

# CATALOG

## 2024-2025



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## **INSTITUTIONAL MESSAGE**

### **YOUR SWIFT PATH TO SUCCESS!**

Liceo de Arte y Tecnología is a post-secondary level, non-university Institution with vocational, technical and high skills programs. It is properly authorized by the Council of Education of Puerto Rico and accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Institution is recognized by the U.S. Department of Education and is eligible to participate in programs of Federal Student Financial Aid.

Students are admitted, trained, and referred for employment regardless of their race, age, creed, color, sex, nationality, or political affiliation.

Publication Date: March 2024

Effective Date: From February 2024 to February 2025 or until the next edition is published, whichever comes first. Due to continuous changes in the field of education, the Institution reserves the right to make reasonable modifications to the program content, materials, schedules, faculty, costs, and others, as necessary.

## **MESSAGE FROM THE PRESIDENT**

### **Welcome to a World of Opportunities!**

This is the right time to join those who succeed!

Upon a changing world full of challenges, it is vital for you to prepare for success. You can be successful if whatever you engage in, you do it with enthusiasm a paramount ingredient that makes the difference and has a motivated you to join us at Liceo de Arte y Tecnología.

For the past 55 years, we have witnessed and participated in the transformation of thousands of students who have discovered in our programs the right option. Now, more than ever, I am convinced that our programs provide a real opportunity for professional success.

With great pride we can assert that most of our graduates find employment in the field selected, as a direct result of the high-quality education that we offer. Our programs are continuously revised to keep them abreast of today's needs in the work scenario. We only offer you careers with high employment demand.

All the information that we have provided in this Catalog is vital to your success: read it, study it and act upon it immediately!

Once graduated, you will be able to pursue life with the self-confidence attained by having earned a profession.

Gretchen Manzanal-Vazquez  
President

## **GENERAL INFORMATION**

### **OUR HISTORY**

Liceo de Arte y Tecnología was founded in 1964, on the second floor of a building located at 403 Ponce de León Avenue, in Hato Rey. Initially, the Institution offered real estate, drafting and sewing educational programs. As the industrial sector demands increased, the school incorporated programs such as Refrigeration and Air Conditioning, Electricity, Diesel and Gasoline Motor Repair, Fashion Design, Decoration, and Interior Design. Since 1982, the Institution has been located at 405 Ponce de León Avenue, former site of the Interamerican University, offering Drafting with AutoCAD, Electricity with Renewable Energy, Automotive Mechanics and Technology, and Refrigeration and Air Conditioning programs.

As an institution for more than 60 years, Liceo de Arte y Tecnología has evolved into an eco-friendly educational institution in Puerto Rico. The Institution modified all its educational programs to include the latest tendencies in renewable energy, reaffirming our commitment to educate for the conservation of our planet. From training in wind and solar energies to hybrid systems and sustainable design structures, Liceo de Arte y Tecnología today prepares the professionals needed for these new trends. In 2012, the Institution incorporated two new programs: Graphic Design and Medical Billing with Electronic Record. Finally, in August 2013, the school inaugurated two new programs: Digital Cinematography and Audio Engineering and Music Production.

In 2017, the Institution initiated new programs in Cosmetology, Barbering, Nail Technician, Culinary Arts and International Pastry and Baking. In 2020, the Institution initiated the Pet Grooming with Dog Training Program.

The Institution possesses an academically and professionally trained faculty with vast experience in their specialty and technical areas. Our administrative staff offers qualitative services in Admissions, Financial Aid, Finance, Registrar and Placement, which helps students get jobs in their field of choice. We are very proud that most of our graduates are employed in their fields of study.

With over 60 years of experience, Liceo de Arte y Tecnología is proactively working to anticipate the needs of the industry as a technical professional institution in Puerto Rico, offering education to its students and contributing to the advancement of our society.

### **MISSION**

Liceo de Arte y Tecnología is a postsecondary level, non-degree-granting institution with vocational, technical, and high skills programs whose mission is to offer a superior educational experience, placing the individual at the center of professional training to prepare employable

professionals in their selected areas of study. We provide academic knowledge and practical skills necessary for a competent and responsible development in the workforce based on environmental protection policies.

## **PHILOSOPHY**

Liceo de Arte y Tecnología promotes a constructivist educational philosophy, positioning the student at the center of the teaching/learning experience. In so doing, the institution encourages the student to be an active participant, individually and collectively, of his own cognitive and practical skills development in a pertinent job-related scenario. As facilitators, instructors keep abreast of changes and innovations in the industry and in teaching methodologies inherent to the three main learning styles: visual, auditive, and kinesthetic. The teaching/learning experience also takes into consideration multiple intelligences in order to assist the student in a cognitive process in harmony with the best way of empowering knowledge.

## **INSTITUTIONAL VALUES**

- Provide student services through highly competitive personnel.
- The student is the center of the teaching/learning experience.
- Educate with commitment, based on standards of excellence.
- Maintain educational prestige.
- Give emphasis to educational innovation and the development of high skills in technology.
- Develop agility and curriculum relevance through an Advisory Committee.
- Develop student awareness in reference to the importance of protecting the environment.
- Provide professional externship experience in all technical programs.

## **INSTITUTIONAL VISION**

Achieve to be the best educational institution, with eco-friendly approach, in technical, vocational, and high skills curriculum; dynamic, flexible and vanguards in technological advances of the industry.

## **OBJECTIVES**

The Institution carries out its mission, reflects its values and confirms its educational vision by means of the following primary and secondary objectives.

## PRIMARY OBJECTIVES

- Develop by means of its curriculum, cognitive and practical education necessary for success in the workforce.
- Provide qualitative educational services through a highly competitive faculty.
- Provide the faculty with enriched professional experiences to stay ahead of the profession through continuing education.
- Offer student services by means of well-qualified personnel.
- Maintain strong communication bonds with the industry through the Advisory Committee.
- Provide a supervised practicum experience in the technical programs.

## SECONDARY OBJECTIVES

- Provide the community with an enriched professional service by means of short continued educational courses. These courses are not accredited by ACCSC.
- Establish a formative Institutional Professional and Curriculum Development Plan according to the suggestions of the Advisory Committee to ensure that the programs are kept up to date according to changes and innovations in the industry.

## GOVERNMENT STRUCTURE

Liceo de Arte y Tecnología is a private technical-vocational post-secondary educational institution created under the laws of the Commonwealth of Puerto Rico. The governing structure of Liceo de Arte y Tecnología is made up of a Board of Directors and a President and Chief Executive Officer. The Board of Directors is responsible for ensuring that the Institution fulfills its mission and objectives. In addition, it approves the administrative and fiscal policy and monitors the operational results. The President and Chief Executive Officer of the Institution has the responsibility of leading and managing the Institution, providing strategic direction, supervising compliance with institutional policies, and ensuring the financial sustainability of the Institution.

### BOARD OF DIRECTORS

Betsy Vázquez-Barquet	President
Gretchen Manzanal-Vázquez	Secretary
Carlos Manzanal-Vázquez	Director

### ADMINISTRATIVE OFFICERS

Gretchen Manzanal-Vázquez	President
Carlos Manzanal-Vázquez	Vice President
Francis Hilario	Chief Financial Officer
Yazmin Rivera	Comptroller
Reinaldo González	Associate Director
Verónica Ruiz	Director of Education

Miguel Torres  
Yahaira Meléndez  
Juan Orengo  
Brenda Gómez  
Maribeliz Rivera  
Angiemarie Colón  
Héctor Montañez  
Kristian Pérez

Director of Information Systems  
Director of Financial Assistance and Compliance  
Director of Admissions and Marketing  
Registrar  
Finance Director  
Admissions Coordinator  
Placement Coordinator  
Promotion Coordinator

## **LICENSE**

Liceo de Arte y Tecnología has Renewal License granted by the Council of Education of Puerto Rico, now Board of Postsecondary Institutions, JIP, number V77-06, granted until June 29, 2027.

## **ACCREDITATION**

Liceo de Arte y Tecnología is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Accreditation for 5 years was granted in August 2021.

## **APPROVALS**

Liceo de Arte y Tecnología is properly approved by:

- Board of Postsecondary Institutions of Puerto Rico
- U.S. Department of Education
- Vocational Rehabilitation Program of the Department of Labor
- Workforce Innovation and Opportunity Act (WIOA)
- SEVIS – Student and Exchange Visitor Program
- The school is approved by the Puerto Rico State Approving Agency to provide academic training to the students under the various GI Bill® programs.

## **MEMBERSHIPS**

Liceo de Arte y Tecnología is member of the following entities:

- Financial Aid Administrators Association of Puerto Rico (PRASFAA)
- Private Education Association of Puerto Rico (AEP)
- Registrars and Admissions Officials Association of Puerto Rico (PRACRAO)
- AutoDesk
- Mitchell
- Puerto Rico and Virgin Islands Veterans Certifying Officials Association (PRIVAOC)

- SEVIS (Student and Exchange Visitor Program)

## PHYSICAL FACILITIES AND EQUIPMENT

Liceo de Arte y Tecnología is located at 405 Ponce de León Avenue, near the banking area in Hato Rey.

The ground floor encompasses a parking lot, a well-equipped Refrigeration and Air Conditioning Shop that includes tool room, diagnostic equipment, working stations, welding stations and classroom. The Automotive and Mechanics Technology Shop includes tool room, diagnostic equipment and working stations. Next to the Automotive Technology Shop is the Student Center called *Zona Liceo*, opened in January 2014, to provide leisure space where the students can take food and watch tv.

The second floor houses Promotions, Continued Education and Student Services: Reception, Admissions, Student Financial Aid, Finance, Registrar, Placement and classroom/laboratories for the Cosmetology and Barbering programs.

The third floor houses Carlos Manzanal Valencia Conference Rooms (A, B and C), area for reception, a Learning Resources Center, Offices for Coordinator and Faculty, Information System, the Office of the Director of Education, Human Resources and Presidency.

The fourth floor houses the well-equipped laboratories with computers for: Graphics Design, Digital Cinematography, and state of the art studios for Audio Engineering and Music Production.

The fifth floor houses class rooms as well as laboratories with tools, instruments, diagnostic and repair equipment for Electricity, Electronic and PLC and Drafting with AutoCAD classes based on competencies needed to protect the environment in benefits for futures generations.

The sixth floor houses class rooms for theory courses, a Digital Cinematography Studio equipped with equipment and materials inherent to the film industry and laboratories for Nail Technician Program. In an annex building are the classrooms and laboratories of the Pet Grooming with Dog Training program.

## MAXIMUM NUMBER OF STUDENTS PER GROUP

The number of students per group varies between 16 and 35, proportional to the space provided for teaching according to each program.

## PROGRAMS OFFERED

Pet Grooming with Dog Training.  
Nail Technician

36 credits/8 months  
36 Credits/8 months

Cosmetology	54 Credits/12 months
Barbering	54 Credits/12 months
Electricity with Renewable Energy	60 Credits/14 months
Automotive Mechanics and Technology	60 Credits/14 months
Refrigeration and Air Conditioning	60 Credits/14 months
Graphic Design	60 Credits/14 months
Drafting with AutoCAD	72 Credits/16 months
Digital Cinematography	72 Credits/16 months
Audio Engineering and Music Production	72 Credits/16 months

## **DIPLOMA**

The Institution grants a diploma to each student satisfying Academic Satisfactory Progress in addition to having complied with all graduation requirements as specified by each program.

