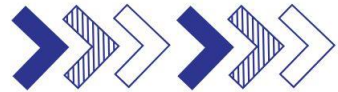




Antillean
ADVENTIST UNIVERSITY

2025-2028 UNDERGRADUATE CATALOG



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Prologue

This *Catalog* will be one of the most important documents throughout the course of your university experience. It contains information regarding the general education components, requirements for programs of study, services offered by the University and their total costs, and the Institution's policies and procedures.

The information contained herein has been grouped by topic and sections, thus making it easy to locate and understand. If, by chance, you need clarification or have questions, please do not hesitate to contact your academic advisor or Dean and/or the Director of your department. Often times, a conversation with an Official from the Registrar's office or with the Vice-president of Academic Affairs may prove quite helpful.

Be sure to visit the Registrar's Office at least one year before graduating. If you follow your program and take the necessary courses, you will save time, money, and frustration. Keep this *Catalog*. Reading it will help you stay the course and avoid delays; though it is possible to graduate without having read it. Your first assignment of your university experience is to read this Catalog.

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.

Table of Contents

Prologue.....	2
Table of Contents	3
Institutional Information.....	15
<i>Biblical Beliefs.....</i>	<i>15</i>
<i>Educational Philosophy.....</i>	<i>16</i>
<i>Mission</i>	<i>17</i>
<i>Vision</i>	<i>17</i>
<i>Institutional Aims</i>	<i>18</i>
University History.....	19
<i>Organization.....</i>	<i>19</i>
<i>History.....</i>	<i>19</i>
<i>Location.....</i>	<i>20</i>
<i>Facilities</i>	<i>20</i>
<i>Faculty.....</i>	<i>21</i>
<i>Students</i>	<i>21</i>
<i>Distance Education.....</i>	<i>22</i>
<i>License, Accreditations and Associations.....</i>	<i>24</i>
Services for Veterans, Military Personnel and Dependents.....	26
Student Services	27
Student Services	28
<i>Health Services</i>	<i>28</i>
<i>Financial Aid</i>	<i>28</i>
<i>Dennis Soto Library.....</i>	<i>28</i>

<i>Student Organizations</i>	32
<i>Alumni Association</i>	32
<i>Counseling and Orientation</i>	33
<i>Student Wellness</i>	33
<i>Social Rules</i>	33
Admissions	35
Admissions	36
<i>Policy</i>	36
<i>Steps to Initiate and Complete the Process of Admission</i>	37
<i>General Provisions</i>	38
<i>Student Categories</i>	40
<i>University Credit from Advanced Level Tests- Newly</i>	
<i>Enrolled Students</i>	41
<i>Placement Tests</i>	41
<i>New Student Orientation</i>	42
<i>Acceptance Policy for Freshmen Students</i>	43
<i>Transfer Students</i>	44
<i>Acceptance Policy for Transfer Students</i>	45
<i>International Students</i>	45
<i>Readmitted Students</i>	47
<i>Admission Categories</i>	49
<i>Responsibility of the Student</i>	55
<i>Academic Advisement</i>	55
<i>Amendments</i>	55
<i>Submission of Application</i>	56
Registrar's Office	58
Registrar's Office	59
<i>Functions</i>	59
<i>Registration</i>	60
<i>Classification of Students</i>	62
<i>Academic Load</i>	62

<i>Academic Regulations.....</i>	<i>63</i>
<i>Satisfactory Academic Progress Policy.....</i>	<i>65</i>
<i>Evaluation Criteria.....</i>	<i>66</i>
<i>Definition of Terms.....</i>	<i>68</i>
<i>Process of Appeal.....</i>	<i>69</i>
<i>Reinstatement of Financial Aid.....</i>	<i>71</i>
<i>Unforeseen Situations.....</i>	<i>71</i>
<i>Repeal or Amendments.....</i>	<i>71</i>
<i>Grade Reports.....</i>	<i>71</i>
<i>Grade Changes.....</i>	<i>72</i>
<i>Class Attendance Regulations.....</i>	<i>72</i>
<i>Academic Standards Committee.....</i>	<i>73</i>
<i>Academic Dishonesty.....</i>	<i>73</i>
<i>Validation of Transfer Credits.....</i>	<i>74</i>
<i>Residency Requirement.....</i>	<i>76</i>
<i>International Studies.....</i>	<i>76</i>
<i>Credit by Correspondence.....</i>	<i>77</i>
<i>Credit by Experience.....</i>	<i>77</i>
<i>Challenge Exams.....</i>	<i>78</i>
<i>Academic Residency.....</i>	<i>79</i>
<i>Total Credits Allowed.....</i>	<i>79</i>
<i>Fee.....</i>	<i>79</i>
<i>Preparation for Challenging a Course by Exam.....</i>	<i>79</i>
<i>Advanced Academic Placement.....</i>	<i>80</i>
<i>Graduation Requirements.....</i>	<i>80</i>
<i>Bachelor and Associate Degrees.....</i>	<i>81</i>
<i>Additional Degree or Specialty (Dual Degree).....</i>	<i>82</i>
<i>Diplomas.....</i>	<i>82</i>
<i>Transcripts.....</i>	<i>83</i>
<i>Admission Document Discrepancies.....</i>	<i>84</i>
<i>Privacy of Academic Records.....</i>	<i>84</i>
<i>Solomon-Pombo Act.....</i>	<i>85</i>

<i>Change of Address</i>	85
<i>Recognition of Honors</i>	86
<i>Graduation with Honors</i>	87
<i>Departmental Honors</i>	88
<i>Complaints Procedure</i>	89
<i>Catalog</i>	90
<i>Program Changes</i>	91
<i>Changes to the Catalog</i>	91
Financial Information	92
Financial Information	93
<i>Teaching and Service Costs</i>	93
<i>Fee</i>	95
<i>Student Financial Responsibility</i>	95
<i>Refunds</i>	96
<i>Financial Regulations and Procedures</i>	96
<i>Education Discounts</i>	98
<i>Payments and Sending Money</i>	98
<i>Summer Registration</i>	99
<i>Possible Changes</i>	99
Financial Aid	100
<i>Financial Aid Programs</i>	100
<i>Other Programs</i>	107
<i>How to Apply for Financial Aid</i>	114
<i>How Financial Aid is Assigned</i>	115
<i>Policy for Refund of Federal Funds</i>	116
Rights and Responsibilities of the Student Who Receives Financial Aid	119
<i>Student Rights</i>	119
<i>Student Responsibilities</i>	120
General Education Component	121

General Education Component	122
<i>Graduate Profile.....</i>	<i>122</i>
<i>Spirituality.....</i>	<i>122</i>
<i>Excellence.....</i>	<i>123</i>
<i>Service</i>	<i>124</i>
<i>Bachelor of Arts and Sciences (51.50-61 Credits)</i>	<i>125</i>
<i>Associate of Arts and Sciences (23.50-33 Credits).....</i>	<i>129</i>
School and Department Codes	131
<i>Business Sciences.....</i>	<i>131</i>
<i>Science and Technology.....</i>	<i>131</i>
<i>Education.....</i>	<i>131</i>
<i>Nursing and Health Sciences</i>	<i>131</i>
<i>Humanities.....</i>	<i>132</i>
<i>Music.....</i>	<i>132</i>
<i>Religion.....</i>	<i>132</i>
<i>Technical Certificate.....</i>	<i>132</i>
<i>Degree Abbreviations</i>	<i>133</i>
Academic Programs.....	134
Business Sciences	138
Department of Business Sciences.....	139
<i>Faculty</i>	<i>139</i>
<i>General Information</i>	<i>139</i>
<i>Admission Requirements</i>	<i>139</i>
<i>Other Provisions</i>	<i>140</i>
<i>Future Administrators Association</i>	<i>141</i>
<i>Cooperative Education.....</i>	<i>141</i>
<i>Professional Practicum.....</i>	<i>141</i>
<i>Objectives.....</i>	<i>142</i>
<i>Degrees and Concentrations</i>	<i>143</i>
<i>Description of Academic Programs.....</i>	<i>143</i>

<i>Graduation Requirements</i>	151
<i>Program of Studies</i>	151
<i>Minimum Grade</i>	153
<i>Related Courses (6 credits)</i>	153
<i>BS in Business Administration</i>	153
<i>Minor Concentrations</i>	160
<i>Office Administration</i>	162
<i>BS in Office Administration</i>	164
<i>Associate in Office Administration</i>	165
<i>Minor in Office Administration Credits</i>	167
Course Descriptions	168
<i>Accounting</i>	168
<i>Business Administration</i>	172
<i>Economy</i>	175
<i>Management</i>	176
<i>Marketing</i>	179
<i>Office Administration</i>	182
Science and Technology	188
Department of Science and Technology	189
<i>Faculty</i>	189
<i>General Objectives</i>	189
<i>General Information</i>	190
Study Programs	191
<i>General Requirements</i>	191
<i>Biology</i>	191
Course Descriptions	198
<i>Biology</i>	198
<i>Chemistry</i>	209
<i>BS in Computer Sciences</i>	214
<i>Associate in Computer Science</i>	218

<i>BS Computer Information Systems</i>	220
<i>BA Design and Digital Art</i>	224
<i>Graduation Requirements</i>	226
<i>AA Graphic Design</i>	229
Objectives	229
Course Descriptions	233
<i>Computers</i>	233
<i>Mathematics</i>	244
<i>Physics</i>	249
<i>Non-department Courses</i>	250
School of Education, Humanistic	252
Studies, and Psychology	252
School of Education, Humanistic Studies, and	
Psychology	253
<i>Faculty</i>	253
<i>Mission</i>	253
<i>Philosophy</i>	253
<i>Conceptual Framework</i>	253
<i>Admission Requirements for the School of Education</i>	256
<i>Academic Progress in the Teacher Preparation Program</i> ...	259
<i>Student Teaching</i>	259
<i>Teacher Certification</i>	262
<i>Academic Advising</i>	264
<i>Complaint Process</i>	264
<i>Graduation Requirements:</i>	264
Degrees, Concentrations, and Certifications	265
Study Programs	266
Bachelor of Arts in Secondary Education	269
<i>Bachelor of Arts in Special Education (K-12)</i>	274

Minor in Education	281
Course Descriptions	283
Physical and Health Education	304
<i>General Objective.....</i>	<i>304</i>
<i>Specific Objectives</i>	<i>304</i>
<i>Graduate Profile.....</i>	<i>305</i>
<i>Certification in Student Health</i>	<i>309</i>
Psychology Programs.....	319
<i>Mission</i>	<i>319</i>
<i>Objectives.....</i>	<i>320</i>
<i>General Information</i>	<i>323</i>
Course Descriptions.....	330
Humanistic Studies	335
<i>General Objectives.....</i>	<i>335</i>
<i>Specific Spanish Objectives.....</i>	<i>336</i>
<i>Specific History Objectives</i>	<i>336</i>
<i>Specific English Objectives.....</i>	<i>336</i>
<i>English Area</i>	<i>337</i>
<i>Spanish Area</i>	<i>339</i>
Associate Degree of Arts in Liberal Studies	339
Course Descriptions.....	346
<i>English</i>	<i>353</i>
<i>History.....</i>	<i>361</i>
<i>Geography</i>	<i>365</i>
<i>Social Sciences.....</i>	<i>365</i>
<i>Humanities.....</i>	<i>366</i>
Bachelor of Arts in Social Work	367
Mission	367

Goals	367
Graduate profile	369
Graduation Requirements	371
Course Descriptions	375
Music and Fine Arts Component	382
Music and Fine Arts Component	383
<i>Courses leading to a Minor in Music</i>	<i>383</i>
Course Descriptions	384
<i>Fine Arts</i>	<i>384</i>
<i>Theory and Composition.....</i>	<i>384</i>
Music History and Literature	385
Music Education	385
Music Performance.....	386
Course Descriptions.....	388
Religious Music	389
School of Nursing.....	390
School of Nursing.....	391
<i>Faculty.....</i>	<i>391</i>
<i>Mission</i>	<i>391</i>
<i>Vision</i>	<i>391</i>
<i>Goals</i>	<i>391</i>
<i>Nursing Programs</i>	<i>392</i>
<i>General Information</i>	<i>396</i>
<i>Admission and Progress Requirements</i>	<i>397</i>
<i>Admission Requirements for RN/BSN Program.....</i>	<i>399</i>
<i>Academic Progress and Graduation.....</i>	<i>400</i>

Study Programs.....	401
<i>Bachelor of Science in Nursing (BSN)</i>	<i>401</i>
<i>Associate in Nursing.....</i>	<i>404</i>
<i>Bachelor of Science in Nursing for Registered Nurses (RN/BSN).....</i>	<i>407</i>
Course Descriptions.....	410
Associate of Science in Respiratory Therapy.....	420
<i>Standards of Academic Progress and Graduation</i>	<i>423</i>
<i>Associate of Science in Respiratory Therapy.....</i>	<i>425</i>
Bachelor of Cardiopulmonary Sciences	427
<i>Learning Outcomes</i>	<i>427</i>
<i>Graduate Profile.....</i>	<i>428</i>
<i>Graduation Requirements.....</i>	<i>429</i>
<i>Bachelor of Cardiopulmonary Sciences</i>	<i>430</i>
<i>Related Courses*</i>	<i>432</i>
Course Descriptions.....	433
Department of Religion	439
<i>Faculty</i>	<i>440</i>
<i>Philosophy</i>	<i>441</i>
<i>Mission</i>	<i>441</i>
<i>Vision</i>	<i>441</i>
<i>Program Goals.....</i>	<i>442</i>
<i>Graduate Profile.....</i>	<i>442</i>
General Information	443
<i>Academic Programs</i>	<i>443</i>
<i>Admission Requirements</i>	<i>444</i>
<i>Documents required by the Department of Religion for Permanent Register.....</i>	<i>445</i>
<i>Requirements to Remain in the Program</i>	<i>445</i>
<i>Selection Stages.....</i>	<i>447</i>

<i>Evaluation of Candidacy to the Ministry</i>	<i>450</i>
<i>Ministerial Students Association.....</i>	<i>450</i>
<i>Academic Aspects.....</i>	<i>451</i>
<i>Validation of Courses by Experience.....</i>	<i>451</i>
<i>Employment</i>	<i>451</i>
Bachelor of Arts in Biblical-Pastoral Theology	452
<i>General Requirements</i>	<i>452</i>
<i>Concentration Requirements.....</i>	<i>453</i>
Associate of Arts in Religion.....	455
<i>General Education Component</i>	<i>455</i>
<i>Concentration Requirements.....</i>	<i>456</i>
Minor in Religion (25 credits)	457
Course Descriptions.....	459
<i>Biblical Studies Credits.....</i>	<i>459</i>
<i>Chaplain Studies</i>	<i>463</i>
<i>Historical Studies</i>	<i>463</i>
<i>Language and Literature</i>	<i>464</i>
<i>Pastoral Studies</i>	<i>466</i>
Technical Certificate Programs.....	476
<i>Institutional Admission Requirements</i>	<i>476</i>
<i>Graduation Application.....</i>	<i>476</i>
<i>Technical Certificate Diplomas</i>	<i>477</i>
<i>Financial Aid</i>	<i>477</i>
<i>Tuition, Fees, and Other Charges.....</i>	<i>478</i>
<i>Financial Regulations and Procedures</i>	<i>478</i>
<i>Summer Registration.....</i>	<i>480</i>
<i>Institutional Refund Policy.....</i>	<i>480</i>
<i>Policy for Refund of Federal Funds</i>	<i>480</i>
<i>Credit Hours/Academic Load</i>	<i>482</i>
<i>Course Offering and Scheduling.....</i>	<i>483</i>

<i>Special Requirements for Practicum Centers</i>	483
<i>Academic Dishonesty</i>	483
<i>Possible Changes</i>	484
<i>Program Objectives</i>	486
<i>Graduate Profile</i>	486
<i>Institutional Admission Requirements</i>	487
<i>LPN Program Admission Requirements</i>	487
<i>Graduation Requirements</i>	488
<i>Practical Nursing Technical Certificate (LPN)</i>	488
Course Descriptions	490
Administration and Personnel	495
Support and Service Personnel	496
Board of Trustees	497
Teaching Personnel Faculty	498
Librarians	502
Telephone Directory	503
Dennis Soto Library	504

Institutional Information



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. The Holy Bible, through divine manifestation, establishes that mankind is the supreme work of God and is, therefore, dependent on his/her Creator for the development and fulfillment of his/her faculties.

We believe that human beings were created in the image of their Creator, both male and female, with conditional immortality in order to honor their Maker through worship, companionship, and the observance of his holy Law. Due to the fall caused by sin, humanity must accept Christ's sacrifice as the only way of salvation, accomplished by his death and resurrection. Once accepted only by grace, the new believer decides to have the character of the Creator restored in his/her life.

Educational Philosophy

Antillean Adventist University recognizes that God, Creator and Sustainer of earth and the entire universe, is the fount of all knowledge and wisdom. God created mankind perfect, in His image and likeness. As a result of sin, mankind lost his original state of perfection. Christian education, by way of developing faith in Christ, restores in mankind the Maker's image and prepares him for service to God and humanity.

Knowledge of God isn't obtained solely by reason; God has communicated his nature, purposes and plans through divine revelation. The Holy Scriptures were inspired by God and are the vital source of wisdom, reality, truth, ethics and aesthetics. This biblical foundation determines the end goal of education and our notion of the nature of the student, the role of the teacher, the curriculum, the teaching methodology, and the university's role in society.

The student possesses an infinite amount of potential that needs to be developed. Adventist education promotes continual development that is vital to the harmony and integrity of the spiritual, moral, cognitive, physical and social dimensions of the character. Every member of the university community is an agent in this educational process of developing the student's character potential. They are called to be a model of spirituality, excellence and service.

The curriculum will contain a biblical foundation and the integration of a faith perspective in order to attain an integral development and a balanced student. It will be a dynamic and innovative curriculum that will prepare the student to face many social and professional challenges. It provides opportunities for

the student to acquire knowledge, skills and attitudes in the proficiency of various fields of knowledge.

Furthermore, through diverse teaching methods, and following the methods of Christ, the curriculum seeks to develop critical thinking, investigation skills, problem solving, effective communication, resource management and the use of technological advancements. Finally, it seeks to nourish a calling and achieve a practical preparation so that the student offers a service of excellence in God's work on this earth.

Mission

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

Vision

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

- *Spirituality*
 - Exemplified Adventist Christian principles and values
 - Bible-based curriculum
 - Christ-centered programs and activities
- *Excellence*
 - Human capital that his highly qualified and competent
 - High quality educational opportunities that are geared towards the needs of the labor market

- A sustainable campus with the integration of high technology
 - Exceptional and innovative education that incorporates teaching modalities adapted to the new educational tendencies
 - Research geared towards problem solving, development and innovation
 - Internalization initiatives
 - Highly competent graduates
- *Service*
 - Leaders committed to God
 - Service culture of excellence
 - Community work initiatives
 - National and international mission programs

Institutional Aims

Antillean Adventist University, through its curriculum, programs, Christian environment, and co-curricular activities, seeks to:

1. Promote an environment in which every student and employee has the opportunity to live and share Christian Adventist principles and values.
2. Attract and retain students from all socio-economic levels, cultures and nations.
3. Expand the academic offerings in diverse modalities according to quality standards and market demand.
4. Encourage research and its application in the entire academic community.

5. Apply generally accepted administrative better practices for each unit.
6. Develop relationships that create opportunities for community service and mission work.

University 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 Commonwealth 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, the Puerto Rican Adventist College was founded 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 PR 106 on some 275 acres of mountainous land with a view of the Atlantic Ocean. It's a beautifully situated area, surrounded by steep tree-covered land. Being located on the outskirts of the Sultana del Oeste, the major educational and commercial center of the area, creates a peaceful environment for its students and 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 an assembly hall. An adjoining structure to the central building houses 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 & Health Sciences on the first floor, and the Ángel Jiménez Amphitheater and Respiratory Therapy laboratory on the second floor. The fourth building is a two-story Women's Dormitory.

The fifth building houses professors' offices, a Guest Room, the Student Computer Center, and the Student Council Office. It is a one-story building located in front of the central fountain. The strategically situated sixth building of three levels, houses the Dennis Soto Library and the Learning & Technology Resource Center (abbreviated CART in Spanish). On the second floor of the library are the offices of Promoting Post-Baccalaureate Opportunities for Hispanic Americans (PPOHA). 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 lower level

houses the Department of Business Science. The eighth building is the Department of Religion & Music with its respective offices and classrooms.

The ninth building is the Dr. Benjamín Pérez Soto. It is the most recent and contemporary build. Located there is 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. Annexed to the Dr. Benjamín Pérez Soto building is the new Simulation Center for the health science programs.

Faculty

AAU recruits and retains professionals with academic training and professional experience that demonstrate harmony with the institution's philosophy and mission. They comprise the teaching body responsible for teaching their respective disciplines and directing or participating in research projects and community service.

Students

Students from Puerto Rico make up the majority of the student body. Each year we receive more than one hundred students from nearly 20 countries and different places in the United States. Nearly 200 students receive Associate, Bachelor and Master's degrees on a yearly basis.

We accept applications from students whose principles and interests align with the ideals, objectives, and traditions of AAU. Religious affiliation, race, age, gender, physical disabilities, and nationality do not constitute criteria for admission.

AAU reserves the right, when deemed necessary, to create, revise, or change rules, fees, schedules, courses, degree requirements, and any other regulation that affects the students at any time. Whenever such changes are made, students will be duly notified so as to not affect their academic progress.

Distance Education

AAU offers distance courses for university students at the undergraduate and graduate levels in a hybrid format or entirely online, according to what the institution thinks best at the time of the development of the course.

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

Any student who wishes to register for online courses must possess a basic knowledge of programs such as:

- Word processing software (Microsoft Word, WordPerfect, Write – OpenOffice)
- Presentation software (PowerPoint, others).

Furthermore, the student must possess skills in searching for information from web pages 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 (freeware) on their computer in order to have access to special material in PDF format and Windows Media Player, among others. Every student must be proficient in writing and sending emails with attachments. This resource should be used in an ethical manner.

The student is also responsible for obtaining access to a computer or technological equipment with high-speed internet access (DSL or better). If the student does not own a computer, they may use the computers that are on the first floor of the Dennis Soto Library. Graduate students may use the Center for Graduate Studies in the adjacent building.

Students that wish to take online courses must be officially admitted in an academic program offered by the AAU and satisfy the requirements before registering. Students with F-1 visas that are taking face-to-face, hybrid and/or online courses, will be allowed to take a maximum of one (1) online course per academic session. This does not apply to summer sessions.

All students that will take distance courses for the first time must visit or contact the Undergraduate and Graduate Distance Education Program Coordinator to schedule an aptitude test and take a survey regarding technological skills. A score of 70% on the aptitude test or survey is required in order to register the courses at the Registrar's Office.

After which, the student will attend a face-to-face training administered by the professor of the course or by the Undergraduate and Graduate Distance Education Program Coordinator. The student will be instructed on how to effectively use the Moodle platform, where their virtual class will take place. If the student cannot attend the training, they must access the information provided on the initial page of the virtual class, so as to obtain a basic orientation on the proper use of the virtual class.

License, Accreditations and Associations

AAU has a license of operation granted by the Board Postsecondary Institutions of Puerto Rico (JIP). All academic programs that are offered at AAU and that appear in this catalog, with the exception of those pertaining to Religion, have received the authorization of this governing entity. All of the programs are approved by the Department of Health, Education and Welfare of the United States. The school is approved by the Puerto Rico State Approving Agency to provide academic training to the students under the various “GI Bill®” programs.

AAU is a member of the *Association of Colleges and Private Universities of 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 Bachelors of Science in Nursing program is accredited by the *Accreditation Commission for Education in Nursing (ACEN)*. Also, the BS in Cardiopulmonary program is accredited by the *Commission on Accreditation for Respiratory Care (CoARC)*. Additionally, the Bachelor of Pastoral Theology Program is accredited by the Adventist Accrediting Agency of the General Conference (AAA).

Below are the mailing addresses of these agencies.

- *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

- *Oficina de Registro y Licenciamiento de Instituciones de Educación (ORLIE)*
Calle San José, Esq. San Francisco
San Juan, PR 00902-3271, 787-722-2121
- *Middle States Commission on Higher Education*
3624 Market Street, Philadelphia, PA 19104-2680,
267-284-5000

AAU is a member of the following professional organizations:

- *Asociación de Colegios y Universidades Privadas de Puerto Rico (ACUP)*
- *Accreditation Commission for Education in Nursing (CCNE)*
655 K Street NW Suite 750, Washington, DC 20011
- *American Association of Collegiate Registers and Admission Officers (AACRAO)*
One DuPont Circle NW, Suite 520
Washington, DC 20036
- *Commission on Accreditation for Respiratory Care (CoARC)*
264 Precision Blvd.
Telford, TN 37690
- *Puerto Rican American Association of Collegiate Registers and Admission Officers (PRAACRAO)*
- *Puerto Rico and Virgin Islands Association of Certifying Officials for Veteran Students of Post-Secondary Institutions (PRIVAOC)*

- *National Council for State Authorization Reciprocity Agreements (NCSARA)*
<https://nc-sara.org/directory>

Services for Veterans, Military Personnel and Dependents

The University is approved by the Puerto Rico State Approving Agency to provide academic training to the students under the various different “GI Bill®” programs. This is a registered trademark of the Department of Veterans Affairs (VA). Veterans who wish to enroll and receive the educational benefits available must file their application through the Registrar’s Office.

As of May 13, 2021, the use of recruitment tactics that exert undue pressure on students or future students who are recipients of study aid from the United States military services is prohibited. In addition, participation in same-day student recruitment and registration for securing the enrollment of members of the military is prohibited.

Section 103 PL 115-407: The provision established by PL 115-407, Sec 103, ends 90 days after tuition and fees are billed to VA whether or not VA has issued payment to the University. At that time, the University can hold the student liable for the billable tuition and fees unpaid by VA, place a registration hold for any outstanding amount billed to VA, withdraw the student for non-payment of the billable tuition and fees not paid by VA. Ultimately, the student does agree to assume and pay any and all costs associated with said enrollment not paid by VA directly to the University.

As of August 1, 2019, no institution may deny a student (CH31 and CH33) access to classrooms, the library, or other institutional facilities. Also, make the student borrow money to cover the cost while waiting for the VA payment or charge the student a late fee or impose a penalty. *(For more information about the programs, see Financial Information section, other programs, page 108.)*

Student Services



Student Services

Health Services

AAU provides the students with health care services with specialized health care staff in the Medical Clinic located on campus. The services include clinical care, health education, and general health supervision of the campus. The services of Bella Vista Hospital and the Bella Vista Polyclinic, which are located near the University, are also available to 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 among the different departments of the Institution. This program is overseen 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 informational 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 60,000 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, which is also the largest, 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. In order to borrow a book from the library, students must present their identification card. We also have a collection of printed and electronic magazines located on the first floor. These may only be used within the library. May be accessed through the library's web page from any place within or outside of the University if the student has a computer, tablet, smart phone, or any other equipment with internet access. The web address is: library.uaa.edu.

To access the databases, access codes provided by library staff are required. The collections are constantly growing as new print and electronic content are frequently added. On the library's web page users may also find links to other libraries and resources for research and various guides that may assist them in their academic work.

The library also has a computer center known as the Cyberlab. It has 33 computers with internet access where students can do their homework and academic research. To use the computers, students must register at the entrance of the library by presenting their AAU student identification.

Students ensure that their use of the computers is in harmony with the Christian and ethical values promoted by the University.

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, with many of these orientations are held in the library's computer center.

On the first floor, six tables have been placed for group study and 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 maintains a code of conduct that promotes healthy interactions and an environment appropriate for study. All 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 a men's and women's dormitory for students interested in residing on campus. Students must submit an application with a fee of \$100 per room, one 2x2 photos, and a Background Check for those over 18 years of age (at the time of application).

All who are interested should contact the Office of the Vice-president of Student Affairs or visit our webpage uua.edu.

Cafeteria

The cafeteria offers breakfast, lunch, and dinner with a variety of options from Sunday to Friday for the benefit of the entire university community. It is located on the first floor of the building adjacent to the School of Nursing.

Sports Activities

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

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

Musical Skill Development

AAU offers a wide variety of opportunities for the development of musical abilities. As a complement to our music and voice courses, AAU also has the Pro-Music Choir which go on tours and concerts during the year in Puerto Rico, the United States and abroad.

Computer Laboratory "Cyberlab"

The Cyberlab has 33 computers and is located on the first floor of the library beside the Reserve Collection. There, students can access word-processors, access databases, the catalog and internet.

In order to use the computers, users must present their identification card and register at the entrance of the library, where they will be automatically assigned to a computer through the electronic system. Users may print their work in color or black & white on three photocopiers in the Cyberlab. 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 for group bibliography instructional sessions.

Publications

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 current projects in development and institution activities. Also, the academic journal *Vestigium* is published electronically for the purpose of encouraging research.

TRIO “Student Support Services”

TRIO SSS is a federally funded academic support program designed to increase the retention and graduation rates for eligible participants. Some of the services offered are: academic advising, tutoring, mentoring, seminars, workshops, educational tours, cultural excursions, socio-educational activities, and others. The participants thrive academically and develop decision-making skills.

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 annually holds an honor ceremony for Distinguished Graduates and the Homecoming, 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 in the use of resources and opportunities available to them.

This office provides students with orientation regarding all academic, social, financial assistance, professional, and personal services available. Student requests for reasonable accommodation are also processed, in compliance with the ADA Act. The office also administers vocational, personality, and other tests and coordinates tutoring services according to the area of need.

Student Wellness

This office offers assistance to students that might be facing any situation that is negatively affecting their academic performance and reaching their goals. Faculty and administrative personnel can refer students that require such services.

Social Rules

It is expected that the lifestyle of every student conform to 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 ensures that

every student that attends Antillean Adventist University receives a copy of the *Student Manual*.

Admissions



Admissions

Policy

AAU encourages applications from people interested in making the most of the educational opportunities offered at an institution committed to the Christian principles as promoted by the Seventh-day Adventist Church. There is no discrimination based on religious affiliation, race, age, sex, physical impediment, or nationality. AAU gladly accepts applications from students that look to combine intellectual integrity with spiritual goals as they strive to learn a profession.

It is the mission of the Admissions Office to manage a flexible admissions policy and to serve as a facilitator on behalf of the student. This is done in a way that the student may obtain an excellent academic preparation focused on spirituality and service.

When considering each admission or readmission, 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 necessary skills relating to their academic performance and relevant character and personality traits. Admission is valid for the academic term for which it's 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 study, in accordance with the specific admission requirements of the program.

The University reserves the right of admission or readmission per academic year for any student. Every admission request will be considered complete when all required documents have been received, at which time the admission request will commence processing.

The Admissions Office will have ten business days from this date to provide an official response regarding the acceptance status of the admission. The response will be communicated via email or postal service. 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 after two years and, after which, are destroyed; except in the case of international students.

Steps to Initiate and Complete the Process of Admission

1. Submit Admission Application and any other items required by admissions according to the student category. The admission request can be completed online via uaa.edu or in printed format.
2. Be interviewed by the Department Director or their representative (only for programs with this requirement).
3. Fulfill any additional requirements of your program of interest.

Applicants must complete the admission or readmission documents on the following dates in order to begin their classes in the indicated academic sessions:

- **Summer SU (June)** - Until the third week of May
- **SU2 (July)** - Until the third week of June
- **August →FA (Aug-Dec)** - Until the second week of July
- **August →SP (Jan-May)** - Until the second week of November

These limited dates are subject to change according to the current year's calendar. The applicants who cannot meet the established deadlines due to military service will have the opportunity to submit the documents after these dates, subject to an evaluation by Admissions Office personnel. International student must begin the admission process no less than six (6) months in advance of the semester for which they are applying.

General Provisions

1. Students with university courses included on their high school credit transcript applied towards completing their degree will be considered as *First Time Freshman*.
2. Students who submit a credit transcript from another university under the Early Admission program from that institution must provide an official credit transcript accompanied by descriptions of the courses in order to request evaluation for the validation of these credits. If they have completed less than twelve credits, high school credit transcript must be provided. These students will be considered "*Freshman*" in their university experience.
3. According to the regulations established by the Higher Education Program Integrity, no student will be allowed to reject university credits in order to apply for admission at AAU.
4. Students that do not present official credit transcripts from high school or any other educational institution that demonstrate approved courses to be evaluated for validation, will not be admitted. This includes not providing transcripts for completed courses due to debt with the institutions.

5. When the current Catalog makes provision for Conditional Admission, students who do not meet the required GPA for the undergraduate program of their choice must sign a Conditional Admission Contract in the Admissions Office. The assigned academic advisor will follow the student's academic progress. These students will be able to register courses for the following academic period only after an evaluation of their academic performance at the end of the period in which they were admitted.
6. Students who submit transcripts or admission documents with different names or surnames must provide a Birth Certificate or an affidavit.
7. Students who have changed their civil status and present transcripts or admission documents with different surnames must provide a Marriage Certificate, Death Certificate, or a copy of the court verdict.
8. Students who have been denied admission or readmission to AAU have the right to appeal to the Admissions Committee through an explanatory letter, dated and signed by the applicant. The appeal period will be 10 business days from the time the denial letter was sent through postal service.

Student Categories

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

Admission requirements:

- a. Submit Admission application.
- b. Submit original official credit transcripts with the Grade Point Average (GPA) and date of graduation or GED results or its equivalent. (The last requires a copy of a graduation diploma.)
- c. Diploma from an accredited high school (only required as evidence of graduation date, if necessary).
- d. Have a minim GPA at graduation of 2.00-2.50 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. Pay the Admission fee - by certified check or money order for \$20.00 (non-refundable).
- f. Interview with the Director of the Department/Program or their representative, whenever required.
- g. Color copy of identification (Passport or valid 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 a photo and signature issued by a government agency. The copy will only be used for identification in the student's record.
- h. Submit two recommendation written by church leaders. Baptismal Certificate that demonstrates at least two years as a baptized member. Official letter of active membership from the pastor or church secretary. (Only for Theology students)

- i. Certificate of Good Conduct or Background Check.
(Only for programs that require it)

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). Each exam will be awarded up to 6 university credits.
2. Students from British territories must have already taken the Advanced Level Test for the General Certificate of Education (GCE) and obtained a “Pass” score.
3. If the credit transcript shows that Puerto Rico History classes were taken during high school, the student will be exempt from taking the course at AAU.

Placement Tests

Every newly enrolled student with a high school degree must take the English, Spanish, and mathematics placement tests at AAU before processing their registration, unless they have successfully passed the necessary standardized tests authorized by Puerto Rico and the United States. They must submit the results to the Admission Office in order for the assigned academic advisor to register the classes according to the information received. Non-Spanish-speaking students are required to complete an interview

with an advisor from the Spanish Learning Block immersion program prior to enrolling in courses.

New Student Orientation

Every first-year student must participate in the services offered by the Office of Orientation and Counseling. Furthermore, students are required to attend the orientation session as they will receive information concerning remedial courses, available tutoring services, academic advising, and general information regarding the different student services offices.

- **Students with university experience (“Freshman”)**

Students with university experience must meet the following requirements:

- a. Submit an Admission Application.
- b. Have a minimum GPA of 2.00-2.50 and above on a 4.00 scale used in the United States for all completed university studies (as required by the program of interest).
- c. Provide transcripts from an accredited high school.
- d. Provide an official credit transcript from each university or college previously attended. It must have the seal and signature of the official representing the university. Student copies will not have accepted for completing the file.
- e. Present a recommendation from the Dean of Student Affairs from the most recent institution attended, if the applicant has not completed a degree.

- f. Interview with Department Dean or Director or the Dean of the school the student wishes to enter (as required by the program of interest).
- g. Pay the Admission fee - by certified check or money order for \$20.00 (non-refundable).
- h. Color copy of identification (Passport or valid driver's license). Voter's registration cards will not be accepted. The copy will only be used for identification in the student's record.
- i. Submit two recommendation written by church leaders. Baptismal Certificate that demonstrates at least two years as a baptized member. Official letter of active membership from the pastor or church secretary. (Only for Theology students)
- j. Certificate of Good Conduct or Background Check (as 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 attended will be requested, and the student will be considered a "*freshman*". In these cases, a high school transcript is required to be used as a reference of the student's academic performance and for admission.

- b. If the student has credits or has graduated from a technical program, only the transcripts of the last institution attended will be used. This is done for admission purposes and not as an evaluation of credit validation, in the case that the institution is not accredited by corresponding agencies. This student will be considered a “*freshman*”.

Transfer Students

Transfer student must meet the following requirements:

- a. Submit an Admission Application.
- b. Have a minimum GPA of 2.00-2.50 and above on a 4.00 scale used in the United States for all completed university studies (as required by the program of interest).
- c. Provide an official credit transcript from each university or college previously attended. It must have the seal and signature of the official representing the university. Student copies will not be accepted for completing the admission record.
- d. Present a recommendation from the Dean of Student Affairs from the most recent institution attended, required if the applicant has not completed a degree.
- e. Interview with Department/Program Director or their representative (as required by the program of interest)
- f. Pay the Admission fee - by certified check or money order for \$20.00 (non-refundable).

- g. Color copy of identification (Passport or valid driver's license). Voter's registration cards will not be accepted. The copy will only be used for identification in the student's record.
- h. Submit two recommendation written by church leaders. Baptismal Certificate that demonstrates at least two years as a baptized member. Official letter of active membership from the pastor or church secretary. (Only for Theology students)
- i. Certificate of Good Conduct or Background Check (as required by the program of interest).

Acceptance Policy for Transfer Students

If the student has 12 or more credits to be evaluated for validation (see the *Validation of Transfer Credits* section in the Catalog), the student must submit credit transcript(s) from the educational institutions previously attended. The GPA from the most recent university attended will be considered and the student will be considered a transfer student.

International Students

1. F1 Students

All international students (non-citizens or non-permanent residents of the United States) must meet the following admission requirements in accordance with their status as a student requiring an F1 Visa:

- a. Complete all of the admission documents required in accordance with their status as newly enrolled or transfer student as previously indicated.
- b. Have a minimum GPA of 2.50 points or higher on the 4.00 scale of the United States throughout all completed university courses.
- c. In the case of a high school student, the applicant must provide evidence of having completed a program of study equivalent to US High School requirements, as recognized by the Department of Education in Puerto Rico. 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. To initiate the equivalency process with the Puerto Rico Department of Education, students must pay a non-refundable fee of \$10.00.
- d. If the credit transcript is in a language beside Spanish or English, it must be translated into one of these languages by an 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 must be submitted accompanied by a recommendation from the Dean of Students of the university attended. The transcript must show a minimum of 12 approved credits with the GPA required by the program of interest.

- f. Color copy of a valid passport.
- g. Complete the documents required by the Office of Student Affairs for the I-20 and processing of the student visa (F1 Visa).

