



GENERAL CATALOG

2026 - 2028

MAIN CAMPUS: ROAD 156 KM 17.3 BO. HONDURAS BARRANQUITAS, PUERTO RICO 00794

BRANCH: GRAN CARIBE MALL CARR. #2 KM.29.7 VEGA ALTA, PUERTO RICO 00692

Published/Revised July 2026

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MESSAGE FROM THE PRESIDENT

Welcome to D'Mart Institute!

At D'Mart Institute, we don't just offer education, we provide the opportunity to transform your future in less time. If you're looking for real change and a career with strong prospects, this is the place for you.

We believe in the power of knowledge as the key to success. As President, my commitment is to ensure you receive an excellent education, aligned with the latest trends in technical careers, healthcare, beauty, and business. Our goal is to equip you with the necessary tools to grow professionally and achieve your aspirations.

But our mission goes beyond teaching. We want you to experience an enriching educational journey, with events, activities, and programs designed to enhance your growth. You will have the support of dedicated faculty, an administrative team ready to assist you, and classmates who will inspire you to push your limits every day.

Success is within your reach, but the decision is yours. Now is the time to take the first step, invest in your future, and work toward the life you desire. Are you ready to begin?

My office doors will always be open for you. I wish you the greatest success and look forward to seeing you soon at one of our campuses.

D'Mart Institute is your opportunity—make the most of it!



Dr. Juan Carlos Vargas Rivera

President and CEO

BOARD OF DIRECTORS

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

 **Juan C. Vargas Rivera - President**

 **Valerie Rodríguez Maldonado - Board Secretary**

The Board President is responsible for overseeing the academic operations of the Institution. Corporate Directors and administrative officials assist in carrying out various institutional functions, including executive administration, campus operations, academic affairs, fiscal operations (Comptroller), finance and registration, financial aid, and other support services.

Administrative Officials

VALERIE RODRÍGUEZ MALDONADO	Executive Director & Human Resource
MIRNA V. BÁEZ HERNÁNDEZ	Comptroller (Fiscal Officer)
AMARILIS RIVERA GONZALEZ	Academic Director
CARMEN LUZ BERRÍOS RIVERA	Academic & School Director Barranquitas Main Campus
JUANA I. RESTO RUÍZ	Finance and Registration Director & Administrative Director Vega Alta Branch
IVELISSE COLÓN LÓPEZ	Financial Aid Director

PHILOSOPHY

At D'Mart Institute, our philosophy is based on providing excellence in education, preparing our students with the knowledge, skills, and competencies necessary for their personal and professional growth. We are committed to shaping individuals who contribute to the well-being of their communities, remain competitive in the job market, and find fulfillment in their professional lives.

Our institution places students at the center of its educational model, offering an updated curriculum aligned with market demands. We strive to ensure academic excellence and maximize job placement opportunities, equipping each graduate with the confidence and skills to face real-world challenges successfully.

MISSION

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

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

GOALS

- Foster an academic environment based on ethical, civic, and social values that encourage students' holistic development.
- Offer innovative academic programs aligned with labor market demands.
- Ensure the training of highly skilled professionals in various industries, including business, banking, and technical fields.
- Implement continuous evaluation and improvement processes to optimize academic programs and services.
- Provide educational experiences that promote values, self-awareness, and effective job placement.

OBJECTIVE

- Design short-term educational programs that meet market demands.
- Train students with key competencies for success in the job market.
- Facilitate access to technical and vocational education for the entire community.
- Promote social responsibility and entrepreneurship among our graduates.
- Encourage collaboration among faculty, students, and administrative staff to continuously improve educational quality.

HISTORICAL BACKGROUND

D'Mart Institute, Inc. was founded in 1985 in the municipality of Cayey by Mrs. Marta L. Rivera, a designer and entrepreneur. Her vision of creating a high-quality educational institution established an innovative concept that has benefited generations of students.

Expansion and Growth

- Initially, D'Mart Institute offered programs in **fashion design and haute couture**.
- Later, programs in **cosmetology, barbering, and floral design** were added.
- In **1995**, the institution relocated to **Barranquitas**, expanding its academic offerings with programs in **Secretarial Studies, Electricity, Refrigeration, and Drafting**.
- In **2000**, a satellite center was opened in **Corozal**, later becoming a full campus.
- In **2002**, a new campus was established in **Ponce**.
- In **2006**, operations began in **Vega Alta**, which became a campus in **2007**.
- In **2015**, the **Corozal and Vega Alta** campuses merged, leaving the institution with two main campuses: **Barranquitas and Vega Alta**.
- In **2005**, programs in **Emergency Medical Services and Paramedics** were incorporated.
- In **2009**, **Pharmacy Technician and Practical Nursing** programs were added.
- In **2019**, a **Geriatric Assistant** program was introduced.

Currently, D'Mart Institute continues to evolve, integrating the latest innovations in technical and vocational education, establishing itself as a key institution in Puerto Rico.

Accreditations and Recognitions

D'Mart Institute has been accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) since 1991 and is authorized by the Junta de Instituciones

Postsecundarias (JIP), Puerto Rico Department of State, and the U.S. Department of Education. Additionally, the institution participates in funding programs such as Vocational Rehabilitation, the Department of Family Affairs, and the WIOA Act.

FACILITIES DESCRIPTION

Main Campus - Barranquitas

Located in Barrio Honduras, Barranquitas, the main campus features:

- **11 classrooms**, including specialized spaces for beauty, healthcare, and technical programs.
- **Administrative offices:** Registry, Admissions, Financial Aid, Job Placement, and Management.
- **Learning Resource Center (LRC)** with computers and reference materials.
- **Specialized laboratories** for electricity, refrigeration, and mechanics programs.
- **Ample parking and security.**

Vega Alta Branch Campus

Located in the **Gran Caribe Mall Shopping Center**, the Vega Alta campus features:

- **A two-level structure** with classrooms and specialized laboratories.
- **Administrative offices** and student service areas.
- **Classrooms and laboratories equipped to support the healthcare programs** currently offered by the Institution.
- **Computer Lab and Learning Resource Center.**
- **Food Court area and ample parking.**
- **Classrooms equipped for beauty programs**, including cosmetology, barbering, and nail technician.

ADDRESSES, TELEPHONES AND FAXES

D'Mart Institute, Inc. - Corporate Office

Physical Address:**Boneville Terrace****A - 16 Ave. Degetau, Caguas, Puerto Rico 00725****Mailing Address:****D'Mart Institute****PO Box 373517, Cayey, Puerto Rico 00736****Phone: 787-263-0353****Fax: 787-263-1481****Main Line: 787-710-7001**

Main Institution - Barranquitas Campus

Address:**Urb. San Cristóbal #12, Calle B****Barrio Honduras****PR-156 Highway, km 17.3****Barranquitas, PR 00794****Phone: 787-857-6929****Main Line: 787-710-7001**

Vega Alta Branch Campus

Physical Address:**Cine Caribe, Second Level****Gran Caribe Center, Underground Floor****Vega Alta, PR 00692****Mailing Address:****140 PR-678 Highway, Unit 98****Gran Caribe Center****Vega Alta, PR 00692****Phone: 787-883-8180****Main Line: 787-710-7001****Web Page: <https://www.dmartpr.net>**

ACCREDITATIONS AND LICENCES

D'Mart Institute holds a license to operate issued by the Junta de Instituciones Postsecundarias (JIP), under the Puerto Rico Department of State. The Institution is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is recognized by the U.S. Department of Education, allowing eligible students to participate in federal financial aid programs.



Affiliations

1. Puerto Rico Association of Student Financial Aid Administrators (PRASFAA)
2. Puerto Rico Association of Private Education (AEPPR)
3. National Small Business United Association (NSBUA)
4. Professional Secretaries International (PSI)
5. Puerto Rican Association of Collegiate Registrars and Admissions Officers (PRACRAO)
6. One-Stop Career Center of Puerto Rico



Approvals

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



SCHEDULE

Institution Schedule

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

Class schedule

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

ACADEMIC CALENDAR

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

HOLIDAYS

Below are the holidays observed by the institution, in accordance with the Office of Training and Counseling on Labor Affairs and Human Resources Management (OCALARH):

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

ADMISSION

General Admission Requirements

D'Mart Institute ensures that applicants seeking admission to the institution have a genuine desire to succeed in their chosen field. Race, ethnicity, age, physical disabilities, creed, gender, sex, or nationality are not considered when applying for admission, and all rights, privileges, and programs are extended equally to all admitted students participating in the institution's activities.

Admission Requirements

- Applicants must be sixteen (16) years old or older (except for Health Programs, where applicants must be seventeen (17) years old and eighteen (18) by the start of the practice).
- Must have completed 12th grade or its equivalent (Law 188 of May 2, 1952, amended by Law 217 of August 28, 2003).
- Provide a Copy of High School Diploma/Official Transcript and/or graduation certification signed and stamped by the corresponding authority.
- Submit an updated Vaccination Certificate or its equivalent (PVAC-3) for individuals under 21 years of age (green vaccination sheet).
- Pay a \$25.00 admission fee, except for students sponsored by government or private agencies, for whom payment will be received as established by the sponsoring entity.
- Applicants must provide acceptable documentation to verify their identity as part of the admissions process. A valid government-issued photo identification may be used when available. For applicants who are minors and do not possess a government-issued photo identification, the Institution may use other acceptable documentation to verify the applicant's identity. D'Mart Institute does not charge a fee for identity verification.

Observations

- To enroll in the Super Master Program, applicants must have completed the corresponding basic program (Cosmetology or Barbering) at an educational institution.
- All documents required by the Admissions Office must be submitted during the enrollment process.

- Applicants presenting educational evidence from a foreign country must provide certification of high school completion validated by the Puerto Rico Department of Education.
- Students enrolling in a health program must present an official high school transcript with their final GPA.
- Once students begin their studies, submitted documents become the property of D'Mart Institute for five (5) years from the date of the last program of study.

Additional Admission Requirements for Health Programs

Applicants to Health Program (Practical Nursing) must have the knowledge and skills to benefit fully from the program. Specific requirements for these programs are as follows:

- Must have completed 12th grade with a minimum cumulative GPA of 2.00 on a 4.00 scale for admission to the Practical Nursing Program.
- Provide a high school transcript with the general GPA.
- Undergo an admissions interview to verify compliance with institutional requirements and assess genuine interest in the selected program.
- Be willing to complete external practice in a location selected by the institution, whether within or outside the student's municipality of residence.
- Be at least seventeen (17) years old and eighteen (18) by the start of the practice.

Once applicants meet all general and specific requirements, they will be recommended for admission to the selected program and proceed with completing the enrollment process.

Emergency Procedure

The D'Mart Institute emergency plan provides general guidelines and instructions for handling various emergency scenarios. We are aware of the importance of protecting the life of each individual from factors that can put our physical and mental integrity at risk. The Emergency Plan will allow our Institution to respond efficiently to sudden dangerous situations. In addition, it will allow defining responsibilities, functions and procedures for the administration of different resources. Every student who requests the emergency plan must request it through the student affairs office.

TRANSFER OF CREDIT POLICY

D'Mart Institute accepts courses completed at other educational institutions provided that the courses are equivalent in credit, duration, and content to those offered by D'Mart Institute and have been completed with a minimum grade of 70% ("C") or higher.

D'Mart Institute does not accept transfer credit from institutions that are not legally authorized to provide postsecondary education or from sources for which the institution cannot verify the validity, content, duration, or academic equivalency of the coursework.

The applicant must request:

1. An official transcript from the institution of origin for the courses to be evaluated for transfer credit.
2. The official transcript must be sent directly from the institution of origin to D'Mart Institute. A student copy may be used for preliminary evaluation; however, final and official approval of transfer credit is subject to receipt of the official transcript.

Transfer credits will not be included in the calculation of the student's cumulative grade point average (GPA) and will be identified as transfer credits on the student's academic record. A prorated reduction in program cost will be made. Students may transfer up to 25% of the total credits required for an academic program at D'Mart Institute.

ADMISSION PROCEDURE

Every candidate to study at D'Mart Institute must visit our offices and meet with the admissions staff for guidance. Through this interview it will be determined if the candidate qualifies to take the desired program and if he has genuine interest. If the student qualifies for admission, the admission application will be completed with the necessary documentation. The student will pay \$25.00 admission fee, except for students sponsored by the government or private agencies where payment will be received as established by the entity.

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ORIENTATION

Prior to the beginning of each enrollment period, students receive an orientation regarding the Institution's general policies and procedures, including information on how to access the Catalog through the Institution's website. The orientation includes information regarding Drug and Alcohol Abuse, Satisfactory Academic Progress, the Academic Calendar, and services provided by Admissions, Treasury, Registrar, Financial Aid, Student Affairs, and Placement.

Prospective students are also informed that they may request a physical copy of the Catalog from the Institution if they do not have access to the online version.

REASONS WHY THE INSTITUTION CAN REFUSE AN ADMISSION

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

1. If the prospect has not completed the application for admission in full.
2. If the prospect does not meet the admission requirements established by the Institution.
3. If the applicant's educational objectives are not compatible with the academic offer of the institution.
4. If the prospect does not show that he has the skills and / or abilities to benefit from the course in which he is interested.
5. If the Admissions Department determines that additional evaluation is necessary to assess the applicant's ability to benefit from or successfully participate in the selected academic program, the applicant may be referred to the Student Affairs Officer or Campus Director for an interview and recommendation.
6. If the applicant is not a high school graduate or does not possess a recognized equivalent of a high school diploma.

D'Mart Institute is committed to providing accessible, quality education, ensuring fair and equitable admissions processes for all applicants.

INSTITUTIONAL POLICIES AND RULES

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

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

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

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

SEXUAL HARASSMENT POLICY

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

NON-DISCRIMINATION POLICY

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

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

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

Students' rights:

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

4. Right to claim or submit a complaint to the FERPA Offices for breach of the Institution of this Law. This should be addressed to:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW**

DRUG AND ALCOHOL USE AND ABUSE POLICY

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

BULLYING OR SCHOOL HARASSMENT POLICY

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

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

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

Position: Student Affairs Officer
Department: Student Affairs Office
Phone Number Contact: Barranquitas Main Campus (787) 857-6929
Vega Alta Campus (787) 883-8180
General Switchboard: (787) 710-7001

Once the complaint is filed for harassment in the corresponding form, the administration of the Institution will open an investigation. The first step to follow will be to notify the student or the accused students about bullying. They will be instructed so, from that moment they refrain from maintaining any type of communication or contact with him or the student subject to harassment. Depending

on the circumstances of each case, the Institution may withdraw the student (s) from the premises of the Institution.

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

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

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

This policy may be amended at any time. **NO PART WILL HAVE THE RIGHT TO BE ASSISTED BY LAWYERS.** Without one of the parties not agreeing with the sanction imposed may appeal to the Campus Director, who will evaluate the case on their merits.

POLICY OF USE OF THE SOCIAL SECURITY NUMBER (SSN)

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

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

COPYRIGHT POLICY

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

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

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

Crime Prevention and Security in each Campus

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

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

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

Campus Security Act

INSTITUTIONAL STANDARD ON TREATMENT OF STUDENTS WITH ASTHMA

D'Mart Institute tempers Law No. 56 of February 1, 2006, which recognizes the right of students suffering from asthma or any related condition that medications may be

administered on their own at the Institution, with prior consent of parents, guardian or guardians. Asthma is defined as a chronic condition that requires lifelong treatment. In addition, it is noted that over twenty million people in the United States suffer from this condition. This situation entails thousands of visits to doctors and hospitals, absences in schools and economic losses due to absences at work.

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

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

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

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

Procedure:

1. Every student of D'Mart Institute shall have the right to administer medications for the treatment of his asthmatic condition on his own with the prior consent of his father, mother, legal tutor or guardian.
2. The regulations necessary to comply with this Law are adopted and that in doing so take into consideration the safety and health of asthmatic students.
 - a. Require a certification that the student with asthma received adequate training from a qualified health professional about the correct and responsible use of the medication that includes: type of medication, routes and procedures to follow for self-administration, doses to be administered, timing and frequency.
 - b. On self administration, driving instructions and safe ways to store the medication.

