221*, 231, 232, 336	4
Microbiology	BIOL 335*, 338	4
Cellular and Molecular Bio.	BIOL 431	4
Total Credits		28

* Required by the department.

Related Requirements	Credits
MATH 121-122 Pre-calculus I-II	6
MATH 221 Calculus I	4
CHEM 121-122 General Chemistry I and II	8

CHEM 221-222 Organic Chemistry I and II	8
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Total Credits	26
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Note: Any course mentioned in two areas can be used to complete both requirements, but the credits only count once.

Attendance to the seminars is required for all students in the Biology concentration.

Course Descriptions

Biology

BIOL 100 Introduction to Biology 3

The study of the basic principles of biology and their relevance to the modern world. Includes topics such as basic and general principles of taxonomy, general study of human anatomy and physiology, general biochemical processes at the cellular level, environmental conservation, creation and evolution theories, general principles of genetics, general principles of ecology, and general concepts of the vegetable world, among others. Not valid for concentrations in biology. Three hours of class per week.

BIOL 105 Introduction to Microbiology 4

Microorganisms and their relation to health and diseases, with special attention to reproduction, methods of transmission and control of pathogens. Preparations of cultures and slides, practice of aseptic methods and sterilization techniques. Three hours of class and two hours of laboratory per week. Not valid for concentrations in biology.

BIOL 111-122 Anatomy and Physiology I and II 4-4

Structure and function of the human body. Three hours of class and three hours of laboratory per week. Not valid for concentrations in Biology.

BIOL 113-124 General Biology I and II 4-4

Basic principles of biology, anatomy, physiology, cytology, genetics, taxonomy, ecology, and embryology of plants and animals. Three hours of class and three hours of laboratory per

week.

BIOL 221 General Zoology 4

Introduction to the animal kingdom. General study of the Protista and Plant kingdoms that possess animal characteristics. Taxonomy, anatomy, and physiology of the phylum porifera, lower and higher invertebrates, and vertebrates. The topics symbiosis, preservation of species, ethology, and ethical issues in animal research. Includes practical experiences that include dissections. Three hours of class and three hours of laboratory per week. Prerequisites: BIOL 113-124.

BIOL 222 General Botany 4

Introduction to the vegetable kingdom. Taxonomy, anatomy, physiology, and life cycles of vascular and nonvascular plants. Topics include bioengineered vegetables, cultivation of ornamental plants, and their use in the modern world. Includes practical experience. Three hours of class and three hours of laboratory per week. Prerequisites: BIOL 113-124.

BIOL 223 Genetics 4

Introduction to the basic concepts of heredity and cytogenetics including Mendelian, molecular, and population genetics. Emphasizes study of the structure, replication, repair, expression, regulation, and changes in genetic material. Prerequisites: BIOL 124 and MATH 110.

BIOL 231 General Entomology 4

Study of the morphology, taxonomy, natural history, and economic importance of insects. Three hours of class and three hours of laboratory per week. Prerequisite: BIOL 221.

BIOL 232	General Ornithology	4
Systematic study of birds with an emphasis on Puerto Rican species. Three hours of class and three hours of laboratory per week. Prerequisites: BIOL 221.		
BIOL 233	Marine Biology	4
Introduction to the study of the physical aspects that compose the marine environment, diversity of marine life, marine habitats, and people's interaction with them. Emphasis on tropical ecosystems and the taxonomy of plants, invertebrates, and vertebrates associated with them. Three hours of class and eight hours of laboratory per week. Prerequisites: BIOL 113-124 or BIOL 100 and the permission of the professor. (The student must know how to swim.)		
BIOL 281-381	Biology Seminar I and II	.5-.5
Attendance and interaction with the students registered in BIOL 481. Requires a critical analysis of the presentations of the students of BIOL 481. One hour of class per week. For concentrations in Biology. Prerequisite: BIOL 124.		
BIOL 322	General Ecology	4
Study of plants and animals in relation to their environment, including general ecological principles. Includes topics such as symbiotic relationships, populations and statistics, plans for conservation of species, environmental pollution, and political and social issues related to ecology in the modern world, and especially in Puerto Rico. Requires practical experience. Three hours of class and three hours of laboratory per week. Prerequisites: BIOL 124, MATH 110 or its equivalent.		

BIOL 323	Environmental Sciences	4
<p>Study of natural ecosystems concentrating on those of Puerto Rico. Includes topics such as preservations of ecosystems, species in danger of extinction, recovery plans for animal and vegetable species, and plans of action for problems with air, soil, water, and food contamination. Topics related to socio-political environmental matters in Puerto Rico and education and environmental impact in communities. Requires practical experience. Three hours of class and three hours of laboratory per week. Prerequisites: BIOL 222-223 and MATH 110.</p>		
BIOL 332	Embryology	4
<p>Comparative study of the first stages of development of vertebrates. Three hours of class and three hours of laboratory per week. Prerequisite: BIOL 222-223.</p>		
BIOL 333	Plant Physiology	4
<p>The study of plants as functional organisms, including their relationships to water, metabolic pathways, growth regulators, and photomorphogenesis. Three hours of class and three hours of laboratory per week. Prerequisites: BIOL 222 and CHEM 221-222.</p>		
BIOL 334	Human Physiology	4
<p>Study of the function of the human body systems emphasizing the role of each one in the maintenance of homeostasis. Three hours of class and three hours of laboratory per week. Prerequisite: BIOL 221 and CHEM 221-222.</p>		
BIOL 335	Advanced Microbiology	4
<p>Taxonomy, metabolism, genetics, ecology, immunological reactions, beneficial and harmful effects and control of</p>		

microorganisms. Includes identification of unknown microorganisms in the laboratory. Three hours of class and three hours of laboratory per week. Prerequisites: BIOL 222-223 and CHEM 121-122.

BIOL 336 Parasitology 4

Biology of parasitism: functional morphology, principles of classification, life cycles, and epidemiology. Emphasis on the parasites most common to humans and animals. Three hours of class and three hours of laboratory per week. Prerequisite: BIOL 221.

BIOL 337 Medical Mycology 4

Fungi and molds: their taxonomy, metabolism, genetics, ecology, diseases, beneficial and harmful effects, as well as their control. Three hours of class and three hours of laboratory per week. Prerequisites: BIOL 222-335 and CHEM 121-122.

BIOL 338 Immunology 4

Introduction to the biology of the immune response. Study of the cellular and molecular base of the mechanisms of immunity, including the process and presentation of antigens, the development of T and B cells, initiation of the immune response, effector mechanism, and immunological memory. Emphasis in the production and structure of antibodies, antigens, and the mechanisms of interaction between them. Three hours of class and four hours of laboratory per week. Prerequisites: BIOL 335 and CHEM 121-122.

BIOL 391 Biology Laboratory Methods 1

Preparation of laboratory materials, supervised teaching of laboratories, management and proper maintenance of laboratory

equipment and materials. Offered for outstanding students, subject to space available. Up to five hours per week. Registration requires the permission of the Department Director. Prerequisite: 12 credits in biology higher than BIOL 113-124.

BIOL 401 Philosophy of Science 3

Introduction to the basic concepts of philosophy, its history and methodology in the field of science, Objective study of the basic concepts of creationist and evolutionist theories, and their derivatives. Discusses topics such as the geologic column, natural and artificial selection, radiometric dating, fossilization, molecular evolution, human evolution and its implication for evolutionists as well as creationists. Requires the development of a personal and individual philosophy of science. Three hours of class per week. Prerequisites: BIOL 222-223 and English reading and analysis skills HUEN 214 (preferably) or 215.

BIOL 431 Cellular and Molecular Biology 4

Introductory study of the modern concepts of cellular and molecular biology such as basic biochemistry, structure and function of macromolecules, bioenergy, and cellular metabolism. Emphasis on molecular genetics, regulation genetic expression, and genetic engineering. Three hours of class and four hours of laboratory per week. Prerequisites: BIOL 335 and CHEM 121-122.

BIOL 432 Principles of Animal Development 4

A mechanical and descriptive approach to the major processes of animal development. Includes gametogenesis, fertilization, morphogenesis, differentiation, regeneration and cancer, as well as hormone control, determination, and organogenesis. Three hours of class and three hours of laboratory per week. Prerequisites: BIOL 223 (CHEM 221-222 highly recommended).

BIOL 433 Histology 3

Advanced histologic studies of diseases of articulations and changes associated with bone, cartilage, and other connective tissues. Students can take this course as a free elective in Biology. Not required for graduation. Prerequisites: BIOL 113-124.

BIOL 475 Reading in Biology 1-2

Only for concentrations. Reading and reports of advanced articles in areas of current interest in biology. Prerequisites: 12 credits in biology higher than BIOL 113-124.

BIOL 481 Biology Seminar III 1

Only for concentrations. Presentation of topics of current interest in the field of biology. Each student registered in this course must present two topics. Prerequisites: BIOL 281-381.

BIOL 491 Special Projects in Biology 1-3

Only for concentrations. Individual research in the laboratory or field of a specialized topic supervised by the professor. Prerequisite: 12 credits in biology higher than BIOL 124, the consent of the professor in that area.

Chemistry

CHEM 100 Principles of Chemistry 4

Principles of inorganic, organic, and biochemistry with an emphasis on the normal procedures of the human body. Topics that will be studied include: atoms, molecules, states of matter, solutions, organic compounds and functional groups, isomerism,

carbohydrates, lipids, proteins, and metabolism. Not applicable for a concentration in Chemistry. Three hours of class and one three hour period of laboratory per week. Prerequisite: MATH 110/112 with a grade of "C" or better.

CHEM 121-122 General Chemistry I and II 4-4

Condition and structure of matter, periodicity, atomic and molecular theory, chemical bonds, thermodynamics, solutions, reactions, acid base, equilibrium, kinetics, oxidation and reduction, and descriptive inorganic chemistry. The laboratory includes qualitative inorganic analysis. Three hour of class and three hours of laboratory per week. Prerequisite: MATH 110.

CHEM 221-222 Organic Chemistry I and II 4-4

The chemistry of carbon compounds, their nomenclature, structure, reactions, preparation, mechanisms of reaction and the relationship between structure and aromaticity, alkyl halides, aromatic hydrocarbons, alcohols, ethers, carbonyl compounds, carboxylic acid, amines as well as others, and biological compounds. Three hours of class and one three hour period of laboratory per week. Prerequisites: CHEM 121-122.

CHEM 231 Quantitative Analysis 4

Principles of stoichiometry and chemical equilibrium applied to volumetric and gravimetric analysis. Three hours of class and one three hour period of laboratory per week. Prerequisites: CHEM 121-122 and MATH 121.

CHEM 321-322 Biochemistry I and II 4-4

The chemical components of living organisms, their functions, transformations, biosynthesis, biodegradation, and the chemical characterization of proteins, carbohydrates, lipids, and nucleic

acids. Energy changes involved in vital processes. Three hours of class and one three hour laboratory period per week. Prerequisites: CHEM 221-222.

CHEM 331 Chemical Analysis 4

Study of probabilities and statistical analyses, chemical equilibrium and free energy, acid-base balance, acid-base titration, complex ion equilibria, electrochemical cells, potentiometric titration, phase separation by chromatography, spectral measurement, and radioactivity. Three hours of class and one three hour laboratory period per week. Prerequisite: CHEM 231.

CHEM 332 Instrumental Analysis 4

Theory and practice of techniques and instruments used in spectroscopy, chromatography, and electrochemistry for chemical analysis. Three hours of class and one three hour laboratory period per week. Prerequisite: CHEM 231.

CHEM 421 Physical Chemistry I 3

Laws of thermodynamics applied to gases, phase equilibrium, and chemical equilibrium. Three hours of class per week. Prerequisites: CHEM 231 and MATH 221 (MATH 222 is recommended).

CHEM 422 Physical Chemistry II 3

Kinetic chemistry, kinetic molecular theory of gases, quantum mechanics, electrochemistry, nuclear chemistry. Three hours of class per week. Prerequisite: CHEM 421.

CHEM 423-424 Physical Chemistry Laboratory I and II 1-1

Selected experiments to illustrate determination of thermodynamic properties, phases of equilibrium, equilibrium constants, kinetics, and electrochemistry. One three hour period per week. Prerequisite: CHEM 421 (may be taken concurrently).

CHEM 431 Advanced Inorganic Chemistry 4

Theoretical study of reactions, mechanisms, and structure of inorganic chemical systems. Three hours of class and one three hour period of laboratory per week. Prerequisite: CHEM 231.

CHEM 471 Special Project in Chemistry 1-2

Individual research in the library or laboratory in advanced topics supervised by an instructor. An oral report may be a part of the requirements. Prerequisites: 20 credits in chemistry and the permission of the Department Director.

CHEM 481 Seminar 1

For concentrations only. Presentation of topics of current interest in the field of chemistry. Prerequisites: CHEM 121, CHEM 122, CHEM 221, CHEM 222, and three credits of higher division chemistry.

BS in Computer Sciences

The bachelor of Computer Science of Antillean Adventist University prepares the student for diverse occupations related to technology. However, our program emphasizes application programming. Students of our program acquired a solid foundation in problem solving techniques, algorithms, and program development. Also, the student acquires experience in areas of innovation such as human-computer interaction, artificial intelligence, and internet programming.

Objectives

1. Maintain a curriculum designed to prepare excellent and competitive graduates in the area of information technology.
2. Offer an education that facilitates the graduate to adjust easily to the continual changes in technology.
3. Prepare the student who so desires to continue with advanced studies in the area of information technology.
3. Develop a sense of responsibility and professionalism in the student.

Graduate Profile

The graduate of the BS in Computer Science program of Antillean Adventist University will be able to:

1. Continue with graduate studies in the area of Computer Science or Software Engineering.

2. Perform efficiently in any position within the information technology department, especially as a programmer.
3. Design, implement, and administer computer networks.
4. Analyze, design, and implement programmed products to support different processes within an organization.
5. Perform his or her responsibilities with efficiency and professionalism.

Concentration: <i>Computer Sciences</i>	Credits
General requirements	51.5-61
Concentration courses	51
Related courses	31-33
General electives	0-6
Total Required Credits	133.5-151

General Requirements	Credits
BUAD 101	Natural and Financial Resource Management 1
RELB 101	Life and Teachings of Jesus 3
RELT 201	Christian Beliefs or
RELT 202	Christian Life 3
RELB 215	General Introduction to the Bible or
RELB 223	Introduction to Daniel and Revelation 3
RELT 317	Christian Home or
RELT 412	Christian Ethics 3
HEPE 101-116	Physical Education 1
HEPE 100	Health for Life 3
HUSO 100	Philosophy of Service 1

HUSP 111	Basic Spanish I	3
HUSP 122	Basic Spanish II	3
HUCO 223	Communication and Expression	3
HUEN ____	(According to the level)	6-12
EDUC 098	University Life or	1
EDUC 099	University Life Seminar	.5
HUMA 101	Western Civilization or	
HUSO 101	Introduction to Social Sciences	
HUHI 200	Summary of Puerto Rican History	3-6
ARTE 104	Introduction to Drawing or	
ARTE 105	Introduction to Painting or	
MUFA 105	Fine Arts Appreciation or	
MUCT 101	Introduction to Music or	
MUHL 104	Music Appreciation or	
MUPF ____	Applied Music	3
MATH 110	University Mathematics	3
MATH 231	Statistics I	3

Concentration Requirements

COMP 111	Intro. to Algorithms and Applications (CS1)	4
COMP 112	Fundamentals of Programming (CS2)	4
COMP 213	Structure of Data and Algorithms	4
COMP 221	Digital Logic	3
COMP 224	Comp. Architecture and Organization and Assembly Language	4
COMP 237	Network Administration	3
COMP 363	Artificial Intelligence	3
COMP 377	Database Design and Management	3
COMP 425	Operating Systems	3
COMP 447	Programming Languages	3
COMP 491	Software Engineering ⁺	3
COMP 492	Software Engineering Project ⁺ or	
COMP 493	Research Project ⁺	2
	Computer Electives	12

+Must be passed with a minimum grade of "B".

The electives (12 crs.) will be selected from the following in consultation with the department:

COMP 200	Support Certification	3
COMP 205	Visual Programming	3
COMP 291	Systems Analysis and Design	3
COMP 335	Internet Technology	3
COMP 355	Human-Computer Interaction (HCI)	3
COMP 359	Computer Graphics	3
COMP 434	Systems Experts	3
COMP 448	Compiler Construction	3
COMP 472	Computing Seminar	1
COMP 473	Computing Internship	3
COMP 474	Independent Study	3

Related Courses

MATH 121	Pre-calculus I	3
MATH 122	Pre-calculus II	3
MATH 131	Discrete Mathematics	3
MATH 221	Calculus I	4
MATH 222	Calculus II	4
MATH 234	Linear Algebra	3
MATH 323	Calculus III	3
BIOL113-124	General Biology I, II or	
CHEM121-122	General Chemistry I, II or	
PHYS 221-222	College Physics I, II (+ Lab. 2crs.)	8-10
	Total Credits	34-36

Associate in Computer Science

Concentration: <i>Computer Science</i>	Credits
General requirements	23.5-33
Concentration courses	23
Related courses	13
General electives	0-6
Total Required Credits	59.5-75

General Requirements

BUAD 101	Natural and Financial Resource Management	1
RELB 101	Life and Teachings of Jesus	3
RELT 201	Christian Beliefs or	
RELT 202	Christian Life	3
HUSP 111	Basic Spanish I	3
HUSP 122	Basic Spanish II	3
HUEN ____	English according to level	3-9
MATH 110	University Mathematics	3
MATH 231	Statistics I	3
HUHI 200	Summary of Puerto Rican History	0-3
EDUC 098	Introduction to University Life or	1
EDUC 099	University Life Seminar	.50
HUSO 100	Philosophy of Service	1
COMP 101	Intro. to Computers and Information Systems or	
OFAD 234	Microcomputer Applications	3

Concentration Requirements Credits

COMP 111	Intro. to Algorithms and Applications (CS1)	4
COMP 112	Fundamentals of Programming (CS2)	4
COMP 213	Structure of Data and Algorithms	3

COMP 291	Systems Analysis and Design	3
COMP 377	Database Design and Management	3
COMP ____	Departmental Electives	6
	Total Credits	23

The electives (6 crs.) will be selected from the following in consultation with the department:

COMP 200	Support Certification	3
COMP 205	Visual Programming	3
COMP 237	Network Administration	3

Related Courses

ACCT 205	Principles of Accounting I	4
MATH 121, 122	Precalculus I, II	6
MATH 131	Discrete Mathematics	3
	Total Credits	13

BS Computerized Information Systems

The Bachelor in Computerized Information Systems degree from Antillean Adventist University emphasizes development of problem solving skills applied to the use of technology in an Information System. This course of study provides the knowledge needed for the student to learn to analyze and develop efficient solutions from a technological and financial perspective.

Objectives

1. Develop skills such as critical and analytical thinking with ability for problem solving.
2. Acquire a broad knowledge of the business world.
3. Develop communication and teamwork skills, and be aware of the ethical implications of his or her professional labors.
4. Obtain the skills needed to design and implement technology solutions that improve the development of the activities within the institution that employs him or her.
5. Develop the abilities needed to adjust to the continual changes in technology.

Graduate Profile

The graduate of the BS in Computerized Information Systems program is able to:

1. Continue graduate studies in the area of computerized systems administration if desired.

2. Make complete use of information technology equipment, design, programming, communications, networks, other tools, and their applicability.
3. Plan, direct, put into effect, and control the development process for information systems in all of its stages.
4. Intervene in strategic decision making for an organization, taking the social, ethical, legal, and human impact the development of information systems will have.

Concentration: *Computerized Information Systems*

	Credits
General requirements	51.5-61
Concentration courses	44
Related courses	35
General electives	0-3
Total Required Credits	130.5-143

General Requirements

BIOL	100	Introduction to Biology	3
BUAD	101	Natural and Financial Resource Management	1
RELB	101	Life and Teachings of Jesus	3
RELT	201	Christian Beliefs or	
RELT	202	Christian Life	3
RELB	215	General Introduction to the Bible or	
RELB	223	Intro, to Daniel and Revelation	3
RELT	317	Christian Home or	
RELT	412	Christian Ethics	3
HEPE	101-116	Physical Education	1

HEPE	100	Health for Life	3
HUSO	100	Philosophy of Service	1
HUSP	111	Basic Spanish I	3
HUSP	122	Basic Spanish II	3
HUCO	223	Communication and Expression	3
HUEN	_____	(According to level)	6-12
EDUC	098	University Life or	1
EDUC	099	University Life Seminar	.5
HUMA	101	Western Civilization or	
HUSO	101	Introduction to Social Science	
HUHI	200	Summary of Puerto Rican History ⁺	3-6
MUCT/ARTE		Music/Fine Arts	3
MATH	110	University Mathematics	3
MATH	231	Statistics I	3

⁺ *Students who passed this course in high school are exempt.*

Concentration Requirements

COMP	111	Intro. to Algorithms and Applications (CS1)	4
COMP	112	Fundamentals of Programming (CS2)	4
COMP	205	Visual Programming	3
COMP	213	Structure of Data and Algorithms	4
COMP	237	Network Administration	3
COMP	291	Systems Analysis and Design	3
COMP	335	Internet Technology	3
COMP	355	Human-Computer Interaction (HCI)	3
COMP	377	Database Design and Management	3
COMP	473	Computing Internship	3
COMP	491	Software Engineering	3
COMP	492	Software Engineering Project	2
		Computers Electives	6

Total Credits	44
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The electives (6 crs.) will be selected from the following in consultation with the department:

COMP 200	Support Certification	3
COMP 472	Computing Seminar	1-3
COMP 474	Independent Study	3

Related courses

MATH 121	Precalculus I	3
MATH 122	Precalculus II	3
MATH 131	Discrete Mathematics	3
ACCT 205	Principles of Accounting I	4
ACCT 226	Principles of Accounting II	4
ACCT 321	Computerized Accounting	3
OFAD 234	Microcomputer Applications	3
ECON 201	Principles of Macroeconomics	3
BUAD 205	Business Law	3
BUAD 331	Business Finance	3
MGMT 205	Principles of Management	3
Total Credits		35

Course Descriptions

Computers

COMP 101	Introduction to Computers and Information Systems	3
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Basic knowledge of electronic processing of data, electronic equipment, programming, procedures, and systems, as well as human resources in the integration and use of the general information system and other sectors of society. Provides an introduction to operating systems, word processors, and spreadsheets.

COMP 107	Introduction to Digital Graphic Design	3
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Course introduces the student to general knowledge of the field of graphic design. Basic concepts of different aspects of digital graphic design are presented, such as principles and history of design, creation and management of graphic elements, typography, and corporate image. Required laboratory integrated into the course. Prerequisite: COMP 101/OFAD 234.

COMP 111	Introduction to Algorithms and Applications	4
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Concepts of computing, logical mathematical, problem solving, and functions. Use of pseudocode and flowcharts. Emphasizes designing programs independently of a programming language. Study of decision structures, control structures, arrangements, records, and archives. Begins to transfer conceptual knowledge to a context of executable programs using C++. Requires weekly three hour laboratory.

COMP 112 Fundamentals of Programming 4

Advanced programming techniques applied to solving programming problems. Use of subroutine, control structure, pointers, arrays, and basic data structures. Introduction to concepts of object-oriented programming. Emphasis placed on effective programming engineering practices such as incremental development and prototype systems tests. Required laboratory three hours weekly. Prerequisite: COMP 111.

COMP 200 Support Certification 3

Provides the knowledge an support the students need to obtain different professional certifications such as: A+, Network+, MCSE, and others.

COMP 205 Visual Programming 3

Studies tools of visual programming. Prerequisite: COMP 111 or the department's permission.

COMP 213 Structure of Data and Algorithms 4

Study of basic structures such as: stacks, queues, linked lists, hash tables, trees, and graphs. Includes recursion, algorithmic strategies, basic analysis of algorithms, and advanced concepts of object-oriented programming. A weekly required laboratory of three hours. Prerequisite: COMP 112.

COMP 221 Digital Logic 3

Introduction to the theory and application of logical digital circuits, logical functions, logic gates, and flip-flops. Prerequisite: COMP 112.

COMP 224 Computer Architecture and Organization
and Assembly Language 4

Study of the organization and architecture of computers starting with the Von Neumann model. Topics include data representation, processing instructions, and memory access techniques. Also includes organization and programming at the assembly level. Laboratory required. Prerequisites: COMP 221 and/or MATH 131.

COMP 237 Network Administration 3

Design, Administration, and support for communications and networks covering hardware and software. Topics such as the 7 levels of the OSI Model, protocols (TCP/IP), physical design, and logical design will be studied. Explores various Network Operating Systems (NOS) such as Novell, Windows, and Linux. Prerequisite: COMP 111.

COMP 291 Systems Analysis and Design 3

Study of a set of tools and analysis and design techniques for structured and object-oriented systems. Prerequisite: COMP 111.

COMP 335 Internet Technology 3

A study of current Internet technologies. Includes Web Server Software, e-commerce, and various scripting languages such as PHP and Perl for accessing relational databases. Prerequisite: COMP 112.

COMP 355 Human-Computer Interaction (HCI) 3

Study of the principles and techniques of human-computer interaction. Includes: user oriented software design and development. Requires completion of development of a graphical

user interface (GUI) project. Prerequisite: COMP 205 or permission.

COMP 359 Computer Graphics 3

Introduction to the principles, techniques, and tools of graphic development especially associated with aspects of the multimedia of the World Wide Web. Includes study of graphic generation algorithms. Prerequisites: COMP 213 and MATH 234.

COMP 363 Artificial Intelligence 3

Provides the fundamental concepts and techniques of the current course of artificial intelligence. Topics include: history and philosophical questions, representation of knowledge and reasoning, genetic algorithms, agents, neuronal networks, and planning systems using artificial intelligence. Prerequisites: COMP 213 and MATH 131.

COMP 377 Database Design and Management 3

Development of a set of techniques for the design and management of databases. Includes a study of relational and object-oriented models, transactions, query construction in SQL, and distributed databases. Includes a final project and reading professional literature. Prerequisites: COMP 213 and MATH 131.

COMP 425 Operating Systems 3

General study of the structure and function of operating systems. Multiprocessing, administration of management procedures for vertical memory, pagination, segmentation, protection, security, disc administration, and processors. Prerequisite: COMP 224.

COMP 434 Systems Experts 3

Study of the basic concepts of systems experts. Includes topics such as: representation and acquisition of knowledge, problem solving methods, heuristic programming, production systems, search methods, inexact reasoning, and implementation of an expert system. Prerequisite: COMP 213 or permission.

COMP 447 Programming Languages 3

Study and comparative analysis of different programming languages, including their structures, specifications for syntax, semantics, and implementation. Discusses the three principle methods of parsing: recursive descent, LL, and LR. Introduces a syntactic analysis generator. Prerequisites: COMP 213 and COMP 224.

COMP 448 Compiler Construction 3

Formal language concepts. Includes lexical, syntactic, and semantic analysis, intermediate code generation, optimization, object code generation, error management and recovery, and implementation and management of symbol tables. Prerequisite: COMP 447.

COMP 472 Computing Seminar 1-3

Presentation of different topics of current interest in the computing field. The student will select and make an oral presentation of a topic. May be repeated with different topics up to a maximum of three credits. Prerequisite: permission of the department.

COMP 473 Computer Internship 3

Course designed to offer practical experience in a computerized system. Requires meetings agreed on with the professor. The student must complete 80 hours of practice. Prerequisite: the department's permission.

COMP 474 Independent Study 3

Direct study of material of interest selected in consultation with the instructor. Prerequisite: the department's permission.

COMP 491 Software Engineering 3

A basic study of software engineering and topics associated with the process, documentation, and product of the lifecycle of a project, and conventional methods for software engineering. Also studies object-oriented software engineering. A project will be designed that meets present or future needs of an academic department, church school, or community. Previously acquired knowledge and knowledge acquired in this course are applied in this project. Must be passed with a minimum grade of B. Prerequisites: Department's permission and 23 concentration credits passed.

COMP 492 Software Engineering Project 2

Continuation of the project began in the previous course (COMP 491). Skills that have been learned will be used and advanced software engineering topics will be covered. The project must cover the software lifecycle which includes analysis, design, implementation, test, and user support. The course must be passed with a minimum grade of B. Prerequisite: COMP 491.

COMP 493	Research Project	2
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Computer science topics such as graphics, parallel processing, compiler design and optimization, communication and processing of signals, distributed systems, graph theory, artificial intelligence, and formal computing theory. Must be passed with a minimum grade of B. Prerequisite: COMP 491 and the permission of the Department.

Mathematics

MATH 001	Basic Arithmetic	3
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Introduction to algebra through the study of whole numbers, operations with mixed numbers and fractions, algebraic expressions, ratios and proportions, equations, and inequalities. A grade of P or NP will be assigned with 75% needed to pass the course. Prerequisite: 70% or less on the mathematics placement test or a score of 0-449 on the CB or 600-899 on the SAT or 16-19 on the ACT. Does not count as university credit.

MATH 110	University Mathematics	3
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System of real numbers and their properties, fundamental arithmetic and algebraic operations, equations and inequalities, linear systems, and graphs. Prerequisite: receive a score greater than 69% on the mathematics placement test or a score of 450-599 on the CB.

MATH 112	Mathematics for Health Sciences	3
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This course covers practical application of arithmetic, decimals, fractions, unit conversions, ratios and proportions, variations, systems of measurement, methods of conversion, number systems, algebraic equations, linear systems. as well as word

problems related to health science. The purpose of this course is to prepare the student to apply mathematics to the area of the health field in which he or she specializes.

MATH 121 Precalculus I 3

Algebra Royals linear and quadratic equations, inequalities, basic topics of Cartesian geometry. Rational and polynomial functions, Fundamental Theorem of Algebra, exponential and logarithmic functions, and introduction to trigonometric functions. Prerequisite: MATH 110 or its equivalent with a grade of C or better.