## **ADMINISTRATIVE OFFICES HOURS**

### **Administration & Presidential (3rd Floor)**

8:00 a.m. to 6:00 p.m. - Monday through Thursday

8:00 a.m. to 5:00 p.m. - Friday

### **Learning Resource Center (3rd Floor)**

10:00 a.m. to 7:00 p.m. – Monday through Thursday

8:00 a.m. to 5:00 p.m. - Friday

\*The schedule could be modified as needed.

### **Admissions, Financial Aid, Finance and Registrar (2nd Floor)**

8:00 a.m. to 7:00 p.m. - Monday through Thursday

8:00 a.m. to 5:00 p.m. - Friday

### **Job Placement (2nd Floor)**

8:00 a.m. to 7:00 p.m. - Monday through Thursday

8:00 a.m. to 5:00 p.m. - Friday

### **Counseling (2nd Floor)**

10:00 a.m. to 7:00 p.m. - Monday through Thursday

8:00 a.m. to 5:00 p.m. – Friday

### **Treasury – Window (2nd Floor)**

8:00 a.m. to 7:00 p.m. - Monday through Thursday

8:00 a.m. to 5:00 p.m. – Friday

## **HOLIDAYS**

The Institution observes the following holidays:

- New Year's
- Three Kings
- Good Thursday
- Good Friday
- Thanksgiving
- Christmas

Note: Holidays may vary from year to year.

# **STUDENT SERVICES**

## **ADMISSIONS OFFICE**

All candidates must go through the Admissions Office where they will be interviewed and oriented by an Admissions Officer who will explain in detail the admission's process and the required documents needed for enrollment. During the interview, the candidate will receive information about the different areas of study, costs, and the availability of financial aid upon qualification by the Financial Aid Officer; this in addition to filling in the applicable Admission's Forms. The admission officer also walks the prospect in a tour through the Institution's facilities, classrooms, and workshops.

Once the candidate has submitted all the necessary documents and has completed all the requirements as stated in the Admission Application, meetings and/or interviews with the candidate will be conducted to determine whether the petitioner can satisfactorily meet the academic goals and upon graduation, commit to seek for employment in her/his area of studies.

In such meetings and/or interviews, the admission's staff will thoroughly explain the scope, mission, and purpose of a qualitative education so that the prospective student may understand his/her academic obligations and genuine interest in wishing to seek employment in the program selected prior to being admitted. If in the process mentioned above, the candidate does not accept his academic obligations and/or his obligation to seek employment in his area of studies, his application may be denied.

## **ADMISSION REQUIREMENTS**

### **A. General**

1. Complete and submit an Admissions Application form.
2. Submit evidence of High School High, such as: Official High School Transcript, High School Diploma, or its equivalent.
3. Admission's fee.

\*Students coming from accelerated schools must submit the high school official transcript.

### **B. Minors under 21 years old**

1. Fulfill the general requirements from Section A
2. Submit Up-to-date Immunization Certificate (Vaccine)

### **C. Reasonable Accommodations**

1. Students requiring special accommodation must apply through the Admissions Office, prior to class start date.

### **D. Admissions Process for Foreign Students**

1. Must meet all admissions requirements of the Liceo de Arte y Tecnología. In addition, must submit the following documents:
  - a. References from two persons from their origin country (teacher, employer, friend).

- b. References from two persons from Puerto Rico (landlord, relative, friend).
- c. Homologation of diploma or high school transcript from the Department of Education of Puerto Rico.
- d. Sworn Statement (Affidavit) accompanied by bank statements (if the student is a minor under 21 years old, the affidavit must be made by the parent with custody or legal). These documents must be legitimized by a competent authority as a condition to be protocolized in Puerto Rico. If the documents come from a country covered by the International Treaty of The Hague of 1961, such competent authority or consulate is responsible to emit the Apostille of the Hague and legalized this document.
- e. If the student (or guardian) is employed, the prospective student must submit income tax evidence and original bank statements.
- f. Copy of Passport.
- g. Copy of Visa M-1.
- h. If the student or guardian is a business owner, the student or guardian must submit evidence of business registration, licenses, income tax statements and patents and original bank statements.
- i. Students with dependents must submit documentation that proves their relationship, for example: birth certificate and marriage certificate.

*\*Refer to the Foreign Students Handbook for additional detailed information on the steps to meet entrance and studies requirements in Puerto Rico.*

**Disclaimer: Liceo de Arte y Tecnología is not responsible for finding/renting room and board accommodation for foreign students but can recommend housing accommodation from a bank of resources available in the immediate area.**

#### **E. Home Schooled students**

Home schooled students must meet the general admission requirements. Home schooled students must present Equivalent Certification from the Department of Education or evidence that they have completed a study program equivalent to high school. In the event this is not available, the father or guardian must submit:

- Transcript prepared by the person or entity that certifies the homeschooling. Must include course name, date, and grade. Must meet all the courses required by the Department of Education.
- Certification of the Home-Schooled Student that specifies that the student completed the studies through homeschooling. This document must be notarized and submitted to the admissions office.

**The Certification of Home-Schooled Student** is an affidavit which state that the student has completed his/her program of studies through homeschooling. The form is available at the admissions office. After been admitted, the applicant signs the enrollment agreement. If the student is under 21 years old, the enrollment agreement must be signed by the parent or

guardian. Once admitted, students proceed to sign the Enrollment Agreement. In the case of students under 21 years, parents or guardians must sign the contract too.

**Note:** The Institution could establish any other criteria based on the demands of the programs that measured the disposition and interest of the applier on the program, without affecting the already established criteria.

## **CREDIT TRANSFER POLICY**

### **A. TRANSFER OF CREDIT APPROVED AT ANOTHER INSTITUTION**

Liceo de Arte y Tecnología reserves the right to accept up to 12 transfer credits with a minimum of "C" (2.0 GPA) per class for analogous courses approved at another accredited post-secondary institution and/or university. Due to the changing nature of the technical vocational programs, the Institution reserves the right to accept the equivalency in content and credits of the courses approved in the official transcript presented by the candidate. Under no circumstances the institution will transfer credits for supervised externship. Nonetheless, the institution does not guarantee the transfer and /or validation of credits. Any transfer of credit must be requested and processed prior to enrollment. The Institution does not evaluate or transfers credits after enrollment.

To request transfer of credits, the prospective students must meet the following requirements:

1. Meet all admission requirements before (except enrollment agreement).
2. Request the former school to send an official transcript by mail to Liceo de Arte y Tecnología.
3. Submit a Catalog or website from the former institution to access the Catalog.

These documents will be submitted to the Director of Education for evaluation and together with the Program Coordinator, will evaluate the request and determines which classes will be accredited for transfer.

### **B. CREDITS APPROVED IN OTHER PROGRAMS OF OUR INSTITUTION**

Liceo de Arte y Tecnología validates up to 24 credits with a minimum GPA of 2.0 or "C" per class between the programs in Electricity with Renewable Energy, and Refrigeration and Air Conditioning, between Graphic Design, Digital Cinematography and Audio Engineering and Music Production and between Barbering and Cosmetology. The recognition of credits must be requested to the Office of Registration and be accredited for the registration process. The Institution does not evaluate or validated credits after the student are enrolled and signed the Enrollment Agreement. Because of the nature of changes in technical vocational programs, the Institutions reserves the right to accept and take in consideration the validity up to five (5) years of the courses approved. Under no circumstances the Institution will transfer credits for supervised externship between programs.

## C. READMISSION POLICY

A student, who has interrupted his studies, can request a readmission evaluation, only if 15 calendar days have passed from the date the withdrawal was processed.

Because of the nature of changes and curriculum innovations in vocational and technical programs, the Institution reserves the right to accept credits with a minimum of "C" or 2.0 of G.P.A to a maximum of 5 years; after these have passed, the credits will lose their validity and the student must start the program as a new student.

Applications of students who are readmitted within the maximum time frame to finish the program of study will be evaluated by the Registrar's Office taking into consideration the reason of the withdrawal to determine if qualifies to be readmitted, according to the courses available. The current rules and regulations will apply to these students.

Applications of students who are readmitted *after* the maximum time frame allowed to finish the program of study has expired will be evaluated by the Registrar's Office to accept up to 100% of the credits previously approved at the School.

If the student has an account balance with the Institution at the time of applying for readmission, it must be paid in full before the readmission application is accepted.

## D. READMISSION POLICY FOR EXTERNSHIPS

Cases of students who wish to apply for re-admission to an externship program, should be processed as follows:

- **Students who did not start an externship and are re-entering the school to initiate it.** In these cases, the student will apply for readmission at the Registrar's Office, where the student should fill out an Externship Agreement and Financial Aid Contract for a term of 270 hours/6 credits of Externship. The student should then complete the required forms at the Financial Aid Office and establish a payment plan at the Finance Office.
- **Students who are readmitted to the school after failing to fulfill the externship requirements.** Any student that withdraws from the externship program must repeat it in its entirety, whether the withdrawal was administrative or voluntary. The student must also fill out a new Externship Agreement and Enrollment Contract.

## ENROLLMENT DATES

Students may enroll in any of the four starting dates during the year. The Institution reserves the right to make changes to starting dates and schedules as applicable.

## **TUITION FEES**

Admission Application	\$30.00
Accident Insurance	\$11.00 (Nonrefundable)
Graduation Fee*	\$40.00 (Nonrefundable)
State Licensing Exam Fee – Technical programs	\$100.00 (Nonrefundable)
- Electricity with Renewable Energy	
- Mechanics and Automotive Technology	
- Refrigeration and Air Conditioning	
State Licensing Exam Fee – Beauty programs	\$100.00 (Nonrefundable)
- Cosmetology	
- Barbering	

**\*Note:** The cost of cap and gown is not included in this fee.

## **INSTITUTIONAL REFUND POLICY**

### **A. The Right to Cancel**

The student has the right to cancel his/her Enrollment Agreement under the following conditions:

1. If the student is under 21 years of age, the cancellation must be informed by the parent or guardian.
2. If cancellation occurs within 3 days following the signing of the contract, all money paid will be refunded.
3. If the cancellation occurs 3 working days after signing the Enrollment Agreement, the student will have the right to a refund of all money paid in excess of 15% of the cost of the term. Under no circumstances, the Institution will retain more than \$150.00.
4. Students who enrolled without having toured the facility, may cancel the Enrollment Agreement without penalty within 3 days after attending the orientation session or a tour of the facility to inspect the equipment. If attendance reaches 60% or more, the cost of the term will be charged in full.
5. All reimbursement due to cancellation will be effective within 30 days from the date that the student cancels his contract.
6. Students who are denied admission will receive full refund of money paid.