- c. Require that the student's parent or legal guardian has authorized in writing that the student possess and uses the medication while on the premises or in an activity sponsored by it.
 - d. Require that all students with asthma have a written asthma management action plan prepared by their primary physician and for the use of the necessary medication during class time.
- 3. In order for a student to self-administer the medications for the treatment of his asthma condition, it will be required to present a medical certification confirming that he suffers from the condition, the medication he uses and that he has been properly trained to administer the medication on its own.
- 4. No school or person may interfere with the right of students to use in the educational Institutions the necessary medications for the treatment of their asthmatic condition. Any person acting in accordance with the provisions of that Law shall not incur civil liability in the event of any complication arising from the use of the medication.

STUDENT ACTIVITIES

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

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

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

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

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

STUDENT CONDUCT AND DISCIPLINARY RULES

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

Article I

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

Article II

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

Organizations to promote personal interests will not be allowed.

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

Article III

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

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

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

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

1. Physical assault on an employee, classmate, officer and / or faculty member.
2. Damage, destruction or unauthorized use of the property of D'Mart Institute, employee, student or visitor.

3. Disobedience of an order or rule expressed by an employee, officer or faculty member to a student.
4. Disrespect for expression, action or omission in the presence of the offended member of the faculty, officer or employee of the Institution.
5. Use of alcoholic beverages, controlled substances or other activities harmful to the faculty, officer or member of the Institution.
6. Propaganda of a political partisan nature.
7. Disruption of teaching or study, personal, social, cultural or other activities.
8. Fraud in partial or final academic tests.
9. Subvert the institutional order in any way.
10. Disobedience of the rules established by the Institution.
11. Any act classified by law as a crime.

Article IV

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

Article V

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

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

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

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

Article VI

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

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

Article VII

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

Article VIII

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

The penalties for a serious offense may be;

1. Verbal reprimand and warning to the student if there are approved mitigating circumstances.
2. Suspension of all or some of the student's rights for a fixed term within the current period, session or days.
3. Suspension of assistance to all or some classes for a term until an appropriate excuse is provided to the injured persons or institutions, if such an excuse is considered sufficient.
4. Suspension for the current academic year or term.
5. Suspension for a period or term.
6. Recommendation to the Institution to be refused readmission.
7. Expulsion from the Institution, an entry will be made in your academic record.

8. More than one of the serious sanctions listed here.
9. The recidivism of proven facts that entails the suspension sanction by period, or by the academic year, will constitute a foundation for permanent expulsion.

STUDENT RULES

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

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

ARTICLE I - STUDENT RULES

Section I

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

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

ARTICLE II - STUDENT RIGHTS

Section 1: Right to Education

- Students have the right to be fairly and objectively evaluated in academic events. Those with frequent absences will be referred to the Office of Student Affairs for follow-up.

Section 2: Academic Participation

- Students have the right and duty to actively participate in academic activities, consult with their professors, respectfully express their doubts and differing opinions, and be informed about their academic progress, achievements, and deficiencies.

Section 3: Course Orientation

- Students have the right to receive clear orientation at the beginning of each course, either orally or in writing, including course objectives, syllabi, educational materials, and evaluation criteria.

Section 4: Confidentiality

- A student's academic and disciplinary record is confidential and may only be disclosed to third parties with written consent or as established by the Federal FERPA Law.

Section 5: Evaluations

- Every student has the right to receive a written grade in each subject that reflects the work completed.

Section 6: Certifications

- Students may request certifications regarding their student status and conduct at the administrative offices of the Campus.

Section 7: Class Schedule

- Students have the right to receive a printed copy of their class schedule. This document is mandatory for attending classes.

ARTICLE III - STUDENT RESPONSIBILITIES

Section 1: Respect and Conduct

- Students must behave respectfully towards faculty, peers, and administration, fostering positive human relationships.

Section 2: Punctuality

- Students must wait for the professor in the classroom for at least thirty (30) minutes. The Campus Director will issue an official notification regarding the action to be taken.

Section 3: Academic Responsibility

- Students are responsible for the academic and technical material explained and assigned during their absence.

Section 4: Dress Code

- Inappropriate attire is prohibited, including open, low-cut, or transparent blouses, shorts, hats, and short skirts.

Section 5: Language

- The use of offensive language or profanity is prohibited in classrooms and institutional premises.

Section 6: Payments and Official Documents

- Payments must be made as agreed with the Treasury Office. To receive a diploma, the student must have approval from all departments through the "Authorization for Diploma Issuance" form. No official document will be issued if there are outstanding debts.

STUDENT SERVICES

STUDENT AFFAIRS OFFICE

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

Students receive guidance and support throughout their educational process to promote successful academic achievement. Refer to the document "Procedures Manual of the Department of Student Affairs". Maintain direct communication with the faculty in order to monitor and support the daily attendance of the students.

PLACEMENT OFFICE

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

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

Any student wishing to receive the services of the Placement Office must complete their profile on it. The Placement Office does not guarantee employment; however, it provides assistance and resources to support students and graduates in their job search.

REGISTRY OFFICE

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

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

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

The request for these services must be filed with the Treasury Office two (2) days in advance (See General Catalog, table identified "Costs for these Services" Page 53).

LEARNING RESOURCE CENTER (LRC)

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

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

TREASURY OFFICE

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

FINANCIAL AID OFFICE

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

We have programs such as:

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

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

This income includes:

1. Unemployment Compensation
2. Social Security

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

APPEAL PROCEDURE FOR LOSS OF ELIGIBILITY

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

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

GAINFUL EMPLOYMENT

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

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

COMPLAINTS

Students of D'Mart Institute have the right to submit a complaint regarding educational or administrative services or any situation in which they believe their rights have been violated or limited. Complaints should be submitted in writing to the Student Affairs Officer or School Director and should include all relevant information regarding the matter, including, when applicable, the date, location, persons involved, and circumstances related to the complaint.

COMPLAINT PROCEDURE

1. The Student Affairs Officer or School Director will review the complaint, meet with the parties involved as necessary, and provide the complainant with a written response within ten (10) business days from the date the written complaint is received.
2. If the complainant is not satisfied with the decision, a written appeal may be submitted to the Executive Director within ten (10) business days from the date the decision is received.
3. The Executive Director will review the complaint, the initial determination, the written appeal, and any relevant documentation or information and will issue a written decision within ten (10) business days from the date the appeal is received.
4. If the complainant remains dissatisfied with the determination, a final written appeal may be submitted to the President of D'Mart Institute within ten (10) business days from the date the Executive Director's decision is received. The President will review the matter and issue the Institution's final decision in writing within ten (10) business days.
5. D'Mart Institute will maintain appropriate documentation of written student complaints and their resolution in accordance with applicable institutional and accreditation requirements.

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

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

complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:



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

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

APPEALS

All students have the right to appeal any decision or to complain about any situation that they understand has violated their rights. The student will put in writing any problem or complaint in the form provided by the management. They will follow the steps outlined in that document.

1. All complaint or problem will be responded to within 10 school days after the date of appeal.
2. The institution will then have 10 school days to respond and communicate it to the student.
3. If necessary, the complainant will be interviewed by a committee and attempt to resolve the problem.
4. If the interview committee cannot reach a decision, the Head of School will make a final decision.
5. If not resolved, it will go to the president of the school and this decision will be final.

Complaints to the State Regulatory Agency

Students enrolled at D'Mart Institute who wish to file a complaint with the state agency that grants the license must first refer to the institution's internal complaint policy included in this Catalog. If, after submitting an internal complaint, the student is not satisfied with the determination made, the student may then file a complaint with the Junta de Instituciones Postsecundarias, Office of Registration and Licensing of Educational Institutions (ORLIE), Department of State, Calle San José, San Juan, Puerto Rico 00901; P.O. Box 9023271, San Juan, Puerto Rico 00902-3271; Tel. (787) 722-2121.

ACADEMIC INFORMATION

Academic year

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

Credit Hours

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

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

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

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

Academic load

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

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

Group Size

The number of students per group is normally limited to ten to thirty (10-30) students, depending on the facilities and the program.

ATTENDANCE POLICY

D'Mart Institute requires class attendance to ensure that students develop the skills and acquire the knowledge necessary to compete in the workforce.

This policy reinforces D'Mart Institute's philosophy, which demands students' daily participation in classes, laboratories, internships, and other academic activities. This will enable students to acquire the necessary skills to demonstrate mastery of the educational objectives established in the programs.

As part of this institutional policy, it is established that any student who is absent for three (3) consecutive days without justification or without communicating with the institution will be referred by the professor to the Office of Student Affairs for due process. The Student Affairs Officer will contact the student by phone call, letter, or home visit to inquire about the reason for their absence.

Attendance Follow up

If a student is absent for fourteen (14) consecutive calendar days (excluding academic recesses), the Student Affairs Officer will refer them to the Registrar's Office for administrative withdrawal. Notification will be made in writing or electronically. Academic recesses of five (5) or more consecutive days are excluded from the academic period. (34 CFR 668.22(f)(2)(i) and (ii)(B)).

Key Points of the Attendance Policy:

1. The student who is absent is responsible for catching up on missed material.
2. Attendance will be recorded daily through the institution's electronic system, Diamond D.
3. The Student Affairs Officer will monitor absenteeism daily.
4. The student is responsible for notifying the institution of any situation preventing them from attending classes.
5. If a student is absent for three (3) or more consecutive days, the institution will contact them to determine the reason for their absence.
6. To be considered justified, absences must be supported by written evidence.
7. If a student faces a major situation, they may request a Leave of Absence (LOA), not exceeding 180 calendar days.

Justified Absences:

- Student illness.
- Illness or death of a close relative (spouse, parent, child, grandparent, or household member).
- Childcare issues.
- Economic difficulties.
- Appointments with government or private agencies.
- Court appointments or hearings.
- Maternity.
- Military training.
- Jury duty.
- Other circumstances evaluated by the institution.

Consequences of Noncompliance with Attendance

- The student's satisfactory academic progress will be affected.
- If a student does not attend classes for fourteen (14) consecutive calendar days (excluding school recesses), they will be administratively withdrawn and receive a grade of "W".

Leave of Absence (LOA)

Definition and Conditions

An LOA is a temporary leave granted by the institution to active students to interrupt their studies. This leave cannot exceed 180 calendar days within a 12-month period and may be granted under the following circumstances:

- Student illness or surgery.
- Death of a close relative.
- Maternity.
- Military training.
- Jury duty.
- Other situations evaluated by the institution.

Application Process

1. Complete the LOA Request Form at the Registrar's Office.
2. Submit a written explanation and supporting evidence for the request.
3. Receive guidance from the Financial Aid Officer.
4. Commit to the established return date.
5. Be notified of the approval or denial of the leave request.

STIPULATIONS

1. The Leave of Absence (LOA) will result in an extension of the program completion date equivalent to the number of days of the leave. The student will be notified in writing or electronically of any change to the expected graduation date resulting from an approved Leave of Absence. The notification will include the student's revised expected graduation date and will be maintained as part of the student's academic record.
2. This leave does not incur additional costs for the student; however, the student must consider the effects or consequences on Title IV financial aid.
3. If the leave is denied and the student does not resume their academic plan within the corresponding period, it will be considered a withdrawal from the Institution. In such cases, the official withdrawal regulations will apply, taking into account the last date of attendance rather than the LOA request date.
4. If the student does not report on the designated date to continue their studies or does not return to the Institution during their LOA period, an administrative withdrawal will be processed on or before the designated return date.

5. Once the student resumes classes or scheduled academic activities, they may continue to enjoy all institutional benefits.

Note:

The Leave of Absence (LOA) is an official mechanism adopted by educational institutions in compliance with U.S. Department of Education (USDOE) Federal Regulations. Proper implementation, approval, and documentation ensure compliance with Federal Law. It is important to note that the total accumulated LOA period may not exceed 180 days within an academic year.

CANCELLATION OF COURSES AND OTHER CHANGES

The Institution reserves the right, when necessary, to cancel courses, consolidate sections, change classrooms or instructional facilities, modify schedules and start, end, or break dates, assign instructors, and make changes to the academic calendar, institutional policies, rules, or costs in accordance with applicable requirements.

REFUND POLICY

The procedure for determining the refund amount for voluntary and administrative withdrawal detailed as follows:

- The refund percentage is calculated by dividing the last day of attendance (LDA) by the total number of days in the payment period. If a student has attended 60% or less of the payment period, the school will refund the corresponding percentage to the original funding source. No refund will be issued if attendance exceeds 60%. The Return to Title IV (R2T4) calculation will be applied to all voluntary or administrative withdrawals.
- Students have until the end date of the term, as established by the institution in the academic calendar, to request a voluntary withdrawal. A prorated calculation will be used for students who withdraw before completing 100% of the term and do not return for the next term.
- If a student fails to attend for fourteen (14) consecutive calendar days, excluding school breaks, the determination date will be set no later than the fourteenth (14th) day.
- For students subject to an R2T4 calculation, a review will be conducted to

readjust any Title IV funds from the original reimbursement. The Financial Aid Office will return applicable Title IV funds, if any, within forty-five (45) calendar days from the determination date. In the student's ledger, an entry will be made to reflect the amount of income not received due to non-attempted credits.

- After the refund calculation, if a refund is payable directly to the student, the refund will be issued no later than fourteen (14) calendar days after the determination date
- Refunds from different financial aid sources will be processed within forty-five (45) calendar days from the determination date using various methods such as G-5, checks, etc.
- An administrative fee or withdrawal penalty will be charged to the student's account, not exceeding 5% of the total cost or \$100, whichever is less.
- If there are funds to reimburse after returning the appropriate federal aid, these will be used to repay external or additional aid sources in proportion to the amount received, provided there is no outstanding debt at the time of withdrawal. If there is any debt, all aid or credits from various sources will be applied to the debt before any refund to the student.
- The order of return for Title IV funds is as follows: Pell Grant, Federal SEOG, other Title IV aid, and State scholarships (the school does not use federal loans).
- Students who apply for a withdrawal will receive a prorated refund of tuition and fees for the payment period, as outlined in the following table:

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

WITHDRAWAL PROCESS

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

- The school will determine withdrawal when a student miss fourteen (14) consecutive calendar days of attendance. School's breaks and approved Leave of Absence will not be accounted in the consecutive days' calculation.
- Point of which the school initiates the refund process
 - The school will determine withdrawal when a student miss fourteen (14) consecutive days of attendance. School's breaks and approved Leave of Absence will not be accounted in the consecutive days' calculation.
 - The types of withdrawal are voluntary and administrative.
 - The school will process the refund no later than forty-five (45) calendar days after the determination date. The refunds for different financial aid sources will be processed within the forty-five (45) calendar day's period by using different methods such as G-5, checks, etc.
 - The forty-five (45) calendar day's period for refunds excludes school's breaks.
 - Refunds payable to the student, the return of funds to the student will be no later than fourteen (14) calendar days after the determination date. School's breaks are excluded.

READMISSIONS

READMISSION BECAUSE OF CLASS INTERRUPTION

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

READMISSION AFTER WITHDRAWAL FOR NON-SATISFACTORY ACADEMIC PROGRESS

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

Program or Session Changes

1. Changes in academic programs will be requested by the student in the Registration Office and must also go through the Student Affairs Office.
2. The academic program change period will be the first week of class.
3. After this date, the application for program change is considered as a withdrawal from the original program. The student must wait until the next enrollment period to re-enroll in the new program.
4. In these cases, any previously completed coursework will be evaluated to determine whether applicable credits may be applied to the new program in accordance with the Institution's applicable credit transfer policies. Any resulting adjustments to program length and cost will be determined accordingly.
5. Requests for study session changes (day or night) are considered individually.
6. A student who wants a session change must present a justification for it. Justified reasons include, for example, changes in working hours, changes in childcare situations.
7. Changes in the study session will be facilitated when there is a viable academic offer for the student in the session to which he wishes to change.

SATISFACTORY ACADEMIC PROGRESS POLICY

D'Mart Institute consistently applies the Academic Progress Policy across all academic programs for all its students, whether they are full-time, part-time, or postgraduate, regardless of whether they receive Title IV Funds or not.

Evaluation periods are conducted each semester to determine the satisfactory

academic progress of students in our programs. Satisfactory Academic Progress (SAP) is calculated using a formula that considers the student's study period, the number of credits earned, and the GPA. If the student demonstrates satisfactory academic progress in any of the evaluation periods, the institution certifies that they comply with the academic progress policy.

Procedures:

1. When a student fails to achieve Satisfactory Academic Progress for the first time, the Institution places the student on "Warning" status. During this status, the student (if receiving Title IV funds) continues to receive Title IV funds and is notified immediately in writing. A student who does not achieve Satisfactory Academic Progress after the "Warning" period loses Federal Fund eligibility unless the appeal is successfully approved. The student has the right to appeal within 5 days after being evaluated.
2. The Institution evaluates academic progress at the end of each academic period.
3. Students whose GPA is affected by incomplete courses, withdrawals, repeated courses, and courses transferred from another institution. Transferred credits count as both attempted and completed hours.