MATH 122 Precalculus II 3

Continued study of trigonometric functions, applications triangles, harmonic motion, analytic trigonometry, trigonometry applications, systems of equations and inequalities, sequences and series, advanced topics of analytic geometry. Prerequisite: MATH 121.

MATH 131 Discrete Mathematics 3

Introduction to topics of discrete mathematics, mathematical induction, set theory, elementary logic, Boolean algebra, relations and functions, combinatorics, and graph algorithms. Prerequisite: MATH 110 with a grade of C or better.

MATH 221 Calculus I 4

Limit and continuity of functions, Ratio Change, the derivative, geometric interpretation of the derivative, differentiation formulas, applications of derivative, infinite limits, rule hospital, definite integral, Riemann sums, numerical methods for adjusting this theorem fundamentals of calculus, indefinite integral, and

methods of solving indefinite integrals. Prerequisite: MATH 122 or its equivalent with a grade of C or better.

MATH 222 Calculus II 4

Brief review of integrals and analytical geometry. Area under the curve, volume, and surface areas. Applications of integrals to the long bow, work, mass, time, centers of mass and liquid pressure, hyperbolic functions and their inverses. Integration techniques. Integrating rational expressions and tables, improper integrals. Bounded series. Infinite series, convergence and divergence, representing functions using power series vector in the plane and in space. Dot product and cross, parametric equations, polar coordinates and their graphs. Prerequisite: pass MATH 221 with a "C" or better.

MATH 231 Statistics I 3

Descriptive Statistics: Distribution of frequencies and their graphical representation, measure of central tendency and dispersion, measures of position, percentiles, and standard value. Probability theory, combinatorics, and binomial and normal random variables. Inferential Statistics: elementary sampling methods, statistical tests, T test, estimation, Chi square, linear regression, and correlation. Prerequisite: MATH 110 or it's equivalent with a C or better.

MATH 232 Statistics II 3

Sampling theory, statistical estimation, decision making, hypothesis significance testing, time series analysis, applications. Prerequisite: MATH 231 with a C or better.

MATH 233 College Geometry 3

Brief review of Euclidian geometry, geometric constructions, similarity of figures, geometry of the triangle and the circle; foundations of geometry and elements of non-Euclidean geometry. Prerequisite: MATH 121 with a C or better.

MATH 234 Linear Algebra 3

Systems of linear equations, vector spaces, linear independence, bases, dimension, linear transformations. The transformation matrix, determinants, quadratic forms, eigenvalues and eigenvectors, linear programming. Prerequisite: MATH 121 with a C or better.

MATH 323 Calculus III 3

Functions of multiple variables including partial derivatives, iterated and integrals and their applications, and evaluation. Triple integrals and their applications for cylinders and spherical coordinates. Tangent and differentiated planes. Directional derivative and vector gradients. Maximum and minimum values. Lagrange multiplier. Green's Theorem. Prerequisite: MATH 222 with a grade of C or better.

MATH 324 Differential Equations 3

Study and application of first and second order differential equations. Applications of first order differential equations. Linear differential equations and applications. Second order transformations. Systems of differential equations. Laplace transformations. Series solutions of differential equations. Approximate solutions for differential equations: number method. Partial differential equations: problems, numeric value, and Fournier series. Prerequisite: MATH 323 with a grade of C or better.

MATH 331 Number Theory 3

Divisibility, number systems, Euclidean algorithms, prime numbers, Euler function, indeterminate problems, diophantine equations, congruency, Fibonacci sequence. Prerequisite: MATH 221 with a grade of C or better.

MATH 332 Abstract Algebra 3

Introductory course for secondary education majors with a concentration in mathematics. It includes set theory, relations and operations, number systems, nomenclature and properties of number systems, algebraic structures, group theory, rings, entire domains, division rings, fields, polynomials. Prerequisite: MATH 222 with a grade of C or better.

MATH 491 Special Project in Mathematics 1-2

Course for secondary education majors with a concentration in mathematics. Individual research under the direction of the department personnel with assigned problems according to the student's interest and experience. Prerequisite: permission of the Director of the Department.

Physics

PHYS 101 Physics for Health Science 3

Introduction to physics applied to the biological and physiological processes of the human body. Prepares students of health programs who need a background in physics. Includes topics such as: metric system measurements, movement, work, energy, properties of liquids, solids, and gasses, pressure and the circulatory system, and clinical applications of physics concepts.

Prerequisite: MATH 110 or its equivalent. Must be passed with a grade of C or better.

PHYS 104 Descriptive Astronomy 3

Descriptive treatment of the structure of the universe with astronomical observation with the unaided eye and telescope. Studies the solar system, stars, star systems, and galaxies. Has a laboratory. Prerequisite: MATH 110 or its equivalent.

PHYS 221-222L College Physics Laboratory I and II 2

The laboratory is an introduction to physics for science and engineering students. Various physics experiments will be carried out from a life-application perspective based on the fundamental concepts of electricity and magnetism, optics, astronomy, and other modern physics topics.

PHYS 221-222 College Physics I and II 4-4

Introduction to the fundamental concepts of mechanics, heat, and sound. Second Semester: Electricity, optics, and modern physics topics. Three hours of laboratory. Prerequisites: MATH 221 and PHYS 221.

Pre professional Courses

INGR 103 Technical Drawing 2

Introduction to the design process of the engineering profession with an emphasis on the use of drawing tools, elements of descriptive geometry, and blueprint reading. One hour of class and one hour of laboratory per week. Prerequisite: MATH 110.

INGR 104 Introduction to Engineering 2

The design process in professional engineering, with an emphasis on descriptive geometry, orthogonal projections, mechanical drawing, and pictographic representation. Basic concepts of the engineering profession. Two hours of theory and two hours of laboratory per week.

INGR 121 Introduction to the Engineering Profession 2

Introduction to the engineering profession, computer tools for engineering calculations, analysis of group dynamics, teamwork, and communication in engineering.

INGR 122 Introduction to Computer-aided
Design (CAD) 2

Introduction to the use of computer-aided design (CAD) and computer-aided engineering (CAE). Includes drawing by hand, standard drawing techniques, pictographic representation, and principles of descriptive geometry. Covers two-dimensional (2D) as well as three-dimensional (3D) drawing. Programs with specific applications for engineering will be presented when they are available.

INGR 123 Introduction to Design 2

The design process, systems engineering, and principles of project administration applied to a real project. Emphasis on teamwork and oral and written communication. Prerequisites: ENGR 121, ENGR 122, or the permission of the instructor.

School of Education, Humanities, and Psychology



School of Education, Humanities, and Psychology

Dra. Maritza Lamboy Hernández, *Dean*

Permanent Faculty

Magda Hernández, Lori LeDuc, Carmen Lorenzo, Milca Maduro, Marilyn Pérez, Joel Rodríguez, José J. Ruiz, Israel Torres, and Abel Valentín.

Contracted Faculty

Education and Humanities

Aracelis Astacio, Pedro Cortés, José Estévez, Jaime López, Leroy Miller, Kenneth Horowitz, Mérceli Rodríguez, Segundo Graniela, Adabel Márquez, Yanitza Olivencia, Dayana S. Pérez, Virginia Ramos, Vilma Rodríguez, Zilma Santiago, and Idaliz Velázquez.

Mission

The mission of the School of Education of Antillean Adventist University is in harmony with the values of the Institution, which are spirituality, excellent, and service. It strives to prepare competent, well-rounded Christian educators at the undergraduate and graduate levels to serve a pluralistic society and the Seventh-day Adventist Church.

Philosophy

The philosophy of the School of Education is based on the biblical perspective that teaches that humanity was created in the image of God, but as a result of sin this semblance has been marred. This philosophy recognizes that the objective of education is the redemption and restoration of the individual. It

seeks to connect the individual in a saving relationship to Christ and restore the marred image of the Creator. Therefore the purpose of education is the holistic physical, mental, spiritual, and social development of the human being. It prepares the individual for a life of service.

Conceptual Framework

The mission of Antillean Adventist University and the School of Education are in harmony and seek to develop competent, well-rounded professionals in harmony with the institutional values of spirituality, excellence, and service. The Teacher Preparation Program has adopted a conceptual framework with four core objectives:

- Have empathy
- Be knowledgeable and a facilitator of learning
- Make reflective decisions
- Be a committed professional collaborator

The following are the core objectives and skills of the conceptual framework:

1. The candidate/graduate will demonstrate having empathy through knowledge, skills, and attitudes by:
 - a. Formulating a Christian philosophy of education that includes modeling the teachings and service of Christ as a servant-leader.
 - b. Meeting the needs of a diverse population.
 - c. Developing a kind, fair social and academic environment, believing that every student can learn.
 - d. Considering multicultural perspectives, the influence of the community, school, and family environment.

2. The candidate/graduate will demonstrate being knowledgeable and a facilitator of learning through knowledge, skills, and attitudes by:
 - a. Mastering the subject and pedagogy (including content pedagogy).
 - b. Understanding how individuals develop and learn.
 - c. Planning short and long term instruction based on student performance standards.
 - d. Using technology to improve instruction, classroom management, communication with the families, and student evaluation.
3. The candidate/graduate will demonstrate being a reflective decision maker through knowledge, skills, and attitudes by:
 - a. Using formal and informal evaluation to make decisions based on information.
 - b. Reflecting on personal professional performance.
 - c. Using research to demonstrate the impact of learning and improve professional and pedagogical performance.
 - d. Thinking creatively and critically when making strategic decisions.
4. The candidate/graduate will demonstrate collaboration and commitment through knowledge, skills, and attitudes by:

- a. Collaborating with peers, the community, professionals, and other educational personnel to support the student's learning.
- b. Participate in continued education to improve personal performance.
- c. Using appropriate communication and information literacy skills.
- d. Performing his or her legal, ethical, and professional responsibilities.

Admission Requirements for the School of Education

A. Provisional Admission to the School of Education

- 1. Be admitted to Antillean Adventist University with a GPA of 2.00 or greater from high school or transferred from another university.
- 2. Fulfill all of the University's admission requirements.

B. Admission Requirements as a Candidate to the Teacher Preparation Program (PPM in Spanish)

- 1. Have passed 24 credits with a GPA of 3.00 or higher.
- 2. Show evidence of having a professional attitude.
- 3. Have passed the following courses with a minimum grade of 3.00 (B):
 - a. EDUC 101-Introduction to Education
 - b. EDUC 104-Philosophy of Education
 - c. EDUC 200-Human Development

- d. EDUC 201-Educational Psychology
 - e. EDUC 203-Social Fundamentals of Education
-
- 4. Submit a formal application for admission to the Teacher Preparation Program.
 - 5. Interview with the faculty of the School of Education. The interviews will occur during each academic session as announced.
 - 6. Submit the self-evaluation form for the qualifications of the Conceptual Framework. The School of Education will provide this form.
 - 7. Present a professional portfolio in its beginning stages.
 - 8. Submit two letters of recommendation, one from the academic advisor or a professor, and the other from the VP of Student Affairs.
 - 9. Submit a background check.

Academic Progress in the Teacher Preparation Program

In order to retain the admission granted by the School the student must:

- 1. Participate in the Initiation Ceremony organized by the School of Education.
- 2. Participate in the activities of the Education Club.
- 3. Maintain a GPA of 3.00 B in professional and teaching concentration courses.*

If the student was put on academic probation for two consecutive semesters, his or her admission to the Department will automatically be revoked. To be readmitted he or she must complete the admission requirements again.

** These criteria are the same for graduation.*

Student Teaching

A. Admission Requirements

1. Complete a formal application for admission the semester before the student is planning on completing student teaching.
2. Have complete the following courses **before** beginning the pre-practicum:
 - EDUC 101-Introduction to Education 3
 - EDUC 104-Philosophy of Education 3
 - EDUC 200-Human Growth and Development 3
 - EDUC 201-Educational Psychology 3
 - EDUC 202-Introduction to the Study of the Exceptional Child and Assistive Technology 3
 - EDUC 203-Social Fundamentals of Education 3
 - EDUC 337-Classroom Management 3
 - EDUC 485-Integrated Education Seminar, 3will be taken concurrently with the pre-practicum.
3. Have taken all of the corresponding methods courses in both levels.
4. Have taken 18 credits in the area of specialty in education at the elementary level and 27 credits at the secondary level before completing the pre-practicum. In the case of

Biology concentrations 36 credits are required before completing the pre-practicum.

5. A maximum of 16 credits may be taken during pre-practicum and no more than 12 credits during student teaching (this includes the 6 credits of student teaching). Generally the pre-practicum comes during the first semester and student teaching in the second semester of the student's last academic year.
6. Have a minimum GPA of 3.00 (B) in all concentration prerequisites, professional, and concentrations. If any lower than this then the course(s) must be repeated.
7. Complete the Appropriate Disposition form.
8. Submit two letters of recommendation (from an academic advisor or education professor and the Vice-president of Student Affairs).
9. Interview with the Teacher Preparation Program Committee and be recommended for student teaching.
10. Submit the Professional Development Portfolio. It should be at the acceptable level or better.
11. Provide up-to-date background and health checks, and certification of not being listed on the sexual offenders registry.

Requirements for Student Teaching

The student teacher must meet the following requirements:

1. Become familiar with the Student Teacher Manual, and follow its policies and procedures.
2. Have passed all of the professional, concentration prerequisites, and concentration courses with a minimum grade of 3.00 B.
3. Attend the student teacher seminar.
4. Fill out the Diversity Form. This form will be provided by the School of Education.
5. Participate in the extracurricular activities sponsored by the institution where the student teacher is placed. These activities must not conflict with the standards of Antillean Adventist University or the Seventh-day Adventist Church.
6. Not transport students to the practicum location in his or her personal vehicle.
7. If the cooperating teacher is absent it is the responsibility of the practicum location to provide a substitute teacher. The student teacher is not authorized to attend to groups if the cooperating teacher is not present.
8. If you are going to drop the student teaching course, notify your cooperating teacher, school administrators, and student teaching supervisor.

9. Follow the dress code of AAU.

Student Teaching Evaluation

The student teacher will receive formative, summative and disposition evaluations. Part of his or her evaluation are the evidence submitted in the professional portfolio. The formative and summative evaluations will be carried out by the cooperating teacher and student teaching supervisor. The final grade will be submitted by the student teaching supervisor and must be a minimum grade of B (3.00) in order to pass. If necessary, the student will repeat student teaching, keeping in mind that it can only be repeated once.

At the end of the student teaching an exit interview will be carried out by the faculty to evaluate the student's practical experience in the Teacher Preparation Program.

Teacher Certification

A. In Puerto Rico

The teacher preparation program at AAU prepares the candidate to meet the current general requirements for a teacher certification in Puerto Rico. It is recommended that all students pass the *Prueba de certification de Maestros (PCMAS)*. It is the student's responsibility to request information on the exam from the Department of Education of the School of Education of Antillean Adventist University or directly from the College Board Office. All students who want to take the Teacher Certification under the alternate route must take the education minor (30 credits) at AAU. The results of this test, standardized for all of Puerto Rico, were used to measure the progress of our graduates, compare their competence with other graduate teachers in Puerto Rico,

and study how to improve the Teacher Preparation Program of University. It is the student's responsibility to request the teacher certification directly from the Certifications Office of the Department of Education of Puerto Rico.

B. Outside of Puerto Rico

It is the responsibility of all students who want to obtain a teacher certification outside of Puerto Rico to become informed of the corresponding requirements through the certifying agency of his or her state or country.

Academic Advising

The main goal of the advising process is to counsel the teacher candidate in three areas of study: the general education, professional, and concentration program. This work is carried out by the academic advisors who interact with the student in advising sessions.

Complaint Process

Any student who wants to present a complaint related to the Teacher Preparation Program may do so in writing through the academic advisor or the academic dean.

Degrees, Concentrations, and Certifications

- Bachelor of Arts in Elementary Education
Primary Level (K-3) 129.5-142 credits
- Bachelor of Arts in Elementary Education
(4^{to}–6^{to}) 129-136 credits
- Bachelor of Arts in Elementary Education
Concentration in English as a Second Language (K-6)
129.5-142 credits
- Bachelor of Arts in Secondary Education
Concentrations in:
 - Biology
 - Spanish
 - History
 - English as a Second Language
 - Mathematics
 - Religion (7-12)142.5-162 credits.
- Bachelor of Arts in Special Education (K-12)
138.5-145 credits
- Bachelor of Arts in Physical Education (K-12)
139.5-141 credits

- Student Health Certification
58-61 credits
- Minor in Education
30-46 credits

Programs of Study

Bachelor of Arts in Elementary Education

Concentration	Credits
General Requirements	63.5-70
Professional Courses	45
Concentration Courses	21-27
Total Required Credits	129.5-142

General Requirements (63.5-70 credits)

BUAD 101	Natural and Financial Resource Management	1
EDUC 098	Introduction to University Life or	1
EDUC 099	University Life Seminar	.50
HEPE 100	Health for Life	3
HEPE 101-116	Physical Education	1
HUSP 111-122	Basic Spanish I and II *^	6
HUCO 223	Communication and Expression *	3
HUEN English	(see English requirements) * **^	6-12
HUMA 101	Western Civilization or	
HUSO 101	Introduction to Social Science	3
HUHI 200	Summary of Puerto Rican History^	3
HUHI 203	Summary of United States History I ^	3
HUSO 100	Philosophy of Service	1
BIOL 100	Introduction to Biology ^	3
COMP 101	Introduction to Computers and Information Systems or	
OFAD 234	Microcomputer Applications	3
MATH 110	University Mathematics ^	3
MATH 231	Statistics I ^	3
RELB 101	Life and Teachings of Jesus or	
RELB 102	Introduction to the Gospels	3

RELT 201	Christian Beliefs or	
RELT 202	Christian Life	3
RELB 215	General Introduction to the Bible or	
RELB 223	Introduction to Daniel and Revelation	3
RELT 317	Christian Home or	
RELT 412	Christian Ethics	3
HUSP 204	Spelling*^	3
ARTE 210	Arts and Crafts	3
Suggested Elective		3

The suggested elective (3 creds.) will be selected in consultation with the School from the following:

HUCO 287	Communication Theories	3
HUGE 122	Human and Economic Geography	3

* All required general courses must be passed with a minimum grade of C. The HUSP, HUCO courses, and HUEN 101 and 102 must be passed with a minimum grade of B (3.00). HUEN 103 and HUEN 121 must be passed with a minimum grade of C.

** Minimum English requirement: HUEN 121-Advanced English. See the table in the General Studies Requirements of this catalog.

^ The general courses that are prerequisite for professional and concentration courses must be passed with a minimum grade of B (3.00).

Professional Requirements (45 credits)

EDUC 101	Introduction to Education	3
EDUC 104	Philosophy of Education	3
EDUC 200	Human Growth and Development	3
EDUC 201	Educational Psychology	3

EDUC 202	Introduction to the Study of the Exceptional Child and Assistive Technology	3
EDUC 203	Social Fundamentals of Education	3
EDUC 301	Educational Technology	3
EDUC 309	Classroom Evaluation	3
EDUC 337	Classroom Management	3
EDUC 339	Parent and Community Relations	2
EDUC 342	Integration of Faith, Values, and Learning	3
EDUC 470	Education Research	3
EDUC 481	Teaching Pre-Practicum	1
EDUC 485	Integrated Education Seminar	3
EDUC 490	Student Teaching at the Primary Level or	
EDUC 491	Student Teaching at the Elementary Level or	
EDUC 492	Student Teaching at the Secondary Level or	
EDUC 493	Student Teaching in English as a Second Language- Secondary Level or	
EDUC 494	Student Teaching in English as a Second Language – Elementary Level or	
EDUC 496	Student Teaching in Special Education	6

A minimum grade of B is required for each professional and concentration course.

Concentration: *Primary*

(24 credits)

EDUC 300	Instructional Strategies for the Exceptional Child	3
EDUC 308	Games, Music, and Art as Instructional Strategies	3
EDUC 311P	Social Studies Curriculum and Instruction the Primary Level	2
EDUC 312P	Natural Science Curriculum and Instruction at the Primary Level	2

EDUC 313P	Mathematics Curriculum and Instruction at the Primary Level	3
EDUC 315	Reading and Writing Instruction at the Primary Level	3
EDUC 316	Children's Literature	
EDUC 318	Bible Curriculum and Instruction at the Primary and Elementary Levels	2
EDUC 340	Kindergarten Instruction	3

Concentration: Levels 4th-6th

(21 credits)

EDUC 300	Instructional Strategies for the Exceptional Child	3
EDUC 308	Games, Music, and Art as Instructional Strategies	3
EDUC 311E	Social Studies Curriculum and Instruction at the Elementary Level	2
EDUC 312E	Natural Science Curriculum and Instruction at the Elementary Level	2
EDUC 313E	Mathematics Curriculum and Instruction at the Elementary Level	3
EDUC 314	Language Arts Curriculum and Instruction at the Elementary Level	3
EDUC 316	Children's Literature	3
EDUC 318	Bible Curriculum and Instruction at the Elementary Level	2

Concentration: English as a Second

Language Level K-6

(27 credits)

HUEN 231	College Composition I	3
HUEN 232	College Composition II	3
HUEN 233	Literary Genres Analysis	3

HUEN 250	Acquisitions of ESL/Foreign Language	3
HUEN 336	Literature for Children and Adolescents	3
HUEN 337	Introduction Linguistics	3
EDUC 322	Teaching and Assessment of ESL	3
EDUC 343E	Teaching Reading and Writing in ESL Elementary	3
HUEN 499	Academic English Instruction	3

Bachelor of Arts in Secondary Education

Concentration		Credits
General Requirements		63.5-70
Professional Courses		42
Concentration Courses		28-50
Total Required Credits		133.5-162
General Requirements		(63.5-70 credits)
BUAD 101	Natural and Financial Resource Management	1
EDUC 098	Introduction to University Life or	1
EDUC 099	University Life Seminar	.50
HEPE 100	Health for Life	3
HEPE 101-116	Physical Education	1
HUSP 111-122	Basic Spanish I and II *^	6
HUCO 223	Communication and Expression *	3
HUEN ____	(see English requirements)	6-12
HUMA 101	Western Civilization or	
HUSO 101	Introduction to Social Science	3
HUHI 200	Summary of Puerto Rican History^	3
HUHI 203	Summary of United States History I ^	3
HUSO 100	Philosophy of Service	1
BIOL 100	Introduction to Biology ^	3
COMP 101	Introduction to Computers and Information Systems or	
OFAD 234	Microcomputer Applications	3
MATH 110	University Mathematics ^	3
MATH 231	Statistics I ^	3
RELB 101	Life and Teachings of Jesus or	
RELB 102	Introduction to the Gospels	3
RELT 201	Christian Beliefs or	
RELT 202	Christian Life	3

RELB 215	General Introduction to the Bible or	
RELB 223	Introduction to Daniel and Revelation	3
RELT 317	Christian Home or	
RELT 412	Christian Ethics	3
HUSP 204	Spelling*	3
ARTE 210	Arts and Crafts	3
	Suggested Elective	3

The suggested elective (3 crs.) will be selected in consultation with the school from the following:

HUCO 287	Communication Theories	3
HUGE 122	Human and Economic Geography	3

Concentrations in Biology, History, and Mathematics will take related courses instead of the suggested elective.

* All of the required general courses must be passed with a minimum grade of C (2.00). HUSP, HUCO, and HUEN 101, 102, 103, and 121 must be passed with a minimum grade of B (3.00).

** Minimum English requirement: HUEN 121 Advanced English. See the table in the General Education Requirements section of this catalog.

^ The general courses that are prerequisite to professional and concentration courses must be passed with a minimum grade of B (3.00).

Professional Requirements (42 credits)

EDUC 101	Introduction to Education	3
EDUC 104	Philosophy of Education	3
EDUC 200	Human Growth and Development	3
EDUC 201	Educational Psychology	3
EDUC 202	Introduction to the Study of the Exceptional	

	Child and Assistive Technology	3
EDUC 203	Social Fundamentals of Education	3
EDUC 301	Educational Technology	3
EDUC 309	Classroom Evaluation	3
EDUC 337	Classroom Management	3
EDUC 339	Parent and Community Relations	2
EDUC 470	Education Research	3
EDUC 481	Teaching Pre-Practicum	1
EDUC 485	Integrated Education Seminar	3
EDUC 492	Student Teaching at the Secondary Level	6

A minimum grade of (B) 3.00 is required for each of the professional and concentration courses.

Concentration: *Biology* (50 credits)

BIOL 113	General Biology I	4
BIOL 124	General Biology II	4
BIOL 223	Genetics	4
BIOL 335	Advanced Microbiology	4
BIOL 401	Philosophy of Science	3
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
PHYS 221	College Physics I and	
PHYS 222	College Physics II	8
PHYS 221-222L	College Physics Laboratory I and II	2
EDUC 323	Biology Curriculum and Instruction	3

Related Courses (10 credits instead of the suggested elective)

MATH 121-122	Precalculus I and II	6
MATH 221	Calculus I	4

Concentration: *Spanish* (33 credits)

HUSP 205	Literary Genres	3
HUSP 307	Spanish Literature I or	
HUSP 308	Spanish Literature II	3
HUSP 313	Hispanic-American Literature I or	
HUSP 314	Hispanic-American Literature II	3
HUSP 315	Puerto Rican Literature I or	
HUSP 316	Puerto Rican Literature II	3
HUSP 321	Introduction to Linguistics	3
HUSP 331	Advanced Grammar I	3
HUSP 332	Advanced Grammar II	3
HUSP	Electives	9
EDUC 324	Spanish Curriculum and Instruction at the Secondary Level	3

Concentration: *History*

(39 credits)

HUHI 103	Ancient and Medieval History I	3
HUHI 104	Ancient and Medieval History II	3
HUHI 201	Social and Economic History of PR	3
HUHI 204	Summary of US History II	3
HUHI 312	Latin-American History I	3
HUHI 313	Latin-American History II	3
HUHI 321	Modern History I and	
HUHI 322	Modern History II	6
HUHI 324	Modern History of the Far East	3
HUHI 431	Renaissance, Reformation, and the Rise of the State	3
EDUC 332	History Curriculum and Instruction at the Secondary Level	3

**Related Courses (6 credits instead of the suggested
elective)**

HUGE 111	Astronomical, Physical, and Political Geography	3
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HUGE 122	Human and Economic Geography	3
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Concentration: *English as a Second Language*

Levels (7-12) (30 credits)

HUEN 231	College Grammar and Composition I &	
HUEN 232	College Grammar and Composition II	6
HUEN 233	Literary Genres Analysis	3
HUEN 250	Acquisitions of ESL/Foreign Language	3
HUEN 336	Literatures for Children and Adolescents	3
HUEN 337	Introduction Linguistics	3
HUEN	American or English Literature (Elective)	3
EDUC 322	Teaching and Assessment of ESL	3
EDUC 343S	Teaching Reading and Writing in ESL	3
HUEN 499	Academic English Instruction	3

Concentration: *Mathematics* (35-36 credits)

MATH 121	Precalculus I	3
MATH 122	Precalculus II	3
MATH 221	Calculus I	4
MATH 232	Statistics II	3
MATH 233	College Geometry	3
MATH 234	Linear Algebra	3
MATH 331	Number Theory	3
MATH 332	Introduction to Abstract Algebra	3
MATH	Electives	3-4
EDUC 321	Mathematics Curriculum and Instruction at the Secondary Level	3

Related Courses (4 credits instead of the suggested elective)

COMP 111	Introduction to Algorithms and Applications	4
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Concentration: *Religion***(28 credits)**

RELB	215	General Introduction to the Bible	3
RELB	301	Daniel	3
RELB	302	Revelation	3
RELB	321	Old Testament Prophets I	3
RELB	421	New Testament Epistles I	3
RELH	202	History of the Adventist Church	3
RELP	316	Personal Evangelism	2
RELP	470	Guided Reading in Pastoral Studies	1
RELT	212	Gift of Prophecy	3
RELT	220	Theological Research	1
EDUC	331	Secondary Bible Curriculum and Instruction	3

Bachelor of Arts in Special Education (K-12)

Concentration		Credits
General Requirements		63.5-73
Professional Courses		42
Concentration Courses		27
Total Required Credits		138.5-142
General Requirements:+		(63.5- 73 credits)
BUAD 101	Natural and Financial Resource Management	1
EDUC 098	Introduction to University Life or	1
EDUC 099	University Life Seminar	.50
HEPE 100	Health for Life	3
HEPE 101-116	Physical Education	1
HUSP 111-122	Basic Spanish I and II *^	6
HUCO 223	Communication and Expression *	3
HUEN ____	(see English requirements)**^	6-12
HUMA 101	Western Civilization or	
HUSO 101	Introduction to Social Science	3
HUHI 200	Summary of Puerto Rican History^	3
HUHI 203	Summary of United States History I ^	3
HUSO 100	Philosophy of Service	1
BIOL 100	Introduction to Biology ^	3
COMP 101	Introduction to Computers and Information Systems or	
OFAD 234	Microcomputer Applications	3
MATH 110	University Mathematics ^	3
MATH 231	Statistics I ^	3
RELB 101	Life and Teachings of Jesus	3
RELB 215	Introduction to the Bible or	
RELB 223	Introduction to Daniel and Revelation	3
RELT 201	Christian Beliefs or	

RELT	202	Christian Life	3
RELT	317	Christian Home or	
RELT	412	Christian Ethics	3
HUSP	204	Spelling*	3
ARTE	210	Arts and Crafts	3
		Suggested Elective	3

The suggested elective (3 crs.) will be selected from the following in consultation with the School:

HUCO	287	Communication Theories	3
HUGE	122	Human and Economic Geography	3

* All of the required general courses must be passed with a minimum grade of C (2.00). HUSP, HUCO ,and HUEN 101, 102 must be passed with a minimum grade of B (3..00). HUEN 103 and HUEN 121 must be passed with a minimum grade of C.

** Minimum English requirement: HUEN 121 Advanced English. See the table in the General Education section of this catalog.

^ General courses that are prerequisite to professional and concentration courses must be passed with a minimum grade of B (3.00).

+ See the General Education Requirements section of this catalog.