### **B. Withdrawals**

1. The effective date of termination will be the day of processing that termination in the system, no more than 14 days from the last day of class attendance as it appears on

- the Institution's attendance records.
2. In case of prolonged sickness, accident or any other circumstance that makes it impossible for the student to complete the program, the Institution will make a reasonable arrangement for both parties.
  3. One Title IV federal grant credit is equivalent to 37.5 hours of class.
  4. The percent or charge for the term of a student who withdraws during the term will be calculated based on the number of days attended divided by the days of the term. If attendance reaches 60% or more, the cost of the term will be charged in full.
  5. A fee of \$150 will be charged if the withdrawal occurs at 60% of attendance or less of the total term days.
  6. Any reimbursement due to the student shall be made within 14 days from the date the termination was processed by the Finance Office.
  7. If the student is eligible to receive any Title IV financial aid, the Institution will proceed to adjust the financial aid received for the student according to the laws and regulations that apply to Title IV Financial Aid programs that are in effect during the year the student withdrew or terminated.
  8. Any student who does not fulfill the requirements of a study program at 150% will be withdrawn from the program by the school.

The Institution reserves the right, at its discretion, to make changes on the programs being offered, for any of the following reasons: sudden unavailability of externship centers, a strike by the employees of the Institution, or in any practice center or any other reason beyond the control of the Institution. In such cases, the Institution can decide to temporally suspend, postpone, cancel, or make curriculum changes of such programs depending on the circumstances. In case of cancellation, the Institution agrees not to implement the institutional refund policy and to establish in this specific situation an arrangement using a formula in which the student can only be charged a fee for the time he studied and the serviced rendered. In case of temporally suspension or postponement, the Institution is committed not to charge a fee to the student for lost time and compensate him for that time by providing additional time for the same duration without charge to make the necessary changes so that the objectives of the program will not be adversely or significantly affected.

The Liceo de Arte y Tecnología grants diplomas to its graduates once all the program's academic requirements have been met. It will be delivered only if the student has fully complied with his or her financial commitments to the Institution. Also, the School helps students in finding employment, but under no circumstances can it be understood that the Institution offers guarantees of employment to its students.

## **FINANCIAL AID OFFICE**

The main purpose of the Financial Aid Office is to inform students, parents, or tutors about all student financial aid resources available. Services include orientation about application procedures, documentation required, eligibility requirements for each student financial aid program, and the students' rights and responsibilities after receiving these financial aids.

Financial Aid refers to any loan, part-time job (Federal Work Study) or student grant that is offered with the unique purpose of helping students pay for their post-secondary education. These aids are from federal, state, or institutional grants. A combined package of financial aid is offered to eligible students depending on their financial needs and availability of funds.

Application for student financial aid takes into consideration the student's financial information of the applicant, their spouse, or parents for the calendar year before the academic year. For example, for the application of financial aid for the academic year of 2017-2018, it is required to submit the financial information of 2015.

## GENERAL REQUIREMENTS

In general, any student enrolled in an eligible course may apply for student financial aid, but he or she must meet the following requirements:

1. The student federal financial aid applicant must be a citizen of the United States of America or a foreigner with the right to participate (a legal resident).
2. Have a valid Social Security number.
3. The applicant must not have records of any delays in payment of student loans, nor any pending payments of federal grants' reimbursements received earlier in any institution.
4. Have a high school diploma or its equivalent.
5. The applicant must maintain Satisfactory Academic Progress.

## FEDERAL STUDENT FINANCIAL AID PROGRAMS OF TITLE IV

1. **Federal PELL Grant (PELL)** - This is the basis for all Federal Financial Aid. It is available for those eligible undergraduate students who qualify and have financial needs. To maintain eligibility, students receiving the Pell Grant must show Satisfactory Academic Progress.
2. **Federal Supplementary Grant (FSEOG)** - It is an additional federal aid that depends on the availability of funds and the needs of the student, if eligible. This aid combines federal funds with a contribution from the School.
3. **Federal Work and Study (FWS)** - This is a student financial aid resource that gives the student the possibility of earning money while working on a part-time job during his or her free time. This aid combines federal funds with a contribution from the School.
4. **Direct Loan (DL)** - This Program provides low-interest loans to eligible students. These loans are from the Federal Department of Education and is the only program of assistance that requires repayment by the student, who must start to pay six months from the termination date; be it because of graduation or dismissal.

## **SCHOLARSHIP FOR STUDENTS WITH ACADEMIC TALENT – BOARD OF POSTSECONDARY INSTITUTIONS (BETA)**

The purpose of the BETA Scholarship is to provide supplemental financial aid to students enrolled full-time in undergraduate or graduate programs (each fiscal year will be determined at what levels the funds will apply), who have an academic average of 3.00 or more, and with annual income no more than 80% of the median household income, as set for the applicable fiscal year. This Scholarship depends on the annual allocation made by the Board of Postsecondary Institutions.

### **INSTITUTIONAL SCHOLARSHIP PROGRAM**

Purpose: The Institutional Scholarship Fund provides additional financial aid funds for those enrolled students that need some additional financial aid funds to pay the cost of their studies.

The School will grant supplementary financial aid to eligible students according to the following criteria:

#### **Eligibility Requirements**

- Be enrolled in a regular program offered by the School.
- Have applied for Title IV Student Financial Aid (Pell Grant). The Expected Family Contribution (EFC) information will be used as criteria to establish eligibility.
- Not be on a non-compliance status with any Title IV Student Financial Aid Program.
- Maintain Satisfactory Academic Progress.
- Have no referrals for disciplinary problems.

The allocation of funds for this Scholarship is evaluated annually and is subject to availability of funds.

### **GOVERNMENT AND/OR PRIVATE FINANCIAL AIDS**

The following are government and/or private agencies that provide financial aid to students:

- Department of Veterans Affairs.
- Vocational Rehabilitation Administration.
- WIA.
- AmeriCorps.
- Financial aid from the Department of the Family.

## **DISBURSEMENT OF TITLE IV FEDERAL FUNDS**

The student will fill out the Federal Student Financial Aid Form for Pell Grant in the Financial Aid Office and will submit the required documents to open a student file in this Office. If the applicant has filled it out on his own, he/she should bring the response of the Grant to the Financial Aid Office in addition to all the additional documents that are required. Upon completion of any correction, approval of the student's application and granting eligibility, all disbursements will be made one per term according to term and duration of the student's program study.

### **Maximum time to receive Federal *Pell* Grant funds**

Effective July 1, 2012, the Department of Federal Education established that the maximum time a student must receive Federal *Pell* Grant funds will be 6 years or 12 semesters. The student will maintain eligibility for the Federal Direct Loan and College Work Study Programs. In addition, the student may be eligible for state and institutional scholarships. The Financial Aid Office will maintain continuous monitoring, using the tools provided by the Department of Federal Education such as COD and NSLDS.

## **FINANCE OFFICE**

The main purpose of the Finance Office is to offer student the necessary orientation of existing alternatives to satisfy their financial responsibility with the Institution. This is the office where students make their payments, and these are logged in the student payment record.

Among the alternatives offered to the student to cover his or her financial responsibility, the Institution establishes a payment plan for the balance not covered by financial aid resources. The payment plan and terms are determined by a Financial Officer who reviews each case individually. The payment plan never exceeds:

- **8 months** for the Nail Technician and Pet Grooming with Dog Training Programs.
- **12 months** for Barbering and Cosmetology programs.
- **14 months** for the programs of Electricity with Renewable Energy, Mechanics and Automotive Technology, Refrigeration and Air Conditioning and Graphic Design.
- **16 months** for Audio Engineering and Music Production, Digital Cinematography and Drafting with AutoCAD programs.

All balances must be paid off before the course is over. Each student is totally responsible to comply with the payment plan. If not, the Institution has the right to suspend the student from class. Any payment made 10 days after the agreed term will carry a surcharge of \$15 and all returned checks have a surcharge of \$25.

The Finance Office maintains an individual student log that registers all charges, all payments made including Title IV and any other additional payments. It is the responsibility of the staff of this office to adjust the charge of the student who voluntarily terminates or is administratively terminated. This Office is the link between the Institution and all the governmental and private

programs that offer financial aid to students, such as Vocational Rehabilitation Administration, WIA Program, Veteran's Administration and any other governmental or private entities. The Finance Office issues certifications of cost, balance certifications and any other document related to the financial responsibility of the student with the Institution. In addition, the Office processes paychecks to students working in the Federal Work and Study Program and refunds credit balances due to students.

## **POLICY OF REIMBURSEMENT OF TITLE IV FEDERAL FUNDS**

The refund policy for Title IV Federal Programs will apply to all students who have withdrawn from the school—administratively or voluntarily- and were recipients of Title IV Federal Programs.

Funds from Title IV Federal Programs will be returned in the following order:

- Unsubsidized Loans (Direct Loan Program).
- Subsidized Loans (Direct Loan Program).
- Federal Pell Grants (Pell).
- Federal Supplemental Educational Opportunity Grants (FSEOG).

**The return of such funds shall be made within 45 days from the certified date of the withdrawal.**

To determine the amount of aid the student is entitled to at the time of the termination, use the following procedure:

When the student is terminated (new, re-admission or transfer student), calculation will be made using the program designed by the U. S. Department of Education known as R2T4. The percentage obtained shall be multiplied by the Title IV funds to which the student is entitled, and the result is compared with the total aid disbursed to determine the amount that must be repaid to the US Department of Education, if any. This program considers days of attendance up to the termination divided by the total of calendar days in the term.

### **Refund Policy for Veteran Students**

1. Students who benefit from the following chapters: 1606, 1607, 35 and 30 receive the funds by mail or direct deposit.
  - a. If the student processed a withdrawal, the form 1999B is issued, informing the Veterans Administration (VA) the date on which the student withdrew. The Veterans Administration determines whether the student must make any return to VA.
2. Students who benefit from Chapter 33, the funds are received at the Institution.
  - a. If the student processed a withdrawal, the form 1999B is issued and VA determines whether it is appropriate to refund the funds that were granted to him.
  - b. In case the student had been certified and never attended, it is up to the Institution to make the return.

## **TREASURY – WINDOW**

The student will make all the payments at the Treasury Window located on the 2nd floor. These include tuition, monthly payments, certifications, transcripts, and any other payment related to the program.

## **OFFICE OF THE REGISTRAR**

The main purpose of the Registrar Office is to act as custodians of our students' academic records and to make them accessible to the students if they apply to do so. This includes attendance records, grades, class programs, certification of enrollment, academic warnings, probations, terminations, certifications of graduation, honors conferred issuance of academic transcripts and diplomas. Services rendered at the Registrar Office must comply with the terms of confidentiality required by the U. S. Department of Education (FERPA).