The Institution has a term of five (5) days to evaluate and respond to the appeal. If the appeal is considered favorably, the student retains probationary status and can continue receiving financial aid benefits until the next period. When the appeal is not favorably considered, the student may continue studies but will not be entitled to financial aid benefits. In particular cases, the Institution may consider the appeal favorably but will establish an Academic Plan to allow the student to continue receiving financial aid and meet Satisfactory Academic Progress.

The Academic Plan for those on "Warning" will be developed on a case-by-case basis. The time to complete the program cannot exceed 150% of the standard time, including cases of students on an academic plan.

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

APPEAL PROCEDURE FOR LOSS OF ELIGIBILITY

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

The student will submit a written request to the Student Affairs Officer along with the registrar and Academic Director.

The supervisor will grant a hearing of the case within one week to review the student's academic record and any other relevant documents.

If necessary, the supervisor will interview the student's professor, the registrar, and the academic supervisor.

Once the relevant information is gathered, it will be submitted to the appeal committee to determine if there was any procedural error and to provide a suggestion considering the merits of the case.

This action, backed by a written report based on the review, will be sent to the registrar and the Office of Financial Aid for reconsideration regarding the suspension or limitation of the financial aid procedure.

A copy of the case will remain in the Institution's files. Financial aid is submitted, financial aid will be evaluated within ten days of this action.

The student must:

Complete the degree in a maximum time equivalent to 1.5 times the regular time. Achieve a minimum required GPA of 2.00, as shown in the tables below.

Satisfactory Academic Progress Scale

Office Systems Administration - 43 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits for Evaluation Period	1-15	16-29	30-43	43-52	53-63
Minimum Credits Required in the Period	1-7	8-14	15-21	22-28	29-43
Minimum Cumulative GPA (on a 4.0 scale - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

Barbering and Styling - 44.5 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits for Evaluation Period	1-15	16-30	31-44.5	46-56	57-67
Minimum Credits Required in the Period	1-9	10-18	19-27	28-36	37-44.5
Minimum Cumulative GPA (on a 4.0 scale - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

Cosmetology - 39 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits for Evaluation Period	1-15	16-30	31-39	40-50	51-59
Minimum Credits Required in the Period	1-9	10-18	19-27	28-33	34-39
Minimum Cumulative GPA (on a 4.0 scale - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

Esthetics and Make-Up - 29 Credits

% Course Completed	50%	100%	150%
Total Credits for Evaluation Period	1-14.5	14.6-29	29.6-43.5
Minimum Credits Required in the Period	1-10	11-20	21-29
Minimum Cumulative GPA (on a 4.0 scale - 100%)	1.20 (65%)	2.00 (75%)	2.00 (75%)

Super Master - 29.5 Credits

% Course Completed	50%	100%	150%
Total Credits for Evaluation Period	1-14.5	14.6-29.5	29.6-44.5
Minimum Credits Required in the Period	1-10	11-20	21-29.5
Minimum Cumulative GPA (on a 4.0 scale - 100%)	1.20 (65%)	2.00 (75%)	2.00 (75%)

Nails Technician - 29 Credits

% Course Completed	50%	100%	150%
Total Credits for Evaluation Period	1-14.5	14.6-29	30-43.5
Minimum Credits Required in the Period	1-10	11-20	21-29
Minimum Cumulative GPA (on a 4.0 scale - 100%)	1.20 (65%)	2.00 (75%)	2.00 (75%)

Electricity with PLC and Renewable Energy Technician - 39.5 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits for Evaluation Period	1-14.5	14.6-29	30-39.5	39.6-50	51-59
Minimum Credits Required in the Period	1-7	8-14	15-21	22-30	31-39.5
Minimum Cumulative GPA (on a 4.0 scale - 100%)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

Refrigeration & A/C with PLC and Renewable Energy Technician- 32 Credits

% Course Completed	50%	100%	150%
Total Credits for Evaluation Period	1-14.5	14.6-32	32-44.5
Minimum Credits Required in the Period	1-10	11-20	21-32
Minimum Cumulative GPA (on a 4.0 scale - 100%)	1.20 (65%)	2.00 (75%)	2.00 (75%)

Automotive Mechanical Technician with Fuel Injection - 48 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits for Evaluation Period	1-14.5	14.6-29.50	29.6-48	49-60	61-72
Minimum Credits Required in the Period	1-7	8-14	15-21	22-28	29-48
Minimum Cumulative GPA (on a 4.0 - 100% scale)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

Practical Nursing - 43.5 Credits

% Course Completed	33%	66%	100%	133%	150%
Total Credits for Evaluation Period	1-15	16-29	30-43.50	43.60-52	53-63
Minimum Credits Required in the Period	1-7	8-14	15-21	22-28	29-43.5
Minimum Cumulative GPA (on a 4.0 - 100% scale)	1.20 (65%)	1.60 (70%)	2.00 (75%)	2.00 (75%)	2.00 (75%)

The Institution requires students to undergo periodic evaluations in accordance with the tables shown above. If a student fails to demonstrate Satisfactory Academic Progress for the first time, the student will be placed on Warning status. If the student does not achieve Satisfactory Academic Progress by the end of the Warning period, the student will lose eligibility for Title IV and state financial aid unless an appeal is successfully approved. If the appeal is approved, the student will be placed on Probation and may continue receiving financial aid in accordance with the Institution's Satisfactory Academic Progress Policy. The Institution maintains documentation of each student's academic progress in the student's academic record.

MINIMUM ACADEMIC INDEX TO COMPLETE THE PROGRAM

In addition to the time limits established by the Institution, the U.S. government sets a limit on the eligibility period for receiving federal study funds. This limit depends on the duration of the study program selected by the student. A student on academic probation retains eligibility for financial aid, as long as they appeal and are considered favorably, unless they do not meet the maximum time requirements established by the Institution or Federal Government.

Students in all programs must achieve a general academic average (GPA) of 2.00 points on a 4.00- point scale. To ensure that students remain focused on achieving their academic goals, the Institution periodically evaluates their academic progress, as established in the Satisfactory Progress Policy

included in this Catalog. A student who does not meet the required Satisfactory Academic Progress standards will be subject to the Warning, appeal, Probation, and Academic Plan provisions established in the Institution's Satisfactory Academic Progress Policy. If they do not reach the required average by the end of this period, they will not have achieved satisfactory academic progress. However, a student who meets the academic plan requirements during this period may continue their studies at the Institution while fulfilling the plan.

Definition of terms:

Warning - Status assigned to a student who fails to achieve academic progress for the first time in their evaluation process.

Appeal - The process initiated by a student who does not achieve satisfactory academic progress after being issued a warning. This process is a request for reconsideration to re- establish eligibility for financial aid funds.

Academic Plan - The document prepared by the Institution when a student does not achieve satisfactory academic progress after receiving a warning. It is drafted at the time of a positive evaluation of an appeal request by the student. This plan will establish the specific conditions the student must meet to maintain financial aid eligibility once the appeal is approved.

Probation - Refers to the classification of a student who does not achieve satisfactory academic progress (SAP) after receiving a warning.

Student Classification - The Registration Office classifies students under the following statuses: Active (A), Leave of Absence (LOA), Withdrawal (W), and Graduated (G).

Students in all programs must achieve a general academic average (GPA) of 2.00 points or more on a 4.00-point scale. To ensure students stay focused on achieving their academic goals, the Institution periodically evaluates their academic progress, as established in the Satisfactory Academic Progress Policy included in this catalog. A student who does not meet the required Satisfactory Academic Progress standards will be subject to the Warning, appeal, Probation, and Academic Plan provisions established in the Institution's Satisfactory Academic Progress Policy. If they do not achieve the required average by the end of this period, they will not have achieved

satisfactory academic progress. However, a student who passes 70% of the classes with an academic index of at least 2.00 points during the probationary period may continue their studies at the Institution under probation status.

The grading scale used by the Institution is as follows:

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

PROGRAMS BY CAMPUS

PROGRAMS	BARRANQUITAS MAIN CAMPUS	VEGA ALTA BRANCH CAMPUS
Cosmetology	❖	❖
Barbering and Styling	❖	❖
Nails Technician	❖	❖
Super Master	❖	❖
Esthetic and Make-Up	❖	❖
Refrigeration and A / C with PLC and Renewable Energy Technician	❖	❖
Electricity with PLC and Renewable Energy Technician	❖	❖
Automotive Mechanics Technician With Fuel Injection	❖	
Office System Administration	❖	❖
Practical Nursing	❖	❖

❖ Available programs in the Campus

COSTS, FEES AND PAYMENT METHODS

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

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

By the end of the study program, the student must have paid the full payment of their study program. Otherwise, and after exhausting all the relevant collection procedures, the account will be referred to a collection agency. The student is obliged to pay the balance pending payment, as well as the expenses incurred in the collection of his account. Payment methods available: Ath Mobile, Ath Regular, Certified Checks, Money Order, Credit Card - Visa and MasterCard.

BREAKDOWN OF COSTS BY PROGRAM

PROGRAM	Instruction & Outside Work Hours / Credits	Duration (Months)	Duration (Weeks)	Credit For Federal Department of Education	Admission Fee	Tuition	Laboratory and Library Fee	Enrollment Fee/	Graduation Fee	Total
Cosmetology	1,000/ 212 /39	12	42	31	\$25.00	\$10,462.50	\$600.00	\$75.00	\$100.00	\$11,262.50
Barbering and Styling	1,110/ 241/ 44.5	12	46	36	\$25.00	\$12,150.00	\$600.00	\$75.00	\$100.00	\$12,950.00
Nails Technician	735/ 167/ /29	8	30	24	\$25.00	\$8,100.00	\$400.00	\$50.00	\$100.00	\$ 8,675.00
Electricity Technician with PLC and Renewable Energy	1,000/ 212/ /39.50	12	42	31	\$25.00	\$10,462.50	\$600.00	\$75.00	\$100.00	\$11,262.50
Refrigeration Technician and Air-Conditioning with PLC and Renewable Energy	800/ 181/ 32	8	32	24	\$25.00	\$12,150.00	\$600.00	\$75.00	\$100.00	\$12,950.00

Office Systems Administration	1155 / 234 /43	12	48	36	\$25.00	\$12,150.00	\$600.00	\$75.00	\$100.00	\$12,950.00
Super Master	720/ 181 /29.5	8	30	24	\$25.00	\$8,100.00	\$400.00	\$50.00	\$100.00	\$8,675.00
Esthetic And Makeup	735/ 167 /29	8	30	24	\$25.00	\$8,100.00	\$400.00	\$50.00	\$100.00	\$8,675.00
Practical Nursing	1155/ 233/ /43.5	12	48	36	\$25.00	\$12,150.00	\$600.00	\$75.00	\$100.00	\$12,950.00
Automotive Mechanical Technician with Fuel Injection	1,200/ 272/ 48	13	50	39	\$25.00	\$13,162.50	\$800.00	\$100.00	\$100.00	\$14,187.50

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

OTHER CHARGES

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

Certifications	\$2.00
Academic Transcript	\$2.00
Student ID	\$5.00
Readmission	\$15.00
Session Change (Day o Evening)	\$10.00
Campus Transfer	\$10.00
Diploma Duplicate	\$20.00
Solicited Prorogue	\$25.00
Payment Plan	\$50.00
Late Payment Charge	\$6.00

NOTE:

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

1. All payments must be made at the Treasury Office and will be evidenced by a receipt issued by the Institution prior to their processing. Payment

methods available: Ath Mobile, Ath Regular, Certified Checks, Money Order, Credit Card - Visa and MasterCard.

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

WORKSHOPS AND SEMINARS

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

	Workshops and Seminars for Students	Cost per Student	Program
1	HIPAA Law CPR + OSHA	\$60.00	Practical Nursing & Office System Administration
2	CPR	\$30.00	Practical Nursing
3	608 Certification	\$100.00	Refrigeration
4	EPA Seminar (Certification 609)	\$90.00	Refrigeration
5	Color Seminar by PRAVANA	\$25.00	Barbering, Cosmetology and Super Master
6	Cutting Seminar (Internal Resource - Professor's)	\$25.00	Barbering, Cosmetology and Super Master
7	Seminar by Milly Banch (Makeup)	Negotiable	Barbering, Cosmetology and Super Master
8	Seminar by (Makeup)	Negotiable	Barbering, Cosmetology and Super Master
9	Seminar by Sally's (Cuts, Color and Nails)	\$35.00	Barbering, Cosmetology, Nails and Super Master
10	Cutting Seminar (External)	\$20.00	Barbering, Cosmetology and Super Master

11	Seminar by Cosmo Pro	Negotiable	Barbering, Cosmetology, Nails and Super Master
12	Seminar by Exotic	Negotiable	Nails
13	Workshop by Alfa Park (Color)	Negotiable	Barbering, Cosmetology and Super Master
14	Workshop by Estevan Distributor	Negotiable	Barbering, Cosmetology, Nails and Super Master
15	Workshop by Wella	Negotiable	Barbering, Cosmetology and Super Master
16	Employment Search Workshop	Free of Charge	Every Program
17	Workshop by INSEC for Starting Your own Business	Free of Charge	Every Program
18	Workshop by Permisología for Starting Your own Business	Free of Charge	Every Program
19	Workshop by Consortium for Resume Orientation and Job Search	Free of Charge	Every Program
20	Workshop of Dressing code and Interview for Job Search	Free of Charge	Every Program
21	Workshop by COE- (Educational Opportunities Center of the Interamerican University)	Free of Charge	Every Program
22	Workshop of Benefits or Economic Aid for starting a Business	Free of Charge	Every Program
23	Workshop by Puerto Rico National Guard (Benefit of National Guard)	Free of Charge	Every Program

Subject to Change

CANCELLATION POLICY

Cancellation by Student

Every student shall notify the Institution in writing of any cancellation or withdrawal. For students who are minors, the Institution will require the parent or legal guardian to submit the cancellation or withdrawal. However, written notification of withdrawal will not be required as a condition for the payment of any applicable refund. The Institution will refund all unused monies to the student, as applicable, even if written notification of cancellation or withdrawal is not provided. Therefore, the student will not be penalized for failure to provide written notification.

Students who have not visited the school prior to enrollment will have the opportunity to cancel their enrollment without penalty within three (3) business days following either the regularly scheduled orientation procedures or a tour of the school facilities and inspection of the equipment where training and services are provided.

All monies paid by the student will be refunded if cancellation is requested within three (3) business days after signing an Enrollment Agreement and making the initial payment. An applicant requesting cancellation more than three (3) business days after signing an Enrollment Agreement and making the initial payment, but prior to entering the school, is entitled to a full refund of all monies paid. In addition, the student has the right to cancel his/her enrollment without penalty through fourteen (14) calendar days after the start of classes.

Cancellation by Institution

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

EVALUATION SYSTEM

The qualification standards established by the Institution are the following:

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

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

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

Procedures for the “OUTSIDE WORK”

Effective September 1, 2014, D'Mart Institute made a curriculum change including “outside work” hours. This is in accordance with the Federal Department of Education and the accrediting agency “Accrediting Commission of Career Schools and Colleges (ACCSC)” that issued new requirements for educational institutions related to the new definition of credit-time. D'Mart Institute includes in programs that offer hours of work assigned to be completed outside the classroom (“outside work”) in compliance with these provisions and in accordance with our curriculum review.

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

Class Repetition

A student who receives a failing grade (F) in a course may repeat the course, subject to applicable financial aid eligibility requirements. Authorization from the Registrar's Office is required. The new grade earned will be used in the calculation of the student's cumulative GPA. The course must be repeated within 1.5 times the normal program completion timeframe. Course repetition is subject to course availability.

Incompletes

The duty of every student is to meet all the requirements of the courses; that is, partial tests, short tests, special works, laboratories and any other work that is part

of the curricular content. These works will be carried out within the deadlines established by the registrar in the academic calendar in this catalog.

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

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

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

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

If a course withdrawal, course incompleteness, or course failure results in a change to the student's expected graduation date, the student will be notified in writing or electronically of the revised expected graduation date. The notification will be maintained as part of the student's academic record.