Professional Requirements: (42 credits)

EDUC	101	Introduction to Education	3
EDUC	104	Philosophy of Education	3
EDUC	200	Human Growth and Development	3
EDUC	201	Educational Psychology	3

EDUC 202	Introduction to the Study of the Exceptional Child and Assistive Technology	3
EDUC 203	Social Fundamentals of Education	3
EDUC 301	Educational Technology	3
EDUC 309	Classroom Evaluation	3
EDUC 337	Classroom Management	3
EDUC 339	Parent and Community Relations	2
EDUC 470	Education Research	3
EDUC 481	Teaching Pre-Practicum	1
EDUC 485	Integrated Education Seminar+	3
EDUC 491	Student Teaching in Special Education	6

A minimum grade of (B) 3.00 is required to pass the professional and concentration courses.

Concentration: *Special Education* (27 credits)

EDUC 204	Nature and Needs of Students with SLD, ASS, and ASSH	3
EDUC 205	Emotional Nature and Needs of Students with Mental Retardation and Emotional Disturbances	3
EDUC 300	Instructional Strategies for Exceptional Students	3
EDUC 302	Assistive Technology: Materials for Teaching Students with Limitations	3
EDUC 333	Behavior Modification in the Classroom	3
EDUC 350	Evaluation of Students with Impediments	3
EDUC 351	Diagnosis and Treatment of Reading and Writing Problems	3
EDUC 352	Diagnosis and Treatment of Learning Difficulties in Mathematics	3
EDUC 400	Integration of Handicap Students in the Mainstream Classroom	3

Related Courses**(6 credits)**

EDUC 314	Language Arts Curriculum and Instruction at the Elementary Level	3
EDUC 313E	Mathematics Curriculum and Instruction at the Elementary Level	3

Minor in Education

EDUC 101	Introduction to Education	3
EDUC 104	Philosophy of Education	3
EDUC 200	Human Growth and Development	3
EDUC 201	Education Psychology	3
EDUC 202	Intro. to the Study of the Exceptional Child	3
EDUC 203	Social Fundamentals of Education	3
EDUC 301	Educational Technology	3
EDUC 309	Classroom Evaluation	3
EDUC 337	Classroom Management	3
Total Credits		27

Additional Requirements for Certification

EDUC	Specific Methodology	3
EDUC 481	Teaching Pre-practicum	1
EDUC 491	Student Teaching at the Primary Level or	
EDUC 492	(Elementary or Secondary)*	6
HUHI 200	Summary of Puerto Rican History	3
HUHI 203	Summary of US History I	3

+PCMAS (Teacher Certification Test)

*Prerequisite: EDUC 485

Course Descriptions

ARTE 104 Introduction to Drawing 3

Study and practice of techniques and exercises that develop the ability to observe and draw objects with precision.

ARTE 105 Introduction to Painting 3

Experimentation with a variety of colors, designs, and structures through portraits, landscapes, and other forms of painting. Mostly oil, acrylic, and watercolors will be used.

ARTE 107 Introduction to Ceramics 3

Study and practice of the preparation of clay, different techniques to form shapes with the clay, use of the potter's wheel, as well as knowledge and decoration of clay and ceramic shapes. Laboratory is required.

ARTE 108 Floristry I 1

This course will teach the basic creation of flower arrangements of different designs and for different purposes and occasions. Among the basic arrangements the L shape, triangle, round, horizontal, crescent, baskets, ribbons, and bows will be taught. Natural and artificial materials will be used. No previous experience needed. Laboratory required.

ARTE 109 Floristry II 1

This course will emphasize: design of floral arrangements, exotic, modern, and wedding arrangements, and natural and artificial

topiary. New floristry techniques will be discussed. Laboratory required.

ARTE 210 Arts and Crafts 3

This course develops creative skills for using the resources that we have on hand for recycling to put them to use and beautify the environment. The student is guided in the proper use of crafts in his or her area of profession.

EDUC 098 Introduction to University Life 1

Introduction to the distinctive philosophy of Antillean Adventist University and the rules and regulations that contribute to achieving the institutional goals. It will promote the development of study skills, and information to improve student's knowledge of his or herself, and career choice. The student will be familiarized with the technology tools and services that AAU provides for an effective transition to university life.

EDUC 099 University Life Seminar .50

This course is designed for transfer students with more than 24 credits passed with a minimum grade of "C". It will delve into the study of AAU's philosophy, rules and regulations, as well as the electronic programs used by the Institution for the student's academic benefit.

EDUC 101 Introduction to Education 3

Introduction to the history of education and the theoretical and practical foundation of the responsibility of education and the meaning of education as a profession. Appropriate methodology for elementary and secondary instruction. Includes different dimensions of learning and multiple intelligences, emphasizing the instructional strategies that work best according to the

available body of research. Includes basic ideas of curricular integration, preparation of curriculum including selection of goals and objectives, design, implementation, and evaluation of the curriculum based on existing models of curricular design. Includes analysis of the curriculum of the Department of Education of the Seventh-day Adventist Church and the Department of Education of Puerto Rico. Requires 15 hours of concurrent field experience.

EDUC 104 Philosophy of Education 3

A study of the basic concepts of philosophy. Comparison of modern traditional theories and current theories of education with their implications for the Adventist Christian philosophy of education.

EDUC 105 Philosophy and Fundamentals of
Health Education 3

Study and analysis of the principles, philosophy, objectives, and achievements of health education. This includes a global view of the process of socialization and its relation to health, health indicators, basic principles of demographic statistics, psychology, and the interpretation of core principles.

EDUC 200 Human Growth and Development 3

Study of the biological, cognitive, social, sociological, and spiritual aspects of growth and development from conception to adolescence. The course emphasizes the development of good moral character and the psychological theories of psychosexual, psychosocial, interpersonal relationship, intelligence, and moral judgement development.

EDUC 201 Educational Psychology 3

Study of the main psychological perspectives and theories and their application to the teaching-learning process with a bio-psycho-socio-spiritual approach. Prerequisite: EDUC 200.

EDUC 202 Introduction to the Study of the Exceptional
Child and Assistive Technology 3

Study of the principle exceptions in children and adolescents that can be identified in the regular teaching-learning process, with a special emphasis on specific learning problems. Highlights the basic objectives and principles of special education, and analyzes the principle federal and Puerto Rican laws with their implications for education and technological services and assistance for the exceptional student. Strategies for management of this population in their inclusion in the mainstream classroom. Requires 15 hours of concurrent field experience. Prerequisites: EDUC 200 and EDUC 201.

EDUC 203 Social Fundamentals of Education 3

Analysis of the basic principles of social sciences in the education process. A study of social problems that are obstacles to learning. Emphasis in Puerto Rican education. Prerequisite: EDUC 101.

EDUC 204 Nature and Needs of Student with Specific
Learning Problems 3

Analysis of specific learning problems, attention deficit, and Attention Deficit Hyperactivity Disorder. Identification, characteristics, and criteria for eligibility according to current legislation. Knowledge these students needs and the use of effective strategies to attend to this population with special needs. Prerequisites: EDUC 101 and EDUC 202.

EDUC 205	Nature and Needs of Students with Mental Retardation and Emotional Disturbance	3
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Knowledge of mental retardation and the disturbances that affect children, including their etiology, causes, and characteristics. The student will acquire a knowledge of the state and federal laws that protect this special needs population. They will acquire the necessary skills in educational services and the knowledge needed to advise parents and/or guardians of this community. Prerequisite: EDUC 202.

EDUC 260	Environmental Health Education	3
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course has been designed for students who want to obtain certification as a teacher of student health. It studies and analyzes how the environment relates to the personal health of humans. Prepares the future teacher to obtain knowledge and develop skills and responsible attitudes towards a commitment to environmental health in order to change him or her into a promoter of environmental health at the student and community level.

EDUC 300	Instructional Strategies for Exceptional Students (K-12)	3
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Study of the strategies and methods for teaching students with identified learning problems in the mainstream K-12 classroom. This course emphasizes relevant educational practices derived from educational theories, research, and experience. Requires 15 hours of concurrent field experience. Prerequisites: EDUC 101, EDUC 200, and EDUC 202.

EDUC 301	Educational Technology	3
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The use of educational audiovisual resources with an emphasis on the integration of digital technology. Creation of teaching and motivational materials in the classroom. Educational applications for computers and selection of educational programs. Laboratory required. Prerequisites: COMP 101 and EDUC 101.

EDUC 302 Assistive Technology: Materials for Teaching
Students with Limitations: 1 or 3

Study of the legislation on assistive technology in Puerto Rico. Use and management of equipment according to each need. Creation and adaption of materials to help this population reach their maximum potential and independence. Prerequisites: EDUC 200, 202, and 301.

EDUC 308 Games, Music, and Art as Instructional 3
Strategies

Use of games and arts (music, crafts, painting, etc.,) as instructional strategies to stimulate the artistic creativity of children, as well as facilitate and enrich their learning in other academic areas. Basic principles of art and its appreciation. Requires 15 hours of concurrent field experience. Prerequisite: EDUC 101.

EDUC 309 Classroom Evaluation 3

Study of the theories, techniques, and means used by teachers to evaluate the teaching-learning process. Preparation, administration, correction, and interpretation of tests and other evaluation techniques. Application of principles of statistics for the analysis and interpretation of results. Requires 15 hours of concurrent field experience. Prerequisites: EDUC 101 and MATH 231.

EDUC 310 Curricular Design 2

This course presents basic ideas of the creation of curriculums, including selecting goals and objectives, design, implementation, and evaluation of curriculum based on existing models of curricular design.

EDUC 311P Curriculum and Instruction of Social Studies
at the Primary Level 2

Study of the curricular content, general and specific methodology for Social Studies instruction at the primary (K-3) level. Emphasizes the basic standards of the assignment, as well as planning and preparation of teaching resources. Requires 10 hours of concurrent field experience. Prerequisites: Pass the general history requirement with a minimum grade of "B" (3.00), EDUC 104, 200, 201, and 203.

EDUC 311E Social Studies Curriculum and Instruction at the
Elementary Level 2

Study of the curricular content, general and specific methodology, for Social Studies instruction at the elementary (4-6) level. Emphasizes the basic standards of the assignment as well as planning audiovisual material. Requires 10 hours of concurrent field experience. Prerequisites: Pass the general history requirement with a minimum grade of "B" (3.00), EDUC 104, 200, 201, and 203.

EDUC 312P Natural Science Curriculum and Instruction
at the Primary Level 2

This course is designed for teachers at the primary (K-3) level. Modern perspectives and techniques of instruction and the study of curricular content, general and specific methodology for science from Kindergarten to third grade. The course presents a

global view of the science program in public and private schools of Puerto Rico, and discusses some of the moral and religious aspects from the perspective of Adventist educational philosophy. Creation of teaching materials. Requires observations in primary level classrooms. Requires 10 hours of concurrent field experience. Prerequisite: Pass the general science requirement with a minimum grade of "B" (3.00), EDUC 200, 201, 104, and 203.

EDUC 312E Natural Science Curriculum and Instruction on
the Elementary Level 2

This course is designed for elementary (4-6) level teachers. Modern approaches and techniques for instruction and a study of curricular content, general and specific methodology for fourth to sixth grade science will be discussed. The course presents a global perspective of the science programs of public and private schools in Puerto Rico, and discusses some of the moral and religious aspects from the perspective of the Adventist educational philosophy. Creation of teaching materials. Requires 10 hours of concurrent field experience. Prerequisites: Pass the general science requirement with a minimum grade of B (3.00), EDUC 104, 200, 201, and 203.

EDUC 313P Mathematics Curriculum and Instruction 3
at the Primary Level

In this course curriculum and general and specific math methodologies for mathematics based on the standards of the Department of Education of Puerto Rico are studied. Techniques and strategies for mathematics instruction for Kindergarten to third grade will be applied. The preparation and use of mathematics instructional resources will be studied. Plans for

demonstrational classes for the topics of numeration, operations, measurement, geometry, and graphs will be made under the supervision of the professor. Requires 15 hours of concurrent field experience. Prerequisites: Pass the general mathematics requirement, MATH 110 or its equivalent, with a minimum grade of B (3.00), EDUC 104, 200, 201, and 203.

EDUC 313E Mathematics Curriculum and Instruction 3
 at the Elementary Level

Study of curricular content, general and specific methodology for mathematics based on the standards of the Department of Education of Puerto Rico and the Department of Education of the Seventh-day Adventist Church. Strategies and techniques of mathematics instruction for grades four to six will be applied. Plans for teaching demonstrational classes on the topics of numeration, operations, measurement, geometry, and graphs will be made under the professor's supervision. Requires 15 hours of concurrent field experience. Prerequisites: Pass the general mathematics requirement, MATH 110 or its equivalent, with a minimum grade of B (3.00), EDUC 104, 200, 201, and 203.

EDUC 314 Spanish Language Arts Curriculum and 3
 Instruction at the Elementary Level

Study of curricular content, general and specific methodology, and instructional strategies necessary specifically for developing language arts: listening, speaking, reading, and writing, as well as writing instructional plans. Includes creation and use of resources as well as writing instructional plans. Requires 15 hours of concurrent field experience. Prerequisites: Pass the general Spanish requirement with a minimum grade of B (3.00), EDUC 104, 200, 201, and 203.

EDUC 315	Reading and Writing Instruction at the Primary Level	3
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Study of curricular content and general and specific methodology for language development in young children. Includes creation and use of resources as well as writing instructional plans. Requires observations in primary level (K-3) classrooms. Requires 15 hours of concurrent field experience. Prerequisites: Pass the general Spanish requirement with a minimum grade of B (3.00), EDUCH 200, and 201.

EDUC 316	Children's Literature	3
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Study of forms of children's literature within a universal context. Includes content evaluation of works and their effective use in teaching-learning process. Requires 15 hours of concurrent field experience. Prerequisite: EDUC 101.

EDUC 318	Bible Curriculum and Instruction at the Primary and Elementary Levels	2
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Study of curricular content and general and specific methodology recommended for Bible instruction for children from Kindergarten to the sixth grade, according to the standards of the Department of Education of the Seventh-day Adventist Church. Requires 10 hours of concurrent field experience. Prerequisites: Pass two general religion requirements with a minimum grade of B (3.00) and EDUC 101.

EDUC 321	Mathematics Curriculum and Instruction at the Secondary Level	3
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Study of curricular content and general and specific methodology for mathematics based on the standards of the Department of Education of Puerto Rico and the Department of Education of the Seventh-day Adventist. Specific techniques and strategies for

mathematics instruction for grades 7-12 are learned, analyzed, applied. Preparation and use of resources for mathematics instruction is studied. Under the professor's supervision students will prepare plans for teaching demonstrative classes in the areas of numeration, operations, measurement, geometry, and graphs. Requires 15 hours of concurrent field experience. Prerequisites: Have passed 18 concentration credits with an average of 3.00.

EDUC 322 English as a Second Language
Instruction and Evaluation 3

Study of curricular content and general and specific methodology for instruction and evaluation of English as a Second Language. General exposition of different ESL programs and Sheltered English. Emphasis placed on methods for teaching conversation skills. Preparation and analysis of curricular materials for grades K-12. Requires 15 hours of concurrent field experience. Prerequisites: Pass the general English requirements with a minimum grade of B (3.00), EDUC 101, and EDUC 309.

EDUC 323 Biology Curriculum and Instruction
at the Secondary Level 3

Study of curricular content and general and specific methodology of biology instruction based on the standards of the Department of Education of Puerto Rico and the Department of Education of the Seventh-day Adventist Church. Techniques and strategies specific to biology instruction for grades 7-12 will be learned, analyzed, and applied. Studies the preparation and use of instructional resources. Plans will be prepared for teaching demonstrative classes under the professor's supervision. Requires 15 hours of concurrent field experience. Prerequisites: Have passed 18 concentration credits with an average of 3.00.

EDUC 324 Spanish Curriculum and Instruction at the
Secondary Level 3

Study of curricular content and specific and general methodology for Spanish instruction based on the standards of the Department of Education of Puerto Rico and the Department of Education of the Seventh-day Adventist Church. Techniques and strategies specific to Spanish instruction for grades 7-12 will be learned, analyzed, and applied. Offers orientation in the preparation and use of instructional resources. Under the professor's supervision plans for teaching demonstrative class in the areas of reading, writing, and oral expression will be made. Requires 15 hours of concurrent field experience. Prerequisites: Have passed 18 concentration credits with an average of 3.00.

EDUC 325	Accounting Curriculum and Instruction at the Secondary Level	3
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Study of curricular content and general and specific methodology for accounting instruction based on the standards of the Department of Education of Puerto Rico and the Department of Education of the Seventh-day Adventist Church. Techniques and strategies specific to accounting instruction for grades 10-12 will be learned, analyzed, and applied. Studies the preparation and use of instructional resources. Under the professor's supervision plans will be made for teaching demonstrative classes. Requires 15 hours of concurrent field experience. Prerequisites: Have passed 18 concentration credits with an average of 3.00.

EDUC 326	Chemistry Curriculum and Instruction at the Secondary Level	3
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Study of curricular content and general and specific methodology for chemistry instruction based on the standards of the Department of Education of Puerto Rico and the Department of

Education of the Seventh-day Adventist Church. Techniques and strategies specific to chemistry instruction for grades 7-12 will be learned, analyzed, and applied. Studies the preparation and use of instructional materials. Under the professor's supervision plans will be prepared to teach demonstrative classes. Requires 15 hours of concurrent field experience. Prerequisites: Have passed 18 concentration credits with a 3.00 average.

EDUC 327 Secretarial Science Curriculum and Instruction
at the Secondary Level 3

Study of curricular content and general and specific methodology for secretarial science instruction based on the standards of the Department of Education of Puerto Rico and the Department of Education of the Seventh-day Adventist Church. Techniques and strategies specific to teaching secretarial skills for grades 10-12 will be learned, analyzed, and applied. Studies the preparation and use of instructional resources. Under the professor's supervision plans for teaching demonstrative classes will be prepared. Requires 15 hours of concurrent field experience. Prerequisites: Have passed 18 concentration credits with an average of 3.00.

EDUC 328 Student Health Curriculum and Instruction 3

Study of curricular content and general and specific methodology for student health instruction based on the standards of the Department of Education of Puerto Rico and the Department of Education of the Seventh-day Adventist Church. Techniques and strategies specific to health instruction for grades K-12 will be learned, analyzed, and applied. Studies the preparation and use of instructional resources. Under the professor's supervision plans for teaching demonstrative classes will be made. Requires 15 hours of concurrent field experience. Prerequisites: Have passed 18 concentration credits with an average of 3.00.

EDUC 329 Computer Curriculum and Instruction 3

Study of curricular content and general and specific methodology for computer instruction based on the standards of the Department of Education of Puerto Rico and the Department of Education of the Seventh-day Adventist Church. Techniques and strategies specific to computer instruction for grades K-12 will be learned, analyzed, and applied. Studies the preparation and use of instructional resources. Under the professor's supervision plans will be prepared for teaching demonstrative classes. Requires 15 hours of concurrent field experience. Prerequisites: Have passed 18 concentration credits with an average of 3.00.

EDUC 331 Bible Curriculum and Instruction
at the Secondary Level 3

Study of curricular content and general and specific methodology for Bible instruction based on the standards of the Department of Education of the Seventh-day Adventist Church. Techniques and strategies specific to Bible instruction for grades 7-12 will be learned, analyzed, and applied. Studies the preparation and use of instructional materials. Under the professor's supervision plans for teaching demonstrative classes will be prepared. Requires 15 hours of concurrent field experience. Prerequisites: Have passed 18 concentration credits with an average of 3.00.

EDUC 332 History Curriculum and Instruction at the
Secondary Level 3

Study of curricular content and general and specific methodology for history instruction based on the standards of the Department of Education of Puerto Rico and the Department of Education of the Seventh-day Adventist Church. Under the professor's supervision, plans for teaching demonstrative classes will be prepared. Requires 15 hours of concurrent field experience.

Prerequisites: Have passed 18 concentration credits with an average of 3.00.

EDUC 333 Behavior Modification in the Classroom 3

Analysis of the most common emotional problems, characteristics, and intervention. Application of appropriate intervention strategies, methods, and techniques according to the need of each child. Knowledge of legislation in effect that applies to this particular population. Prerequisites: EDUC 204 and EDUC 205. Requires 15 hours of concurrent field experience.

EDUC 337 Classroom Management 3

Techniques for organizing students, space, time, and materials to create space for the teaching-learning process. Includes study of different models of discipline. Requires 15 hours of concurrent field experience. Prerequisites: EDUC 101, 200, and 201.

EDUC 339 Parent and Community Relations 2

Identification and selection of the strengths, resources, and needs of the community. Knowledge and techniques for getting to know, planning, and involving parents and members of the community in the school's activities for socio-cultural-educational development in the school and the surrounding community. Requires 10 hours of concurrent field experience.

EDUC 340 Kindergarten Instruction 3

Study of curricular content and general and specific methodology of kindergarten instruction. Offers a view of the early education field in philosophical, pragmatic, curricular, and historical terms. Analyzes the characteristics of the educator and the styles of instruction within the framework of early education. Requires 15

hours of concurrent field experience.

EDUC 342 Integration of Faith, Values, and Learning 3

Study of the philosophical and pedagogical dynamic of integration of the Christian faith and moral and spiritual values in the teaching-learning process. Requires eight hours of community service. Prerequisites: EDUC 101, EDUC 104, and RELT 201 or RELT 202.

EDUC 343E Reading and Writing Instruction in English as a
Second Language 3

Study of curricular content and general and specific methodology of reading and writing instruction in English as a Second Language in grades K-6. Requires 15 hours of concurrent field experience. Prerequisite: EDUC 322.

EDUC 343S Reading and Writing Instruction in English as a
Second Language 3

Study of curricular content and general and specific methodology of reading and writing instruction in English as a Second Language in grades 7-12. Requires 15 hours of concurrent field experience. Prerequisite: EDUC 322.

EDUC 350 Evaluation of Student with Impediments 3

Analysis of instruments of evaluation for measuring the progress of students with special needs. Use of diagnostics and tests tailored to the expectations placed on each group to prepare the student's Individualized Educational Plan (IEP). Knowledge and use of evaluation techniques the *Pruebas Puertorriqueñas de Aprovechamiento y Evaluación Alternativa* (Puerto Rican Achievement and Alternate Evaluation Tests), adapted to the individual needs

of each special needs student. Prerequisites: EDUC 204, EDUC 205, EDUC 309, and EDUC 333.

EDUC 351	Diagnosis and Treatment of Problems in Reading and Writing	3
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Analysis of reading and writing curricular content for grades K-12. Adaption of curriculum based on the needs of student with reading and writing limitations. Basic principles of diagnosis and correction of the difficulty encountered using strategies based on the impediment and age to develop reading and writing skills. Prerequisites: EDUC 204 and EDUC 314.

EDUC 352	Diagnosis and Treatment of Learning Problems in Mathematics	3
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Study of curricular content and general and specific methodology for kindergarten to twelfth grade instruction. Adaption of mathematics curriculum to specific needs. Adequate diagnosis and correction of the difficulties encountered. Use of strategies in accordance to the impediments and age of each student with mathematics difficulties. Prerequisites: EDUC 204 and EDUC 313E.

EDUC 371	Special Project in Education	1-3
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This course is designed for the student to carry out an individual project. The topic and methodology of the project must be approved by the professor. This course can be repeated with different topics up to a total of 3 credits. One project may be worth more than 1 credit.

EDUC 400 Integration of Students with Impediments 3
in the Mainstream Classroom (K-12)

The special education teacher as a facilitator and consultant to the regular teacher in levels K-12 for the preparation of materials, curricular adaptation, advising on accommodations, Individualized Educational Plan (IEP), and the alternative to work together for the wellbeing of the special needs population in the mainstream classroom. Prerequisites: EDUC 300, 302, 351, 352.

EDUC 460 Independent Studies in (Topic) 1-3

Individual study and research of topics guided by a university instructor. The authorization of the Dean of the School of Education is required to register for this course.

EDUC 470 Research in Education 3

Introductory course that analyzes the importance and function of research in education. Requires preparation of a research proposal and analysis of research reports. Prerequisite: MATH 231.

EDUC 481 Teaching Pre-Practicum 1

Study and analysis of learning difficulties, planning instruction, and the administrative responsibilities of the teacher, previous to Student Teaching. This course is only offered in the first semester. Requires attendance to seminar and a minimum of 45 hours of pedagogical observation in the classroom. Laboratory fee payment is required. Prerequisite: Authorization of the School of Education.

Review of General Education subjects such as Spanish, English, mathematics, history, and science that serve as a conceptual framework for the well-rounded preparation of competent professional. The intention is to provide an integrated course before student teaching and the Teacher Certification Tests. Includes topics on human development, educational psychology, and social and philosophical fundamentals of education, planning, instructional methodology, evaluations, and research with its implications on the educational process. Prerequisites: Complete EDUC 101, EDUC 200, EDUC 201, EDUC 203, EDUC 104, EDUC 309 and EDUC 310. Requires the student to take the SIAAM exam. Payment of laboratory and practice test (SIAAM) fees is required. The course is passed with a minimum grade of B (3.00). Only with the authorization of the School of Education.

Student teaching supervised by professional personnel in real educational situations at the primary level (K-3). Application of learning theories and instructional methods. Requires one hour of weekly seminar (15 weeks) and a minimum of 200 hours of practice: 120 hours of teaching, 20 hours of consultation with the cooperating teacher, and 60 hours of activities. Student Teaching is passed with a minimum grade of B (3.00). Laboratory fee required. Prerequisites: EDUC 481, EDUC 485, and all of the professional and concentration courses. Only with the authorization of the School of Education.

Student teaching supervised by professional personnel in real educational situations at the elementary level (4-6). Application of learning theories and instructional methods. Requires one hour of

weekly seminar (15 weeks) and a minimum of 200 hours of practice: 120 hours of teaching, 20 hours of consultation with the cooperating teacher, and 60 hours of activities. Student Teaching is passed with a minimum grade of B (3.00). Laboratory fee required. Prerequisites: EDUC 481 and EDUC 485. Only with the authorization of the School of Education.

EDUC 492 Student Teaching at the Secondary Level 6

Student teaching supervised by professional personnel in real educational situations in secondary schools with an emphasis on intermediate and secondary levels. Application of learning theories and instructional methods. Requires one hour of weekly seminar (15 weeks) and a minimum of 200 hours of practice: 120 hours of teaching, 20 hours of consultation with the cooperating teacher, and 60 hours of activities. Student Teaching is passed with a minimum grade of B (3.00). Laboratory fee required. Prerequisites: EDUC 481 and EDUC 485. Only with the authorization of the School of Education.

EDUC 493 Student Teaching in English as a Second
Language- Secondary Level 6

Student teaching supervised by professional personnel in real educational situations in English as a Second Language instruction at the secondary level (7-12). Application of learning theories and instructional methods. Requires one hour of weekly seminar (15 weeks) and a minimum of 200 hours of practice: 120 hours of teaching, 20 hours of consultation, and 60 hours of activities. Student Teaching is passed with a minimum grade of B (3.00). Laboratory fee required. Prerequisites: EDUC 481 or its

equivalent and EDUC 485. Only with the authorization of the School of Education.

EDUC 494 Student Teaching in English as a Second
Language- Elementary Level 6

Student teaching supervised by professional personnel in real educational situations in English as a Second Language instruction at the elementary level (K-6). Application of learning theories and instructional methods. Requires one hour of weekly seminar (15 weeks) and a minimum of 200 hours of practice: 120 hours of teaching, 20 hours of consultation, and 60 hours of activities. Student Teaching is passed with a minimum grade of B (3.00). Laboratory fee required. Prerequisites: EDUC 481 or its equivalent and EDUC 485. Only with the authorization of the School of Education.

EDUC 495 Preparatory Course for Cooperating Teachers 3

This course has 45 contact hours. The time can be combined from on-site sessions, online, and research. The course targets K-12 teachers interested in working a cooperating teachers. Includes analysis of policy and procedures of student teaching, as well as the functions that those involved in the program carry out. Studies the andragogic model, student teaching processes, laws that affect the teacher's work, professional standards for the teacher, and different strategies and techniques that facilitate the professional development of the teacher candidate. The topics will work within the context of the particular subject that the cooperating teacher will supervise.

EDUC 496 Student Teaching in Special Education 6

Student teaching supervised by professional personnel in real educational situations in special education instruction for levels (K-12). Application of learning theories and instructional methods. Requires one hour of weekly seminar (15 weeks) and a minimum of 200 hours of practice: 120 hours of teaching, 20 hours of consultation, and 60 hours of activities. Student Teaching is passed with a minimum grade of B (3.00). Laboratory fee required. Prerequisites: EDUC 481 or its equivalent and EDUC 485. Only with the authorization of the School of Education.

Physical and Health Education

Physical education provides unique opportunities to develop social skills as well as defined responsibilities in the education of an individual. The objectives of increasing muscle tone, resistance, improved motor skills and health practices are not an end in themselves, but the means to a better adjustment to society.

General Objective

Develop the student's skills and true principles for a healthy lifestyle because we believe that: "True education means more than a set course of studies, it is the harmonious development of the physical, mental, and spiritual faculties". *Education*, p.13.

Furthermore the Bachelor of Arts in Education (K-12) with a Concentration in Physical Education has the goal to develop professionals that can model a healthy lifestyle while effectively offering their services.

Specific Objectives

It is expected that the courses offered in the Physical Education concentration will:

- Prepare teachers in the area of Physical Education.
- The students will meet the requirements for obtaining the corresponding license from the Department of Education of Puerto Rico.

Graduate Profile

Upon completion of the Bachelor in Education with a concentration in Physical Education (K-12), the graduate will:

1. Demonstrate the ability to plan, implement, and evaluate the learning experiences in physical education, sports, physical conditioning programs, and integrate technology and information literacy.
2. Demonstrate the ability to impart physical education instruction at the elementary and secondary levels, maintaining ethical, moral, and Christian principles.
3. Demonstrate skill in organization, administration, supervision, and evaluation of sports facilities, human resources, financial resources, and competitive and recreational tournaments in the school and community.
4. Demonstrate ability to develop the sports abilities of students at the elementary and secondary levels, taking their physical, social, and mental development into account.
5. Demonstrate the knowledge and skill needed to teach and execute activities involving human movement carried out in simple games, sports, spatial movement, physical conditioning, and other activities that require more complex motor movement,
6. Demonstrate interest in continuous professional development.