Note: The international student must complete their file on or before the 6-month period that they wish to enter the university. The file will be kept in the archives of the Admissions Office until the applicant registers. If the applicant does not register at AAU and requests the original credit transcript from their country of origin, a copy will be kept on file. The applicant must complete the file in order to renew their admission.

2. *Non-F1 Students*

Any international student that is in United States territory and does not possess an F1 visa will be categorized as a “NO F1” student. These students must complete all requirements according to clause number 4 along with any other documents required by the Office of Student Affairs.

Readmitted Students

Any student that has discontinued their studies for more than one semester must apply for readmission at the Admissions Office. This includes students that have earned a degree from any of the programs offered at AAU. If the student has dropped out of AAU, they must complete an application for readmission and all pending required documents in their file. This must be completed according to their status and the program to which they seek entry at the time of applying for readmission, AAU reserves the right to accept or reject any application for readmission. Any student that

is not a citizen or American resident must complete an application for readmission and present a valid migrant status.

Students that apply for readmission must make the necessary financial arrangements with the Institution, including the return of overpayment from grants and satisfying any pending debts.

The requirements for readmission are the following:

- a. Complete the application for readmission.
- b. Present credit transcripts if the applicant has studied in other universities and a recommendation from the Dean of Students from the most recent university or institution attended. Have a minimum GPA of 2.00-2.50 and above on a 4.00 scale used in the United States from the most recent university attended (as required by the program the student wishes to enter).
- c. Pay the admission fee of \$15.00 by certified check or money order in the amount of \$20.00 (nonrefundable). This does not apply to students that complete a program of study at the undergraduate level at AAU and then apply to the Graduate Program in the next academic session.
- d. Interview with the Dean or Director of the Department or their representative whenever required.
- e. A Theology student that has been out of the AAU for more than one semester must present a letter of recommendation from a church leader and update their file. Furthermore, the student must, once again, submit all required documents for admission and any required by health services, among others.

- f. If the readmitted student has interrupted their studies at AAU for *two or more years*, they must follow the provisions of the Catalog, regulations, and rules that were in force at the time of readmission and meet any additional requirements in the Admissions Office, of other services offices or the department.
- g. The student's GPA from the last institution attended will be evaluated in admission process. 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.

Admission Categories

1. *Regular Admission*

All students that have completed the admission requirements before registering for their semester at AAU.

2. *Provisional Admission*

- a. Students with missing documents or not meeting the admission requirements

If a student cannot submit official or original documents required for admission, they may have admitted provisionally by providing copies of certain documents. The applicant will be given a period of up to 30 days before the

semester registration deadline to submit the required official documents and complete the interview (if required). If the student has does not meet the requirements within this period, they will not be allowed to complete the registration process at AAU.

b. Early Admission

Students in the Early Admission category that have not completed high school will be admitted under this provisional admission category (see section 4, Early Admission).

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. The student should refer to the Undergraduate Program Catalog in order to identify programs that offer this alternative. Furthermore, an interview with the academic advisor from the program of interest should take place.

The academic advisor will send a written recommendation to the Admissions Committee.

Once accepted, the student will receive a Conditional Admission for one academic semester. This is on condition that the student and academic advisor sign the Conditional Admission Commitment document in the Admissions Office. These students will be unable to change their program for one year nor separate classes for the next academic session, pending the completion of an evaluation of satisfactory academic progress. 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 progress of these students. Students that have completed 12 credits or more with a 2.50 GPA or higher may request a change of program after the evaluation.

Readmission cases will be evaluated by the Committee of Satisfactory Academic Progress (SAS) and 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.

International students do not qualify of Conditional Admission.

4. *Early Admission (Dual Enrollment)*

This program is designed for advanced high school students whose abilities demonstrate that they are academically and socially motivated for university level studies. The student in said category is admitted conditionally, subject to satisfactorily completing the requirements for a high school diploma and is classified as an “Early Admission Special Student”. These students are not eligible for federal aid.

The minimum requirements are:

- a. Submit an Admission application.
- b. An official transcript with GPA beginning from 9th grade.
- c. A GPA of 3.00 in high school.

- d. Evidence of standardized tests authorized by Puerto Rico and the United States with satisfactory results.
- e. A written recommendation by the Director or Counselor of the high school currently attending (attesting to the student's maturity and capacity for completing the work required of a post-secondary student).
- f. Once the student has graduated from high school, they must provide credit transcripts with the GPA and date of graduation, and complete any additional admission requirements.

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.

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.

5. *Admission of a Special Student*

Applicants in the following cases will be considered as a Special Students:

- a. Students of other institutions of higher education that are authorized to take courses at

AAU so as to meet requirements at their own institutions.

- b. People not interested in obtaining an academic degree but take courses for professional betterment 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 certifications from their respective institutions that indicate the courses that are required for accreditation.
- d. Auditing Student - Students that would like to be admitted as listeners must qualify to be university students. They will take courses and receive no academic credits nor grades. The student must complete an Admissions Application and submit the necessary required documents under the Special Student category.

The special student must complete the following documents:

- ✓ Admission Application
- ✓ Admission fee (\$20).
- ✓ Color copy of identification (Passport or valid driver's license). Voter's registration cards will not be accepted. The copy will only be used for identification in the student's record.
- ✓ Official credit transcripts from most recent university attended.
- ✓ Authorization of studies (students from other institutions that request credit validation)
- ✓ Certification from the institution attended (teachers)

Special Students will not have access to federal funds due to their status. If the student decides to continue their specific program of study so as to obtain a university diploma, they must meet all of AAU's requirements and admission processes.

6. *Admission of Home-schooled Students*

In harmony with the Adventist education philosophy and taking the applicable regulations in PR into account, home-schooled students will be admitted when meeting following requirements:

- a. Complete the regular admission requirements according to the program of interest and student status at AAU.
- 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 a certification by the Department of Education of Puerto Rico cannot be presented, the student's parent or responsible party will submit:
 - o An affidavit by the parents or guardians that serves as a Homeschool Certificate or an Educational Certificate emitted by a recognized educational institution (umbrella school). Both documents must show all courses taken and grades received as evidence of a completed high school certificate.

- Evidence of standardized tests authorized by Puerto Rico and the United States with satisfactory results.

Responsibility of the Student

It is the student's responsibility to meet the requirements of the Academic Catalog, Student Manual, and regulations published by the academic departments, as well as meeting the deadlines and notices published in the Academic Calendar and at activities.

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 Registrar's Office.

Academic Advisement

The University offers academic advisement services to all students. Once the student has formally declared their program of concentration, the assigned Academic Advisor will guide the student through the process of creating a balanced academic load that maximizes the student's potential. Each student will be responsible for visiting their academic advisor, at least twice per semester, for the planning of their program of study. Although the assigned academic advisor is expected to follow up on the student's progress, the onus of planning the program of study falls on the student.

Amendments

The provisions of these policies and admission requirements may be amended from time-to-time by the Board of Trustees, at the recommendation of the Vice-president of Student Affairs, and the

Director of the Admissions Office of AAU. Moreover, they may be amended in order to meet any new changes to the federal laws.

Submission of Application

Every applicant to Antillean Adventist University must submit a completed Admission Application with the necessary signatures, if completed on paper. If the applicant completes the Admission Application online, accepting the “I agree” option will serve as a signature. The application may be obtained in person from our offices, online at the official webpage (www.uua.edu), or by writing to the following address:

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

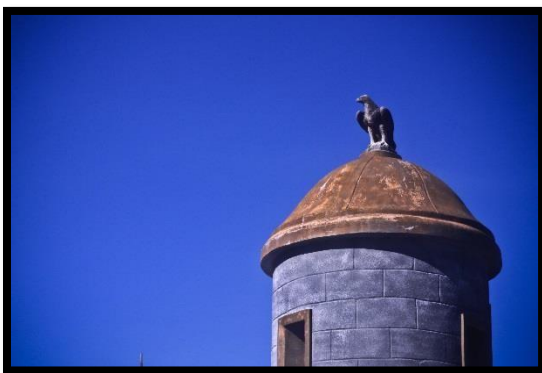
Steps to follow after Admission

Once admitted, the applicant must complete all required processes at the following offices: Financial Aid, Medical Services, and Student Affairs. These should be completed before registration.

- ❖ Office of financial aid – finaid@uaa.edu,
Exts. 2200, 2288, 2294 or 2263
 - Submit an Application for Financial Aid
 - Copy of ID
 - Other requirements

- ❖ Student Affairs Office
studserv@uaa.edu, Exts. 2213 or 2271
 - Internal student
 - Housing Application
 - Certificate of Good Conduct or Background Check
 - Housing Deposit
- ❖ Registrar's Office – registrar@uaa.edu; Exts. 2222, 2206 or 2299
 - Description of university courses (transfer students)
- ❖ Medical Services Office – medserv@uaa.edu; Exts. 2810 or 2322
 - Vaccination record (students 21 and under)
 - Medical certificate

Registrar's Office



Registrar's Office

Functions

The Registrar's Office is responsible for:

1. Ensuring that all existing academic requirements are met.
2. Processing registrations, changing, adding or dropping of classes, and total drops.
3. Processing requests for credit transcripts.
4. Providing certifications of studies.
5. Processing and registering Credit Validations.
6. Calculating grade point averages (GPA).
7. Evaluating academic records of graduating students.
8. Registering challenge and equivalency exams.
9. Submitting requests to the Academic Standards Committee.
10. Archiving and safeguarding all student documents.
11. Processing incompletes and final grades.
12. Submitting reports regarding students who receive veterans' benefits.
13. Submitting reports to the necessary federal agencies.

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 meet with their academic advisor, who will recommend and approve the class load for the upcoming semester. The student is responsible for selecting the courses for which they qualify and must ensure that no schedule conflicts exist. The advisor will verify that the student has not taken the course previously, with the same or a different course number. It is the responsibility of the student to ensure that they meet all of the prerequisites for all the courses of interest for registration.

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 designated period for adding and dropping classes published in the Academic Calendar.

Late Registration

Any registration completed after the general registration period and up to the deadline indicated in the Academic Calendar will be considered late and incur 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 due to 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 valid from the date that the corresponding form is completed and submitted to the Registrar's Office. The Academic Calendar will specify the deadline for adding and dropping classes. Once the period for adding and dropping classes has passed, each drop (W) will cost \$3.00.

Procedures for Changes

Adding and Dropping Classes. The student must complete the "add or drop class form" and indicate the desired change. To change course sections, the student must remove the course from the assigned section and add the desired one in the add section.

Officially dropping or changing a course section takes effect when these processes and the corresponding form are completed, signed, and taken to the Registrar's Office. Any student who wishes to stop attending a course must officially drop out of the class, or they 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 falls under. The registration fee will be half of the regular fee, and no academic credit will be awarded. Following the established procedures for course changes, a student may change from auditing to credit or from credit to auditing up to the last day of late registration according to the Academic Calendar.

Classification of Students

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

- *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 including final exams. The first session begins on the second week of August and ends on the second week of December. The second session begins on the second week of January and ends on the second week of May. The summer consists of two sessions, June and July.

The academic load per session for full-time student's ranges between **12-18** credits. With permission from the Registrar's Office 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 students taking Student Teaching in Education.

During each summer session, a student with a minimum GPA of **3.25** may register up to **9-10** credits with the permission of the Registrar's Office in consultation with the Academic Director. The student must consult with their academic advisor to create a

reasonable and balanced plan for work and study.

Academic Regulations

Classification System and Symbols

The following grading system is used:

<i>Grades</i>	<i>Percentage</i>
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

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 to students who have not submitted required work, due to negligence, or because of debt. The student who requests an incomplete in a class must have already passed 85% of the course. The incomplete is valid when the corresponding form is completed and accepted the Registrar's Office. All incompletes must be arranged on or before the date indicated in the Academic Calendar, otherwise the student will receive the grade assigned by the professor in the "Request for Incomplete" form. This rule will apply despite the student not being registered at 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 "W" grade within the time period established in the Academic

Calendar. An authorized drop becomes valid when the corresponding form is completed, signed and taken to the Registrar's Office. All "W" and "WA" grades do not affect GPA, but are considered when calculating the percentage of courses the student has attempted. The effective date of withdrawals for students with "GI Bill®" benefits is the last day of class attendance.

P *Passed*. Receives credit. Does not affect GPA.

NP *Not Passed*. Does not receive credit. Does not affect GPA.

WA ***Withdrawn Administratively. This is assigned when the student no longer participates in the course after the first two weeks of regular session class have passed or, for summer session, two days have passed.***

Total Drop

A student may drop out of the University at any time up to the date indicated in the Academic Calendar without affecting their GPA. The drop out becomes valid when the corresponding form has been completed, signed, and taken to the Registrar's Office. The student who decides to withdraw from the University and does not follow the official procedures will receive a "WA" grade in all their courses. The form is available in the Registrar's Office. The effective date of withdrawals for students with "GI Bill®" benefits is the last day of class attendance.

Repeating Courses

The student can use federal funds only once to repeat a course that they have failed, withdrawn from (W), or received a grade lower than the standard established as a graduation requirement. As long as the student has not exceeded the 150%, if the student needs to take a course a third time, it will be at their expense. The Permanent Record will only compute the highest grade when

calculating the GPA. 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 repeating of courses that were failed or that did not receive the minimum grade required for graduation only once.

Grade Point Average (GPA)

The GPA is calculated by dividing the total points by the total number of credits. The academic average is the indicator of student progress.

When, for some reason, the average falls below the minimum required by the program of study, the student will be asked to visit the professional counselor to develop a study plan that will help them meet the requirements of the program.

Attempted Credits

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

Approved Credits

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

Satisfactory Academic Progress Policy

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 eligibility criteria for

participation in federal, state, and institutional financial aid. At AAU, the Satisfactory Academic Progress is understood to be the standing of a student, in accordance with the program of studies, in the fulfillment of qualitative as well as quantitative criteria. Furthermore, it is the responsibility of each student to know their status or academic standing.

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 meet 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 said default period they still have not met the criteria for academic eligibility, they will be unable 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 to remain eligible for financial aid.

Quantitative

In addition to the required academic average, students must demonstrate academic progress until degree completion in terms of the number of attempted credits versus the number of approved credits. 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 of study	67%
50%		67%
75%		67%
100%		67%

BACHELOR DEGREE		
Accumulated Completed Credits	Required Academic Average	Required Percentage of Credits Passed
25%	According to program of study	67%
50%		67%
75%		67%
100%		67%

Maximum Allotted 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 attempted courses by the student, whether or not a part of the required credits towards their degree, will go against the 150% despite the student not having received financial aid in the past.

Remedial courses, although used in calculating academic average, will not be considered in the evaluation of the maximum allotted time. All of the courses transferred from other institutions will be considered for the criteria according to the program of study. If the student exceeds 150% at the annual evaluation, the student will be unable to continue receiving Title IV funds.

Definition of Terms

- Academic Year –period of studies that consists of two semesters and summer, or three trimesters and summer.
- Incomplete courses – courses with an incomplete grade (I) which are counted as attempted, but not passed.
- Repeated courses – a student will be able to receive financial aid for which they are eligible to retake courses that were not passed. This can be done up to a maximum 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 approved.
- Approved credits –all attempted credits that receive a grade of A, B, C, D and P.
- Notice of Warning – the status of the student when not meeting Satisfactory Academic Progress for this first time.
- Probation - Status of the student after the Satisfactory Academic Progress Committee evaluates the case and makes a favorable recommendation. Probation is per year.
- Academic load - Number of credits registered during a period of study.

- Readmitted Student - A student that is reinstated in the institution after having interrupted their studies for more than a semester or trimester.

Process of Appeal

1. The evaluation of each student for Satisfactory Academic Progress takes place at the end of each academic year of the student. Students that have entered the process of evaluation and do not meet one or more of the academic eligibility requirements will receive a letter from the Registrar's Office informing the student of their "Unsatisfactory Academic Progress" status. 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 is a two weeks' period of evaluation. If the student does not meet the deadline established in the Academic Calendar, then they risk the possibility of not registering on time.
3. The Appeal Request Form is available in the Registrar's Office, at our web page www.uaa.edu, and the Office of Counseling and Orientation. The student must interview with the Professional Counselor of their area of study.
 - On the form, the student must briefly explain the reason why they were unable to maintain satisfactory academic progress and what changes have been made that will allow them to achieve satisfactory academic progress in the next evaluation period. The following are extraordinary circumstances that may merit an appeal:

- Prolonged illness of the student
 - Death of a close family member (mother, father, child, sibling, or spouse).
 - Military service or work related trips
 - Job loss (the student or their parents)
 - Change in family unit such as the divorce of student's parents or of student, death of father, mother, or spouse, among others.
 - Illness of family provider for an extended period
 - Any other major situation with appropriate documented evidence
4. In order to guarantee evaluation before the start of classes, the student must have submitted a complete appeal form with all relevant evidence to the Registrar's Office.
 5. If the appeal is approved, the student will be under "Notice of Warning" 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 meet the agreed academic plan to continue benefiting from financial aid during the next term.
 6. If the student complies the established academic plan by the end of the academic term in question, they will maintain eligibility for Title IV financial aid until the next period of evaluation according to the Academic Progress Policy. If the student does not comply with the interview and the academic plan established by the Counseling and Orientation Office, the personnel of the Financial Aid Office will inform the student that their financial aid will be suspended for the next period that they register. The student will have the right to appeal their status following the process described herein 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 ensuring a favorable outcome.

Reinstatement of Financial Aid

Financial Aid will be reinstated when the student, once again, meets all applicable requirements of the SAPP, or when 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 is final.

Repeal or Amendments

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

Grade Reports

At the end of each session, the Registrar's Office will send grade reports to students who request them by mail. Furthermore, they'll be available to the student via E-Cams. If the student believes an error was made on the report, they must notify the

Registrar's Office no later than two (2) months from the date the reports were sent. Students with unsettled debt will not receive their grade reports when said debt has been paid.

Grade Changes

A grade change will take place only when a professor has committed an error in the calculation of the grade. The petition for a grade change is limited to a maximum of six months from the last day of final exams of the semester in which the course was taken. This petition must be made through the professor of the course, who will then follow the corresponding procedure for these cases at the Registrar's Office.

Class Attendance Regulations

1. Class and laboratory attendance is obligatory. The professors must keep manual and electronic attendance records, through the E-Cams application, of their students.
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, attendance to both in-person and virtual classes is mandatory and constitutes part of the student's evaluation system. The maximum number of consecutive absences allowed is twice the number of times the class meets synchronously per week, plus one. Upon exceeding this number of unjustified absences, the instructor will submit an administrative withdrawal "WA" for the student to the Registrar's Office, in accordance with the deadline published 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 that registers late due to uncontrollable circumstances will be evaluated by the professor.
6. Any student who arrives late will be considered absent until they inform the professor by the end of the class.

Academic Standards Committee

Any student that believes they're experiencing extraordinary circumstances that justify an exception to the established academic standards, may submit a petition to the Academic Standards Committee using the form available at the Registrar's Office. The Committee will evaluate the case and provide the student a written notice of the action taken.

Academic Dishonesty

Any 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 prepared 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. At the beginning of each academic session, the faculty will determine the minimum parameters for an assignment to meet in order to be accepted.

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 their most recently attended and properly accredited institution, will be considered for validation, unless the department requires a higher grade.
2. Transfer credits will be included in the Permanent Record, but will not be used to compute the academic average at Antillean Adventist University. They will appear on the student’s Permanent Record alongside the valid equivalency at AAU, beginning 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 into the semester system.
5. Transfer students with 12 credits or more all approved with a minimum grade of “C”, must register for 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 the transfer credits will receive will be the value per credit-hour that the course has at the academic institution of origin, whenever it doesn’t exceed the course credit value 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 their professional area or specialty. If the student wants a class to be accepted, he or she must require the Academic Standards Committee which will determine the number of those that will be taken by Equivalency or Challenge Exams.
8. An individual with an associate and or bachelor's degree that has remained active in their professional area/specialty can have their credits validated if the person complies with the Credit Validation regulations.

Course validation procedure

The procedure for validation is as follows:

1. The Admissions Office will send the Registrar's 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 Registrar's Office, establish the equivalency of the courses studied using the catalog and the official course descriptions of the institution of origin. The student must provide the official course descriptions and the catalog of their university.
3. The Registrar's Office will inform the student and the department of the validated courses in writing.
4. The student has 30 days to accept or reject the offered validation.

Residency Requirement

Bachelor's Degree

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

Associate Degree

Sixteen (16) credits, excluding credits by exam, must be completed attending Antillean Adventist University immediately before completion of the Associate degree; twelve (12) of these credits must apply toward 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 operated by the Board of Higher Education of the North American Division of the Seventh-day Adventist Church, which provides opportunities for students that qualify for international studies.

The program allows for students to adjust to the culture and life of the host country and become fluent in its language. It is also an opportunity to mature socially, spiritually, and intellectually while developing a sensitivity to different cultures and a sense of

responsibility and mission for other people and cultures of the world. Visit the Admissions Office for more information.

Credit by Correspondence

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

A maximum of 18 correspondence credits can be accepted towards the requirements of a degree. However, these credits may only be applied with the approval of the Director of the Department. The Authorization form must be completed in order to take classes in another university.

Credit by Experience

Students who have satisfactorily completed at least 12 semester credit hours at Antillean Adventist University may apply for Credit by Experience by submitting a portfolio and nonrefundable evaluation fee. This is for adult students ages 24 and up that would like tangible recognition through academic credit for their achievements and skills.

Credit can be awarded for knowledge gained in the areas of a specific course through 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 must 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's 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 challenging and 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 Request a Challenge Exam?

Any student who wishes to earn academic credit through an exam must pick up the form from the Registrar's 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 Registrar's 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 classes 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 to the Registrar's Office the obtained form along with the grade. 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 they are registered or have failed. In order to take challenge exams, the student must be registered for the semester in which the exam will be taken.

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 Registrar's Office.

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 they meet the following requirements:

1. Have scored a minimum 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 (minimum C) in the College Level Examination Program (CLEP) tests. The student will be placed in HUEN 214, HUEN 215 or HUEN 216. Students that have provided evidence of having taken the CLEP for Spanish will be allowed to take the placement exam and be placed at the level indicated by the results. None of the required courses will be validated so as to meet the Spanish component.
3. Have obtained an "Approved" score with credit in the advanced placement exams offered by the General Certificate of Education (GCE).

Graduation Requirements

All candidates for graduation must request at least two (2) academic sessions in advance, an interview with the Director of the Department or School for the purpose of evaluating their academic record. The student must submit the official graduation application to the Registrar's Office. A formal evaluation of the candidate will be made and they will be notified in writing as to what requirements need to be completed. This process must be done with sufficient time in advance, so to allow any necessary changes to be made to the student's program. Ultimately, it is the student's responsibility to complete all graduation requirements and making every effort possible to obtain adequate academic advisement.

Bachelor and Associate Degrees

The general requirements are:

1. A minimum of **120** credits are required for a Bachelor's degree, including a concentration, and **60** minimum credits for an Associate degree.
2. Minimum graduation GPA (see graduation requirements for each department or school). Students that wish to graduate with a minor concentration must have reached a minimum average of 70% (C) in the minor.
3. Only courses passed with a (C) or better count towards the professional concentration, related courses, minor, and areas of professional concentration. (See the graduation requirements for 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 Acts of Graduation.
6. Complete a graduation application two academic sessions in advance (see Academic Calendar). * Pay the fees (\$250, nonrefundable) which will be charged directly to the student's account. Applications can be found in the Registrar's Office and must be submitted to the same office after being completed.

7. Apply to be a graduation candidate provided the applicant has been recommended by their department.
8. The payment of any graduation fees and of the student being listed as a candidate for graduation in any document should not be interpreted as a promise of 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: Applications 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 (Dual Degree)

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 towards one program of study. If the student wishes to complete a second program of study, they must pay the expenses out of pocket.

Diplomas

Graduated students may pick up their diplomas from the Registrar's Office no later than the year following graduation. Antillean Adventist University will not be responsible for diplomas after said 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 request for a duplicate diploma explaining the reasons for the request. The student must: submit a copy of the court ruling in support of the request, provide any required evidence, return the original diploma, and pay the corresponding fees. The duplicate diploma will have the signatures of the incumbent officials.

Transcripts

The Registrar's Office is responsible for sending transcripts, among other matters. Any student that wishes to obtain information related to their academic record or the sending of their transcripts, must contact the Registrar's Office. The office will address the request in accordance with the Family Education Rights and Privacy Act of 1974.

Transcripts may only be sent upon 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 from the Registrar's Office to 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 their Academic record by logging in to their ECAMS account. Transcript requests made by phone will not be accepted. Any supposed error on the credit transcript must be reported to the Registrar's 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 processed. (See special fess for costs).

Normally, transcripts should be requested with no less than two weeks from the desired date to be sent. The expediting time may be longer during registration period, graduation, final exams and

grading period. (See special fess for costs). Requests can be made through the following link: www.getmytranscript.com.

Admission Document Discrepancies

Any student who has applied for admission to AAU and presents different names in the admission documents will need to provide 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 addresses the rights of registered students and establishes the following:

1. The right to privacy of 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 law allows third parties to make requests of the Institution for all 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 Registrar's Office. Any and all official notifications or 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 at Other Universities

Permission will be granted to take courses at 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 submits a 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. Student convenience.
2. Work before graduation. The student should not accept a job offer before graduating if it means being absent from the Institution or request permission to study at 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 official transcripts of the grades earned at another institution are sent to the Registrar's Office.

Recognition of Honors

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

Dean's List

To make the Dean's List the student meets the following conditions:

- a. Have completed at least 12 credits per academic session of non-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.
- c. Not have grades lower than "C" nor a current "NP".
- d. Not have incompletes.

Honors List

The requirements for making 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" nor a current "NP".
- d. Not have incompletes.

AAU will give special recognition during the Honors Convocation to students that are on the Dean's and Honors Lists and that 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's degree 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 or 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 their concentration and a 2.50 in non-concentration studies (resident studies).
4. Have been recommended by 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 resolved, the plaintiff may appeal to the next level of administration.
- The complaint must be submitted in writing to 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 address the appeal.
- If the appeal to the Academic Standards Committee does not satisfy the plaintiff, they may take the complaint to the President of the University. The Academic Standards

Committee must send the President the report of the plaintiff's appeal no later than 15 days. The President will notify the plaintiff of their decision within 15 days of having received the report from the Academic Standards Committee.

- If the plaintiff is not satisfied with the President's final decision, they have the right of seeking 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 the plaintiff.

Catalog

The student must graduate in accordance with the guidelines established in the *Catalog* of the year that they initiated their studies at Antillean Adventist University. The same will apply to changes of department. When a student changes departments, the change will take effect in the academic session after the Registrar's 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 the case of a course required in the particular *Catalog* is no longer offered, a substitution can be made 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.

Program Changes

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

Students at the bachelor's degree level may make up to a maximum of three (3) changes of academic program in the same academic level, provided they do it on or before completing 50% of the time it takes to complete the program of studies.

Changes to the Catalog

All efforts have been made to ensure that the *Catalog* offers detailed and exact information. However, all courses and their descriptions, curricula and degree requirements, and the assigning of professors are subject to change or elimination without prior notice.

Financial Information



Financial Information

Teaching and Service Costs

Teaching and Fees	
<i>Estimate for one Academic Session</i>	
Registration Fee	\$75.00
Tuition (\$200 x 15 credits)	3,000.00
Laboratory	250.00
Clinical Services	50.00
Development and Improvement	200.00
Recreational Facilities Development	65.00
Technology Fee	125.00

*The price is determined by the insurance company.

Housing and Cafeteria	
Housing	\$800.00
Cafeteria (approximate)*	900.00

*There are three plans: \$900, 1,200, or 1,500

Cost of books and other fees (not included in the payment plan)	
Books (estimate)	\$900.00
Late Registration (per semester)+	\$25.00
Dropped Classes (W) on the Permanent Record	\$3.00

+Late registration carries a daily cost of \$5. The University reserves the right to increase the costs when the Board of Directors deems it necessary.

Special Fees	
Admission (Bachelor/Masters)	\$20.00 / \$25.00
Readmission (Bachelor/Masters)	\$15.00 / \$15.00
Graduation (Bachelor/Masters)	\$250.00

This fee covers the robe, diploma, invitations, and graduating class fee and is charged to the student's account. A fee of \$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
Payment Plan Fee	5.00
Medical Plan (Basic Medical Plan)	250.00

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

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

Medical Plan - Price varies according if the Basic Medical Plan includes Medicines and Dental Plan.

Fines- (Library fees may be paid directly at the Cashier, while pending parking and other fees may be charged to the student's account).

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

Fee

I-20 Fee

All international, non-resident students must fee \$4,000. This requirement must be completed before submitting the I-20 form required to obtain an F-1 student visa. Also, payment must be made in full in order to make their registration official. If the student does not receive a visa, the fee 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 fee will be credited to the student's account each academic session.

Student Housing Fee	
<i>Dormitory</i> (Any property damages or lost keys will be deducted from the fee.)	\$100.00
<i>Married Couple Housing</i>	First month's 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. Final exams, grades, diplomas, nor student credit transcripts will be provided to students that have an outstanding balance with the Institution. They will not receive their graduation robe nor be allowed to march in the commencement exercises.*

Refunds

Housing

No refunds will be made for housing.

Partial Drops

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

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

Total Drop

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

The student must complete the Drop Out form, obtain all of the required signatures, and submit it to the Registrar's Office. The effective date of withdrawals for students with "GI Bill®" benefits is the last day of class attendance.

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 may 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	
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 unpaid, 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 may be reported to the Credit Bureau.
3. Any student who drops or adds a class must make the corresponding arrangements, such as: completing the official forms for this purpose and submitting them to the Registrar's Office. If left undone, the charge will move forward without right of appeal. The same applies to any student that drops out of the university without following the corresponding procedures.
4. Housing fees begin coverage from the first day of registration to the last day of final exams and do not include regular vacation periods (Christmas and summer).
5. The medical insurance plan selected by the University is *mandatory* for all students that do not have other medical insurance. If a student has a personal medical plan, they must present evidence upon registering, otherwise the student the charge will remain among the registration fees. The cost is subject to change contingent on 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 the student's account reflects a remaining credit from grants received, the corresponding refund will be provided.
7. An automatic minimum charge of \$900 will be applied for cafeteria service at the beginning of each academic semester for boarding students, and \$100 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 is based on the base of the total of teaching (classes and laboratories). To receive this benefit, the student's account mustn't reflect any pending balance other than the amount to be discounted.

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 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. Also, students may pay in full or make a payment towards their registration via credit/debit cards VISA, MASTER CARD, ATM and by phone.

To validate the transaction, the student and/or guardian must present a current identification card and personally complete the process.

Summer Registration

Summer registration must be paid in full when it is made official. The student must register all of the credits that they will take in the first and second sessions on the designated day 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, at any time, the prices and/or costs that appear in this Catalog 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, and 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*

Money received in this program must be paid on a monthly basis after the student completes or drops their studies.

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.studentaid.gov.

Since this program is the foundation for all need-based aid, we recommend that the student apply in time so as to determine any other financial aid that may be granted. The student will be immediately informed of their eligibility for the program via the SAR report.

Period of Eligibility to Receive the Pell Grant

At Antillean Adventist University, students will be eligible for a period of 6 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. This program spans four years.

Subsidized Loan (William D. Ford Federal Direct)

This loan can be applied for through the University who will then 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 their 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 apply 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 the required progress is unmet, the student will not receive the second disbursement of the loan.

If you receive 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 a 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 receive 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 they will receive a wage that will help defray education expenses. The student will be paid the current federal minimum wage. The student must maintain satisfactory academic progress according to the academic program to which they belong.

State Programs

High-honor Student Assistance Program

A state funded grant offered to university students. The criteria are the following:

- All possible candidates will be evaluated and those that demonstrate the greatest economic need will be considered.
- Theology and Religion students are ineligible.
- The student must be a local, not a transfer student and must remain in the same program.

Institutional Programs

President's Grant

A grant offered to any student that has graduated from an Adventist academy or from a high school in Puerto Rico with a GPA of 3.00 or higher.

The student may receive up to \$3,000 if they complete high school with a cumulative GPA of 3.50 to 4.00 and \$2,000 for a cumulative GPA between 3.00 and 3.49. The student must maintain a minimum GPA of 3.00 every semester of study at AAU.

The total of the President's Grant will be credited to help defray the student's study costs and will be disbursed in the following manner: Graduates with a GPA of 3.50 to 4.00 will receive \$900 in the first and second semesters and \$600 in their third and fourth semesters. Students with a GPA between 3.00 and 3.49 will receive \$700 in the first and second semesters and \$300 in their third and fourth semesters. Students have up to one year after graduating to request the grant. The beneficiary must study full time at AAU.

Students have up to one year after graduating from 4th year in high school to request the grant.

Organizational Scholarship for Promising Adventist Students

1. Value

- a. An incentive of \$4,000 will be assigned to students who have studied at least 10 grades in Adventist Academies in Puerto Rico and have graduated with a GPA of 3.75 to 4.00 (this average is calculated from seventh to twelfth grade of high school).
- b. An incentive of \$3,000 will be assigned to students who have studied at least 10 grades in Adventist Academies in Puerto Rico and have graduated with a GPA of 3.50 to 3.74 (this average is calculated from seventh to twelfth grade of high school).
- c. An incentive of \$2,000 will be assigned to students who have studied at least 10 grades in Adventist Academies in

Puerto Rico and have graduated with a GPA of 2.75 to 3.49 (this average is calculated from seventh to twelfth grade of high school).

2. *Use:* This incentive will be credited for the students' ordinary expenses: registration, books, housing, and food.
3. *Time:* Incentives will be credited to students each semester. Students must maintain a minimum GPA of 2.75 at AAU. The maximum time allowed is 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 Grant for Promising Students

An incentive will be assigned to students who have graduated from Adventist Academies in Puerto Rico that do not qualify for the Organizational Scholarship for Promising Adventist Students, have studied at least 10 grades in Adventist Academies in Puerto Rico and have a GPA of 3.50 or higher (this average is calculated from seventh to tenth grade of high school). A \$500.00 incentive will be given in each of the semesters of the first year. Subject to availability of funds.

Incentive for Promising Students

An incentive of up to \$250.00 will be assigned to students that have participated in student organizations that represent AAU, in and outside of Puerto Rico, through individual and group presentations.

- Gymnastics equipment (Acro Eagles): Will receive up to \$250.00 per semester.
- University Band & Orchestra Will receive up to \$250.00 per semester.
- Pro Music Choir Will receive up to \$250.00 per semester.

Institutional Work-Study Program

This program offers the opportunity of part-time employment to students that do not qualify for the Federal Work-Study Program.

Teach Grant

An incentive of \$4,000 per year will be awarded to students that plan to work as public or private school primary or secondary teachers that offer services to low-income families.

- Average:* Minimum GPA of 3.25
- Conditions:* Serve with exclusive dedication as a teacher of a highly needed 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.
- Incompletion:* If the recipient does not fulfill the service obligation the total amount received from the TEACH grant will be converted into an unsubsidized Direct Loan, that the recipient will have to repay the Federal Department of Education.

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 regarding this grant, contact the Financial Aid Office or visit the webpage www.studentloans.gov/mydirectloan/teach.action.

Other Programs

Veterans, Social Security, and Vocational Rehabilitation

Antillean Adventist University is duly recognized by the agencies that bestow these aids. Students that understand they qualify to receive one of them must apply through corresponding agency.

Veterans Administration (VA) students can apply online at <https://www.va.gov/education/how-to-apply/>

If students do not have access to the online application, they can call 1 -888-442-4551 and request that an application be mailed to them.

All VA students must apply at the beginning of their college studies in order to receive benefits. Initial application to VA for Education benefits.

Form you need to fill out.

- Veterans or service members filing for Chapters 30, 32, 33, and 1606 use **VA Form 22-1990**;
- Dependents applying for Chapter 35 or Chapter 33 (Fry Grant) use **VA Form 22-5490**;

- Dependents requesting the Post-9/11 GI Bill® (Chapter 33) transfer use **VA Form 22-1990e**;

Veterans Chapters and Codes of the forms to request benefits:

Chapter 30: (Montgomery GI-Bill® Active Duty)

The MGIB program provides up to 36 months of educational benefits. Individuals on active duty after 10/09/2001 who served an aggregate 90-day period or who served a 30-day period and received a disability leave are eligible. The right to class includes being in the military full time.

Form you need to fill out

VA Form 22-1990 – First Time Benefit Application

VA Form 22-1995 – Change of Institution or Program of Study

Chapter 31: “VR&E” Veterans Vocational Rehabilitation and Employment Program

This program is for the purpose of preparing the veteran for employment commensurate with his or her limitations, helping the veteran to maintain such employment, helping the veteran to be fully productive and independent. Must have an honorable discharge from military service and a service-related condition that limits your employability to be eligible. The student must see their Vocational Rehabilitation counselor for enrollment authorization and benefits.

Form you need to fill out

VA Form 28-1905 – First Time Application for Benefit, Transfer from Another Institution, or Change of Concentration. The student must contact the agency directly to submit the application and to be evaluated by the counselor assigned by the Agency.

Chapter 33: Post 911 GI-Bill® for Active Military Duty after September 11, 2001

This chapter provides financial support for education and lodging. Offers up to 36 months of benefits.

- The student must confirm their attendance through text message or email. If you do not RSVP for 2 consecutive months, your monthly housing payments will be stopped.

To receive payments, you must confirm your attendance to the courses on the last day of each month through the [WAVE system](https://www.ebenefits.va.gov/ebenefits/about/feature?feature=montgomery-gi-bill-enrollment-verification-wave) <https://www.ebenefits.va.gov/ebenefits/about/feature?feature=montgomery-gi-bill-enrollment-verification-wave> or by phone at 1 (877) 823-2378.

Form you need to fill out

VA Form 22-1990 – First Time Benefit Application

VA Form 22-1995 – Change of Institution or Program of Study

VA Form 22-1990e – Transfer of Benefit to Spouse or Dependents

Chapter 1606: Reserve-Selected Guard (MGIB-SR)

The Montgomery GI-Bill® Selected Reserve (MGIB-SR) program offers up to 36 months of education and training benefits.

Form you need to fill out

VA Form 22-1990 – First Time Benefit Application

VA Form 22-1995 – Change of Institution or Program of Study

Receive Payment: To receive payments you must RSVP to courses on the last day of each month through the WAVE system <https://www.ebenefits.va.gov/ebenefits/about/feature?feature=montgomery-gi-bill-enrollment-verification-wave>

[gomery-gi-bill -enrollment-verification-wave](#) or by phone at 1 (877) 823-2378.

Tuition Assistance (TA)

Provides financial assistance to support Reserve Soldiers in achieving their career goals. To request the service, the soldier has 90 days before the beginning of the academic semester to request the benefit and up to 14 days after the semester begins.

The student is the one who requests the benefit through the portal <https://www.armyignited.com/app/> or with the help of an army education specialist.