REQUIREMENTS TO BEGIN EXTERNSHIP

All students enrolled in the Practical Nursing and Office Systems Administration programs are required to complete an externship. Prior to beginning the externship, students must have successfully completed all required concentration courses and must submit all documentation required by the Institution. Students must also be in compliance with the Institution's PAS requirements at the time they begin the externship.

GRADUATION REQUIREMENTS

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

ACADEMIC ACHIEVEMENT CATEGORIES

Excellence	4.00
High Honor	3.99-3.70
Honor	3.69-3.50

DIPLOMA

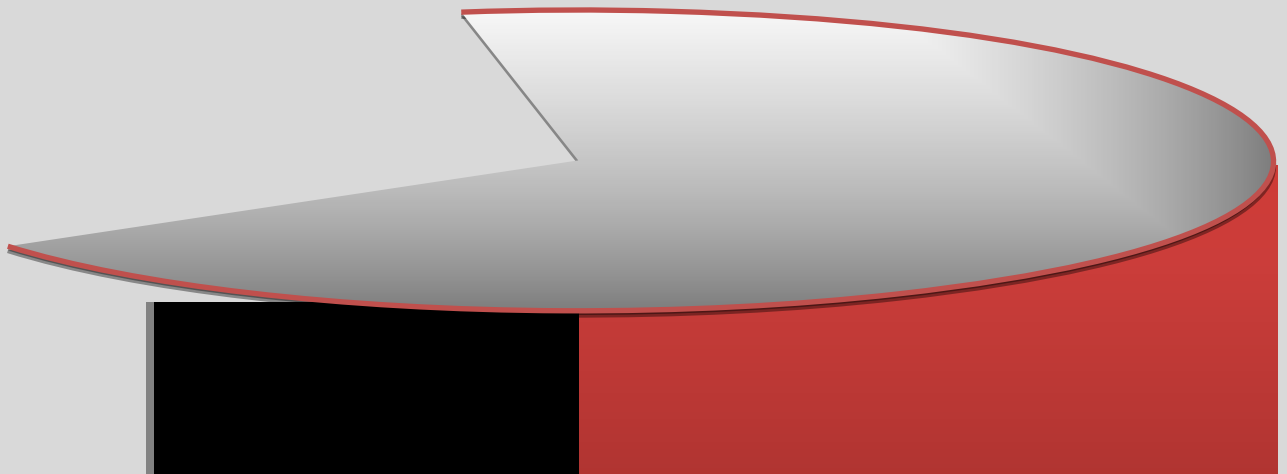
Any student who successfully completes the graduation requirements will be entitled to receive a diploma as long as it meets the requirements established by the Institution and its program. The diploma will have the completion date stipulated in the academic calendar. In order to obtain it, you must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



ACADEMIC PROGRAMS



COMMERCIAL DIVISION



OFFICE SYSTEM ADMINISTRATION

The Office System Administration program is designed to provide students with the skills necessary to work in medical, legal, and hospital offices, among others. Students are encouraged to develop optimal skills in the field of office administration and its implications. Timely guidance is provided to students to improve their personalities and acquire positive knowledge for the performance of their duties. Students are also encouraged to demonstrate leadership in the administration of any office. The program consists of 1,155 hours of instruction and 234 hours of work outside the classroom and consists of 43 credits with a duration of twelve (12) months.

CODE	UNIT	CREDITS THEORY	THEORY HOURS	CREDITS LABORATORY	LABORATORY HOURS	CREDITS INTER.	HOURS INTER.	HOURS OUTSIDE WORK	TOTAL CREDITS	INSTRUCTIONAL HOUR
ETLI 100-24	Ethics and Leadership	1	30	0	0	0	0	8	1.0	30
COMP-120-24	Introduction to Computers	1	30	0	0	0	0	8	1.0	30
ESPA 110-24	Commercial Spanishh	1	30	1	30	0	0	15	2.5	60
INGL 210-24	Business English	1	30	1	30	0	0	15	2.5	60
COMP-110-24	Keyboard Management	1	30	1	30	0	0	15	2.5	60
SOFI 120-24	Document Management	1	30	1	30	0	0	15	2.5	60
SEÑA 160-24	Sign Language	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	7	210	5	150	0	0	91	14.5	360
SOFI 210-24	Word Processor Application (Word Elementary, Intermediate and Advanced)	1	30	1	30	0	0	15	2.5	60
SOFI 220-24	Administrative Procedures	1	30	1	30	0	0	15	2.5	60
SOFI 240-24	Manual Billing to Health Insurance	1	30	1	30	0	0	15	2.5	60
SOFI 230-24	Electronic Presentations Application (PowerPoint) and Outlook	1	30	1	30	0	0	15	2.5	60
SOFI 225-24	Electronic Medical Record	1	30	1	30	0	0	15	2.5	60
SOFI 260-24	Medical Terminology and Coding	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180	0	0	90	15	360
SOFI 330-24	Electronic Billing to Health Insurance Plans	1	30	2	60	0	0	15	3.5	90
PLGE 100-24	Planning, Management and Entrepreneurship	2	60	0	0	0	0	15	2.5	60
SOFI 320-24	Spreadsheet Application	1	30	1	30	0	0	15	2.5	60
SOFI 400-24	External Practice	0	0	0	0	5	225	0	5	225
	TOTAL SEMESTER	4	120	3	90	5	225	53	13.5	435
	PROGRAM TOTALS	17	510	14	420	5	225	234	43	1,155



BEAUTY DIVISION

BARBERING AND STYLING

The Barbering and Styling Program is designed to provide students with the skills necessary to offer services as a professional barber. This program also includes mastery in hair coloring, studying new fashion trends, facial treatments, haircuts, and design, among other skills. Upon completion of the program, students will be qualified to work at the entry-level level as barbers, stylists, colorists, and sellers of products and equipment related to the profession, among others. The program consists of 1,110 hours of instruction and 241 hours of work outside the salon. It lasts approximately 12 months and consists of 44.5 credits

CODE	UNIT	CREDITS THEORY	THEORY HOURS	CREDITS LABORA TORY	LABORA TORY HOURS	CREDITS INTER.	HOURS INTER.	HOURS OUTSID E WORK	TOTAL CREDITS	INSTRUCTI ONAL HOUR
ETLI 100-24	Ethics and Leadership	1	30	0	0	0	0	8	1.0	30
COMP 120-24	Introduction to Computers	1	30	0	0	0	0	8	1.0	30
BARB 110-24	Barber History, Tools, Equipment and the Profession	1	30	1	30	0	0	15	2.5	60
BELL 100-24	Hygiene and Bacteriology	1	30	1	30	0	0	15	2.5	60
BELL 120-24	Anatomy, Physiology and Chemistry	1	30	1	30	0	0	15	2.5	60
BELL 110-24	Shampoo, Rinse and Scalp Treatment	1	30	1	30	0	0	15	2.5	60
BARB 230-24	Hairstyle Techniques for Men	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	7	210	5	150	0	0	91	14.5	360
BELL 210-24	Chemical Texturing	1	30	1	30	0	0	15	2.5	60
BARB 240-24	Color Techniques for Gentlemen	1	30	1	30	0	0	15	2.5	60
BARB 210-24	Haircutting I	1	30	1	30	0	0	15	2.5	60
BELL 220-24	Skin and Facial Treatment	1	30	1	30	0	0	15	2.5	60
BARB 220-24	Haircutting II	1	30	1	30	0	0	15	2.5	60
BARB 310-24	Beard and Mustache Grooming	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180	0	0	90	15	360
TECU 140-24	Manicure for Gentlemen	1	30	1	30	0	0	15	2.5	60
BARB 250-24	Commercial Haircut and Styling and Design	1	30	1	30	0	0	15	2.5	60
PLGE 100-24	Planning, Management and Entrepreneurship	2	60	0	0	0	0	15	2.5	60
BARB 320-24	Licensure Examination and Seminars	1	30	1	30	0	0	15	2.5	60
BARB 400-24	Internal Clinics	0	0	0	0	5	150	0	5.0	150
	TOTAL SEMESTER	5	150	3	90	5	150	60	15	390
	TOTAL PROGRAM	18	540	14	420	5	150	241	44.5	1,110

COSMETOLOGY

The Cosmetology program is designed to provide students with the necessary skills in the science of beauty. Upon completion of the training, students will be qualified to work at the entry level as: stylist, colorist, makeup artist, manicurist, pedicurist, seller of products and equipment related to the profession, among others. The Cosmetology Program consists of 1,000 hours of instruction, and students will also complete 212 hours of work outside the salon. It consists of thirty-nine (39) credits. It lasts approximately 12 months.

CODE	UNIT	CREDIT S THEORY	THEO RY HOUR S	CREDIT S LABOR ATORY	LABOR ATORY HOUR S	CRED ITS INTE R.	HOUR S INT.	HOUR S OUTSI DE WORK	TOTA L CRED ITS	INSTRUCTI ONAL HOURS
ETLI-- 100-24	Ethics and Leadership	1	30	0	0	0	0	8	1.0	30
COMP- 120-24	Introduction to Computers	0	0	1	30	0	0	8	1.0	30
BELL-101-24	Sterilization (Asepsis)	1	30	0	0	0	0	8	1.0	30
BELL-120-24	Anatomy, Physiology, Chemistry	1	30	1	30	0	0	15	2.5	60
BELL-111-24	Shampoo, Rinse and Scalp Treatment	0	0	1	30	0	0	8	1.0	30
COSM-230-24	Thermal Drying Techniques	1	30	1	30	0	0	15	2.5	60
COSM-110-24	Waves, Rollers and Rings	1	30	1	30	0	0	15	2.5	60
TECU- 130-24	Hand and Foot Care	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180			92	14	360
COSM-332-24	Basic Updos (Commercial Hairstyles)	1	30	1	30	0	0	15	2.5	60
BELL-210-24	Chemical Texturing	1	30	1	30	0	0	15	2.5	60
COSM-245-24	Basic Color Techniques (Hair Coloring)	1	30	1	30	0	0	15	2.5	60
COSM-210-24	Haircutting I	1	30	1	30	0	0	15	2.5	60
COSM-220-24	Haircutting II	1	30	1	30	0	0	15	2.5	60
BELL-220-24	Skin and Facial Treatments	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180	0		90	15	360
COSM-320-24	Hair Removal Techniques	1	30	1	30	0	0	15	2.5	60
COSM-321-24	Make-up	1	30	1	30	0	0	15	2.5	60
COSM-330-24	Licensure Examination Review	1	30	1	30	0	0	0	2.00	60
COSM-400-24	Simulations of the Profession and Business Administration	0	0	0	0	3	100	0	3	100
	TOTAL SEMESTER	3	90	3	90	3	100	30	10	280
	TOTAL PROGRAM	15	450	15	450	3	100	212	39	1,000

ESTHETICS AND MAKE UP

The Esthetics and Make Up Program is designed to train the student to analyze, cleanse, treat and correct skin conditions and irregularities through the appropriate use of cosmetics and modern methods to stimulate circulation among other benefits. The student can work at the beginner level as an esthetician, cosmetics salesperson, makeup artist, salon manager, etc. The Esthetics and Makeup Program has 735 hours of instruction and 167 hours of work outside the salon and consists of 29 credits, with a duration of nine (9) months

CODE	UNIT	CREDITS THEORY	THEOR Y HOURS	CREDITS LABORATO RY	LABOR ATORY HOURS	CREDITS INTER.	HOURS INTER.	HOURS OUTSID E WORK	TOTAL CREDI TS	INSTRU CTIONA L HOUR
ETLI 100-24	Ethics and Leadership	1	30	0	0	0	0	8	1.0	30
BELL 125-24	Anatomy, Physiology, Chemistry and Bacteriology	1	30	1	30	0	0	15	2.5	60
ESTE 210-24	Esthetic and Makeup Products and Equipment in Today's Market	1	30	1	30	0	0	15	2.5	60
ESTE 220-24	Skin Structure, Cleansing and Facial Analysis	1	30	2	60	0	0	23	3.5	90
ESTE 240-24	Specific Treatments and Hair Removal	1	30	1	30	0	0	15	2.5	60
ESTE 230-24	Body Cleansing and its Treatments	1	30	1	30	0	0	15	2.5	60
	TOTAL PROGRAM	6	180	6	180	0	0	91	14.5	360
ESTE 320-24	Body Massages and Treatments	1	30	2	60	0	0	23	3.5	90
ESTE 321-24	Esthetic Treatment of Hands and Feet	1	30	1	30	0	0	15	2.5	60
ESTE 310-24	Make -Up	1	30	1	30	0	0	15	2.5	60
ESTE 340-24	Advanced Professional Makeup Techniques	1	30	0	0	0	0	8	1.0	30
PLGE 100-24	Planning, Management and Entrepreneurship	2	60	0	0	0	0	15	2.5	60
ESTE 400-24	Internal Clinics	0	0	0	0	2.5	75	0	2.5	75
	TOTAL PROGRAM	6	180	4	120	2.5	0	76	14.5	375
	Totals	12	360	10	300	2	75	167	29	735

NAILS TECHNICIAN

The Nails Technician program is designed to provide training in the field of manicure and pedicure. Upon completion of the training, the student will be qualified to work as a beginner or entry-level manicurist and pedicurist, nail supply salesperson, nail decorator, nail designer, among others. The Nails Technician program consists of 735 hours of instruction and 167 hours of work outside the salon. It lasts approximately 9 months and consists of twenty-nine (29) credits.

CODE	UNIT	CREDITS THEORY	THEORY HOURS	CREDITS LABORATORY	LABORATORY HOURS	CREDITS INTER.	HOURS INTER.	HOURS OUTSIDE WORK	TOTAL CREDITS	INSTRUCTIONAL HOUR
ETLI 100-24	Ethics and Leadership	1	30	0	0	0	0	8	1.0	30
BELL 140-24	Anatomy, Hygiene and Bacteriology	1	30	1	30	0	0	15	2.5	60
TECU 135-24	The Nail, Skin and Their Disorders	1	30	1	30	0	0	15	2.5	60
TECU 150-24	Manicure and Pedicure	1	30	1	30	0	0	15	2.5	60
TECU 145-24	Brush Nail Design	1	30	1	30	0	0	15	2.5	60
TECU 220-24	Introduction to Acrylic, Coating and Polishing Stages	1	30	2	60	0	0	23	3.5	90
	TOTAL SEMESTER	6	180	6	180	0	0	91	14.5	360
TECU 230-24	Sculptural Nails	1	30	2	60	0	0	23	3.5	90
TECU 235-24	Gel Application and Coating	1	30	1	30	0	0	15	2.5	60
TECU 250-24	Commercial and Innovative Techniques	1	30	2	60	0	0	23	3.5	90
PLGE 100-24	Planning, Management and Entrepreneurship	2	60	0	0	0	0	15	2.5	60
TECU 400-24	Internal Clinic	0	0	0	0	2.5	75	0	2.5	75
	TOTAL SEMESTER	5	150	5	150	2.5	75	76	14.5	375
TOTAL PROGRAM		11	330	11	330	2.5	75	167	29	735

SUPER MASTER

The Super Master Program is designed to strengthen the skills acquired in the world of applied modern beauty science. Upon completion of the program, students will be qualified to work at the entry level as a stylist, colorist, makeup artist, and seller of related products and equipment, among others. The Super Master Program consists of 720 hours of instruction and 181 hours of work outside the salon. It lasts approximately nine (9) months and earns a total of twenty-nine point five (29.5) credits.