Graduation Requirements

Maintain a minimum GPA of 3.00.

Concentration	Credits
General requirements	59.5-66
Professional courses	42
Concentration courses	33
Total Required Credits	134.5-141

Bachelor of Arts in Education with a Concentration in Physical Education

General Requirements (59.5-66 credits)

BUAD	101	Natural and Financial Resource Management	1
EDUC	098	Introduction to University Life or	1
EDUC	099	University Life Seminar	.5
HEPE	100	Health for Life	3
HUSP	111-		
HUSP	122	Basic Spanish I and II *	6
HUCO	223	Communication and Expression *	3
HUEN		English (see English requirements) **	6-12
HUMA	101	Western Civilization or	
HUSO	101	Introduction to Social Sciences	3
HUHI	200	Summary of Puerto Rican History	3
HUHI	203	Summary of US History I	3
HUSO	100	Philosophy of Service	1
BIOL	100	Introduction to Biology	3
COMP	101	Introduction to Computers and Information Systems or	

OFAD	234	Microcomputer Applications	3
MATH	110	University Mathematics	3
MATH	231	Statistics I	3
RELB	101	Life and Teachings of Jesus or	
RELB	102	Introduction to the Gospels	3
RELB	215	General Introduction to the Bible or	
RELB	223	Introduction to Daniel and Revelation	3
RELT	201	Christian Beliefs or	
RELT	202	Christian Life	3
RELT	317	Christian Home or	
RELT	412	Christian Ethics	
HUSP	204	Spelling*	3
ARTE	210	Arts and Crafts	3
		Suggested Elective	3

The suggested elective (3 crs.) will be selected from the following in consultation with the School of Education:

HUCO	287	Communication Theories	3
HUGE	122	Human and Economic Geography	3

- * Must be passed with a minimum grade of B (3.00).
Minimum English requirement: HUEN 121 Advanced English.
See the table in the General Education Requirements section.
- ** Courses HUEN 101 and 102 must be passed with a minimum grade of B (3.00). Courses HUEN 103 and 121 must be passed with a minimum grade of C.

Professional Requirements (42 credits)

EDUC	101	Introduction to Education	3
EDUC	104	Philosophy of Education	3
EDUC	200	Human Growth and Development	3
EDUC	201	Educational Psychology	3
EDUC	202	Introduction to the Study of the Exceptional Child and Assistive Technology	3

EDUC 203	Social Fundamentals of Education	3
EDUC 301	Educational Technology	3
EDUC 337	Classroom Management	3
EDUC 339	Parent and Community Relations	2
EDUC 342	Integration of Faith, Values, and Learning	3
EDUC 470	Research in Education	3
EDUC 481	Teaching Pre-Practicum	1
EDUC 485	Education Integration Seminar	3
HEPE 493	Student Teaching in Physical Education	6

Concentration (33 credits)

HEPE 122	History of Physical Education	2
HEPE 201	Skills in Individual Sports	2
HEPE 202	Skills in Team Sports	2
HEPE 300	Organization and Administration of Physical Education Programs	3
HEPE 301	Methodology of Elementary Physical Education Instruction	3
HEPE 302	Methodology of Secondary Physical Education Instruction	3
HEPE 310	Motor Learning	3
HEPE 315	Adapted Physical Education	3
HEPE 323	Evaluation of Learning in P.E.	3
HEPE 401	Physical Education Curriculum (K-12)	3
HEPE 415	Anatomy, Kinesiology, and Athletic Injuries	3
HEPE 420	Physiology of Exercise	3

Certification in Student Health

Concentration (24 Credits)

BIOL 111-122	Anatomy and Physiology I and II	8
EDUC 260	Environmental Health Education	3
NURS 110	Nutrition I	2

PSYC 284	Psychology of Health	3
PSYC 351	Introduction to Human Sexuality	3
HESH 116	Student Health	2
EDUC 328	Student Health Curriculum and Instruction	3

Professional Requirements (31 Credits)

EDUC 101	Introduction to Education	3
EDUC 104	Philosophy of Education	3
EDUC 200	Human Growth and Development	3
EDUC 201	Educational Psychology	3
EDUC 202	Introduction to the Study of the Exceptional Child and Assistive Technology	3
EDUC 203	Philosophy of Education	3
EDUC 301	Educational Technology	3
EDUC 309	Classroom Evaluation	3
EDUC 481	Teaching Pre-Practicum	1
EDUC 492	Student Teaching at the Secondary Level*	6

General Requirements (6 credits)

HUHI 200	Summary of Puerto Rican History	3
HUHI 203	Summary of US History I	3

Additional Requirements for Certification

PCMAS (Teacher Certification Exam)

**Prerequisite: EDUC 485*

Course Descriptions

HEPE 100 Health for Life 3

This course is designed to expand knowledge of human body functions and the practice of health principles for the wellbeing of the individual, community, and the world in which we live from a Christian perspective. This includes healthy eating, habits that prolong life, appreciation of the natural world, and how to promote the physical, mental, spiritual, and emotional health of the individual. Emphasis in practices that optimize a healthy life. Laboratory fee required.

HEPE 101 Principles of Physical Education 1

Theoretical and practical physical education course. Resistance exercises, muscular strength, flexibility, and calisthenics. Can be repeated once for credit.

HEPE 102 Principles of Adapted Physical Education 1

This course is designed for all students who because of a physical impediment or doctor's orders cannot participate in the regular class. Adaptations will be made according to the student's needs.

HEPE 103 Basic Tennis 1

Theory of the history and development of tennis and related concepts, regulations, and scoring. Individual and group practice of basic skills of the game: volley, service (forehand and backhand), techniques, and tactical elements. Laboratory fee required.

HEPE 105 Basic Swimming 1

Course designed to emphasize swimming skills and styles, analysis of movement, and water safety rules. Laboratory fee required.

HEPE 110 Acrobatic Gymnastics 1

Study and practice of basic skills and elements for the development and growth in acrosport.

HEPE 111 Basketball Theory and Practice 1

Fundamental basketball theory and practices on the history and development of basketball, related concepts, rules, and scoring. Individual and group practice of basic skills of the game: dribbling, passes, guarding, shooting, and rebounds. Laboratory fee required.

HEPE 112 Volleyball Theory and Practice 1

Theoretical fundamentals of the history and development of volleyball, related concepts, rules, and scoring. Individual and group practice of basic skills of the game: volley, hitting, service, spiking, blocking, and offensive and defensive plays. Laboratory fee required.

HEPE 113 Soccer Theory and Practice 1

Course designed to teach the practical and theoretical fundamentals of soccer. Includes the sport's history, as well as related concepts such as the rules and scoring system. Also includes individual and group practice of basic soccer skills: dribbling, passes, stops and recovery, head and foot shots, kicking, or tackling. Laboratory fee required.

HEPE 114	Softball Theory and Practice	1
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Theory and fundamentals of the history and development of softball, related concepts, rules, dimensions, and playing field. Individual and group practice of basic skills of the game: throwing, recovering, catching, batting, and running the bases. Laboratory fee required.

HEPE 115	Intermediate Swimming	1
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Advanced swimming skills course. Emphasis in body conditioning, development of advanced styles, and water safety. Improvement of breathing rhythms, kicking motion, strokes, and gliding through the water.

HEPE 116	Aerobics	1
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Analysis of the basic fundamentals and benefits of this type exercise. Emphasizes different aerobic routines, using rhythmic movement to improve the cardiovascular system and tone the body.

HEPE 117	Lifeguard	2
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The purpose of this course is to provide a higher level in the lifeguard program. With skills and knowledge to prevent, recognize, and respond to emergencies, and provide aid to injured or sick persons until official medical personnel arrive and take charge of the situation.

HEPE 118	Advanced Tennis	1
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Development of the sport of tennis. Annual planning for training in the sport, advanced skills of the game, care for the athletic injuries most common in the sport, advanced technical-tactical

play, skill development, error correction, and development of the sport in different populations. Prerequisite: HEPE 103.

HEPE 120 Diving 1

This course is designed to obtain basic diving theory and skills needed. It includes classroom, pool, and water sessions. At the end of this course the student who does satisfactorily in the evaluations will obtain a PADI certification. Laboratory fee required.

HEPE 122 History of Physical Education 2

Study of the history of physical education and its development in the areas of games, sports, recreational activities, and physical training in the principle worldwide societies, especial in Puerto Rico.

HEPE 125 Social Recreation Skills 2

This course offers a practical approach to the organization, planning, and leadership of social recreation activities and programs. Laboratory required.

HEPE 201 Skills in Individual Sports 2

This course is an analysis of the development of basic skills for instructing individual sports. Knowledge, interpretation, and application of the concepts of evaluation and their relation to the educational process. Laboratory fee required.

HEPE 202 Skills in Team Sports 2

This course is an analysis of the development of basic skills for instructing team sports. Knowledge, interpretation, and application of the concepts of evaluation and their relation to the

educational process. Laboratory fee required.

HEPE 300	Organization and Administration of Physical Education and Sporting and Recreational Events	3
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Study of the procedures to conduct physical education programs and sports and recreational competitions. Includes designing tournaments, supply and team, preparation of a budget, risk administration, inspection of sports facilities, administration of statistics, criteria for awards, and general administration. Laboratory fee required.

HEPE 301	Physical Education Instructional Methods at the Elementary Level (K-6)	3
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Study of the curriculum and general and specific methodology for physical education instruction at the secondary level (7-12). Highlights the importance of physical education as an integral part of secondary curriculum and its impact on the student's development in accordance with Christian philosophy. Includes analysis of the physical education program of the Department of Education of Puerto Rico. Requires 15 hours of concurrent field experience. Laboratory fee required. Prerequisites: EDUC 101.

HEPE 302	Physical Education Instructional Methods at the Secondary Level (7-12)	3
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Study of the curriculum and general and specific methodology for physical education instruction at the secondary level (7-12). Highlights the importance of physical education as an integral part of secondary curriculum and its impact on the student's development in accordance with Christian philosophy. Includes analysis of the physical education program of the Department of Education of Puerto Rico. Requires 15 hours of concurrent field experience. Prerequisites: EDUC 101.

Descriptive and qualitative analysis of human movement and the mechanisms that influence the neuromuscular system. Requires 15 hours of concurrent field experience.

Introduction to the knowledge of the principle systems of preparation and application of physical activity, recreational, and sports programs for special needs populations with students with physical, psychiatric, sensory, and psychosocial handicaps. Will include design of materials for these areas and assistive technology. Requires 15 hours of concurrent field experience. Prerequisite: EDUC 317.

Knowledge and application of the concepts of evaluation and research and their relation to the educational process in physical education at the elementary and/or secondary levels. Analysis, design, and application of techniques and instruments of evaluation, and theoretical and practical tests. Includes the study of computerized technology in the p.e. area. Provides practical experience in different methods of evaluation for the physical education field. Laboratory required. Prerequisites: HEPE 310 and MATH 231.

Study of existing curricular concepts and foundations for designing new physical education curriculums targeting all levels. Development of skills in selecting goals and objectives, and design, implementation, and evaluation of curriculums based on the standards of the Department of Education of Puerto Rico.

Laboratory required. Prerequisites: : HEPE 301-Methods of Physical Education Instruction at the Elementary Level, HEPE 302-Methods of Physical Education Instruction at the Secondary Level, and HEPE 323 Evaluation of Learning in Physical Education.

HEPE 415 Anatomy, Kinesiology, and Athletic Injuries 3

Study and analysis of the bio mechanism of movement applied to different sports activities (skills), analysis of anatomical and musculoskeletal factors that affect execution of human movement, and application to normal populations. Train physical education teachers to provide first aid when incidents occur during sports activities. Includes application of preventative bandaging, and rehabilitation strategies for the athlete's rapid recuperation. Laboratory fee required. Prerequisite: HEPE 310.

HEPE 420 Physiology of Exercise 3

Scientific evaluation of the effects of physical activity on the human organism and identification of the physical changes that occur as a result of exercise. Laboratory required. Prerequisite: HEPE 415.

HEPE 481 Physical Education Pre-Practicum 1

Study and analysis of learning difficulties, educational planning, and the physical education teacher's administrative tasks at the elementary and/or secondary level. Requires a minimum of 45 hours of observation in the classroom and attendance to the weekly seminar with the pre-practicum supervisor. Laboratory fee required.

HEPE 493 Student Teaching in Physical Education 3

Practice in physical education instruction at the elementary and/or secondary levels in real educational situations supervised by professional physical education personnel. Application of theories of learning and instructional methods. Requires one hour of seminar per week and a minimum of 200 hours of practice: 120 hours of teaching, 20 hours of consultation, and 60 hours of activities. Student Teaching is passed with a minimum grade of B (3.00). Laboratory fee required. Prerequisites: HEPE 481 and EDUC 485; only with the Department's authorization.

HESH 116 Student Health 2

Roles and responsibilities of the teacher in the preservation of student health. Includes basic first aid skills. Prerequisites: EDUC 101 and HEPE 100.

Psychology Program

Permanent Faculty

Pedro Fernández, *Coordinator* and Roberto Morán

Contracted Faculty

Alejandra Barchi, Elizabeth Carlo and Mery Villamil.

Mission

The Bachelor of Arts in Psychology strives to efficiently prepare future mental and social health professionals from the biblical-Christian perspective through courses, research, and experience, with an emphasis on psychology, including orientation, counseling, and social work. It also proposes to serve the academic departments of Antillean Adventist University.

Goals

1. Prepare future mental and social health professionals that contribute to a better quality of life in the Puerto Rican community at large.
2. Promote the training of future mental health professionals that can meet the particular needs of the general, Christian, and religious populations in Puerto Rico and other western countries.
3. Serve the other academic departments of AAU.

Objectives

1. Prepare the student to apply for work in public agencies and private institutions that develop and apply programs that address drug addiction, domestic violence, alcoholism, teenage pregnancy, prevention of sexually transmitted diseases, social work techniques, public residential services, and the Department of the Family, among others.
2. Provide the student with a quality education that provides the prerequisites that allow him or her to pursue graduate studies in psychology, orientation and counseling, or social work.
3. Develop critical scientific thought applied to the psychosocial science field.
4. Facilitate the student's comprehension of the complex national and global world in which he or she lives in order to assume an active role in the change and improvement of society.
5. Train future mental and social health professionals from a biblical-Christian philosophical perspective.
6. Understand and treat the human being as a bio-psycho-socio-spiritual entity.

Graduate Profile

Knowledge

1. Demonstrates pertinent knowledge of psychosocial subjects.

2. Identifies the principle human, economic, and political problems in Puerto Rico.
3. Acquires techniques of self-knowledge to better understand his or her self and others.
4. Knows biblical and Christian values and principles and applies them to psychosocial science.

Skills

1. Collects, analyzes, evaluates, and uses professional information.
2. Demonstrates mastery of basic oral and written communication skills in the Spanish language.
3. Demonstrates the ability to read and understand the English language.
4. Employs critical thinking skills in the psychology and mental health fields.
5. Uses information technology efficiently (especially the internet).
6. Applies research skills to a specific topic of study.
7. Uses critical thinking from a biblical-Christian perspective.

Attitudes

Respects and values individual, societal, and cultural differences.

Decides to commit to assume an active role in the change and improvement of society where he or she lives or works.

1. Guides his or her thoughts, emotions, and behavior by biblical-Christian and universal values and principles.
2. Promotes a holistic view of the human being.

General Requirements

Admission Requirements

1. Be accepted by AAU.
2. Fill out a formal admission application for the Bachelor of Psychology.
3. Interview with the coordinator of the bachelor program.

To maintain his or her admission, the student must:

1. Maintain a minimum general accumulated average of 3.00, 2.50 in related classes, and 3.00 in concentration courses.
2. If a student is placed on academic probation for two consecutive semesters, admission to the bachelor program will automatically be revoked. To be readmitted, the student must complete all of the admission requirements again.

Graduation Requirements

1. Satisfactorily complete all of the courses of the program.
2. No related or concentration course can be passed with a grade lower than a C except for the Psychology Practicum, which must be passed with a minimum grade of B.
3. Have a minimum average of 2.50 in related courses, 3.00 in concentration courses, and a minimum overall accumulated GPA of 3.00.
4. The student is required to pass MATH 110 course with a minimum grade of C.

Concentration	Credits
General requirements	57.50-67
Related courses	15
Concentration courses	51
General electives	3
Total Required Credits	126.5-136

Program of Studies

General Requirements 57.5-67 credits

BUAD 101	Natural and Financial Resource Management	1
EDUC 098	Intro. to University Life or	1
EDUC 099	University Life Seminar	.5
EDUC 104	Philosophy of Education	3
HEPE 100	Health for Life	3

HEPE	101-116	Physical Education	1
HUSP	111-122	Basic Spanish I and II	6
HUCO	223	Communication and Expression	3
HUEN	___	English	6-12
HUHI	200	Summary of Puerto Rican History	0-3
HUSO	100	Philosophy of Service	1
HUSO	101	Intro. to Social Science*	3
BIOL	100	Intro. Biology	3
COMP	101	Intro. to Computers and Information Systems or	
OFAD	234	Microcomputer Applications	3
MATH	110	University Mathematics	3
MATH	231	Statistics I*	3
RELB	101	Life and Teachings of Jesus	3
RELB	215	General Introduction to the Bible or	
RELB	216	Biblical Hermeneutics or	
RELB	223	Introduction to Daniel and Revelation	3
RELT	201	Christian Beliefs or	
RELT	202	Christian Life	3
RELT	212	Gift of Prophecy	3
RELT	412	Christian Ethics	3
ARTE	104	Introduction to Drawing or	
ARTE	105	Introduction to Painting or	
MUCT	101	Introduction to Music or	
MUHL	104	Music Appreciation or	
MUFA	105	Fine Arts Appreciation or	
MUPF	___	Applied Music	3

**Must be passed with a minimum grade of C.*

Concentration in Psychology

51 credits

PSYC	101	General Psychology I	3
PSYC	111	General Psychology II	3
PSYC	169	Introduction to Neuropsychology	3

PSYC	201	Psychology of Human Growth and Development I	3
PSYC	220	Personality Theories	3
PSYC	248	Psychology and Religion	3
PSYC	284	Psychology of Health	3
PSYC	301	Social Psychology	3
PSYC	323	Psychology of Human Growth and Development II	3
PSYC	351	Intro. to Human Sexuality	3
PSYC	368	Courtship, Marriage, and Family	3
PSYC	384	Introduction to Psychopathology	3
PSYC	401	Psychology of Human Growth and Development III	3
PSYC	434	Fundamentals of Research in Psychology	3
PSYC	469	Psychology Practicum	3
PSYC	—	Psychology Electives	6

Related Courses

15 credits

HUSO	110	Introduction to Sociology	3
HUHI	201	Social and Economic History of Puerto Rico	3
SOWO	101	Introduction to Social Work	3
PSYC	315	Introduction to Counseling and Orientation	3
MATH	232	Statistics II	3

Electives will be chosen from the following:

PSYC	411	Crisis Intervention	3
PSYC	438	Evaluation and Measurement in Psychology	3
PSYC	440	Psychological and Learning Problems	

		in Children and Adults	3
PSYC	442	Cognition, Motivation, and Learning	3
PSYC	468	Psychology Seminar	3

Minor in Psychology

24 credits

A minor in psychology is offered for students who do not have a concentration in psychology at the bachelor level. This minor in Psychology meets all of the requirements to enroll in a Master in Psychology.

MATH	231	Statistics I	3
PSYC	101	General Psychology I	3
PSYC	111	General Psychology II	3
PSYC	169	Introduction to Neuropsychology	3
PSYC	301	Social Psychology	3
PSYC	384	Introduction to Psychopathology	3
PSYC	434	Fundamentals of Research in Psychology	3
PSYC		Elective*	3

**It will depend on the university selected for graduate studies.*

Course Descriptions

PSYC 101 General Psychology I 3

Introduction to the study of psychology as a science from the perspective of the human being as a bio-psycho-socio-spiritual entity. The course studies research methods, history, neuropsychology, human development, sensation, perception, states of consciousness, learning, and memory.

PSYC 111 General Psychology II 3

Introduction to the study of psychology as a science from the perspective of the human being as a bio-psycho-socio-spiritual entity. The course studies the processes of cognition, intelligence, motivation and emotion, gender and sexuality, personality, social psychology, stress, psychological disorders, and therapies.

PSYC 169 Introduction to Neuropsychology 3

Introduction to the study of the interdependence between psychological functions, behavior, and the nervous system from the perspective of the human being as a bio-psycho-socio-spiritual entity. Prerequisites: PSYC 101.

PSYC 200 Human Development 3

A bio-psycho-socio-spiritual study of human growth and development from conception to old age. The course highlights the development of good moral character. Takes the principles theories of development and the processes, acquisitions, and normative behaviors of each of the eight phases of the human life

cycle. This course is not for students of the Bachelor of Psychology program.

PSYC 201	Psychology of Human Growth and Development I	3
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A bio-psycho-socio-spiritual study of growth and development from conception to adolescence. The course highlights development of good moral character and the psychological theories of psychosexual, psychosocial, interpersonal relationships, intelligence, and moral judgement.

PSYC 220	Personality Theories	3
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A general study of the main theories of personality from the psychoanalytical, traits, learning, cognitive, and humanist perspectives. The student's knowledge of theories and the biblical Christian perspective of development will be applied.
Prerequisite: PSYC 111.

PSYC 248 Psychology and Religion 3

Critical study of the relationship between classical and modern psychology and religion. Examines the neuropsychological basis of religion, psychology of religious development, faith, prayer, conversion, attitudes, behavior, and mental health. Critical overview of the psychology of religion from a biblical perspective, the writings of Ellen G. White, and other Christian authors. Prerequisites: PSYC 101, RELT 201, and RELT 212.

PSYC 284 Health Psychology 3

Studies the psychological influence in wellbeing, illness, healthy and risky behaviors, stress and pain management, prevention, health promotion and maintenance, and treatment of illness with

a foundation of a bio-psycho-socio-spiritual perspective of health.
Prerequisite: PSYC 101.

PSYC 301 Social Psychology 3

A study of the interaction and influence of persons, groups, social events, and culture in mental processes and individual behavior. Prominent theories that explain psycho-social behavior will be learned and applied to modern social problems. Prerequisite: PSYC 111.

PSYC 315 Introduction to Counseling and Orientation 3

An introduction to counseling and orientation with an emphasis on their application within a scholastic setting. Study of the principles theories and techniques for promoting personal-social, vocational, and academic development. Prerequisite: PSYC 101 o 201

PSYC 323 Psychology of Human Growth and Development II 3

A bio-psycho-socio-spiritual study of adolescent growth and development. Studies biological, cognitive, psycho-social, and spiritual processes in the context of adolescent. It also emphasizes psycho-social problems and disorders. Prerequisite: PSYC 201.

PSYC 351 Introduction to Human Sexuality 3

An introduction to the scientific study of human sexuality from a bio-psycho-socio-spiritual perspective. Includes topics such as love and sexuality, biological fundamentals, sexual behavior, sexuality and the stages of development, sexual problems, social

aspects, agreement and discrepancies between sexology and the biblical Christian perspective of sexuality.

PSYC 368 Courtship, Marriage, and Family 3

Study of the development of intimate and love relationships from friendship and courtship to marriage and the family. Considers the factors of change in communication, parenthood, sexuality, administration of the home, lifecycle, leadership, and conflict and crisis management. Emphasis in biblical Christian values and principles.

PSYC 384 Introduction to Psychopathology 3

Introductory study of the causes, symptoms, and treatments of the principles psychopathological disorders focusing on physiological, behavioral, psychoanalytical, humanist, cognitive, socio-cultural, and biblical Christian contexts. Prerequisite: PSYC 111.

PSYC 401 Psychology of Human Growth and Development III 3

Study of bio-psycho-spiritual growth and development from young adult to old age. Biological, cognitive, psychosocial, and spiritual processes and changes. The contexts of adults. Physical, psycho-socio, and spiritual problems and disorders. Prerequisites: PSYC 323.

PSYC 411 Crisis Intervention 3

This course is an introduction to the fundamental concepts, theories, and skills needed to understand and effectively carry out crisis intervention such as post-traumatic disorders, stress, suicide attempt, domestic violence, sexual abuse, addictions, suffering,

pain, and loss from the perspective of a counselor-orienter. Prerequisites: Have passed all of the 300 level Psychology concentration courses, including PSYC 315.

PSYC 434 Fundamentals of Research in Psychology 3

Introduction to the scientific study of mental processes and conduct. Covers study of the design, analysis, interpretation, and communication of research. Prerequisites: MATH 231, MATH 232, and PSYC 101.

PSYC 438 Evaluation and Measurement in Psychology 3

Study of the theories, tests, and tools for evaluation and measurement of intelligence, learning, personality, exceptional persons, and neuropsychology. Prerequisites: MATH 231 and 232.

PSYC	440	Psychological and Learning Problems in Children and Adolescents	3
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This course studies emotional, behavioral, and learning disorders in children and adolescents, taking into account the research carried out up to the present. Each student will have the opportunity to learn the etiology, development, and levels of severity of each disorder, and their systems of classification. Prerequisite: PSYC 323.

PSYC 442 Cognition, Motivation, and Learning 3

This course summarizes the cognitive, emotional, and perceptual processing in people. The student will have the opportunity to become familiar with theories of learning and how each one of them intervenes in the development of human behavior and thought.

PSYC 468 Psychology Seminar 3

In-depth study of topics relevant to psychology as a science, applied psychology, and psychology as a profession. Emphasis on the integration of ethics in the topics studied. Prerequisites: Have completed all of the 300 level psychology concentration courses and PSYC 434.

PSYC 469 Psychology Practicum 3

This course exposes the student to different clinical and community scenarios where he or she will have the opportunity to demonstrate the knowledge acquired in the program of studies. The course includes 15 hours of theory and required 150 additional hours in which the student will be exposed to different clinical and community scenarios. Prerequisites: Have already passed all of the concentration courses.

Humanities

General Objectives

1. Provide the entire community with the classes necessary to complete the general requirements for Spanish, History, and English.
2. Provide the student with an opportunity to develop communication skills.
3. Introduce the student to the art and techniques of research.
4. Encourage an appreciation and good taste for beauty, the values of Hispanic heritage, and western culture.
5. Guide students' attention toward an understanding of the world and a feeling of universal brotherhood.
6. Provide the resources Education students need to obtain a teaching certification in the areas of Spanish, English, and history.
7. Relate the student with the success achieved by mankind from the distant past, interpreting and analyzing these occurrences in order to fulfill the History objectives.
8. Inspire a historical view of the prophetic perspective to better appreciate biblical truth.

Specific Spanish Objectives

1. Help the student develop his or her oral and written communication skills.
2. Train the student in techniques basic level research techniques.
3. Foment an appreciation for Hispanic culture and heritage.
4. Stimulate a taste and appreciation for esthetic beauty, reading, and values of literature as the heritage of humanity.
5. Discover and foment the art of artistic and literary creation.
6. Prepare professionals to continue with advanced Spanish studies.

Specific History Objectives

1. Develop generations of citizens who respect the laws, government, and the development of others.
2. Meet current educational needs.
3. Establish the foundation for advanced studies.
4. Take advantage of the experience of past generations and apply it to the present-day progress of nations.

Specific English Objectives

1. Promote Christian values through English literature.

2. Integrate Christian faith and values in English education.
3. Facilitate the student's mastery of English skills: auditory, oral, written, and reading comprehension.
4. Model research techniques.
5. Select high quality English literature for the students to read.
6. Stimulate the appreciation of the culture of English-speakers.
7. Promote the use of English as a tool for students to serve humanity.

Graduate Profile

The graduate of the Department of Humanities should exhibit the following professional qualities:

Knowledge

1. Demonstrates a knowledge of Spanish and History.
2. Has a global vision of the world.
3. Knows the teaching materials and the theory that supports it.
4. Demonstrates knowledge of biblical prophecy as applied to history.

Skills

1. Possesses the basic skills needed for historical research.
2. Identifies the countries of the world and their resources on a map.
3. Possesses effective oral and written communication skills.

Attitudes

Values Adventist Christian philosophy and applies it to his or her whole life.

1. Respects the civil government and the laws that sustain it.
2. Demonstrates respect for human dignity.
3. Shows pride for his or her heritage and culture.
4. Demonstrates an appreciation for aesthetic beauty.
5. Demonstrates an appreciation for work with his or her example.

English as a Second Language Academic Courses – ESL

At the beginning of each academic session the laboratory hours available for individual help for students registered in English (ESL) courses will be announced.

General Information

Admission Requirements

1. Have been admitted to Antillean Adventist University.
2. Formally apply for admission to the Department for the desired program.
3. Interview with the Department Director or the designated person.
4. Have a minimum GPA of 2.30 on the 4.00 scale.

These evaluations will be carried out, as announced by the Department, during the first week of each academic session.

Graduation Requirements

1. Complete the minimum credits required by the selected program.
2. Have a minimum GPA of 3.00 in the concentration and 2.50 overall.

Requirements for Certification

Students from this Department who desire a Teacher Certification (in Spanish or history) must complete the Minor in Education, in coordination with the Department of Education; as established by this Department of this Institution.

English Area

The highest level of placement in the Levels of English Proficiency (LOEP) test will be HUEN 231. All students must pass a minimum of six (6) credits of English for a bachelor and three (3) credits for an associate degree.

Students who place at the level of HUEN 231 and who believe they are sufficiently proficient to challenge this level will have the option to do so through a comprehensive challenge exam. This exam carries a fee of \$135. Once the test has been passed the three credits will be credited, and the student will take three additional English credits for a bachelor degree.