### **Processing Fees**

Copy of documents	\$ 1.00
Transcript	\$ 3.00
Duplicate Diploma	\$ 20.00
Readmission Fee	\$ 41.00
Schedule or Section Change Application	\$ 15.00

## **CONFIDENTIALITY OF ACADEMIC RECORDS (FERPA)**

The academic file, such as every other information related to the student, is confidential and cannot be shared with third persons unless it is authorized in writing by the student in accordance to the Buckley Amendment of the Family Educational Rights and Privacy Act of 1974. In the case of students that are minors and whose parents have signed the Enrollment Agreement, the Institution can share information with the parents. On emergency situations where the health and wellbeing of third persons may be at risk, the Institution can, in right judgment, give information that on normal circumstances would be reserved for being considered confidential. The student has the right to review your file and request a correction of information if necessary. An exception to the conditions mentioned above under the Act: Institution's Officer, Educators, Federal Auditors and in the cases, which require application for financial aid. The information related to the directory which includes name, address, telephone number, date of study, degree received, and the institutions attended does not require authorization of the student. Every student has the right to submit a formal complaint to the Office of Family Educational and Privacy Act, Department of Health, Education and Welfare, 330 Independence Ave., S.W., Washington, DC 20201 whenever this federal regulation is violated.

## DEFINITIONS

1. **Academic Year:** Liceo de Arte y Tecnología defines its academic year as 2 semester terms of 15-17 weeks each one for a total of 30-34 weeks.
2. **Credit:** Academic unit that structures the curriculum of each program of the Institution, equivalent to the following:  

<b>Every 15 hours of theory/lecture</b>	<b>1 credit per term</b>
<b>Every 30 hours of laboratory</b>	<b>1 credit per term</b>
<b>Every 45 hours of externship</b>	<b>1 credit per term</b>
3. **Full Time Student:** A full time student is one who is registered in an academic period lasting from **15 to 17** weeks, equivalent to **360** hours of instructional clock hours and **90** additional hours of assigned homework, which translates into 12 credits eligible for student financial aid disbursement.
4. **Part Time Student:** A part time student is one who is registered in an academic period lasting less than **15 to 17** weeks, therefore accumulating less than 12 credits eligible for student federal financial aid.
5. **Class Period:** The period of 50 to 60 minutes of duration, equivalent to one hour.
6. **Class Schedule:**

<u>Daytime</u>	<u>Nighttime</u>
<u>Monday through Thursday (a.m.)</u>	<u>Monday through Thursday (p.m.)</u>
8:00 – 9:50	5:00 – 6:50
9:50 – 10:10 Break	6:50 – 7:10 Break
10:10 – 11:50	7:10 – 8:50
11:50 – 12:10 Break	8:50 – 9:10 Break
12:10 – 1:50	9:10 – 10:50

7. **Program:** Refers to the academic program of 36, 54, 60 or 72 credits with a duration of 8, 12, 14 or 16 months.
8. **Semester:** Academic period lasting 15 to 17 weeks, equivalent to 360 hours of instructional clock hours and 90 outside clock hours which translates into 12 credits eligible for student federal financial aid.

## ATTENDANCE POLICY

Class attendance is compulsory, and students are expected to attend class regularly and punctually. If absent, students are responsible for any material covered in class including projects missed during this time. Students must establish a make-up agreement with the professor as soon as they return to class.

## MAKE-UP POLICY

The student has the responsibility to ask the professor for the material, task or test that must be replaced and make the necessary arrangements with the professor for the make-up work. This must be specified on a written document called Student Agreement. Final approval must be granted by the Program Coordinator or the Director of Education. This make-up work must be turned in within the school days of the course in progress.

## LEAVE OF ABSENCE POLICY

Every student is entitled to submit an authorization application to interrupt his or her studies (Leave of Absence - LOA) for no more than 30 consecutive days and no more than 180 days a year. The permit or authorization is valid from the date of the application.

The license for absence must be requested by filing an application at the Office of the Registrar. This request must be accompanied by the appropriate evidence and/or relevant documentation. The following examples illustrate the criteria for a leave of absence:

1. Jury Duty.
2. Military Service.
3. Care for a newborn of the student; processing an adoption or foster parenting.
4. Serious health condition of the student or close relative.
5. Maternity leave.

An administrative termination will be processed if the student does not return at the stipulated date.

- **Voluntary Withdrawal:** this refers to a withdrawal that is voluntarily submitted and processed by the student in person (or along with his/her tutor in the case of a minor).
- **Administrative Withdrawal:** this refers to a withdrawal processed by the school for the following reasons:
  - **Withdrawal Due to Absenteeism:** The Institution processes an administrative withdrawal 14 days after the student's last date of attendance.
  - **Withdrawal for Unsatisfactory Academic Progress:** The Institution withdraws a student when he or she does not meet requirements of Satisfactory Academic Progress.
  - **Expulsion Withdrawal:** The Institution will withdraw a student if he or she seriously violates norms stipulated in the Student Regulation Manual included in the School Catalog.

## WITHDRAWAL PROCESS

Any student who intends to withdraw from one or more courses in which he/she is enrolled in the Liceo de Arte y Tecnología must carry out the following process:

1. The student must visit the Registrar Office and indicate that he/she wishes to process the withdrawal of his/her courses.
2. The staff will guide the student on how the withdrawal will affect his/her academic progress.
3. The student must visit the Financial Aid Office to check his status in this Office. If during his studies at the Liceo, the student applied for student loan, he/she must complete the Exit *Interview* directly on the [www.studentloans.gov](http://www.studentloans.gov)'s e-page, using his or her FSA IDENTIFICATION.

Finally, the student must visit the Office of Finance, so that authorized personnel can recalculate the allocation of Title IV funds and be able to guide them if they are left with any outstanding balance. The Office of Finance may establish a payment agreement, if applicable.

## TUTORING SERVICES

The school offers supervised tutoring services free of charge. The student may request this service to the professor and the Program Coordinator. Services include reviews, class assignments and any other agreement. The schedule of tutorials can be modified according to the needs of the students with prior approval of the appropriate Program Coordinator. No student can take tutoring services during the regular class schedule.

## SATISFACTORY ACADEMIC PROGRESS POLICY AND MAXIMUM TIME FRAME TO COMPLETE THE PROGRAM OF STUDY

Liceo de Arte y Tecnología, in harmony with its academic standards and Federal regulations (34 CFR668.34) and in accordance with the provisions published in the *Federal Register*, promulgates, and adopts this Satisfactory Academic Progress policy. This policy applies to **any** student of the Institution who is enrolled in a regular program leading to diploma. It does not apply to students in continuing education courses.

## DEFINITION OF SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress is defined as the required measurement of satisfactory academic progress to complete the academic program. Satisfactory Academic Progress is evaluated with two standards: a qualitative component (GPA, grade point average) and a quantitative component (credits successfully completed). The student must maintain a minimum grade point average and approve the credits required to comply with the qualitative and quantitative components of the Satisfactory Progress Policy (PAS). For the student to complete the approved academic program within the maximum timeframe set for the program (the quantitative component of PAS), they must maintain a steady pace of completing courses over the duration

of the student's academic program. A Satisfactory Academic Progress review will not be complete until both qualitative and quantitative components have been reviewed. If the review shows that a student does not have the required grade point average or does not maintain the required pace, according to the class program, he or she is ineligible to receive Title IV funds unless he or she has been placed in Notice for Academic Deficiency.

## **REQUIREMENTS NECESSARY TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS QUALITATIVE COMPONENT: GPA**

Students are required to maintain a grade point average that allows them to meet graduation requirements. Students need to achieve a cumulative grade point average of 2.00 at each evaluation point.

## **QUANTITATIVE COMPONENT: CREDITS**

Students **must** complete a minimum number of credits to complete the academic program within the maximum time frame. Compliance with this component is monitored to ensure that students complete their programs within the maximum time frame. Students who meet or exceed the minimum requirements must meet their programs within the maximum time as described in the Maximum Time Section.

For credit programs, the quantitative component is measured by dividing the credits that were successfully completed by the number of credits attempted. Students must have successfully completed a minimum of **67%** of all credits attempted at each evaluation point to meet the minimum of the Satisfactory Academic Progress Policy (PAS) standards. The following table provides information about how grades affect qualitative (GPA) and quantitative (credits) components:

<b>GRADE TYPE</b>	<b>GRADE AWARDED</b>	<b>GPA</b>	<b>CREDITS ATTEMPTED</b>	<b>CREDITS EARNED/COMPLETED</b>	<b>MAXIMUM TIME FRAME</b>
Approved Classes	A, B, C, D	Yes	Yes	Yes	Yes
Classes not approved	F	Yes	Yes	No	Yes
Incomplete	I	No	Yes	No	Yes
Withdrawal	W, WA	No	Yes	No	Yes
Repeated classes	RC will appear after grade	Highest grade obtained	Yes	Yes	Yes
Credits transferred from other programs at Liceo	A K will appear in the validated course	No	Yes	Yes	Yes

## DEFINITIONS

1. Approved classes – is the class that is approved with A, B, C, or D.
2. Unapproved classes – is the class that obtains an F (failure) grade.
3. Incomplete – the classification that the Institution grants to a student who has not met in a class with one or two evaluation criteria.
4. Processed withdrawal (W) – there are two categories of official withdrawal: voluntary withdrawal (W) that corresponds when a student notifies the intention to withdraw, and administrative withdrawal (WA) is granted to a student who is absent consecutively for 14 calendar days and has not notified the Institution of the reason for its absence.
5. Repeated classes – the class that the student has not approved or an already approved class that they want to repeat to go up average.
6. Transferred Credits – corresponds to the accepted classes between the Liceo programs.

## MAXIMUM TIME FRAME

Students are required to complete their program within a reasonable period. Federal regulations define the reasonable maximum time frame as 150% of the duration of the published program. For credit hour programs, the maximum time frame is based on the credits attempted and is determined by the multiplication of the number of credits in the program by 1.5. For example, a program consisting of 60 credits should have a reasonable maximum time of 90 credits to complete the program.

A student is ineligible to receive Title IV funds when it is mathematically impossible to complete their program within 150% of its duration. The student that does not meet the maximum time frame requirement cannot be eligible for financial aid. For more details, please refer to the tables of satisfactory academic progress.

## NOTIFICATION PROCESS OF THE SATISFACTORY ACADEMIC PROGRESS STATUS

If the student does not meet the Satisfactory Academic Progress (PAS) standards, he/she will receive written notice from the Registrar's Office indicating the result of the evaluation, the status under which the student has been classified, and any applicable process that should be followed to maintain or re-establish the eligibility for financial aid.

## NOTICE FOR ACADEMIC DEFICIENCY

The students in the Status of **Notice for Academic Deficiency** are eligible to receive financial aid for an additional payment period after the period in which the student failed to meet the PAS standard. However, it is expected to improve its academic level in the next period. The student who does not meet his Academic Progress will lose the eligibility of Title IV funds. However, the student will have the right to file an appeal.

## **FINANCIAL AID PROBATION**

This status is assigned to those students, who have not met the requirements for academic progress, but have completed the appeal process and their appeal has been approved. The financial aid probation is for one payment period only. Approval of an appeal requires the student to be classified into an academic plan during Financial Aid Probation if it is unlikely for the student to be able to meet the PAS standards at the end of the payment period. The academic plan is established when the Institution determines that the student requires more than one term to achieve satisfactory academic progress standards. The academic plan is to ensure that the student is monitored in subsequent payment periods and can graduate within the maximum time frame required.