For additional information you can visit the following links:

- [https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Tuition-Assistance-\(TA\)](https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Tuition-Assistance-(TA))
- <https://armyuniversity.edu/>

Students who are Dependents:

Chapter 35: Dependent Educational Assistance (Spouse and/or dependents)

A student who is the child or spouse of a veteran who died or is permanently and totally disabled as a result of a disability related to active duty in the Armed Forces is eligible. Dependents or survivors may receive benefits if the veteran is 100% compensated for a service-related illness or injury. Offers up to 45 months of educational benefits.

Form you need to fill out

VA Form 22-5490 – First Time Application for Benefit

VA Form 22-5495 – Change of Institution or Program of Study

The benefit depends on the eligibility date varies the total number of months approved:

- 45 months if the first use of the benefit was before August 1, 2018
- 36 months if the first use of the benefit was after August 1, 2018

Fry Scholarship (Pay costs to the institution)

For information you can access the following link:

<https://www.va.gov/education/survivor-dependent-benefits/fry-scholarship/>

VA Form 22-5490 – First Time Application for Benefit

Chapter 33: Post 911 Veterans Active after 9/11/2001 Transfer of Benefits for their dependents

This chapter provides financial support for education and housing to individuals with at least 90 days of service on or after September 11 or to individuals inactive due to service-connected illness after 30 days. You can transfer the benefits to one or more children or to the spouse of the military. The family member must be registered with the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits.

Form you need to fill out

VA Form 22-1990 – First Time Benefit Application

VA Form 22-1995 – Change of Institution or Program of Study

VA Form 22-1990e – Transfer of Benefit to Spouse or Dependents

Other benefits for Military, Veterans and their Dependents:

Law 203 Bill of Rights of the Puerto Rican Veteran of the 21st century:

Law 203 grants a 50% discount on tuition to children of veterans in State Institutions. Law 109 of the year 2023.

Institutional Trust of the National Guard (FIGNA)

This is a benefit for an active member of the Puerto Rico National Guard and their dependents, as long as they are active students at the undergraduate level. Educational expenses include college degrees at accredited Institutions of Postsecondary Education.

For information, please visit the page: <http://www.figna.pr.gov/>

Federal Aid that Military Service Member Can Get

Veteran students and members of the military can also use federal financial aid to finance their education.

1. Pell Grant (FAFSA)
2. Study and Work Program – through the Veteran's Agency
3. Federal loans
4. TEACH Grant

For more information, you can access the following address:

<https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/work-study/>

Responsibilities as a Veteran Beneficiary

1. The Veterans Administration will only pay for courses taken during the time established for each program/degree (example: Associate Degree 2 years; Baccalaureate 4 years, etc.). The student must complete the program/degree in the corresponding time. Otherwise it will be reported for not having fulfilled satisfactorily.
2. The student must take courses that are only included in the curriculum of their program/degree, in order to receive benefits. Only the courses that belong to the program will be certified. For example, if he or she enroll in 12 credits, but only 9 are from their curriculum, the certifying officer will certify 9 credits and the student will not receive full-time payment.

3. If the student wishes to change the program/grade, must first contact the Certifying Official so that he or she can indicate the procedure and the documents necessary for this action.
4. If the student had studied at another educational institution or have received military education/training, must provide credit transcripts from all the institutions in which the student has previously studied, and must provide a military transcript so that they can be evaluated and validated, during the process of admission and before it is certified to VA. It is not optional. To receive VA benefits, it is mandatory to provide official transcripts and military transcripts. The student interested in receiving Veterans benefits may not decline or reject the validation.
5. The student must inform the Certifying Official of any change in their program. If the student files a withdrawal, does not attend classes, or drop one or more courses, he or she must report it immediately. Failure to do so will mean that the Certifying Official will not be able to make the necessary adjustments on time, as required by federal regulations, which in turn may directly affect the payment of the benefit, including the creation of debts with the Veterans Administration.

Aid for Summer Sessions

The institutional work-study program is offered during the summer term. To be eligible, the student must be registered for at least six (6) credits during the study period.

The student may apply for the Pell Grant, when able to qualify, (Round Pell) while the Department of Education makes it available.

Program Participation Requirements

1. Be registered as a regular student with an academic load of six or more credits.
2. Be classified as a regular student registered in a degree program with six or more credits. Be classified as a regular student registered in a degree program with the intention of obtaining an academic degree.
3. Be enrolled for Military Service (men).
4. Have satisfactory academic progress.

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 must complete the additional application provided exclusively for this purpose via Internet. The Financial Aid Application must be completed and submitted to the Financial Aid Office. Applications will be processed in the order of arrival and until funds are 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 the Immigration Services card provided to those who are not American citizens.

- c. A copy of the Income Tax Return required by FAFSA. 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 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 student resources. Student economic need will be calculated based on this data. 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 through grant, work-study, and loan programs. Aid is assigned in proportion to the available funds. Payments are made by directly crediting the student's account during each academic session.

In accordance with the legal statutes and regulations that govern the financial aid programs of the Council of Education of Puerto Rico, Antillean Adventist University is obligated to ensure the integrity of the funds received.

Notes

- ❖ All aid considered during registration and/or used for preliminary computations is subject to change.

- ❖ Any total drop 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, the number of the Title IV Programs that corresponds to the student must be determined. For this purpose, the federal government provides a program that analyzes and determines the prorated amount that will be credited to the student. If the student has actually completed 60% of the session, 100% of the Title IV Programs will be credited to the student.

The effective date of withdrawals for students with GI Bill® benefits is the last day of class attendance.

Partial Drop

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

Time of Study	Number 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 JIP

The policy for returning funds to the state programs administered

by the Board of Postsecondary Institutions of Puerto Rico (abbreviated as JIP in Spanish) will apply to those students who participate in the state programs and drop out, receive an administrative drop, or are expelled from the institution after having begun to attend classes. This policy responds to the regulations of Article 21 of the regulations of the JIP. This policy will be applied in the following manner:

To determine the quantity of state aid funds that correspond to the student after the funds have been disbursed (credited to their account) or has the right to have credited to their 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, taking into consideration the day that the academic period or term began and the day the student stopped attending classes or the date that the drop or expulsion occurred.
3. The number of days attended by the student 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 JIP.
5. If the student completed less than sixty percent (60%) of attendance, then 100% of the funds disbursed to the student will be returned to the JIP.

6. The amount of any refund calculated will be duly debited from the student's account.
7. If the funds had to be returned to the JIP, they will be refunded within forty-five (45) calendar days from the date that it was decided to return the state funds to the JIP.

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 the consequences of not meeting the established standard.
7. The type of interest of the student loans, the total amount to be paid, time to pay, when to begin payment, 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 process 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 completed, wage, when and how the student will be paid if they are 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 their 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 they sign.
5. Notify the University of any change in name or address. If the student has taken out a loan, they 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 herein regarding the financial aid programs is subject to any changes that may arise from amendments to the laws and regulations that apply to them. For more information concerning financial aid, please visit the University's Financial Aid Office.

General Education Component



General Education Component

The General Education component is based on the conviction that Christian education is characterized by the wise use of opportunities for the harmonious development of a person's physical, mental, and spiritual faculties. This enables individuals to adopt comprehensive, thoughtful, and evaluative approach to meeting personal as well as other people's needs. Christian principles, interpreted through the lens of Adventist Educational Philosophy are an integral part of the basic formation and are incorporated into the professional life, the individual's views of the universe, mankind, and God.

The following general education courses, combined with specialized program courses, will contribute significantly in achieving AAU's Graduate Profile.

Graduate Profile

AAU's graduate profile is based on the educational principles essential to achieving well-rounded human development. This profile defines a professional with the necessary abilities, skills, and attitudes that enable them to successfully demonstrate their abilities in the labor force, society, and religious environments. These characteristics are categorized into three areas of focus by AAU as part of its vision: spirituality, excellence, and service.

Spirituality

1. 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. Demonstrate an understanding of ethical and Adventist Christian values while applying them in various contexts and personal situations.
3. Recognize the importance of a healthy lifestyle, caring for the body, mind, and spirit as taught by the Seventh-day Adventist Church.

Excellence

1. Develop an understanding of biological sciences through investigation and problem solving.
2. Critically analyze the relationship between science and Adventist faith and the manner in which the Bible agrees or disagrees with the scientific traditions.
3. Have a critical understanding of the changing modes of human expression and its systems of thought.
4. Value cultural and intellectual diversity and the ability to function in a multicultural environment.
5. Appreciate the aesthetics of the arts and humanities.
6. Demonstrate mastery and effective use of the Spanish language and will possess the linguistic skills necessary to work fluidly with English as a second language.
7. Investigate topics through the use of a variety of resources.
8. Implement critical thinking in the compiling and evaluation of information.
9. Recognize, apply and evaluate critical reasoning.

10. Apply mathematical thinking to analyze numeric relationships, solve problems, explain processes and interpret results.

Service

1. Value service to God and humanity.
2. Collaborate with others in uniting skills, resources and knowledge to obtain results.
3. Realize one's commitment to use natural, financial and human resources responsibly.
4. Develop knowledge, skills and attitudes to understand multiple facets of effective citizenship.

Requirements of the General Education Component

Bachelor of Arts and Sciences (51.50-61 Credits)

❖ Philosophy and Religion (16 credits)

RELB	101	Life and Teachings of Jesus or	
RELB	402	Jesus and the Gospels+	3
RELT	201	Christian Beliefs or	
RELT	202	Christian Life	3
RELB	100	General Introduction to the Bible or	
RELB	103	Introduction to the Bible+ 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	Principles of Healthy Living	3
HEPE	101-116	Physical Education	1

+Only for theology students.

#Only for health science students.

Transfer Students. The student must approve 3 religion component credits for every year and one half of studies; up to a maximum of 12 credits. Of such, 3 credits in biblical studies must be approved per year.

❖ **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	Introduction to Basic Spanish Grammar	3
HUSP 122	Reading, Writing and Composition	3
HUCO 223	Communication & Expression*	3

**Does not apply to Theology Students*

○ **English (6-12 credits)**

Requires students to reach proficiency in English as a Second Language according to the results of the “Levels of English Placement” (LOEP). The following table describes the number of credits needed based on the LOEP test results.

These courses must be passed with a minimum grade of “C”, except for students of the education program. HUEN 101 and HUEN 102 do not count towards meeting the required English component.

Bachelors		
Course	Credits	Note: Minimum
HUEN 103	12	C
HUEN 121	9	C
HUEN 123	9	C

Bachelor's		
Course	Credits	Note: Minimum
HUEN 214* or HUEN 215* or HUEN 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 science programs.

Students who place into HUEN 231 and think they are proficient enough to challenge this level will have the option to do so by way of comprehensive (equivalency) exam. This exam will cost \$135. Once the exam is passed, the three (3) corresponding credits will be awarded, and only three (3) additional credits will remain to take so as to complete the six credit English requirement. 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 12 or more credits.

[^] This course must be passed with a "C" or higher.

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

HUMA	101	Western Culture or	
HUSO	101	Introduction to Social Sciences	3
HUHI	200	Historic Process of PR+	0-3

+All students who passed this class with a "C" 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

Scientific and Logical-Mathematical Reasoning (9 credits)

MATH	110	University Mathematics [^] or	
MATH	112	Mathematics for Health Sciences ^{**^6}	3
MATH	231	Statistics I [^]	3
BIOL	100	Introduction to Biology or	
BIOL	101	Faith and Science&	3

^{**} Only for health science students

[^] This course must be passed with a "C" or higher

&Only for Theology students

❖ **Technologic Literacy (3 credits)**

COMP	101	Introduction to Computers & Information Systems or	
OFAD	234	Application Program Integration [^]	3

^ This course must be passed with a "C" or higher for Business Sciences 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	Natural and Financial Resource Management	1
RELB 101	Life and Teachings of Jesus or	
RELB 402	Jesus and the Gospels +	3
RELT 201	Christian Beliefs or	
RELT 202	Christian Life	3
HUSP 111	Introduction to Basic Spanish Grammar ^	3
HUSP 122	Reading, Writing and Composition ^	3
HUEN ____	English *^	3-9
MATH 110	University Mathematics ^ or	
MATH 112	Mathematics for Health Sciences &^	3
HUHI 200	Historic Process of PR%	0-3
EDUC 098	Introduction to University Life^ or	1
EDUC 099	University Life Seminar^	.5
COMP 101	Introduction to Computers & Information Systems or	

OFAD 234 Application Program Integration# 3

HUSO 100 Philosophy of Service 1

% All students who passed this class with a “C” in High School are exempt (HUHI200).

The following table describes the number of credits needed based on the LOEP test results. These courses must be passed with a minimum grade of “C”, except for student of the education program. HUEN 101 and HUEN 102 do not count towards meeting the required English component.

Associates		
Course	Credits	Note: Minimum
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 health science students.
^ This course must be passed with a “C” or higher.
This course must be passed with a “C” or higher for Business Sciences students.

School and Department Codes

Business Sciences

ACCT	Accounting
BUAD	Business Administration
ECON	Economy
MGMT	Management
MKTG	Marketing
OFAD	Office Administration

Science and Technology

BIOL	Biology
CHEM	Chemistry
COMP	Computers
DSGN	Graphic Design
INGR	Interdepartmental General Requirements
MATH	Mathematics
PHYS	Physics

Education

EDUC	Education
EDSE	Student Health
HEPE	Health and Physical Education

Nursing and Health Sciences

HESC	Health Sciences
NURS	Nursing
RTPY	Respiratory Therapy
PSYC	Psychology

Humanities

HUCO	Communications
HUEN	English
HUGE	Geography
HUHI	History
HUSO	Sociology
HUSP	Spanish
HUMA	Humanities
SOWO	Social Work

Music

MUCT	Music Theory
MUED	Music Education
MUFA	Fine Arts
MUHL	Music History and Literature
MUPF	Applied Music
MURE	Music and Religion

Religion

RELB	Biblical Studies
RELH	Historical Studies
RELL	Languages and Literature
RELP	Pastoral Studies
RELT	Theological Studies

Technical Certificate

PNRS	Practical Nursing
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Degree Abbreviations

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

Course Codes

0100-0191	Technical Certificate
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

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.

Study Programs

Certificate Degrees

1. Practical Nursing Technical Certificate (LPN)

Associate Degrees

1. Arts Graphic Design
2. Arts Liberal Arts Studies
3. Arts in Religion
4. Science in Business Administration with a Concentration in:
 - a. Accounting
5. Computer Science
6. Science in Nursing
7. Science in Respiratory Therapy

Bachelor of Arts

1. Business Administration
2. Biology
3. Education with a concentration in Special Education (K-12) (Distance Learning Mode)
4. Elementary Education (K-5)
5. Graphic Design
6. Secondary Education, with concentrations in:
 - ❖ Biology
 - ❖ Spanish
 - ❖ History
 - ❖ English (K-12)
 - ❖ Mathematics
 - ❖ Religion
5. Special Education with an emphasis in Learning Problems
6. Physical Education (K-12)
7. Psychology
8. Psychology (Distance Learning Mode)
9. Biblical Pastoral Theology
10. Business Administration with a concentration in:
 - ❖ Digital Media Marketing (Distance Learning Mode)

Study Programs

Bachelor of Sciences

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

Business Sciences



Department of Business Sciences

Faculty

Yanitza Olivencia, *Director*; David Ramos

General Information

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

Admission Requirements

1. Complete the University's admission requirements.
2. Interview with the area coordinator.
3. Complete the Department's admission application and submit it with a recent 2x2 photo.
4. Have no less than a 2.30 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 GPA 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.
9. The student must receive guidance on distance courses and management of the educational platform (LMS-Moodle) by the Distance Education department.
10. Other requirements may be requested according to the department of interest

Other Provisions

1. Students working towards an associate degree cannot repeat more than three concentration courses, and six courses for a bachelor's degree.
2. Professional practicum courses must be completed with a minimum grade of 80%.
3. Students who took typing in high school or that believe they possess typing skills, may take the equivalency exam.
4. To change department and concentration, the student must obtain and complete the necessary form from the Registrar's Office and gather 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 a student organization of the Department. 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 where the student participates, for an academic session or a year, in a supervised work experience related to their concentration or career objective. Once the experience ends, the student will continue and complete their studies. This service is offered in collaboration with local businesses. In order to participate in this activity, the student must be in their third year with 70 approved credits, have a minimum average of 2.50 in concentration courses, and consult with the Director of the Department.

Professional Practicum

All programs have a required practicum component. Practicum admission requirements are as follows:

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

Objectives

Professional practicum affords the student the opportunity to:

1. Enter a practical dimension related to their academic program.
2. Facilitate their entrance into the labor market.
3. Prove and develop interests and aptitudes in the career that they've chosen.
4. Acquire work experience to include in their résumé.
5. Better understand the work field.

The practicum course can be validated for students that request it and demonstrate that their experience has satisfactorily met the established requirements. This validation is subject to the student:

1. Making a formal request 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 resume.
 - 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. Description of work carried out
- 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 Sciences offers the following academic degrees:

Business Administration

1. Bachelor of Science (BS) in Business Administration with a concentration in Accounting and Management.
2. Bachelor of Arts (BA) in Business Administration.
3. Associate of Science (AS) in Business Administration with a concentration in Accounting.

Description of Academic Programs

Business Administration

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

Concentration in Management

This concentration prepares the student that is interested in management positions in corporations, government, industry, churches, health institutions, education, organizations, and others.

Objectives

1. Incorporate Christian values in administrative practices and principles.
2. Promote knowledge, skills, and abilities needed to successfully work in managerial positions in the labor market.
3. Develop, within the students, a sense of empathy and sensitivity towards others in business relations.
4. Develop necessary technological skills to effectively carry out in managerial functions.
5. Promote the use of critical thinking when making managerial decisions.
6. Emphasize efficient use of natural, financial, and human resources.
7. Promote assessment practices that can determine whether or not goals and objectives are being met.
8. Promote competent graduates to serve in organizations of the Adventist Church and society.

Graduate Profile

Knowledge

1. Acknowledges God as Creator and Sustainer of all resources.
2. Demonstrates a mastery of managerial functions to be used in the labor market.
3. Recognizes the importance of planning and mediation in the fulfillment of goals and objectives.

Skills

1. Implements critical thinking skills in the decision-making process.
2. Uses technological tools when performing managerial functions.
3. Uses appropriate strategies in the financial administration of a business.
4. Manages natural, financial, and human resources appropriately to maximize their usefulness.

Attitudes

1. Values the importance of serving for-profit and nonprofit organizations.
2. Models Christian ethical values in their professional performance.

Concentration in Accounting

Provides preparation for students interested in working in accounting or taking the CPA (Certified Public Accountant) * exam, and for those who wish to gain a better understanding of accounting so as 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. Incorporate Christian values in administrative practices and principles.
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. Develop an awareness for appreciating and responding to the continual changes in areas such as individual and social behavior, and technology that impact organizational dynamics.
4. Obtain the necessary basic preparation to take the CPA (Certified Public Accountant) exam and/or continue with graduate studies, if so desired.

Graduate Profile

1. Uses acquired knowledge to analyze, classify, and summarize accounting information and share it with stakeholders through financial statements.
2. Apply related knowledge in deciding accounting costs for planning and management.
3. Applies knowledge of laws that regulate businesses.
4. Uses acquired knowledge to determine income tax for individuals, corporations, and societies in Puerto Rico.
5. Manages accounting information in decision-making processes and the accomplishment of planning and control of for-profit and nonprofit businesses.
6. Demonstrates knowledge for managing complex accounting situations.
7. Demonstrates a sense of responsibility for their work in public or private business.

Bachelor's Degree in Business Administration with a concentration in Digital Media Marketing in Distance Modality

The Bachelor of Business Administration program with a concentration in Digital Media Marketing focuses on a holistic vision, understanding, mastery and management of the advances of the modern market. At the same time, it trains the student to diagnose, evaluate and develop innovative marketing strategies in changing scenarios. The program will develop competent professionals committed to satisfying the wants and needs of consumers in the field of goods and services; and achieving business objectives.

Objectives

1. Integrate ethical and Christian values in the performance of marketing activities.
2. Apply effective communication in the work environment
3. Constitute the knowledge, skills and abilities necessary to perform successfully in your professional area.
4. Develop innovative technological skills for the exchange of goods and services in the business market.
5. Promote the creative capacity that allows the search for new marketing strategies and procedures.
6. Emphasize the efficient use of natural, financial and human resources.

Graduate Profile

Knowledge

1. Correctly use oral and written communication skills in interpersonal relationships and in your work environment.
2. Apply theoretical and methodological concepts when developing and implementing strategies in the formulation of a marketing plan according to innovative market trends.
3. Analyze the social, cultural, economic and political impact of marketing activities in local and global market environments.

Skills

1. Implement critical thinking skills in decision making and problem solving to achieve new innovative market strategies.
2. Use the most appropriate tools, digital media, methods and techniques to optimize the use of natural, financial and human resources.
3. Appropriately apply technological tools in the development and design of marketing plans.
4. Develop strategic and innovative marketing plans to achieve the goals and objectives set for the expansion of the sales force.

Attitudes

1. Recognize the importance of Christian values and a healthy lifestyle that allow you to carry out activities focused on marketing
 2. Value human service in the community and in the business market.
- The Bachelor of Arts (BA) in Business Administration is designed for students that desire greater academic flexibility,

as it provides a number of electives that allow for 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's program. This degree provides basic knowledge and administrative skills and an academic foundation on which to continue any bachelor program in business administration.

Office Administration

The Bachelor of Science (BS) in Office Administration Degree meets the need of preparing competent administrative professionals with knowledge and skills in diverse techniques, procedures, and mastery of technology that will allow them to work successfully in the modern office world. 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 them to successfully work in private or 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. This program serves as a base to continue onto their bachelor's degree.

Graduation Requirements

Concentration and General Requirements

1. Complete the credits established by the Institution as detailed in this catalog and the Department's curriculum sequences.
2. Every candidate for graduation must request, one year in advance, an interview with the Director of the Program to evaluate their academic record.
3. The student must submit the official graduation application to the Registrar's office.
4. Paying any type of graduation fees and the registration of the student as a candidate for graduation in any document will not be interpreted as an offer of graduation or as a commitment to that effect.
5. The minimum accumulated GPA for graduation is 2.00, but the general average in concentration courses must be 2.30 or higher.

Program of Studies

Bachelors of Arts and Sciences

General Requirements (54.5-64)			Credits
BUAD	101	Natural and Financial Resource Management	1
OFAD	234	Applications Programs Integration *	3
HUSP	111	Introduction to Basic Spanish *	3
		Grammar	
HUSP	122	Reading, Writing and Composition *	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	3
RELB	100	General Introduction to the Bible or	3
RELB	223	Introduction to Daniel and Revelation	
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	Principles of Healthy Living	3
HUSO	100	Philosophy of Service	1
PSYC	101	General Psychology or	
PSYC	200	Human Development	3
HUHI	200	Historic Process 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	
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
Total Credits			54.5-64

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

** *The levels of Spanish, Mathematics, and English will be decided by the score received on the College Board test, SAT, or the placement tests offered by the University. Must be passed with a minimum grade of "C".*

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's degrees offered in Business Administration (BS and BA) (except Bachelor's Degree in Business Administration with a concentration in Digital Media Marketing in Distance Modality), the following related courses are required:

MATH	121	Pre-calculus	3
MATH	232	Statistics II	3

BS in Business Administration

Concentration: <i>Accounting</i>	Credits
General requirements	54.5-64
Concentration courses	67
Related courses	6
Elective courses	3
Total Credits	130.5-140

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	441	Financial Management	3
ECON	201	Principles of Macroeconomics	3
ECON	212	Principles of Microeconomics	3
ECON	231	Financial Institutions and Markets	3
MKTG	101	Principles of Marketing	3
MGMT	205	Principles of Management	3
OFAD	100	Keyboarding	2
OFAD	209	Human Relations and Professional Development	3
ACCT	—	Electives (BUAD 441 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: Management**Credits**

General requirements	54.5-64
Concentration courses	64
Related courses	6
Elective courses	6
Total Credits	130.5-140

Concentration Requirements			Credits
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
MKTG	101	Principles of Marketing	3
BUAD	441	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	330	Operations Management	3
MGMT	336	Business Creation	3
MGMT	431	Organizational Behavior	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

Bachelor's Degree in Business Administration with a concentration in Digital Media Marketing (Distance Learning Mode)

General requirements	51.5-61
Concentration courses	30
Related courses	31
Elective courses	3-9.5
 Total Credits	 124.5-125

General requirements (59.5-61)

Credits

BUAD 101	Natural and Financial Resource Management	1
OFAD 234	Applications Programs Integration *	3
HUSP 111	Introduction to Basic Spanish** Grammar	3
HUSP 122	Reading, Writing and Composition	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	3
RELB 100	General Introduction to the Bible	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	Principles of Healthy Living	3
HUSO 100	Philosophy of Service	1
HUHI 200	Historic Process of Puerto Rico	0-3
HUMA 101	Western Civilization or	

HUSO	101	Introduction to Social Sciences	3
HEPE	101	Principles of Physical Education	1
ARTE	104	Introduction to Drawing or	
ARTE	210	Arts and Crafts or	
MUFA	105	Fine Arts Appreciation or	
MUHL	104	Music Appreciation	3
Total Credits			59.5-61

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

***The levels of Spanish, Mathematics, and English will be decided by the score received on the College Board test, SAT, or the placement tests offered by the University. Must be passed with a minimum grade of "C"*

Concentration Requirements Credits

MKTG	101	Principles of Marketing	3
MKTG	121	Consumer Behavior	3
MKTG	220	Managerial Marketing	3
MKTG	252	Entrepreneurship	3
MKTG	320	Online Strategic Marketing	3
MKTG	323	Online Advertising and Promotion	3
MKTG	428	Social Media and Online Marketing Channels	3
MKTG	440	International Marketing	3
MKTG	445	Market Research	3
MKTG	492	Digital Marketing Project	3
Total Credits			30

Related courses Credits

MGMT	205	Principles of Management	3
ACCT	205	Principles of Accounting I	4
ECON	212	Principles of Microeconomics	3

OFAD	209	Human Relations and Professional Development	3
BUAD	210	Business Law	3
DSGN	111	Graphic Design Fundamentals	3
DSGN	112	Digital Image	3
MGMT	321	Principles of Project Management	3
MGMT	336	Business Establishment	3
PSYC	101	General Psychology I or	3
PSYC	200	Human Growth	
Total Credits			31

*** *Electives in Distance modality*

Code	Course	Credits
ACCT 226	Principles of Accounting II	4
ACCT 332	Managerial Accounting	3
MGMT330	Operations Management	3
EDUC 104	Philosophy of Education	3
MUCT101	Introduction to Music	3
MURE 411	Ministry of Music	3
HUHI 101	Historiography and Historical Approaches	3
HUHI 203	US Historical Process	3
PSYC 111	General Psychology II	3
PSYC 169	Introduction to Neuropsychology	3
PSYC 220	Personality Theories	3
PSYC 351	Introduction to Human Sexuality	3
PSYC 368	Dating, Marriage and Family	3
RELB 103	Introduction to Bible	3

The HUHI 200-Historic Process of Puerto Rico (3 credits) can be validated if the student took it at the High School in Puerto Rico. (3 credits less)

If the student is transferring, he or she does not have to take EDUC 098- Introduction to University Life for (1) credit, but EDUC 099- University Life Seminar (.5 credits) (.5 credit less)

BA in Business Administration

Concentration: *Business Administration* Credits

General requirements	54.5-64
Concentration courses	43
Related courses	6
Elective courses (must be approved by the director of the department)	27
Total Credits	130.5-140

Concentration Requirements Credits

ACCT 205	Principles of Accounting I	4
ACCT 226	Principles of Accounting II	4
BUAD 210	Business Law	3
MKTG 101	Principles of Marketing	3
BUAD 441	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 205	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	20.5-30
Concentration courses	35
Elective courses	3
Related courses (OFAD 234)	3
Total Credits	61.5-71

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 441 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. AS or BS students in Business Administration or Office Administration who wish to take a minor in Accounting

or Management must take an additional 20 credits according to the minor selected (ACCT, BUAD, MGMT, ECON).

Minor in Business Administration			Credits
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
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 evolution 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 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 and diverse 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:

Knowledge

1. Acknowledge God as the creator and sustainer of 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 an ability to communicate orally and in writing in Spanish, and in English in an acceptable manner.
5. Efficiently create various documents made in the office with a computer.
6. Participates in evaluation processes and integrate strategies to improve personal performance.

Skills

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.

2. Efficiently manage office equipment such as: computer, copiers, facsimile, switchboard, digitizer, adding machine, and others.

Attitudes

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 a service-oriented approach 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.

BS in Office Administration

Concentration: <i>Spanish or English</i>	Credits
General requirements	51.5-61
Concentration courses	65
Elective courses	10
 Total Credits	 126.5-136

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	
OFAD	242	Speed Writing Transcription	3
		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 Procedures	3
OFAD	223	Advanced Document Production III	3
OFAD	227	Business Communication and Writing or	3
OFAD	228	English Business Communication	
OFAD	234	Application Program Integration	
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	4
OFAD	491	Professional Experience in Office Administration	3
Total Credits			65

Associate in Office Administration

Option: <i>Office Secretary</i>	Credits
General requirements	20.5-30
Concentration courses	38
Elective courses	6
 Total Credits	 64.5-74

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 Applications Programs Integration	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

Minor in Office Administration

Credits

Offered for students of other departments.

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	___	Elective (Recommended) OFAD 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 transactions 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 created in the accounting program focused on 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 in the determination of 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 short 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

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
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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 a 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.

This course is designed to offer supervised work experience in an accounting office. The student must work 45 hours for each credit registered. Requires periodic meetings agreed upon with the professor. A grade 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 may request to be exempted from this course.

Business Administration

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.

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 311	Perspectives of Distribution of Health Services	3
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Introduction on 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 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. Prerequisite: ACCT 226, MGMT 205

BUAD 441	Management Finance	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. Prerequisite: ACCT 226, MATH 110

BUAD 442	Corporate Finance	3
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Directed at providing a deeper understanding of corporate finance management. Discussion and analysis of concepts, techniques and tools used by finance managers in efficient decision-making regarding investments and financing. Special attention is given to the following topics: financial planning, capital budget, capital structure, financial lease, dividend policy. Prerequisite: BUAD 441.

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) and wish to research a topic of interest not included in the administration program offering. Registration and the research topic must be approved by the professor. A maximum of three credits may be taken.

BUAD 475 Administrative Management of 3
Adventist Organization

This course is designed to learn the administrative functioning of the Adventist organization at all levels of its vertical structure. It will focus on the investigation and analysis of operational challenges with emphasis on the local congregation from the administrative perspective and the managerial functions of planning, organizing, directing and controlling will applied to their solution.

BUAD 491 Business Administration 3
Internship

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 credit registered. 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 with 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 on price determination and level of production.

ECON 210 Financial Institutions and Markets 3

Banking system and services, the Federal Reserve, Federal Deposit Insurance Corporation, and other financial institutions. Exchange, currency, and credit. Monetary policy of international and commercial banks. Briefly covers banking laws in Puerto Rico. 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) and wish to research a topic of interest not included in the administration program offering. Course registration and the research topic must be approved by the professor. A maximum of three credits may be taken.

Management

MGMT 205 Principles of Management 3

Study of the internal and external environmental elements of organizations with an emphasis on managerial functions such as: planning, organization, direction and control, the decision-making process, communication, leadership and diversity. A documented investigation will be carried out regarding the development of the administrative schools by applying an actual management problem.

MGMT 321 Principles of Project Management 3

Introduction to modern project management practices and techniques. The terminology, definitions and assignments will be studied along with the different objectives, functions and responsibilities of the members of the work team in the management of individual or group projects. The establishment and operation of project management in Puerto Rico, the United States and Internationally. This is a course where complex and substantial information is handled, therefore, every enrolled student recognizes their commitment and dedication to the study and continuous review of said material in order to have a deeper and complete project management in all areas.

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, 440.

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 326.

MGMT 435 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, localization of installations, ordering and disposition of resources, control of: inventory, operations, quality, costs, budget and operation systems design. Prerequisite: MGMT 205 and MATH 231.

MGMT 440 International Business Management 3

Focuses on providing the student with 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. Prerequisite: MGMT 336.

MGMT 471 Management Topics 1-3

This course is for advanced students of the Department (those who have completed a minimum of 80 credits) and wish to research a topic of interest not included in the administration program offering. 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 upon with the professor. 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 had at least three

years of uninterrupted full time managerial experience may make a request to the department to be exempted from this course. Prerequisite: BUAD 437 or concurrent. The student must be in the last year of studies. The authorization of the Director of the Department is required.

Marketing

MKTG 101	Principles of Marketing	3
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Principles, procedures, and classification of institutions involved in delivering goods and services from the manufacturer to the consumer.

MKTG 121	Consumer Behaviors	3
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Analysis of consumer behavior in the search for alternatives (products and/or services) that can satisfy their needs and the influence of this process on decisions management of organizations. It includes the study of economic, psychological and sociocultural factors that affect the behavior and decision-making process of the consumer.

MKTG 220 Managerial Marketing 3

In this course the management or administration of the personal selling functions of an organization is studied. The role of the sales manager is emphasized, who is involved in both the strategic part (planning) and the personal aspects (Implementation) of personal selling; as well as the aspects of evaluation and control of personal selling activities. The sales manager must also be able to work effectively with salespeople and with people from other functional areas inside and outside the organization.

A study of the components and elaboration of a strategic plan. Emphasizes case studies for complex decision making according to the different opportunities presented by the market. Furthermore, the course analyzes the principle market tendencies, including communication integration, radical changes in sales function and strength of sales, client relationships, e-commerce impact and the growing role of marketing in organizations. Prerequisite: BUAD 235.

MKTG 252 Entrepreneurship

3 credits

Discussion of aspects that foster the development of directed attitudes and mindset to take initiatives, identify opportunities and address challenges in the personal, social and economic environment in order to promote an entrepreneurial culture. This course will develop the ability to undertake an attitude for the personal willingness to act proactively in any life situation and generate innovative ideas that can materialize in projects or alternatives to satisfy needs and solutions of problems.

MKTG 320 Strategic Online Marketing

3

Presentation and study of the application of techniques and strategies for companies with and without purposes of profit. It focuses on customer satisfaction and quality services. Additionally, the design and implementation of marketing strategies and programs is considered. The concepts of exchange, positioning and the marketing mix in service markets are studied.

MKTG 323 Online Advertising and Promotion

3

Discussion and analysis of the components of marketing communication. Includes advertising, sales promotion, personal

selling, public relations, direct marketing and other non-traditional means. Emphasis on the integration of these components within the marketing process; their differences, advantages and disadvantages. Requires the design of an integrated communication plan of marketing.

MKTG 428 Social Media and Online Marketing
Channels

3

Course designed to learn the use of Social Media and different online channels as marketing tools. Shows the different Social Media platforms available and best practices for a relevant online presence. Introduces the development of advertising campaigns on different social networks and the central role of the site web.

MKTG 440 International Marketing

3

Study of the problems that arise in marketing across national barriers, as well as the marketing problems that arise within a number of different markets nations. Likewise, the application of the marketing process, market identification, strategic marketing planning and the necessary adaptations to operate in markets global. The situation of domestic firms that export to multinational companies, as well as those companies that assemble or produce in foreign markets.

MKTG 445 Marketing Research

3

The main objective of this course is to equip students with the key concepts and methods of marketing research, and learn how to apply these tools to solve real business problems. This course also focuses on (i) technical and (ii) applications to real problems. The technical aspects of research (both qualitative and quantitative research methods) are covered through lectures and individual assignments. Also, we discuss real applications using several mini-cases. The other important element of this course is a marketing research project, where students identify and they solve real business problems, using marketing research methods.

A digital marketing plan will be designed according to a real situation in the company for the implementation or improvement of positioning the product or service. The integration of new Internet-based tools, different media such as social networks, web pages, etc., will be taken into consideration, emphasizing achieving better results, for positioning and strengthening marketing strategies.

Office Administration

OFAD 100 Keyboarding 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. This course must be passed with a minimum grade of "C".

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 222.

OFAD 141	Speed Writing I for Spanish	3
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Presentation of the basic theory of speed-writing 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	Speed Writing II for Spanish	3
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Continuation of learning speed-writing with an emphasis on reading, writing, and transcribing abbreviations. 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
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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
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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 Procedures 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 business correspondence. Review of grammar, punctuation, and correspondence styles. Prerequisite: 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. Prerequisite: OFAD 122 and HUEN 215.

OFAD 234 Application Program Integration 3

Practical experience in the management of different applications programs most used in public and private business. Creation of various documents such as electronic spreadsheets, word processors and electronic presentations. Also includes searching for information using the internet. An electronic portfolio will be designed using Google tools. 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 Speed Writing I for English 3

Presentation of the basic theory of speed-writing 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. Prerequisite: OFAD 101 or taken concurrently, and HUEN 215.

OFAD 242 Speed Writing Transcription in English 3

Continuation of learning speed-writing 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. Prerequisite: OFAD 122 and HUSP 122.

OFAD 331 Administration and Management of 3
Office Technology

Study of the technical procedures and protocols used in the office to carry out different tasks. 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 4

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. Coding process and application of ICD-10. Three hours of theory and two hours of lab per week.

OFAD 471	Office Administration Topics	1-3
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This course is for advanced students of the Department (those who have completed a minimum of 80 credits) and wish to research a topic of interest not included in the administration program offering. 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
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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 with 80% equaling a passing score. Students that have previously taken a similar course, or that 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

Faculty

Jonathan Jusino, *Director*; Eduardo Acosta, Héctor Cosme, Marcia Crespo, Miguel Méndez, Omar Reyes, and Pedro A. Santiago

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, AS in Computer Science and a BA in Graphic Design.

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 an application to the Department of Science and Technology where the applicant notifies the concentration area desired.
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 their 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.

Study Programs

General Requirements

The general requirements are as listed in the corresponding section of this Catalog. The department will orient students regarding the planning of the General Education program.

Biology

Specific Objectives

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

1. Obtain a basic knowledge of biology that will prepare them to:
 - a. Continue with graduate studies in a Biology specialty and health related areas.
 - b. Perform technical jobs in the areas of industry and biotechnology.
 - 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

Knowledge

1. Explains Adventist and other philosophies of the origin of life and how this knowledge will hopefully influence the way biology is understood and how the surrounding world is perceived.
2. Applies basic knowledge in the area of biology in order to enter graduate studies in areas related to health and biology.
3. Masters skills in both Spanish and English languages in order to access information, and communicate clearly and logically.

Skills

1. Demonstrates an appropriate preparation to work in technical positions in industry and/or companies in the biotechnology field, as well as teaching at the secondary level or in areas related to biology.
2. Uses computerized information systems to summarize data in tables and graphics, and analyze, interpret, and present it to others.
3. Masters teamwork skills by sharing ideas and opinions.
4. Participates in evaluation processes and integrate strategies to improve personal performance.
5. Efficiently manages all of the resources placed at their disposal.