CODE	UNIT	CREDITS THEORY	THEORY HOURS	CREDITS LABORATORY	LABORATORY HOURS	CREDITS INTER.	HOURS INTER.	HOURS OUTSIDE WORK	TOTAL CREDITS	INSTRUCTIONAL HOUR
SUMA 520-24	Knowledge Review / Image Consulting	1	30	2	60	0	0	23	3.5	90
SUMA 530-24	Advanced Techniques in Women's Hairstyles/New Trends	1	30	2	60	0	0	23	3.5	90
SUMA 550-24	Advanced Ladies' Cutting Techniques	1	30	1	30	0	0	15	2.5	60
SUMA 580-24	Advanced Techniques in Men's Haircuts and Hairstyles/ New Trends	1	30	1	30	0	0	15	2.5	60
SUMA 510-24	Chemical Texturizing and Color Innovation	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	5	150	7	210	0	0	91	14.5	360
SUMA 640-24	Extensions, Wigs and Hairpieces	1	30	1	30	0	0	15	2.5	60
SUMA 620-24	Advanced Color Techniques/Laboratory	1	30	1	30	0	0	15	2.5	60
SUMA 670-24	Evolution of Makeup Products	1	30	1	30	0	0	15	2.5	60
SUMA 660-24	Makeup: Sophisticated/Fantasy/Body /Special Effects	1	30	1	30	0	0	15	2.5	60
SUMA 630-24	Advanced Professional Makeup Techniques	1	30	1	30	0	0	15	2.5	60
SUMA 650-24	Laboratory Cut, Color, Hairstyle Ladies and Gentlemen (Total look)	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180	0	0	90	15	360
TOTAL PROGRAM		11	330	19	390	0	0	181	29.5	720



TECHNICAL DIVISION

Electricity with PLC and Renewable Energy Technician

The Electricity with PLC and Renewable Energy Technician designed for students to acquire the technical skills necessary to work in different types of electrical installations, diagnose electrical faults, build electrical substations, and work with different alternatives in the search for renewable energy sources. It provides knowledge in industrial safety to be able to work in an accident-free environment. Upon completion of the training, the student will be qualified at the entry level to work as an electrician, assistant to an electrical expert, and/or a merchant in the area of electrical goods sales. The program has 1,000 hours of instruction. In addition, students must work 212 hours on tasks outside the classroom. It consists of thirty-nine point five (39.5) credits. It lasts approximately 12 months.

CODE	UNIT	CREDITS THEORY	THEORY HOURS	CREDITS LABORATORY	LABORATORY HOURS	CREDITS INTER.	HOURS INT.	HOURS OUTSIDE DE WORK	TOTAL CREDITS	INSTRUCTIONAL HOURS
ETLI-100-24	Ethics and Leadership	1	30	0	0	0	0	8	1.0	30
COMP-120-24	Introduction to Computers	0	0	1	30	0	0	8	1.0	30
SEGU-100-24	Industrial Safety	1	30	1	30	0	0	15	2.5	60
MATE-225-24	Technical Mathematics Applied to Electricity	1	30	1	30	0	0	15	2.5	60
ELEC-120-24	Direct current circuit	1	30	1	30	0	0	15	2.5	60
ELEC-121-24	Alternating current circuit	1	30	1	30	0	0	15	2.5	60
ELEC-230-24	Electrical Instrumentation I	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180	0	0	91	14.5	360
ELEC-231-24	Electrical Instrumentation II	1	30	1	30	0	0	15	2.5	60
ENRE -210-24	Renewable Energy	1	30	1	30	0	0	15	2.5	60
ELEC-240-24	Schemes and Estimates	1	30	1	30	0	0	15	2.5	60
ELEC-220-24	Lighting and Reduction of Energy Consumption	1	30	1	30	0	0	15	2.5	60
ELEC-210-24	Electrical Wiring	1	30	1	30	0	0	15	2.5	60
PLCS-345-24	Programmable Logic Controller (PLC)	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180	0	0	90	15	360
ELEC-320-24	Three-phase Electrical Systems and Equipment	1	30	1	30	0	0	15	2.5	60
ELEC-310-24	Commercial Electrical Systems and Equipment	1	30	1	30	0	0	15	2.5	60
ELEC-300-24	Licensure Examination Review	1	30	1	30	0	0	0	2.0	60
ELEC-301-24	Simulations of the Profession and Business Administration	0	0	0	0	3	100	0	3	100
	TOTAL SEMESTER	3	90	3	90	3	100	30	10	280
	TOTAL PROGRAM	15	450	15	450	3	100	212	39.5	1,000

AUTOMOTIVE MECHANICAL TECHNICIAN WITH FUEL INJECTION

The Automotive Mechanical Technician with Fuel Injection Program is designed to provide students with the technical skills necessary to pursue entry-level employment as a mechanic, aligner, and auto parts salesperson. The program also develops skills so that students understand the need to maintain a hazard-free work area. The program consists of 1,200 hours of instruction. Students must also work 272 hours on non-classroom assignments. It consists of forty-eight (48) credits and a duration of thirteen (13) months.

CODE	UNIT	CREDITS THEORY	THEORY HOURS	CRED ITS LABO RATO RY	LABORAT ORY HOURS	CREDI TS INTER.	HOURS INT.	HOURS OUTSID E WORK	TOTAL CREDIT S	INSTRUCT IONAL HOURS
ETLI—100-24	Ethics and Leadership	1	30	0	0	0	0	8	1.0	30
COMP- 120-24	Introduction to Computers	0	0	1	30	0	0	8	1.0	30
AUTO 100-24	History and Evolution of Automotive Mechanics	1	30	0	0	0	0	8	1.0	30
AUTO 110-24	Automotive Tools & Equipment	1	30	0	0	0	0	8	1.0	30
SEGU 110-24	Safety in the Automotive Workshop	1	30	1	30	0	0	15	2.5	60
AUTO 150-24	Theory and Fundamentals of Electricity in the Automobile	1	30	1	30	0	0	15	2.5	60
AUTO 160-24	Automobile Electromechanical Components	1	30	1	30	0	0	15	2.5	60
AUTO 161-24	Automotive Electronic Components	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	7	210	5	150	0	0	92	14	360
AUTO 120-24	Engine Concepts and Repair	1	30	1	30	0	0	15	2.5	60
AUTO 140-24	Brake Systems and ABS	1	30	1	30	0	0	15	2.5	60
AUTO 170-24	Tires and Suspension Mechanism	1	30	1	30	0	0	15	2.5	60
AUTO 180-24	Injection System I	1	30	1	30	0	0	15	2.5	60
AUTO 181-24	Injection System II	1	30	1	30	0	0	15	2.5	60
AUTO 165-24	Conventional Ignition System	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180	0	0	90	15	360
AUTO 166-24	Electronic Ignition System	1	30	1	30	0	0	15	2.5	60
AUTO 167-24	Technological Advances in the Automobile	1	30	1	30	0	0	15	2.5	60
AUTO 145-24	Shift Systems and Manual Transmission Repairs	1	30	1	30	0	0	15	2.5	60
AUTO 146-24	Shifting Systems and Automatic Transmission Repairs	1	30	1	30	0	0	15	2.5	60
AUTO 155-24	Basic Automotive Air Conditioning System	1	30	1	30	0	0	15	2.5	60
AUTO 300-24	Licensure Examination Review	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180	0	0	90	14.5	360
AUTO 400-24	Profession and Business Management Simulations	0	0	0	0	4	120	0	4	120
	TOTAL SEMESTER	0	0	0	0	4	120	0	4	120
	TOTAL PROGRAM	19	570	17	510	4	120	272	48	1,200

Refrigeration A/C with PLC and Renewable Energy Technician

The Refrigeration and Air Conditioning Technician Program with PLC and Renewable Energy is designed to equip students with the skills to perform various types of repairs in residential, commercial, and industrial settings. The program also develops students' understanding of the importance of maintaining a safe work environment. Upon completion of the training and certification, students will be qualified to work as entry-level refrigeration technicians. Prior to certification, they may work as entry-level technicians, sales assistants, and in the installation and repair of residential, commercial, and industrial air conditioners. The program consists of 800 hours of instruction and 32 credits. Students will also complete 181 hours of work outside the classroom over a nine-month period.

CODE	UNIT	Cred . Theory	Theory Hours	Cred . Lab .	Lab Hours .	Credit . Int .	Int . Hours	Working Hours Outside the Classroom	Total Credits .	Instructi onal Hours
ETLI-100-24	Ethics and Leadership	1	30	0	0	0	0	8	1.0	30
COMP-120-24	Introduction to Computers	0	0	1	30	0	0	8	1.0	30
MATE 325-24	Applied Technical Mathematics	1	30	1	30	0	0	15	2.5	60
REFR 100-24	History and Principles of Refrigeration	1	30	1	30	0	0	15	2.5	60
REFR 110-24	Mechanical Principles of Refrigeration	1	30	1	30	0	0	15	2.5	60
REFR 230-24	Thermodynamics/ Heat Load and Complex Refrigeration Systems	1	30	1	30	0	0	15	2.5	60
PLCS 340-24	Programmable Logic Controller (PLC)	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180	0	0	91	14.5	360
REFR 120 -24	Domestic Refrigeration and A/C	1	30	1	30	0	0	15	2.5	60
REFR 210-24	Industrial Air Conditioning and Welding Techniques	1	30	1	30	0	0	15	2.5	60
REFR 220 -24	Design and Manufacturing of Ducts with Schematics and Estimates	1	30	1	30	0	0	15	2.5	60
ENRE 210-24	Renewable Energy	1	30	1	30	0	0	15	2.5	60
REFR 320 -24	Automotive A/C Systems	1	30	1	30	0	0	15	2.5	60
REFR 330-24	Commercial Refrigeration and Air Conditioning	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180	0	0	90	15	360
REFR 431-24	Profession Simulation and Licensure Review	0	0	0	0	2.5	80	0	2.5	80
	TOTAL SEMESTER	0	0	0	0	2.5	80	0	2.5	80
TOTAL PROGRAM		12	360	12	360	2.5	80	181	32	800



HEALTH DIVISION

PRACTICAL NURSING

The Practical Nursing Program is designed for the student to acquire the knowledge and develop the skills that will facilitate the provision of quality and excellent nursing care to a client/patient in collaboration with other health professionals. During the program, the student will acquire the scientific knowledge of nursing, natural sciences and general education courses that complete the competencies and skills necessary to take the pertinent measures to strengthen their personal qualities, professional knowledge and be in tune with the changes within the health system. Upon completion of the program, graduates will be prepared to be employed at the entry level as a Practical Nurse, integrating into the world of work, safe and competitive in their specialty. The Practical Nursing Program has 1,155 hours of instruction and 233 hours of work outside the classroom. With a duration of approximately twelve (12) months and consists of forty-three point five (43.5) credits.

CODE	UNIT	CREDITS THEORY	THEORY HOURS	CREDITS LABORATORY	LABORATORY HOURS	CREDITS INTER.	HOURS INTER.	HOURS OUTSIDE WORK	TOTAL CREDITS	INSTRUCTIONAL HOUR
INGL 200-24	Introduction to Computers with Basic English	1	30	1	30	0	0	15	2.5	60
SENA 160-24	Sign Language	1	30	1	30	0	0	15	2.5	60
ENFE 140-24	Communication and Interpersonal Skills	1	30	1	30	0	0	15	2.5	60
ENFE 110-24	Development of Nursing Practice	1	30	1	30	0	0	15	2.5	60
ENFE 120-24	Principles of Human Anatomy and Physiology	1	30	1	30	0	0	15	2.5	60
ENFE 135-24	Introduction to Pharmacology	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180	0	0	90	15	360
ENFE 145-24	Electrocardiography (ECG)	1	30	1	30	0	0	15	2.5	60
ENFE 130-24	Basic Skills of Practical Nursing	1	30	1	30	0	0	15	2.5	60
ENFE 210-24	Medical-Surgical Nursing	1	30	1	30	0	0	15	2.5	60
ENFE 230-24	Maternal and Child Nursing	1	30	1	30	0	0	15	2.5	60
ENFE 240-24	Pediatric Nursing	1	30	1	30	0	0	15	2.5	60
ENFE 250-24	Adult Care, Elder Care, and Their Relationship with Family	1	30	1	30	0	0	15	2.5	60
	TOTAL SEMESTER	6	180	6	180	0	0	90	15	360
ENFE 310-24	Principles of Mental Health	1	30	1	30	0	0	15	2.5	60
ENFE 320-24	Nursing Intervention in Emergency Rooms, CDT and Homes	1	30	2	60	0	0	23	3.5	90
ENFE 330-24	Licensure Examination Review	1	30	1	30	0	0	15	2.5	60
ENFE 400-24	External Practice	0	0	0	0	5	225	0	5	225
	TOTAL SEMESTER	3	90	4	120	5	225	53	13.5	435
	TOTAL PROGRAM	13	450	16	480	5	225	233	43.5	1,155



COURSE DESCRIPTION

BEAUTY DIVISION: BASIC COURSES

YOUR CONNECTION WITH THE FUTURE		CREDITS74 HOURS

ETLI 100	ETHICS AND LEADERSHIP This course has been designed to take the student to know what professional ethics is. The importance of being ethical in the development of any work activity. In addition to knowing what are the principles and values contained in professional ethics and as a human being. The student is led to visualize professional ethics by setting the behavior guidelines for the performance of the duties of a position within an ethical and leadership framework. The course also provides for the student to see himself as a leader, how the good leader guides and leads people and / or groups to be efficient, thus helping to achieve achievements, using different tools such as charisma and security when speaking, in addition to the ability to socialize with others.	1.0/30
COMP 120	COMPUTER INTRODUCTION This course offers the student the opportunity to know the historical development of computers and their impact on society, its components and their functions, terminology, operating systems, Internet basics, networks, word processing, database data and future projections. This course is aimed at students who are interested in learning about the use of a computer to simplify jobs and tasks, as well as to start their knowledge in the field of computer science.	1.0/30
BELL 100	HYGIENE AND BACTERIOLOGY The course trains the student to prevent the growth of germs and bacteria and how to destroy them. Sterilization tasks of equipment, materials and facilities in general will be carried out for the practical prevention of the spread of bacteria and diseases.	2.5/60
BELL 120	ANATOMY, PHYSIOLOGY AND CHEMISTRY The objective of this course is for the student to know the structure and functioning of the human body. The student will acquire a basic knowledge of the various organs and systems and how they work, which contributes to improving professional capacity in their area of expertise.	2.5/60
BELL 110	SHAMPOO, RINSE AND SCALP TREATMENT Study of the trichology of hair its composition and structure. Analysis of disorders and diseases of the hair and scalp and the variety of products that are used to carry out the various types of treatments. Application of techniques and processing for hair washing, manipulations, methods and how to obtain good results when performing head washing.	2.5/60
PLGE 100	MANAGEMENT, ENTREPRENEURSHIP AND BUSINESS PLANNING This course takes the student to know the importance of planning to be a successful entrepreneur. They will know the process of the successful development of companies by using good planning, in addition to relating to the levels of uncertainty that may arise during the process. It takes the student to be an entrepreneur, to get	2.5/60

	involved in entrepreneurship, create a company, means that you are a good planner and therefore a successful manager. The student will learn that the manager is responsible for working financial capital, so it is essential to have a good assessment of the needs of the company to achieve success.	
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BARBERING AND STYLING

CODE	COURSE TITLE	CREDITS/ HOURS
BARB 110	BARBERING HISTORY, TOOLS, EQUIPMENT AND PROFESSION Study of the history of Barberingshop and the art of Barbering for professional development. Classification of the tools and equipment necessary to perform a cutting job. Study of electronic equipment such as: trimmer and other razors, taking into account adequate security and protection.	2.5/60
BARB 230	HAIR STYLING TECHNIQS FOR MEN This course provides the knowledge of the different products in the market to be used with hair coloring techniques in gentlemen taking into account safety measures and obtaining specific results. The student learns the importance of using color charts and aluminum foil in the creation of special effects that take into account the hair texture and physical features of the client.	2.5/60
BELL 210	CHEMICAL TEXTURIZER This course provides the student with the necessary experiences to make permanent wavy. Learn, in addition, about the different chemical reactions that occur in the hair and about the use of chemicals for permanent cold or hot in gentlemen. The student learns about the procedures prior to the permanent, taking into consideration the length of the hair and its texture, among others. The student learns to perform analysis of the different ways of selecting to apply chemicals to perform a smooth straightening and techniques for post-straightening treatment. Emphasis is placed on the different products and processes of chemical texturing and on the new products on the market for permanent gents. In addition, the necessary care and precautions to be followed, taking into account all safety measures.	2.5/60
BARB 240	COLOR TECHNIQUES FOR MEN This course provides the knowledge of the different products in the market to be used with hair coloring techniques in gentlemen taking into account safety measures and obtaining specific results. The student learns the importance of using color charts and aluminum foil in the creation of special effects that take into account the hair texture and physical features of the client.	2.5/60
BARB 210	HAIR CUTTING I This course is aimed at guiding the student about the correct functioning of materials and equipment demonstratively in the cut in gentlemen. This course is aimed at developing the skills of cutting 0 and 45 degrees and their variants, according to the physical characteristics of the client.	2.5/60
BELL 220	SKIN AND FACIAL TREATMENT This course is designed to provide the student with knowledge of the internal structure of the skin, functions, disorders and diseases, skin types and their analysis. Analysis of the recommended products for each skin type, the procedure for proper facial cleansing, the procedure for the different types of facial treatments for each skin condition including the various facial massages. The student applies the	2.5/60

	types of light therapy in the equipment for the treatments. Learn, in addition, about the consultation with the client and the security measures to observe.	
BARB 220	HAIR CUTTING II This course is aimed at developing cutting skills considering the characteristics of the client. Emphasis will be placed on the following techniques: scissors on comb, use of a “trimmer” machine (with all accessories) and the “finger cut” (manual cut).	2.5/60
BARB 310	BEARD AND MUSTACHE TRIMMING This course is aimed at developing skills in shaving techniques and preparation in the fourteen (14) steps of a shave. The student will learn to make different types of beard designs which he can use in the examining board exam.	2.5/60
TECU 140	MEN MANICURE In this course Barbering and Styling students will learn about the different types of manicures. The composition, structure of the bones, muscles, nerves and blood vessels of the hands. In addition, the products on the market to perform manicures on gentlemen and the precautions and safety to take into consideration when using these products.	2.5/60
BARB 250	HAIR CUTTING, COMMERCIAL HAIRSTYLE AND DESIGN This course is aimed at developing cutting skills considering fashion trends. The student learns to make commercial cuts and hairstyles using the basic tools of the Barbering and applying modern techniques.	2.5/60
BARB 320	LICENSURE EXAM REVIEW AND SEMINAR Course aimed at guiding the student on the laws, documents required and dates to take the exam of the Examining Board. In addition, to provide both theoretical and practical knowledge reinforcements related to the licensure examination.	2.5/60
BARB 400	INTERNAL CLINICS In this course, students demonstrate the knowledge acquired in the courses of the program. Students practice different skills in which they apply their knowledge when working with other students and with guests. The efforts of this course are aimed at facilitating the student's process of transition from school to the world of work, offering real assistance and experiences in all areas of the profession.	5.0/150