If student does not pass the exam (for equivalency or to challenge the course), the student will take the regular course (HUEN 231) as part of his or her required six (6) English credits for the bachelor and three (3) for the associate.

Placement Criteria

1. Placement of students in English courses is decided by the score obtained on the Level of English Proficiency (LOEP) test.
2. Newly enrolled students will be placed in English courses based on the established criteria:
 - a. Based on the results obtained on the Levels of English Proficiency (LOEP) test, according on the following scale:

LOEP Results	Course to Take	Minimum Grade
00-30	HUEN 101	C
31-45	HUEN 102	C

LOEP Results	Course to Take	Minimum Grade
46-60	HUEN 103	C
61-75	HUEN 121	C
76-89	HUEN 123	C
90-100	HUEN 214/215/216*	C
101 or more	HUEN 231	C

**Only for the students of health programs.*

- b. The results of the SAT or ACT may be considered by the English department faculty.
3. Knowledge at the level of HUEN 121 is the required minimum for graduation. All students must take no less than 12 consecutive credits of English for the bachelor and 9 for the associate degree during consecutive semesters for university credit, if beginning at the level of 101, 102, or 103. If beginning at the level of 121, or for a more advanced level, the student will take only nine (9) consecutive credits for the bachelor and six (6) for the associate. If beginning at the level of HUEN 231, the student will take only six (6) credits for the bachelor and three (3) credits for the associate.
4. The student may not take a English course at a lower level once he or she has completed the highest level English class or has placed at a higher level in a placement test.

Spanish Area

Students who are not native Spanish speakers will be placed in HUSP 104 or HUSP 105 depending on their score on the required Spanish placement exam. Native Spanish-speaking and non-Spanish speaking students who have advanced knowledge of Spanish as a second language must take the placement test and those who pass may enter HSUP 111, if they do not pass they will enter HUSP 110.

Progress

1. Maintain acceptable behavior, interest, and discipline to the Department's satisfaction.
2. Students may temporarily or permanently forfeit their formal admission to the Department if at any point they fail to meet the requirements. If admission is temporarily revoked, the student will be put on probation until he or she has satisfied all of the missing requirements.

Course Descriptions

Communication

HUCO 223 Communication and Expression 3

Study of the interpersonal communication process. Development of basic oral and written communication skills in Spanish through effective management of different forms of communication. Prerequisite: HUSP 122.

HUCO 286 Introduction to Journalism 3

Fundamental principles and techniques of journalism. Writing different types of periodical works; correct use of language; acquisition of professional vocabulary. Study of denominational journalism in particular. Prerequisites: HUSP 111 and HUSP 122 or its equivalent with a minimum grade of "C", or the permission of the Department.

HUCO 287 Communication Theories 3

Principle factors that come affect the communication process. Analysis of theory and semiotic, psychological, and social models of communication. Emphasizes study of persuasion, motivation, intentionality, social dynamic, and the public's response. Prerequisite: HUCO 223

HUCO 288-289 Introduction to Radio and
Telecommunication I - II 3-3

First Semester: Origin, development, and perspectives of radio, television, and new technology. Emphasis on aspects relevant to the development of Puerto Rican radio and television. Study of the characteristics, functions, and impact of telecommunications

on society. Second semester: Requires 60 hours of practice in production of programs for radio and telecommunication, including preparation of videos. Prerequisite: HUCO 223.

Spanish

HUSP 104 Elementary Spanish I 3

Introduction to conversational Spanish as a second language. First Level. Includes basic vocabulary and grammatical aspects of communication. Requires additional hours of laboratory. Requirements: placement exam, concurrent registration with HUSP 105

HUSP 105 Elementary Spanish II 3

Conversational Spanish as a second language. Second Level. Expands vocabulary and covers more complex areas of grammar. Requires additional hours of laboratory. Requirements: Concurrent registration with HUSP 104.

HUSP 106 Intermediate Spanish 3

Course designed for student who do not speak Spanish, but whose experience and knowledge reach the intermediate level. Emphasizes oral and auditory training with a conversational focus. Vocabulary and pronunciation reinforcement, delve into grammatical elements related to oral and written communication. Expounds on the cultural ideas in Hispanic literature required to continue onto higher levels. Requires additional laboratory hours. Requirements: placement exam, have passed HUSP 104-105 or their equivalents, and concurrent registration with HUSP 107.

HUSP 107 Advanced Spanish 3

Course designed for students who do not speak Spanish, but whose experience and knowledge of the language are at an advanced level. Maximizes communication through oral, auditory, and written training. Requires additional hours of laboratory. Requirements: placement exam. have passed HUSP 106 or its equivalent, concurrent registration with HUSP 106, and post test.

HUSP 108 Reading Workshop 0

Analysis and practice of reading comprehension, application, and efficiency. One hour weekly. Counts as a laboratory, but does not receive credit.

HUSP 110 Basic Spanish Skills 3

Course designed to provide Spanish speaking students with basic knowledge and skills for Spanish usage. Includes reading and comprehension, analysis and writing as means for improving spelling and morphosyntax, and expanding vocabulary. Prerequisite: Have completed all the levels of Spanish as a second language. : HUSP 104-105, HUSP 106-107 or their equivalent. If the students who are not Spanish-speakers must receive a minimum score of 70% on the Spanish diagnostic test. This course requires a laboratory. It does not replace any of the regular courses of the general education program.

HUSP 111 Basic Spanish I 3

Study of the Spanish language: phonology, morphology, and introduction to syntax. Literary genres: narrative and poetry to enrich and master the language. Reading, analysis, and commentary of selected anthologies and representative works of prominent authors of Spain, Puerto Rico, and Spanish American.

Development of skills in writing passages, paragraphs, and diverse compositions. Prerequisite: HUSP 110 or the department's placement exam.

HUSP 122 Basic Spanish II 3

Study of the Spanish language: verbs, invariable parts of speech, syntax, and semantics. Literary genres: theater and essay as means to enrich and master the language. Reading, analysis, and commentary on selected anthologies and representative works of well-known authors of Spain, Puerto Rico, and Hispanic America. Development of skills in writing passages, paragraphs, diverse compositions, and research papers. Prerequisite: HUSP 111.

HUSP 204 Spelling 3

Intensive study and practice of the rules for correct writing in the Spanish language. Prerequisite: HUSP 122.

HUSP 205 Literary Genres 3

Theory of literary genres. Their evolution from the time of Aristotle. Special emphasis on versification. Theory and practice of literary analysis. Prerequisite for all literature courses.

HUSP 207 Universal Literature 3

Introduction to the literary genres and movements of universal literature. Reading and evaluation of representative works. Prerequisite: HUSP 205.

HUSP 271 Special Projects in Spanish 1-3

Individual research supervised by the professor. May include projects related to the Spanish tutoring program.

HUSP 307-308	Spanish Literature I-II	3-3
<p>Overview of Spanish literature from its beginning to our times. Second Semester: From the Middle Ages to the of the beginning of to XVIII century to the present. Prerequisite: HUSP 205.</p>		
HUSP 313-314	Hispanic-American Literature I - II	3-3
<p>The principle Hispanic-American literary figures and their works. First semester: From the pre-Colombian era to Romanticism. Second semester: From Modernism to the present day. HUSP 205.</p>		
HUSP 315-316	Puerto Rican Literature I-II	3-3
<p>Principle literary periods in Puerto Rico and their respective representatives. Critical analysis of the most significant works. First semester: From the beginning to the Romanticism. Second semester: From Modernism to the present day. Prerequisite: HUSP 205.</p>		
HUSP 317	Contemporary Puerto Rican Literature	3
<p>Study of Puerto Rican literature beginning from the 1950's. Focuses on workshops and literary groups in the island's universities. Also provides an overview of Puerto Rican production abroad in Mexico, United States, etc., as in the case of Julia de Burgos, Luis Rafael Sánchez, and others. Prerequisites: HUSP 205, HUSP 316.</p>		
HUSP 318	Contemporary Spanish Literature	3
<p>Authors and representative works of Spanish prose and poetry from the generation of 1927 including the generations of 1936 and 1945. Prerequisites: HUSP 205 and HUSP 308.</p>		

HUSP 319	Contemporary Hispanic-American Literature	3
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Authors and representative works of Hispanic-American prose and poetry from Modernism to Magic Realism and the novelists of the Boom. Prerequisites: HUSP 205 and HUSP 314.

HUSP 320	Spanish Literature of the Golden Age	3
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Detailed and thorough study of the literary production of the significant authors of the XVI and XVII centuries, with special attention to narrative, poetry, and theater. Prerequisite: HUSP 205 and HUSP 307.

HUSP 321	Introduction to Linguistics	3
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Detailed study of the main currents of linguistic thought: comparativism, positivism, structuralism, and generative and transformational grammar. Emphasizes synchronic language study. Prerequisites: HSUP 111 and HUSP 122 with a "C" or better.

HUSP 325-326	Hispanic Philology I - II	3-3
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The formative and evolutionary process of the Spanish language in different periods and geographical settings. Prerequisites: HUSP 111 and HUSP 122 with a "C" or better.

HUSP 331-332	Advanced Grammar I - II	3-3
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First semester: Structural grammar in contrast with traditional grammar. Study of linguistic sign, syntagm, and their components. Different sentence types. Second semester: Deeper study of syntax and stylistic function. Prerequisites: HUSP 111 and HUSP 122 with a "C" or better.

HUSP 335 Generation of 1898 and Modernism 3

Critical study of principle cultural, literary, and philosophical aspects of this period. Special emphasis on Unamuno, Los Machado, Azorín, Baroja, Maeztu y J. R. Jiménez. Prerequisite: HUSP 205.

HUSP 338 Comparative Grammar 3

Comprehensive and detailed study of grammatical structures of English and Spanish, with analytical emphasis on the similarities and differences between the languages. Prerequisite: HUSP 331 or HUEN 231. (Content equivalent to HUEN 338.)

HUSP 340 Literary Criticism 3

Study of the principle methods of modern literary criticism (Structural, Generative, Intertextual, Feminist) and analysis of representative works. Requires an monograph of literary criticism and several shorter essays during the semester. Prerequisites: HSUP 205 and at least two overview courses or the permission of the Department.

HUSP 345 Writing and Composition 3

Study of the strategies that allow effective written communication. Writing coherent ideas that build phrases and sentences that flow together correctly, producing original and concise literary compositions. Review of grammatical rules related to written expression and use of effective methods to produce texts with a clear, precise style. Prerequisite: HUSP 204.

HUSP 471 Special Projects in Spanish 1-3

Individual research supervised by the professor. May include projects related to the Spanish tutoring program and/or language instruction. Requires a monograph. Concentration only.

HUSP 475 Spanish Reading 1-2

Readings in literature, linguistics and/or didactics of the language. Only for students with a concentration in Spanish. Prerequisites: HUSP 205 and the permission of the Department.

HUSP 485 Seminar 1-2

Selection, research, and presentation of different literary, linguistic, or didactic topics. The student will make two presentation per credit hour. Limited to student with a concentration in Spanish.

English

HUEN 101 Conversational English I 3

This course is structured to present basic English vocabulary for communication in daily life situations. This course focuses on oral English. It will meet two days a week, and does not fulfill the University's English requirement. Passed with a minimum grade of "B". Does not have prerequisite. A score of 0-30 on the English Placement (LOEP) Test will place the student in this course. Laboratory Requirement: complete 12 lessons of the "Tell Me More" program.

HUEN 102 Conversational English II 3

This course is structured to present basic English vocabulary for communication in professional life situations. This course focuses on oral English. It will meet two days a week, and does not fulfill the University's English requirement. Passed with a minimum grade of "B". Prerequisite: HUEN 101 or a score of 31-45 on the English Placement (LOEP) Test.. A score of 0-30 on the English Placement (LOEP) Test will place the student in this course. Laboratory Requirement: complete 12 lessons of the "Tell Me More" program.

HUEN 103 Conversational English III 3

This course is structured to present basic English vocabulary for communication with an emphasis on reading comprehension of magazine articles as well as basic materials such as posters, signs, and travel guides. Expands vocabulary to be used in simple oral presentations, emphasizing idioms and verb tenses. This courses focuses on oral English and simple reading comprehension. Fulfills part of the University's English requirements if passed with a minimum grade of "C". Prerequisite: HUEN 102 or a score of 46060 on the English Placement (LOEP) Test. Laboratory Requirement: complete 12 lessons from the "Tell Me More" program.

HUEN 121 Academic ESL I 3

An intensive review of the structural composition of written English, emphasizing correct recognition and use of the 12 basic verb tenses. Grammar skills include: structural patterns of sentences from the simple to the complex, use of transitions, parallelism, comparative grammar, and syntax to correctly compose simple paragraphs. The student will be introduced to reading for general comprehension. Meets part of the University's

English requirements if passed with a minimum grade of “C”. Prerequisite: HUEN 102 or score 61-75 on the English Placement (LOEP) Test. Laboratory requirement: complete 12 of the “Tell Me More” program lessons.

HUEN 123 Academic ESL II 3

Experience in expanding the writing process, development of written compositions, essays, study of the short story and drama formats to expand the creative writing process. Covers plot development, character creation, narration and description, first and second persons. Also includes development of speaking and listening skills with active conversational question and response exercises in class. The student will be introduced to songs designed to improve pronunciation and build confidence in speaking skills. Prerequisites: HUEN 121, score of 76-89 on the English Placement (LOEP) Test.

HUEN 200 English Oral Communication Seminar 3

This course is designed for student who are trying to become proficient in academic English whose skills are above the 100-level courses and want or need to achieve excellence in oral and professional communication skills. Includes: oral presentations, job interviews, public speaking, group discussions, and debates in the nursing, theology, humanities, education, business, and science fields. Partially fulfills the University’s English requirements if passed with a minimum grade of “b. Prerequisites: HUEN 123 or a minimum score of 90 on the English Placement (LOEP) Test, and an official recommendation from the Department. Laboratory: esl.uaa.edu.

HUEN 214 Academic Reading 3

Development of advanced reading skills. Emphasizes spelling, comprehension, vocabulary enrichment, and reading speed for

different types of selected writing in books, magazines, and technical materials. Prerequisite: HUEN 123 or a score of 90-100 on the English Placement (LOEP) Test.

HUEN 215 ESL Grammar and Composition 3

Emphasis on the development of grammatically correct sentences and idiomatic expressions at an advanced level of ESL. Progress in the correct written use of verb tenses, spelling, organization of essay structure, thesis statement, and summary of the main body.. Logical expression is the goal for this level, with the wise use of metaphors, similes, personification, and analogy, among others. Prerequisite: HUEN 123 or a score of 90-100 on the English Placement Exam (LOEP).

HUEN 216 English for Health Professionals 3

This course is designed for student of the health field to develop the skills and strategies needed to read terminology related to the health field, expose students to standardized tests, and be able to communicate in English in a professional setting, or the workplace.

HUEN 231 English Composition I 3

This is the first course in a sequence of two composition courses. It is a review of grammatical structure and an introduction to how to effectively communicate through expository prose. Development of arguments, correct use and referencing sources. In this course students will do revisions and it seeks to improve the students' writing. This course is equivalent to "Freshman Composition I" in the United States. Prerequisites: HUEN 215 passed with a minimum grade of "C" or better, or a score greater than 100 on the English Placement Exam (LOEP).

HUEN 232 English Composition II 3

In this second course of the composition sequence the student will continue to develop reading, writing, and critical thinking for writing essays properly documented according to the MLA or APA formats. The student consults a great variety of sources in order to research a topic for an extensive research paper. This course is equivalent to "Freshman Composition II" in the United States. Prerequisite: HUEN 231 passed with a grade of "C" or better.

HUEN 233 Analysis of Literary Genres 3

Introduction literary genres and themes. General treatment of selected works with an emphasis on reading and analysis of the poem, story, essay, novel, and theatrical work. Prerequisite: HUEN 232.

HUEN 250 Acquisition of English as a
Second Language 3

Examines the learning process for using a language and a second language. Familiarizes the students with the ideas and theories for Acquisition of a Second Language with the research, consideration for the complex nature of the learner, and the use of language in adults and children. This course is designed for ESL professors. Prerequisites: PSYC 201, HUEN 232, or the permission of the Department.

HUEN 275 Advanced Independent Reading 1-2

Reading and interpretation of selected works. Requires mastery of reading and speaking English. Prerequisite: HUEN 231 or 232.

HUEN 281	Reading, Spelling, and Vocabulary Workshop	1-2
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Specific emphasis on the development of skills for reading comprehension, spelling, and use of English vocabulary. Prerequisite: Permission of the Department.

HUEN 292	Drama	3
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This course is an introduction to drama. Topics include works, playwrights, directing, acting, theater, artists and technicians in an English context. Analysis of these topics will be explored to develop artistic knowledge and consciousness of this art. Prerequisites: HUEN 232 or the Department's permission.

HUEN 323-324	Overview of North American Literature I-II	3-3
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Broad study of the literature of the United States from its beginning (1620) to the beginning of the Civil War (1860) as a manifestation of the country's development. *Second Semester:* Broad study of the literature of the United States from the Civil War (1860) to the present as an expression of the country's development. Prerequisite: HUEN 232 or the Department's permission.

HUEN 333-334	Overview of English Literature I-II	3-3
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First Semester: A survey of English literature from the Middle Ages up to the Restoration and the 18th Century. Prosody of old and Medieval English. *Second Semester:* Survey of English literature from Romanticism to the present. Prerequisite: HUEN 232 or the permission of the Department.

HUEN 335 The Bible as History and Literature 3

A study of the literary genres and themes and selected historical books of the Old and New Testaments. Prerequisite: HUEN 233 or the permission of the Department.

HUEN 336 Literature for Children and Adults 3

Observation and evaluation of theories and methodology for teaching literature to children and adolescents in the context of ESL. Study, selection, and application of various texts and theories. This course is designed for the ESL teacher preparation program. Prerequisite: HUEN 232 or HUSP 205, permission of the Department.

HUEN 337 Introduction to Linguistics 3

Introduces the principles forms of the English language. Emphasizes the phonetics, morphology, syntax, vocabulary, and semantics. Explores and examines the social and psychological effects of language. This course is designed for the ESL teacher preparation program. Prerequisite: HUEN 232 or the permission of the Department.

HUEN 338 Comparative Grammar 3

Comparative and detailed study of the grammatical structures of English and Spanish, emphasizing an analysis of the similarities and differences between the two languages. Prerequisite: HUEN 231 or HUSP 331 (Content equivalent to HUSP 338).

HUEN 339 Phonetics 3

Detailed study of the sounds of the English language, including phonetic transcription, and the use of the International Phonetic Alphabet (IPA). Emphasis on auditory discrimination for

transcription, and practicing transcription of words, phrases, and sentences, as well as identification of sounds in transcription. Prerequisite: HUEN 231 or the permission of the Department.

HUEN 375 Topics or Reading in English 1-2

Guided reading and study. Special research and study of problems related to acquisition of the English language. Special projects. Prerequisite: HUEN 231 or 232.

HUEN 439 Advanced English Grammar 3

Brief review of traditional English grammar. Study of phonology, morphology, syntax, and grammatical structure. Introduction to transformational-generative grammar. Prerequisite: HUEN 232.

HUEN 485 Seminar 1

Selection, research, and presentation of literary, linguistic, and didactic topics. The student will prepare two written presentations. May be repeated once to obtain a maximum of two credits. Prerequisite: Permission of the Department.

HUEN 499 Current and Relevant ESL Topics 3
Trends in ESL Instruction Programs

This course investigates current trends and problems in ESL instruction and learning. Explores English for Academic Purposes (EAP), Limited English Proficiency (LEP), Content Based Instruction (CBI), Sheltered Instruction Observation Protocol (SIOP), Specially Designed Academic Instruction in English (SDAIE), and Common Core Curriculum. Also compares the current state of ESL instruction in Puerto Rico and the United States. This course is designed for ESL teachers. Prerequisite: HUEN 233 or the permission of the Department.

Other Languages

HUIT 101-102 Basic Italian I-II 3-3

Basic Italian grammar course with a special emphasis on pronunciation and intonation, with vocabulary for conversation. This course also includes reading and singing in Italian.

HUFR 101-102 Basic French I-II 3-3

Basic French course. Study of grammar with a special emphasis on developing conversational and reading skills.

HUFR 103 Intermediate French I 3

This course follows HUFR 101 and 102. This level continues improving the student's speaking ability, with greater emphasis on pronunciation and intonation. It also delves into the most complex verb tenses in intermediate conversation, and strives to prepare the student for introductory readings in poetry and a little of basic literature. Laboratory required.

HULA 101-102 Latin I-II 3-3

Basic Latin course. Study of the basic morphological structures, syntax, vocabulary, and analysis of readings.

HUGR 101-102 Basic German I-II 3-3

Basic German course. Study of the grammar, with special emphasis on developing conversational skills.

Bachelor of Arts in History

Specific Objectives for History

1. Develop generations of citizens who respect laws, government, and the development of others.
2. Satisfy current educational needs.
3. Create a foundation for advanced studies.
4. Benefit from the experience of passed generation, and apply it to the progress of the nations of the present.

Graduate Profile

The graduate of the History Program should demonstrate the following professional qualities:

Knowledge

1. Demonstrates a knowledge of history.
2. Has a global perspective of the world.
3. Knows the material to be taught and the theory that supports it.
4. Demonstrates knowledge of biblical prophecy as it applies to history.

Skills

1. Possess the basic skills needed for historical research.
2. Identifies the countries of the world on the map and their resources.
3. Possesses effective oral and written communication skills.

Attitudes

1. Values Adventist Christian philosophy and applies it to his or her life as a whole.
2. Respects the civil government and the laws that uphold it.
3. Demonstrates respect for the dignity of the human being.
4. Demonstrates pride for his or her heritage and an appreciation of the western culture.
5. Demonstrates a taste for aesthetic beauty.
6. Demonstrates an appreciation for work by his or her example.

Graduation Requirements

The student must have a minimum accumulated GPA of 2.50 and 3.00 in the concentration courses in order to graduate.

Concentration: <i>History</i>	Credits
General requirements *	45.5-55
Concentration courses	42
Related courses	12
Free electives**	21
 Total Credits	 120.5-130

* The general requirements appear in the corresponding section of this catalog. The Department will advise students in planning the General Education Program.

** The requisites for the Teacher Certification are recommended, as defined by the Department of Education of Puerto Rico.

Concentration Requirements

HUHI 101	Historiography and Historical Approaches	3
HUHI 103	History of the Ancient World	3
HUHI 104	Medieval History	3
HUHI 200	Summary of the History of PR	3
HUHI 201	Social and Economic History of PR	3
HUHI 203	Summary of US History	3
HUHI 204	Social, Political, and Economic History of the US	3
HUHI 312	History of Colonial Latin America	3
HUHI 313	Modern History of Latin America	3
HUHI 321	History of the Modern World	3
HUHI 322	Modern History	3
HUHI 324	Modern History of the Far East from the 20 th -21 st Century	3
HUHI 401	History of the Antilles	3
HUHI 492	Methods of Historical Research	3
Total Credits		42

Related Courses

HUSO 101	Introduction to Social Sciences	3
HUGE 111	Astronomical, Physical, and Political Geography	3
HUGE 122	Human and Economic Geography	3
ECON 201	Principles of Macroeconomics	3
Total Credits		12

Minor in History

HUGE 111	Astronomical, Physical, and
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	Political Geography	3
HUHI 103	History of the Ancient World	3
HUHI 104	Medieval History	3
HUHI 201	Social and Economic History of PR	3
HUHI 203	Summary of US History	3
HUHI 313	Modern History of Latin America	3
HUHI 321	Modern World History	3
HUHI 322	Modern History	3
HUHI 324	Modern History of the Far East 20 th to the 21 st Century	3
HUHI_____	History Elective	3
	Total Credits	30

Course Descriptions

History

HUHI 101	Historiography and Historical Approaches	3
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Study of the development of historiography of the West from antiquity to the present. Analysis of the most important historical interpretations emphasizing the modern and contemporary periods.

HUHI 103	History of the Ancient World	3
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Study of the time period from the Sumerian civilization around 3,000 B.C to the division and fall of the Western Roman Empire in the year 476 A.D. The rise, apogee, and fall of the Egyptian, Assyrian, Neo-Babylonian, Persian, Greco-Macedonian, and Roman empires.

HUHI 104	Medieval History	3
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Study of European history from the collapse of the Western Roman Empire up to the Renaissance. Prerequisite: HUGE 122

HUHI 200	Summary of Puerto Rican History	3
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Interpretive study of the historical, social, political, and economic development of Puerto Rico from the pre-Colombian era to the present.

HUHI 201	Social and Economic History of Puerto Rico	3
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Study of the social and economic development of Puerto Rico from the XVI century to the present, emphasizing the changes that have arisen as a result of agricultural and industrial development, increase in population density, the matter of status, and patterns of insular government

HUHI 203	Summary of United States History	3
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An interpretive study of the development of US history from the colonial period to the present day.

HUHI 204	Social, Political, and Economic History of the United States	3
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A study of the development of the American people from the colonial period to the present day. Emphasizes transitions and impact from socioeconomic forces and national politics.

Prerequisite: HUGE 111, HUHI 203

HUHI 285	Historical Tour	1-3
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. Visits to places of historical importance. Requires previous reading of assigned literature and a written evaluative report.

HUHI 312	History of Colonial Latin-America	3
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Development of the pre-Colombian culture. The changes caused in the New World by the explorations, conquests, colonial governments, and rivalries of European empires in the region.

HUHI 313 Modern History of Latin-America 3

Study of the consolidation and political and economic development of independent societies of Latin-America in the XIX, XX and XXI centuries. Prerequisite: HUGE 111.

HUHI 321 History of the Modern World 3

Study from the Middle Ages around the 1500's to 1815. Covering the Renaissance, Protestant Reformation, Rise of the State, the Enlightenment, revolutions, and Napoleon. Prerequisite: HUGE 111 or 122

HUHI 322 Modern History 3

Study from the Congress of Vienna (1815) to the present. Emphasizes the Industrial Revolution, unification of Italy and Germany, the First and Second World Wars, the Cold War, and globalization. Prerequisite: HUGE 111 or 122

HUHI 324 Modern History of the Far East in
the XX and XXI Centuries 3

A study of the socio-economic, political, and religious development in the Far East during the XX and XI centuries. Although this class focuses on developments in China and Japan, it covers other nations such as India, Burma, Vietnam, Korea, and the Philippines. The importance of this region in the balance of world power.

HUHI 371 History Topics 1-3

Selection of a topic in agreement with the professor. Independent study. Registration with the permission of the Program Coordinator.

HUHI 401 History of the Antilles 3

A geographic, geopolitical, and socio-historical study of the Antilles from the XVI century to the present.

HUHI 431 Renaissance, Reform, and the
Rise of the State 3

Study of the causes, development, and consequences of these movements. How they changed Europe and influenced other parts of the world.

HUHI 492 Methods of History Research 3

A study of methods and techniques of historical research to prepare the student to create an original work. Findings of the research will be submitted in a research paper. Prerequisite: HUHI 101

Geography

HUGE 111 Astronomical, Physical, and
Political Geography 3

Astronomical, physical, political, human, and economic geography. The new world from Alaska to Chile and southernmost Argentina.

HUGE 122 Human and Economic Geography 3

Astronomical, physical, political, human, and economical geography. Only covers Europe, North Africa, Sub-Saharan Africa, Middle East, Asia, Australia, and Oceania.

Social Sciences

HUSO 100 Philosophy of Service 1

Provides a theoretical and practical foundation to understand current needs of communities and/or individuals. The student is expected to develop a practical individualized or group to deal with human needs through community service.

HUSO 101 Introduction to Social Sciences 3

General study of the social science disciplines: anthropology, sociology, psychology, politics, economy, and geography. Post-modern discussion of contemporary problems in Puerto Rico, the United States, and the rest of the world related to each discipline, with an emphasis on poverty, crime, ecology, status, and minorities.

HUSO 110 Introduction to Sociology 3

Introductory study that explains social, political, and economic phenomena in terms of social structure, social forces, and group relations. Focuses on various important topics such as : culture, socialization, social groups, inequality, ethnic relations, race, poverty, social institutions, and changes in the social schema.

Humanities

HUMA 101 Western Civilization 3

Introductory course to western civilization, emphasizing the most important topics and concepts in the humanities field.

Social Work

SOWO 101	Introduction to Social Work	3
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Introduction to social work as a profession and practice. Provides those who are considering it as a possible career choice with a comprehensive view of the philosophical, historical, axiological, and conceptual basis that compose it.

School of Nursing and Health Sciences



School of Nursing and Health Sciences

Dean

Dr. Alicia Franco

Permanent Faculty

María L. Cruz, *Director*; Betsy Casasnovas, Elizabeth Carlo, Esperanza Tejada, Héctor González, Sylvia Carmenatty, Janice I. Cristancho, Myrna Hidalgo, Amarilys Irizarry, Rafael Laracuente, Nancy Walton, Yesenia Vargas, and Yoalis Cardona.

Contracted Nursing Faculty

Zayra Ferrer, Madeline Irizarry, Sidney Justiniano, Leticia López, Gloria Troche, and Milton Lugo.

Professional Counselor

Zaida Álvarez

Graduate Profile

The graduate of the Bachelor of Science in Nursing Program of AAU will be prepared to:

1. Show love and empathy in the bio-psycho-socio-spiritual care of the human being based on Christian principles.
2. Integrate the nursing process when intervening with patients in all health scenarios.

3. Work in a team, sharing ideas, opinions, and respecting the work of other colleagues.
4. Apply professional ethics to his or her responsibilities and functions.
5. Analyze the factors that affect the health of communities and be involved in promoting and maintaining health, prevention of illness, and rehabilitation.
6. Work as a competent nursing professional in general care and specialized areas.
7. Work efficiently and professionally in a leadership or administrative role in different work scenarios in the professional nursing field in general care or specialized areas.
8. Participate in research studies in the health field.
9. Pass the licensing exams required by the Examination Board of Puerto Rico and the United States.
10. Continue professional growth and acquire new experiences with skills and knowledge related to patient care in order to stay up-to-date in the health field.