Attitudes

1. Demonstrates appreciation and respect for nature and God as its creator.

Concentration: *BS in Biology*

Credits

General requirements	45.5-55
Concentration courses	17
Departmental electives	28
Related courses	36
General electives	0-15
 Total Credits Required	 126.5-151

General Requirements (45.5-55)**Credits**

BUAD	101	Natural and Financial Resource Management	1
COMP	101	Introduction to Computers and Information Systems or	
OFAD	234	Applications Programs Integration	3
HUSP	111	Introduction to Basic Spanish Grammar	3
HUSP	122	Reading, Writing and Composition	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	402	Jesus and the Gospels	3
RELB	100	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	3
EDUC	098	Intro. to University Life^ or	1
EDUC	099	University Life Seminar^	.5
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	
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

Total Credits**45.5-55**

^Must be approved with a minimum grade of "C".

Concentration Requirements		Credits
BIOL 113-124	General Biology I, II	6
BIOL 113-124L	General Biology I, II Labs	2
BIOL 223	Genetics & Lab	3, 1
BIOL 401	Philosophy of Science	3
BIOL 281-381	Biology Seminar I, II	1
BIOL 481	Biology Seminar III	1
Total Credits		17

The *department electives* (28 credits) will be chosen by taking at least one course from each of the following areas.

Physiology	BIOL 333, 334 & BIOL 334L	4
Ecology & Biogeography	BIOL 233 & BIOL233L, 322, 323 & BIOL323L	4
Developmental Biology	BIOL 332 & BIOL 332L, 432	4
Plant Biology	BIOL 222* & BIOL222L*, 333, 337	4
Animal Biology	BIOL 221* & BIOL 221L & BIOL 221L*, 231, 232, 233, 336	4
Microbiology	BIOL 335* & BIOL335L*, 338	4
Cellular and Molecular Biology	BIOL 431 & BIOL 431L	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	6

CHEM	221-222L	Organic Chemistry I, II Labs	2
PHYS	221-222	College Physics I, II	8
PHYS	221-222L	College Physics I, II Labs	2
Total Credits			36

Concentration: *BA in Biology*

	Credits
General requirements	45.50-55
Concentration courses	17
Departmental electives	28
Related courses	26
General electives	6-15
Total Credits Required	122.50-141

Concentration Requirements

BIOL 113-124	General Biology I, II	6
BIOL 113-124L	General Biology I, II Labs	2
BIOL 223	Genetics and Lab	3, 1
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 credits.) will be chosen by taking at least one course from each of the following areas.

Physiology	BIOL 333, 334 & BIOL334L	4
Ecology and Biogeography	BIOL 233 & BIOL233L, 322, 323 & BIOL323L	4
Developmental Biology	BIOL 332 & BIOL332L, 432	4
Plant Biology	BIOL 222* & BIOL 222L,	4

	333, 337	
Animal Biology	BIOL 221* & BIOL221L* & BIOL 221L*, 231, 232, 336	4
Microbiology	BIOL 335* & BIOL335L*, 338	4
Cellular & Molecular Bio.	BIOL 431 & BIOL 431L	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, II	8
CHEM	221-222	Organic Chemistry I, II	6
CHEM	221-222L	Organic Chemistry I, II Labs	2
		Total Credits	26

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.

Minor in Pre-Medical (15-17)			Credits
BIOL	111	Anatomy and Physiology I and Lab	3, 1
BIOL	122	Anatomy and Physiology II and Lab	3, 1
BIOL	—	Histology (Class or Class and Lab)	2-3
CHEM	321	Biochemistry	3
BIOL	—	Immunological sciences (Class or Class and Lab)	2-3
		Total Credits	15-17

Course Descriptions

Biology

BIOL 100 Introduction to Biological Sciences 3

The study of the basic principles of biology and their relevance to the modern world. This includes basic topics such as: general principles of taxonomy, human anatomy and physiology, cellular biochemical processes, environmental conservation, creation and evolution theories, genetic, ecological and botanic topics, among others. Not valid for concentrations in Biology. Three hours of class per week.

BIOL 101 Faith and Science 3

An objective study of the basic concepts of creationist and evolutionist theories and their offshoots. 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. Furthermore, a hermeneutic analysis of the first chapters of Genesis is considered, which is highly relevant to the debate between creation and evolution.

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 Anatomy and Physiology I 3

Study of the structure and function of the human body as an integrated unit. Special emphasis on structural systems, homeostasis, and disorders. This course does not count toward a major or minor in Biology. Three hours of class per week. Corequisite: BIOL 111 L

BIOL 111 L Anatomy and Physiology I Lab 1

Study of the structure and function of the human body as a unified system. Special emphasis is placed on structural systems, homeostasis, and disorders. Students are expected to become familiar with experimental techniques and scientific research methods that enhance understanding of how knowledge is acquired and later applied to patient care. Three hours of laboratory per week. Not applicable toward a major or minor in Biology. Corequisite: BIOL 111

BIOL 122 Anatomy and Physiology II 3

Study of the structure and function of the human body as an integrated unit. Special emphasis on structural systems, homeostasis, and disorders. This course does not count toward a major or minor in Biology. Three hours of class per week. Prerequisite: BIOL 111, BIOL 111L. Corequisite: BIOL 122L

BIOL 122L Anatomy and Physiology II Lab 1

Structure and Function of the Human Body. Three hours of laboratory per week. Not applicable toward a major or minor in Biology. Prerequisite: BIOL 111, BIOL 111L. Corequisite: BIOL 122

BIO 113 General Biology I 3

Basic principles of Biology, Anatomy, Physiology, Cytology, Genetics, Taxonomy, Ecology, and Embryology of plants and animals. Three hours of class per week. Corequisite: BIOL 113L

BIOL 113L General Biology I Lab 1

The laboratory provides basic principles of Biology, Anatomy, Physiology, Cytology, Genetics, Ecology, Taxonomy, and Embryology of plants and animals. Three hours of laboratory per week are required.

BIOL 124 General Biology II 3

Basic principles of Biology, Anatomy, Physiology, Cytology, Genetics, Taxonomy, Ecology, and Embryology of plants and animals. Three hours of lecture per week. Prerequisite: BIOL 113, BIOL 113L. Corequisite: BIOL 124L

BIOL 124L General Biology II Lab 1

Basic principles of Biology, Anatomy, Physiology, Cytology, Genetics, Taxonomy, Ecology, and Embryology of plants and animals. Three hours of laboratory per week are required. Prerequisite: BIOL 113, BIOL 113L. Corequisite: BIOL 124

BIOL 221 General Zoology 3

General study of the Protista and Plantae kingdoms with animal-like characteristics. Taxonomy, anatomy, and physiology of lower and higher invertebrates, as well as vertebrates. Topics include symbiosis, species preservation, ethology, and ethical issues in animal research. Includes hands-on experience,

including dissections. Three hours of lecture per week. Prerequisite: BIOL 113-124. Corequisite: BIOL 221 L

BIOL 221L General Zoology Lab 1

Introduction to the Animal Kingdom. General study of the Protista and Plantae kingdoms with animal-like characteristics. Taxonomy, anatomy, and physiology of the phylum Porifera, lower and higher invertebrates, and vertebrates. Topics include symbiosis, species preservation, ethology, and ethical issues in animal research. Includes practical experience with dissections. Three hours of laboratory per week. Prerequisite: BIOL113-124. Corequisite: BIOL 221

BIOL 222 General Botany 3

Introduction to the Plant Kingdom. Taxonomy, anatomy, physiology, and life cycles of vascular and non-vascular plants. Topics include plant bioengineering, cultivation of ornamental, medicinal, and edible plants, the ecological importance of plants, and their use in the contemporary world. Includes practical experience. Three hours of lecture per week. Prerequisite: BIOL 113, BIOL 124. Corequisite: BIOL 222 L

BIOL 222L General Botany Lab 1

Introduction to the Plant Kingdom. Taxonomy, anatomy, physiology, and life cycles of vascular and non-vascular plants. Topics include plant bioengineering, cultivation of ornamental, medicinal, and edible plants, the ecological importance of plants, and their applications in the contemporary world. Includes hands-on laboratory experience. Three hours of laboratory per week. Prerequisite: BIOL 113, BIOL 124. Corequisite: BIOL 222

environment. Three hours of lecture per week.
Prerequisite: BIOL 113, BIOL 124 Corequisite: BIOL 233 L

BIOL 233L Marine Biology Lab 1

Laboratory practice session to complement the Tropical Marine Biology course. This will consist of laboratory exercises to reinforce concepts previously studied or to be studied in the theoretical component. Includes frequent field trips to study the characteristics of the most common marine ecosystems on the island. Three hours of laboratory per week. Prerequisite: BIOL 113, BIOL 124 Corequisite: BIOL 233

BIOL 281-381 Biology Seminar I & 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 hour of class and three hours of laboratory per week. Prerequisite: BIOL 124, MATH 110 or its equivalent.

BIOL 323 Environmental Sciences 3

Study of natural ecosystems with a focus on those in Puerto Rico. Topics include ecosystem preservation, endangered species,

species recovery plans for animals and plants, and action plans for air, soil, water, and food contamination issues. Political-social and environmental issues in Puerto Rico, as well as environmental education and its impact on communities, are discussed. Practical experience is required. Three hours of lecture per week. Prerequisite: BIOL 222, BIOL 223, MATH 110
Corequisite: BIOL 323 L

BIOL 323L Environmental Sciences Lab 1

Study of natural ecosystems with a focus on those in Puerto Rico. Topics include ecosystem preservation, endangered species, species recovery plans for animals and plants, and action plans for air, soil, water, and food contamination issues. Political-social and environmental issues in Puerto Rico, as well as environmental education and its impact on communities, are discussed. Practical experience is required. Three hours of laboratory per week. Prerequisite: BIOL 222, BIOL 223, MATH 110
Corequisite: BIOL 323

BIOL 332 Embryology 3

Comparative study of the early stages of development in vertebrates. Three hours of lecture per week. Prerequisite: BIOL 222, BIOL 223
Corequisite: BIOL 332 L

BIOL 332L Embryology Lab 1

Comparative study of the early stages of development in vertebrates. Three hours of laboratory per week. Prerequisite: BIOL 222, BIOL 223
Corequisite: BIOL 332

BIOL 333 Plant Physiology 4

The study of plants as functional organisms, including their relationships to water, metabolic pathways, growth regulators,

and photomorphogenesis. Three hour of class and three hours of laboratory per week. Prerequisite: BIOL 222 and CHEM 221-222.

BIOL 334 Human Physiology 3

Study of the function of the human body systems with an emphasis on the role of each one plays in the maintenance of homeostasis. Three hours of lecture per week. Prerequisite: BIOL 221, CHEM 221, CHEM 222 Corequisite: BIOL 334 L

BIOL 334L Human Physiology Lab 1

Study of the structure and function of the human body as a unit. Emphasis on physiology and disorders. Three hours of laboratory per week. In these sessions, students are expected to familiarize themselves with experimental techniques and scientific research methods that will help them better understand how scientific knowledge about the human body is acquired. Prerequisite: BIOL 221, CHEM 221, CHEM 222 Corequisite: BIOL 334

BIOL 335 Advanced Microbiology 3

Taxonomy, metabolism, genetics, immunological reactions, beneficial and harmful effects, and control of microorganisms. Includes the identification of unknown microorganisms in the laboratory. Three hours of class per week. Prerequisite: BIOL 222, BIOL 223, CHEM 121, CHEM 122 Corequisite: BIOL 335L

BIOL 335L Advanced Microbiology Lab 1

Practical experiences focused on the study and analysis of microorganisms through culturing, staining, identification, and biochemical testing techniques. Includes the safe handling of samples, observation of morphological characteristics, and the

application of microbial control methods. Three hours of laboratory per week. Prerequisite: BIOL 222, BIOL 223, CHEM 121, CHEM 122 Corequisite: BIOL 335

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. Prerequisite: BIOL 222-335 and CHEM 121-222.

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. Prerequisite: 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. Three hours of class per week. Prerequisite: BIOL 222-223 and English reading and analysis skills HUEN 214 (preferably) or 215.

BIOL 431 Cellular and Molecular Biology 3

Detailed study of essential cellular processes, with emphasis at the molecular level. Study of techniques used for obtaining experimental data. Three hours of lecture per week. Prerequisite: CHEM 123, BIOL 223. Corequisite: CHEM 223, BIOL 431 L

BIOL 431L Cellular and Molecular Biology Lab 1

Detailed study of essential cellular processes, with emphasis at the molecular level. Covers cellular organelles, membranous and non-membranous systems, cell division, intracellular trafficking, bioenergetics, and cell communication. Emphasis is also placed on techniques used in cell and molecular biology to obtain experimental data. Requires four hours of laboratory per week. Prerequisite: CHEM 123, BIOL 223. Corequisite: CHEM 223, BIOL 431

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. Prerequisite: 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. Prerequisite: BIOL 113-124.

BIOL 475 Reading in Biology 1-2

For concentrations only. Reading and reports of advanced articles in areas of current interest in biology. Prerequisite: 12 credits in biology higher than BIOL 113-124.

BIOL 481 Biology Seminar III 1

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

BIOL 491 Special Projects in Biology 1-3

For concentrations only. Individual research in the laboratory or field in a specialized topic supervised by the professor. Prerequisite: 12 credits in biology higher than BIOL 124. With area professor's approval.

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. Does not count towards a chemistry concentration requirement. Three hours of class and a three-hour laboratory period 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 hours of class and three hours of laboratory per week. Prerequisite: MATH 110.

CHEM 221 Organic Chemistry I 3

The chemistry of carbon compounds, including their nomenclature, structure, reactions, synthesis, reaction mechanisms, and the relationship between structure and spectra. Topics include non-aromatic compounds, alkyl halides, aromatic hydrocarbons, alcohols, ethers, carbonyl compounds, carboxylic acids, amines, and other biological compounds. Three hours of lecture per week. Prerequisite: CHEM 121, CHEM 122
Corequisite: CHEM 221L

CHEM 221L Organic Chemistry I Lab 1

This laboratory complements the Organic Chemistry I course and focuses on the learning and application of health and safety regulations. It includes the study of the theory and practice of purification, characterization, and analysis techniques for organic compounds. Organic synthesis reactions are performed, applying the techniques learned. The course also includes molecular modeling and spectroscopic analysis workshops. Three hours of laboratory per week. Prerequisite: CHEM 121, CHEM 122
Corequisite: CHEM 221

CHEM 222 Organic Chemistry II 3

Theoretical and experimental study of the structural, physical, and chemical characteristics of organic compounds. Emphasis on nomenclature, synthesis, and reactions of ethers, epoxides, thiols, sulfides, pericyclic reactions, aromatic compounds, carbonyl compounds and their derivatives, amines, carbohydrates, amino acids, and lipids. Three hours of lecture per week. Prerequisite: CHEM 221, CHEM 221L
Corequisite: CHEM 222L

CHEM 222L Organic Chemistry II Lab 1

The chemistry of carbon compounds will be studied, including their nomenclature, structure, reactions, preparation, reaction mechanisms, and the relationship between structure and spectra of alkyl halides, aromatic hydrocarbons, alcohols, ethers, carbonyl compounds, carboxylic acids, amines, among others, and biologically relevant compounds. Laboratory techniques learned in Organic Chemistry I Lab will be applied to chemical reactions. Key reactions from each section of the course will be studied in depth. Prerequisite: CHEM 221, CHEM 221L
Corequisite: CHEM 222

CHEM 231 Quantitative Analysis 4

Principles of stoichiometry and chemical equilibrium applied to volumetric and gravimetric analysis. Three hours of class and a three-hour laboratory period per week. Prerequisite: 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. Prerequisite: 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 a 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 a 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. Prerequisite: 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. Prerequisite: 20 credits in chemistry and the permission from the Department Director.

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

BS in Computer Sciences

The bachelor of Computer Science of Antillean Adventist University prepares the student for diverse occupations related to technology. Nevertheless, our program emphasizes application programming. Students of our program acquire 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 allows the graduate to easily adjust to the continual changes in technology.
3. Prepare the student who so desires to continue with advanced studies in the area of information technology.
4. 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 their responsibilities with efficiency and professionalism.

	Credits
Concentration: <i>Computer Science</i>	
General requirements	45.5-55
Concentration courses	51
Related courses	31-33
General electives	0-6
 Total Credits Required	 127.5-145

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	100	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	Principles of Healthy Living	3
HUSO	100	Philosophy of Service	1
HUSP	111	Introduction to Basic Spanish Grammar	3
HUSP	122	Reading, Writing and Composition	3

HUCO	223	Communication and Expression	3
HUEN	_____	English (see English requirements)^	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	3
HUHI	200	Historic Process of PR	0-3
ARTE	104	Introduction to Drawing or	
ARTE	105	Introduction to Painting or	
ARTE	210	Arts and Crafts 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
		Total Credits	51

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

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

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

COMP 200	Support Certification	3
COMP 205	Visual Programming	3
COMP 210	Mobile Application Development	3
COMP 291	Systems Analysis and Design	3
COMP 380	Web Development	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	1-3
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
BIOL 113-124	General Biology I, II (+ Lab. 2 crs.) or	
CHEM 121-122	General Chemistry I, II (+ Lab. 2 crs.) or	
PHYS 221-222	College Physics I, II (+ Lab. 2 crs.)	8-10
Total Credits		31-33

Associate in Computer Science

Concentration: Computer Science	Credits
General requirements	23.5-33
Concentration courses	23
Related courses	13
General electives	0-6
Total Credits Required	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	Introduction to Basic Spanish Grammar	3
HUSP 122	Reading, Writing and Composition	3
HUEN ____	English (see English requirements)^	3-9
MATH 110	University Mathematics^	3
MATH 231	Statistics I^	3
HUHI 200	Historic Process of PR	0-3
EDUC 098	Introduction to University Life^ or	1
EDUC 099	University Life Seminar^	.5
HUSO 100	Philosophy of Service	1
Total Credits		23.5-33

^Must be passed with a minimum "C" grade.

Concentration Requirements	Credits
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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	Pre-calculus I, II	6
MATH 131	Discrete Mathematics	3
	Total Credits	13

Minor in Computer Sciences	Credits
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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 377	Database Design and Management	3
COMP 380	Web Development	3
	Total Credits	21

BS Computer Information Systems

The Bachelor in Computer 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 their 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 them.
5. Develop the abilities needed to adjust to the continual changes in technology.

Graduate Profile

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

Knowledge

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

2. Plan, direct, execute, and control the development process for information systems in all of its stages.

Skills

1. Make complete use of information technology equipment, design, programming, communications, networks, other tools, and their applicability.
2. Intervene in strategic decision-making for an organization, taking into consideration the reach of the social, ethical, legal, and human aspects in the development of information systems.

Concentration: *Computer Information Systems*

Credits

General requirements	45.5-55
Concentration courses	44
Related courses	35
General electives	0-3
Total Credits Required	124.5-137

General Requirements

BIOL	100	Introduction to Biological Sciences	1
BUAD	101	Natural and Financial Resource Management	3
RELB	101	Life and Teachings of Jesus	3
RELT	201	Christian Beliefs or	3
RELT	202	Christian Life	3
RELB	100	General Introduction to the Bible or	3
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	Principles of Healthy Living	3
HUSO	100	Philosophy of Service	1
HUSP	111	Introduction to Basic Spanish Grammar	3
HUSP	122	Reading, Writing and Composition	3
HUCO	223	Communication and Expression	3
HUEN	_____	English (see English requirements)*	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	3
HUHI	200	Historic Process of PR+	0-3
ARTE	104	Introduction to Drawing or	
ARTE	105	Introduction to Painting or	
ARTE	210	Arts and Crafts 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
Total Credits			48.5-58

+All students who passed this class with a "C" in high school are exempt.

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

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	355	Human-Computer Interaction (HCI)	3
COMP	377	Database Design and Management	3
COMP	380	Web Development	3
COMP	473	Computing Internship	3
COMP	491	Software Engineering+	3
COMP	492	Software Engineering Project+	2
		Computer Electives	6
Total Credits			44

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

The electives (6 credits) 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	Pre-calculus I	3
MATH	122	Pre-calculus 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	Applications Programs Integration	3
ECON	201	Principles of Macroeconomics	3
BUAD	210	Business Law	3
BUAD	331	Business Finance	3
MGMT	205	Principles of Management	3
Total Credits			35

BA Design and Digital Art

The Design and Digital Art program prepares its students in the application of artistic and technical skills to create visual works that convey a concrete message and solve a variety of communication problems. Students will be instructed in fundamental design principles, including shape and form, image creation, color, typography, and visual composition. Also, concepts on communication, print production techniques, multimedia design, marketing, advertising, and entrepreneurship will be introduced.

Objetives

1. Emphasize the development of Christian, ethical and professional values that allow the graphic designer to apply best practices in their work environment.
2. Develop a graphic designer with the knowledge, skills and attitudes that allow them to perform with excellence in the field of visual communication.
3. Expose the student to the integration of current technological tools and resources.
4. Create awareness regarding the significance and implications of visual communication in the public opinion.
5. Promote the adequate use of fiscal, human, and physical resources available in the work environment.
6. Develop an appreciation for the arts in the practice of visual communication.
7. Foster leadership and service skills in the practice of graphic design that help meet client expectations.
8. Develop a professional designer capable of researching, analyzing, and critically evaluating every situation to make responsible decisions in the workplace.
9. Foster a positive attitude towards continuing education in their current field or any related fields.

Graduate Profile

After completing their studies, the student:

1. Acknowledges the importance of a healthy lifestyle, Christian and ethical values in their personal and professional performance.
2. Demonstrates mastery over the professional competencies required in the graphic design industry.
3. Utilizes good verbal and written communication skills in their professional practice.
4. Handles technological tools effectively in the creation of different projects.
5. Values the importance of social and cultural diversity while conveying a defined message through graphic design.
6. Manages fiscal, human, and physical resources appropriately in the production of graphic material.
7. Appreciates the influence of fine art while producing graphic design works.
8. Displays leadership skills focused on customer service.
9. Employs skills on critical thinking and logical-mathematical reasoning while making decisions and solving problems.
10. Accesses and uses information in an ethical and legal manner for a specific purpose.
11. Values continuing education as a means of acquiring new knowledge and skills in the field.

Graduation Requirements

1. Satisfactorily complete all of the courses of the program.
2. Maintain a minimum GPA of 2.00 and a minimum average of 2.30 in the concentration.

Concentration: *Graphic Design*

Credits

General requirements	51.5-61
Concentration courses	51
Related courses	9
Free General electives	9
Total Credits Required	120.5-130

General Requirements

Credits

BIOL	100	Introduction to Sciences 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	100	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	Principles of Healthy Living	3
HUSO	100	Philosophy of Service	1
HUSP	111	Introduction to Basic Spanish Grammar	3
HUSP	122	Reading, Writing and Composition	3
HUCO	223	Communication and Expression	3
HUEN	_____	English (see English requirements)*	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	3
HUHI	200	Historic Process of PR+	0-3
COMP	101	Introduction to Computers and Information Systems	3
ARTE	104	Introduction to Drawing or	
ARTE	105	Introduction to Painting or	
ARTE	210	Arts and Crafts 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

+All students who passed this class with a "C" in high school are exempt.

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

Concentration Requirements

(51 credits)

DSGN 111	Graphic Design Fundamentals	3
DSGN 112	Digital Image	3
DSGN 113	Vector Design	3
DSGN 122	Graphic Design History	3
DSGN 202	Digital Photography	3
DSGN 221	Typography	3
DSGN 231	Publication Design	3
DSGN 241	Digital Video Editing	3
DSGN 251	3D Modelling	3
DSGN 311	Print Production	3
DSGN 321	Motion Graphics	3
DSGN 322	Interactive Design	3
DSGN 324	Product Design	3
DSGN 325	Brand Identity	3
DSGN 331	Environmental Graphic Design	3

DSGN 481	Graphic Design Seminar	2
DSGN 491	Graphic Design Practicum*	4
	Total Credits	51

Related Courses

(9 credits)**

PSYC 101	General Psychology I	3
MKTG 105	Principles of Marketing	3
MGMT 205	Principles of Management	3

**Must be passed with a minimum "B" grade.*

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

AA Graphic Design

The Associate of Arts in Digital Graphic Design program prepares students to implement artistic and technological skills in the creation of visual works as a solution to communication problems. The student will be instructed in fundamental design principles, such as the basic elements of design, color theory, illustration, typography, and composition. In addition, concepts of visual communication, psychology and entrepreneurship are included.

Objectives

Through the different courses of the Associate Degree in Graphic Design Program, the student will be able to:

- To know the principles and fundamental skills of graphic design.
- Implement essential digital tools for the creation of visual design projects.
- Use creative and information resources in an ethical manner when creating graphic works.
- Develop critical thinking and problem solving skills.
- Promote an attitude of service and empathy towards others during the design process.
- Emulate Christian values and ethics in the exercise of their duties as graphic designers.

Student Profile

Knowledge:

- Understand the main skills of graphic design.
- Implement ideas clearly and completely based on the basic principles of graphic design.
- Recognize the importance of continuous individual development on a professional and personal level.

Abilities:

- Use design tools in the creation of graphic material in an effective way.
- Apply analysis and problem solving strategies to meet the objectives described by the client.
- Use oral and written communication skills in the performance of the profession.

Aptitudes:

- Appreciate the influence of art and culture in the development of the design industry based on Christian values.

Institutional Admission Requirements

- Official credit transcript in original with final GPA and graduation date or GED equivalent from place of origin with school seal.
- A copy of the graduation diploma is required for GED holders, digitalized transcripts (E-transcript), issued by the home school or any other certification issued by the degree-granting organization.
- Have an academic index in accordance with the current Admission Policy.
- Admission fee \$20.00 (USD).
- Copy of valid photo ID (Passport, Driver's License or Real ID).
- College Board, ACT or SAT scores.

Program Admission Requirements

- Be accepted into the Department of Science and Technology at AAU.
- Possess a High School GPA of 2.30 or college level GPA of no less than 2.50.
- Be interviewed by an academic advisor of the Digital Graphic Design Program.

- Demonstrate an aptitude for graphic work and creative thinking.

Graduation Requirements

Maintain an overall GPA of no less than 2.00 and a minimum GPA of 2.30 in concentration courses.

Concentration: AA Graphic Design Credits

General requirements	26.5-36
Concentration courses	21
Related courses	3
Free General electives	3
Total Credits Required	53.5-63

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
HUSO	100	Philosophy of Service	1
HUSP	111	Introduction to Basic Spanish Grammar	3
HUSP	122	Reading, Writing and Composition	3
HUEN	_____	English (see English requirements)*	6-12
EDUC	098	University Life* or	1
EDUC	099	University Life Seminar*	.5
HUHI	200	Historic Process of PR+	0-3
COMP	101	Introduction to Computers and Information Systems	3
MATH	110	University Mathematics*	3

+All students who passed this class with a "C" in high school are exempt.

*Must be passed with a minimum "C" grade. The student needs to reach the level HUEN 215.

Concentration Requirements	(21 credits)
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DSGN 111	Graphic Design Fundamentals	3
DSGN 112	Digital Image	3
DSGN 113	Vector Design	3
DSGN 122	Graphic Design History	3
DSGN 202	Digital Photography	3
DSGN 221	Typography	3
DSGN 231	Publication Design	3
Total Credits		21

Related Courses	(3 credits)*
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MKTG 101	Principles of Marketing	3
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**Must be passed with a minimum "C" grade.*

Minor in Graphic Design

Requirements (18 credits)		Credits
DSGN 111	Graphic Design Fundamentals	3
DSGN 112	Digital Image	3
DSGN 113	Vector Design	3
DSGN 202	Digital Photography	3
DSGN 221	Typography	3
DSGN	Elective	3
Total Credits		18

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. Requires 45 hours of conference-workshop.

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. Requires weekly three-hour laboratory. Prerequisite: COMP 111.

COMP 200 Support Certification 3

Provides the knowledge and support necessary 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 210 Mobile Applications Development 3

Study and development of applications for contemporary mobile devices. An Integrated Development Environment (IDE) is studied for operating systems based on: Windows Phone, Android and iOS, according to which is chosen. Prerequisite: COMP 205.

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. Requires weekly three-hour laboratory. 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. Prerequisite: 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 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 with 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: COMP 213.

COMP 380	Web Design	3
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Studies present day technologies for the development of web-based applications founded on the Model View Controller (MVC) methodologies. Includes a choice of programming language such as: ASP, JSP, PHP, among others; so as to connect and access related databases. Languages like HTML, JavaScript, and jQuery are studied for the creation and manipulation of web pages. Also, topics relating to the graphic design of web pages are studied using platforms such as: WordPress, Drupal, Joomla, among other CMS management systems. Prerequisite: COMP 377.

COMP 425	Operating Systems	3
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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
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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 with 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. Prerequisite: 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: Requires department permission.

COMP 473 Computing 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: Requires department permission.

COMP 474 Independent Study 3

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

COMP 491 Software Engineering 3

A basic study of software engineering and topics associated with the process, documentation, and product of the life cycle 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 life cycle which includes analysis, design, implementation, test, and user support. Must be passed with a minimum grade of "B". Prerequisite: COMP 491.

COMP 493 Research Project 2

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.

Graphic Design

DSGN 111 Graphic Design Fundamentals 3

Introduction to the fundamental concepts of the field of graphic design: definition, disciplines, representatives and known works. Analysis of the elements and principles of graphic design, along with techniques of visual composition. Requires 45 conference-workshop hours.

DSGN 112 Digital Image 3

Introduction to the creation and manipulation of pixel-based digital images. Study of the basic concepts of digital graphics and the Adobe Photoshop. Requires 45 conference-workshop hours.

DSGN 113 Vector Design 3

Introduction to the creation of vector-based digital illustrations. A study of vector technology, its applications, and *Adobe Illustrator*. Requires 45 conference-workshop hours.

DSGN 122 Graphic Design History 3

Study of the historical trajectory of graphic design and its influence on today's practice of the profession. Visual works from different periods, cultures and designers will be analyzed. Requires 45 conference-workshop hours.

DSGN 202 Digital Photography 3

Introduction to the fundamental principles of digital photography. Study of photography techniques applied to practice projects. Requires 45 conference-workshop hours.

DSGN 212 Illustration Techniques

3

Application of traditional art media and visual communication concepts to the creation of contemporary illustrative works. Exploration of current applications of illustration, such as digital illustration, advertising illustration, and caricature. Requires 45 conference-workshop hours.

DSGN 214 Conceptual Art

3

Introduction to the creation of artistic works oriented toward the visualization of concepts. Students will explore different methodologies, such as digital painting, model rendering techniques, sketch production, and customization tools. The focus will be on developing technical and creative skills applicable to the video game, film, and animation industries. Requires 45 lecture-workshop hours.

DSGN 221 Typography

3

Study of the fundamental principles for designing type systems. Analysis of the different applications of typography on graphic design works. Includes the use of software for creating digital type fonts. Requires 45 conference-workshop hours. *Prerequisite: DSGN 111.*

DSGN 231 Publication Design

3

Study of the design of multipage documents in Adobe InDesign. Introduction to design and distribution concepts for print and digital publications. Analysis of the design of different existing publications. *Prerequisite: DSGN 111.*

DSNG 234 Fundamentals of Interior Design

3

Introduction to the principles and elements of design applied to the planning of living spaces and furniture layout. Study of color, its influence, and its effective use in interior environments. Requires 45 hours of lecture/laboratory.

DSGN 241 Digital Video Editing**3**

Study of the creation of digital video compositions. Analysis of video recording and editing techniques. Integration of visual effects for video. Requires 45 conference-workshop hours.

DSGN 251 3D Modeling**3**

Study of three-dimensional modeling in a digital environment. Students will apply principles of visual aesthetics, such as form, proportion, and scale, through hands-on modeling projects. Students will be introduced to modern tools, processes, and techniques applicable to various creative and multimedia industries, with a focus on product design, advertising, and entertainment. Requires 45 conference-workshop hours.

DSGN 302 Video Production**3**

This course is designed to equip students with essential skills and advanced techniques in video production, from conceptualization to postproduction. Students will explore the fundamentals of cinematography, editing in DaVinci Resolve, sound design, and finally the creation and presentation of a final project, applying an effective narrative approach. It requires 45 hours of lecture-workshop. *Prerequisite: DSGN 202.*

DSGN 311 Print Production**3**

Introduction to the processes for producing printed graphic material. Study of the different printing techniques relevant to today's market. Discussions about technical concepts, tools, machinery, materials, binding techniques and finishing. Requires 45 conference-workshop hours. *Prerequisite: DSNG 231.*

DSGN 321 Motion Graphics 3

Introduction to the integration of motion and visual effects on graphic design projects using Adobe After Effects. Requires 45 conference-workshop hours. *Prerequisite: DSGN 112.*

DSGN 322 Interactive Design 3

Application of graphic design principles to the creation of interactive products for the Web and mobile devices. Introduction to technologies and tools available for the development of interactive digital products. Requires 45 conference-workshop hours. *Prerequisite: DSGN 112.*

DSGN 324 Product Design 3

Study of the processes for product design. Focus on concepting, schematic drawings and prototypes development for products. Introduction to principles on consumer-focused design. Requires 45 conference-workshop hours. *Prerequisite: DSGN 311. Corequisite: DSGN 325.*

DSGN 325 Brand Identity 3

Study of the brand identity systems design process. Integration of design principles, typography, color, image, and composition in the development of an identity manual for an original brand. Requires 45 conference-workshop hours. *Corequisite: DSGN 324.*

DSGN 331 Environmental Graphic Design 3

Application of graphic design principles to identify and navigate architectural and natural spaces. Discussion of interior design, architecture and manufacture concepts related to the creation of environmental graphic communication systems. Requires 45 conference-workshop hours. *Prerequisite: DSGN 311.*

DSGN 481 Graphic Design Seminar

2

Applied skills workshop for the creation of a professional portfolio through free themed design projects. Discussion of topics related to the field of graphics design by means of class dialog sessions, guest speakers and research presentations. Requires 30 conference-workshop hours. *Prerequisite: 32 credits in concentration courses.*

DSGN 491 Graphic Design Practicum

4

Supervised work experience under the employer of an institution-authorized establishment. The student must complete 180 work hours in the selected establishment during the semester and one (1) weekly hour of conference with the instructor. This course is passed with a minimum grade of "B". *Prerequisite: DSGN 481.*

Mathematics

MATH 001 Basic Arithmetic 3

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% equaling a passing score. *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

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

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 specialty area of their choosing.

MATH 121 Pre-calculus 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 Pre-calculus 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, combinatory, and graph algorithms. Prerequisite: MATH 110 with a grade of "C" or better.

4

MATH 222 Calculus II 4

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, combinatory, 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/MATH 112 or its 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 grade of "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 grade of "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 grade of "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 Introduction to 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 1-1

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

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

Non-department Courses

INGR 103	Technical Drawing	2
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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
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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
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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
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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.

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

School of Education, Humanistic Studies, and Psychology



School of Education, Humanistic Studies, and Psychology

Faculty

Ileanex Pérez, *Dean*, Abel Valentín, Adabel Márquez, Héctor Montilla, Israel Torres, Javier Cruz, Lori LeDuc, and Mayrel Artiles

Mission

The mission of the School of Education of Antillean Adventist University is in harmony with the values of the Institution; which are spirituality, excellence, 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 due to 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 to Christ through a saving relationship and, as a result, restore the marred image of the Creator. Therefore, it is the purpose of education to holistically develop the physical, mental, spiritual, and social aspects 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 aligned 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 social and academic environment that is kind and fair that instills the belief 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 matter 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 their 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. Meet 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. Provide evidence of a professional temperament.
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 Growth and 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.
10. Provide a certificate of criminal history for child and elderly service providers issued by the Puerto Rican Police.

Graduate Profile for the Bachelor of Arts in Education with a concentration in Special Education (K-12) (Online).

Knowledge:

1. Understand the content and convey the importance of the subject so that aspects of the discipline are meaningful to Special Education students.
2. Comprehend how individuals develop and learn.
3. Demonstrate mastery of content by utilizing diverse approaches that engage P-12 students in the development of critical and creative thinking, as well as individual and group decision-making.

Skills:

1. Design and implement challenging learning activities based on best practices, considering academic and cultural differences, to ensure students achieve standards.
2. Develop a variety of instructional strategies that foster meaningful learning environments.
3. Plan lessons based on differentiation and scaffolding of learning, ensuring all students meet standards and expectations.
4. Utilize technology in teaching, communication with families, and student assessment.
5. Participate and collaborate in professional development opportunities.
6. Demonstrate appropriate communication and information literacy skills.
7. Use formal and informal assessment data for instructional planning and evaluation.

Attitudes:

1. Emulate biblical principles of discipleship, service, and leadership.
2. Demonstrate professional and ethical behavior in responsibilities.
3. Use research to improve the impact on learning and professional and pedagogical practice.
4. Demonstrate critical thinking, strategic decision-making, and research skills.
5. Foster individual and collaborative learning environments that promote social interaction, commitment to learning, and motivation.
6. Evaluate their practice and the effects of their decisions and actions on others (students, families, colleagues, and communities) to ensure that their practice responds to the needs of each student.

7. Collaborate with peers, the community, professionals, and other school personnel to support student learning.

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, their admission to the Department will automatically be revoked. To be readmitted they must, once again, complete the admission requirements.

** These criteria are the same for graduation.*

Student Teaching

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 Exceptional Child, Technological Assistance, and Inclusion 3
 - EDUC 203-Social Fundamentals of Education 3
 - EDUC 285-Integrated Education Seminar I 1
 - EDUC 337-Classroom Management 2
 - EDUC 385-Integrated Education Seminar II 1
 - EDUC 485-Integrated Education Seminar III 1
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 a non-sexual offenders certification of not being listed on the sexual offender's 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 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 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 their personal vehicle.

7. If you are going to drop the student teaching course, notify your cooperating teacher, school administrators, and student teaching supervisor.
8. Follow the dress code of AAU.

Student Teaching Evaluation

The student teacher will receive formative, summative and temperament evaluations. Part of their evaluation is 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, bearing 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

Authorization Policy for the Puerto Rico Teacher Certification Exam (PCMAS)

A. In Puerto Rico

By order of the Department of Education of Puerto Rico (DEPR), universities are responsible for authorizing their graduates to register for the Teacher Certification Exam. The Teacher Preparation Program (PPM in Spanish) at the Adventist University of the Antilles (hereinafter PPM) establishes the following policy for carrying out this process:

1. All students who wish to be authorized by the PPM must take the PRE-PCMAS Mock Exam and obtain a score of over 90 points.
2. Students who have not yet graduated may take the PCMAS exam in the March session, provided they have passed the course EDUC 485 with a grade of B or higher and have obtained a score of over 90 on the PRE-PCMAS.
3. Any graduate of the institution who has not taken the PCMAS during their studies must take the PRE-PCMAS and pass it with a score higher than 90 to be authorized.
4. If a graduate took the PRE-PCMAS and received authorization to take the PCMAS but did not take it on the stipulated date, and a year or more has passed, they will need to retake the PRE-PCMAS to review and be authorized for the next session.
5. Any graduate who wishes to be authorized must contact the PPM at least two months before the exam administration date to take the PRE-PCMAS and receive proper guidance to ensure success.
6. Graduates who are interested in enrolling in the EDUC 485 course may do so, but it is not required for authorization to take the exam.
7. Students from the institution who have completed the courses for the education minor and wish to be authorized must enroll in the EDUC 485 course, take the PRE-PCMAS, and obtain a score of 90 points or higher.
8. Students who already hold a bachelor's degree and have been admitted to complete the DEPR Teacher Certification requirements and wish for the institution to authorize their exam must enroll in the EDUC 485 course for 3 credits, take the PRE-PCMAS, and pass it with a score higher than 90.