Students will be eligible for financial aid during the payment period under financial aid probation if the appeal was approved. Once the probation is complete, to maintain financial aid eligibility, students must demonstrate that they meet the requirements for satisfactory academic progress or the academic plan.

## **APPEAL PROCESS**

An appeal is a process by which a student who is not meeting the standards of the Satisfactory Academic Progress (PAS) policy, requests the institution to reconsider its eligibility for financial aid funds. The appeal process applies to students who do not meet the academic progress requirements at the end of the payment period under an academic deficiency notice status. If a student asserts that his/her condition for not having academic progress is because the determination made by the Institution was the result of an administrative error or because during the evaluation period there were mitigating circumstances that prevented them from meeting the requirements of the Satisfactory Academic Progress Policy (PAS), the student has the right to appeal the decision made by the institution.

## **THE INSTITUTION CONSIDERS THE FOLLOWING EXAMPLES AS MITIGATING CIRCUMSTANCES**

- Student illness.
- Family member's illness.
- Problems with family unit alteration, such as: divorce or death of parents, spouse, or children.
- Loss of employment or changes in the work schedule during the term.
- Abusive relationships.
- Previously undocumented disability.
- Natural disasters.
- Financial difficulties, such as foreclosure or eviction.
- Other situations beyond the student's control.

To begin the appeal process, the student needs to complete and submit a Satisfactory Academic Progress Appeal Application. The application is available at the Registrar's Office and must be completed and submitted within 10 calendar days after the date of notification of failure to meet with the requirements of the Satisfactory Academic Progress (PAS) policy. The Registrar's Office will submit the Application for Appeal of Satisfactory Academic Progress and convene the Appeals Committee consisting of the Director of Financial Aid, Department Coordinator, and the Registrar Officer.

The Appeals Committee will evaluate the Application for Appeal for Satisfactory Academic Progress and notify the Registrar's Office of the decision made. The Registrar's Office will send the student written notice no later than 5 calendar days after the decision made by the Committee. A copy of the decision will be sent to the Financial Aid Office. If the application is approved, the student will be eligible for financial aid during the probation payment period. An academic plan will be applied to the student to guide his/she in fulfilling their progress. Once the payment period ends, to maintain financial aid eligibility, the student must demonstrate that the Satisfactory Academic Progress or academic plan requirements have been met.

## **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

Satisfactory Academic Progress will be evaluated at the end of each academic term. At each evaluation point the student must meet:

- A cumulative grade point average (GPA) of 2.00, and
- A minimum percentage of completed credits of 67%.
- For example, if 18 credits are attempted by the term, the student must eventually successfully complete 12 credits: (12/18.67%).

### **Satisfactory Academic Progress Table**

#### **For courses of 36 credits/8 months**

Maximum time (150%) is equal to 54 credits/12 months

Evaluation Period for Maximum Time of Course	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Number of Credits Registered	18	36	54
Minimum Credits Approved	12	24	36
Minimum Accumulative Average per Term	2.00	2.00	2.00

### **Satisfactory Academic Progress Table**

#### **For courses of 54 credits/12 months**

Maximum time (150%) is equal to 81 credits/18 months

Evaluation Period for Maximum Time of Course	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Number of Credits Registered	18	36	54	72	81
Minimum Credits Approved	12	24	36	48	54
Minimum Accumulative Average per Term	2.00	2.00	2.00	2.00	2.00

**Satisfactory Academic Progress Table**  
**For courses of 60 credits/14 months**

Maximum time (150%) is equal to 90 credits/21 months

Evaluation Period for Maximum Time of Course	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Number of Credits Registered	18	36	54	72	90
Minimum Credits Approved	12	24	36	40	60
Minimum Accumulative Average per Term	2.00	2.00	2.00	2.00	2.00

**Satisfactory Academic Progress Table**  
**For courses of 72 credits/16 months**

Maximum time (150%) is equal to 108 credits/24 months

Evaluation Period for Maximum Time of Course	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
Number of credits registered	18	36	54	72	90	108
Minimum credits approved	12	24	36	48	60	72
Minimum accumulative average per term	2.00	2.00	2.00	2.00	2.00	2.00

## **INSTITUTIONAL POLICY FOR VETERANS AND THEIR BENEFICIARIES**

1. In a communication of July 21, 1999, the Accrediting Agency requested that the institutions develop an amendment to the Satisfactory Progress Policy for veterans and their beneficiaries, according to established criteria in the Federal Code of Title 38 of the Veterans Administration, specifically, based on the requirements of Section 21.4253(d)(1)(i) and of 21.4254(b)(1). Such communication included a copy of the federal code sections mentioned above. It was also requested that, to comply with the requirements of the Office of Veterans Affairs, a paragraph be included indicating that veterans and their beneficiaries should complete their studies in a regular time frame.
2. Those students that extend beyond the established time frame to complete their studies cannot continue receiving Veterans benefits. Yet, if he/she is a recipient of a Pell Grant this will not affect his/her benefits from the Pell Grant and therefore can adhere to an additional 50%-time frame that is stipulated in the regulations of Title IV.
3. Minimum academic requirements for students who are receiving educational benefits from the Veterans Administration:
  - a. Admission: every student must submit all admission documents required before the first day of classes.
  - b. Validation of hours/credits for previous studies: If the student had studied at another educational institution or has received military education/training, he must provide a transcript of credits from all the institutions in which he has previously studied, and he must provide a military transcript so that these are evaluated and validated during the admission process and before being certified to the VA. It is not optional if the student wishes to have any course validated; To receive VA benefits, it is mandatory to provide official credit transcripts and military transcripts. The student interested

in receiving Veterans benefits may not decline or reject validation. It is guaranteed that by validating hours/credits for previous studies, the cost of the program will be reduced.

- c. Probation Period: Students that are not able to achieve a minimum general average of 2.00 at the end of the first evaluative period or term, will automatically be placed on probation from his or her benefits from the Veterans Program. If the student is enrolled in a two-term program, the student will lose his/her benefits for the second term. On programs of three terms or more, the student will be placed on probation if he or she is not at the last term and will maintain benefits from the veterans' program. If the minimum general average of 2.00 is not achieved at the end of the term, and in which he or she has been placed on probation, the benefits will be suspended.
  - d. Benefit Reinstallation: After the benefits have been suspended for noncompliance with satisfactory progress, and once the next term of classes has passed, if a minimum of 2.00 of accumulative average has been reached in this new term, the benefits will be granted to the student of the Veterans Program. Once he or she returns from the first suspension, if the student does not reach the minimum of 2.00, the benefits will be suspended for one year.
  - e. Attendance: The Veterans Administration will pay for the entire number of hours in the program. So, any student that is receiving the educational benefits must maintain a satisfactory attendance. An evaluation of the attendance will be made at the end of each term.
  - f. The student must meet 90% attendance for each certificate term. In the 10% of the allowed absences the student must present justification and evidence of make-up work. The beneficiary of the Veterans Program that exceeds the 10% of absences in the first term, will suffer an immediate suspension of the benefits.
  - g. Authorized absence: The educational benefit will be suspended if the beneficiary student of the Veterans Program is absent with authorization. The benefits will be resumed once the student has returned to class.
4. Educational assistance under Chapter 31 or 33:

Our Policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- a. The date on which payment from the VA is made to the Institution.
- b. 90 days after the date the Institution certified tuition and fees following the receipt of the certificate of eligibility.

Our Policy ensures that the educational institution will not impose any penalty including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

**Satisfactory Academic Progress Table for Veterans and their Beneficiaries**  
**For programs of 36 credits/8 months**

Evaluation Period for maximum Time of Program	1 <sup>st</sup>	2 <sup>nd</sup>
Number of credits registered	18	36
Minimum Accumulative Average per Term	2.0	2.0

**Satisfactory Academic Progress Table for Veterans and their Beneficiaries**  
**For programs of 54 credits/12 months**

Evaluation Period for maximum Time of Program	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Number of credits registered	18	36	54
Minimum Accumulative Average per Term	2.0	2.0	2.0

**Satisfactory Academic Progress Table for Veterans and their Beneficiaries**  
**For programs of 60 credits/14 months**

Evaluation Period for maximum Time of Program	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Number of credits registered	18	36	60
Minimum Accumulative Average per Term	2.0	2.0	2.0

**Satisfactory Academic Progress Table for Veterans and their Beneficiaries**  
**For programs of 72 credits/16 months**

Evaluation Period for maximum Time of Program	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Number of credits registered	18	36	54	72
Minimum Accumulative Average per Term	2.0	2.0	2.0	2.0

***\*Veterans or their beneficiaries who transfer from another educational institution, must submit Academic Transcripts from every institution attended so that they may be evaluated and validated for credit at Liceo de Arte y Tecnología during enrollment and previous VA certification.***

## GRADING SYSTEM

The Institution uses the alphabetic system to evaluate student's academic progress. This system also has a numeric value as follows:

Grade	Letters Grade	Numeric Grade (GPA)
Excellent	A	3.50 - 4.00
Good	B	2.50 - 3.49
Satisfactory	C	1.50 - 2.49
Deficient	D	0.60 - 1.49
Failure	F	0.00 - 0.59
Incomplete	I / (A-B-C-D-F)	
Voluntary Release	W	
Administrative Release	WA	

Repetition	R
Credits Transferred	CT
Leave of Absence	LA
Validation	K

**IMPORTANT:** Any student that has an “F” must repeat the class before graduating.

The academic index is calculated by adding all numeric equivalences and dividing it by the number of classes in a determined term.

## **COMPOSITION OF THE GRADE ISSUED FOR EACH CLASS**

The class evaluation process consists of the administration of five (5) evaluation criteria, all of equal weight, including a grade for work outside the classroom.

At the end of each term, students will receive a grade report from the Registrar’s Office. If a student think there is an error, he or she must notify the Registrar’s Office in writing within 15 days of the subsequent new term.

## **INCOMPLETES**

If a student has not met any of the evaluation criteria established in a course for justified reasons, they will receive an incomplete (I) in that course. The student will have a maximum of (10) ten school days from the beginning of the next academic term to remove the incomplete. The student will request the removal of the incomplete at the Registrar's Office. The student is responsible for making arrangements with the professor to remove the incomplete (I), and it is the professor's duty to notify the registrar when the student removes the incomplete. If the student does not complete the removal of the incomplete, the grade awarded by the teacher will be maintained.

## **CLASS REPETITION**

All students will be entitled to repeat of a class. However, the repetition of a class will be subject to the availability of the same and the payment of the corresponding charges. In case the class has been eliminated by curricular revision, it can be replaced by an equivalent that is approved by the Director of Education. Repeated classes will be considered credits attempted for calculating the time frame to complete the program. For purposes of cumulative grade point average computation, the highest or approved grade will be used.

### **Repetition of Failed Classes**

Any student who earns a failure grade (F) in a class, may repeat it using Title IV funds as many times as necessary until a satisfactory grade is achieved, if he or she is eligible and complies with the Satisfactory Academic Progress Policy established by the Institution.