Objectives

The Nursing program prepares students who will later be prepared to:

1. Demonstrate a knowledge of God and appreciation of the value of the human being through therapeutic interpersonal communication.
2. Apply the nursing process to the care of individuals, families, groups, and communities in different stages of the life cycle and in different scenarios.
3. Use critical thinking when making decisions and solving problems.
4. Demonstrate responsibility for the decisions that he or her makes and have an awareness of them.
5. Coordinate with an interdisciplinary team to provide optimal health care in all scenarios through effective communication.
6. Participate in service activities through health-related programs for promotion, prevention, maintenance, and rehabilitation..
7. Assume responsibility for furthering professional and personal development through continued education.
8. Apply knowledge of research to attend to health-related matters.
9. Obtain employment in different scenarios in and outside of Puerto Rico.

General Information

The Nursing Program offers a cohesive curriculum that prepares bachelor level nurses at the completion of four years of

study, with the option to earn an associate degree at the end of the first three levels of study (90 credits).

The Faculty of the Nursing program and other educators share the common goal of graduating competent nursing professionals, trustworthy, ready for the workforce, and prepared to serve society. This training is achieved within a Christian environment.

The Bachelor of Science in Nursing program is four years long. It includes 180 hours of intensive clinical practice during one summer. This practice will emphasize theory and clinical skills needed to perform nursing functions in cases of health problems, applying the nursing process. The students will use effective communication skills, teaching health principles, and the therapeutic nurse-client relationship throughout the life cycle.

During the last level of the bachelor program the emphasis is on the theory and practice of the scientific method of research and assisting the client and his or her family during care for and recovery from critical conditions. Students will develop clinical skills, management skills, and nursing leadership. Comprehensive care for the client in the home and community will also be included with an emphasis on preventing and detecting disease.

The courses have been designed to develop skills for problem solving and decision making using the nursing process. The program prepares the candidate to assume leadership roles in the care of the client and client's family. The nursing student should be aware that expenses will be occurred in addition to those mentioned in the Financial Information section of this Catalog. The books, uniforms, laboratories, transportation to clinics, and equipment are a part of these expenses.

The Nursing program reserves the right to recommend and implement changes in the curriculum as it deems necessary.

The BSN and RN/BSN programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Tel. 404-975-5000, www.acenursing.org.

Admission and Progress Requirements

Admission

1. Finish submitting the documents required by the Admission Office in order to determine his or her eligibility.
2. Have a high school GPA of no less than 2.50, or no less than 2.50 at the university level, on a 4.00 scale.
3. Complete the application for admission to the School of Nursing and Health Sciences.
4. Present a health certificate that was issued within the last three (3) months that shows a state of physical health that allows the person to perform all of the requirements of the nursing program. This certificate must be submitted before taking NURS 120- Fundamentals of Nursing II, and be renewed every year.
5. Present a Background Check (Certificate of Good Conduct) issued within the last 30 days by the Police of Puerto Rico or the jurisdiction of the applicant's current residence. It must be renewed every 6 months, but is not required for minors under 18 years of age.
6. Submit a copy of the Vaccination Record for admission to the School. It must also include evidence of having received the Hepatitis B Vaccine.

7. Submit a HIPPA Training Certification issued by an authorized agency or institution, and the CPR Certification issued by the American Heart Association.
8. Transfer students from other colleges or universities must present official credit transcripts which will be evaluated before the candidates can be admitted to the program.
9. If the transfer student has previously passed nursing courses, they will be evaluated based on their specific content before being validated.
10. Any students who have interrupted their nursing studies for more than six months, but have remained active in their area must be able to demonstrate their knowledge and skills in the nursing course materials through challenge exams.

Readmission. Any student registered in the Nursing Program who for some reason has interrupted his or her studies must apply for readmission to the University and the School of Nursing and Health Sciences. The student must also fulfill admission requirements of the Nursing program (numbers 1 to 7 and 9 to 10 as previously listed). The Admissions and Progress Committee reserves the right of admission. The applicant's GPA must not be lower than 2.50.

Admission of Graduates of the Associate Program at AAU or Other Universities or Nursing Diploma Programs to the RN/BSN Program

The admission requirements for graduates of Nursing programs accredited by state or professional agencies are as follows:

1. Evidence of having completed the requirements for an Associate Degree or Diploma in Nursing from an accredited program.
2. Have an official nursing license from Puerto Rico or the applicant's country of origin.
3. Course descriptions are required when necessary to determine if a course can be transferred or for the number of transfer credits for clinical nursing courses. The Program reserves the right to require the transfer student to take written or practical exams in any course that the student transfers.
4. The GPA the student has at the moment of admission must not be less than 2.50.

Nursing and Health Sciences Club

This organization brings the students of the Nursing and Respiratory Therapy Programs together. It offers the students opportunities to develop communication and leadership skills and organize educational, religious, and recreational activities. Students of the School's programs must belong to and participate in the Club.

Academic Progress and Graduation

1. During the first year the student must take all of the general courses suggested in the course sequence and maintain a minimum GPA of 2.50.
2. The student may repeat failed nursing courses twice, and nursing courses that received a W up to three times.

3. To pass a professional course the student must pass the theory as well as the laboratory with a minimum grade of C+ (77%)*, and at graduation must have a minimum GPA of 2.50 in the general courses and 2.50 in the concentration courses.
4. To pass a related course the student must have a minimum grade of C.
5. Before starting NURS 220- Medical Surgery Nursing I the students' GPA (2.50 required) and prerequisites will be evaluated. If these have not been met they will not be able to take NURS 220 or the subsequent courses.
6. Any student who wishes to discontinue studying after completing the third level and graduate with an Associate Degree must notify the Registration Office in writing one year before graduation.
7. In order to graduate the student must participate in the Initiation to the Nursing Profession ceremony.
8. Once the student has taken and passed NURS 130- Pharmacology and Drug Calculation, he or she will have to take the Program's Posology exam once a year. This exam must be passed with a score of 90%. If the exam is not passed, the student must register for NURS 222- Remedial Posology the following semester.
9. The NURS- 222- Remedial Posology course can only be taken twice. If the student fails it two times in a row, he or she will have to take NURS 130- Pharmacology and Drug Calculation again.
10. Every candidate for graduation from the Bachelor of Science in Nursing and every student who takes NURS

390- Nursing Practicum must take the Nursing Program's Posology exam the academic session before graduation.

11. Any student who is placed under Academic Probation must interview with the academic advisor assigned by the School Of Nursing and Health Sciences and complete the counseling process congruent with the type of probation under which the student is placed.

** Except for NURS 390 which must be passed with a B.*

Academic Program

Bachelor of Science in Nursing (BSN)

Concentration: *Nursing Sciences*

General Requirements	44.5-54
Related Courses	19
Concentration Courses	61-62
 Total Required Credits	 124.5-135

General Requirements			Credits
BUAD	101	Natural and Financial Resource Management	1
RELB	101	Life and Teachings of Jesus or	
RELB	102	Introduction to the Gospels	3
RELT	201	Christian Beliefs or	
RELT	202	Christian Life	3
NURS	300	Biblical Perspective on Spiritual Care	3
RELT	317	Christian Home or	
RELT	412	Christian Ethics	3
HUSP	111	Basic Spanish I	3
HUSP	122	Basic Spanish II	3
HUCO	223	Communication and Expression	3
HUEN	___	English (see English requirements)	6-12
HUMA	101	Western Civilization or	
HUSO	101	Introduction to Social Sciences	3
HUHI	200	Summary of Puerto Rican History	0-3
MATH	112	Mathematics for Health Sciences*	3

MATH	231	Statistics I*	3
COMP	101	Introduction to Computers and Information Systems or	
OFAD	234	Microcomputer Applications	3
HEPE	101-116	Physical Education	1
EDUC	098	Intro. to University Life or	1
EDUC	099	University Life Seminar	.5
ARTE	104	Introduction to Drawing or	
ARTE	105	Introduction to Painting or	
MUCT	101	Introduction to Music or	
MUHL	104	Music Appreciation or	
MUFA	105	Fine Arts Appreciation or	
MUPF	___	Applied Music	3
Total Credits			44.5-54

* *Must be passed with a C or better.*

Related Courses			Credits
BIOL	111-122	Anatomy and Physiology I and II	8
BIOL	105	Introduction to Microbiology	4
CHEM	100	Principles of Chemistry	4
PSYC	200	Human Development	3
Total Credits			19

Concentration Requirements			Credits
NURS	110	Nutrition I	2
NURS	118	Fundamental Procedures	3
NURS	119	Fundamentals of Nursing I or	
NURS	120	Fundamentals of Nursing II	3-4
NURS	130	Pharmacology and Dosage Calculation	3
NURS	220	Medical Surgery Nursing I	5
NURS	221	Medical Surgery Nursing II	5

NURS 230	Health Assessment	3
NURS 240	Pathophysiology	3
NURS 320	Maternal-Infant Nursing	4
NURS 321	Pediatric Nursing	4
NURS 322	Mental Health and Psychiatric Nursing	4
NURS 323	Gerontological Nursing	2
NURS 380	Nursing Seminar	3
NURS 390	Nursing Practicum	3
NURS 420	Nursing Leadership and Management	3
NURS 421	Community Nursing and Health	5
NURS 422	Nursing Research	3
NURS 430	Critical Care Nursing	3
Total Credits		61-62

Associate in Nursing

During the first three levels (88-98 credits) of the nursing curriculum the theory and clinical skills needed to carry out nursing functions for cases of common problems, concrete and prevalent, supporting the client in the adaption process. The student will develop effective communication skills with the client, family, and members of the health team, participating in providing healthcare and teaching principles of health. The therapeutic nurse-client relationship will be emphasized, focusing on the biological, psychological, spiritual, and social needs identified in the health-illness cycle. Theory and practice of client nursing care according to the stages of human growth and development during the life cycle will be included. The nursing process will be used to solve problems and meet the needs of the client, family, and/or groups. The student will be introduced to care for clients in critical conditions.

A 180 hour practicum comes at the end of the third level. The nurse preceptor system is used, allowing the student to practice the knowledge and skills he or she has learned, and prepares the student for the transition from student to employee.

Concentration: <i>Associate</i>	Credits
General requirements	22.5-32
Related courses	19
Concentration courses	47-48
Total Credits	88.5-99

General Requirements

BUAD 101	Natural and Financial Resource Management	1
EDUC 098	Intro. to University Life or	1
EDUC 099	University Life Seminar	.5

HUSP	111-122	Basic Spanish I and II	6
HUEN		English	3-9
MATH	112	Mathematics for Health Sciences *	3
RELB	101	Life and Teachings of Jesus or	
RELB	102	Introduction to the Gospels	3
RELT	201	Christian Beliefs or	
RELT	202	Christian Life	3
HUHI	200	Summary of Puerto Rican History	0-3
COMP	101	Introduction to Computers and Information systems	
OFAD	234	Microcomputer Applications	3
Total Credits			22.5-32

** Must be passed with a C or better.*

Related Courses			Credits
BIOL	111-122	Anatomy and Physiology I and II	8
BIOL	105	Introduction to Microbiology	4
CHEM	100	Principles of Chemistry	4
PSYC	200	Human Development	3
Total Credits			19

Concentration Requirements			Credits
NURS	110	Nutrition I	2
NURS	118	Fundamental Procedures	3
NURS	119	Fundamentals of Nursing I or	
NURS	120	Fundamentals of Nursing II	3-4
NURS	130	Pharmacology and Dosage Calculation	3
NURS	220	Medical Surgery Nursing I	5
NURS	221	Medical Surgery Nursing II	5
NURS	230	Health Assessment	3

NURS 240	Pathophysiology	3
NURS 320	Maternal-Infant Nursing	4
NURS 321	Pediatric Nursing	4
NURS 322	Mental Health and Psychiatric Nursing	4
NURS 323	Gerontological Nursing	2
NURS 380	Nursing Seminar	3
NURS 390	Nursing Practicum	3
Total Credits		47-48

Bachelor of Science in Nursing for Registered Nurses (RN/BSN) Night Program

Admission Requirements

1. Submit evidence of completing an Associate Degree or Nursing Diploma in an accredited program.
2. Have a current official license to practice nursing in Puerto Rico of the country of origin.
3. Submit course descriptions when necessary to determine if a course can be transferred or the number of credits that will be transferred from clinical nursing courses. The School reserves the right to require the transfer student to pass written or practical exams in any course that the student is transferring.
4. The GPA will not be lower than 2.50 at the time of admission.

Concentration: <i>Nursing Sciences</i>	Credits
General requirements	23-26
Related courses	7
Concentration courses	29
Total Required Credits	59-62

General Requirements		Credits
BUAD 101	Natural and Financial Resource Management	1

NURS 300	Biblical Perspective on Spiritual Care	3
HUHI 200	Summary of Puerto Rican History	0-3
HUMA 101	Western Civilization or	
HUSO 101	Introduction to Social Sciences	3
HUCO 223	Communication and Expression	3
HUEN 121	Advanced English I	3
COMP 101	Introduction to Computers and Information Systems or	
OFAD 234	Microcomputer Applications	3
HEPE 101-116	Physical Education	1
RELT 317	Christian Home or	
RELT 412	Christian Ethics	3
ARTE 104	Introduction to Drawing or	
ARTE 105	Introduction to Painting or	
MUCT 101	Introduction to Music or	
MUHL 104	Music Appreciation or	
MUFA 105	Fine Arts Appreciation or	
MUPF —	Applied Music	3
	Total Credits	23-26

Related Courses

CHEM 100	Principles of Chemistry	4
MATH 231	Statistics I	3
	Total Credits	7

Concentration Requirements

NURS 110	Nutrition I	2
NURS 230	Health Assessment	3
NURS 240	Pathophysiology	3
NURS 310	Gerontological Nursing	2

NURS 401	Role of the Nursing Professional in Mental Health and Psychiatry I*	2
NURS 402	Role of the Nursing Professional in Maternity and Pediatrics II*	2
NURS 420	Nursing Leadership and Management	3
NURS 421	Community Nursing and Health	5
NURS 422	Nursing Research	3
NURS 430	Critical Care Nursing	3
Total Credits		29

* *For students who did not graduate from AAU or graduated from AAU more than 10 years ago.*

Course Descriptions

NURS 110 Nutrition I 2

A study of normal nutrition and motivation for it and the social, economic, cultural, and religious factors that influence it. Attention is given to the nutritional requirements for different ages and the role of diet and nutrition for maintaining health and preventing illness. Concepts of therapeutic nutrition are also studied. Includes 30 hours of theory per session.

NURS 111 Nutrition II 3

A study of normal nutrition and motivation for it and the social, economic, cultural, and religious factors that influence it. Attention is given to the nutritional requirements for different ages and the role of diet and nutrition for maintaining health and preventing illness. Concepts of therapeutic nutrition are also studied. Includes 30 hours of theory and 15 hours for special work each per semester. One credit of this class will be designated for a special project that the student will complete in coordination with the professor.

NURS 118 Fundamental Procedures 3

This course is designed to develop the student's knowledge and skills required to intervene with patients in diverse clinical environments. Emphasis is given to demonstration and practice of skills that are a part of the nursing fundamentals and medical surgery courses. Self-care theory and adaption theory are used as a fundamental basis for nursing. Includes 37.5 hours of theory per semester and 2 hours of skills laboratory. Prerequisites: BIOL 111.

NURS 119 Fundamentals of Nursing I 3

This course develops the student's basic nursing knowledge and skills. Emphasizes the human being's bio-psycho-socio-spiritual needs and nurse-client interaction by the application of the nursing process. This course will be for licensed practicing nurses who are admitted to the Nursing Program. The student will take the theory and demonstrate the clinical skills. Includes 45 hours of theory per semester. Prerequisites: BIOL 111 and BIOL 122.

NURS 120 Fundamentals of Nursing II 4

This course introduces and orients the student to the nursing field. The development of nursing throughout history, its evolution, and current trends will be studied. Emphasizes the human being's bio-psycho-socio-spiritual needs and nurse-client interaction by the application of the nursing process. Basic nursing knowledge and skills will be applied. The student will take the theory and demonstrate the clinical skills. Includes 45 hours of theory and 60 hours of laboratory per semester. Prerequisites: BIOL 111, BIOL 122.

NURS 130 Pharmacology and Dosage Calculation 3

Study of drug action and dosage calculation. Classification of drugs emphasizing their therapeutic and side affects (adverse and beneficial). Includes prescription and non-prescription medication with a specific emphasis on their implications for nursing, and client education. The student must pass a laboratory exam with 90% in order to pass the class. Includes 37.5 hours of theory and 30 hours of laboratory per semester. Prerequisite: Math 112 with a grade of "C" or better. (Content Equivalent to RTPY 201).

NURS 220 Medical Surgery Nursing I 5

Theory and practice of nursing care for the adult with medical and surgical disorders. Includes the psycho-social aspects of illness as well as preventative measures and rehabilitation. Study of the nursing process, a holistic approach to healthcare, the client in the perioperative stage, hematological, musculoskeletal, gastrointestinal, and endocrine disorders, cancer, and eye, ear, nose, throat, and skin disorders. Includes 60 hours of theory and 60 hours of laboratory per semester. Prerequisites: BIOL 105, BIOL 111, BIOL 122, NURS 110, NURS 118, NURS 120, and NURS 130.

NURS 221 Medical Surgery Nursing II 5

Theory and practice of nursing care for the adult with medical and surgical disorders. Includes the psycho-social aspects of illness as well as preventative measures and rehabilitation. Study of the client with disorders of the neurological, respiratory, cardiovascular, peripheral vascular, reproductive, and renal systems. Also includes client care in emergency situations. Includes 60 hours of theory and 60 hours of laboratory per semester. Prerequisites: NURS 220 and its prerequisites, and NURS 240.

NURS 222 Remedial Posology 1

Course designed for students who fail the department's Posology exam. Offers the opportunity to develop and reinforce drug, dosage, and solution calculation. Includes 15 hours of theory per semester. The course must be passed with a minimum of 90%. Prerequisite: NURS 130.

NURS 230 Health Assessment 3

Provides the opportunity to apply theories, principles, and concepts of health evaluation and assessment to determine

nursing diagnosis. Develop skills in health history and holistic health assessment. Includes 30 hours of theory and 60 hours of laboratory per semester. Prerequisites: BIOL 111 and BIOL 122.

NURS 240 Pathophysiology 3

This course offers an integrated focus that presents illness as a change to homeostasis. Focuses on the human body's principles and mechanism to maintain and restore homeostasis, as well as pathological interferences in the optimal cell environment. Includes 45 hours of theory per semester. Prerequisite: BIOL 111 and BIOL 122.

NURS 300 Biblical Perspective of Health Care 3

. Study of spiritual care of the patient from a biblical perspective and its application during periods of crisis for the patient and family. Provides opportunity to practice spiritual values. Includes 41 hours of theory and 15 hours of laboratory per semester. Prerequisite: NURS 120. This course is equivalent to RELB 300 and applies only to students from health programs.

NURS 310 Nursing Concepts and Affairs 1

This course is a transition in the RN/BSN program for Registered Nurses. Study of the socio-cultural changes and trends in the evolution of nursing focusing on the health services movement. Changes in research and technology are recognized, as well as the increased responsibility and autonomy of the nursing professional. Includes 15 hours of theory per semester.

NURS 320 Maternity-Infant Nursing 4

Theory and practice of nursing for the woman and her family during the reproductive, pre-conceptive, prenatal, prenatal, postnatal, and neonatal periods. Includes care for complications

during these stages. Includes 45 hours of theory and 60 hours of laboratory per semester. Prerequisites: NURS 120, NURS 220, and NURS 230.

NURS 321 Pediatric Nursing 4

Theory and practice of nursing care following the stages of normal growth and development of a person during infancy, childhood, and adolescence. Emphasis on prevention, care, and rehabilitation of the child and adolescent with physical and emotional changes. Includes 45 hours of theory and 60 hours of laboratory per semester. Prerequisites: PSYC 200, NURS 130, NURS 221 and NURS 230.

NURS 322 Mental Health and Psychiatric Nursing 4

Theory and practice of nursing care for the person with mental disorders. Provides an opportunity to interview clients throughout the life cycle, emphasizing the therapeutic relationship between nurse and patient and the bio-psycho-socio-spiritual needs of different levels of the health continuum. Includes 45 hours of theory and 60 hours of laboratory per semester. Prerequisites: NURS 220 and PSYCH 200.

NURS 323 Gerontological Nursing 2

Prepares the student to attend to the changes, challenges, and needs of an elderly person. Focuses on aging from a holistic perspective using the nursing process. Includes 30 hours of theory per semester. Prerequisites: PSYC 200 and NURS 240.

NURS 371 Special Nursing Project 1-4

The student carries out individual research. The research topic must be approved by the professor. This course can be repeated for credit up to a maximum of four credits.

NURS 380 Nursing Seminar 3

Prepares the student to integrate the knowledge and practice obtained. Also focuses on aspects that influence current trends and legal, ethical, and moral implication in the nursing profession. One hour of theory and eight hours of laboratory each week. Prerequisites: All nursing courses up to the third year. (NURS 322 and NURS 321 may be concurrent.)

NURS 390 Nursing Practicum 3

. Nursing practice in selected areas and shifts that provide the opportunity to develop skills in comprehensive care of a group of clients. Trains the student to integrate the knowledge and practice obtained. 180 hours of intensive clinical practice in the hospital. This course must be passed with a minimum score of 84%. Prerequisite: Have completed all of the nursing courses required for the Associate Degree.

NURS 401 Role of the Nursing Profession in
Mental Health and Psychiatry 2

Course designed for student of the RN/BSN program. The role of the nursing profession as applies to the principles of mental health and prevention, treatment, and rehabilitation of the client with psycho-pathological conditions. Emphasizes current trends in the management of these clients based on a Christian philosophy. Includes 30 hours of theory per semester.

NURS 402 Role of the Nursing Professional in
Maternity and Pediatrics 2

Designed for students of the RN/BSN program. Discusses the role of the nursing professional in caring for the woman during the reproductive cycle, new born, and the pediatric client up to

adolescence. Emphasizes current trends in the management of these patients based on a Christian philosophy. Includes 30 hours per semester.

NURS 420 Nursing Leadership and Administration 3

Provides opportunity for the student to use independent judgement in the development of clinical skills and management and leadership skills. This goal is achieved by applying selected theories and concepts. Includes 45 hours of theory per semester. Prerequisite: NURS 221.

NURS 421 Nursing and Health in the Community 5

This course provides the student with basic knowledge and strategies of nursing intervention in community health. Emphasizes the role of the nurse in promoting and maintaining health and disease prevention, as well as home care for sick persons. The student develops abilities as a researcher, educator, and leaders using problem solving methods. Includes 60 hours of theory and 60 hours of laboratories per semester. Prerequisite: NURS 221, NURS 320, NURS 321 and NURS 420.

NURS 422 Nursing Research 3

Theory and practice of the scientific method in research. Provides the opportunity to select a nursing problem in the hospital or community and develop a proposal based on the scientific method. Includes 37.5 hours of theory and 30 hours of laboratory per semester. Prerequisites: MATH 231, be at least in the first semester of the third level of nursing. (Content equivalent to RTPY 421.)

This course is based on pathophysiological concepts applied to situations of clients with critical conditions. Studies acute interferences in selected physiological systems. Uses the nursing process to assist the client and family during care and recuperation when death is imminent, helping the client die with dignity. Includes 30 hours of theory and 60 hours of laboratory per semester. Prerequisite: NURS 221 and NURS 240.

This course is designed to allow the student to read independently from selected topics, books, or nursing literature at an advanced level. The professor will assign the readings and indicate the methods of evaluation that will be used. This course can be repeated for credit up to a maximum of two credits.

Respiratory Therapy Program

Objectives

As a result of the courses of this Program and the harmonious development of abilities in the university environment the graduate will be satisfactorily prepared to:

1. Demonstrated knowledge of God as the Creator and Sustainer of the human being through a therapeutic interpersonal relationship.
2. Evaluate clinical information using critical thinking to make judgements that lead to effective therapeutic intervention.
3. Use specialized Cardiopulmonary Care equipment with the correct techniques.
4. Work ethically and legally as a Respiratory Care professional, demonstrating mastery of professional skills.

Graduate Profile

Upon completion of this academic program the graduate of the Associate Degree in Respiratory Therapy will be able to exercise the following skills in different domains:

Cognitive

1. Possess the knowledge needed to pass the exams required by the Respiratory Therapy Examining Board of Puerto Rico.
2. Use oral and written communication skills effectively in his or her profession.
3. Demonstrate the ability to make decisions based on critical thinking and analysis of clinical information.

Psychomotor

1. Master the skills needed to properly execute the techniques or procedures to help in the diagnosis and treatment of patients.
2. Properly manage the equipment related to his or her profession, including technological equipment, to guarantee quality cardiopulmonary care.

Affective

1. Demonstrate respect for other people as a result of having a relationship with God, acknowledging him as the Creator and Sustainer of humanity.
2. Work ethically, legally, and safely in his or her profession.
3. Serve promoting health and educating on prevention and management of cardiopulmonary illness.

Upon completion of this academic program the graduate of the Bachelor of Cardiopulmonary Sciences will be able to fill the following capacities in different domains:

Cognitive

1. Posses the knowledge needed to pass the licensing exams at the local and national levels.
2. Use oral and written communication skills effectively in his or her profession.
3. Demonstrate the ability to make decisions based on critical thinking and analysis of clinical information.
4. Apply principles of scientific research and evidence based practice in Cardiopulmonary Care.
5. Apply leadership and administration principles in the professional area.

Psychomotor

1. Master the skills needed to properly execute techniques or procedures to help diagnose and treat patients.
2. Properly manage the equipment related to the profession, including technological equipment to guarantee quality cardiopulmonary care.

Affective

1. Demonstrate respect for other people as a result of having a relationship with God, acknowledging him as the Creator and Sustainer of humanity.
2. Work ethically, legally, and safely in his or her profession.

3. Serve by promoting health and educating on prevention and management of cardiopulmonary diseases.

General Information

Respiratory Therapy is one of the fastest growing areas of the health field. The primary objectives of Respiratory Therapy are assisting the doctor in the diagnosis, evaluation, treatment, and rehabilitation of patients with cardiopulmonary problems and/or diseases.

The Associate of Sciences in Respiratory Therapy Degree programs has been designed for students interested in developing critical thinking, acquires skills, and work responsibly in their area of specialty. Respiratory Therapy students will also develop an understanding of themselves, problem solving skills for scientific and social environments, and personal and professional communication skills.

Admission Requirements

1. Complete and submit the required documents.
2. Have completed a minimum of 28 semester credits at AAU or in any other accredited university, including at least the following courses: Basic Spanish (6 credits), English (6 credits or the equivalent), Mathematics for Health Sciences (3 credits), Human Anatomy and Physiology (4 credits), Physics for Health Sciences (3 credits), Cardiopulmonary Anatomy and Physiology (3 credits), Principles of Chemistry (4 credits).

3. Have a minimum GPA of 2.50 in the program's prerequisite General Education and Related courses.
4. Have a satisfactory interview with the Coordinator for Respiratory Therapy/Cardiopulmonary Science or the person designated for the admission process.
5. The student must complete or present the following requirements in order to attend clinical laboratories:
 - a. Two (2) photos (2 x 2)
 - b. Basic life support certification course for health professionals (CPR from the American Heart Association)
 - c. Current Certificate of Health
 - d. Immunization records (varicella, hepatitis B, etc.)
 - e. Drug test (required for some clinics)
 - f. Respirator fit test
 - g. Certificate of Orientation for the HIPAA Law
 - h. Current background check

Standards of Academic Progress and Graduation

1. Students of Respiratory Therapy take six credits of English for the associate degree with a minimum proficiency level of HUEN 121. Students of the bachelor program are required to take 6-12 English credits depending on their score on the LOEP exam. The English courses must be passed with a minimum grade of C, or whatever is indicated in the course description.
2. To pass related courses students must obtain a minimum grade of C (74%).
3. The Practicum in Respiratory Therapy course must be passed with a minimum grade of B (84%).

4. The student must pass the theory from concentration classes with a minimum of C+ (77%) and the clinical part with a minimum of B (84% as a professional requirement.
5. Before beginning clinical rotations student must pass and posses a current Cardiopulmonary Resuscitation certification.
6. The Department reserves the right of readmission for student who have interrupted their studies in the Respiratory Therapy or Cardiopulmonary Science areas.
7. Students who leave the program for a semester or more must apply for Readmission.
8. Students who interrupt their studies for more than two years must repeat the concentration courses that have changed upon readmission to the Program.
9. To graduate the student must have a minimum GPA of 2.50 and 2.50 in all of the concentration courses.
10. Students at the bachelor level must take and pass the Advanced Cardiovascular Life Support (ACLS) course.

The Respiratory Therapy Program reserves the right to implement curricular changes when necessary.