B. Outside of Puerto Rico

It is the responsibility of any student that wishes to obtain a teacher certification outside of Puerto Rico to become informed of the necessary requirements through the certifying agency of their 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 with a complaint related to the Teacher Preparation Program may do so in writing through the academic advisor or the academic dean.

Graduation Requirements:

1. All candidates for graduation must request an interview with the Program Coordinator (at least two periods in advance) to review their academic record.
2. The student must submit the official graduation application to the Registrar's Office.
3. A formal evaluation will be conducted, and written notification will be provided regarding any remaining requirements to be completed. This process must be done early enough to allow the student to make necessary adjustments to their program.
4. Ultimately, the student is responsible for meeting all graduation requirements and for seeking appropriate academic advising.

5. For graduation, the student must:
- i. Successfully complete all courses in the study program.
 - ii. Complete all academic and financial obligations to the university.
 - iii. Submit a graduation application.

Degrees, Concentrations, and Certifications

- Bachelor of Arts in Elementary Education (K-5) 126.5-133 credits
- Bachelor of Arts in Secondary Education with concentrations in:
 - Biology
 - Spanish
 - History
 - English (K-12)
 - Mathematics
 - Religion (7-12) 135.5-162 credits
- Bachelor of Arts in Special Education (K-12) 138.5-145 credits
- Bachelor of Arts in Education with a concentration in Special Education (K-12) (Distance Learning Mode) 137.5-144 credits
- Bachelor of Arts in Physical Education (K-12) 130.5-137 credits

Study Programs

Bachelor of Arts in Elementary Education (K-5)

Concentration:		Credits
General Requirements		60.5-67
Professional Courses		45
Concentration courses		21
Total Credits Required		126.5-133
General Requirements		(60.5-67 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	Principles of Healthy Living	3
HEPE 101-116	Physical Education	1
HUSP 111	Introduction to Basic Spanish Grammar*^	3
HUSP 122	Reading, Writing and Composition*^	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	Historic Process of PR^	3
HUHI 203	Historic Process of the US^	3
HUSO 100	Philosophy of Service	1
BIOL 100	Introduction to Sciences Biology^	3
COMP 101	Introduction to Computers and Information Systems or	
OFAD 234	Applications Programs Integration	3
MATH 110	University Mathematics ^	3
MATH 231	Statistics I^	3

RELB 101	Life and Teachings of Jesus	3
RELT 201	Christian Beliefs	3
RELB 100	General Introduction to the Bible	3
RELT 317	Christian Home or	
RELT 412	Christian Ethics	3
HUSP 345	Advanced Writing and Composition	3
ARTE 210	Arts and Crafts	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 or higher must be passed with a minimum grade of "C".

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

^ General courses that are a 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 Teaching	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 285	Integrated Education Seminar I	1
EDUC 301	Integration of Educational Technology in Distance and Virtual Learning	3
EDUC 305	Special Education Intervention in Regular	3

	Classroom	
EDUC 309	Classroom Evaluation	3
EDUC 337	Classroom Management	2
EDUC 342	Integration of Faith, Values, and Learning	3
EDUC 385	Integrated Education Seminar II	1
EDUC 470	Education Research	3
EDUC 481	Teaching Pre-Practicum	1
EDUC 485	Integrated Education Seminar III	1
EDUC 491	Clinical Educational Experiences at the Elementary Level (K-5)	6

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

Concentration: Levels K-5

(21 credits)

EDUC	300	Instructional Strategies for the Exceptional Child	3
EDUC	308	Games, Music, and Art as Instructional Strategies	3
EDUC	311	Social Studies Curriculum and Instruction at the Elementary Level	2
EDUC	312	Natural Science Curriculum and Instruction at the Elementary Level	2
EDUC	313	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 and Primary Levels	2

Bachelor of Arts in Secondary Education

Concentration	Credits
General Requirements	60.5-67
Professional Courses	45
Concentration Courses	30-50
Total Required Credits	135.5-162

General Requirements (60.5-67 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	Principles of Healthy Living	3
HEPE	101-116	Physical Education	1
HUSP	111	Introduction to Basic Spanish Grammar*^	3
HUSP	122	Reading, Writing and Composition*^	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	Historic Process of PR^	3
HUHI	203	Historic Process of the US^	3
HUSO	100	Philosophy of Service	1
BIOL	100	Introduction to Biological Sciences^	3
COMP	101	Introduction to Computers and Information Systems or	
OFAD	234	Applications Programs Integration	3
MATH	110	University Mathematics ^	3
MATH	231	Statistics I^	3
RELB	101	Life and Teachings of Jesus	3
RELT	201	Christian Beliefs	3
RELB	100	General Introduction to the Bible&	3

RELT	317	Christian Home or	
RELT	412	Christian Ethics	3
HUSP	345	Advanced Writing and Composition	3
ARTE	210	Arts and Crafts	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". HUSP, HUCO, and HUEN 101, 102, must be passed with a minimum grade of "B". HUEN 103 or higher must be passed with a minimum grade of "C".

** Minimum English requirement: HUEN 121- Academic ESL I. See the table in the General Education Requirements section of this catalog.

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

+BIOL 100 does not apply to students majoring in Biology

&Students majoring in Religion will take RELB 103 instead of RELB 100.

@ Required for the History concentration.

Professional Requirements (45 credits)

EDUC 101	Introduction to Teaching	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	3

		Technology	
EDUC	203	Social Fundamentals of Education	3
EDUC	285	Integrated Education Seminar I	1
EDUC	301	Integration of Educational Technology in Distance and Virtual Learning	3
EDUC	305	Special Education Intervention in Regular Classroom	3
EDUC	309	Classroom Evaluation	
EDUC	337	Classroom Management	2
EDUC	342	Integration of Faith, Values, and Learning	3
EDUC	385	Integrated Education Seminar II	1
EDUC	470	Education Research	3
EDUC	481	Teaching Pre-Practicum	1
EDUC	485	Integrated Education Seminar III	1
EDUC	492	Clinical Educational Experiences at the Secondary Level or	
EDUC	493	Clinical Educational Experiences in English as a Second Language 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 & Lab	3
BIOL	124	General Biology II & Lab	3
BIOL	113-124L	General Biology Lab. I & II	1-1
BIOL	223	Genetics & Lab	4
BIOL	335	Advanced Microbiology & Lab	4
BIOL	401	Philosophy of Science	3
CHEM	121	General Chemistry I	4
CHEM	122	General Chemistry II	4
PHYS	221	College Physics I	4
PHYS	222	College Physics II	4
PHYS	221-222L	College Physics Lab. I & II	1-1
EDUC	323	Biology Curriculum and Instruction Secondary Level	3

Related Courses

MATH 121-122	Pre-calculus I & II	3-3
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* **(36 credits)**

HUGE 101	General Geography	3
HUHI 103	Ancient World History	3
HUHI 104	Medieval History	3
HUHI 201	Social and Economic History of PR	3
HUHI 204	Social, Political and Economic History of US	3
HUHI 312	Colonial History of Latin America	3
HUHI 313	Contemporary History of Latin America	3
HUHI 321	Modern World History	3
HUHI 322	Contemporary History	3
HUHI 489	Historiography and Historical Approaches	3
EDUC 332	History of Curriculum and Instruction Secondary Level	3

Related Course

HUSO 101	Social Sciences	3
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Concentration: *English (K-12)* **(30 credits)**

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

Concentration: *Mathematics* **(35-36 credits)**

MATH 121	Pre-calculus I	3
MATH 122	Pre-calculus 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	Abstract Algebra	3
MATH	Electives (MATH 131 or MATH 222)	3-4
EDUC 321	Mathematics Curriculum and Instruction at the Secondary Level	3

Related Course

COMP 111 Introduction to Algorithms and Applications 4

Concentration: *Religion* (36 credits)

RELB	103	Introduction to the Bible	3
RELB	214	Pentateuch and Writings	3
RELB	301	Daniel	3
RELB	302	Revelation	3
RELB	420	New Testament Acts and Epistles	4
RELH	202	Adventist Heritage	4
RELL	323	New Testament Basic Greek I	3
RELL	324	New Testament Basic Greek II	3
RELP	217	Personal Evangelism and Church Growth	3
RELT	212	Prophetic Gift	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	60.5-67
Professional Courses	45
Concentration courses	27
Related courses	6
Total Credits Required	138.5-145
General Requirements	(60.5-67 credits)
BUAD 101	Natural and Financial Resource Mgmt. 1
EDUC 098	Introduction to University Life or 1
EDUC 099	University Life Seminar .5

HEPE	100	Principles of Healthy Living	3
HEPE	101-116	Physical Education	1
HUSP	111	Introduction to Basic Spanish Grammar*^	3
HUSP	122	Reading, Writing and Composition*^	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	Historic Process of PR^	3
HUHI	203	Historic Process of the US^	3
HUSO	100	Philosophy of Service	1
BIOL	100	Introduction to Biological Sciences^	3
COMP	101	Introduction to Computers and Information Systems or	
OFAD	234	Applications Programs Integration	3
MATH	110	University Mathematics ^	3
MATH	231	Statistics I^	3
RELB	101	Life and Teachings of Jesus	3
RELB	100	General Introduction to the Bible	3
RELT	201	Christian Beliefs	3
RELT	317	Christian Home or	
RELT	412	Christian Ethics	3
HUSP	345	Advanced Writing and Composition	3
ARTE	210	Arts and Crafts	3

* All of the required general courses must be passed with a minimum grade of "C". HUSP, HUCO, and HUEN 101, 102 must be passed with a minimum grade of "B". HUEN 103 or higher must be passed with a minimum grade of "C".

** Minimum English requirement: HUEN 121- Academic ESL I. 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".

+ See the General Education Requirements section of this catalog.

Professional Requirements: (45 credits)

EDUC 101	Introduction to Teaching	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 285	Integrated Education Seminar I	1
EDUC 301	Integration of Educational Technology in Distance and Virtual Learning	3
EDUC 305	Special Education Intervention in Regular Classroom	3
EDUC 309	Classroom Evaluation	3
EDUC 337	Classroom Management	2
EDUC 342	Integration of Faith, Values, and Learning	3
EDUC 385	Integrated Education Seminar II	1
EDUC 470	Education Research	3
EDUC 481	Teaching Pre-Practicum	1
EDUC 485	Integrated Education Seminar III	1
EDUC 496	Clinical Educational Experiences in Special Education	6

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

Concentration: *Special Education***(27 credits)**

EDUC 204	Nature and Needs of Students with SLD, ASS, and ASSH	3
EDUC 205	Nature and Needs of Students with Intellectual Disabilities and Emotional Disorders	3
EDUC 300	Teaching Methodology for Exceptional Students (K-12)	3
EDUC 302	Assistive Technology: Materials for Teaching Students with Limitations	3
EDUC 333	Behavior Modification in the Classroom	3
EDUC 350	Special Education Assessment	3
EDUC 351	Diagnosis and Treatment of Reading and Writing Problems	3
EDUC 352	Diagnosis and Treatment of Learning Difficulties in Mathematics	3
EDUC 352	Diagnosis and Treatment of Learning Difficulties in Mathematics	3
EDUC 353	Strategies and Methodologies for Teaching Literacy to Students with Learning Disabilities	3

Related Courses**(6 credits)**

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

Bachelor of Arts in Education with a concentration in Special Education (K-12) (Distance Learning Mode)

The Bachelor of Arts in Education with a concentration in Special Education (K-12) at the Adventist University of the Antilles (UAA), offered in a distance learning modality, is designed to prepare future teachers specialized in addressing the needs of students with special needs from elementary through high school (kindergarten to 12th grade). This program is based on a holistic view of the teaching-learning process, influenced by Adventist Christian educational philosophy, and seeks to develop empathy, knowledge, and decision-making skills essential to being an effective facilitator in the educational environment. The program will be offered in a distance learning format; however, students are required to attend in-person for the course EDUC 496 Special Education Practicum (K-12). This implies that students must make necessary arrangements to attend in person for the duration of this course.

Concentration:	Credits
General requirements	60.5-67
Professional Courses	44
Concentration courses	27
Related courses	6
 Total Credits Required	 137.5-144

General Requirements (60.5-67 credits)

BUAD	101	Natural and Financial Resource Mgmt.	1
EDUC	098	Introduction to University Life or	1
EDUC	099	University Life Seminar	.5
HEPE	100	Principles of Healthy Living	3
HEPE	101	Principles of Physical Education	1

HUSP	111	Introduction to Basic Spanish Grammar*^	3
HUSP	122	Reading, Writing and Composition*^	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	Historic Process of PR^	3
HUHI	203	Historic Process of the US^	3
HUSO	100	Philosophy of Service	1
BIOL	100	Introduction to Biological Sciences^	3
COMP	101	Introduction to Computers and Information Systems or	
OFAD	234	Applications Programs Integration	3
MATH	110	University Mathematics ^	3
MATH	231	Statistics I^	3
RELB	101	Life and Teachings of Jesus	3
RELB	100	General Introduction to the Bible	3
RELT	201	Christian Beliefs	3
RELT	317	Christian Home or	
RELT	412	Christian Ethics	3
HUSP	345	Advanced Writing and Composition	3
ARTE	210	Arts and Crafts	3

* All of the required general courses must be passed with a minimum grade of "C". HUSP, HUCO, and HUEN 101, 102 must be passed with a minimum grade of "B". HUEN 103 or higher must be passed with a minimum grade of "C".

** Minimum English requirement: HUEN 121- Academic ESL I. 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".

+ See the General Education Requirements section of this catalog.

Professional Requirements: (44)	Credits
EDUC 101 Introduction to Teaching	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 285 Integrated Education Seminar I	1
EDUC 301 Integration of Educational Technology in Distance and Virtual Learning	3
EDUC 305 Special Education Intervention in Regular Classroom	3
EDUC 309 Classroom Evaluation	3
EDUC 337 Classroom Management	2
EDUC 342 Integration of Faith, Values, and Learning	3
EDUC 385 Integrated Education Seminar II	1
EDUC 470 Education Research	3
EDUC 485 Integrated Education Seminar III	1
EDUC 496 Clinical Educational Experiences in Special Education (K-12)	6

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

Concentration: *Special Education (K-12)* (27 credits)
(*Distance Learning Mode*)

EDUC 204	Nature and Needs of Students with SLD, ASS, and ASSH	3
EDUC 205	Nature and Needs of Students with Intellectual Disabilities and Emotional Disorders	3
EDUC 300	Teaching Methodology for Exceptional Students (K-12)	3

EDUC 302	Assistive Technology: Materials for Teaching Students with Limitations	3
EDUC 333	Behavior Modification in the Classroom	3
EDUC 350	Special Education Assessment	3
EDUC 351	Diagnosis and Treatment of Reading and Writing Problems	3
EDUC 352	Diagnosis and Treatment of Learning Difficulties in Mathematics	3
EDUC 353	Strategies and Methodologies for Teaching Literacy to Students with Learning Disabilities	3

Related Courses

(6 credits)

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

Minor in Education

EDUC 101	Introduction to Teaching	3
EDUC 104	Philosophy of Education	3
EDUC 200	Human Growth and Development	3
EDUC 201	Educational Psychology	3
EDUC 202	Intro. to the Exceptional Child, Technological Assistance, and Inclusion	3
EDUC 203	Social Fundamentals of Education	3
EDUC 301	Integration of Educational Technology in Distance and Virtual Learning	3
EDUC 305	Special Education Intervention in Regular Classroom	3
Total Credits		24

Additional Requirements for Certification (40 credits)

EDUC	Specific Methodology	3
EDUC	Concentration Courses by area BA	18
EDUC 481	Teaching Pre-Practicum	1
EDUC 491	Clinical Educational Experiences at the Elementary Level* or	
EDUC 492	Clinical Educational Experiences at the Secondary Level*	6
EDUC 309	Classroom Assessment and Learning	3
HUHI 200	Historic Process of the PR	3
HUHI 203	Historic Process of the US	3
EDUC 486	Capstone Seminar in Integrated Education	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 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. Will promote the development of skills relating to studying, self-knowledge information, and selecting a career. The student will be familiarized with the technological tools and services that AAU provides for an effective transition to university life.

EDUC 099 University Life Seminar .5

This course is designed for transfer students with 12 or more 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 foundations of the mission of education. A study of the ethical and philosophical principles involved in the profession. Introduction to appropriate teaching methodology at all levels based on competency. Emphasis on different dimensions of learning and most effective strategies according to available research.

Includes basic notions of curricular integration, preparation of curriculum including 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.

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 bio-psycho-socio-spiritual aspects of human development from conception to late adulthood. The course emphasizes the development of good moral character. Important theories of development and its processes, acquisitions and normative behavior of each of the eight stages of the human life-cycle will be studied.

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 Exceptional Child, Technological Assistance, and Inclusion	3
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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 managing the inclusion of this population in the mainstream classroom. Requires 15 hours of concurrent field experience. *Prerequisites: EDUC 200 and EDUC 201.*

EDUC 203	Social Fundamentals of Education	3
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Analysis of the basic principles of social sciences in the education process. A study of social problems that are obstacles to learning. Emphasis on Puerto Rican education. *Prerequisite: EDUC 101.*

EDUC 204	Emotional Nature and Needs of Students with Specific Learning Problems	3
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Analysis of specific learning problems, attention deficit, and Attention Deficit Hyperactivity Disorder. Identification, characteristics, and criteria for eligibility according to current legislation. Knowledge of the needs and use of effective strategies to address this special needs population. *Prerequisites: EDUC 101 and EDUC 202.*

EDUC 205	Nature and Needs of Students with Intellectual Disabilities and Emotional Disorders	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 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

This course has been designed for students who want to obtain certification as a teacher of student health. It studies and analyzes the environment as it relates to the human personal health. Prepares the future teacher to obtain knowledge and develop skills and responsible attitudes towards a commitment to environmental health in order to change them into a promoter of environmental health at the student and community level.

EDUC 272 Integrated Remedial Education Seminar 1

A course designed for students that have not mastered the skills of some of the Integrated Education departmental exams during the course of their preparation. It offers the opportunity to develop and reinforce the specific skills for the Integration of Basic Knowledge of Fundamentals and Professionalism. The course must be passed with a minimum “B” grade in order to be authorized to take the departmental exam.

EDUC 285 Integrated Education Seminar I 1

A course focused on the integration of content and principles of fundamental courses that serve as a framework in the comprehensive formation of the competent professional. Provides a space for establishing connections among leading theories by way of practical exercises. Introduces the analyses of pedagogic situations. Passing this course will be the requirement for moving forward with specialty courses. *Prerequisites: EDUC 101, EDUC 104, EDUC 200, EDUC 201, and EDUC 203.*

EDUC 300 Teaching Methodology for Exceptional

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 Integration of Educational Technology 3
in Distance and Virtual Learning

Study of the concepts of technology integration, applications, and tools for teaching and learning in innovative modalities (in-person, distance learning and virtual). Additionally, the tools used to evaluate technological applications in education will be considered. The means and methods for designing innovative educational environments (distance learning and virtual learning, among others) will also be analyzed.

EDUC 302 Assistive Technology: Materials for 1 or 3
Teaching Students with Limitations

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 305 Special Education Intervention in the Regular 3
Classroom

A study of the practical aspects of the teaching-learning process for students with disabilities in the regular classroom. In addition, the teacher's planning processes are studied, considering individual student differences. The program focuses on preparing materials

tailored to student needs. The course considers the development of strategies aimed at managing the context of diversity, universal design, differentiated instruction, and assessment techniques. The role of the family in developing the Individualized Service Plan (PEI) will also be discussed.

EDUC 308 Games, Music, and Art as Instructional 3
Strategies at the Elementary Level

Use of games and the arts (music, crafts, etc.) as teaching strategies to stimulate children's artistic ingenuity, as well as to 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 Assessment and Learning 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 311 Curriculum and Instruction of Social 2
Studies at the Elementary Level

Study of the curricular content, general methodology, and specific teaching methods for social studies at the elementary level (K-5). Emphasis is placed on the core standards of the subject, as well as the planning of audiovisual materials. Ten hours of concurrent field experience are required. *Prerequisites: Pass the general history requirement with a minimum grade of "B" (3.00), EDUC 104, 200, 201, and 203.*

EDUC 312	Natural Science Curriculum and Instruction at the Elementary Level	2
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This course is designed for elementary school teachers (K-5). It discusses modern approaches and techniques for teaching and studying curriculum content, as well as general and specific science methodology for the elementary level. The course presents an overview of the science program in public and private schools in Puerto Rico and discusses some moral and religious aspects from the perspective of the Adventist philosophy of education. The course also includes the development of teaching materials. Ten hours of concurrent field experience are required. *Prerequisites: Passing the general science requirement with a minimum grade of "B" (3.00), EDUC 104, 200, 201, and 203.*

EDUC 313	Mathematics Curriculum and Instruction at the Elementary Level	3
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Study of curriculum content and general and specific mathematics methodology based on the standards of the Puerto Rico Department of Education and the Department of Education of the Adventist Church. Techniques and strategies are applied in teaching mathematics at the elementary level (K-5). Guidance is provided in the preparation and use of mathematics teaching resources. Plans for demonstration classes are prepared under the supervision of the teacher. Requires 15 hours of concurrent field experience. *Prerequisites: Passing 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 Instruction at the Elementary Level	3
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A study of the curriculum content, general and specific methodology, and teaching strategies specifically necessary to develop language arts:

listening, speaking, reading, and writing, in grades Kindergarten through Fifth Grade (K–5). The stages of reading and writing readiness and initiation are addressed. This course includes the development and use of resources, as well as the writing of teaching plans. Requires 15 hours of concurrent field experience. *Prerequisites: Passing the general Spanish requirement with a minimum grade of “B” (3.00), EDUC 104, 200, 201, and 203.*

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 the works and learning how to effectively use them in the teaching-learning process. Requires 15 hours of concurrent field experience.

EDUC 318	Bible Curriculum and Instruction at the Elementary Level	2
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Study of the curriculum content and the general and specific methodology recommended for teaching the Bible to children from kindergarten through fifth grade, according to the standards of the Seventh-day Adventist Church's Department of Education. Requires ten (10) hours of concurrent field experience.

EDUC 321 Mathematics Curriculum and Instruction at the Secondary Level 3

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. Specific techniques and strategies for mathematics instruction for grades 7-12 are learned, analyzed, and 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	Language Instruction and Evaluation in ESL	3
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Study of curriculum content, teaching methodology and assessment of English as a Second Language (ESL) instruction. Exposure to ESL programs and Sheltered English. An emphasis is given to methods for teaching conversational skills. Preparation and analysis of curriculum materials for grades K-12. Requires 15 hours of concurrent field observation experience.

EDUC 323	Biology Curriculum and Instruction Secondary Level	3
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Study of curricular content, 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. 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 324 Spanish Curriculum and Instruction at the Secondary Level 3

Study of curricular content, 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 3
the Secondary Level

Study of curricular content, 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 3
the Secondary Level

Study of curricular content, 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 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 327 Secretarial Science Curriculum and 3
Instruction at the Secondary Level

Study of curricular content, 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 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 328 Student Health Curriculum and Instruction 3

Study of curricular content, 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 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 329 Computer Curriculum and Instruction 3

Study of curricular content, 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 made for teaching demonstrative classes. Requires 15 hours of concurrent field experience. *Prerequisites: Have passed 18 concentration credits with an average of 3.00.*

3

EDUC 331 Bible Curriculum and Instruction at the
Secondary Level

Study of curricular content, 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 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 332 History Curriculum and Instruction at the 3
Secondary Level

Study of curricular content, 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. Techniques and strategies specific to History instruction for grades 7-12 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 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 needs of each child. Knowledge of current legislation that applies to this particular population. *Prerequisites: EDUC 204 and EDUC 205. Requires 15 hours of concurrent field experience.*

EDUC 335 Integration of STEM Methodology 3

Study of the STEM educational model (Science, Technology, Engineering, and Mathematics). It conceptualizes the different applications of the approach across various subjects. Analysis of changes in educational paradigms. Presentation of situations where the STEM approach is integrated. Study of the educational needs for 21st-century learners. Expansion of ideas, concepts, methodologies, strategies, and techniques for an education integrated with science, technology, engineering, and mathematics. In the learning environment, different strategies such as project-based learning and the engineering design process are discussed. The fundamentals of STEM education from preschool through grade 12 are described, and practical recommendations for implementing this educational model are presented, along with examples of current global efforts to transform education.

EDUC 337 Classroom Management 2

Study and analysis of classroom management techniques, paying attention to the various structures of the learning environment. Consideration of strategies for managing human behavior based on Christian philosophy.

EDUC 339 Parent and Community Relations 2

Identification and selection of the strengths, resources, and needs of the community. Knowledge and techniques to know, plan, and involve parents and members of the community in the school's activities for socio-cultural-educational development in the school and the immediate community. Requires 10 hours of concurrent field experience.

EDUC 340 Kindergarten Instruction 3

Study of curricular content, 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 343 Reading and Writing Instruction in English as a Second Language (K-12) 3

Study of curricular content and general and specific methodology of reading and writing instruction in English as a Second Language in grades K-12. Course designed for Candidates of the EPP. The Candidates of the EPP will be able to identify reading and writing methods after finishing this course. Requires 15 hours of concurrent field observation experience. *Prerequisite: EDUC 322.*

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 Puerto Rican Achievement and Alternate Evaluation Tests (Pruebas Puertorriqueñas de Aprovechamiento y Evaluación Alterna), adapted to the individual needs of each special needs student. *Prerequisites: EDUC 204, EDUC 205, EDUC 309, and EDUC 333.*

Analysis of literacy curriculum content in grades K-12. Adaptation of the curriculum based on the needs of students with reading and writing disabilities. Basic principles for diagnosing and correcting the difficulties encountered, using strategies appropriate to the disability and age to develop reading and writing skills.

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 according to the impediments and age of each student with limitations in mathematics. Requires 15 hours of concurrent field experience. *Prerequisites: EDUC 204 and EDUC 313.*

This course emphasizes reading and writing as the most important tasks in the student learning process. The goal is for children to acquire the basic strategies needed to comprehend and express themselves in common written communication situations. On the other hand, the acquisition of literacy in children with learning difficulties requires the teacher to implement various strategies and teaching methods that foster optimal learning. This approach should be aligned with the individual needs of each student. In the classroom, the teacher also uses a modified curriculum that allows for the necessary curricular adaptations to provide students with access to grade-level expectations. Furthermore, the curriculum framework and the standards of the Spanish Program of the Puerto Rico Department of Education are emphasized.

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 385	Educational Integration Seminar II	1
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Course that integrates the core fundamentals to the methodological principles and content. Emphasizes the application of planning and integration in the design and development of the curriculum. Incorporates the principles of evaluation and technology in educational situations. Analyzes pedagogic situations. Passing the course is required to enter the pre practice, EDUC 481. *Prerequisite: 18 specialty credits and 12 core courses.*

EDUC 400	Integration of Students with Disabilities in the Mainstream Classroom	3
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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 well-being 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, educational planning, and the administrative responsibilities of the teacher, prior to Student Teaching Practice. 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 required. *Prerequisite: Authorization from the School of Education.*

EDUC 485 Educational Integration Seminar III 1

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. Study strategies are offered alongside standardized exams. Analysis of pedagogical situations where which the student must integrate general and professional educational

principles. A simulated Pre-PCMAS exam must be taken. Laboratory fee required. Only with the authorization of the School of Education.

EDUC 486 Capstone Seminar in Integrated Education 3

This formative seminar is designed for students who are completing credits toward teacher certification as required by the Puerto Rico Department of Education (DEPR). Its primary objective is to provide a structured review of core General Education subjects—Spanish, English, Mathematics, History, and Science—that serve as a conceptual framework for the comprehensive preparation of competent education professionals. The course aims to function as a capstone experience prior to student teaching and the Teacher Certification Examinations. It includes topics such as human development, educational psychology, social and philosophical foundations of education, instructional planning and methodology, assessment, and educational research, with an emphasis on their implications for the teaching and learning process. *Prerequisites: Successful completion of EDUC 101, EDUC 200, EDUC 201, EDUC 203, EDUC 104, EDUC 309, and EDUC 310. Students must take the SIAAM exam. A laboratory fee and a fee for the SIAAM mock exam are required. A minimum grade of B (3.00) is required to pass the course. Enrollment is limited to students with authorization from the School of Education.*

EDUC 491 Clinical Educational Experiences at the 6
Elementary Level (K-5)

Student teaching supervised by professional personnel in real educational situations at the elementary level (K-5). Application of theories of learning 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 advising, and 60 hours of activities. Student Teaching is passed with a minimum grade of “B”. Laboratory fee required. *Prerequisites: EDUC 481 and EDUC 485. Only with the authorization of the School of Education.*

EDUC 492	Clinical Educational Experiences at the Secondary Level	6
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Student teaching supervised by professional personnel in real educational situations in secondary schools with an emphasis on intermediate and secondary levels. Application of theories of learning 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 advising, and 60 hours of activities. Student Teaching is passed with a minimum grade of "B". Laboratory fee required. *Prerequisites: EDUC 481 and EDUC 485. Only with the authorization of the School of Education.*

EDUC 493	Clinical Experiences in English as a Second Language (K-12)	6
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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 theories of learning 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 advising, and 60 hours of activities. Student Teaching is passed with a minimum grade of "B". Laboratory fee required. *Prerequisites: EDUC 481 or its equivalent and EDUC 485. Only with the authorization of the School of Education.*

EDUC 495	Cooperating Teacher Preparatory Course	3
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May be combined with face-to-face sessions, online and research. The course targets K-12 teachers interested in working as 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 operate within the context of the particular subject that the cooperating teacher will supervise. This course has 45 contact hours.

EDUC 496	Clinical Educational Experiences in Special Education	6
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Clinical educational experiences supervised by professional personnel in real educational situations in special education instruction for levels (K-12). Application of theories of learning 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 advising, and 60 hours of activities. Student Teaching is passed with a minimum grade of "B". 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 formation of the 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 goal of the Bachelor of Arts in Education (K-12) with a Concentration in Physical Education is 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.
- Have the students 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:

Knowledge

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 abilities in the organization, administration, supervision and evaluation of sports facilities, human resources, financial resources, competitive & recreational tournaments of the school and community.
3. 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,

Skills

1. Demonstrate the ability to impart physical education instruction at the elementary and secondary levels, maintaining ethical, moral, and Christian principles.
2. Demonstrate ability to develop the sports abilities of students at the elementary and secondary levels, taking their physical, social, and mental development into account.

Attitudes

1. Demonstrate interest in continuous professional development.

Maintain a minimum GPA of 3.00.

Concentration	Credits
General requirements	59.5-66
Professional Courses	44
Concentration courses	27
Total Credits Required	130.5-137

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	Principles of Healthy Living	3
HUSP	111	Introduction to Basic Spanish Grammar*	3
HUSP	122	Reading, Writing and Composition*	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	Historic Process of PR	3

HUHI	203	Historic Process of EU	3
HUSO	100	Philosophy of Service	1
BIOL	100	Introduction to Biological Sciences^	3
COMP	101	Introduction to Computers and Information Systems or	
OFAD	234	Applications Programs Integration	3
MATH	110	University Mathematics	3
MATH	231	Statistics I	3
RELB	101	Life and Teachings of Jesus	3
RELB	100	General Introduction to the Bible or	
RELB	223	Introduction to Daniel and Revelation	3
RELT	201	Christian Beliefs	3
RELT	317	Christian Home or	
RELT	412	Christian Ethics	3
HUSP	345	Advanced Writing and Composition	3
ARTE	210	Arts and Crafts	3

- * All required general courses must be passed with a minimum grade of "C". The HUSP, HUCO courses, professional requirements and concentration courses must be passed with a minimum grade of "B" (3.00).

Minimum English requirement: HUEN 121- Academic ESL I.
See the table in the General Education Requirements section.

- ** Courses HUEN 101 and 102 must be passed with a minimum grade of "B". These courses do not count towards meeting the required English component. Courses HUEN 103 or higher must be passed with a minimum grade of "C".

Professional Requirements

(44 credits)

EDUC	101	Introduction to Teaching	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, Assistive Technology, and Educational Inclusion	3
EDUC 203	Social Fundamentals of Education	3
EDUC 285	Integrated Education Seminar I	1
EDUC 301	Integration of Educational Technology in Distance and Virtual Learning	3
EDUC 305	Special Education Intervention in Regular Classroom	3
EDUC 337	Classroom Management	2
EDUC 339	Parent and Community Relations	2
EDUC 385	Integrated Education Seminar II	1
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 III	1
HEPE 493	Clinical Educational Experiences in Physical Education	6

Concentration

(27 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 and Sporting and Recreational Events	3
HEPE 303	Physical Education Instructional Methodology K-12	3
HEPE 310	Motor Learning	3
HEPE 315	Adapted Physical Education	3
HEPE 323	Evaluation of Learning in Physical Education Physics	3
HEPE 415	Anatomy, Kinesiology, and Athletic Injuries	3
HEPE 420	Physiology of Exercise	3

Certification in Student Health

Concentration (24 Credits)

BIOL 111	Anatomy and Physiology I	3
BIOL 122	Anatomy and Physiology II	3
BIOL 111-122	Anatomy and Physiology I, II Labs	1-1
EDUC 260	Environmental Health Education	3
HESC 110	Nutrition for Health Professionals	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 Teaching	3
EDUC 104	Philosophy of Education	3
EDUC 200	Human Growth and Development	3
EDUC 201	Educational Psychology	3
EDUC 202	Introduction to the Exceptional Child, Technological Assistance, and Inclusion	3
EDUC 203	Social Fundamentals of Education	3
EDUC 301	Integration of Educational Technology in Distance and Virtual Learning	3
EDUC 309	Classroom Assessment and Learning	3
EDUC 481	Teaching Pre-Practicum	1
EDUC 492	Clinical Educational Experiences at the Secondary Level*	6

General Requirements (6 credits)

HUHI 200	Historic Process of PR	3
HUHI 203	Historic Process of EU	3

Additional Requirements for Certification

PCMAS (Teacher Certification Exam)

*Prerequisite: EDUC 285, EDUC 385, EDUC 485

Course Descriptions

HEPE 100 Principles of Healthy Living 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 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
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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 the basic skills of the game, such as: dribbling, passing, defense, shooting and rebounding. 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 the basic skills of the game, such as: volleying, bumping, serving, spiking, blocking, defensive and offensive 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. Individual and group practice of the basic skills of the game, such as: dribbling, passing, give-and-go, heading, shooting and throw-ins. 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, catching, fielding, batting, and running 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 Programs	3
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Study of the procedures to conduct physical education programs and sports and recreational competitions. Includes designing tournaments, supplies and equipment, budget preparation, risk assessment, inspection of sports facilities, statistics administration, award criteria, and general administration. Laboratory fee required.

HEPE 303	Physical Education Instructional Methodology K-12	3
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Study of the curriculum, general and specific methodology for teaching physical education in K-12. The importance of physical education as an integral part of the curriculum and its impact on student development is emphasized, based on Christian philosophy. It includes an analysis of the physical education program from the Department of Education of Puerto Rico. Requires 15 hours of concurrent field experience. Prerequisites: EDUC 101.

HEPE 310	Motor Learning	3
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Theory of motor learning. Descriptive and qualitative analysis of human movement and the mechanisms that influence the neuromuscular system. Requires 15 hours of concurrent field experience.

HEPE 315 Adapted Physical Education 3

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 disabilities. Will include design of materials for these areas and assistive technology. Requires 15 hours of concurrent field experience. Prerequisite: EDUC 317.

HEPE 323 Evaluation of Learning in Physical 3
Education

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 of the area. Provides practical experience in different methods of evaluation for the physical education field. Laboratory required. Prerequisites: HEPE 310 and MATH 231.

HEPE 401 Physical Education Curriculum (K-12) 3

Study of existing curricular concepts and foundations for designing new physical education curricula targeting all levels. Development of skills in selecting goals and objectives, design, implementation, evaluation of curricula based on Department of Education of Puerto Rico standards. Laboratory required. Prerequisites: HEPE 303 Physical Education Instructional Methodology K-12 and HEPE 323 Evaluation of Learning in Physical Education.

HEPE 415	Anatomy, Kinesiology, and Athletic Injuries	3
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Study and analysis of the biomechanism of movement applied to different sports activities (skills), analysis of anatomical and musculoskeletal factors that affect execution of human movement as applied to common populations. Train physical education teachers to provide first aid when incidents occur during sports related activities. Includes application of preventative bandaging and rehabilitation strategies for the athlete's rapid recovery. Laboratory fee required. Prerequisite: HEPE 310.

HEPE 420	Physiology of Exercise	3
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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 460	Independent Studies in (Topic)	1-3
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Individual study and research of topics guided by an university instructor in the area of physical education. The authorization of the Dean of the School of Education is required to register for this course.

HEPE 481	Physical Education Pre-Practicum	1
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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.

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 a one-hour seminar per week and a minimum of 200 hours of practice: 120 hours of teaching, 20 hours of advising, and 60 hours of activities. Student Teaching is passed with a minimum grade of "B". Laboratory fee required. Prerequisites: HEPE 481 and EDUC 485; only with the Department's authorization.

Psychology Programs

Faculty

Ileanex Pérez, *Coordinator*, Héctor Montilla

Description

The Bachelor's Program in Psychology at Antillean Adventist University is designed to provide students with a comprehensive understanding of the human being from a biopsychosociospiritual perspective. The program promotes and emphasizes the development of critical thinking and ethical attitudes that distinguish work in the fields of psychology, counseling, and guidance. It acknowledges the spirituality of the human being as an influential factor in decision-making and overall life. The program fosters leadership and social awareness as part of the professional development of its students.

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. To prepare mental health professionals who contribute to improving the quality of life in the community at large.
2. To train students to understand and treat the human being as a complex entity in the biological, psychological, social, and spiritual areas.
3. To develop scientific research thinking applied to the field of psychosocial sciences.
4. To promote the use of technology in the preparation of documents related to the field of psychosocial sciences.
5. To implement effective communication skills that facilitate conducting interviews, crisis interventions, and the offering of workshops.
6. To prepare students to perform within the ethical-legal frameworks of the profession.
7. To promote the training of mental health professionals who recognize the value of spirituality in the human being's life.
8. To foster social values modeled by our Lord Jesus Christ.