## **Repetition of Approved Classes**

Any student who is interested in repeating a class that was approved with a grade of (D) or more, may repeat it only once with Title IV funds, if it complies with the Satisfactory Academic Progress Policy established by the Institution.

## **PROGRAM CHANGE**

Any student who wishes to change a training program, can make the change under the following conditions:

1. Make the change before the end of late registration period.
2. Change of program is allowed after the first term of the initial program. The student must have obtained satisfactory academic progress. If he/she had not obtained satisfactory academic progress, the student will be placed on probation at the start of the new program. The classes already taken will be considered in the calculation of the maximum (1.5 times the duration) to complete the program. For changes after the beginning of subsequent terms of the program, the student must withdraw from that program first and then enroll in the program again. The classes already taken will be considered in the calculation of the maximum time frame (1.5 times the duration) to complete the program.
3. Any student may make only one change of training program.

## **GRADE CHANGES**

Active students have up to ten class days from the end of the term to request a revision and change of grade of the last approved term. No changes will be made to the Official Grade Record after the 10-day period. Students who have graduated have up to ten class days from the end of the program to request a revision and change of grade of the last approved term.

## **INTERNSHIP PROGRAMS**

The Externship is a six (6) credits class that applies to the following programs: Electricity with Renewable Energy, Refrigeration with Air Conditioning, Mechanics and Automotive Technology and Graphic Design. This final training stage is carried out in authorized centers where the student applies, under the supervision of a competent professional, occupational, and social skills inherent to the world of work. If the student does not start the Externship in 14 calendar days from the last day attended, the student will be administratively withdrawn.

In this final formative stage, emphasis is placed on the student's maturity when executing and promoting edifying human relationships, discretion with confidential information, and follow-up to instructions given by the supervisor of each externship center, including professional ethics, punctuality, motivation, initiative, professional image, communication styles, teamwork, willingness to learn and mastery of fundamental occupational skills for each program.

During this training process, the student is evaluated on three (3) occasions through rubrics that

contain occupational skills evaluation criteria as well as soft skills criteria for the world of work. As a class, it is evaluated by the same parameters of Satisfactory Academic Progress.

To begin the externship, the student must meet the following requirements:

- Have participated in orientation.
- Have submitted the center's Externship Agreement.
- Have met the minimum required average of 2.0 (GPA) at the end of third academic term.
- Student with failed classes must be evaluated by the Program Coordinator before starting the Externship.
- Have complied with all the financial obligations with the Institution. (If there is any pending debt, the Institution will grant a payment agreement plan within the externship period).

## **GRADUATION REQUIREMENTS**

It is necessary that every student meets the following requirements for Diploma:

1. Complete all required courses in their program curriculum.
2. Must have obtained a minimum average of 2.0 (GPA).
3. Any student who fails (F) in a class, can repeat it to successfully be eligible to graduate.
4. Comply with all financial and administrative commitments with the Institution.
5. The School reserves the right not to grant a graduation diploma nor a transcription of credits to students owing any money to the Institution.

## **HONORS**

The Institution bestows the following honors as recognition of academic excellence:

Honor	Accumulative Average from 3.75 to 3.89
High Honor	Accumulative Average from 3.90 to 4.00
Valedictorian	Institutional recognition to the highest GPA in the graduating class with the best attendance throughout the program.

## **STUDENTS SERVICES**

In accordance with our policy to educate for the workforce, the Institution provides, through the Program Coordinator, services that assist students to accomplish the necessary adjustment in the teaching/learning process. This process can be offered individually or collectively. The emphasis of these services is specially oriented to assisting student achieve their educational goals. The Program Coordinator will work with the individual student as referred or according to the merit of the specific situations. Services include follow-up of daily class attendance, referrals due to discipline, matters related to student relations, agreements for repetition of classes, exams, and others. There will be also referrals for tutoring, coordination of student's activities and others. If deemed necessary, the Program Coordinator may refer to external entities that may assist the

student through another type of necessary services.

## **COUNSELING**

The purpose of the Counseling Office is to improve the academic and psychosocial skills of students. Counseling services consist of offering group and individual counseling to facilitate and accompany the student in their personal and professional development in an integral way. The student is assisted through personal, academic, and vocational counseling to address situations that affect their academic performance. In addition, lectures and workshops are offered to improve the quality of life of students and contribute to their academic success, such as: study habits, adaptation to the postsecondary educational environment, goal setting, conflict management and problem solving, among others. The Counseling Office organizes activities on suicide prevention, drug and alcohol use, harassment, and violence, among others.

## **PLACEMENT OFFICE**

The main purpose of the Placement Office is to help students find employment directly related to the program they studied. The Office refers our graduates to interviews depending on the vacancies appear from private enterprises or governmental agencies. The Placement Office selects candidates for employment based on evaluative criteria determined by that office, the student's resume, recommendations from his professors and job requirements. The Placement Office Coordinator will have the authority to select candidates; these should follow the recommendations of the Placement Coordinator as deemed applicable. The student has an obligation to attend all interviews coordinated by the Placement Office. In case the student cannot attend, the student must notify the Office a minimum of three days before the set date. The Placement Office can cancel its services to students who do not comply with these dispositions. The Institution offers students assistance in finding employment, but under no circumstances offers or guarantees employment to its graduates.

Throughout the year, the Placement Office maintains and offers students applications and corresponding dates for the State Licensing Exams. Through this service, the Institution shows its interest in helping the graduate to pass the exam to obtain a license in his profession.

Besides the general requirements, to receive a diploma, a graduate must submit a resume at the Placement Office. The Placement Office should be informed of any address and telephone number changes to maintain updated student information.

All student information is confidential and will be strictly used for employment and statistical purposes. The Placement Office offers its services to the student while studying at the Institution and up to a year after the date of completion.

## **OFFICE OF CONTINUING EDUCATION**

This Office offers our graduates and the community at large the opportunity to take short courses in various fields of study, including licensing exam reviews, admission procedures, and

professional certifications such as Refrigeration's 608 and 609 certifications, Autodesk, Pro-Tools, and others.

## LEARNING RESOURCE CENTER

The Administrative Resource Center is enabled to provide our students with resources to supplement classroom education on all our programs. The Center complements the education received in the classroom. It houses resources applicable to all our programs: magazines, study tables, computers with Internet access and programs related to occupations, work, and exhibitions.

The Center has also been designated as an area where professors maintain reserve material for classes they teach. This gives our students the opportunity to use this material for research study.

**Hours:** Monday through Thursday 10:00 a.m. to 7:00 p.m.  
Friday 10:00 a.m. to 5:00 p.m.  
(This schedule may be modified as needed.)

## COMPLAINT POLICY

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints 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](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

**Board of Postsecondary Institutions**  
PO BOX 19900  
San Juan PR 00910-1900  
(787) 641-7100

**Complaint Form available at the Office of the Director of Education.**

In addition, any student who has a complaint or concern should, first, communicate it to his/her professor. The professor should address the situation over the next three school days, offering a

response to the student or by channeling it through the appropriate office within this period. The professor must inform the Director of Education in writing. If the student does not receive a response to his/her complaint in this period, he/she will submit a written complaint to the Director of Education. This complaint must be served, over the next five school days from the time when it was filed in the Office of the Director of Education. The Director of Education will report in writing to the Associate Director. If the complaint is related to a professor, the student must submit it to the Director of Education.

All students who understand that the Institution did not respond to their complaint or concern are entitled to contact the accrediting agencies. For these agencies to consider the complaint filed, it should be processed as follows:

- The student must submit the complaint in writing. For the Board of Postsecondary Institutions (JIP), it shall include the possible violation and the efforts done to solve it.
- The complainant shall authorize the accrediting agencies to notify the Institution through a copy of the complaint so that the Institution may react.
- The accrediting agencies shall inform the complainant of the outcome and determination of the complaint.

## **STUDENT REGULATIONS**

This Catalog includes a section on Student Regulations which is described in detail, including the rights and duties applicable to the educational training process. It is intended to ensure an atmosphere of fraternity among the student community.

## **STUDENT DRESS CODE STANDARDS**

### **Dress Code**

The educational experience at Liceo de Arte y Tecnología is offered in a professional and rigorous environment that prepares students with the proper skills for success in the working environment. For this reason, the following rules constitute the Student Dress Code Standards:

#### **1. Drafting with AutoCAD, Audio Engineering and Music Production, Digital Cinematography, and Graphic Design.**

Students enrolled in these programs must adhere to these norms according to their program of studies.

- Males must wear long pants with long or short sleeve shirts, with casual or sport shoes. The school does not allow the use of short pants, sandals, sleeveless shirts, caps, or nonprescription sunglasses.
- Females must wear long pants or casual dress with casual or sport shoes. The school does not allow the use of short pants; apparel that reveals the torso, shoulders, or waist; transparent fabrics, caps, sandals, or nonprescription sunglasses.

## **2. Mechanics and Automotive Technology, Refrigeration and Air Conditioning and Electricity with Renewable Energy**

Male or female students enrolled in these programs must dress according to security measures required professionally:

- For security reasons, students must wear long pants with long or short sleeve shirts, with casual or sport closed shoes.
- Nowhere in the institution, whether classrooms or laboratories, will students be permitted to wear short pants, sandals, sleeveless shirts, caps, nor nonprescription sunglasses.
- Safety glasses are mandatory while in the shops.

## **3. Cosmetology, Barbering, Nail Technician, and Pet Grooming with Dog Training**

- It is required to wear the uniform and follow the rigor of the same in the programs of Cosmetology, Barbering, Nail Technician, Culinary Arts, Professional Baking, Confectionery and Pastry, and Pet Grooming with Dog Training.

## **CELEBRATION OF THE CONSTITUTION OF THE U.S. OF AMERICA**

Every year, on September 17<sup>th</sup>, the Institution commemorates the Constitution of the United States of America, promoting the participation of students on activities directly related to the celebration of this important event.

## **EMERGENCY PROTOCOL**

The Institution has developed and implemented security measures to ensure the safety of the entire educational community in the case of natural emergencies as well as provoked emergencies. Emergency exits and routes have been clearly posted in every classroom, administrative offices, and student services areas. The Institution offers orientations to staff and students on the emergency protocol, including annual mock evictions.

## **INSTITUTIONAL POLICIES**

### **REASONABLE ACCOMMODATION POLICY**

Students with disabilities, including learning disabilities, who wishes to request reasonable accommodation in their Program of choice, must notify the Admissions Office during the registration process, before signing the Enrollment Agreement. According to the ADA, the student requesting a reasonable accommodation must provide documentation of their disability.

### **CRIME PREVENTION AND SAFETY IN THE INSTITUTION**

(JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT)

Following the guidelines of Public Law 101-542 of 8 November 1990, the institution collects statistics and distributes to the employees and the entire student community, information regarding crimes occurring within the institution, such as murder, rape, robbery, burglary, auto theft, violation of the Liquor Act, violation of drug and weapons possession. The publication and distribution of information is by law, the 1st of October each year. Liceo de Arte y Tecnología is obliged to notify the U.S. Department of Education when the institution must act for such

violations.