Associate in Respiratory Therapy

Option: *Respiratory Therapy* Credits

General requirements	23-32
Related courses	21
Concentration courses	44
Total Credits	88-97

General Requirements

HUSP 111-122	Basic Spanish I - II	6
HUEN	English*	3-9
MATH 112	Mathematics for Health Sciences**	3
RELB 101	Life and Teachings of Jesus or	
RELB 102	Introduction to the Gospels	3
RELT 201	Christian Beliefs or	
RELT 202	Christian Life	3
EDUC 098	Intro. to University Life or	1
EDUC 099	University Life Seminar	.5
HUHI 200	Summary of Puerto Rican History*	0-3
BUAD 101	Natural and Financial Resource	
	Management	1
COMP 101	Introduction to Computers** and	
	Information Systems	
OFAD 234	Microcomputer Applications**	3
	Total Credits	23-32

**Students who took this in high school are exempted.*

***Course must be passed with a minimum grade of "C".*

Related Courses

PSYC 101	General Psychology or
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PSYC	200	Human Development	3
CHEM	100	Principles of Chemistry	4
PHYS	101	Physics for Health Sciences	3
RTPY	100	Human Anatomy and Physiology	4
RTPY	111	Cardiopulmonary Anatomy and Physiology	3
BIOL	105	Introduction to Microbiology	4
Total Credits			21

Concentration Requirements

RTPY	200	Introduction to Respiratory Therapy	4
RTPY	201	Introduction to Pharmacology	3
RTPY	202	Cardiopulmonary Pathophysiology	3
RTPY	203	Medical Terminology	2
RTPY	231	Respiratory Therapy I	7
RTPY	232	Respiratory Therapy II	7
RTPY	221	Method of Pulmonary Function	3
RTPY	222	Diagnostic Techniques in Respiratory Therapy	3
RTPY	223	Neonatal and Pediatric Respiratory Care	3
RTPY	280	Respiratory Therapy Seminar	3
RTPY	284	Integrated Respiratory Therapy	3
RTPY	292	Respiratory Therapy Practicum	3
Total Credits			44

Bachelor of Cardiopulmonary Sciences

Students of the Bachelor of Cardiopulmonary Sciences have a curriculum that includes advanced studies in specialized areas of Respiratory Care, Pharmacology, Cardiology, CPR, evaluation, Diagnosis, and management and rehabilitation of patients with critical and cardiopulmonary conditions. Also prepares a professional with skills in research, administration, and management in his or her professional area.

Concentration: *Cardiopulmonary Sciences* Credits

General requirements	44.5-54
Related courses	21
Concentration courses	60
Elective courses	0
Total Credits	125.5-135

General Requirements

BUAD 101	Natural and Financial Resource Management	1
COMP 101	Introduction to Computers and Information Systems or	
OFAD 234	Microcomputer Applications	3
RELB 101	Life and Teachings of Jesus or	
RELB 102	Introduction to the Gospels	3
RELT 201	Christian Beliefs or	
RELT 202	Christian Life	3
RELT 317	Christian Home or	
RELT 412	Christian Ethics or	
NURS 300	Biblical Perspective of Spiritual Care	3
HUSP 111-122	Basic Spanish I and II	6
HUCO 223	Communication and Expression	3

HUEN	___	English	6-12
MATH	112	Mathematics for Health Sciences+	3
MATH	231	Statistics I+	3
HEPE	101-116	Physical Education	1
HUHI	200	Summary of Puerto Rican History	0-3
HUMA	101	Western Civilization or	
HUSO	101	Introduction to Social Sciences	3
EDUC	098	Intro. to University Life or	1
EDUC	099	University Life Seminar	.5
ARTE	104	Introduction to Drawing or	
ARTE	105	Introduction to Painting or	
MUCT	101	Introduction to Music or	
MUHL	104	Music Appreciation or	
MUFA	105	Fine Arts Appreciation or	
MUPF	___	Applied Music	3
Total Credits			44.5-54

+Must be passed with a minimum grade of "C".

Related Courses

PSYC	101	General Psychology I or	
PSYC	200	Human Development	3
CHEM	100	Principles of Chemistry	4
PHYS	101	Physics for Health Sciences	3
RTPY	100	Human Anatomy and Physiology	4
RTPY	111	Cardiopulmonary Anatomy and Physiology	3
BIOL	105	Introduction to Microbiology	4
Total Credits			21

Concentration Requirements

RTPY	200	Introduction to Respiratory Therapy	4
RTPY	201	Introduction to Pharmacology	3
RTPY	202	Cardiopulmonary Pathophysiology	3
RTPY	203	Medical Terminology	2
RTPY	231	Respiratory Therapy I	7
RTPY	232	Respiratory Therapy II	7
RTPY	221	Method of Cardiopulmonary Function	3
RTPY	222	Diagnostic Techniques for Respiratory Therapy	3
RTPY	223	Neonatal and Pediatric Respiratory Care	3
RTPY	280	Respiratory Therapy Seminar	3
RTPY	284	Integrated Respiratory Therapy	3
RTPY	292	Respiratory Therapy Practicum	3
RTPY	420	Lead. and Admin. for Health Services	3
RTPY	421	Research for Health Sciences	3
RTPY	422	Respiratory Therapy III	2
RTPY	423	Advanced Cardiopulmonary Diagnosis	2
RTPY	424	Advanced Pulmonary Function	2
RTPY	426	Advanced Neonatal and Pediatric Care	2
NURS	110	Nutrition I	2
Total Credits			60

Course Descriptions

RTPY 100 Human Anatomy and Physiology 4

Study of the principles of Human Anatomy and Physiology, the different systems, and how they work together for the proper function of the body. A total of 45 hours of theory and 45 hours of laboratory.

RTPY 111 Cardiopulmonary Anatomy and Physiology 3

General principles of macroscopic and microscopic pulmonary anatomy. Study of the normal mechanisms and ventilation control, pulmonary reflexes and mechanisms of defense, principles of diffusion, perfusion, gas transport, and the anatomy and physiology of the heart. Introduces concepts of hemodynamics. A total of 45 hours of theory. Prerequisite: RTPY 100.

RTPY 200 Introduction to Respiratory Therapy 4

Introduction to basic principles of respiratory therapy. Includes history, legal and ethical implications, and the present and future function of the respiratory therapist. Also discusses topics related to physics, storage, transportations, management, and use of medical gases, patient evaluation, pulmonary sounds, vital signs, principles of asepsis and infection control, maintenance and cleaning of respiratory therapy equipment. A total of 45 hours of theory and 45 hours of laboratory/clinical practice. Prerequisites: BIOL 105, CHEM 100, RTPY 111, PHYS 101 and RTPY 203.

RTPY 201 Introduction to Pharmacology 3

General principles of pharmacology, drug action, and dosage calculation. Indications and contraindications, dosage,

interactions, adverse effects, and the dangers and mechanisms of cardiovascular, respiratory, neuromuscular, sedative-narcotic, and antimicrobial drug action. A total of 45 hours of theory. (Content equivalent to NURS 130.) Prerequisites: RTPY 111 (may be taken concurrently, CHEM 100, and MATH 112.

RTPY 202 Cardiopulmonary Pathophysiology 3

Detailed study of selected respiratory diseases and their pathophysiological characteristics. Includes the etiology, pathophysiology, therapy, and prognosis of cardiopulmonary diseases related with medical and surgical problems. A total of 45 hours of theory. Prerequisites: BIOL 105 and RTPY 200.

RTPY 203 Medical Terminology 2

Provides the student with the resources needed to understand medical terms, basic roots of words, prefixes, suffixes, and terms related with the systems of the human body. A total of 30 hours of theory.

RTPY 221 Methods of Pulmonary Function 3

Development of skills in methods of examination of pulmonary function with an emphasis in spirometry, diffusion capacity, and arterial gases. Introduction to concepts of the polysomnography. Requires rotation for the pulmonary function laboratory and practice. A total of 45 hours of theory and 36 hours of laboratory. Prerequisite: RTPY 231. Corequisite: RTPY 232.

RTPY 222 Diagnostic Techniques for 3
Respiratory Therapy

Introduction to diagnostic tests using equipment for detection of acute and chronic respiratory diseases. Emphasis in interpretation of electrocardiograms, fluids, electrolytes, medical imaging, and

hemodynamic monitoring. Includes review of medical records and evaluation of pertinent clinical information. A total of 45 hours of theory. Prerequisites: BIOL 105, RTPY 200, and RTPY 201.

RTPY 223 Neonatal and Pediatric Respiratory Care 3

This course includes topics related to care of the pediatric client with cardiopulmonary diseases, and neonatal, infant, and child diseases. Also includes anatomy, physiology, and pharmacology pertinent to pediatric ages and therapy equipment and techniques for the treatment of children. A total of 45 hours of theory.

RTPY 231 Respiratory Therapy I 7

Develop techniques, rules of documentation, and communication. Management and maintenance of different equipment that provide respiratory support and artificial airways. Includes respiratory treatments, arterial puncture and blood gas interpretation, capnography, noninvasive patient monitoring, and related equipment. Application of specific therapeutic techniques including chest physical therapy, hyperinflation techniques, and intermittent positive pressure. The student will begin to develop work habits and patient care techniques in clinical areas. A total of 45 hours of theory, 56 hours of laboratory, and 144 hours of clinical practice. The student is required to take the CPR course before beginning clinical rotations. Prerequisites: RTPY 200 and RTPY 201.

RTPY 232 Respiratory Therapy II 7

Discussion of ventilatory failure, its recognition, treatment, and monitoring. Theory and practice in the management of mechanical ventilator and a description of conventional and unconventional methods of ventilation. Monitoring of the adult, pediatric, and neonatal patient on ventilatory support, and study of pulmonary mechanism. Continued training in specialized

clinical areas. A total of 45 hours of theory, 56 hours of laboratory, and 144 hours of clinical practice. Prerequisites: TRPY 22 and RTPY 231. Corequisite: RTPY 221.

RTPY 280 Respiratory Therapy Seminar 3

Develop strategies for entering the labor market and writing a résumé. Provides orientation for the state and national licensing processes and membership in professional associations. Presents advanced topics related to Respiratory Therapy. Emphasis in the Respiratory Therapist's function as an assistant to the doctor for specialized procedures. Highlights the Respiratory Therapist's function as a promoter of health in the community and educator for disease prevention. Requires attendance to conferences related to the profession held outside of the Institution. A total of 45 hours of theory. Corequisite: RTPY 231.

RTPY 284 Integrated Respiratory Therapy 3

This course integrates the topics for the national and state licensing exam. Reinforces theory and application of patient care. Emphasis on the development of critical thinking and analysis skills. Strategies for entering the labor market and writing a résumé will be developed. Provides orientation for the state and national licensing processes and membership to professional associations. A self-evaluation exam is required for the course. A total of 45 hours of theory. Corequisite: RTPY 232. Prerequisites: RTPY 221, RTPY 223, RTPY 280.

RTPY 292 Respiratory Therapy Practicum 3

Practical course that offers the opportunity to obtain work experience under the supervision of a member of hospital faculty

and personnel. Emphasis made on the application of therapeutic techniques for respiratory support in adults, pediatrics, and neonatal. Requires rotations by specialized areas within the 128 hours of clinical practice and 16 hours of laboratory. Must be passed with a minimum grade of B (84%). Prerequisite: Pass all of the concentration requirements for the associate degree.

RTPY 371 Special Project in Respiratory Therapy 1-3

This course is designed for the student to carry out individual research. The research topic must be approved by the professor. This course may be repeated with a different topic up to a maximum of three credits.

RTPY 420 Health Services Leadership and Administration 3

This course provides students with an opportunity to use independent judgement in developing clinical, management, and leadership skills. This goal is achieved through study of the theory and practice in administration and business, applying selected theories and concepts. Emphasizes creativity and Christian leadership. A total of 60 hours of theory. Prerequisite: RTPY 280.

RTPY 421 Research in Health Sciences 3

Introduction to the basic principles of the scientific method in research. Emphasizes research as a means to improve the practice of the respiratory therapist and other health professionals. Discusses the basic concepts to develop a simplified research proposal. Prerequisites: MATH 231. (Content equivalent to NURS 422.)

RTPY 422 Respiratory Therapy III 2

New methods of mechanical ventilation and specialized ventilation trends. Studies current therapies and trends in specialized unconventional medical gases. Studies critical care procedures for patients with cardiopulmonary problems. Discussion of cardiopulmonary conditions of patients with mechanical ventilators. Study of x-rays, medical imaging (CT, U/S, MRI, PET, and V/P scans) and hemodynamic monitoring. A total of 30 hours of theory and/or clinical practice. Prerequisites: RTPY 292.

RTPY 423 Advanced Cardiopulmonary Diagnosis 2

This course includes study of diagnostic procedures for the Cardiovascular System such as ECG, Echocardiogram, Nuclear Cardiology Test, Stress Test, Cardiac Catheterization, PTCA, IABP, cardiovascular surgery. Analysis of cardiac enzymes and coagulation study results. Insertion a management of intravenous lines. Therapeutic measures used in patient management will also be studied. A total of 30 yours of theory and/or laboratory. Prerequisite: RTPY 222.

RTPY 424 Advanced Pulmonary Function 2

Study of different procedures and specialized tests that provide information for the diagnosis of pulmonary diseases. Emphasizes evaluation of polysomnography results for pulmonary function, metabolic study results, exercise tests, and their clinical implications. Cardiopulmonary rehabilitation and patient education topics. A total of 30 hours of theory and/or laboratory. Prerequisite: RTPY 221.

Emphasizes treatment of different pathologies and congenital cardiac defects that affect the neonatal and pediatric patient. Advanced methods of care for these patients. A total of 30 hours of theory. Prerequisite: RTPY 223.

Department of Religion and Music



Department of Religion and Music

Faculty

Efrén Pagán, *Director*, Joe Justiniano, Elkin Mosquera, Erick Mendieta and Franklin Martí.

Contracted Faculty

Evelyn Araújo, Ramón Araújo, Pedro Cortés, Javier Díaz, Abraham Hidalgo, Abiezer Rodríguez, Pedro Fernández, Silvia I. Schimpf, Rubén Tomassini and Francisco J. Vega.

In Antillean Adventist University's Department of Religion and Music you will have the opportunity to become more deeply acquainted with God and serve him more effectively. It's faculty, committed and specialized in their areas of instruction, will motivate, inspire, and train you to fulfill the plans that God has for you. The academic programs of the Religion Department expose the student to diverse practical experiences during academic development.

"But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judaea, and in Samaria, and unto the uttermost part of the earth." (Acts 1:8).

"Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen." (Matthew 28:19-20).

Philosophy

The Department of Religion and Music of Antillean Adventist University has the fundamental conviction that we can all know and intimately relate to God, serving Him, and studying His revelations. The objective of true education is to restore our character to His likeness as we proclaim His message. In an attempt to meet these objectives the Department seeks to serve the student in areas of spiritual development, and introduce the student to the study of religion from the perspective of the Seventh-day Adventist Church.

Mission

Our mission is to provide students with opportunities to experience and gain knowledge of the Christian message while their faith relationship matures, developing their ability to communicate the Message, cemented in a solid understanding of the Scriptures; inspire and motivate students to consecrate their gifts and abilities to the different leadership responsibilities within the Seventh-day Adventist Church around the world.

Vision

Become a pillar strengthening the spiritual life of the University, church, and community.

Goals of the Theology Program

1. Be a principle source of communication of a knowledge of God as Creator, Sustainer, and Redeemer to the student body and the AAU's community in general.
2. Contribute to the creation of a spiritual environment that facilitates the development of a positive religious experience in our university community.
3. Train future pastors, chaplains, evangelists, Bible teachers, and church administrators who are prepared to fulfill the Church's mission.
4. Contribute to the effectiveness of the programs offered by the Department of Religion through a continual process of evaluation by the students, faculty, and administration.
5. Contribute to the wise management of human, natural, physical, and technology resources at the disposal of the Department of Religion and Music.
6. Contribute to the students' academic progress through efficient support services.
7. Offer opportunities for training in Christian leadership in the Seventh-day Adventist Church.

Graduate Profile of the Theology Program

With a foundation of theoretical and practical training, the graduate of the Bachelor of Arts in Biblical-Pastoral Theology will have developed the following abilities and attributes:

1. *Knowledge of:*

- a. The Word of God,
- b. Church history,
- c. The spirit of prophecy,
- d. Human behavior,
- e. The roles of the pastor,
- f. Church organization and function.

2. *Skills in:*

- a. Church leadership,
- b. Interpersonal relationships,
- c. Interpretation of the Scriptures,
- d. Personal and public evangelism,
- e. Verbal expression and preaching,
- f. Analytical thought.

3. *Attitudes:*

- a. Faithfulness to the will of God as revealed in His Word,
- b. Commitment to the individual's family,
- c. Compassion for others,
- d. Loyalty to the individual's ministerial calling,
- e. Responsibility in the individual's duties and professional ethics,
- f. Positive relationships with colleagues, congregations, and supervisors.

General Information

Academic Programs

The Department of Religion and Music offers a concentration leading to a Bachelor of Arts degree and another leading to an Associate of Arts degree. It also offers a minor in Religion. The following are the different Programs:

1. *Bachelor of Arts in Biblical-Pastoral Theology*

This program includes basic preparation to work in the pastoral ministry. It also meets the requirements for biblical languages required to continue graduate studies.

2. *Associate of Arts in Religion*

Designed for all students who want to acquire basic biblical knowledge that will enable them to provide useful service for the church and community, or as a requirement for those who plan to teach religion at the primary or secondary levels.

3. *Minor in Religion*

Fulfills the requirements for students who are studying for a major in Education and those who want to expand their biblical knowledge to serve their church.

Admission Requirements

The admission requirements for the Associate of Arts (AA) in Religion and the Bachelor of Arts (BA) in Biblical-Pastoral Theology programs are:

1. Submit a formal admission application for the university to the Office of Admissions of AAU, indicating interest in studying in the Department of Religion.
2. Interview personally with the Director of the Department or the person designated by the director.
3. Be accepted by Antillean Adventist University.
4. Have a GPA of 2.50 in high school or 2.50 in the university (if a transfer student).
5. Demonstrate emotion maturity, theological balance, and good moral behavior in his or her community. Submit two letters of recommendation from the pastor and elder of his or her local church.

Documents that must be submitted to the Department of Religion and Music for the Permanent Record

1. A current Certificate of Good Conduct. Drug tests may be required at any moment at the Director's discretion.
2. A 2x2 photo.
3. A written recommendation from the Board of his or her local Church that includes the date of baptism or transfer of membership and mentions the responsibilities or function that he or she has performed in the local church.

*** Applicants who are not members of the Seventh-day Adventist Church will be considered by the Faculty of the Department. As a rule, no one who has just been baptized, without a historical and spiritual background in the Church will be accepted in the Pastoral Studies program. Exceptions tend to happen by the vote**

of the conference's Ministerial Commission. The Accrediting Commission of the General Conference recommends that students be accepted in the Religion programs after two (2) years in the Institution.

Requirements to Remain in the Program

The ministerial student must remember that he or she has been accepted conditionally and must give proof of his or her calling with Christian character as well as religious experience. His or her home life and social and interpersonal relationships must give evidence of spiritual maturity. Promptness in meeting commitments, missionary zeal and fervor, as well as purity of ideals must indicate the student's aptitude and calling.

Therefore the ministerial student is required to:

1. Continue being a regular member of the Adventist Church. Being disfellowshipped or placed under church discipline will immediately disqualify the student from continuing in the program.
2. Take psychological and personality tests administered by a specialist assigned by the Department before the end of the student's second year. These exams will be paid for by the student.
3. Maintain a minimum GPA of 2.50 and 2.70 in his or her major concentration.
4. Demonstrate responsibility and punctuality in class attendance and meeting requirements.
5. Be interested and participate in the church's missionary activities such as collection, mission work, and community service.

6. Remain involved in personal and public evangelism.
7. Fulfill the requirements of the Minister's Handbook
8. Be an active member of the Ministerial Students Association.
9. Attend the Ministerial Retreats.
10. Give evidence of good moral conduct in his or her community.
11. Not be under disciplinary sanctions from the Department or the University.
12. Attend the assemblies of the Department of Religion and the activities promoted by them.
13. Complete the Youth Leadership/Major Guide requirements.
14. Prepare a portfolio of his or her ministerial experience as a student.
15. Demonstrate emotional maturity, doctrinal balance, good moral behavior, and sense of being called to the ministry.

Stages of Selection

The ministerial studies program considers three stages of selection in which the candidate will be evaluated according to the following criteria:

1. When applying for admission to the ministerial program:

- Basic knowledge of the Holy Scriptures and the depth of his or her religious convictions.
- Capacity and intellectual disposition for learning.
- Natural talents for public speaking and expressing his or her opinions.
- Emotional stability and disposition for human relations and family life.
- Enthusiasm to collaborate in the Church's mission.
- Evidence of conversion and calling to the ministry.

If the applicant is aware that there is something in his or her life that may make it impossible to serve in the pastoral ministry, he or she should discuss the matter with the Director of the Department.

Those who are recently baptized are expected to spend at least two years in Church activities before entering the Ministerial Studies Program.

2. When applying to be a Candidate to the Ministry the student may request promotion from the second semester of the second year and the beginning of the first semester of the third year.

In order to be evaluated at the level of candidacy to the ministry, the student must have demonstrated a balanced personality, with characteristics appropriate for serving in the ministry.

The procedure for approval at this level is the following:

- Have all the documents of his or her level up to date.
- Interview with the academic advisor assigned by the Department of Religion and Music.
- The Evaluating Committee will review the case and give its recommendation.

The evaluating committee is composed of professors of the Department of Religion and Music, the Vice-president of Student Affairs, the Deans, The Church Pastor, and the President of the Ministerial Student Association. The recommendation of the Evaluating Committee will take into account the following criteria:

- Regular academic “status” in the University.
- Have a minimum GPA of 2.50 in the University.
- Have a GPA of 2.70 in the professional concentration.
- Have satisfactorily complete the majority of the program requirements.
- Receive good recommendation from the church Pastor, the Vice-president of Student Affairs, and his or her academic advisor.

The student will be informed of the recommendation given by the Committee by the Director of the Department of Religion. If a negative recommendation is given, the student has the right to appeal.

3. When applying for the ministry:

The last stage in the program of evaluations of the

ministerial student will be in his or her last semester. This stage is divided in two parts: the candidate's final evaluation and recommendation for the ministry.

The candidate's final evaluation considers the following:

- The student's academic advisor will review his or her evaluation materials and make a recommendation in favor or against to the Evaluation Committee.
- The Departmental Evaluation Committee will review the student's permanent record and will consider the advisor's recommendation and give a final recommendation.
- The student must submit an essay on his or her ministerial experience and aspirations in the ministry.

The candidate's recommendation, accompanied by informational materials will be sent to the Conferences of the Puerto Rican Union when they request them.

The Department of Religion and Music will only recommend to the Ministry students who have completed all of the academic requirements for the Bachelor of Arts in Biblical-Pastoral Theology.

Evaluation of Candidacy to the Ministry

Graduation Requirements

Minimum GPA of 2.50, and 2.70 in the major concentration.

1. Pass classes related to the major with a minimum grade of "C".

2. Pass the Pastoral Practice classes with a minimum of 2.70 ("B-") each semester.

Ministerial Students Association

. The Ministerial Students Association (abbreviated AEM in Spanish) is an organization of students of the Department of Religion and Music. It offers the student opportunity to develop communication and leadership skills organizing educational, religious, social, and recreational activities. All students admitted to the Department of Religion and Music must belong to and actively participate in this Association. The \$5.00 membership fee will be charged during registration each semester.

Academic Aspects

The student will be able to repeat failed concentration courses two times. Those dropped with a W can be repeated up to three times.

To graduate, the student must participate in the initiation and graduation ceremonies, unless he or she makes a special request and receives permission.

Validation of Courses by Experience

This privilege will only be granted to lay pastors. Exceptions must be dealt with by the Ministerial Committee of the applicant's home conference. This Committee will send a detailed letter explaining the reasons to favor the privilege of exception. Then the Department of Religion and Music will make a recommendation to the Academic Standards Committee.

Employment

The conference that the ministerial candidate comes from has preference for extending a call to the graduate or graduation candidate. The Department of Religion will do everything possible to put the ministerial student in communication with the different conferences.

Completing the program requirements does not guarantee that the student will be employed in one of the organizations of the Adventist Church.

Bachelor of Arts in Biblical-Pastoral Theology

General Requirements

BUAD 101	Natural and Financial Resource Management	1
HUSP 111-122	Basic Spanish I and II	6
HUEN ____	English	6-12
HUHI 200	Summary of the History of Puerto Rico	0-3
HUMA101	Western Civilization or	
HUSO 101	Introduction to Social Sciences	3
HUSO 100	Philosophy of Service	1
HEPE 100	Health for Life	3
HEPE 101-116	Physical Education	1
EDUC 098	Intro. to University Life or	1
EDUC 099	University Life Seminar	.5
EDUC 104	Philosophy of Education*	3

MURE 411	Music Ministry*	3
MATH110	University Mathematics	3
MATH 231	Statistics I	3
OFAD 234	Microcomputer Applications or	
COMP 101	Introduction to Computers	3
BIOL 100	Intro. to Biological Sciences	3
ARTE 104	Introduction to Drawing or	
ARTE 105	Introduction to Painting or	
MUCT 101	Introduction to Music or	
MUHL 104	Music Appreciation or	
MUFA 105	Fine Arts Appreciation or	
MUPF ____	Applied Music	3
Total Credits		42.5-52

**Must be passed with a minimum grade of "C".*

Concentration: <i>Theology</i>	Credits
General requirements	42.5-52
Concentration requirements	94-97
Concentration elective requirements	0
Total Credits	136.5-149

Concentration Requirements

Biblical Studies

Credits

RELB	100	General Introduction to the Bible	3
RELB	102	Introduction to the Gospels	3
RELB	214	Pentateuch and Writings	2
RELB	216	Biblical Hermeneutics	2
RELB	301	Daniel	3
RELB	302	Revelation	3
RELB	321	Old Testament Prophets I	3
RELB	322	Old Testament Prophets II	3
RELB	420	Acts and the New Testament	
		Epistles	4
		Total Credits	26

Historical Studies

RELH	202	History of the Adventist Church	3
RELH	200	History of Christianity	3
		Total Credits	6

Pastoral Studies

RELP	101	Introduction to the Ministry	1
RELP	191	Youth Ministry I	1
RELP	192	Youth Ministry II	1
RELP	198	Evangelism of the Printed Word	1
RELP	216	Personal Evangelism	2
RELP	220	Homiletics	3
RELP	291*	Pastoral Practice I	1
RELP	292*	Pastoral Practice II	1
RELP	317	Public Evangelism	2
RELP	391*	Pastoral Practice III	1
RELP	392*	Pastoral Practice IV	2

RELP	410	Church Organization and Admin.	3
RELP	413	Pastoral Counseling	3
RELP	491*	Pastoral Practice V	1
RELP	492*	Pastoral Practice VI	1
Total Credits			24

**These courses must be passed with a minimum grade of B-*

Theological Studies

RELT	201	Christian Beliefs	3
RELT	212	Gift of Prophecy	3
RELT	220	Theological Research	3
RELT	317	Christian Home	3
RELT	401	Sanctuary Doctrine	2
RELT	412	Christian Ethics	3
RELT	435	Systematic Theology I	3
RELT	436	Systematic Theology II	3
Total Credits			23

Language and Literature

RELL	227	Introduction to Biblical Hebrew I	3
RELL	228	Introduction to Biblical Hebrew II	3
RELL	323	Basic N.T. Greek. I	3
RELL	324	Basic N.T. Greek. II	3
Total Credits			12

Electives (3-6 credits)

RELL	425	Intermediate N.T. Greek I	3
RELL	426	Intermediate N.T. Greek II	3
RELL	429	Aramaic	3

RELL 430	Inscriptions of the Ancient Near East	3
RELP 318	Liturgy and Worship	3
PSYC 200	Human Development	3
EDUC 101	Introduction to Education	3
EDUC 331	Bible Education Methods	3
	Education/Psychology	3
	Accounting/Administration	3
	Music	3
	History	3
	Religion	3-6

Associate of Arts in Religion

General Requirements	17.5-27
Concentration courses	45
Elective courses	3
Total Credits	65.5-75

General Education Requirements

BUAD 101	Natural and Financial Resource Management	1
HUSP 111-122	Basic Spanish I and II	6
HUEN ____	English	3-9
HUHI 200	Summary of PR History	0-3
MATH110	University Mathematics	3
EDUC 098	Intro. to University Life or	1
EDUC 099	University Life Seminar	.5
COMP 101	Introduction to Computers and Information Systems or	
OFAD 234	Microcomputer Applications	3
HUSO 100	Philosophy of Service	1
	Total Credits	17.5-27

Concentration Requirements

Biblical Studies

RELB 100	General Introduction to the Bible	3
RELB 102	Introduction to the Gospels	3
RELB 214	Pentateuch and Writings	2
RELB 216	Biblical Hermeneutics	2
RELB 301	Daniel	3
RELB 302	Revelation	3
RELB 321	Old Testament Prophets I or	

RELB 322	Old Testament Prophets II	3
RELB 420	Acts and New Testament Epistles	4
	Total Credits	23

Historical Studies

RELH 202	History of the Adventist Church	3
	Total Credits	3

Theological Studies

RELT 201	Christian Beliefs	3
RELT 212	Gift of Prophecy	3
RELT 317	Christian Home	3
RELT 412	Christian Ethics	3
	Total Credits	12

Pastoral Studies

RELP 216	Personal Evangelism	2
RELP 220	Homiletics	3
RELP 291	Pastoral Practice I*	1
RELP 292	Pastoral Practice II*	1
	Total Credits	7

**Must be passed with a minimum grade of (B-).*

Concentration Electives

Electives (3 crs.)

RELP 198	Evangelism of the Printed Word	1
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RELT	220	Theological Research	3
RELL	227	Biblical Hebrew I	3
RELL	323	Basic NT Greek I	3
RELP	317	Public Evangelism	2
RELP	391	Pastoral Practice III*	1
RELP	392	Pastoral Practice IV*	2

**Must be passed with a minimum grade of "B".*

Minor in Religion

RELB	100	General Introduction to the Bible	3
RELB	216	Biblical Hermeneutics	2
RELB	223	Introduction to Daniel and Revelation	3
RELH	202	History of the Adventist Church	3
RELP	216	Personal Evangelism	2
RELT	212	Gift of Prophecy	3
RELT	412	Christian Ethics	3
		Electives *	3
		Total Credits	22

**** Electives***

RELP	198	Evangelism of the Printed Word	1
RELP	220	Homiletics	3
RELT	220	Theological Research	3
RELT	317	Christian Home	3
RELT	401	Doctrine of the Sanctuary	2

Course Descriptions

Biblical Studies

RELB 100 General Introduction to the Bible 3

Study of the origins, formation of the Canon, divisions, background (historical, archeological, geographic), literary character, inspiration, and authority of the Old and New Testaments. Analysis of theme, purpose, and principle teachings of the books of the Bible and their application to modern situations.