Graduate Profile

Knowledge

1. Demonstrates pertinent knowledge of psychosocial subjects by way of active participation in class, debates, written reports and oral presentations, critical analyses, term papers, among others.
2. Identifies the principle human, economic, and political problems in Puerto Rico and offers diverse alternatives in the search for solutions.
3. Acquires techniques of self-knowledge to better understand themselves and others with the purpose of developing empathetic and therapeutic processes.
4. To know and understand biblical and Christian values and principles and apply them to psychosocial science. Search for the integration of the spiritual in the human being.

Skills

1. Collects, analyzes, evaluates, and uses professional information in their academic development.
2. Demonstrates mastery of basic oral and written communication skills through seminars, discussion panels and formal presentations.
3. Employs critical thinking skills in the field of psychology and mental health through the analysis of scientific articles, written reports and active class participation.
4. Effectively uses information technology (mainly the

internet) in the search for professional and scientific literature.

5. Applies research skills to a specific topic of study and the development of scientific proposals.
6. Integrates critical thinking in conjunction with the Christian biblical perspective through analyses, meditations and essays.

Attitudes

1. Respects and values individual, social, and cultural differences through a collaborative attitude towards their classmates.
2. Commits to playing an active role in the improvement and change of their community through their work in the community.
3. Demonstrates an attitude that reflects biblical Christian principles and values, and universal principles through introspection, reflection and reasoning.
4. Promotes the holistic vision of human beings throughout the constant inclusion of the biological, psychological, social and spiritual qualities in the elaboration of their analyses, observations and interpretations.

General Information

Admission Requirements

1. Be properly admitted by AAU.
2. Complete a formal admission application for the Bachelor of Psychology.
3. Interview with the coordinator of the bachelor's program.
4. Provide a certificate of criminal history for child and elderly service providers issued by the Puerto Rican Police.

Program Admission Requirements

All students applying for admission to the Bachelor of Arts in Online Psychology Program must meet the following requirements:

6. Have a minimum academic index (GPA) of 2.50.
7. Program virtual orientation with the department director.

To maintain their admission status, 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's program will automatically be revoked. To be readmitted, the student must, once again, complete all of the admission requirements.

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".

Study Programs

Bachelor of Arts in Psychology

Concentration:	Credits
General requirements	54.5-64
Concentration courses	48
Related Requirements	12
Electives	0-9
Total Credits Required	120.5-133

Study Programs

General Requirements 54.5-64 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	Principles of Healthy Living	3
HEPE 101-116	Physical Education	1
HUSP 111	Introduction to Basic Spanish Grammar	3
HUSP 122	Reading, Writing and Composition	3
HUCO 223	Communication and Expression	3
HUEN ____	English (see English requirements)*	6-12
HUHI 200	Historic Process of PR	0-3
HUSO 100	Philosophy of Service	1
HUSO 101	Intro. to Social Sciences	3
BIOL 100	Intro. to Biological Sciences	3
COMP 101	Intro. to Computers and Information Systems or	
OFAD 234	Applications Programs Integration	3
MATH 110	University Mathematics*	3
MATH 231	Statistics I*	3
RELB 101	Life and Teachings of Jesus	3
RELB 100	General Introduction to the Bible	3
RELT 201	Christian Beliefs	3
RELT 317	Christian Home or	
RELT 412	Christian Ethics	3
ARTE 104	Introduction to Drawing or	
ARTE 105	Introduction to Painting or	
ARTE 210	Arts and Crafts 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 48 credits

PSYC	101	General Psychology I	3
PSYC	111	General Psychology II	3
PSYC	169	Introduction to Neuropsychology	3
PSYC	200	Human Development	3
PSYC	220	Personality Theories	3
PSYC	248	Psychology and Religion	3
PSYC	284	Psychology of Health	3
PSYC	301	Social Psychology	3
PSYC	351	Intro. Human Sexuality	3
PSYC	384	Introduction to Psychopathology	3
PSYC	411	Crisis Intervention	3
PSYC	434	Research Fundamentals in Psychology	3
PSYC	469	Psychology Practicum#	3
PSYC	_____	Psychology Electives	9

Related Courses 12 credits

HUSO 110	Introduction to Sociology	3
HUHI 201	Social and Economic History of PR	3
PSYC 315	Intro. to Counseling and Orientation	3
MATH 232	Statistics II	3

Electives may be chosen from the following:

PSYC	438	Evaluation and Measurement in Psychology	3
PSYC	440	Psychological and Learning Problems in Children and Adolescents	3
PSYC	442	Cognition, Motivation, and Learning	3
PSYC	468	Psychology Seminar	3

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

Bachelor of Arts in Psychology (Distance Modality Mode)

Concentration:	Credits
General requirements	51.5-61
Concentration courses	54
Related Requirements	9
Electives	0-6.5
Total Credits Required	121-124

General Requirements 51.5-61 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	Principles of Healthy Living	3
HEPE 101	Principles of Physical Education	1
HUSP 111	Introduction to Basic Spanish Grammar	3
HUSP 122	Reading, Writing and Composition	3
HUCO 223	Communication and Expression	3
HUEN ____	English (see English requirements)*	6-12
HUHI 200	Historic Process of PR	0-3
HUSO 100	Philosophy of Service	1
HUSO 101	Intro. to Social Sciences or	3
HUM 101	Western Culture	
BIOL 100	Intro. to Biological Sciences	3
COMP 101	Intro. to Computers and Information Systems	3
MATH 110	University Mathematics*	3
RELB 101	Life and Teachings of Jesus	3
RELB 100	General Introduction to the Bible	3
RELT 201	Christian Beliefs	3
RELT 317	Christian Home or	

RELT 412	Christian Ethics	3
ARTE 104	Introduction to Drawing or	
ARTE 210	Arts and Crafts or	
MUHL 104	Music Appreciation or	
MUFA 105	Fine Arts Appreciation	3

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

Concentration in Psychology **54 credits**

PSYC 101	General Psychology I	3
PSYC 111	General Psychology II	3
PSYC 169	Introduction to Neuropsychology	3
PSYC 200	Human Development	3
PSYC 220	Personality Theories	3
PSYC 248	Psychology and Religion	3
PSYC 284	Psychology of Health	3
PSYC 301	Social Psychology	3
PSYC 315	Intro. to Counseling and Orientation	3
PSYC 351	Intro. Human Sexuality	3
PSYC 368	Dating, Marriage and Family	3
PSYC 384	Introduction to Psychopathology	
PSYC 411	Crisis Intervention	3
PSYC 434	Research Fundamentals in Psychology	3
PSYC 438	Assessment and Measurement in Psychology	3
PSYC 440	Psychological and Learning Problems in Children and Adolescents	3
PSYC 468	Psychology Seminar	3
PSYC 491	Simulated Practice in Psychology	3

Related Courses **9 credits**

HUHI 312	History of Colonial	3
MATH 231	Statistics I	3

MATH 232 Statistics II

3

Minor in Psychology

24 credits

A minor in psychology is offered for students that do not have a concentration in psychology at the bachelor's level. This minor in Psychology meets all of the requirements to enroll in a Master's in Psychology program.

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	Research Fundamentals in Psychology	3
PSYC	Elective*	3

**Dependent upon the university selected for graduate studies.*

Course Descriptions

PSYC 101	General Psychology I	3
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The course studies research methods, history, neuropsychology, human development, sensation, perception, states of consciousness, learning, and memory.

PSYC111	General Psychology II	3
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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 cognitive processes, intelligence, motivation and emotion, gender and sexuality, personality, social psychology, stress, psychological disorders, and therapies. Prerequisite: PSYC 101.

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. Prerequisite: PSYC 101.

PSYC 200	Human Development	3
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Study of the bio-psycho-socio-spiritual aspects of human development from conception to late adulthood. The course emphasizes the development of good moral character. Important theories of development and its processes, acquisitions and normative behavior of each of the eight stages of the human life-cycle will be studied.

PSYC 220 Personality Theories 3

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. Prerequisite: 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 through 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 or PSYC 200.

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 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 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: MATH 231 and MATH 232.

PSYC 440 Psychological and Learning Problems in 3
Children and Adolescents

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 ethical components in the topics studied. Prerequisite: 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 they will have the opportunity to demonstrate the knowledge they've acquired in the program of studies. The course includes 15 hours of theory and requires 150 additional hours in which the student will be exposed to different clinical and community scenarios. Prerequisite: Have already passed all of the concentration courses.

PSYC 471 Independent Study 1-3

Individual study and research of topics guided by an university instructor in the area of psychology. The authorization of the Dean of the School of Education is required to register for this course.

PSYC 491 Simulated Practice in Psychology 3

This course simulates the student's experience in different psychological intervention contexts, such as conceptualizations, simulated cases, preventive and intervention plans, and evaluation. This course is only for students enrolled in the Distance Learning Psychology Program. Prerequisites: Successful completion of all major courses.

Humanistic Studies

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. Familiarize the student with the successes achieved by mankind from the distant past, interpreting and analyzing these occurrences in order to fulfill the History program's objectives.
8. Inspire a historical view of the prophetic perspective to better appreciate biblical truth.

Specific Spanish Objectives

1. Help the student develop their oral and written communication skills.
2. Train the student in basic research techniques.
3. Encourage an appreciation for Hispanic culture and heritage.
4. Stimulate a taste and appreciation for aesthetics, reading, and values of literature as humanity's heritage.
5. Discover and encourage the art of artistic and literary creation.
6. Prepare professionals that may continue onward to 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 a 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 student mastery of the following 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.

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 that place at the HUEN 231 level and 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's 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 their 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	B
31-45	HUEN 102	B
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

**HUEN 216 is only for 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. HUEN 101 and HUEN 102 are not considered a part of the general requirements for graduation. 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 an English course at a lower level once they have 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 106. An interview by the Language Laboratory Coordinator is required. Native Spanish-speaking and non-Spanish speaking students that have advanced knowledge of Spanish as a second language must take the placement test and those that pass may enter HUSP 111, otherwise they will enter HUSP 110.

Associate Degree of Arts in Liberal Studies (Distance Learning Mode)

The Associate Degree of Arts Degree in Liberal Studies offers students a foundation of study that allows them to analyze social problems from a variety of disciplinary perspectives. In it, critical thinking skills, effective communication, both verbal and written, and the relevance of a Christian philosophy are developed through the study, writing and analysis of social, political, economic and cultural issues.

Admission requirements to the institution

1. Official and final transcript -High School (legalized by the Ministry of Education and the Office of Foreign Affairs to manage Equivalence with the Department of Education of Puerto Rico) - If you come from a University, you must request an official transcript.
2. Copy of photo identification (passport preferably in color)
3. Evidence of a valid visa (only if you have one)
4. Admission fee \$20.00 (USD) - You can pay by PayPal (paypal@uaa.edu) or by calling the cashier at the extension 2202.
5. Other requirements may be requested according to the department of interest.

Program admission requirements

1. Meet the admission requirements of the University.
2. Have a minimum graduation GPA of 2.00 or higher on the United States 4.00-point scale.
3. For transfer students, they must have a minimum average of 2.00 points or more on the United States 4.00-point scale in the university studies already completed.
4. Students transferring from other colleges or universities must present an official transcript of credits, which will be evaluated before being accepted into the program.
5. To maintain the admission granted, the student must maintain a minimum overall GPA of 2.00 and a GPA of 2.00 in concentration courses.
6. To be readmitted, the student must once again meet the admission requirements.

7. Interview for Interested in the Associate of Arts in Liberal Studies (Distance/ONLINE) on the following topics: About the sequential, Projections in time to complete the Associate, Use and management of the LMS-Moodle

Graduation requirements

1. The minimum cumulative GPA for graduation must be 2.00.
2. Paying any type of graduation fees and the registration of the student as a candidate for graduation in any document will not be interpreted as an offer of graduation or as a commitment to that effect.

Objectives

1. Develop generations of citizens with critical thinking.
2. Promote multidisciplinary study in the Social Sciences.
3. Promote the ability to propose solutions to social problems.
4. Promote Christian values and ethics in professional practice.

Graduate Profile

Knowledge

1. Analyzes society through interaction under various contexts and social processes.

Skills

1. Use multiple sources of information to solve sociocultural problems.
2. Demonstrates mastery of verbal and written communication when transmitting the knowledge acquired.

Attitudes

1. Demonstrates the relevance of a Christian philosophy through the study, writing and analysis of social, political, economic and cultural issues.
2. Participate in community service projects and reflect on the impact they have in a sociocultural context.
3. Demonstrates understanding of the ethical principles that guide a professional.

Associate Degree of Arts in Liberal Studies (Distance Learning Mode)

Concentration	Credits
General Requirements	26.5-30
Concentration Courses	21
Elective Courses	9-12.5
 Total Credits	 59.5-60

General Requirements (26.5-30)	Credits
BUAD 101 Natural and Financial Resource Management	1
COMP 101 Introduction to Computers & Information Systems	3
EDUC 098 Introduction to University Life* or	1
EDUC 099 University Life Seminar*	.5
HUEN ____ English*^ (see English requirements)	3-6
HUHI 201 Social and Economic History of PR	3
HUSO 100 Philosophy of Service	1
HUSP 111 Introduction to Basic Spanish Grammar^	3
HUSP 122 Reading, Writing and Composition	3
MATH 110 University Mathematics*^	3
RELB 101 Life and Teaching of Jesus	3
RELT 412 Christian Ethics	3
Total Credits	26.5-30

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

^ The levels of Spanish, Mathematics, and English will be decided by the score received on the College Board test, SAT, or the placement tests offered by the University. Must be passed with a minimum grade of "C".

**^Minimum English requirement: HUEN 121 Academic ESL I. See the table in*

the General Education Departments section of this catalog.

Concentration Requirements		Credits
ECON 201	Principles of Macroeconomics	3
HUCO 223	Communication and Expression	3
HUMA 101	Western Civilization	3
HUSO 101	Introduction to Social Sciences	3
HUSO 110	Introduction to Sociology	3
PSYC 101	General Psychology I	3
PSYC 200	Human Growth	3
Total Credits		21

The elective courses (9 credits) must be selected from the following courses:

ACCT 205	Principles of Accounting I	4
ACCT 226	Principles of Accounting II	4
ACCT 332	Managerial Accounting	3
BUAD 235	Principles of Marketing	3
ECON 212	Principles of Microeconomics	3
ECON 210	Financial Institutions and Markets	3
MGMT 205	Principles of Management	3
MGMT 330	Operations Management	3
OFAD 209	Human Relations and Professional Development	3
EDUC 104	Philosophy of Education	3
HEPE 100	Principles of Healthful Living	3
MUHL 104	Music Appreciation	3
MUFA 105	Fine Arts Appreciation	3
MUCT 101	Introduction to Music	3
MURE 411	Ministry of Music	3
HUHI 101	Historiography and Historical Approaches	3
HUHI 200	Historical Process of Puerto Rico	3
HUHI 203	Historical Process of US	3

HUMA 101	Western Culture	3
PSYC 351	Introduction to Human Sexuality	3

Minor in History (21 credits)

HUGE 101	General 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 204	Social, Political, and Economic History of US	3
HUHI 313	Latin American Contemporary History	3
HUHI 321	History of the Modern World	3
Total of Credits		21

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. Prerequisite: HUSP 111 and HUSP 122 or their 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 3-3
Telecommunication I-II

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 laboratory hours. 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 laboratory hours. 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; alongside the cultural notions of Hispanic literature. Requires additional laboratory hours. Requirements: placement exam. Have passed HUSP 106 or its equivalent, concurrent registration with HUSP 106, and posttest.

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. Non-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 Introduction to Basic Spanish Grammar 3

A basic study of the history of the Spanish language and its grammar. Covers basic notions of Spanish, such as: phonology,

orthography, morphology, syntax and semantics. Laboratory required. Prerequisite: HUSP 110. CEEB results or other placement tests will be considered for Spanish speaking students.

HUSP 122 Reading, Writing and Composition 3

Reading and analysis on selected anthologies (poetry, stories, essays, theater and novels) of well-known authors from Spain, Puerto Rico, and Hispanic America. Develop writing and research skills (following APA format). Laboratory required. 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

A panoramic view of Spanish literary production from its beginning to present time. First semester: From the Middle Ages to the end of the 17th century. Second Semester: From the 18th century to the present. Prerequisite: HUSP 205.

HUSP 313-314 Hispanic-American Literature I-II 3-3

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. Prerequisite: HUSP 205.

HUSP 315-316 Puerto Rican Literature I-II 3-3

Principle literary periods in Puerto Rico and their respective representatives. Critical analysis of the most significant works. First semester: From its origin to the Romanticism. Second Semester: From Modernism to the present day. Prerequisite: HUSP 205.

HUSP 317 Contemporary Puerto Rican Literature 3

Study on the Puerto Rican literary production beginning in the 1950's. Special attention is given to workshops and literary groups in university centers on the island. 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. Prerequisite: HUSP 205, HUSP 316.

HUSP 318 Contemporary Spanish Literature 3

Authors and representative works of Spanish prose and poetry from the generation of 1927 including the generations of 1936 and 1945. Prerequisite: HUSP 205 and HUSP 308.

HUSP 319 Contemporary Hispanic-American 3
Literature

Authors and representative works of Hispanic-American prose and poetry from Modernism to Magic Realism and the novelists of the “Boom”. Prerequisite: HUSP 205 and HUSP 314.

HUSP 320 Spanish Literature of the Golden Age 3

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, HUSP 307.

HUSP 321 Introduction to Linguistics 3

Detailed study of the main currents of linguistic thought: comparativism, positivism, structuralism, and generative and transformational grammar. Emphasizes synchronic language study. Prerequisite: HUSP 111 and HUSP 122 with a “C” or better.

HUSP 325-326 Hispanic Philology I-II 3-3

The formative and evolutionary process of the Spanish language in different periods and geographical settings. Prerequisite: HUSP 111 and HUSP 122 with a “C” or better.

HUSP 331-332 Advanced Grammar I-II 3-3

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. Prerequisite: 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 a monograph (research paper) of literary criticism and several shorter essays during the semester. Prerequisite: HUSP 205 and at least two overview courses or the permission of the Department.

HUSP 345 Advanced 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.

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. Limited to student with a concentration in Spanish. Prerequisite: 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 presentations 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 the oral use of the English language. 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 the oral use of the English language. 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. 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 46-60 on the English Placement (LOEP) Test. Laboratory requirement: complete 12 of the "Tell Me More" program lessons.*

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 103 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. *Prerequisite: HUEN 121, score of 76-89 on the English Placement (LOEP) Test.*

HUEN 200 Oral English 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. Meets part of the University's English requirements if passed with a minimum grade of "B". *Prerequisite: 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 3
Language

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 teachers. *Prerequisite: PSYC 200, 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 1-2
Workshop

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

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. *Prerequisite: HUEN 232 or the permission of the Department.*

HUEN 323-324 Overview of North American Literature I-II 3-3

First Semester: 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 permission of the Department.*

HUEN 333-334 Overview of English Literature I-II 3-3

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 Adolescents 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 Readings 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

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.*

History

HUHI 101 Historiography and Historical Approaches 3

Study of the methods and techniques of historical research; study of the development of history as a discipline; and analysis of the theories, approaches and contributions of the most prominent modern historians.

HUHI 102 Historic Investigation I 3

A study of the methods and techniques of historic research with the purpose of preparing the student to carry out research projects throughout their bachelor's program in History.

HUHI 103 History of the Ancient World 3

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

Study of European history from the collapse of the Western Roman Empire up to the Renaissance.

HUHI 106 Historic Tour of Puerto Rico 3

A study of the process and historical, social, political, and economic development of Puerto Rico via tour of relevant historical sites. This course is for Spanish Learning Block student and replaced HUHI 200 Historic Process of Puerto Rico.

HUHI 200 Historic Process of Puerto Rico 3

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

Study of the social and economic development of Puerto Rico from the 16th century to the present, emphasizing the changes that have arisen as a result of agricultural and industrial development, increase in population density, status, and patterns of insular government

HUHI 203 Historic Process of the US 3

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 3
the US

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: HUHI 203.

HUHI 285 Historical Tour 1-3

Visits of historical sites of importance. Requires prior reading of assigned literature and a written evaluative report.

HUHI 312 Latin American Colonial History 3

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 Latin American Contemporary History 3

Study of the consolidation and political and economic development of independent societies of Latin America in the 19th, 20th and 21st centuries.

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.

HUHI 322 Contemporary 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.

HUHI 324 Contemporary History of the Far East, 3
20th-21st century

A study of the socio-economic, political, and religious development in the Far East during the 20th and 21st 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. A special project is required. Registration with the permission of the Program Coordinator.		
HUHI 391	Historic Investigation II	1
Application of the research methods and techniques used by historians in the selection and elaboration of a proposal. Prerequisite: HUHI 102.		
HUHI 401	General History of the Antilles	3
A geographic, geopolitical, and socio-historical study of the Antilles from the 16th century to the present.		
HUHI 431	Renaissance, Reformation, 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 489		3
Study of the development of Western historiography, from antiquity to the present. Analysis of the most important historical interpretations, with emphasis on modern and contemporary times.		
HUHI 492	Historic Investigation III	1
Study and application of the research methods and techniques used by historians when writing, guided by an integrated vision in the use of the annex of primary and secondary sources.		

Geography

HUGE 101 Human Geography 3

Study of the interaction between human societies and natural phenomena that occur in the physical medium that they inhabit.

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 plan, individualized or as a group, to address human need through community service.

HUSO 101 Introduction to Social Sciences 3

Introductory study of the social sciences disciplines. Contemporary problems are discussed emphasizing social and economic inequality, freedom, the exercise of power, the environment, and culture.

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.

Bachelor of Arts in Social Work

Mission

In accordance with the mission of Antillean Adventist University, the mission of the Social Work Program is to prepare generalists in the field of social work who acquire an excellent holistic-Christian professional education, whose work is directed towards the search for equity and social justice through intervention models in the biopsychosociospiritual field.

Goals

1. Emphasize the development of Christian values that allow the social worker to apply the best practices in their work environment.
2. Develop a professional capable of individually and critically analyzing each situation for responsible decision-making in their field of work.
3. Promote a culture and assessment system for the identification, classification, and development of intervention techniques that adjust to the needs of individuals, families, groups, organizations, and communities.
4. Promote the appropriate use of fiscal, human and physical resources available in their work area.
5. Stimulate the professional commitment of the student towards the improvement of social conditions, the defense of human rights and increase the quality of life of individuals, families, groups and communities in Puerto Rico.

6. Promote the development of professionals committed to social change under the scrutiny of ethics and professional practice standards.
7. Develop a positive attitude toward continuing education in your specialty area or other related professions.
8. Develop a professional capable of effectively identifying and addressing social issues that require analysis, evaluation, and research to contribute to change in Puerto Rican society.
9. Develop a social conscience in the provision of services to individuals, families, groups, organizations and communities.

Goals of the Social Work Program

1. Prepare professionals who contribute to the development of communities on the west coast of Puerto Rico.
2. Motivate and prepare professionals who understand the importance of continuing their professional and personal development.
3. Prepare generalist social workers who recognize concepts, methods, techniques and ethical values in research and their professional practice.
4. Encourage students to understand and apply the knowledge, methods and techniques of social work practice with individuals, families, groups, communities and organizations in keeping with the values and ethics of the profession.
5. Prepare generalist social workers who can meet the needs in various settings and populations.

6. Train students to analyze the roles of the profession considering human diversity and the impact of oppression and discrimination in Puerto Rican society.
7. Promote the development of critical thinking skills in relation to the social environment and in the practice of social work.
8. Prepare students who understand and critically analyze the impact of social welfare policies on the provision of services to Puerto Rican society.

Graduate profile

It is expected that the student graduated from Social Work can perform with standards of efficiency, responsibility, social justice and respect for human dignity. Possess a solid theoretical base, and can apply the different models of social intervention while being empathetic with social diversity. while demonstrating:

A. Knowledge in:

1. Identify the variables of the social problem, identify support resources, be they community, government agencies and private.
2. Know about the different theories of groups and communities, as well as the techniques applicable to the need.
3. Make diagnostic impressions on social problems, establishing the relationship between the factors that influence the need and the coordination with the available resources.
4. Prepare intervention plans from the generic perspective and its philosophical bases.

5. Recognize the importance of the different indirect methods of social intervention such as research and administration. As well as statistical analysis techniques for the interpretation of the context and social problems

B. Skills to:

1. Facilitate as a leader the processes of organization and social participation that promote resilience on the needs and problems of the group or community.
2. Formulate and develop efficient intervention strategies for the analysis and evaluation of the intervention consistent with the client's reality.
3. The writing of social histories based on the collection of verifiable and objective information.
4. Have the ability to create, propose and apply social policies in order to achieve better services and resources.
5. Work as an interdisciplinary team, respecting the limits of each profession represented.

C. Attitudes to:

1. Defend and promote human rights, based on social justice.
2. Listen with empathy to the client, group or community.
3. Actively participate in the search for alternatives to different situations.
4. Identify factors that may affect the process of social intervention.

5. To receive professional and administrative supervision

Requirements for Admission to the Social Work Program

General information

Admission requirements

1. Being properly admitted to the UAA.
2. Fill out a formal application for admission to the Baccalaureate in Psychology.
3. Have an interview with the high school coordinator.
4. Provide a criminal record certificate for providers of care services for children and the elderly, issued by the Puerto Rico Police.

To retain admission, the student must:

1. Maintain a minimum accumulated general average of 3.00, 2.50 in related classes and 3.00 in concentration classes.
2. If a student is classified on academic probation for two consecutive semesters, they automatically lose admission to the baccalaureate. To be readmitted, the student must once again meet the admission requirements.

Graduation Requirements

1. Satisfactorily complete all the courses of the program.
2. No related or concentration subject can be passed with a grade lower than C, except the Practice in Social Work, which must be passed with a minimum grade of "B".

3. Have a minimum average of 2.50 in related credits, 3.00 in concentration credits, and an accumulated general average of no less than 3.00.
4. The student is required to pass the MATH 110 course with a minimum grade of "C".

Concentration	Credits
General requirements	54.5-64
Concentration courses	49
Related courses	3
Electives	6-14
Total Credits Required	120.5-122

Study Programs

General Requirements	54.5-64 credits
BUAD 101 Natural and Financial Resources Management	1
EDUC 098 Introduction to University Life or	1
EDUC 099 University Life Seminar	.5
EDUC 104 Philosophy of Education	3
HEPE 100 Principles of Healthy Living	3
HEPE 101-116 Physical Education	1
HUSP 111 Introduction to Basic Spanish	
Grammar	3
HUSP 122 Reading, Writing, and Composition	3
HUCO 223 Communication and Expression	3
HUEN ____ English* (see English requirements)	6-12
HUHI 200 Historic Process of PR	0-3
HUSO 100 Philosophy of Service	1
HUSO 101 Introduction to Social Sciences	3
BIOL 100 Intro. to Biological Sciences	3
COMP 101 Intro. to Computers and Information Systems	

Information or	
OFAD 234 Application Program Integration	3
MATH 110 University Mathematics*	3
MATH 231 Statistics I*	3
RELB 101 Life and Teachings of Jesus	3
RELB 100 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	3
ARTE 104 Introduction to Drawing or	
ARTE 105 Introduction to Painting or	
ARTE 210 Arts and Crafts or	
MUCT 101 Introduction to Music or	
MUHL 104 Music Appreciation or	
MUFA 105 Fine Arts Appreciation or	
MUPF ____ Applied Music	3

***Must be approved with a minimum grade of “C”.**

Concentration in Social Work

49 credits

SOWO 101 Introduction to Social Work	3
SOWO 220 Social Work as a Profession	3
SOWO 231 Public and Social Policy	3
SOWO 235 Human Behavior and Social Environment I	3
SOWO 236 Human Behavior and Social Environment II	3
SOWO 323 Communication and Interview	3
SOWO 325 Social Work with Individuals and Family	3
SOWO 330 Analysis and Writing Histories	3
SOWO 332 Research Techniques in Social Work	3
SOWO 335 Social Work with the Elderly	3
SOWO 339 Society, Violence and Cultural Diversity	3
SOWO 420 Social Work with Women	3

SOWO 430 Group and Community Interventions	3
SOWO 481 Practice Seminar I	1
SOWO 482 Practice Seminar II	1
SOWO 490 Practicum in Social Work I*	4
SOWO 495 Practicum in Social Work II*	4

**Must be passed with a minimum grade of “B”.*

Related courses	3 credits
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HUSO 110 Introduction to Sociology	3
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Electives	6-14 credits
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Course Descriptions

SOWO 101 Introduction to Social Work 3

This course aims to establish the basic concepts used in social work as a profession. It offers a general framework of the theories and diversity of practices applied to the profession in Puerto Rico.

SOWO 220 Social Work as a Profession 3

The course contextualizes the profession of Social Work in Puerto Rico and offers an introductory framework to learn about the different applications of the profession in society. Analyzes and discusses current social problems and their relationship with social work. In addition, this introductory course examines social work as a proactive societal profession based on humanistic values aimed at helping individuals, groups, and communities to enrich or restore their ability to interact with their environment and create favorable social conditions to achieve this goal. Its generic basis, its social justice-oriented goals, and the dilemmas it faces are emphasized. Prerequisite: SOWO 101

SOWO 231 Public and Social Policy 3

Study of the development of social policies related to the social welfare system. Critical analysis of social policies and their relationship with social problems, programs and services provided. Prerequisites: SOWO 101

SOWO 235 Human Behavior and Social Environment I 3

The course is the first in a sequence, which examines human behavior in its social environment. Human development is studied, from conception to adolescence, and emphasis is placed on the physical, cognitive and psychosocial aspects, and how these affect their relational

dynamics. In addition, throughout the course theories that facilitate the understanding of human behavior in their environment are exposed, current issues that affect systems are integrated, ethical issues to consider are exposed and the applicability of knowledge for practice is discussed. professional. Finally, family and group systems are analyzed in terms of their functioning.

SOWO 236 Human Behavior and Social Environment II 3

The course is the second in a sequence, which examines human behavior in its social environment. Human development is studied, from early adulthood to old age, and emphasis is placed on the physical and psychosocial aspects of the individual, and how these affect their relational dynamics. In addition, throughout the course current issues that affect the systems are integrated, ethical issues to consider are exposed and the applicability of knowledge for the professional practice of Social Work is discussed.

SOWO 323 Communication and Interview 3

Analysis of the conceptual frameworks of communication and intra and interpersonal skills for carrying out the interview process. Study of the relevance, elements, styles and characteristics of the interview, as well as its connection with human diversity, values, ethics and purposes of the profession. Integration of the theoretical knowledge of communication and the interview to the intervention models used in the various dimensions of social work. Prerequisites: SOWO 210 and SOWO 220.

SOWO 325 Social Work with Individuals and Family 3

This course aims to analyze the individual system and its interaction with its family and social environment. Various psychological and sociological theories that support the analysis of various intervention methods will be studied, both at a preventive and remedial level. Students will be able to develop the necessary skills so that their

intervention meets the established objectives and ethical standards of the social work profession.

SOWO 327 Intervention Models in Social Work

3

The course presents the intervention models most used in the professional practice of Social Work, starting from a general approach. When studying each of the models proposed by the course, the basic assumptions are discussed, their applicability with individuals, families, small groups, communities and organizations is analyzed, the strengths and limitations are evaluated and the ethical and cultural considerations are exposed. In addition, ethical principles and values of Social Work are integrated, the models that are frequently used to resolve ethical dilemmas are taught, and culturally sensitive practice with vulnerable and disadvantaged populations is encouraged.

SOWO 330 Analysis and Writing of Histories

3

Study of the concepts related to the writing of the histories that are used in the different agencies and social welfare programs. Analysis of social files for individuals, groups and communities. Discussion of ethical and legal aspects in file management. Prerequisite: SOWO 323

SOWO 332 Research Techniques in Social Work

3

Research techniques are explored following the scientific method according to its process and quantitative and qualitative approaches. The student makes his application to social work. The ethical aspects of an investigation are identified, especially those related to the rights of the person such as confidentiality, self-determination, consent and dignity. Prerequisite: MATH 231

SOWO 335 Social Work with the Elderly

3

This course serves students who want to practice social work associated with: people who use health services and health care facilities, people with disabilities, and the fastest growing population (along with their families and the systems that serve them). Despite being distinct from one another, these three areas are often structured by common policies, require similar types of case management and interdisciplinary collaboration, and serve overlapping populations (for example, 70-year-old diabetic women caring for their grandson with syndrome). of Down). Students will develop proficiency in their focal area, and will learn to understand and collaborate in all areas. The course introduces conceptual frameworks (ego, social determinants, biopsychosocial development of life) as a basis for transcending traditional domains. Each area is discussed in terms of its history in social work, delivery systems, practice contexts, policies and funding streams that structure its services and access, ethical issues, and current professional roles.

SOWO 339 Society, Violence and Cultural Diversity

3

Analysis of the processes of exclusion and inclusion of social groups based on ethnic differences and similarities, gender, age, people with disabilities and others related to prejudices and social tensions. Prerequisite: SOWO 101.

SOWO 420 Social Work with Women

3

This course focuses on gender and social work, beginning with a critical examination of the concept of feminist practice, with attention to oppression, power, and privilege in helping relationships and in the lives of women more broadly. It explores the meanings of gender as they intersect with race/ethnicity, class, sexuality, age, and ability in the lives of women in general and specifically as social workers and clients. Taught in a seminar format, this course examines topics such as work, wellness, family, violence, justice system participation, health, mental

health, and women as agents of change and is appropriate for students who focus on micro or macro levels. Prerequisite: SOWO 220.

SOWO 430 Group and Community Interventions 3

Development of skills, knowledge and values in community social work with a generalist perspective in the practice of the social work profession. Discussion and application of conceptual and theoretical frameworks that allow community social intervention in Puerto Rico. Analysis of community social work models, their stages of development, strategies and main techniques. So also in the different types of groups in the practice of social work.

SOWO 481 Practice Seminar I 1

Examination of the personal and professional learning activities that students are experiencing during their first supervised practice in light of the development of critical thinking skills, as well as their relationship to Social Work theories and practices and prevailing social policies. Analysis of ethical and diversity issues related to the Profession and that can be linked to the interventions of students in their practice centers. Prerequisite: SOWO 332. Co-requisite: SOWO 490.

SOWO 482 Practice Seminar II 1

Analysis of learning experiences that integrate critical thinking skills and their relationship with social work theories and practices, research-based social intervention, and prevailing social policies. Discussion of controversial and ethical issues in the practice of social work. Analysis of professional and personal learning as a continuum throughout life. Exchange of experiences and integration of conceptual and operational aspects in the various practice scenarios. Requirements: SOWO 481

SOWO 490 Practicum in Social Work I

4

This is a concentration course; it is the first of the two courses that make up the curricular sequence of Professional Practice. It is offered to the students of the Program in the first semester of the fourth year of studies. In this course the basic concepts and purposes of the general practice of Social Work are presented and discussed. Emphasis is placed on the professional relationship, on the values and elements that characterize it, such as: empathy, respect, authenticity, self-determination and confidentiality. Exercises are discussed and used to explore the ways in which personal beliefs, feelings, and values can affect professional relationships. Interpersonal communication, its characteristics and both verbal and non-verbal manifestations are studied within the context of the professional relationship. Attention is paid to the following variables: ethnicity, gender, sexual orientation, migratory processes, social class, functional diversity, family structure, religion and spirituality, among others. The central theme of study in this course is the interview, as a particular form of communication in Social Work. Its characteristics, the main elements that compose it, as well as its basic skills are identified. The course ends with a general approach to story writing, its purposes and different styles.

SOWO 495 Practicum in Social Work II

4

This is a concentration course, the second course in a sequence of two. Students continue to be located in the same Practical Instruction center for two days (15 hours) a week during the semester, under the supervision of a qualified practical instructor. This implies for students a greater mastery of the norms and procedures of the agency or organization, better knowledge of the population served and greater security in their executions. In other words, the course provides experiences that allow the student maximum mastery of professional skills that begin in the practice of Social Work. In addition, it continues with the offer of a seminar that discusses important aspects for the professional life of the student body.

The fundamental orientation of this course responds to the practice of general Social Work and mastery of the skills required by the Social Work Accreditation Agency, Council on Social Work Education (CSWE). It provides experiences aimed at facilitating the application of the following theoretical approaches: general systemic, ecosystemic, strength, resilience and empowerment. The skills acquired in the classroom are applied to the process of solving problems with individuals, families, groups, organizations and communities. In the same way, students integrate the ethical principles of the profession, emphasizing respect for human dignity, confidentiality, self-determination and commitment to social and economic justice, especially of those populations that due to their diversity and difference are at risk of being excluded, oppressed, marginalized and discriminated against.

In this course, the knowledge and skills of scientific research in Social Work related to the identification of needs, the development of a political practice and other special projects are used. Students apply this knowledge in weighing data, developing evidence-based interventions, as well as evaluating the services they offer and their own practice.

Music and Fine Arts Component



Music and Fine Arts Component

Courses leading to a Minor in Music

The minor in music provides the student opportunities to develop abilities, competencies, skills and musical talents. Promotes the appreciation and taste for the beautiful and aesthetic, by highlighting musical values.

Requirements	22 credits
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MUCT 121-122	Music Theory I, II	6
MUCT 131-132	Auditory 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): Select from the following:

MUPF 110	Concert Choir	1
MUPF 111	Beginning Band	1
MUPF 116	Orchestra	1
MUPF 118	University Band	1
MUPF 216	Pro-Music 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 17th to the 20th 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: MUCT 121.

MUHL 328 Latin American and Puerto Rican Music History 3

A study of music in Latin America and Puerto Rico from pre-Columbian and colonial eras to the present. Emphasis on nationalistic and folkloric expressions in music.

Music Education

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 for 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. Courses of two or more credits also require 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
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Basic choral experience performing in the University church and one or more choral works per semester.

MUPF 111	Beginner Band	1
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Applied study of the basic techniques and elementary repertoire of music for band instruments.

MUPF 116	Orchestra	1
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A study of the orchestral repertoire of the past and present.

MUPF 118	University Band	1
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Applied study of band repertoire.

MUPF 216	Pro-Music Choir	1
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A select ensemble that performs in and out of the University. May include a tour during the second semester.

Religious 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 principles that help the Christian make correct musical choices.

*** This course is available for student of departments other than Theology or Music with the consent of the Department of Theology and Music.*

School of Nursing



School of Nursing

Faculty

Alba Fernández, *Undergraduate Program Director*, Héctor González, Sylvia Carmenatty, Mirna Hidalgo, Leticia López, Ivette Santiago, Lizbeth Román

Mission

The mission of the School of Health Sciences of Antillean Adventist University is to promote the holistic formation of health professionals that can respond as effective agents of change and facilitators in a complex health system, being motivated by Christian values.

Vision

The vision of the School of Health Sciences of Antillean Adventist University is to be recognized for its academic excellence through a variety of essential health programs based on Adventist Christian values and health care services.