COSMETOLOGY

CODE	COURSE TITLE	CREDITS/ HOURS
TECU 130	HANDS AND FEET CARE In this course, cosmetology students will learn about the different types of manicures and pedicures. The composition, structure of bones, muscles, nerves and blood vessels of both hands and feet. In addition, the products on the market to perform manicures such as pedicures and precautions and safety to take into consideration when using these products.	2.5/60
COSM 110	HAIR WAVES, ROLLERS AND RINGS In this course, students develop the skills necessary to perform the appropriate procedures to achieve a hairstyle. They learn to use, create different types of waves and rings and use different types of rollers, as well as the right products to achieve the desired effect. The techniques, materials and tools used in these processes are studied.	2.5/60
COSM 230	HAIR DRYING TECHNIQS This course focuses on the study of the use of basic skills for the correct knowledge of the use of the hand dryer and the different types of tongs and irons in creation of a hairstyle. Practice is provided with the different basic collection techniques, (ribbons, graphics, twists and braids) and the materials and instruments necessary to perform them.	2.5/60
COSM 332	BASIC HAIRSTYLES (COMMERCIAL HAIRSTYLES) Study of the basic skills for the correct knowledge of the use of the hand dryer and the different types of tongs and irons in creation of a hairstyle. Practice with the different basic collection techniques, (ribbons, graphics, crooked and braids) your necessary materials and instruments.	2.5/60
BELL 210	CHEMICAL TEXTURIZER This course provides the student with the necessary experiences to make permanent wavy. Learn, in addition, about the different chemical reactions that occur in the hair and about the use of chemicals for permanent cold or hot in gentlemen. The student learns about the procedures prior to the permanent, taking into consideration the length of the hair and its texture, among others. The student learns to perform analysis of the different ways of selecting to apply chemicals to perform a smooth straightening and techniques for post-straightening treatment. Emphasis is placed on the different products and processes of chemical texturing and on the new products on the market for permanent gents. In addition, the necessary care and precautions to be followed, taking into account all safety measures.	2.5/60
COSM 245	BASIC COLOR TECHNIQUES (HAIR COLORING) This course provides the knowledge and practice necessary to use and mix dyes to obtain specific results. The student learns the importance of using color cards and aluminum foil in the creation of special effects that take into account the hair texture and physical features of the client.	2.5/60
COSM 210	HAIR CUTTING I This course is aimed at developing the skills of cutting 0 and 45 degrees and their variants, according to the physical characteristics	2.5/60

	of the client. The mastery of blocking, sectioning and angle techniques is also acquired. The use and handling of cutting and combing instruments is emphasized.	
COSM 220	HAIR CUTTING II This course is aimed at continuing the development of manipulative skills in students to execute the 90 degree cut and other types of cuts such as: razor cuts, thinning, different types of chick, child cuts and their variants, according to the physical characteristics that each client presents.	2.5/60
BELL 220	SKIN AND FACIAL TREATMENT This course is designed to provide the student with knowledge of the internal structure of the skin, functions, disorders and diseases, skin types and their analysis. Analysis of the recommended products for each skin type, the procedure for proper facial cleansing, the procedure for the different types of facial treatments for each skin condition including the various facial massages. Learn, in addition, about the consultation with the client and the security measures to observe.	2.5/60
COSM 320	HAIR REMOVAL AND MAKEUP In this course, the student learns and practices about the applications and procedures for different types of facial makeup. The student performs individual eyelash applications and corrective makeup techniques. Use of the instruments and materials required. Hair removal of the bozo (area around the mouth, chin) and eyebrow arching using the techniques of wax, tweezers or razor blades. The proper handling of the various brushes and the variety of cosmetic products are studied.	2.5/60
COSM 330	LICENSURE EXAM REVIEW AND SEMINAR Course aimed at guiding the student on the laws, documents required and dates to take the exam of the Examining Board. In addition, to provide both theoretical and practical knowledge reinforcements related to the licensure examination.	2.5/60
COSM 400	INTERNAL CLINICS In this course, students demonstrate the knowledge acquired in the courses of the program. Students practice different skills in which they apply their knowledge when working with other students and with guests. The efforts of this course are aimed at facilitating the student's process of transition from school to the world of work, offering real assistance and experiences in all areas of the profession.	5.0/150
COSM 321	MAKEUP In this course, the student applies makeup considering the type and tone of skin; makeup techniques are applied to white, sepia skin and in addition, everything related to the latest advances in makeup products on the market is known.	2.5/60

ESTHETICS AND MAKE UP

CODE	COURSE TITLE	CREDITS/ HOURS
ESTE 210	PRODUCTS, ESTHETIC PRODUCTS AND MAKEUP IN THE ACTUAL MARKET The student will know the chemical compounds of beauty products and the correct functioning of the equipment to be used in the cabin.	2.5/60
BELL 125	ANATOMY, PHYSIOLOGY, CHEMISTRY AND BACTERIOLOGY The objective of this course is for the student to know the structure and functioning of the human body. The student will acquire a basic knowledge of the various organs and systems and how they work, which contributes to improving professional capacity in their area of expertise. The course also trains the student to prevent the growth of germs and bacteria and how to destroy them. Sterilization tasks of equipment, materials and facilities will be carried out in general for the practical prevention of the spread of bacteria and diseases.	2.5/60
ESTE 220	SKIN STRUCTURE, CLEANING AND FACIAL ANALYSIS This course analyzes the structure of the skin, subcutaneous cell tissue or hypodermis, vascularization of the skin, dermis, epidermis and keratin.	3.5/113
ESTE 230	BODY CLEANSING AND TREATMENTS At the end of this course the student will have the ability and knowledge of the bones and muscles of the body area. At the same time, it will exercise the appropriate manipulations in the different types of body massages such as: Swedish, shiatsu, reflexology, etc. The student will know the procedure of removing makeup, steam appeal, pore cleaning (removal) and spraying the skin. In this course the student will have the ability to apply ultraviolet rays and identify massage manipulations.	2.5/60
ESTE 240	SPECIFIC TREATMENT AND HAIR REMOVAL At the end of this course the student will apply the special treatments of the current market such as treatments for spots, acne, microdermabrasion, expression lines, etc. In addition to the processes to perform hair removal, the products in the current market to perform the different treatments.	2.5/60
ESTE 320	BODY MASSES AND TREATMENTS This course aims to train the student to know the different techniques of cleaning, treatment and body massage and its advantages. In addition, you will know the products in the current market and their use.	3.5/113
ESTE 321	ESTHETIC TREATMENT FOR HANDS AND FEET In this course the students of Esthetics and Makeup, will learn about the different types of treatment of the hands and feet. The composition, structure of bones, muscles, nerves and blood vessels of both hands and feet. In addition, the products on the market to perform manicures such as pedicures and precautions and safety to take into consideration when using these products.	2.5/60
ESTE 310	MAKEUP In this course, the student applies makeup considering the type and tone of skin; makeup techniques are applied to white, sepi skin and in	2.5/60

	addition, everything related to the latest advances in makeup products on the market is known.	
ESTE 340	ADVANCED TECHNIQUES FOR PROFESSIONAL MAKEUP In this course, the student acquires skills for applying makeup, considering the occasion. The student practices competition and fantasy makeup. In addition, it develops skills in the application of needles and combination of inks to achieve permanent makeup.	1.0/30
ESTE 400	INTERNAL CLINICS In this course, students demonstrate the knowledge acquired in the courses of the program. Students practice different skills in which they apply their knowledge when working with other students and with guests. The efforts of this course are aimed at facilitating the student's process of transition from school to the world of work, offering real assistance and experiences in all areas of the profession.	2.5/60

SUPER MASTER

CODE	COURSE TITLE	CREDITS/ HOURS
SUMA 520	KNOWLEDGE REVIEW / IMAGE CONSULT This course is aimed at reviewing everything studied in the Cosmetology and / or Barbering programs. The correct use of materials and equipment when performing different jobs in both ladies and gentlemen. The changes in the last decades in cutting, color, makeup, new products and how the image projects according to the environment where people function.	3.5/113
SUMA 530	ADVANCED TECHNIQUES IN LADIES HAIRSTYLES / NEW TRENDS Advanced course of new proposals, studies and innovative styles of hairstyles with long hair. The student will learn new styles of hairstyles, collected (bows), and gala hairstyles, semi-gala, classic and contemporary. In addition, manual skills are reinforced through the use of various accessories, materials and equipment for the elaboration of complex and creative hairstyles	3.5/113
SUMA 550	ADVANCED TECHNIQUES IN LADY'S HAIR CUTTING This course provides the student the opportunity to increase their knowledge of trends in women's cuts using advanced razor, texturing and machine techniques. Razor cutting techniques and texturizing scissors, hair refining technique and comb scissors are developed.	2.5/60
SUMA 580	ADVANCED TECHNIQUES IN HAIR CUTTING AND GENTLEMEN'S HAIRSTYLES / NEW TRENDS This course provides the student with the opportunity to increase their knowledge of trends in the cutting of knights using advanced razor, texturing and razor techniques. Razor cutting techniques, texturing scissors, hair refinement techniques, comb scissors are developed.	2.5/60
SUMA 510	CHEMICAL TEXTURIZER AND HAIR COLOR INNOVATION This course provides the student with the opportunity to increase their knowledge of new trends. They will also continue to develop their own style of work in aspects related to chemicals that change the structure of the hair. They acquire knowledge about the chemicals and the precautions they should take in each case. In this way, they become experts in this technical area.	2.5/60
SUMA 640	EXTENSIONS, WIGS AND HAIRPIECES This course gives the student knowledge about the development of styles and design with hair extensions, wigs and hairpieces. The domain is added in the use of the definition tools necessary for the assembly of hair extensions, wigs, hairpieces and elaboration of high hairdressing.	2.5/60
SUMA 620	ADVANCED TECHNIQUES IN COLOR / LABORATORY This course provides the knowledge and practice necessary to use and mix dyes to obtain specific results. The student learns the importance of using color charts and aluminum foil in the creation of special effects that take into account the hair texture and physical features of the client.	2.5/60
SUMA 670	EVOLUTION OF MAKEUP PRODUCTS In this course, the student will expand their knowledge regarding the evolution of the products to be used in the different types of makeup. Taking into consideration cost, market availability and ease of acquisition thereof. In addition the ease and / or difficulty to acquire the products for the type white skin, sepia, etc.	2.5/60

SUMA 660	MAKEUP: SOPHISTICATED / FANTASY / BODY / SPECIAL EFFECTS In this course, the student acquires skills to perform sophisticated makeup, fantasy, body and know their special effects considering the occasion. The student will practice proficient makeup in the different categories. In addition, you will develop skills in the application and combination of the inks to achieve a striking makeup.	2.5/60
SUMA 630	ADVANCED TECHNIQUES IN PROFESSIONAL MAKEUP In this course, the student applies makeup considering the type and tone of skin; makeup techniques are applied to white, sepia skin and in addition, everything related to makeup products, their new lines and costs are known.	2.5/60
SUMA 650	HAIR CUTTING LABORATORY, COLOR, LADIES HAIRSTYLES AND GENTLEMEN (TOTAL LOOK) This course provides the knowledge and practice necessary to use and mix dyes to obtain specific results. The student learns the importance of using color charts and aluminum foil in the creation of special effects that take into account the hair texture and physical features of the client. In addition, the course is aimed at continuing with the development of manipulative skills in students to execute the 90 degree cut and other types of cuts such as: razor cuts, thinning, different types of cuts and their variants, depending on the characteristics physicals that each client presents.	2.5/60

NAILS TECHNICIAN

CODE	COURSE TITLE	CREDITS/ HOURS
BELL 140	ANATOMY, HYGIENE AND BACTERIOLOGY The objective is for the student to know the structure and functioning of the hands and feet. The course also trains the student to prevent the growth of germs and bacteria and how to destroy them. Sterilization tasks of equipment, materials and facilities.	2.5/60
TECU 135	NAIL AND SKIN DISORDERS Study of the parts of the nail structure, its conditions, the most common diseases and disorders and methods of treatment and prevention. This knowledge allows the student to have the opportunity to improve the appearance of the skin and hands.	2.5/60
TECU 150	MANICURE AND PEDICURE In this course, nail technician students will learn about the different types of manicures and pedicures. The composition, structure of bones, muscles, nerves and blood vessels of both hands and feet. In addition, the products on the market to perform manicures such as pedicures and precautions and safety to take into consideration when using these products.	2.5/60
TECU 145	BRUSH NAIL DESIGN In this class the student is provided with the art of design, decoration, and the creation of new innovative techniques to beautify and enhance the nails. The student is taught to create different effects through class techniques and demonstrations.	2.5/60
TECU 220	INTRODUCTION TO ACRYLIC, COVERING AND POLISHING STAGES Studies of the materials, tools and procedures used in acrylic nails on extensions or natural nail. Analysis of the precautions that must be taken to work with chemicals and carry out the proper mixing of products. Practice in the application of the material on the nail.	3.5/113
TECU 230	SCULPTURAL NAILS Studies of the materials, tools and procedures of sculptural nails on the natural basis of the nail. Analysis of the precautions you must take to work with chemicals and carry out the proper mixing of products. Correct application of the material on the nails.	3.5/113
TECU 235	GEL APPLICATION AND COVERING In this class the student will learn the gel polish application procedure that consists of applying a base coat to the nail, then a colored composition and a final coat, which fixes all the previous ones by combining them into a whole.	2.5/60
TECU 250	COMMERCIAL AND INNOVATIVE TECHNIQUES In this class the student is provided with the art of advanced design and new trends that have emerged in the market, decoration, and the creation of innovative new techniques to beautify and enhance nails. The student is taught to create different effects through class techniques and demonstrations	3.5/113
TECU 400	INTERNAL CLINICS This course provides the student with the opportunity to improve the technical skills of the field. The student practices with students and recommended clients. Students have the opportunity to review everything learned in previous courses.	2.5/60