## **DRUG AND ALCOHOL-FREE PROGRAM (DRUG-FREE WORKPLACE ACT - 1988)**

Liceo de Arte y Tecnología, to maintain a space free of drugs and alcohol use and abuse, has implemented an institutional policy on manufacturing, distribution, supply, possession and illegal use and abuse of controlled substances and alcohol. For the purposes of implementing this policy, the institution provides a program to inform and educate the school community about:

1. The dangers of drug and alcohol abuse.
2. The resources available in the community for education, treatment, and rehabilitation.
3. The penalties established in the state and federal laws to those who have been convicted.
4. Disciplinary actions and administrative setting out the employee and student who commits a violation of existing regulations.

## **POLICY ON THE USE OF SOCIAL SECURITY NUMBER**

State Law 186 of September 1, 2006, prohibits the use of Social Security number as the school's identification number for the student.

Liceo de Arte y Tecnología assigns each student a number that is unrelated to his or her Social Security number. If there is doubt concerning the Social Security number when processing financial aid grants, or any other situation, the school will require the student to submit evidence. Prior to this, the student will complete a form authorizing such process.

## **NO SMOKING POLICY**

Following federal and state laws, Liceo de Arte y Tecnología established by policy that smoking is not permitted in either the facility or on the premises of the institution as established by Law 40 of August 3, 1993, as amended.

## **COPYRIGHT POLICY (SEC. 106 OF THE COPYRIGHT ACT OF 1976)**

The Institution publishes and disseminates to students and the entire school community, a policy on copyright and author rights for textbooks and downloaded documents using the Institution's network, including sanctions to copyrights violations. This policy is revised annually.

## **POLICY AGAINST SEXUAL HARASSMENT**

Liceo de Arte y Tecnología promotes a healthy working and learning environment and strictly prohibits sexual harassment. The school publishes and distributes a policy where it informs students what constitutes sexual harassment and the sanctions it warrants according to the law. This publication is given to the student along with an orientation now of enrollment.

## **I. Introduction**

As a private, post-secondary educational institution of vocational and high skills curricula, Liceo de Arte y Tecnología is committed to promote and develop a school environment of integrity, in harmony with the highest ethical standards of behavior and respect for others in the workplace. The Institution establishes and disseminates this institutional policy against sexual harassment to all its employees and the school community at large. Sexual harassment is a punishable practice because it undermines the dignity of human beings, and it represents obvious gender discrimination against men or women in the workplace and the school community.

In response, Liceo de Arte y Tecnología agrees to require its students and employees, whether administrative, faculty, contractors or otherwise, to observe behavior in harmony with the moral and ethical values that exalt the institution to prevent, deter and prevent sexual harassment in employment and in the classroom.

## **II. Applicable Legislation**

The Constitution of Puerto Rico, in its Bill of Rights, states that human dignity is inviolable and cannot establish any discrimination based on race, color, sex, birth, origin or social condition or political or religious ideas. Also, on April 22, 1988, the Law No. 17 (29 LPRA SEC 155) was approved to prohibit sexual harassment in employment. Article 10 imposes on every employer a duty to keep the workplace free of sexual harassment, which has the effect of creating an intimidating, hostile, or offensive work environment.

Furthermore, in federal legislation, sexual harassment against students is prohibited under Title IX of the "Law of Elementary and Secondary Education of 1972, as amended (20 USC 1672). At the state level, law number 3 of 4 January 1998, as amended by 274, August 18, 1999, also prohibits sexual harassment in educational institutions.

## **III. Types of Discrimination related to Sexual Harassment**

There are two (2) types of forms of sexual harassment:

- (a) QUID PRO QUO - (give and take) This type of claim arises because, explicitly or implicitly, the terms or conditions of employment, favorable or unfavorable, depend on the person being submitted to sexual behavior, illegal and unwanted. That is, the subject or refusal to such conduct is used as the basis for employment decisions or studies relating to the individual concerned.
- (b) A HOSTILE OR OFFENSIVE WORKING ENVIRONMENT - Refers to the case where sexual behavior, unwanted and illegal, has the effect of unreasonably interfering with the executions of work involved, or creates an intimidating, hostile, or offensive working environment.

## **IV. Examples of Prohibited Conduct**

The following types of behavior are considered unacceptable:

1. Comments, actions, jokes, posters, or banners of a sexual nature, virtual or electronic communications of sexual content in the place of work or study.
2. Threats, demands or suggestions of a sexual nature where the persons harassed believe

will lose their jobs or are students, believed to be affected in their grades.

3. Pressure from the offender over the victim to accompany the offender somewhere the victim does not wish to go.
4. Unwanted or inappropriate attention and compliments.
5. Pressure from supervisors or teachers to get sexual favors in exchange for benefits or employment, or academic qualifications.
6. Conduct of a sexual nature at parties or social events, when the party or event has been sponsored or promoted by the institution and the persons harassed believed they were at risk of losing their jobs, or students who fear their grades will be affected if they refuse to accept these advances.

## **V. Institutional Policy**

Liceo de Arte y Tecnología has the responsibility to deter and prevent sexual harassment in the workplace and in the academic community. It also has the responsibility to take necessary measures to achieve that purpose. The practice of sexual harassment in employment and in academic community, in whatever form, offends the human dignity and constitutes a clear discrimination against the person who suffers.

This Institution strongly prohibits this practice as illegal and discriminatory, so it will not tolerate employees or students, regardless of rank or position they hold, who engage in this practice. The Institution has a duty to keep the workplace free of sexual harassment and intimidation in relation to the following persons or groups of people:

1. Job applicants or candidates.
2. Institution employees in all capacities.
3. Students.

In the case of consultants, suppliers of services, guests or visitors, the organization shall not be liable unless:

1. The Institution has been notified of the offensive conduct.
2. The Institution can act on such conduct.
3. The Institution does not take immediate and appropriate corrective action on the situation.

## **VI. Complaint Procedures**

Any member of our community who feels he or she has been or is being sexually harassed may file a complaint in writing. If it is a student, the complaint must be filed with the Office of the Director of Education. If it is an employee of the school, the complaint must be filed with the Human Resources Office. This Office will channel the process that follows.

## **VII. Process to air complaints or grievances**

1. For initiating the procedure, the school will designate a committee that will respond only to complaints about sexual harassment. It shall be attached to the Office of the Presidency.

2. The Committee shall consist of five members appointed by the President of Liceo de Arte y Tecnología. The Committee shall be set officially at least three members.
3. Strict confidentiality will be guaranteed regarding the complainant and the accused unless the injured person requests a public hearing. However, the person charged is entitled to know the nature of the charges and that they are being investigated.
4. The Committee shall be empowered to investigate, gather information, process, hear the parties and carry out all functions necessary for the discharge of the power conferred by regulation.
5. The Committee shall make recommendations to the Office of the President for appropriate action.

\* This Policy may be changed and/or modified at the sole discretion of the School.

## **POLICY ON STUDENTS WITH ASTHMA (Act 56 of February 1, 2006)**

The United States Congress passed the "Public Law 108-377- Oct. 30, 2004," known as Children Treatment Asthmatic School and Health Management Act of 2004. In Puerto Rico, this law is known as Law of Treatment to Students who Suffer Asthma. Rules to follow:

Asthmatic students who need self-medication must bring to the Institution the following documents:

1. A medical certificate attesting the diagnosis and self-administration of the medication.
2. A certificate or letter attesting proper training by a qualified health professional about the use of the medication including type of drug, routes and procedures for self-administration, the dosage that is self-administered, timing and frequency of self-administration, instructions for handling and safe ways to store the medication.
3. A parental or guardian consent indicating that the student may possess and use the drug while at Institution or in a school sponsored activity.
4. The Action Plan for management of asthma prepared by the primary physician and the medication during school hours.

## **INSTITUTIONAL POLICY AGAINST BULLYING OR HARASSMENT**

Educational institutions echo the deep concern that has been raised by conducts that constitutes bullying in our schools. Bullying, including cyberbullying, is a serious act because it has the direct and indirect effect of violating the dignity of human beings. It is a ruthless and cruel act.

Since 2009, our Institution has taken a stronger stand regarding bullying cases. This behavior, which will be described later, will not be tolerated. To present a complaint of harassment shall be investigated and tested the likelihood of harassment, (the) student harasser (a) may be severely punished, including summary expulsion.

School Abuse ("bullying"), including cyberbullying, is defined as aggressive and offensive behavior

of one or more persons against another and others (as) and could be repeated. The Associate Director will be responsible for matters relating to situations of bullying, including cyberbullying, on campus.

After filing the harassment complaint in the appropriate form, the administration of the Institution shall commence an investigation. To initiate the procedure, the Institution will appoint a committee that will cater exclusively to the complaint. It shall be attached to the Office of the Presidency.

The first step will be to notify the student or students accused of bullying. They will be instructed to refrain from that time to keep any communication or contact with the student or the person bullied. Depending on the circumstances of each case, the Institution may withdraw the student(s) from the School's premises.

Each case is evaluated on its own merits. Criteria to be considered include: the intensity of the harassment, means used by the bully to the bullied, where specific harassment has occurred, what is harassment, etc. The investigation will include interviews with students, teachers, and members of the school community, or anyone who may have knowledge of the facts that are still under investigation. The institution shall endeavor to resolve the complaint promptly. If harassment is confirmed, the student(s) indicated may receive one or more of the following sanctions:

- Reprimand and/or,
- Suspension and/or,
- Imposition of a behavioral probation for the term that the school deems prudent, and/or,
- Summary expulsion.

This Policy is subject to amendment at any moment. NONE OF THE PARTS WILL HAVE THE RIGHT TO THE ASSISTANCE OF A LAWYER. Should one of the parts not agree with the sanctions applied, it could appeal to the Associate Director who in turn would evaluate the case in its merits.

## **POLICY ON FILMING INSTITUTIONAL ACTIVITIES**

Liceo de Arte y Tecnología prohibits filming, by any means, of any official institutional activity held on the premises or held outside the premises, including activities of academic or extracurricular nature held outside the premises; much less disseminating the content by any communication media including social networks. Disciplinary sanctions will be imposed to any violation to this policy as stated in the Student Regulations.

## **POLICY ON RESTRICTION OF PORNOGRAPHIC OR OBSCENE MATERIAL**

In compliance with Law 267 of 2000, computer equipment at Liceo de Arte y Tecnología contain the required devices to prevent access to pages with pornographic and obscene material.

## **POLICY ON DOCUMENT RETENTION**

Liceo de Arte y Tecnología keeps academic and fiscal records of their graduates permanently.

## **SUICIDE PREVENTION POLICY**

In accordance with our state regulatory agency, Puerto Rico Council on Education, the School publishes and maintains a preventive standard operational procedure for suicide prevention. This preventive operational manual is available at the Student Services, Human Resources, and faculty Departments. All instructional staff have been adequately trained on this subject.