Goals

Through its curriculum, programs, Christian environment, and co-curricular activities, the School of Health Sciences aspires to:

1. Facilitate transference of AAU core values to the practice of health care delivery.

2. Maintain effective communication with program communities of interest, stakeholders, and students to develop strategies to foster achievement of the expected program outcomes.
3. Integrate technology in all administrative and academic activities.
4. Promote an evidence-based practice setting.
5. Promote a high degree of professionalism as health care providers within an interprofessional perspective.
6. Maintain a systematic improvement plan in our programs to ensure their relevance and applicability.
7. Develop highly competent healthcare professionals prepared to serve individuals, families, and populations of diverse cultural, social, and economic backgrounds.

Nursing Programs **(Modalities: in-person/on-line)**

Mission

The mission of the Undergraduate Nursing Program is to provide a nursing education based on professional and Christian standards, using evidence-based practice to positively impact health results.

Goals

The Undergraduate Nursing Program understands its principle goals are to:

Prepare nursing professionals within a Christian educational context to effectively address and improve the health needs of individuals in Puerto Rico and beyond.

Advance nursing practice by preparing professionals who are deeply committed to the nursing profession and the overall health of the community.

Expected Program Outcomes:

Student Outcomes:

- Licensure Pass rates: At least 80% of the graduates will pass the nursing licensure exam on their first attempt.
- Completion rates: At least 70% of the students will complete the BSN Program within 150% of the program length.
- Employment rate: 70% of graduates will be employed within 12 months upon program completion of the program.

Faculty Outcomes:

- Scholarship: All faculty (100%) will be engaged in at least one area of scholarship, annually.
- Teaching: All faculty (100%) will obtain an 85% average in their course evaluations, annually.

Other outcomes:

1. Employer satisfaction: At least 80% of employers will report satisfaction with the undergraduate nursing program.
2. Graduate satisfaction: At least 80% of graduates will report satisfaction with the graduates' preparation and performance within a year of program completion.

3. Achievement of Student Learning Outcomes: 80% of students will achieve the expected SLO at midterm and course completion as documented by assessment reports.

Graduate Profile

Knowledge

1. Analyze the factors that affect the health of communities and get involved in health promotion and maintenance, disease prevention, and rehabilitation.
2. Demonstrate knowledge of nursing science and other disciplines when intervening with clients in various settings.
3. Implement the principles of evidence-based practice to improve health care outcomes for the entire population.

Skills

1. Effectively perform a professional role in general care areas and specialized areas in collaboration with members of the inter-professional team.
2. Apply ethical, legal, moral, and spiritual principles that promote holistic care and a quality and safety improvement culture.
3. Demonstrate the appropriate use of informatics and technology in the health system.
4. Use critical thinking in decision-making when providing nursing care to diverse populations.

Attitudes

1. Provide patient-centered care demonstrating Christian values and attitudes.

2. Recognize the importance of continuous learning for personal, professional, and leadership development in different work scenarios in the professional nursing field.

Objectives

1. The Nursing program prepares students who will later be prepared to:
2. Demonstrate a knowledge of God and appreciation of the value of the human.
3. Apply the nursing process to the care of individuals, families, groups, and communities in different stages of the life cycle and different scenarios.
4. Use critical thinking when making decisions and solving problems.
5. Coordinate with an interdisciplinary team to provide optimal health care in all scenarios.
6. Participate in service activities through health-related programs for promotion, prevention, maintenance, and rehabilitation.
7. Apply knowledge of evidence-based research and practice to attend to health-related matters.

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 years 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 framework.

The bachelor's program consists of 780 clinical hours throughout the studies; of which 180 hours are in intensive clinical practice (capstone). 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 incurred 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,

Commission on Collegiate Nursing Education (CCNE)
655 K Street NW Suite 750
Washington DC, 20001 P: 202-887-6791
www.ccneaccreditation.org

Admission and Progress Requirements

1. Have completed the documents required by the Admission Office to determine their 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 Undergraduate Nursing Program.
4. The student must complete or present the following requirements to participate in the clinical laboratories:

- a. Two (2) 2 x 2 photographs
 - b. A valid CPR Certification issued by the American Heart Association
 - c. A valid certificate of health
 - d. Evidence of vaccinations (chicken pox, hepatitis B, etc.)
 - e. Respirator fit test
 - f. Submit a HIPPA Training Certification
 - g. Current background check
 - h. Provide Puerto Rico Background Check for Providers of Care to Children and Elderly (Ley 300).
5. At the beginning of NURS 120 - Fundamentals of Nursing, submit a HIPPA Training Certification issued by an authorized agency or institution, and the BLS Certification issued by the American Heart Association.
6. 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.
7. If the transfer student has previously passed nursing courses, they will be evaluated based on their specific content before being validated.
8. Any student who has interrupted their nursing studies for more than seven years, but has remained active in their area, must be able to demonstrate

their knowledge and skills in the nursing course materials through challenge exams.

Admission Requirements for RN/BSN Program

1. Submit evidence of completing an Associate Degree of Nursing Diploma from an accredited program.
2. Possess a permanent nursing license from Puerto Rico or the student's place of residence.
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.
4. The School reserves the right to require the transfer student to pass written or practical exams in any course that the student is transferring.
5. The GPA at the time of admission cannot be less than 2.50.

Readmission

Any student registered in the Nursing Program who for some reason has interrupted their studies must apply for readmission to the University and the School of Health Sciences. The student must also fulfill admission requirements of the Nursing program. The Admissions and Progress Committee reserves the right of admission. The applicant's GPA cannot be less than 2.50.

Academic Progress and Graduation

1. The student must pass the NURS theory courses with at least 70% (C) and NURS clinical practice courses (laboratories) with at least 80%.
2. To graduate, the student must achieve at least a 2.50 GPA in their general coursework and a minimum GPA of 2.80 in the concentration courses.
3. To pass a related course, the student must have a minimum 70% (C) grade.
4. To graduate, the student must participate in the Nursing Profession capping ceremony.
5. Once the student has passed NURS 130L-Pharmacology and Drug Calculation, they must take the program's annual posology exam. This exam must be passed with a score of 90%. If the student does not pass the exam, they must register for NURS 222-Remedial Posology (1 credit) the following semester. BSN students must take the posology exam until completing NURS 390L-Nursing Practicum.
6. A student who qualifies for academic probation must interview with a Professional Counselor and complete the counseling process according to the classification of the probation; otherwise, they will not be able to register for the next semester.
7. Any student who wishes to graduate with an Associate Degree in Nursing after completing the third year of

their BSN program must notify the Registrar’s Office in writing one year before graduation. This degree will be accredited only in Puerto Rico.

Study Programs

Bachelor of Science in Nursing (BSN)

Concentration: *Science in Nursing*

General Requirements	44.5-54
Concentration courses	51
Related courses	21
Nursing electives	6-12
Total Credits Required	122.5-132

General Requirements (44.5-54 credits)

BUAD 101	Natural and Financial Resource Management	1
EDUC 098	Introduction to University Life* or	1
EDUC 099	University Life Seminar*	.50
HEPE 101-116	Physical Education	1
HUSP 111	Introduction to Basic Spanish Grammar	3
HUSP 122	Reading, Writing and Composition	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	Historic Process of PR	0-3
COMP 101	Introduction to Computers and Information Systems or	

OFAD 234	Applications Programs Integration	3
MATH 110	University Mathematics* or	3
MATH 112	Mathematics for Nursing and Health Sciences*	
MATH 231	Statistics I*	3
RELB 101	Life and Teachings of Jesus	3
RELT 201	Christian Beliefs or	3
RELT 202	Christian Life	
RELB 100	General Introduction to the Bible	3
RELT 317	Christian Home or	
RELT 412	Christian Ethics	3
ARTE 104	Introduction to Drawing or	
ARTE 105	Introduction to Painting or	
ARTE 210	Arts and Crafts or	
MUCT 101	Introduction to Music or	
MUHL 104	Music Appreciation or	
MUFA 105	Fine Arts Appreciation or	
MUP —	Applied Music	3
Total Credits		44.5-54

*Must be passed with a C or higher.

Related Courses* (21 credits)		Credits
BIOL 111-122	Anatomy and Physiology I & II	3-3
BIOL 111-122L	Anatomy and Physiology I & II Labs	1-1
BIOL 105	Introduction to Microbiology	4
CHEM 100	Principles of Chemistry	4
HESC 110	Nutrition for Health Professionals	2
PSYC 200	Human Development	3
Total Credits		21

*Must be passed with a C or higher.

Concentration Requirements			Credits
NURS 118L	Fundamental Procedures		2
NURS 120	Fundamentals of Nursing		3
NURS 120L	Fundamentals of Nursing Clinical Practice		1
NURS 130	Pharmacology and Dosage Calculation		3
NURS 220	Medical Surgical Nursing		4
NURS 220L	Medical Surgical I Clinical Practice		1
NURS 221	Medical Surgical Nursing II		4
NURS 221L	Medical Surgical II Clinical Practice		1
NURS 230	Health Assessment		2
NURS 230L	Health Assessment Clinical Practice		1
NURS 320	Maternal-Infant Nursing		3
NURS 320L	Pediatric Nursing - Clinical Practice		1
NURS 321	Pediatric Nursing		3
NURS 321L	Pediatric Nursing Clinical Practice		1
NURS 322	Mental Health and Psychiatric Nursing		3
NURS 322L	Mental Health and Psychiatric Clinical Practice		1
NURS 380	Nursing Seminar		3
NURS 390	Nursing Practicum&		3
NURS 420	Nursing Leadership and Management		3
NURS 421	Nursing and Health in the Community		4
NURS 421L	Pediatric Nursing and Community Health Clinical Practice		1
NURS 422	Nursing Research		3
Total Credits			59-60

& Labs (Nursing Practice) and NURS 390 must be passed with a minimum grade of "B".

Nursing Electives* (6-12 credits)			Credits
HESC 323	Gerontology I		2
HESC 324	Gerontology II		3
HESC 324L	Gerontology Clinical Practice		1
HESC 430	Critical Care Nursing I		2

HESC 431	Critical Care Nursing II	3
HESC 431L	Critical Care Nursing Practice	1

** Must be passed with a C or higher. Labs (Nursing Practice) must be passed with B or higher.*

Associate in Nursing

During the first three levels (89.5-90 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 health care 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 they have learned, and prepares them for the transition from student to employee.

Concentration: Associate	Credits
General requirements	22.5-32
Concentration courses	40
Related courses	21
Total Credits	83.5-93

General Requirements

BUAD	101	Natural and Financial Resource Ma	1
COMP	101	Introduction to Computers and Info Systems or	
OFAD	234	Applications Programs Integration	3
EDUC	098	Introduction to University Life* or	1
EDUC	099	University Life Seminar*	.5
HUSP	111	Introduction to Basic Spanish Grammar	3
HUSP	122	Reading, Writing and Composition	3
HUEN	—	English (see English requirements) *	3-9
MATH	110	University Mathematics* or	
MATH	112	Mathematics for Nursing and Health Sciences*	3
HUHI	200	Historic Process of PR	0-3
RELB	101	Life and Teachings of Jesus	3
RELT	201	Christian Beliefs or	
RELT	202	Christian Life	3
Total Credits			22.5-32

* *Must be passed with a "C" or better.*

Related Courses

Credits

BIOL	111-122	Anatomy and Physiology I & II	3-3
BIOL	111-122L	Anatomy and Physiology I & II Labs.	1-1
BIOL	105	Introduction to Microbiology	4
CHEM	100	Principles of Chemistry	4
PSYC	200	Human Development	3
HESC	110	Nutrition for Health Professional	2
Total Credits			21

Concentration Requirements			Credits
NURS 118L	Fundamental Procedures		2
NURS 120	Fundamentals of Nursing		3
NURS 120L	Fundamentals of Nursing - Clinical Practice		1
NURS 130	Pharmacology and Dosage Calculation		3
NURS 220	Medical Surgical Nursing I		4
NURS 220L	Medical Surgical I Clinical Practice		1
NURS 221	Medical Surgical Nursing II		4
NURS 221L	Medical Surgical II Clinical Practice		1
NURS 230	Health Assessment		2
NURS 230L	Health Assessment Clinical Practice		1
NURS 320	Maternal-Infant Nursing		3
NURS 320L	Pediatric Nursing - Clinical Practice		1
NURS 321	Pediatric Nursing		3
NURS 321L	Pediatric Nursing - Clinical Practice		1
NURS 322	Mental Health and Psychiatric Nursing		3
NURS 322L	Mental Health and Psychiatric Nursing - Clinical Practice		1
NURS 380	Nursing Seminar		3
NURS 390	Nursing Practicum&		3
Total Credits			40

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

**Bachelor of Science in Nursing for Registered Nurses
(RN/BSN)**

Admission Requirements

- 1. Submit evidence of completed associate degree from an accredited program.
- 2. Possess a permanent and valid registered nurse license from Puerto Rico or the student’s place of residence.
- 3. Submit evidence of at least one (1) year of experience in the nursing field.
- 4. 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.
- 5. The GPA cannot be less than 2.50 at the time of admission.

Concentration: <i>Science in Nursing</i>	Credits
General requirements	23-26
Concentration courses	10
Related courses	9
Nursing Electives	6-12
Total Credits Required	48-57

General Requirements Credits

BUAD	101	Natural and Financial Resource Management	1
RELB	300	Biblical Perspective of Spiritual Care*	3
HUHI	200	Historic Process of PR	0-3
HUMA	101	Western Civilization or	
HUSO	101	Introduction to Social Sciences	3
HUCO	223	Communication and Expression	3
HUEN	121	Academic ESL I*	3
COMP	101	Introduction to Computers and Information Systems or	
OFAD	234	Applications Programs Integration	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	
ARTE	210	Arts and Crafts 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

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

Concentration Requirements Credits

NURS	420	Nursing Leadership and Management	3
NURS	421	Nursing and Health in the Community	4
NURS	422	Nursing Research	3
Total Credits			10

Related Courses		Credits
CHEM 100	Principles of Chemistry	4
HESC 110	Nutrition for Health Professionals	2
MATH 231	Statistics I	3
Total Credits		9

Nursing Electives		Credits
HESC 323	Gerontology I	2
HESC 324	Gerontology II	3
HESC 324L	Gerontology Clinical Practice	1
HESC 430	Critical Care I	2
HESC 431	Critical Care II	3
HESC 431L	Critical Care Clinical Practice	1
Total credits		6-12

Course Descriptions

Health Sciences

HESC 110 Nutrition for Health Professionals 2

A study of normal and motivational nutrition, 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 semester.

HESC 100	Human Anatomy and Physiology	4
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A study of the principles of human anatomy and physiology, their different systems, and how these systems cooperate in the proper functioning of the body. A total of 45 hours of theory and 45 hours of laboratory.

HESC 111	Cardiopulmonary Anatomy and Physiology	3
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General principles of the macroscopic and microscopic anatomy of the lung. Studies the normal mechanisms and the control of ventilation, lung reflexes and defense mechanisms, diffusion principles, perfusion, gas exchange and anatomy and physiology of the heart. Hemodynamic concepts are introduced. Includes 45 hours of theory. *Prerequisite: HESC 100.*

HESC 201 Introduction to Pharmacology 3

General principles of pharmacology, drug action and dosage calculation. Discussion of indications and contraindications, dosage, interactions, side effects, dangers and the cardiovascular, respiratory, neuromuscular, sedative-narcotics and antimicrobial

mechanisms. Includes 45 hours of theory. (Content Equivalent to NURS 130). *Prerequisite: HESC 111, (can be concurrent), CHEM 100 and MATH 112.*

HESC 323 Gerontology I 3

Fundamentals of Geriatric Care is designed to provide a comprehensive understanding of the aging process and the physiological changes in older adults. It includes theories of aging and a patient-centered approach to holistic care that addresses older adults' physical and psychosocial needs. *Prerequisites: BIOL 111, BIOL 122.*

HESC 324 Gerontology II 2

This course focuses on advanced skills and knowledge to address the complex needs of the elderly population. It offers a detailed exploration of clinical interventions, chronic condition management, and geriatric rehabilitation. End-of-life care is also included. *Prerequisites: HESC 323.*

HESC 324L Clinical Practice in Gerontology 1

In this course, students will apply nursing knowledge and skills in managing various situations faced by the elderly population. Emphasis is placed on holistic, individualized, and quality care in a real or standardized clinical setting, along with multidisciplinary collaboration in problem-solving. The course consists of sixty (60) clinical practice hours per semester. *Prerequisite: HESC 323. Corequisite: HESC 324.*

HESC 430 Critical Care I 3

This course builds on pathophysiological concepts applied to patients with critical conditions. Interventions with critically ill patients aim to recover promptly according to care standards. The

course consists of 45 hours of theory. *Prerequisites: BIOL 111, BIOL 122.*

HESC 431 Critical Care II 2

This course focuses on acquiring advanced knowledge regarding managing critically ill patients in various settings. Students will learn the fundamental principles of patient care and their importance in restoring health. Health professionals will assist patients and their families in care and recovery. When death is imminent, they will help the patient die with dignity. The course consists of 45 hours of theory. *Prerequisite: HESC 430.*

HESC 431L: Clinical Practice in Critical Care 1

This course focuses on the implementation of best practices in caring for critically ill patients, with competencies based on evidence-based medicine. The course consists of 60 hours of clinical practice or lab work. *Prerequisite: HESC 430. Corequisite: HESC 431.*

Nursing

NURS 118L Nursing Procedures Laboratory 2

This course is designed to develop in the student the knowledge and skills required to intervene with patients in various clinical environments. Emphasis is placed on the demonstration and practice of skills that are part of the fundamentals of nursing and medical-surgical courses. The self-care theory and the adaptation theory are used as fundamental bases of nursing. It consists of 90 hours of skills laboratory. *Prerequisites: BIOL 111.*

NURS 120	Fundamentals of Nursing	3
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Directs students in the knowledge of 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 through the application of the nursing process. Includes 45 hours of theory per semester. *Prerequisite: BIOL 111, BIOL 122 and HESC 110 (can be concurrent).*

NURS 120L	Fundamentals of Nursing Clinical Practice	1
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Application of the nursing process in interventions of direct care, so as to meet the bio-psycho-socio-spiritual needs of the patients during hospitalization. The student will demonstrate clinical skills and communication in caring for the patient. Includes 60 hours of practice per semester. *Prerequisite: BIOL 111, BIOL 122 and HESC 110 (can be concurrent)*

NURS 130	Pharmacology and Dosage Calculation	3
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Study of drug action and dosage calculation. Classification of drugs emphasizing their therapeutic and side effects (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 Surgical Nursing I 4

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. A continuation of the nursing process, a holistic approach to health care of the client in the perioperative stage. The approach is also applied to patients with the following disorders: hematological, musculoskeletal, gastro-intestinal, endocrine, cancer, eye, ear, nose, throat, and skin. Includes burn patients. Includes 70 hours of theory per semester. *Prerequisite: BIOL 105, BIOL 111, BIOL 122, HESC 110, NURS 118, and NURS 120.*

NURS 220L Medical Surgical I Clinical Practice 1

Allows the application of knowledge and nursing skills in the management of perioperative patients, with the following disorders: hematological, musculoskeletal, gastro-intestinal, endocrine, cancer, eye, ear, nose, throat, and skin and also with burns. Allows the student to follow-up on health conditions in a real clinical or standardized environment; while applying the nursing process and collaborating in the solution of problems. Includes 60 hours of practice per semester. *Prerequisite: BIOL 105, BIOL 111, HESC 110, NURS 118, NURS 120.*

NURS 221 Medical Surgical Nursing II 4

Nursing care theory of the adult patient with medical and surgical disorders. Includes the psycho-social aspects of illness as well as preventative measures and rehabilitation. A study of the patient 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 per semester. *Prerequisite: NURS 220 and its prerequisites.*

NURS 221L Medical Surgical II Clinical Practice 1

Allows the application of knowledge and nursing skills in the management of patients with disorders of the neurological, respiratory, cardiovascular, reproductive, and renal systems. It also allows for the management of patients in states of emergency. Emphasizes the nursing process in a real clinical or standardized environment, and multidisciplinary collaboration as a part of problem solving. Includes 60 hours of practice per semester. *Prerequisite: NURS 220.*

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 2

Theory of the principles, concepts and skills in the evaluation of health and physical assessment in order to establish a nursing diagnosis. Emphasizes the knowledge of skills in collecting health history and the appraisal techniques for a holistic health assessment. Prepares the student in identifying health problems in different health systems. Includes 30 hours of theory per semester. *Prerequisite: BIOL 111, BIOL 122, NURS 118 and NURS 120.*

NURS 230L Health Assessment Clinical Practice 1

Provides the opportunity of applying communication skills through the interview process and collecting health history. Allows for the development of health assessment techniques in

various clinical surroundings that are real and standardized. Prepares the student in identifying diverse health problems by way of a holistic assessment. Includes 60 hours of practice per semester. *Prerequisite: BIOL 111, BIOL 122, NURS 120.*

NURS 320 Maternity-Infant Nursing 4

Theory of nursing for women and their families during the reproductive, pre-conceptive, prenatal, perinatal, postnatal, and neonatal periods. Includes care for complications during these stages. Includes 45 hours of theory per semester. *Prerequisite: NURS 120 and its prerequisites, NURS 230, and PSYC 200.*

NURS 320L Maternity-Infant Clinical Practice 1

Practice of nursing for women and their families during the reproductive, pre-conceptive, prenatal, perinatal, postnatal, and neonatal periods. Allows the participation and observation of the labor process, postpartum orientation, the breastfeeding and care of the neonate. Includes 60 hours of practice per semester. *Prerequisite: NURS 120 and its prerequisites, NURS 230, and PSYC 200.*

NURS 321 Pediatric Nursing 3

Theory and practice of nursing care following the stages of normal growth and development of a person during infancy, childhood, and adolescence with physical and emotional changes. Emphasis on prevention, care, and rehabilitation of the child and adolescent with physical and emotional changes. Includes 45 hours of theory per semester. *Prerequisite: PSYC 200, NURS 221 and its prerequisites.*

NURS 321L Pediatric Nursing Clinical Practice 1

Practice in nursing care for people with physical and emotional variations in the normal growth and development in the stages of

infancy, childhood and adolescence. Prepares the student to promote disease prevention and the orientation of care and rehabilitation measures in infancy, childhood and adolescence in the face of disease. Includes 60 hours of practice per semester. *Prerequisite: BIOL 200, BIOL 130, NURS 221 and NURS 230.*

NURS 322 Mental Health and Psychiatric Nursing 3

Theory of nursing care of individuals with mental disorders. Prepares the application of the nursing process, emphasizing intervention skills with patients with mental and behavior alterations. Includes psychiatric medication therapy. Includes 45 hours of theory per semester. *Prerequisite: PSYCH 200, NURS 220 and NURS 221 (can be concurrent).*

NURS 322L Mental Health and Psychiatric Clinical Practice 1

Nursing care practice with individuals with mental disorders. Provides the opportunity of applying the nursing process that includes a needs assessment of the patient, the planning of interventions and the evaluation of the patient in a mental health and psychiatric environment. Provides the opportunity to interview clients through the cycle of life; emphasizing the nurse-client therapeutic relationship, at different levels, in the health-disease continuum. Includes 60 hours of practice per semester. *Prerequisite: PSYCH 200, NURS 221 and prerequisites (can be concurrent).*

NURS 371 Special Nursing Project 1-4

This course is designed for the student to carry out an individual research project. 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. Furthermore, 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. *Prerequisite: 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 420 Nursing Leadership and Administration 3

Provides opportunity for the student to use independent judgment in the development of clinical, managerial and leadership skills. This goal is achieved by applying selected theories and concepts. Emphasizes creativity and Christian leadership. Includes 45 hours of theory per semester. *Prerequisite: NURS 221.*

NURS 421 Community Health Nursing 4

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 their abilities as a researcher, educator, and leader through the implementation of problem

solving methods. Includes 60 hours of theory per semester. *Prerequisite: NURS 320, NURS 321 and NURS 420.*

NURS 421L Community Health Clinical Practice 1

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 their abilities as a researcher, educator, and leader through the implementation of problem solving methods. Includes 60 hours per semester. *Prerequisite: NURS 320, NURS 321 and NURS 420.*

NURS 422 Nursing Research 3

Discussion regarding the investigation process and ethical-legal considerations. Application and assessment of evidence based practice in the solution of health related problems. Critiques research for the development of better practices in the profession. Includes 45 hours of theory. *Prerequisite: MATH 231. Be enrolled at least in the first semester of the third level of nursing (content equivalent to RTPY 421).*

Associate of Science in Respiratory Therapy

Faculty

Rafael Laracuenta, *Program Director*

Description of Offering

Respiratory Therapy is one of the fastest growing professional health areas. The primary objectives of Respiratory Therapy are to assist the doctor in the diagnosis, evaluation, treatment and rehabilitation of patients with cardiopulmonary problems and/or illnesses.

The Associate of Science in Respiratory Therapy program has been designed so that the interested student may develop their critical thinking, acquire skills and work responsibly in their area of expertise. Furthermore, the Respiratory Therapy student will enrich their preparation with general courses for a balanced formation, which will provide the opportunity to develop a better understanding of themselves, problem solving skills in scientific and social settings, and communication skills that are so integral to personal and professional relationships.

Learning Outcomes

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:

Develop culturally sensible professionals that provide sound care to all patients.

Develop individuals that can collaborate in an effective manner as members of a healthcare team.

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:

Knowledge

Possess the necessary knowledge to pass the exams required by the Respiratory Therapy Examining Board of Puerto Rico.

Use oral and written communication skills effectively in their profession.

Demonstrate the ability to make decisions based on critical thinking and analysis of clinical information.

Skills

Master the skills needed to properly execute techniques or procedures to help diagnose and treat patients.

Properly manage the equipment related to the profession, including technological equipment to guarantee quality cardiopulmonary care.

Attitudes

Demonstrate respect for other people as a result of having a relationship with God, acknowledging Him as the Creator and Sustainer of humanity.

1. Work ethically, legally, and safely in their profession.
2. Serve by promoting health and educating on prevention

and management of cardiopulmonary diseases.

Admission Requirements

1. Complete and submit the required documents.
2. Have an interview and a satisfactory recommendation by the Director of Respiratory Therapy/Cardiopulmonary Sciences or with the designated person for the admission process.
3. Have completed a minimum of 36 semester credits at AAU or another accredited university, including, at minimum, 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), Introduction to Microbiology (4 credits), Introduction to Respiratory Therapy (4 credits). Students that have not taken the required courses as prerequisites (36 credits), will be admitted to complete them. Once completed, they'll be reevaluated to be officially admitted to the program. (Only applies to BS Cardiopulmonary students).
4. Have a minimum GPA of 2.50 in the program's prerequisite General Education and Related courses.
5. Accept and sign the agreement to take the Comprehensive Therapist Multiple Choice SAE, offered by NBRC.
6. Accept and sign the agreement to submit and present the Comprehensive Therapist Multiple Choice SAE once

graduated. (Only applies to BS Cardiopulmonary students)

7. The student must complete or present the following requirements in order to participate in the clinical laboratories:
 - a. Two (2) 2 x 2 photographs
 - b. A valid CPR Certification issued by the American Heart Association
 - c. A valid certificate of health
 - d. Evidence of vaccinations (chicken pox, hepatitis B, etc.)
 - e. Drug test (required for some clinics)
 - f. Respirator fit test
 - g. Submit a HIPPA Training Certification
 - h. Current background check
 - i. Provide Puerto Rico Background Check for Providers of Care to Children and Elderly (Ley 300).
 - j. Provide a background check regarding Register for Convicted Persons for Sexual Crimes and Abuse towards Minors (Ley 22)

Standards of Academic Progress and Graduation

1. The student may repeat up to three failed specialty courses or with a "W". Students that fail a concentration course for the second time will be removed from the program. Students are warned that dropping a class can affect their progress and delay their registration for subsequent courses until they're offered again.
2. Students of Respiratory Therapy are required to take 6 credits of English for the associate degree with a minimum proficiency level of HUEN 121. Students of the

bachelor's program are required to take 9 English credits with a minimum proficiency level of HUEN 216.

216. Courses must be passed with the required grades, as specified in the description or a minimum grade of "C", whichever applies. Advanced English courses are recommended.

3. The Practicum in Respiratory Therapy course must be passed with a minimum grade of "B".
4. As a professional requirement, the student must pass the theory section of concentration classes with a minimum grade of "C", and the clinical section with a minimum grade of "B".
5. The Department reserves the right of readmission for students that have interrupted their studies in the Respiratory Therapy or Cardiopulmonary Science areas.
6. Students who leave the program for a semester or more must apply for Readmission.
7. Students who interrupt their studies for more than two years must repeat the concentration courses that have changed upon readmission to the Program.
8. In order to graduate, the student must have a minimum general GPA of 2.50 and an accumulated GPA of 2.50 in concentration courses. A student that lowers their average below the minimum requirement will be subject to academic probation.

The Respiratory Therapy Program reserves the right to implement curricular changes whenever deemed necessary.

Associate of Science in Respiratory Therapy

	Credits
General requirements	22.5-32
Related courses	26
Concentration courses	37
Total Credits	85.5-95

General Requirements			22.5-32
HUSP	111	Introduction to Basic Spanish Grammar	3
HUSP	122	Reading, Writing and Composition	3
HUEN		English (see English requirements)**	3-9
MATH	112	Mathematics for Nursing and Health Sciences**	3
RELB	101	Life and Teachings of Jesus	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	Historic Process of PR*	0-3
BUAD	101	Natural and Financial Resource Management	1
COMP	101	Introduction to Computers** and Information Systems or	
OFAD	234	Applications Programs Integration **	3
Total Credits			22.5-32

* Students who took this in high school are exempt.

** Course must be passed with a minimum grade of "C".

Concentration Requirements

RTPY	200	Introduction to Respiratory Therapy	3
RTPY	202	Cardiopulmonary Pathophysiology	3
RTPY	221	Pulmonary Function Methodology	3
RTPY	222	Diagnostic Techniques in Respiratory Therapy	3
RTPY	223	Neonatal and Pediatric Respiratory Care	3
RTPY	231	Respiratory Therapy I	7
RTPY	232	Respiratory Therapy II	7
RTPY	280	Respiratory Therapy Seminar	2
RTPY	284	Integrated Respiratory Therapy	3
RTPY	292	Respiratory Therapy Seminar#	3
Total Credits			37

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

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
HESC	100	Human Anatomy and Physiology	4
HESC	111	Cardiopulmonary Anatomy and Physiology	3
HESC	201	Introduction to Pharmacology	3
HESC	203	Medical Terminology	2
BIOL	105	Introduction to Microbiology	4
Total Credits			26

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

Bachelor of Cardiopulmonary Sciences

Description of Offering

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 their professional area.

Goals

Prepare competent graduates the demonstrate a cognitive, psychomotor, and affective command of learning as displayed in their respiratory care practice carried out as registered respiratory therapists (RRT).

To prepare leaders for the field of respiratory care by including curricular content with objectives related to the acquisition of skills in one or more of the following: management, education, research and advanced clinical practice.

Learning Outcomes

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. Develop culturally sensible professionals that provide sound care to all patients.
2. Develop individuals that can collaborate in an effective manner as members of a healthcare team.

3. Prepare leaders in the respiratory care field by including curricular content that assist in the acquisition of research skills and in advanced clinical practice.

Graduate Profile

Upon completion of this academic program, the graduate of the Bachelor of Cardiopulmonary Sciences will be able to fill the following positions in different domains:

Cognitive

1. Possess the necessary knowledge required to pass the licensing exams at the local and national levels.
2. Use oral and written communication skills effectively in their 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. Obtain and evaluate relevant clinical information so as to decide on the most effective course of therapeutic intervention.

Psychomotor

1. Master the skills needed to properly execute techniques or procedures to assist in the diagnoses and treatment of patients.
2. Properly manage the equipment related to the profession, including technological equipment to

guarantee quality cardiopulmonary care.

Affective

1. Demonstrate sensibility and respect towards patients, their families and the entire healthcare team.
2. Work ethically, legally, and safely in their profession.
3. Serve by promoting health and educating on prevention and management of cardiopulmonary diseases.

Graduation Requirements

To graduate the BS in Cardiopulmonary Sciences the student must:

1. Possess a minimum accumulated GPA of 2.50 and 2.70 in the concentration courses.
2. Successfully complete an assessment of the competencies acquired after completing the practicum.
3. Take and pass the following course: *Advance Cardiovascular Life Support (ACLS)*. It must be valid in order to graduate.

Pediatric Advanced Life Support (PALS) and Neonatal Resuscitation Provider course (NRP) are highly recommended.

The student must complete all the institutional graduation requirements as well.

Bachelor of Cardiopulmonary Sciences

Credits

General requirements	44.5-54
Concentration courses	53
Related courses	28
Total Credits	125.5-135

General Requirements

BUAD	101	Natural and Financial Resource Management	1
COMP	101	Introduction to Computers & Information Systems or	
OFAD	234	Applications Programs Integration	3
RELB	101	Life and Teachings of Jesus	3
RELT	201	Christian Beliefs or	
RELT	202	Christian Life	3
RELT	317	Christian Home or	
RELT	412	Christian Ethics	3
RELB	300	Biblical Perspective of Spiritual Care+	3
HUSP	111	Intro to Basic Spanish Grammar	
HUSP	122	Reading, Writing and Composition	3
HUCO	223	Communication and Expression	3
HUEN		English (see English requirements)+	6-12
MATH	112	Mathematics for Health Sciences+	3
MATH	231	Statistics I+	3
HEPE	101-116	Physical Education	1
HUHI	200	Historic Process of PR	0-3
HUMA	101	Western Culture or	

HUSO	101	Introduction to Social Sciences	3
EDUC	098	Introduction to University Life+ or	1
EDUC	099	University Life Seminar+	.5
ARTE	104	Introduction to Drawing or	
ARTE	105	Introduction to Painting or	
ARTE	210	Arts and Crafts 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".

Concentration Requirements

RTPY	200	Introduction to Respiratory Therapy	3
RTPY	202	Cardiopulmonary Pathophysiology	3
RTPY	221	Pulmonary Function Methodology	3
RTPY	222	Diagnostic Techniques for Respiratory Therapy	3
RTPY	223	Neonatal and Pediatric Respiratory Care	3
RTPY	231	Respiratory Therapy I	7
RTPY	232	Respiratory Therapy II	7
RTPY	280	Respiratory Therapy Seminar	2
RTPY	284	Integrated Respiratory Therapy	3
RTPY	292	Respiratory Therapy Practicum&	3
RTPY	420	Leadership and Administration 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
RTPY	427	Sleep Disorders Essentials	2
Total Credits			53

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

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
HESC	100	Human Anatomy and Physiology	4
HESC	110	Nutrition for Health Professionals	2
HESC	111	Cardiopulmonary Anatomy and Physiology	3
HESC	201	Introduction to Pharmacology	3
HESC	203	Medical Terminology	2
BIOL	105	Introduction to Microbiology	4
Total Credits			28

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

Course Descriptions

RTPY 200 Introduction to Respiratory Therapy 3

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, transport, 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. This is an introduction course to the concentration. A total of 30 hours of theory and 45 hours of laboratory and 15 hours of clinical practice. *Prerequisite: BIOL 105, CHEM 100, HESC 111, PHYS 101 and RTPY 203.*

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. Includes 45 hours of theory. *Prerequisite: 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. Includes 30 hours of theory.

RTPY 221 Pulmonary Function Methodology 3

Development of skills in methods of examination of pulmonary function with an emphasis in spirometry, diffusion capacity, and

arterial gases. Analysis of pulmonary function tests and quality control. Equipment use related to pulmonary function tests. 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 Respiratory 3
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. Includes 45 hours of theory. *Prerequisite:* BIOL 105, RTPY 200, and HESC 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, equipment and therapy techniques for the treatment of children. Includes 45 hours of theory.

RTPY 231 Respiratory Therapy I 7

Develop techniques, rules of documentation, and communication. Management and use 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, 45 hours of laboratory, and 240 hours of clinical practice. *Prerequisite: RTPY 200 and HESC 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, 45 hours of laboratory, and 240 hours of clinical practice. *Prerequisite: RTPY 222 and RTPY 231. Corequisite: RTPY 221.*

RTPY 280 Respiratory Therapy Seminar 2

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. Includes 30 hours of theory. *Corequisite: RTPY 231.*

RTPY 284 Integrated Respiratory Therapy 3

An integrated course of topics examined in the national and state licensure. Theory reinforcement and its application to patient care. Emphasis on the development of critical thinking and analysis capability. Taking and passing the comprehensive Self-Assessment Examination (SAE) from NBRC is required for course

approval. A total of 45 theory hours. *Corequisite: RTPY 232*
Prerequisites: RTPY 221, 223, 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 160 hours of clinical practice and 16 hours of laboratory. Must be passed with a minimum grade of "B" (80%). *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 an individual research project. 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 Leadership and Administration for 3
Health Services

This course provides students with an opportunity to use independent judgment 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. Includes 45 hours of theory. *Prerequisite: RTPY 280*

RTPY 421 Research in Health Sciences 3

Discussion regarding the investigation process and ethical-legal considerations. Application and assessment of evidence based practice in the solution of health related problems. Critiques

research for the development of better practices in the profession. Includes 45 hours of theory. *Prerequisite: MATH 231. Be enrolled at least in the first semester of the third level of nursing (content equivalent to RTPY 421).*

RTPY 422	Respiratory Therapy III	2
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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 15 hours of clinical practice. *Prerequisite: RTPY 292.*

RTPY423	Advanced Cardiopulmonary Diagnosis	2
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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 hours of theory and/or laboratory and 15 hours of clinical practice. *Prerequisite: RTPY 222.*

RTPY 424	Advanced Pulmonary Function	2
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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 and 15 hours of clinical practice. *Prerequisite: RTPY 221.*

RTPY 426 Advanced Neonatal and Pediatric Care 2

Emphasizes treatment of different pathologies and congenital cardiac defects that affect the neonatal and pediatric patient. Advanced methods of care for these patients. Includes 30 hours of theory. *Prerequisite: RTPY 223.*

RTPY 427 Sleep Disorders Essentials 2

This course includes study of the essential aspects of sleep technology in order to provide an initial standpoint for the respiratory therapy student who would like to pursue a career in the area of sleep technology. Sleep related pathologies will be reviewed. Therapeutic strategies used in patient management will be studied. Also, general aspects of equipment preparation, patient preparation, staging and test strategies will be reviewed. A total of 30 hours of theory and/or laboratory. *Prerequisite: RTPY 284.*

Department of Religion



Department of Religion

Faculty

David Sebastian, *Director*, Milton González and Obed Jiménez

In Antillean Adventist University's Department of Religion, 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 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 multiple 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.

Program Goals

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.
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

Based on their theoretical and practical training, graduates of the Bachelor of Arts in Biblical-Pastoral Theology will have developed the following competencies and attributes:

1. Demonstrate a deep knowledge of the Word of God, the fundamental aspects that characterize the Seventh-day Adventist Church, and the roles of the pastor.
2. Apply Christian leadership skills and interpersonal relationships to function effectively in various contexts and situations of pastoral work.
3. Interpret and analyze biblical texts, prophecies, and other discussion topics, and explain them to people from different contexts and backgrounds.
4. Apply communication skills and appropriate preaching methods for personal, public, and digital evangelism.
5. Identify and use appropriate research methodologies and techniques in theology and religious studies.
6. Exhibit ethical and professional conduct, assuming responsibility for loyalty to their ministerial.
7. Show compassion for others.
8. Demonstrate behavior that reflects loyalty to the will of God as revealed in the Holy Scriptures.