TECHNICAL DIVISION: BASIC COURSES

CODE	COURSE TITLE	CREDITS/ HOURS
ETLI 100	ETHICS AND LEADERSHIP This course has been designed to take the student to know what professional ethics is. The importance of being ethical in the development of any work activity. In addition to knowing what are the principles and values contained in professional ethics and as a human being. The student is led to visualize professional ethics by setting the behavior guidelines for the performance of the duties of a position within an ethical and leadership framework. The course also provides for the student to see himself as a leader, how the good leader guides and leads people and / or groups to be efficient, thus helping to achieve achievements, using different tools such as charisma and security when speaking, in addition to the ability to socialize with others.	1.0/30
COMP 120	COMPUTER INTRODUCTION This course offers the student the opportunity to know the historical development of computers and their impact on society, its components and their functions, terminology, operating systems, Internet basics, networks, word processing, database data and future projections. This course is aimed at students who are interested in learning about the use of a computer to simplify jobs and tasks, as well as to start their knowledge in the field of computer science.	1.0/30
SEGU 100	INDUSTRIAL SAFETY In this course the student will acquire the fundamental knowledge and concepts related to occupational safety. Preventive and remedial measures to deal with physical accidents caused by electric shocks, inhalation of toxic gases, explosives, accidents with machinery and others are examined. The regulations of the Department of Labor, OSHA and PROSHO applicable to that industry are reviewed.	2.5/60
SEGU 110	SAFETY IN THE AUTOMOTIVE WORKSHOP In this course, students will know all the safety measures they should have in a mechanic workshop. In addition, as one another they can collaborate to make these measures effective.	2.5/60
MATE 225	APPLIED TECHNIQUE MATHEMATICS TO ELECTRICITY This applied mathematics course comprises to the Electricity in two parts. The first examines basic mathematical operations such as: addition, subtraction, multiplication and division of whole numbers, decimals and fractions. The second part emphasizes: the application of the basic concepts of algebra, geometry, trigonometry, graphs and solution of numerical problems applied to technology and in the area of Electricity.	2.5/60

MATE 325	APPLIED TECHNIQUE MATHEMATICS TO REFRIGERATION This applied mathematics course comprises to the Refrigeration in two parts. The first examines basic mathematical operations such as: addition, subtraction, multiplication and division of whole numbers, decimals and fractions. The second part emphasizes: the application of the basic concepts of algebra, geometry, trigonometry, graphs and solution of numerical problems applied to technology and in the area of Refrigeration.	2.5/60
PLGE 100	MANAGEMENT, ENTREPRENEURSHIP AND BUSINESS PLANNING This course takes the student to know the importance of planning to be a successful entrepreneur. They will know the process of the successful development of companies by using good planning, in addition to relating to the levels of uncertainty that may arise during the process. It takes the student to be an entrepreneur, to get involved in entrepreneurship, create a company, means that you are a good planner and therefore a successful manager. The student will learn that the manager is responsible for working financial capital, so it is essential to have a good assessment of the needs of the company to achieve success.	2.5/60
SEÑA-160	SIGN LANGUAGE Incorporation of sign language to the health area. Through sign language learning, you can establish effective communication with deaf or hard of hearing individuals and that it is achieving total communication with patients. The course promotes the incorporation of visual techniques and manual codes for the presentation of an optimal service within the field.	2.5/60

ELECTRICITY WITH PLC AND RENEWABLE ENERGY TECHNICIAN

CODE	COURSE TITLE	CREDITS/ HOURS
ELEC 120	DIRECT AND ALTERNATING CURRENT CIRCUITS Study of current circuits (DC) and alternating circuits (AC). Electrical circuits, DC - AC and formulas such as series, parallel and combined circuits are included. Also, they will develop skills in the use of measuring instruments.	3.5/113
ELEC 230	ELECTRICAL INSTRUMENTATION Study of electrical instrumentation to prepare students for advanced courses in the Technical Programs Division. The course covers the use of electrical testing equipment and the use and interpretation of scale readings and ratings. Practical applications of DC and AC circuit theory will be verified using measuring instruments.	3.5/113
ENRE 210	RENEWABLE ENERGY In this course all means of converting energy such as; wind, hydraulic, solar, thermal, etc. It will also indicate the photovoltaic effect, photovoltaic modules, energy applications, energy storage, charge regulators, inverters and shadow study.	2.5/60
ELEC 240	DIAGRA AND ESTIMATES This course is related to the preparation of estimates and / or diagrams for electrical projects. It includes the learning of various formats on estimates of labor, preparation of plans, materials, maintenance, facilities, electrical repairs at residential, commercial and industrial level and price tables.	2.5/60
ELEC 220	ILLUMINATION AND ENERGY CONSUMPTION REDUCTION Lighting design for residential, commercial and industrial services. Study of the theory of incandescent, fluorescent, sodium and high intensity lamps, among others. Review of the theory of alternating and direct current to be used lighting. In addition, the student will be able to identify the different legal means of reducing electricity consumption.	2.5/60
ELEC 210	ELECTRICAL WIRING Study of the readings and interpretation of diagrams and diagrams of electrical wiring. Use of multimeter. Earth fault test. Pull-out wiring, panels and circuits. Use of conductive pipes and safety rules.	2.5/60
PLCS 345	PROGRAMMABLE LOGIC CONTROLS (PLC) Reading and interpretation of schematic diagrams of PLC programmable control systems, the basic parts that make up a PLC, central data processing unit, input modules in parts, their physical configuration, input modules, battery, numerical system, symbols and ladder diagrams.	2.5/60
ELEC 320	THREE-PHASE ELECTRICAL SYSTEMS AND EQUIPMENT Reading and interpretation of diagrams, diagrams of industrial electrical systems of motors and generators. Familiarization with the safety and operation standards of commercial and industrial electrical equipment. Study of magnetism and magnetic fields. System designs for operation of engines and emergency plants. Study of single phase motors. Controls for AC motors.	2.5/60
ELEC 310	COMMERCIAL ELECTRICAL SYSTEMS AND EQUIPMENT Reading and interpretation of commercial electrical equipment and	2.5/60

	diagrams, familiarization with the basic safety standards and operations of electrical equipment and the design of electrical systems for commercial applications. Review of the theories of three-phase direct current voltages, alternating current, motors and electrical controls.	
ELEC 300	LICENSURE EXAM This course is a practical one in which the student practices the skills necessary to pass the exam of the College of Electrical Experts of Puerto Rico.	2.5/60
ELEC 400	INTERNAL PRACTICE The student participates in educational activities planned by the teacher in and out of the laboratory. The course provides for the student to participate in the repair of residential and commercial electrical problems.	5.0/150

AUTOMOTIVE MECHANICAL TECHNICIAN WITH FUEL INJECTION

CODE	COURSE TITLE	CREDITS/ HOURS
AUTO 100	HISTORY AND EVOLUTION OF AUTOMOTIVE MECHANICS This course begins with the history of cars and their evolution. The changes that have occurred in the last two decades in the evolution of automotive technology and the latest models. The men who contributed to the creation of cars and how over time these have evolved.	1.0/30
AUTO 110	TOOLS, AUTOMOTIVE AND EQUIPMENT In this course the student will acquire knowledge of the tools, equipment and materials used in the mechanics workshop. Including the correct names of these and the proper way to use them. In addition to how to organize them for safety.	1.0/30
AUTO 150	THEORY AND FUNDAMENTALS OF AUTOMOTIVE ELECTRICITY This course studies the theory and fundamentals of electricity in the car, such as the structure of the atom, how to produce electricity, study of conductors and insulators, principles and laws of electricity, measuring instruments, circuits, fuses and wiring. Electricity, voltage, amperage, resistance. Ohm's Law, Kirchhoff's Law, magnetism, electrical circuits, interruptions, symbols and schematics are part of the principles of electricity in the car.	2.5/60
AUTO 160	ELECTRO MECHANIC COMPONENTS AND AUTOMOBILE ELECTRONICS Electricity, voltage, amperage, resistance, Ohm's law, Kirchhoff's law, magnetism, electrical circuits, interruptions and schematic symbols are part of the principles of electronics and electromechanics that are part of this course. The advantage of electronics in the vehicle and its applications is established. The study and operation of sensors such as coolant sensor, air temperature sensor, MAP sensor, MAF sensor, TPS sensor, etc., are important materials that are discussed in this course. It also includes the study of modules such as CPU, RAM, ROM, PROM, etc., operation of outputs, diagnostic processes and operating strategies of different manufacturers.	2.5/60
AUTO 120	CONCEPTS AND MOTOR REPAIR This course covers what is related to the engine. Such as the top, bottom and front of the engine. Its construction and subsystems such as lubrication, cooling, fuel supply, ignition and exhaust. The different modifications of this and its evolution in the last decades. In addition in this course the student will be trained to obtain the necessary skills to diagnose and repair engines by describing problems and repair procedures. In addition, it provides extensive knowledge about the internal and external operation of an engine and everything related to its repair.	2.5/60

AUTO 140	BRAKES SYSTEM AND ABS This course provides students with the knowledge and skills necessary to inspect, diagnose, service, and repair conventional and anti-lock brake systems (ABS). Topics include hydraulic brake systems, disc and drum brakes, brake components, brake fluid, power-assisted braking systems, ABS components and operation, and common brake system malfunctions. Students will practice the proper use of tools and diagnostic equipment while following established safety procedures.	2.5/60
AUTO 170	TIRES AND SUSPENSION MECHANISMS This course provides students with the knowledge and skills necessary to inspect, diagnose, and service automotive tire, wheel, steering, and suspension systems. Topics include tire construction and wear patterns, wheel balance, suspension components, steering mechanisms, alignment principles, and the identification of common system failures. Students will also practice the proper use of tools and equipment used in tire, steering, suspension, and alignment services, following applicable safety procedures.	2.5/60
AUTO 180	INJECTION SYSTEM I AND II In the course the student will learn how these systems work, the different attachments to be effective. How fuel is consumed and how these can be more effective depending on the quality of it. In addition, the student will learn first hand the demanding requirements of engine emissions. How the filtration system works through the engine. Also, how can you achieve emission reduction. Existing laws and regulations in this regard and penalties for violations of established regulations.	3.5/113
AUTO 165	CONVENTIONAL IGNITION SYSTEM, ELECTRONIC AND TECHNOLOGICAL ADVANCES IN THE CAR This course provides the student with information regarding the conventional ignition system. It includes knowing the electrical systems of the instrument panel of the car, among others. The universal basic components of the car are studied. It also provides the student with information regarding the electronic ignition system.	3.5/113
AUTO 145	MANUAL AND AUTOMATIC TRANSMISSION SYSTEM REPAIR In the course you enter the disassembly and installation of manual and automatic transmissions in the car. The evaluation of the torque converter and the disarming of the transmission is being carried out. In addition, it goes to the conditioning of the sub-assemblies such as pump, clutches, satellite carrier, valves, regulator and bushing replacement. Transmission assembly is practiced; oil leak detection and leak repair if any.	3.5/113
AUTO 155	BASIC SYSTEM OF THE AUTOMOBILE AIR CONDITIONER In this course, students learn the basic principles of the operation and repair of air conditioners in cars. The entire operating system of this in cars according to their evolution, year, model among others.	1.0/30
AUTO 300	LICENSURE EXAMINATION This course provides students with a review of the knowledge acquired in the previous courses so that they can take the licensure examination safely and well prepared.	2.5/60
AUTO 400	INTERNAL PRACTICE The mechanics internship offers the opportunity to obtain experiences in the field of employment. Our course is designed to be process facilitators, integrating the institution and the practicing student. At the same time they will go through the process of reviewing everything learned in the courses and clarifying doubts.	5.0/150

REFRIGERATION AND A/C WITH PLC AND RENEWABLE ENERGY TECHNICIAN

CODE	COURSE TITLE	CREDITS/ HOURS
REFR 100	HISTORY AND PRINCIPLES OF REFRIGERATION Introduction to the background and development of the history of refrigeration and its different types of applications over time. What has been its evolution and the changes in the last decades.	2.5/60
REFR 110	MECHANICAL PRINCIPLES OF REFRIGERATION/ELECTRONIC MAGNET FUNDAMENTALS Development of mechanical refrigeration principles. Study of the basic knowledge of the compression system and its functions. Study of the changes in this area in recent years. Student preparation in advanced classes in the division of technical programs. Study of electrical circuits, quantities and formulas; six parallel circuits and use of measurement instrumentation.	2.5/60
REFR 230	THERMODYNAMICS/HEAT CHARGE AND COMPLEX SYSTEMS OF REFRIGERATION Analysis of the importance of heat load and the application of thermodynamic systems to refrigeration systems	2.5/60
REFR 120	REFRIGERATION AND DOMESTIC A / C Study of the basic fundamentals of refrigeration and domestic air conditioning. The evolution of domestic air equipment and customer preference.	2.5/60
REFR 210	INDUSTRIAL A / C AND WELDING TECHNIQUES Realization of air conditioning mounts in industries and will be trained in maintenance routines in central and residential commercial air conditioning systems; at the same time, they will work with different types of pipes that are used in refrigeration works. Including welding jobs	2.5/60
REFR 220	DESIGN, DUCT FABRICATION, DIAGRAMS AND ESTIMATES Study of the properties and behaviors of air flows and the design and manufacture of ducts and maintenance. In addition, the preparation of estimates and quotes will be studied. Preparation of estimates of materials, prices, supplier's directors, among others.	2.5/60
ENRE 210	RENEWABLE ENERGY In this course all means of converting energy such as; wind, hydraulic, solar, thermal, etc. It will also indicate the photovoltaic effect, photovoltaic modules, energy applications, energy storage, charge regulators, inverters and shadow study.	2.5/19
PLCS 340	PROGRAMMABLE LOGIC CIRCUIT (PLC) Reading and interpretation of schematic diagrams of PLC programmable control systems, the basic parts that make up a PLC, central data processing unit, input modules in parts, their physical configuration, input modules, battery, numerical system, symbols and ladder diagrams.	2.5/60
REFR 320	AUTOMOBILE AIR CONDITIONING SYSTEM In this course, students learn the basic principles of the operation and repair of air conditioners in cars.	2.5/60

REFR 330	REFRIGERATION AND COMMERCIAL AIR CONDITIONING Application of the operational fundamentals of commercial systems refrigeration. Study of the difference between commercial and domestic systems that use mechanical cycles.	2.5/60
REFR 300	LICENSURE REVIEW This course provides students with a review of the knowledge acquired in previous courses to prepare them for the licensure examination. Students will complete practical and written review exercises to strengthen their knowledge.	2.5/60
REFR 400	INTERNAL PRACTICE This course provides students with experiences in scenarios similar to those found in the field of employment. The experiences pursue the integration between the institution, the employer and the practicing student. In addition to guide the student on the laws, required documents and dates to take the exam of the Examining Board. You will be provided with theoretical and practical knowledge reinforcements related to the Refrigeration licensure examination.	5.0/150

HEALTH DIVISION: BASIC COURSES

CODE	COURSE TITLE	CREDITS/ HOURS
INGL 200	INTRODUCTION TO COMPUTERS WITH BASIC ENGLISH This course is designed to provide the students with basic knowledge and skills in the English language also provide the student the opportunity knowledge the vocabulary they need to use in their work in PRACTICAL NURSING. This course offers the student the opportunity to know the Internet basics, networks, word processing and database data.	2.5/60
ETLI 200	COMPUTERS, ETHICS AND LEADERSHIP The importance of being ethical in the development of any work activity. In addition to knowing what are the principles and values contained in professional ethics and as a human being. This course offers the student the opportunity to know the components, functions, terminology, operating systems, Internet basics, networks, word processing, database data and future projectionS.	2.5/60
COMP 220	THE COMPUTER IN THE MODERN MEDICINE This course is aimed at students who are interested in learning about the use of a computer to simplify jobs and tasks, as well as to start their knowledge in the field of computer science. The student will know the first uses of the computer in medicine.	2.5/60
SENA160	SIGN LANGUAGE Incorporation of sign language to the health area. Through sign language learning, you can establish effective communication with deaf or hard-of-hearing individuals visual techniques and that it is achieving total communication with patients. The course promotes the incorporation of visual visual techniques and manual codes for the presentation of an optimal service within the field.	2.5/60

PRACTICAL NURSING

CODE	COURSE TITLE	CREDITS/ HOURS
ENFE 140	COMMUNICATION AND INTERPERSONAL SKILLS In this course the student will be taken to see the importance of Interpersonal Relations and the effectiveness of good communication both personally and professionally. In the nursing profession, good communication is essential to be more effective in patient care. In this subject you can see the importance of this and its positive effects on the execution of the profession.	2.5/60
ENFE 110	DEVELOPMENT OF NURSING PRACTICE This component is designed so that the student becomes familiar with the nursing sciences. Emphasis is given to the following topics: the historical development of nursing, changes in nursing practice and education, the development of the category of Licensed Practical Nursing in Puerto Rico and the United States, the roles of nursing staff. Issues related to the legal field and federal and state regulations are discussed.	2.5/60
ENFE 120	ANATOMY PRINCIPLES AND HUMAN PHYSIOLOGY This course gives the student the opportunity to learn about the human skeleton, its parts, its formation and the consequences of the misuse of medications in the human body.	2.5/60
ENFE 135	INTRODUCTION TO PHARMACOLOGY This course starts the student in the general study of the administration of medications, their classifications and origin. It covers aspects of pharmacology and measurement weight systems, the therapeutic effects of medications under the supervision of an authorized physician.	2.5/60
ENFE 145	ELECTROCARDIOGRAPHY (EKG) In the course the student will know what the electrocardiography is, also know how to measure the cardiac activity through the electrocardiogram. The electrocardiogram is also known as EKG and is usually prescribed to detect, cure or track a pathology such as heart attack, pericarditis or hypertrophy.	2.5/60
ENFE 130	BASIC SKILLS OF PRACTICAL NURSING This component is designed for the student to develop the knowledge and skills necessary in the performance of their duties as a nurse (or) practice in the field of health, such as, body mechanics and safety when handling the patient, hygiene personal, physical examination, biopsychosocial need and principles related to the control of communicable diseases, comfort and rest, assist the patient in feeding, urinary and gastrointestinal elimination, sample collection, pre and post care -operative and post-death care.	2.5/60