RELB 101 Life and Teachings of Jesus 3

Study of the life, ministry, and teachings of Jesus in the their historical context as a foundation to determine the personal, social, and religious lifestyle of the Christian. Not available for Theology students.

RELB 102 Introduction to the Gospels 3

This course is designed to review Jesus' work in the thematic context of the four gospels. The theological purpose of each particular gospel and their distinctive textual features are emphasized. Includes an introduction to the archeological and geographic context of the First Century A.D. when the Gospels were written. For ministerial students, and with the authorization of the Department of Religion, student of other departments.

RELB 200	Biblical Archeology	3
Introduction to the discipline of biblical archeology and the geographic areas important in relation to the Bible: Israel, Palestine, Egypt, Mesopotamia, Persia, and Asia Minor.		
RELB 214	Pentateuch and Writings	2
Introduction to the Pentateuch and Writings (historical books, psalms, and wisdom literature) of the Hebrew Bible. Exegesis of selected passages from the original language and application of principles of interpretation are some of the skills that will be learned in this class.		
RELB 216	Biblical Hermeneutics	2
Study of the principles to be used for correct and acceptable biblical interpretation. The development of in-depth Bible study methods and the most recent tools available for serious study of the Word are emphasized.		
RELB 223	Introduction to Daniel and Revelation	3
Introductory course to familiarize the student with the historical context, prophecies, and principles of interpretation of these two books. Prerequisites: RELG 101 and RELT 201. Not available for Theology students.		
RELB 247	Archeology and the New Testament	3
A study of the cultures, languages, customs, and religions practiced during the Roman period in Palestine and the rest of the Ancient Near East.		

RELB 255/455 Archeological Field Work 1-6

Experience at an archeological site for several weeks excavating, drawing, analyzing pottery, and becoming familiar with archeological methods. There will be tours to other archeological sites every weekend and sometimes during the week.

RELB 270 Guided Reading in Biblical Studies 1-3

Individual reading of selected topics, passages, books, or biblical literature. This class can be registered for after consultation with the Director.

RELB 300 Biblical Perspective of Spiritual Care 3

Spiritual care for patients is studied from a biblical perspective as well as its application during periods of crisis for the client and family. Provides the opportunity to practice spiritual values. Composed of 41 hours of theory and 15 hours of laboratory per semester. Prerequisite: NURS 120. This course is equivalent to NURS 300 and only applies for students of health programs.

RELB 301 Daniel 3

Critical study of the apocalyptic book of Daniel. Emphasis made on its prophetic and historical value, as well as its applications for the Christian life. Prerequisites: RELB 100 and RELB 216.

RELB 302 Revelation 3

. Study of the apocalyptic book of the New Testament. The nature and character of the genre of literature to which it belongs, its historical background, and its applications for the Christian life will be emphasized. Prerequisite: RELB 301.

RELB 321	Old Testament Prophets I	3
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Study of the gift of prophecy as described in the Hebrew Bible in the context of the Ancient Near East. Analysis of the first manifestations of the gift of prophecy described in the Old Testament up to the sixth century B.C. Exegesis of selected passages from the original language and the application of principles of prophetic interpretation are some of the skills that will be learned in this class. Prerequisite: RELB 100, RELB 214, and RELB 216.

RELB 322	Old Testament Prophets II	3
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Study of the exilic and post-exilic prophets with an emphasis on their archeological and geographic contexts. Exegesis of selected passages from the original language and the application of principles of prophetic interpretation are some of the skills that will be learned in this class. Introduction to intertestamental literature and the Red Sea Scrolls. Prerequisite: RELB 321.

RELB 420	Acts and New Testament Epistles	4
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Study of the historical-cultural and religious backgrounds of the Acts of the Apostles and the New Testament Epistles, and the characteristics of the Primitive Christian Church. Paul, his life, work, and thought will also be studied. Exegetical and Theological study of the following epistles of Paul: 1st Corinthians, Galatians, and Romans. Emphasis made on their application to practical problems and contemporary doctrine. Prerequisite: RELB 324.

RELB 470	Guided Reading in Advanced Biblical Studies	1-3
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Individual reading of selected topics, passages, books, or biblical literature. Only for the advanced students of the Department, in consultation with the Director.

Historical Studies

RELH 200	History of Christianity	3
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A panoramic view of the rise and development of Christianity. Emphasis made on the movements, people, tendencies, and doctrines that impacted the Church during primitive and medieval times and the Protestant reformation up to Vatican Council II, and some of the prominent figures of modern theology. Describes and reflects on the events that affected western civilization after the reformation.

RELH 202	History of the Adventist Church	3
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Research and analysis of the background, rise, and progress of the Seventh-day Adventist Church. Emphasis made on the role played by principle figures and the doctrinal development of the denomination.

RELH 470	Guided Reading in Historical Studies	1-3
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Individual Reading of a historical topic or problem. Only for advanced students of the Department with the director's consent.

Language and Literature

RELL 227 Introduction to Biblical Hebrew I 3

Introduction to Hebrew thought, language, and basic characteristics of biblical Hebrew grammar. Prerequisite: HUSP 122. RELL 227 and 228 must be taken consecutively.

RELL 228 Introduction to Biblical Hebrew II 3

Study of the Hebrew language with an emphasis on Hebrew verbs, syntax, and vocabulary. Practical application by inductive study of Hebrew with passages from the Pentateuch, Prophets, and Writings. Prerequisite: RELL 227. At the end of this course the student may take the Hebrew admission exam for acceptance to the Adventist Theological Seminary in Andrews University.

RELL 323 Basic NT Greek I 3

An introduction to the study of the *koiné* Greek of the New Testament, the basic elements of its grammar and syntax. Vocabulary and exercises from selected portions of the Greek New Testament. Prerequisite: HUSP 122.

RELL 324 Basic NT Greek II 3

A study of the *koiné* Greek of the New Testament with intermediate elements of grammar and syntax. Vocabulary and exercises from selected portions from the Greek New Testament. Prerequisite: RELL 323.

RELL 425 Intermediate New Testament Greek I 3

General review of basic grammar. Advanced study of grammar and syntax with an emphasis on exegetical grammar. Special

translation projects. Study of words and key texts in New Testament exegesis and theology. Prerequisite: RELL 324.

RELL 426 Intermediate New Testament Greek II 3

Advanced study of grammar and syntax with an emphasis on exegetical grammar and critical textual studies, methodology of exegesis and exegetical preaching. Prerequisite: RELL 425.

RELL 429 Aramaic 3

Introduction to the Aramaic language focusing on the parts of the Old Testament that were written in this ancient language.
Prerequisite: REL 228.

RELL 430 Ancient Inscription of the Near East 3

Introduction to inscriptions of the Ancient Near East that relate to the Old Testament. The main focus is on Semite inscriptions, but includes an introduction to the *corpus* of Egyptian and Mesopotamian literature relevant to biblical studies.

Pastoral Studies

REL P 101	Introduction to the Ministry	1
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This course is designed to strengthen the conviction of the calling to the ministry. Emphasis is placed on the ministerial student's spiritual characteristics and/or spiritual, professional, and intellectual aptitude. This class may be replaced by two years of pastoral experience along with the recommendation of the Conference/Mission President.

term seminars offered in the church do not count.) Corequisite: RELP 292.

REL P 220	Homiletics	3
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Study of the art and science of sermon preparation and presentation. Includes exercises that give the student practice presenting a sermon in the classroom as well as church. Has a laboratory and the fee will be charged at the time of registration. The student must receive a minimum grade of "B" to pass the course. Prerequisite: RELB 216.

REL P 291 Pastoral Practice I 1

This course is designed as a practical laboratory to introduce the student to the life and labor of pastoral ministry in the Adventist Church. Emphasis on pastoral visitation. There is field practice. It should be done, preferably, in the university church. With the recommendation of the Conference president, ordained pastors and licensed ministers may have the course credited to them.

REL P 292 Pastoral Practice II 1

This course is designed as a laboratory for the student to continue gaining experience in the pastoral ministry in the Adventist Church. Emphasis is placed on giving Bible studies. Includes field experience. This course can be credited to ordained pastors and licensed ministers at the recommendation of the Conference President. Corequisite: RELP 216.

REL P 317 Public Evangelism 2

Study and analysis of methods of public evangelism with an emphasis on principles for organizing and conducting evangelism campaigns. This course cannot be registered simultaneously with

Pastoral Practice IV. Includes field experience and a laboratory.
Prerequisites: RELP 220 and RELP 216. Corequisite: RELP 391.

REL P 318 Liturgy and Worship 3

This course is designed for the student to analyze the reasons and forms for the personal and congregational worship of God. Studies what the Bible has to say about the topic. Presents the elements of worship and analyzes their proper order, and the reasons for this order.

REL P 391 Pastoral Practice III 1

This course is designed as a practical laboratory for the student to continue to continue gaining experience in the pastoral ministry of the Adventist Church. Emphasis is on engaging the laity and working in small groups. Includes field experience. This course can be credited to ordained pastors and licensed ministers at the recommendation of the conference president. Corequisite: RELP 317.

REL P 392 Pastoral Practice IV 2

Course designed as a practical laboratory for the student to continue gaining experience in pastoral ministry in the Adventist Church. The student will conduct a public evangelistic campaign under the supervision of the Department or a successful evangelist approved by the Department. Requires a laboratory. This course may be credited to ordained pastors and licensed ministers at the recommendation of the conference president. Prerequisites: RELP216, RELP 220, and RELP 317.

REL P 395 School of Public Evangelism 2

. Active participation of the students in a school of public evangelism directed by an evangelist to learn methods of

planning, organizing, and conducting a campaign. The student who submits evidence of having worked in the field can use this course's requirements for RELP 317.

RELP 397 Summer Evangelism Practice 2

This course (as a substitute for RELP 392 Pastoral Practice IV) pairs students who have finished their third year with field leaders involved in a special practical training program in different areas of the ministry: preaching, evangelism, visitation, or instruction.

RELP 402 Trip to the Holy Land 1-3

This course seeks to organize trips to the Middle East to visit the most meaningful places mentioned in sacred history so that the student can acquire a visual understanding of the accounts related in the Bible.

RELP 405 Small Group Dynamics 1

Study and practice of the techniques and basic principles related to the art of promoting interpersonal interaction in small group meetings. Gives special attention to the use of strategy as a means to cultivate the spiritual growth of the Church as well its benefits for missions.

RELP 410 Church Organization and Administration 3

Study of the basic principles of the organization and administration of the Seventh-day Adventist Church. The life of the local congregation will be analyzed, with an emphasis on the role the pastor plays in involving the members in planning, organizing, and carrying out different activities.

RELP 413 Pastoral Counseling 3

This course is an introduction to the principles and practices of pastoral care for those who are emotionally troubled. Analyzes situations of people with problems in which different assessment techniques are used. The student will also have the opportunity to get in touch with specialists in different areas of mental health. Emphasizes the biblical, pastoral, and theological foundation.

REL 470	Guided Reading in Pastoral Studies	1-3
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Individual reading selected topics, passages, books, or pastoral literature at an advanced theological level.

REL 471	Independent Project in Pastoral Studies	1-3
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Development of an independent project in a specific area of pastoral study. Only for advanced students of the Department in consultation with the Director.

REL 491	Pastoral Practice V	1
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Course designed as a practical laboratory for the student to continue gaining experience in the pastoral ministry of the Adventist Church. Emphasis will be on liturgy and worship. Includes field experience.

REL 492	Pastoral Practice VI	1
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Course designed as a practical laboratory for the student to continue gaining experience in the pastoral ministry of the Adventist Church. Emphasizes church administration. Includes field experience. Corequisite: REL 410.

Theological Studies

REL T 201 Christian Beliefs 3

This course familiarizes the student with the principle beliefs of the main religions of the world and Christianity. Emphasizes the fundamental doctrines of the Seventh-day Adventist Church.

REL T 202 Christian Life 3

Study of the doctrines related to the salvation experience and the practical Christian life. Presents creative forms of spiritual formation and the practice of spiritual disciplines: prayer, fasting, Bible study, meditation, contemplation, and others.

RELT 212	Gift of Prophecy	3
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Introduction to the prophetic ministry from its beginning to the Christian era. Emphasizes how the gift of prophecy has been manifested in the Seventh-day Adventist Church.

REL T 220 Theological Research 3

Theory, principles, methods, and practice of theological research.
Prerequisite: HUSP 122.

RELT 317 Christian Home 3

Emphasizes the relationships between husband and wife, children and parents, and single people with their relatives and society.

RELT 401 Doctrine of the Sanctuary 2

Introduction to the worship and symbolism of the Sanctuary in the Old Testament. Analyzes the theological implications of the doctrine to the Christian faith.

RELT 410 New Testament Ecclesiology 2-3

This course is designed to find the meaning of the doctrine of the Church, starting in the Old Testament. Emphasizes metaphors, parables, and church structures that are recorded, especially in the New Testament.

RELT 412 Christian Ethics 3

Study of Christian principles, how they apply to ethical and moral behavior, compared to other ethical systems. Puts an emphasis on the decision making process. Takes personal and social ethical areas into account.

RELT 435 Systematic Theology I 3

An introduction to the following main categories of systematic theology: Theology, Revelation and Inspiration, and Christology. Prerequisite: RELT 201.

RELT 436 Systematic Theology II 3

An introduction to the following main categories of systematic theology: the Sanctuary, Justification by Faith, Ecclesiology, and Eschatology. Prerequisite: RELT 435.

RELT 470 Guided Reading in Theological Studies 1-3

Individual reading in a selected theological category or topic. Offered only to advanced students of the Department in consultation with the Director.

RELT 471 Independent Research in
Theological Studies 1-3

Independent research in a selected theological category or topic. Only offered for advanced students of the School and in consultation with the Dean.

Music and Fine Arts Component



Music and Fine Arts Component

Courses leading to a Minor in Music

The music minor facilitates opportunities for the student who wants to develop his or her abilities, capacities, skills, and musical talents. Foments an appreciation and taste for beauty and aesthetics, emphasizing values in music.

Requirements	22 credits
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MUCT 121-122 Music Theory I, II	6
MUCT 131-132 Ear Training I, II	2
MUHL 326-327 Music History	6
MUCT 114-124 Applied Music	2
MUPF 214-224 Applied Music	2
MUED 353 Music Technology	2

Ensemble Practice (2 credits): Pick from the following:

MUPF 110	Concert Choir	1
MUPF 111	Beginner Band	1
MUPF 116	Orchestra	1
MUPF 118	University Band	1
MUPF 216	Pro-Música Choir	1

Course Descriptions

Fine Arts

MUFA 105 Fine Arts Appreciation 3

A comparative study of sculpture, painting, architecture, and theater from a historical, religious, philosophical, and pedagogical perspective.

Theory and Composition

MUCT 101 Introduction to Music 3

Introduction to music notation, basic rhythms, intervals, and scales. Emphasis on music reading skills.

MUCT 121-122 Music Theory I, II 3-3

A study of the development of tonal harmony from the interval to four-part harmony. Prerequisite: MUCT 101 or its equivalent. Requires concurrent registration in MUCT 131-132.

MUCT 131-132 Ear Training I, II 1-1

Dictation of rhythm, intervals, chords, tonality, harmonic function, and melodic expression.

MUCT 223 Keyboard Harmony 2

Study of the technique, chords, and basic harmonic progressions in the piano. Emphasizes sight-reading, improvisation, and harmonic analysis.

Music History and Literature

MUHL 104 Music Appreciation 3

Study of the vocal and instrumental repertoire of the XVII to the XX Century, including the political, social, and artistic context in which the music was composed. Requires a listening laboratory.

MUHL 326-327 History of Music I, II 3-3

Music history and literature from ancient times to the present. Emphasis on the stylistic development of the different periods. Includes a special study of Puerto Rican music history. Prerequisite: MUHL 104 or its equivalent.

MUHL 328 Latin-American and Puerto Rican
Music History 3

A study of music in Latin America and Puerto Rico from the pre-Columbian era ant the colonial era to the present. Emphasis on nationalistic and folkloric expressions in music.

MUED 353 Music Technology 2

Learn existing music notation programs for the computer. Study music writing and editing with the computer, and technique for

recording, how to make music tracks, and learning the other electronic elements of the studio.

Music Performance

Private instruction is offered for piano, voice, strings, keys, and percussion instruments as needed by the students and in accordance with the department's capacity to offer instruction in these areas. Private and group instruction is offered in the following categories:

1. For the concentration Music Minor (MUPF 114-124, 214-224, 314-324, 414-424).
2. For those taking private instruction for general education or as an elective (MUPF 113-123, 213-223, 313-323, 413-423).
3. Group instruction in piano, voice, and guitar (MUPF 112-122, 212-222, 312-322)

Requirements of the Music Performance courses (instrumental studies):

Instrumental instruction is based on a weekly half-hour class for one credit courses and one hour for courses of two or more credits. The courses of two or more credits require further attendance to master classes. Required practice is five hours per week per each credit for the registered instrument. Required practice for the group classes is three hours per week.

Attendance to 80% of the talks and recitals offered each semester is also required, as well as participation in two recitals during the semester.

All of the courses can be repeated for credit. The courses offered in Music Performance are grouped as follows:

➤ **Music Instruction in Group Classes**

MUPF 112-122	Group Lesson	1-1
MUPF 212-222	Group Lesson	1-1
MUPF 312-322	Group Lesson	1-1

➤ **Courses for General Education or Electives**

MUPF 113-123	Private Lesson	1-1
MUPF 213-223	Private Lesson	1-1
MUPF 313-323	Private Lesson	1-1
MUPF 413-423	Private Lesson	1-1

Any student who uses the department's facilities or instruments for lessons or practice will pay a fee each semester (see the section Financial Information – Special Expenses).

The Department has a limited number of instruments. Their use will be prioritized in the following manner:

1. If an instrument is needed to fulfill the requirements of classes for students with a concentration in Music.
2. For use in the department's ensembles.
3. To complete electives, outside of a Music concentration.

Continued use of the instruments will depend on how the student uses them, in accordance with the rules established for this purpose.



Course Descriptions

Music Ensembles

The ensembles of the Department of Music of Antillean Adventist University (mentioned hereafter) are open for every student, membership is obtained through invitation or audition.. They may be repeated for credit.

MUPF 110 Concert Choir 1

Basic choral experience performing in the University church and one or more choral works per semester.

MUPF 111 Beginner Band 1

Applied study of the basic techniques and elementary repertoire of music for band instruments.

MUPF 116 Orchestra 1

A study of the orchestral repertoire of the past and present.

MUPF 118 University Band 1

Applied study of band repertoire.

MUPF 216 Pro-Música Choir 1

A select ensemble that performs at the University and elsewhere. May include a tour during the second semester.

Sacred Music

MURE 411 Music Ministry * 3

This class is a study of the concepts, theories, and practices needed to develop efficient administration of music in the church as well as the principles that help the Christian make correct music choices.

** This course is available for student of departments other than Theology or Music with the consent of the Department of Theology and Music.*

Administration and Personnel

Obed Jiménez

President

Myrna Colón

Vice-president of Academic Affairs

Misael Jiménez

Vice-president of Financial Affairs

Jaime López

Vice-president of Student Affairs

José D. Gómez

Vice-president of Planning and Development

Yolanda Pérez

Associate President of Academic Affairs

Madeline Cruz

Associate Vice-president of Financial Affairs

Support and Service Personnel

Abel Rodríguez	Director of Maintenance
Aixa Vega	Director of the Library
Ana D. Torres	Director of Registration
Awilda Matos	Director of Financial Aid
Heber Vázquez	Director of Information. and Tech. Services
Lenny Rodríguez	Dean
Abiezer Rodríguez	Pastor AAU Church
Yolanda Ferrer	Director of Admissions
Félicita Cruz	Dean
Ivelisse Pérez	Director of Counseling
Zaida Pérez	Professional Counselor
Legna Varela	Director of Environmental Affairs
Zilma Santiago	Institutional Research Officer
Olga Rosario	Supervisor of Cleaning
Lorell Varela	Director of Advertising and Recruitment

Board of Directors

José A. Rodríguez, <i>President</i>	President of PR Union
Víctor Valles, <i>Vice-president</i>	Secretary of PR Union
Obed Jiménez, <i>Secretary</i>	President of AAU
Luis Rivera	Treasurer of PR Union
Miriam Hernández	Director of Education PR Union
Obed Jiménez	President of AAU
David Rodríguez	President of APO
José Olivencia	Lay Representative of APO
Enrique Rivera	Representative of Bella Vista Hospital
Félix R. Román	Lay Representative of APO
Oreste Natera	President of APE
Gloria Miranda	Director of Education of APE
Ivonne Class	Lay Representative of APE
Joel Almaguel	President of APAN
Juan Millán	Representative of APAN
Edgar Vega	Lay Representative of APAS
Pedro Acobes	President of APAS
David Lizardo	Representative of APO
Jesús Nieves	Director of Bella Vista Hospital
Efraín Velázquez	Representative of SETAI

Teaching Personnel

Full-time Faculty

Abel Valentín, Assistant Professor Department of Humanities BA, 1992, University of Puerto Rico MA, 1999, University of Puerto Rico	2000
Alicia Moradillos, Associate Professor Department of Sciences and Technology BA, 1969, Antillean College MAT, 1979, Andrews University MS ABD, Andrews University	1979
Alicia Franco, Professor School of Nursing and Health Sciences MS, 1987, Pontifical Catholic University PhD, 2006, Pontifical Catholic University	2012
Amarilys Irizarry, Associate Professor School of Nursing and Health Sciences AS, 1996, Antillean Adventist University BS, 2000, Antillean Adventist University DPT, 2003, Loma Linda University MA, 2009, Antillean Adventist University	2004
Betsy Casasnovas, Assistant Professor School of Nursing and Health Sciences ASN, 1980, Antillean College BSN, 1984, Antillean College MSN, 2000, Catholic University of Puerto Rico	1996

Teaching Personnel

Full-time Faculty

Cecilio Ureña, Associate Professor Department of Science and Technology Bachelor in Physics, 1981, Autonomous University of Santo Domingo MA, 1987, Autonomous University of Santo Domingo	1992
David Ramos, Professor Department of Business Science PhD, 2012, University of Puerto Rico	2015
Efrén Pagán, Associate Professor School of Religion BA, 1973, Antillean College MA, 1981, Andrews University DMin, 1988, Andrews University	2012
Elkin Mosquera, Assistant Professor School of Religion BA, 1988, Columbian Adventist University MM, 2008, University of Massachusetts	2011
Elizabeth Carlo, Professor School of Nursing and Health Sciences BSN, 1983, University of Puerto Rico MSN, 1987, Catholic University of Puerto Rico PhD, 2008, Catholic University of Puerto Rico	1987

Teaching Personnel

Full-time Faculty

Esperanza Tejada, Professor School of Nursing and Health Sciences BSN, 1978, University of Montemorelos MSN, 1986, Catholic University of Puerto Rico PhD, 2012, Andrews University	1980
Félix D. Nieves, Associate Professor Department of Science and Technology BA, 1968, Antillean College MA, 1978, New York University	1980
Franklin A. Martí, Assistant Professor School of Religion BA, 1990, Dominican Adventist University MD, Andrews University PhD in process, Andrews University	2012
Héctor González, Instructor School of Nursing and Health Sciences MSN, 1996, Pontifical Catholic University	2014
Israel Torres, Assistant Professor Department of Humanities BA, 1998, Antillean Adventist University MA, in process, Center of Advance Puerto Rican and Caribbean Studies	1999
Janice Cristancho, Associate Professor School of Nursing and Health Sciences BSN, 1976, University of Puerto Rico	1997

Teaching Personnel

Full-time Faculty

MSN, 1995, Andrews University

Joe Justiniano, Associate Professor 2009

School of Religion

BA, 1978, Antillean College

MA, 1989, Catholic University of Puerto Rico

BA, 2001, Antillean Adventist University

MA, 2006, SETAI

Joel Hidalgo, Associate Professor 1983

Department of Business Science

BA, 1974, University of Puerto Rico

MBA, 1978, Inter-American University of Puerto

Rico

CPA, 1984

Keily Heredia, Assistant Professor 2010

Department of Science and Technology

PhD, 2012, University of South Florida

MS, 2006, University of North Carolina

BS, 2004, South Carolina State University

Lori Le Duc, Instructor 2011

Department of Humanities

AS, 1980, Antillean College

BA, 2008, Eastern University (in Puerto Rico)

MA, 2011, Antillean Adventist University

Magda Hernández, Instructor 2012

School of Education, Humanities, Psychology

Teaching Personnel

Full-time Faculty

BA, 1990, Antillean Adventist University
MA, 2011, Antillean Adventist University

Marcia Crespo, Associate Professor 1995
Department of Science and Technology
BA, 1987, Antillean College
MA, 1995, Inter-American University of Puerto Rico

Margarita Soler, Associate Professor 1980
Department of Business Science
AA, 1977, Antillean College
BS, 1980, Loma Linda University
MS, 1985, University of North Dakota

María L. Cruz, Emeritus Professor 1985
School of Nursing and Health Sciences
Nursing Diploma, 1968, Antillean College
BSN, 1985, Antillean College
MSN, 1989, University of Puerto Rico

Maritza Lamboy, Assistant Professor 2010
School of Education, Humanities, and Psychology
BA, 1997, Antillean Adventist University
MS, 2000, Antillean Adventist University
EdD, 2011, Inter-American University of PR

Marilyn Pérez, Assistant Professor

Teaching Personnel

Full-time Faculty

School of Education, Humanities, and Psychology BA, 1991, Antillean Adventist University MA, 2000, Antillean Adventist University	2001
Milca Maduro, Assistant Professor School of Education, Humanities, and Psychology PhD, 2015, Inter-American University of PR	2015
Mirna Pacheco, Associate Professor School of Nursing and Health Sciences BSN, 1981, University of Puerto Rico MSN, 1997, Catholic University	1982
Nancy Walton, Assistant Professor School of Nursing and Health Sciences BSN, 2001, University of Puerto Rico RN, 1986, Antillean Adventist University MSN, 2010, University of Puerto Rico	2010
Omar Reyes, Assistant Professor Department of Science and Technology BA, 1999, Antillean Adventist University MA, 2002, Inter-American University of PR	2003
Pedro Fernández, Assistant Professor School of Nursing and Health Sciences BA, 1980, Antillean Adventist University MA, 1987, Inter-American University of Puerto Rico PhD, 2009, Catholic University of Puerto Rico	2010

Teaching Personnel

Full-time Faculty

Pedro A. Santiago, Instructor Department of Sciences and Technology BS, Antillean Adventist University MS, 2008, Inter-American University of Puerto Rico	2008
Rafael O. Laracuente, Assistant Professor School of Nursing and Health Sciences BA, 1991, Metropolitan University MA, in process, Antillean Adventist University	2002
Sylvia Carmenatty, Assistant Professor School of Nursing and Health Sciences BA, 2002, Antillean Adventist University MA, 2013 Loma Linda University	2008
Uberto Sánchez, Instructor Department of Science and Technology BS, 2006, Antillean Adventist University MS, 2011, Inter-American University of Puerto Rico	2013
Yoalis Cardona, Instructor School of Nursing and Health Sciences MS, 2006, Inter-American University of PR BS, 1998, University of Puerto Rico	2015

Librarians

Aixa Vega, Assistant Professor

Director Dennis Soto Library
BA, 1982, Antillean College
MLS, 1985, University of Puerto Rico

Ivelisse Vélez, Instructor
Dennis Soto Library
BA, 1992, Antillean Adventist University
MSI, 2005, Inter-American University of Puerto Rico

Olga Pérez, Instructor
Dennis Soto Library
BA, 1998, Antillean Adventist University
MLS, 2005, University of Puerto Rico

Professors Emeriti

Bárbara McDonald
BA, 1954, Pacific Union College
MA, 1968, Loma Linda University
MPH, 1970, Loma Linda University
DN Honoris Causa, 2004
Antillean Adventist University

Domingo Mena
BA, 1968, Antillean College
MA, 1972, Andrews University
DH Honoris Causa, 2004
Antillean Adventist University

Leroy Miller
BA, 1971, Universidad de Puerto Rico
MA, 1976, Andrews University
MA, 1987, Inter-American University of Puerto Rico

Raúl Villanueva, Professor

BA, 1968, Antillean College

MA, 1972, Loma Linda University

PhD, 1982, Loma Linda University

Committees

Executive Committees

Academic Affairs Committee
Financial Affairs Committee
Student Affairs Committee
Institutional Advancement Committee

Permanent Committees

Admissions Committee
Academic Standards Committee
Graduate Studies Committee
Distance Education Committee
Ranking Committee
Institutional Planning and Development Committee
Institutional Review Committee
Student Discipline Committee
Complaints Committee
Constitution Committee
Satisfactory Academic Progress Committee

Supporting Committees

AAU Social Activities Committee
AAU Religious Activities Committee
Concerts and Fine Arts Committee
Campus and Housing Committee
Health and Safety Committee
Alumni Committee

Telephone Directory

Switchboard: (787) 834-9595

Admissions	2208
Financial Aid	2200
Library	2311
Cafeteria	2952
Cashier	2202
Chaplaincy	2669
Business Science	2320
Science and Technology	2708
Clinic	2322
Student Councils	2278
Humanities	2668
School of Education, Humanities, and Psychology	2282
School of Nursing and Health Sciences	2225
Religion and Music	2245
Student Finances	8011
Men's Dormitory	2268
Ladies' Dormitory	2500
Church	2217
Orientation	2336
PPOHA	3100
Men's Dean	2239
Women's Dean	2267
President's Office	4004
Advertising and Recruitment	8008
Registration	2206
Institutional Technology Services	2240
Office of the Vice-president of Academic Affairs	4002
Office of the Vice-president of Student Affairs	2213
Office of the Vice-president of Financial Affairs	2204
Office of the VP of Planning and Development	22375

Dennis Soto Library



Library Hours	
Monday to Thursday	7:30 a.m. - 9:30 p.m.
Friday	7:30 a.m. - 1:00 p.m.
Saturday	Closed
Sunday	5:00 p.m. - 9:30 p.m.