General Information

Academic Programs

The Department of Religion 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 emotional maturity, theological balance and good moral behavior comfortably. Submit two letters of recommendation from the pastor and church elder of their local church.

Documents required by the Department of Religion for Permanent Register

1. A valid background check. 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 their 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 take place by 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 they have been accepted conditionally and must give proof of his or her calling with Christian character as well as religious experience. Their home life, social and interpersonal relationships must serve as evidence of spiritual maturity. Promptness in meeting commitments, missionary zeal and fervor, as well as purity of ideals must exhibit the student's aptitude and calling.

Therefore, the ministerial student is required to:

1. Maintain good standing membership 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 in general courses and a 2.70 in concentration courses.
4. Demonstrate responsibility and punctuality in class attendance and meeting requirements.
5. Be interested and participate in the church's missionary activities such as ingathering, mission work, and community service.
6. Remain involved in personal and public evangelism.
7. Fulfill the requirements of the Manual of Pastoral Practice.
8. Be an active member of the Ministerial Students Association.
9. Attend the Ministerial Retreats.
10. Give evidence of good moral conduct in their 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 their ministerial experience as a student.
15. Demonstrate emotional maturity, doctrinal balance, good moral behavior, and sense of being called to the ministry.

Selection Stages

The ministerial studies program involves 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 their religious convictions.
 - Capacity and intellectual disposition for learning.
 - Natural talents for public speaking and expressing their 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 their life that may make it impossible to serve in the pastoral

ministry, they 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 for their 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 offer its recommendation.

The evaluating committee is composed of professors of the Department of Religion, 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's general courses.
- Have a GPA of 2.70 in the concentration courses.
- Have satisfactorily complete the majority of the program's requirements.
- Receive good recommendations from the church Pastor, the Vice-president of Student Affairs, and their 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 their 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 their 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 their 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 will only recommend students that have completed all of the academic requirements of the Bachelor of Arts in Biblical-Pastoral Theology

Evaluation of Candidacy to the Ministry

Graduation Requirements

1. Minimum GPA of 2.50, and 2.70 in the major concentration.
2. Pass classes related to the major with a minimum grade of "C".
3. Pass the following classes with a minimum of 3.00 ("B") each semester: Pastoral Practice, Evangelism Practice, and Homiletics.

Ministerial Students Association

The Ministerial Students Association (abbreviated AEM in Spanish) is an organization of students of the Department of Religion. 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 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” may be repeated up to three times.

To graduate, the student must participate in the initiation and graduation ceremonies, unless they make 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 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.

Graduation requirements

1. Must have a minimum GPA of 2.50 in general courses and a 2.70 in concentration courses.

Study Programs

Bachelor of Arts in Biblical-Pastoral Theology

Concentration: <i>Theology</i>	Credits
General requirements	45.5-55
Concentration Requirements	105
Total Credits	150.5-160

General Requirements

BUAD	101	Natural and Financial Resource Management	1
HUSP	111	Introduction to Basic Spanish Grammar	3
HUSP	122	Reading, Writing and Composition	3
HUEN		English (see English requirements)*	6-12
HUHI	200	Historic Process of PR	0-3
HUMA	101	Western Civilization or	
HUSO	101	Introduction to Social Sciences	3
HUSO	100	Philosophy of Service	1
HEPE	100	Principles of Healthy Living	3
HEPE	101-116	Physical Education	1
EDUC	098	Intro. to University Life or	1
EDUC	099	University Life Seminar	.5
REL	300	Ministry of Education*	3
MURE	411	Music Ministry*	3
MATH	110	University Mathematics*	3
MATH	231	Statistics*	3
OFAD	234	Applications Programs Integration or	
COMP	101	Introduction to Computers	3
BIOL	101	Faith and Science	3
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
BUAD	475	Administrative Management of	3
		Adventist Organizations	
		Total Credits	45.5-55

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

Concentration Requirements

Biblical Studies			Credits
RELB	103	Introduction to the Bible	3
RELB	214	Pentateuch and Writings	2
RELB	216	Biblical Exegesis	3
RELB	301	Daniel	3
RELB	302	Revelation	3
RELB	321	Old Testament Prophets I	3
RELB	322	Old Testament Prophets II	3
RELB	402	Jesus and the Gospels	3
RELB	420	New Testament Acts and Epistles	4
		Total Credits	27

Historical Studies

RELH	200	History of Christianity	4
RELH	202	Adventist Heritage	4
		Total Credits	8

Pastoral Studies

REL P	101	Introduction to the Ministry	3
REL P	191	Youth Ministry	2
REL P	198	Print Evangelism	1
REL P	211	Digital Evangelism	3
REL P	217	Personal Evangelism and Church Growth	3
REL P	220*	Biblical Preaching	3
REL P	291*	Pastoral Practicum	1
REL P	301	Health Evangelism	3
REL P	319	Public Evangelism	3
REL P	392*	Public Evangelism Practicum	2
REL P	410	Church Organization and Administration	3
REL P	413	Pastoral Counseling	3
REL P	491*	Pastoral Practicum	1
REL P	492*	Pastoral Practicum	1
Total Credits			32

**These courses must be passed with a minimum grade of "B".*

Theological Studies

RELT	101	Introduction to Christian Leadership	3
RELT	201	Christian Beliefs	3
RELT	212	Prophetic Gift	3
RELT	220	Theological Research	3
RELT	317	Christian Home	3
RELT	401	Sanctuary Doctrine	2
RELT	412	Christian Ethics	3
RELT	435	Christian Theology	3
RELT	436	Adventist Theology	3
Total Credits			26

Language and Literature

RELL 227	Introduction to Biblical Hebrew I	3
RELL 228	Introduction to Biblical Hebrew II	3
RELL 323	Basic New Testament Greek I	3
RELL 324	Basic New Testament Greek II	3
Total Credits		12

Associate of Arts in Religion

General requirements	17.5-27
Concentration courses	46
Concentration elective courses	3
Total Credits	66.5-76

General Education Component

BUAD 101	Natural and Financial Resource Management	1
HUSP 111	Introduction to Basic Spanish Grammar	3
HUSP 122	Reading, Writing and Composition	3
HUEN ____	English (see English requirements)*	3-9
HUHI 200	Historic Process of PR	0-3
MATH 110	University Mathematics*	3
EDUC 098	Introduction to University Life* or	1
EDUC 099	University Life Seminar*	.5
COMP 101	Introduction to Computers and Information Systems or	

OFAD 234	Applications Programs Integration	3
HUSO 100	Philosophy of Service	1

Total Credits 17.5-27

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

Concentration Requirements

Biblical Studies		Credits
RELB 103	Introduction to the Bible	3
RELB 214	Pentateuch and Writings	2
RELB 216	Biblical Exegesis	2
RELB 301	Daniel	3
RELB 302	Revelation	3
RELB 321	Old Testament Prophets I or	
RELB 322	Old Testament Prophets II	3
RELB 402	Jesus and the Gospels	3
RELB 420	New Testament Acts and Epistles	4
Total Credits		23

Historical Studies

RELH 212	Adventist Heritage	4
Total Credits		4

Pastoral Studies

REL P 217	Personal Evangelism and Church Growth	3
REL P 220	Biblical Preaching*	3
REL P 291	Pastoral Practicum*	1

Total Credits	7
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Theological Studies

RELT	201	Christian Beliefs	3
RELT	212	Prophetic Gift	3
RELT	317	Christian Home	3
RELT	412	Christian Ethics	3

Total Credits	12
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** Must be passed with a minimum grade of "B".*

Concentration electives courses	Electives (3 credits)
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RELP	198	Print Evangelism	1
RELT	220	Theological Research	3
RELL	227	Introduction to Biblical Hebrew I	3
RELL	323	Basic New Testament Greek I	3
RELP	319	Public Evangelism	3
RELP	392	Public Evangelism Practicum*	2

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

Minor in Religion (25 credits)

RELB	103	Introduction to the Bible	3
RELB	216	Biblical Exegesis	3
RELB	223	Introduction to Daniel and Revelation	3
RELH	212	Adventist Heritage	4
RELP	217	Personal Evangelism and Church Growth	3
RELT	212	Prophetic Gift	3

RELT	412	Christian Ethics	3
		Electives*	3
		Total Credits	25

** Electives (choose from the following courses)*

RELP 198	Print Evangelism	1
RELP 220	Biblical Preaching*	3
RELT 220	Theological Research	3
RELT 317	Christian Home	3
RELT 401	Sanctuary Doctrine	2

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

Course Descriptions

Biblical Studies

Credits

RELB 100 General Introduction to the Bible 3

An introductory study of the Bible, with an emphasis on the biographies of some of the main characters with the goal of promoting spiritual life and the practice of Christian values.

RELB 101 Life and Teachings of Jesus 3

Study of the life, ministry, and teachings of Jesus in their historical context as a foundation to determine the personal, social, and religious lifestyle of the Christian. Does not apply to Theology students.

RELB 103 Introduction to the Bible 3

Studies of the origins, formation of the Canon, divisions, background (historic, archaeological, geographic), literary character, inspiration and authority of the Old and New Testaments. Analysis of the topic, purpose and principle teachings of the books of the Bible and its application to present-day situations.

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 Exegesis 3

Study of the principles to be applied 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. *Prerequisite: RELB 101 and RELT 201. Does not apply to 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 Archaeological Field Work 1-6

Experience at an archaeological site for several weeks excavating, drawing, analyzing pottery, and becoming familiar with archaeological methods. There will be tours to other archaeological 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

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. This course is equivalent to NURS 300 and applies only to students from 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. *Prerequisite: 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

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

Study of the exilic and post-exilic prophets with an emphasis on their archaeological 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 402 Jesus and the Gospels 3

Study of the life and teachings of Jesus in its socio-historical context through the reading of the four gospels. It contemplates the different perspectives of each gospel; select themes and passages are analyzed applying exegetical principles and methods. *Prerequisites: RELB 323, RELB 324 and RELB 216.*

RELB 420 Acts and New Testament Epistles 4

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. The Apostle Paul's life, work, and way of thinking will also be studied. Exegetical and Theological study of the following epistles of Paul: 1st Corinthians, Galatians, and Romans. Emphasis will be placed upon its application to contemporary practical and doctrinal problems. *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 advanced students of the Department in consultation with the Director.

Chaplain Studies

RELC 206	Introduction to the Chaplaincy	3
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The purpose of this course is to understand the characteristics of chaplaincy ministry and the necessary tools to be applied to different types of chaplaincy, such as: hospital, educational, prisons, geriatric, disaster, among others. (Requires 50 hours of laboratory).

RELC 227	Hospital Chaplaincy	3
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This course is designed to enable the chaplain in the service of ill people and their families, as well as hospital personnel. An emphasis is placed on the ministry of consolation, presence and support. Also, emphasizes the benefits of chaplaincy in the biological, mental and spiritual function of the patient. (Requires 50 hours of laboratory). *Prerequisite: RELC 206*

Historical Studies

RELH 200	History of Christianity	4
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General study of the history of Christianity covering the major eras: Early Church, Rise of the Papacy, Great Schism, Eastern

Orthodoxy, Crusades, Medieval Church, Continental Reformation and Counter-Reformation, English Reformation, English Puritanism, Enlightenments, Pietism, Methodism, American Denominationalism, and recent development.

RELH 212 Adventist Heritage 4

This course offers an overview of the history of Adventism from the Millerite period to the present, including aspects of the organization with principle figures and events. The Prophetic Gift is presented as manifested in the Scriptures and through the life, writings, and ministry of Ellen G. White in the Seventh-day Adventist Church.

RELH 470 Guided Reading in Historical Studies 1-3

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 RELL 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 New Testament 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 from the Greek New Testament. *Prerequisite: HUSP 122.*

RELL 324 Basic New Testament 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: RELL 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

RELP 101 Introduction to the Ministry 3

This course is designed so that the student can be in contact with the different areas in which ministerial life takes place. Include call to the Adventist pastoral ministry, relationship with the church and its parishioners, and with the employer organization. In addition, the relationship of the pastor with his family, church members and the community is presented.

RELP 191 Youth Ministry 2

This course is designed to involve the student in the youth ministry of the Seventh-day Adventist Church. Emphasizes reaching and retaining youths and the importance of youth leadership. Examines and proposes solutions to the challenges faced.

RELP 198 Print Evangelism 1

This course is designed to help the student get involved in the public relations field through canvass. Analyzes principles and techniques related to the art of confirming decisions. Includes field practice of theoretical elements and follow up with the spiritual interests that are obtained. (If the student already has 300 hours of public evangelism, the practical part of the class can be credited to them.)

Expose the student to the reality of how life and the digital experience are changing the culture of how we do evangelism from our local church. Introduce the student to some of the most used methods in the digital age and how to use these tools in favor of the evangelization process. Practical examples of how to work with the different digital platforms and how to achieve functional digital strategies to be combined with the regular programming of the church will be presented.

Principles of the true meaning of evangelism, church growth, and the planting of new congregations in new settings. Development of personal evangelization capacities and techniques. The presentation of Biblical studies is analyzed. Includes 45 hours of theory and 30 hours of practice (laboratory). These practice hours will include participation in Bible studies and the class's identification of a site for planting a new church.

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.

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. Includes field

experience. It should be done, preferably, in the university church. This course may be credited to ordained pastors and licensed ministers at the recommendation of the conference president. The student must receive a minimum grade of "B" to pass the course.

REL P 300 Christian Education Ministry 3

A study on the philosophical foundations of the Adventist-Christian education. This course includes teaching strategies for adults, ideas for the integration of faith and values in the schools, strategist for spiritual development, responsibilities for support of the pastor and the school board. Requires 15 hours of field experience, of which 5 hours are for community service.

REL P 301 Health Evangelism 3

This course presents the health principles governed by the Seventh-day Adventist Church, and the application of those principles to the life of the pastor and the pastoral family. In addition, it focuses on the presentation of those resources of the health ministry and how these can be used by the pastoral ministry in the fulfillment of an integral ministry. Through an in-depth reading of the health concepts presented in the Prophetic Gift and the Bible, will be analyzing them and how they can be used in the application of health evangelism, which is the right arm of the three angels' messages for this time. Requires ten (10) hours lab work in church and community settings.

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 319	Public Evangelism	3
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Study and analysis of methods of public evangelism with an emphasis on principles for organizing and conducting evangelism campaigns. Includes 45 hours of theory and 30 hours of practice (laboratory) at a church. Emphasizes the mobilization of church laymen and working in small groups. The hours of practice (laboratory) may be credited to pastors and licensed ministers by recommendation of the conference president of where the work took place.

REL P 392	Public Evangelism Practicum	2
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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. The student will conduct a public evangelistic campaign under the supervision of the Department or a successful evangelist approved by the Department. Laboratory required. This course may be credited to ordained pastors and licensed ministers at the recommendation of the conference president. The student must receive a minimum grade of "B" to pass the course. *Prerequisite: REL P 217, REL P 220, and REL P 319.*

REL P 395	School of Public Evangelism	2
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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 REL P 317.

REL P 397	Summer Evangelism Practicum	2
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This course (as a substitute for REL P 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. The student must receive a minimum grade of "B" to pass the course.

RELP 402 Holy Land Excursion 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 3
Administration

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 that the pastor plays in involving the members in planning, organizing, and carrying out different activities of the congregation, preparation and management of the church budget, work plans of the church and departments.

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

connect with specialists in different areas of mental health. Emphasizes the biblical, pastoral, and theological foundation.

RELP 470 Guided Reading in Pastoral Studies 1-3

Individual reading of selected topics, passages, books, or pastoral literature at an advanced theological level.

RELP 471 Independent Project in Pastoral Studies 1-3

Development of an independent project in a specific area of pastoral study. Only for advanced students of the Department in consultation with the Director.

RELP 491 Pastoral Practicum 1

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. The student must receive a minimum grade of "B" to pass the course.

RELP 492 Pastoral Practicum 1

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. The student must receive a minimum grade of "B" to pass the course. *Corequisite: RELP 410.*

Theological Studies

RELT 101 Introduction to Christian Leadership 3

This course introduces the principles of Christian Leadership and how these can be applied to life and ministry. Using the Bible, the Prophetic Gift, and contemporary Christian and secular leadership writings, students will develop their own personal framework for successful pastoral leadership. The strength and weakness of various approaches will be compared. Students are required to gain first-hand leadership experience (from teachers and pastors by observation) during the semester, outside of the classroom, as part of the course requirements.

RELT 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.

RELT 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 Prophetic Gift 3

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.

RELT 220 Theological Research 3

Theory, principles, methods, and practice of theological research.
Prerequisite: HUSP 122.

RELT 317	Christian Home	3
Study on the life-cycle of the Christian family in modern day society. 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. Places an emphasis on the decision-making process. Takes personal and social ethical areas into account.		
RELT 435	Christian Theology	3
An introduction to the following main categories of Christian systematic theology: Theology, Anthropology, Christology, Soteriology, Ecclesiology and Eschatology. <i>Prerequisite: RELT 201.</i>		

TECHNICAL CERTIFICATE PROGRAMS



Technical Certificate Programs

The Technical Certificate Program promotes student retention through services and activities that support the achievement of academic goals. Furthermore, it offers curricula that foster the development of knowledge, skills, values, and aptitudes that equip students with the necessary competencies to succeed in society.

Institutional Admission Requirements

- High school diploma or equivalent (GED).
- Minimum cumulative GPA of 2.00 to 2.50 (on a 4.00 scale).
- Completed application form (online or in person).
- Payment of a non-refundable admission fee (\$20.00).
- Color copy of valid identification (passport or driver's license).
- Official academic transcript.

Graduation Application

Students must submit their graduation application no later than the date established by the Office of the Registrar. See Academic Calendar.

The payment of any graduation fee, the student's registration as a graduation candidate in any document, or an invitation to graduation ceremonies or any related events shall not be construed as an offer or commitment to graduate.

Only the fulfillment of all the requirements stated in this Catalog, or in any other official university guidelines, shall entitle a student to graduate—regardless of any representations made by any university official.

Technical Certificate Diplomas

Graduates of the Technical Certificate Program must claim their diplomas at the Office of the Registrar no later than one year after graduation. The University will not be held responsible for diplomas after this period has elapsed.

Financial Aid

Antillean Adventist University offers financial assistance, within the limits established by funding sources, to students who qualify for the respective programs. The eligibility of financial aid applicants is reviewed annually.

Students may obtain guidance regarding financial aid from the Office of Financial Aid. To apply for Federal Pell Grant funds, students must complete the Free Application for Federal Student Aid (FAFSA). Application forms are available at the Office of Financial Aid or online at <https://fafsa.ed.gov/>.

The Financial Aid Office staff can provide additional information about the aid programs available at the University, their requirements, and the procedures for applying for funds. This information is also available at www.uaa.edu, under the Financial Aid section.

Military personnel and other qualified individuals may take advantage of veterans' benefits authorized by current legislation. Information on these programs is available through the Office of Financial Aid.

Tuition, Fees, and Other Charges

Information related to tuition, fees, and other charges is published in the UAA Catalog.

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 may 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	
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 unpaid, 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 may be reported to the Credit Bureau.
3. Any student who drops or adds a class must make the corresponding arrangements, such as: completing the official forms for this purpose and submitting them to the Registrar’s Office. If left undone, the charge will move forward without right of appeal. The same applies

to any student that drops out of the university without following the corresponding procedures.

4. Housing fees begin coverage from the first day of registration to the last day of final exams and do not include regular vacation periods (Christmas and summer).
5. The medical insurance plan selected by the University is *mandatory* for all students that do not have other medical insurance. If a student has a personal medical plan, they must present evidence upon registering, otherwise the student the charge will remain among the the registration fees. The cost is subject to change contingent on 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 the student's account reflects a remaining credit from grants received, the corresponding refund will be provided.
7. An automatic minimum charge of \$900 will be applied for cafeteria service at the beginning of each academic semester for boarding students, and \$100 for the summer. \$1,500 plans will also be available.

Teaching and Fees	
<i>Estimate for one Academic Session</i>	
Tuition (\$195 x 6 credits)	1.170.00
Nursing Technical Lab Fees	600.00

Summer Registration

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

Institutional Refund Policy

Partial Drops

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

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

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, the number of the Title IV Programs that corresponds to the student must be determined. For this purpose, the federal government provides a program that analyzes and determines the prorated amount that will be credited to the student. If the student has actually completed 60% of the session, 100% of the Title IV Programs will be credited to the student.

The effective date of withdrawals for students with GI Bill® benefits is the last day of class attendance.

Partial Drops

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

Time of Study	Number 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%

Total Drops

A student may drop out of the University at any time up to the date indicated in the Academic Calendar without affecting their GPA. The drop out becomes valid when the corresponding form has been completed, signed, and taken to the Registrar's Office. The student who decides to withdraw from the University and does not follow the official procedures will receive a "WA" grade in all their courses. The form is available in the Registrar's Office. The effective date of withdrawals for students with "GI Bill®" benefits is the last day of class attendance.

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

Students receiving financial aid will be responsible for any outstanding balance between the refunded amount and their tuition cost. Any resulting surplus will be returned to the student.

For more information, see the Financial Information and Financial Aid Programs sections in this catalog.

Credit Hours/Academic Load

Bimester (8-weeks)

One credit is equivalent to a 50-minute period and/or two to four hours of laboratory per week. An academic session (bimester) consists of a minimum of 8 weeks of instruction including final exams. The first session begins on the second week of August and ends on the second week of December. The second session begins on the second week of January and ends on the second week of May. The summer consists of two sessions, June and July.

The use of bimesters is in alignment with the Regulation for the Licensing of Postsecondary Institutions in Puerto Rico, Article 3 of the regulation defines the academic term as:

“A period of time established by the institution for the delivery of its courses. This may be a semester, trimester, quarter, or another clearly defined by the institution.”

Accordingly, the institution recognizes the 8-week bimester as a valid academic term, clearly defined and approved as part of its academic calendar, in compliance with current regulatory standards.

The academic load per session for full-time student's ranges between **6-8** credits. With permission from the Registrar's Office in consultation with the Director of the student's Academic Department, a student with a minimum GPA of 3.25 may register up to **10** credits. This policy does not apply to students taking Student Teaching in Education.

During each summer session, a student with a minimum GPA of 3.25 may register up to **6** credits with the permission of the Registrar's Office in consultation with the Academic Director. The student must consult with their academic advisor to create a reasonable and balanced plan for work and study.

Course Offering and Scheduling

This catalog includes the courses that are part of the academic offerings authorized to Antillean Adventist University by the Puerto Rico Board of Postsecondary Institutions (JIP, in Spanish). However, due to enrollment limitations, some courses may not be offered.

Special Requirements for Practicum Centers

Some certificate programs include a supervised practicum component that requires students to complete practice hours in real-world work settings as part of the graduation requirements. These external sites may include hospitals, among others.

Academic Dishonesty

Any 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 prepared 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. At the beginning of each academic session, the faculty will determine the minimum parameters for an assignment to meet in order to be accepted.

Possible Changes

The University is committed to the continuous improvement and renewal of its academic offerings. This includes the possibility of applying for, reviewing, modifying, or discontinuing academic programs authorized by the Puerto Rico Board of Postsecondary Institutions (JIP in Spanish).

The University will make every reasonable effort to keep the information in this Catalog up to date. However, The Board of Directors of this Institution reserves the right to increase or decrease, at any time, the prices and/or costs that appear in this Catalog if economic conditions warrant it.

Students are responsible for reading and understanding the academic, administrative, and disciplinary policies and regulations, as well as the general requirements for the degree they are pursuing from the moment they enroll at the University. They are also responsible for meeting the requirements of their chosen program of study. If a student changes their program, they must meet the requirements in effect at the time of the change.
<http://www.uaa.edu>

Practical Nursing Technical Certificate (LPN)



Practical Nursing Technical Certificate (LPN)

Description: The Practical Nursing Technical Certificate, offered in an online format, provides an articulated curriculum that prepares skilled nursing professionals with a diversified set of competencies to contribute to the physical, mental, and spiritual well-being of patients. These professionals exercise clinical judgment and competencies acquired to deliver patient-centered care. The program lasts 11 months and includes a total of 35.5 academic credits. To practice as a Practical Nurse, the graduate must pass the licensing examination administered by the Puerto Rico Board of Nursing, in accordance with Law 254-2015.

Program Objectives

- Prepare professionals capable of applying the nursing process in the holistic care of patients throughout various life stages.
- Integrate knowledge acquired in general education, social sciences, and nursing sciences into professional practice.

Graduate Profile

Knowledge:

- Performs practical nursing skills in direct patient care under supervision.
- Utilizes informatics and technology to promote safety in professional practice.

Skills:

- Integrates the nursing process in patient care across different healthcare settings.

Attitudes:

- Applies ethical, legal, moral, and spiritual principles in holistic patient care.
- Demonstrates respect for human dignity and individual differences.

Institutional Admission Requirements

- High school diploma or equivalency (GED).
- Minimum general GPA of 2.00 to 2.50 (on a 4.00 scale).
- Completed admission application (online or in person).
- Admission fee payment (\$20.00 non-refundable).
- Valid color ID copy (passport or driver's license).
- Official transcript.

LPN Program Admission Requirements

- Interview with the Program Coordinator.
- Valid Certificate of Good Conduct.
- Compliance with Admission Office requirements.
- Minimum GPA of 2.00.
- Commitment to fulfill clinical practice requirements: valid health certificate, immunizations, N95 respirator fit test, HIPAA and CPR certifications, background check, and Law 300 verification.
- Availability to attend in-person labs and clinical practice.
- Access to a computer and Internet.

- Participation in distance learning orientation and Moodle platform training.

Graduation Requirements

- Maximum of two repetitions per failed nursing course, up to a total of three courses.
- Minimum grade of 70% (C) in theory and 80% in clinical practice.
- Minimum cumulative GPA of 2.50.

Practical Nursing Technical Certificate (LPN)

Curriculum Design: Total Credits: 35.5

- Core Nursing Courses: 19.5 credits
- Related Courses: 8 credits
- General Courses: 8 credits

Curricular Sequence

<i>First Term:</i>		<i>Credits</i>
• HESC 0111	Principles of Microbiology	2
• HESC 0112	Intro to Human Anatomy and Physiology	2
• MATH 0100	Basic Mathematics	2
• HESC 0113	Medical Terminology	2

Second Term:

•	COMP 0110	Intro to Information Systems	2
•	SOCI 0110	Cultural and Social Awareness	2
•	PNRS 0111	Fundamental of Practical Nurs	2.5
•	PNRS 0112	Practical Nursing Procedures	1

Third Term:

•	PNRS 0121	Medical Surgical Nursing	2
•	PNRS 0122	Gerontological Nursing and	
	▪	Palliative Care	2
•	PNRS 0131	Maternal-Infant Nursing	2
•	HESC 0114	Introduction to the Life Cycle	2

Fourth Term:

•	RELB 0101	Spiritual Care of the Sick	2
•	PNRS 0132	Pediatric Nursing	2
•	PNRS 0133	Electrocardiography and	
	▪	Phlebotomy	1
•	PNRS 0134	Foundations of Mental Health	
	▪	and Psychiatric Nursing	1

Summer:

•	PNRS 0181	Practical Nursing Seminar	2
•	PNRS 0191	Practical Nursing	4

Course Descriptions

PNRS 0111 Fundamentals of Practical Nursing 2.5

This course provides essential knowledge and basic skills for practical nursing. It prepares nursing professionals to deliver direct care to patients/clients. Its main objective is to analyze, organize, and systematize nursing content to extract the basic principles that differentiate practical nursing from other fields and professions. The course requires 15 hours of in-person laboratory sessions on campus. *Prerequisite: HESC 0112.*

PNRS 0112 Practical Nursing Procedures 1

This course offers the knowledge and skills necessary for executing basic nursing procedures safely and in accordance with current practice standards and protocols. It prepares students for practical nursing by developing essential hands-on care techniques. The course includes 20 hours of in-person laboratory sessions on campus.

PNRS 0121 Medical Surgical Nursing 2

This course focuses on the theoretical and practical aspects of nursing care for adults experiencing medical and surgical disorders. Psychosocial aspects of illness, preventive measures, and rehabilitation strategies are included.

PNRS 0122 Gerontological Nursing and Palliative Care 2

This course prepares students to integrate knowledge and practices related to geriatric and palliative care, addressing the unique needs of the elderly population.

PNRS 0131 Maternal-Infant Nursing**2**

This course provides the knowledge and skills necessary to offer high-quality care to pregnant women and newborns. It focuses on health during pregnancy, labor, and the postpartum period, as well as neonatal care and health promotion. Topics include physiological and psychological changes during pregnancy, prenatal care, prevention of complications, and postpartum care. Includes 30 hours of theory and scheduled in-person clinical simulation workshops.

PNRS 0132 Pediatric Nursing**2**

This course covers the theoretical foundations of nursing care across the developmental stages of infancy, childhood, and adolescence. Emphasis is placed on prevention, care, and rehabilitation of children and adolescents with physical and emotional conditions.

PNRS 0133 Electrocardiography and Phlebotomy**1**

This course provides the theoretical and practical foundations in basic electrocardiography and phlebotomy for the practical nursing student. Topics include general cardiac anatomy and physiology with an emphasis on electrical conduction of the heart. Instruction is provided on the use and handling of EKG equipment. Students will also learn vascular anatomy, the use of phlebotomy equipment, and the purpose of various blood tests. Includes 12 hours of theory and 10 hours of in-person lab work per trimester.

PNRS 0134 Foundations of Mental Health and Psychiatric Nursing

1

This course introduces students to the foundations of care for individuals with mental illnesses. It emphasizes the promotion and prevention of mental health, identifying at-risk populations, and primary care interventions, treatment, and/or rehabilitation. It covers care and rehabilitation of both adults and children with mental health conditions and emphasizes the integration of hospital care with community resources and family support. The course includes 15 hours of theory and is required to complete the LPN program. It equips students with the basic competencies and skills to assist clients with mental health issues.

PNRS 0181 Practical Nursing Seminar

2

This capstone course prepares students to integrate the knowledge and skills gained throughout their training in practical nursing. It addresses current trends, legal, ethical, and moral implications in the nursing profession. Students will discuss the transition from student to professional, review key issues affecting healthcare, and analyze ethical-legal, technological, scientific, and socio-economic influences. Preparation strategies for the Practical Nursing licensure exam are included.

PNRS 0191 Practical Nursing

4

Students will reinforce the skills acquired during their academic training through clinical practice in selected areas and shifts. This experience provides opportunities to enhance direct and comprehensive patient care in a holistic manner in accordance with legal standards. The course facilitates professional experience through external training placements in real-world healthcare

settings. Includes 120 hours of in-person clinical practice at a designated site provided by the university.

HESC 0111 Principles of Microbiology 2

Study of microorganisms and their relationship to health and disease. Emphasis is placed on reproduction, methods of transmission, and techniques to control pathogenic microorganisms. Topics include disinfection, asepsis, and sterilization techniques. Includes 30 hours of theory.

HESC 0112 Introduction to Human Anatomy and Physiology 2

This course introduces the principles of human anatomy and physiology, examining the major body systems and their integration to support the proper functioning of the human body.

HESC 0113 Medical Terminology 2

This course equips students with the foundational knowledge to understand medical terms, including word roots, prefixes, suffixes, and terminology related to all body systems.

HESC 0114 Introduction to the Life Cycle 2

This introductory course provides an overview of the human life span from conception to late adulthood. It explores the biopsychosocial-spiritual dimensions of human development and incorporates fundamental psychological theories. The grieving process is addressed as a latent experience throughout all stages of life. Includes 30 hours of theory per semester.

MATH 0100	Basic Mathematics	2
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This course covers practical applications of arithmetic, decimals, fractions, unit conversions, ratios and proportions, rounding, measurement systems, and number systems. It is designed to help students apply mathematical concepts within the healthcare setting.

COMP 0110	Introduction to Information Systems	2
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An introduction to the basic concepts of computer literacy, including word processing, management of digital patient records, data privacy, security, confidentiality, and integrity. The course also explores information systems with a focus on applications in the healthcare field.

SOCI 0110	Cultural and Social Awareness	2
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This course prepares students to understand the role of culture in shaping identity, lifestyles, and health among social groups. Emphasis is placed on ethnocentrism, cultural relativism, diversity, and intercultural communication.

RELB 0101	Spiritual Care for the Sick	2
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This course equips healthcare professionals with foundational knowledge in providing effective spiritual care to patients. It includes interventions and strategies for integrating spirituality.

Administration and Personnel

Administration

Edwin Hernández

President

Héctor L. Díaz

Vice-president of Academic Affairs

Luis Acobe

Vice-president of Financial Affairs

Erick Mendieta

Vice-president of Student Affairs

José D. Gómez

Vice-president of Planning and Development

Yolanda Pérez

Associate Vice-President of Academic Affairs

Madeline Cruz

Associate Vice-president of Financial Affairs

Support and Service Personnel

Abel Rodríguez	Director of Maintenance
Ivelisse Vélez	Director of the Library
Alfa Lizardo	Director of Registration
Awilda Matos	Director of Financial Aid
Frances Izquierdo	Director of Human Resources
Giselle Rivera	Director of Student Finances
Heber Vázquez	Director of Information. and Tech. Services
Hector Montilla	Dean of Men
Caleb López	Pastor AAU Church
Yairaliz Rodríguez	Director of Admissions
Lorell Varela	Director of Promotion
Lillibeth Rosado	Director of Recruitment
Damaris Pérez	Dean of Women
Ana Martínez	Director of Counseling
Legna Varela	Director of Environmental Affairs
Héctor Colón	Supervisor of Cleaning

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Rodolfo Cosme	President East PR Conference
Amílcar Alvelo	Education Director East PR Conference
Betzaida Maldonado	Attorney
Adalberto Bosques	Professor
Rubén Padilla	President North PR Conference
Glorimar Montalvo	Education Director North PR Conference
Héctor Reyes	President South PR Conference
Eva González	Education Director South PR Conference

Teaching Personnel Faculty

Abel Valentín, Assistant Professor School of Education, Humanities, and Psychology BA, 1992, University of Puerto Rico MA, 1999, University of Puerto Rico	2000
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
David Ramos, Professor Department of Business Sciences PhD, 2012, University of Puerto Rico	2015
Eduardo Acosta, Instructor Department of Science and Technology MA, 2014, Atlantic University College	
Héctor González, Instructor School of Nursing and Health Sciences MSN, 1996, Pontifical Catholic University	2014
Héctor Cosme, Instructor Department of Science and Technology BSA, 2001, University of Puerto Rico MA, 2015, Inter-American University of Puerto Rico	2017

Héctor Montilla, Instructor School of Education, Humanities, and Psychology MS, Carlos Albizu University BA, Antillean Adventist University	2018
Ileanex Pérez, Instructor School of Education, Humanities, and Psychology BA, 2006, Inter-American University of Puerto Rico PhD, 2013, Pontifical Catholic University	2017
Israel Torres, Assistant Professor School of Education, Humanities, and Psychology BA, 1998, Antillean Adventist University MA, in process, Center for Advanced Studies of Puerto Rico and the Caribbean	1999
Ivette Santiago, Assistant Professor School of Nursing and Health Sciences AS, 2005, Metropolitan University BS, 2008, EDP College of Puerto Rico MSN, 2014, Inter-American University of Puerto R	2016
Javier Cruz, Instructor School of Education, Humanities, and Psychology BA, 2005, Inter-American University of Puerto Rico MA, 2009, Inter-American University of Puerto Rico	2007

Jonathan Jusino, Instructor Department of Science and Technology MA, 2019, Inter American University	2020
José J. Ruiz, Assistant Professor School of Education, Humanities, and Psychology PhD, 2018, Institute of Advanced Studies on PR and the Caribbean MA, 2012, Pontifical Catholic University BA, 2006, Antillean Adventist University	2013
Leticia López, Assistant Professor School of Nursing and Health Sciences BS, 2000, Antillean Adventist University MSN, 2013, Antillean Adventist University DNP, 2025, Ana G. Méndez University	2017
Lori Le Duc, Instructor School of Education, Humanities, and Psychology AS, 1980, Antillean College BA, 2008, Eastern University (in Puerto Rico) MA, 2011, Antillean Adventist University PhD, 2023, University of Puerto Rico	2011
Marcia Crespo, Associate Professor Department of Science and Technology BA, 1987, Antillean College MA, 1995, Inter-American University of Puerto Rico	1995

Miguel Méndez, Assistant Professor Department of Science and Technology BS, 2010, University of Puerto Rico PhD, 2016, Central Carribean University	2018
Milton Gonzalez, Instructor Department of Religion BA, 2015, Antillean Adventist University MA, 2020, Andrews University	2024
Myrna Pacheco, Associate Professor School of Nursing and Health Sciences BSN, 1981, University of Puerto Rico MSN, 1997, Catholic University	1982
Omar Reyes, Assistant Professor Department of Science and Technology BA, 1999, Antillean Adventist University® MA, 2002, Inter-American University of Puerto Rico	2003
Pedro A. Santiago, Instructor Department of Science 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 2008
School of Nursing and Health Sciences
BA, 2002, Antillean Adventist University
MA, 2013 Loma Linda University

Yanitza Olivencia, Assistant Professor Department of 2002
Business Sciences
BS, 1992, Antillean Adventist University
MA, 1998, Inter-American University of Puerto Rico,

Librarians

Ivelisse Vélez, Instructor
Dennis Soto Library
BA, 1992, Antillean Adventist University
MSI, 2005, Inter-American University of Puerto Rico

Telephone Directory

Switchboard: (787) 834-9595

Admissions	2208
Financial Aid	2200
Library	2311
Cafeteria	2952
Teller	2202
Chaplaincy	2669
Computer Center	2339
Business Sciences	2320
Science and Technology	2709
Clinic/Nurse	2322/ 2810
Student Council	2278
Graduate Study Resource Center	3100
Humanities	2668
School of Education, Humanities, and Psychology	2961
School of Nursing	2225
Religion	2245
Student Finances	8011
Men's Dormitory	2268
Women's Dormitory	2500
Church	2217
Counseling and Orientation	2335
Dean of Men	2239
Dean of Women	2267
President	4004
Advertising and Recruitment	8008
Registrar's Office	2222
Institutional Technology Services	2700
Vice-president of Academic Affairs	4002
Vice-president of Student Affairs	2213
Vice-president of Financial Affairs	2204
Vice-president of Planning and Development	2375

Dennis Soto Library



Library Hours	
Monday to Thursday	7:30 a.m. - 8:30 p.m.
Friday	7:30 a.m. - 1:00 p.m.
Saturday	Closed
Sunday	5:00 p.m. - 8:30 p.m.