ENFE 210	SURGICAL MEDICAL NURSING This course is designed for the student to relate to the medical-surgical conditions that will be found in the clinical area. The following topics are discussed: physical and chemical causes of the diseases, the medical pathology related to the different systems, the signs and symptoms of the different disorders, the diagnosis to establish different conditions, the treatments and the role of the nursing staff in each One of the disorders and rehabilitation of the patient.	2.5/60
ENFE 230	MATERNAL CHILD NURSING In this course the student will know the historical details of gynecology and obstetrics and the contributions of nursing in this field. The process of human reproduction, the management of normal and complicated pregnancy, the process of childbirth, the puerperium and the care of the newborn are studied. It emphasizes the importance of prenatal care, practical nurse functions, responsibilities and nursing care plans in each of the stages.	2.5/60
ENFE 240	PEDIATRIC NURSE In this course the student acquires the necessary educational experiences related to the periods of growth and development of the child. Greater emphasis is placed on the physical, emotional, social and cultural development of the child. In addition, the most common pediatric conditions are discussed.	2.5/60
ENFE 250	ADULT CARE, GERIATRIC AND ITS FAMILY RELATIONS In this course, the general aspects of gerontology and nursing care offered to the geriatric client are discussed taking into consideration the social, biological and psychological aspects. The following topics are also discussed: mortality, the most frequent physiology duck and postmortem care.	2.5/60
ENFE 310	MENTAL HEALTH PRINCIPLES In this course, concepts related to mental health and the most common mental illnesses are discussed. The pathology of the conditions and their treatment is included. Greater emphasis is given to the prevention and control of mental illnesses, legal aspects and mental health services to the community.	2.5/60
ENFE 320	NURSING INTERVENTION IN EMERGENCY, CDT AND HOME This component provides educational experiences that relate to the principles of first aid applied to emergencies and the intervention of practical nurses with injured patients both in the Emergency Rooms, CDT and / or in their homes.	3.5/113
ENFE 330	LICENSURE REVIEW The concepts learned during the previous cycles will be refreshed to the student. You will go through the process of carrying out those exercises that enable you to take the licensure. Strategies to face the licensure examination to practice practical nursing are discussed.	2.5/60
ENFE 400	EXTERNAL PRACTICE The student will be in a real nursing work environment and will be able to practice the skills learned during the previous semesters. The student will have the opportunity to apply their knowledge and basic skills on medical care in a real work setting and will be related to professional staff in the field of health, in real situations and in everyday life. Learn to show sensitivity and respect, to listen and provide patient safety.	5.0/225

COMMERCIAL DIVISION: BASIC COURSES

CODE	COURSE TITLE	CREDITS/ HOURS
ETLI 100	ETHICS AND LEADERSHIP This course has been designed to take the student to know what professional ethics is. The importance of being ethical in the development of any work activity. In addition to knowing what are the principles and values contained in professional ethics and as a human being. The student is led to visualize professional ethics by setting the behavior guidelines for the performance of the duties of a position within an ethical and leadership framework. The course also provides for the student to see himself as a leader, how the good leader guides and leads people and / or groups to be efficient, thus helping to achieve achievements, using different tools such as charisma and security when speaking, in addition to the ability to socialize with others.	1.0/30
COMP 120	COMPUTER INTRODUCTION This course offers the student the opportunity to know the historical development of computers and their impact on society, its components and their functions, terminology, operating systems, Internet basics, networks, word processing, database data and future projections. This course is aimed at students who are interested in learning about the use of a computer to simplify jobs and tasks, as well as to start their knowledge in the field of computer science.	1.0/30
PLGE 100	MANAGEMENT, ENTREPRENEURSHIP AND BUSINESS PLANNING This course takes the student to know the importance of planning to be a successful entrepreneur. They will know the process of the successful development of companies by using good planning, in addition to relating to the levels of uncertainty that may arise during the process. It takes the student to be an entrepreneur, to get involved in entrepreneurship, create a company, means that you are a good planner and therefore a successful manager. The student will learn that the manager is responsible for working financial capital, so it is essential to have a good assessment of the needs of the company to achieve success.	2.5/60
SENA160	SIGN LANGUAGE Incorporation of sign language to the health area. Through sign language learning, you can establish effective communication with deaf or hard-of-hearing individuals visual techniques and that it is achieving total communication with patients. The course promotes the incorporation of visual techniques and manual codes for the presentation of an optimal service within the field.	2.5/60

OFFICE SYSTEM ADMINISTRATION

CODE	COURSE TITLE	CREDITS/ HOURS
ESPA 110	COMMERCIAL SPANISH This course aims to develop skills in writing and preparing commercial documents, using correct forms of Spanish language writing, emphasizing the correct techniques in the use of language and spelling.	2.5/60
INGL 210	COMMERCIAL ENGLISH This course provides the students with the basic conversational skills used in the office systems administration field. Students have the opportunity to role play and use the English language in situations simulating those found in the work force, such as answering the phone, responding to common questions, providing instructions and directions and other uses of the language in business.	2.5/60
COMP 110	KEYBOARD MANAGEMENT This course is designed to help the student obtain the necessary skills to perform efficiently in the use of the computer keyboard. Provide experiences so you feel confident when using it.	2.5/60
SOFI 120	DOCUMENT ADMINISTRATION This course provides the student with general and indispensable knowledge in the handling and administration of documents, which will facilitate them to perform effectively in the archiving functions.	2.5/60
SOFI 210	WORD PROCESSING APPLICATION (WORD ELEMENTARY, INTERMEDIATE AND ADVANCED) This course provides the student with the use of the Microsoft Office-Word application in its elementary phase to prepare different business documents that are required in the modern office. The student is provided with the competencies, concepts, terminology and procedures required to be successful in carrying out this process. It will combine critical thinking, the integration of applications and techniques to take advantage of the lessons learned in the previous class and integrate them into new tasks.	2.5/60
SOFI 220	ADMINISTRATIVE PROCESSES The Administrative Procedures course offers the student the opportunity to refine, integrate and update basic skills and knowledge in the area of office administration. Procedures and their application to office systems will be discussed. The course provides the student with the necessary tools to develop the profile and skill of the administrative assistant as well as necessary qualities in the personality that characterizes the office staff. Emphasis will be given to the modalities of the automated office, academic preparation, interpersonal relationships and professional image, importance of technological equipment, health and safety in employment, decision-making process, correspondence management, time management, processing of phone calls, coordination of trips and meetings.	2.5/60

SOFI 240	HEALTH INSURANCE MANUAL BILLING Study of terminology, forms, documents and ethical and legal aspects related to the processing of information in the medical office. Study of the basic procedures for manual billing using the appropriate documents.	2.5/60
SOFI 230	APPLICATION OF ELECTRONIC PRESENTATIONS (POWERPOINT) AND OUTLOOK The course provides the student with the necessary tools for the effective handling of email, Internet searches and preparation of electronic calendars. It will carry out planning tasks, such as: keeping the electronic appointment calendar up to date, maintaining the telephone and facsimile directory, planning time and setting priorities. The student will use good judgment to create advertising documents. The "Word" program will be integrated for the design, creation and production of documents: promotional sheets, announcements, programs, invitations, booklets, business cards and letterheads for envelopes and paper, among others. Emphasis will be given to the use of "Outlook", "Word", search engines, commercial "e-mail" (Hotmail, yahoo, etc.).	2.5/60
SOFI 225	ELECTRONIC MEDICAL RECORD In this course the student will develop the skills to perform the tasks of working records electronically. More will develop the skills to perform these tasks without making mistakes in the recorded information.	2.5/60
SOFI 260	MEDICAL TERMINOLOGY AND CODIFICATION Study of terminology, forms, documents and ethical and legal aspects related to the processing of information in the medical office. Knowledge of the encodings and their proper use.	2.5/60
SOFI 330	ELECTRONIC BILLING TO HEALTH INSURANCE PLANS In this course, students will acquire the knowledge, skills, and competencies related to medical plan billing. Emphasis is placed on medical office administration, as well as manual, computerized, and electronic billing. Students will develop techniques and skills related to document management, office equipment, and file management. The knowledge and skills acquired in this course may be applied in areas related to billing, monitoring, and auditing of medical plans in private medical offices, hospitals, laboratories, and other healthcare settings. Students will also develop skills related to the management of office systems.	3.5/113
SOFI 320	SPREADSHEET APPLICATION Study of the use of a spreadsheet program to create different types of tables and graphs that are required in a modern office. Emphasis on the development of competencies, concepts, terminology and procedures required to be successful in carrying out this process.	2.5/60
SOFI 400	EXTERNSHIP The Office Administration internship offers the opportunity to obtain experiences in the field of employment. Our course is designed to be process facilitators, integrating the institution, the employer and the practicing student..	5.0/225

REQUIREMENTS TO TAKE LICENSURE EXAMINATIONS

D'Mart Institute offers programs for which graduates may be required to obtain professional licensure or certification before practicing in the applicable occupation. These are: Cosmetology, Barbering and Styling, Practical Nursing, Refrigeration Technician with A / C and Renewable Energy, Electricity Technician with PLC and Renewable Energy and Automotive Mechanic Technician with “Fuel Injection.” At the end of the study of their respective program, the student must request the licensure examination. The Cosmetology, Barbering, Electricity and Refrigeration licensure examination are offered by the PCS Company. In the same way the Automotive Mechanics Technicians with “Fuel Injection” is offered by PCS. Applications to take these exams must be filled out electronically when a call is available.

Students in the Practical Nursing program must visit the GM Group Building in Cupey where they can complete and submit all the documents requested by them and the exam application.

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

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

REGULATORY OR GOVERNMENTAL BODIES: Certain programs offered by the Institution may require graduates to obtain professional licensure or certification before practicing in the applicable occupation. Students are responsible for applicable examination, licensure, certification, and related fees. The Placement Office provides guidance regarding the application process at no additional cost.

Profession	Documents to request at D'Mart Institute	Additional Requirements	Cost	Provider	Electronic Web Page	Age
Barbering	Copy of Diploma	Completed program	Theoretical: \$100.00 Practical: \$60.00	PCS	pr.pcshq.com	17-18 years old
Cosmetology	Copy of Diploma	High School diploma or 9th grade diploma Completed Program with 1000 hours of study	Theoretical : \$100.00 Practical : \$100.00	PCS	pr.pcshq.com	17-18 years old
Electrician Technician (Expert Assistant)	Copy of Diploma	To take the expert exams you must have an Assistant License with one year of issue. (It must not be expired) Completed Program with 1000 hours of study	Theoretical Assistant: \$100.00 Theoretical Expert \$100.00 Practical Expert: \$60.00	PCS	pr.pcshq.com	18 years old - Expert Licence
Refrigeration Technician	Copy of the Diploma and / or credits transcription. Certification of Studies provided by the provider.	EPA License: 608 and 609 / Completed Program with 800 hours of study	Theoretical : \$100.00	PCS	pr.pcshq.com	17-18 years old
Automotive Mechanic Technician	Diploma, Transcription and Certification of Graduation	Completed program with 1,200 hours of study	Theoretical : \$100.00	PCS	aationline.com	18 years old
Practical Nursing	Diploma, Transcription and Certification of Graduation	Additional Requirements of the Exam Request.	Theoretical: \$45.00 + \$60.00 to Didaxis	Health	Visit GM Group Building with completed application and all its requirements	17 years old present affidavit if less than 18 years old

ACADEMIC CALENDAR 2026

DAY	DESCRIPTION
January 1 to 6, 2026	Academic Recess
January 7, 2026	Beginning
January 13, 2026	Enrollment for January
January 19, 2026	Holiday: Martin Luther King Jr.
February 16, 2026	Holiday: Presidents Day and Puerto Rican Heroes
March 17, 2026	Enrollment for March
March 23, 2026	<i>Holiday: Abolition Day</i>
April 2 and 3, 2026	Holy Thursday and Friday
May 12, 2026	Class Start Date for May
May 25, 2026	Holiday: Memorial Day
July 4, 2026	Holiday: Independence Day
July 25, 2026	Holiday: Constitution of Puerto Rico
July 26 to August 1, 2026	Academic Recess
August 18, 2026	Class Start Date for August
September 7, 2026	Holiday: Labor Day
October 13, 2026	Enrollment for October
November 11, 2026	Holiday: Veterans Day
November 19, 2026	Holiday: Discovery of Puerto Rico
November 26 to 27, 2026	Holiday: Thanksgiving
December 18 to 31, 2026	Academic Recess

SUBJECT TO CHANGE

ACADEMIC CALENDAR 2027

DAY	DESCRIPTION
January 1 to 6, 2027	Academic Recess
January 7, 2027	Beginning
January 13, 2027	Enrollment for January
January 18, 2027	Holiday: Martin Luther King
February 15, 2027	Holiday: Presidents Day and Puertorrican Heroes
March 17, 2027	Enrollment for March
March 22, 2027	<i>Holiday: Abolition Day</i>
March 25 and 26, 2027	Holy Thursday and Friday
May 12, 2027	Class Start Date for May
May 31, 2027	Holiday: Memorial Day
July 4 and 5, 2027	Holiday: Independence Day
July 25, 2027	Holiday: Constitution of Puerto Rico
July 26 to August 1, 2027	Academic Recess
August 18, 2027	Class Start Date for August
September 6, 2027	Holiday: Labor Day
October 13, 2027	Enrollment for October
November 11, 2027	Holiday: Veterans Day
November 19, 2027	Holiday: Discovery of Puerto Rico
November 25 to 26, 2027	Holiday: Thanksgiving
December 20 to 31, 2027	Academic Recess

SUBJECT TO CHANGE

ACADEMIC CALENDAR 2028

DAY	DESCRIPTION
January 1 to 6, 2028	Academic Recess
January 10, 2028	Beginning
January 13, 2028	Enrollment for January
January 17, 2028	Holiday: Martin Luther King
February 21, 2028	Holiday: Presidents Day and Puertorrican Heroes
March 14, 2028	Enrollment for March
March 22, 2028	<i>Holiday: Abolition Day</i>
April 13 and 13, 2028	Holy Thursday and Friday
May 16, 2028	Class Start Date for May
May 29, 2028	Holiday: Memorial Day
July 4, 2028	Holiday: Independence Day
July 23 to July 29, 2028	Academic Recess
July 25, 2028	Holiday: Constitution of Puerto Rico
August 15, 2028	Class Start Date for August
September 4, 2028	Holiday: Labor Day
October 10, 2028	Enrollment for October
November 11, 2028	Holiday: Veterans Day
November 19 - 20, 2028	Holiday: Discovery of Puerto Rico
November 23 to 24, 2028	Holiday: Thanksgiving
December 22 to 31, 2028	Academic Recess

SUBJECT TO CHANGE

CONTINUOUS EDUCATION

Introduction to Computers
Equipment Repairs
Medical Billing

Licensure Examination Review:
Barbering and Styling
Cosmetology
Refrigeration
Electricity
Electricity Expert

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

***These Continuing Education courses are authorized by the
Puerto Rico Board of Education. These courses are not
accredited by the Accrediting Commission of Career Schools and
Colleges (ACCSC).***

GENERAL CATALOG CERTIFICATION

I, _____, acknowledge that I have received a copy of the D'Mart Institute General Catalog. I understand that the Catalog contains important information regarding the Institution's policies, procedures, academic programs, student responsibilities, and other institutional requirements.

I acknowledge that I have been provided with access to the Catalog in the delivery method indicated below.

Signed today: _____.

Student's Signature

Authorized Signature

DELIVERY METHOD

____ Printed

____ E-Mail: _____

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

www.dmartpr.net