## **DOMESTIC VIOLENCE PROTOCOL FOR SITUATIONS IN THE PLACE OF STUDY**

### **I. Purpose**

Domestic violence (DV) represents a serious problem in this country. Annually, thousands of women file protection orders and apply for legal measures to manage the abuse they receive from their partners. There is no method to guarantee that DV situations will occur in an educational institution. For this reason, the law requires that every workplace informs and prepares itself to take preventive and reactive action in these circumstances of abuse, without penalizing the victim or survivor. The school has the responsibility to establish programs, as well as alternate measures, to offer support and help to students creating a trust environment for the victims or survivors of VD and acting inside the School to minimize the negative impact of the DV, not only for the student, but also for the school itself.

### **II. Applicability**

This Protocol is for the benefit of all the students at Liceo de Arte y Tecnología.

### **III. Declaration of the Institutional Policy**

This Protocol is designed to avoid DV in the study areas of the school. DV constitutes a violation of state law No. 54 and may be related to sexual harassment acts in an educational institution, in the hostile environment modality and, therefore, fall under Law No. 17 (April 22, 1988) which prohibits sexual harassment in schools and other such institutions. From a federal standpoint, it applies to Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination based on sex, and by interpretation of the U.S. Supreme Court of sexual harassment in the workplace for the same reason. In addition, the protocol encompasses all measures and procedures that need to be followed when a student is victim of DV in the place of study.

### **IV. Confidentiality**

It is important to point out that the directors of both Education and Human Resources, as well as all other supervisors in general must consider the ethical criteria to execute interventions with DV victims, which must be done respectfully and confidentially. In the case of confidentiality, the

directors of both Education and Human Resources, as well as all other supervisors in charge of a DV situation must maintain the information offered by the victim in strict confidentiality. This refers to all the information expressed or relating to the victim, which may not be shared with third parties without the victim's consent, except when the lives of the victim, a minor or any other person are at risk, when there is a judicial order or for reasons of extreme danger. In addition, the victim should have access to the intervention files as well as any other document included in this procedure. The respect for the intimacy of the victim is another important ethical criterion since it prevents the victim from being forced to reveal private aspects of his or her life which may not be relevant to the DV situation.

## **V. Designation of Personnel in Charge**

The Human Resources Department will oversee coordinating the education and training of the school's personnel about DV. Moreover, it will provide support to the supervision personnel for the responsible management of DV situations. This Office will oversee preparing a security plan along with the Director of Education and the affected student. Staff members designated for this purpose are:

- Director of Education.
- Associate Director.
- Human Resources Officer.
- Administrative Vice President.
- And/or any other member of the staff appointed by the Presidency.

## **Responsibilities of the Supervising Personnel**

The supervising staff has the most direct contact with the victim. They must be able to observe and read the signs of DV to be able to speak properly to the affected student about the problem. However, there are no specific personality characteristics that may indicate that someone is an aggressor or a victim of DV. So, instead of trying to determine if the student fits the profile or not, the supervision personnel should determine if there is a pattern of abuse signs. The following signs can help determine if a student may be going through a DV situation:

- Requests a change of program of study.
- Presents bruises or markings and cannot offer a reasonable explanation for them.
- Looks distracted or has problems concentrating.
- Is anxious from receiving frequent phone calls from his or her partner.
- Has justified or unjustified tardiness and absence problems.
- Shows signs of stress, fear, anxiety, frustration, or depression.
- The quality of the student's work declines without apparent reason.
- Seems uncomfortable interacting or communicating with others.
- Stays isolated from the group and is not inclined to participate in social events.
- Presents signs of physical deterioration. May use make-up to cover bruises.
- Uses sunglasses indoors or excess clothing even when it's hot.
- Faces financial problems, perhaps due to not having access to money.
- Suffers from frequent panic attacks and uses medication for the pain.
- Has sudden visits from his or her partner causing stress or anxiety.

The following are some of the signs of aggressive behavior, which may indicate that a person has anger or aggressiveness issues:

- Calling or visiting the workplace of the victim without authorization.
- The person is seen around the entrances, exits, parking lot or any other area where the victim can be found.
- The person reacts adversely when he or she is restricted from having contact with the victim.
- Trying to go around security to access the victim through forbidden areas or outside working hours.
- Talking in a demeaning way about the victim to his or her supervisors and/or colleagues.
- Asking or interrogating other students about the victim's routines or schedule.

## **VI. Procedure for the Management of Domestic Violence Situations at the School**

### **A. Interview with the student victim or survivor**

If a professor considers a student's conduct to be the possible result of DV, or if the professor knows this is the case, he or she must speak to the student about this. The student must be reassured of the confidentiality in which the matter will be handled and reminded that it is the responsibility of the coordinator and the Director of Education/Director of Human Resources to provide support and identify actions to guarantee his or her safety and offer administrative alternatives to manage the situation with the least impact to his or her studies.

If the student has not affirmatively expressed that he or she is going through a DV situation, the professor must be sensible and formulate direct, unthreatening questions to address the matter. The professor can discuss the subject by commenting about his or her observations in the classroom or about the student's academic performance, giving the professor the impression that the student may be going through an uncomfortable personal experience. The professor must make it clear that it is his or her duty to safeguard the school's security and that no action will be taken in detriment of the student's program of study. If the student, after receiving this orientation, refuses to partake of the services the school offers, depending on the severity of the DV situation and if he or she has expressed this at the school, the Director of Education/Director of Human Resources will proceed to file a restraining order according to Law No. 538 (September 30, 2004). The institution's recourse by no means substitutes the student's responsibility to seek help or legal counsel.

### **B. Individual Security Plan**

When a professor refers a DV case to the Director of Education/Director of Human Resources, a security plan must be prepared. This plan will act as a tool to help victims develop strategies to ensure their safety. This plan does not guarantee the victim's absolute wellbeing when facing someone's violent behavior, but it is a practical method to instill more confidence in the victim during this time. It could also reduce the risks that the DV victim, as well as other students, be subjected to aggressions.

If the student has identified him or herself as a victim of DV, the following actions must be followed:

1. Respect the victim's need for confidentiality.
2. Listen to the student without judgment. His or her experience must be validated letting them know no one deserves to be assaulted, that everyone deserves to live in peace, that it is not his or her fault, and that there are members of our staff willing to help, including the student's program supervisor.
3. Ask the victim if he or she has received physical aggressions and needs medical help. If so, the person should be counseled into receiving such help.
4. Ask the person if these aggressions have resulted in any temporary or permanent impediment, causing the student to make some type of adjustment in his or her program of study.
5. Investigate the level of risk, by asking if there are firearms in the house, or if the aggressor has access to them; if the student has received death threats from his or her partner involving the student or members of the family; if the aggressor consumes alcohol or drugs; if the aggressor makes expressions of jealousy; if the frequency or severity of these aggressions has increased; if the aggressor threatens to commit suicide if abandoned; if said aggressor acts defiantly at the authorities, such as the Police or the court; or if the aggressor has previous arrests for DV or other types of aggressions.
6. Find out if the student has a current restraining order. If not, explore the possibility of filing one if he or she desires it. The school should help in explaining what a restraining order is, as well as the procedure to file one.
7. Ask if the student lives with his or her partner. If so, it is important that he or she acts cautiously and must be referred to the appropriate agency for help.
8. The personnel in charge of managing these cases will not express any judgments concerning the case at hand, which should be processed impartially when both parties' study and work at the school.

The Director of Education/Director of Human Resources, the professor and the affected person will prepare an agreement that encompasses the needs of the victim and a security plan. This security plan must be prepared within a period of 72 hours following the acknowledgment of the DV situation by school officials. It would not be necessary to file a restraining order prior to the development of the security plan. The level of danger to which the student is exposed should always be considered in every action plan. The following alternatives should be considered, among others:

- a) If necessary, changes in the student's class schedule should be made.
- b) If the victim has provided copy of the restraining order, it should be kept in a confidential place inside the Office of the Director of Education. With the victim's consent, the school's staff will be informed of the order's existence to assist in complying with it.

**C. If the DV act occurs inside the school's premises**

The Director of Education/Director of Human Resources should be informed immediately. If not present, the Human Resources Office should be notified through extensions 2349 or 2315. Otherwise, contact the Police and medical emergencies through 911, and never

leave the victim alone. This should help in the taking of security and/or emergency measures. As soon as the corrective measures in assistance to the victim have been put into place, the school must communicate it to the student's professors.

**D. If a student commits DV acts**

Some people may incur in a conduct which may be classified as DV in the school. This may happen when such acts in the school are directed to someone outside the school, perhaps by telephone, fax, or email to harass, intimidate or threaten his or her partner who is not enrolled at the school, or when both partners are enrolled at the School. When the partner (victim) does not study at Liceo de Arte y Tecnología and a professor has information that the student is performing these acts from the school, the corresponding disciplinary action will be taken to curtail this criminal activity and to refrain him or her from using the school's resources to break the law.

In cases where the victim also studies at the school, the professor must take immediate action by notifying the Director of Education/Director of Human Resources to take the proper security measures. They will evaluate the possible disciplinary actions if the aggressor commits the acts in school premises. A student shall be reported whenever he or she uses his or her authority in the workplace to commit or help commit DV acts to harm the victim. Disciplinary sanctions will be applied using the corresponding procedure for complaints in the Student Manual.

**E. Disclosure of the Training and Orientation Plan for the DV Protocol**

The School is compelled to maintain an organizational environment that protects every person at the study center. Prevention measures are the most secure, economic, and effective method to create a safe institutional environment. The necessary security measures will be taken to assist in the prevention of DV incidents at the school and to improve student security. Other measures will be put in place, if they are not harmful for the victim or any other student. School staff will be oriented and informed of the existence of available help, if anyone wishes to report a threat, harassment or any other DV act.

**F. Distribution of the DV Protocol**

This Protocol shall be distributed to all students at the School.

# **TRAINING PROGRAMS**

# DRAFTING WITH AUTOCAD

72 Credits/16 Months

## Description and General Objectives

The Drafting with AutoCAD Program is a sequential curriculum program that requires student attendance and covers the theoretical and practical aspects inherent to table lineal drawing and computer drafting, qualifying the students in the disciplines of construction drafting for architecture, engineering, and related professions.

During the First Term, the student familiarizes himself with the instruments and equipment of the profession and covers the basics of technical and mechanical drafting that serves as a basis to architectural and engineering drawings.

During the Second Term, the student develops precision techniques to make “As-Built” architectural and engineering drawings for conventional and eco-friendly constructions. The term concludes covering the techniques used for the development of an Exterior Architectural Perspective and finally, a detailed roof drainage plan that leads to the plumbing blueprints.

During the Third Term, the student completely develops, among others: Plumbing Plans, Building Model Construction techniques, Electricity Plans, Bath and Kitchen details, Status and Location, and Topographic Drawings. During this term, the student is introduced to computer drawing and develops mechanical drawings applying the geometrical principles learned in the classroom. It is at this stage that the students receive industry and workforce orientation, they prepare and deliver their resumes to the Placement Office and receive orientation about the Revalidation Exam required by the State Department and the Draughtsman College of Puerto Rico, which regulates the profession of Drafting.

During the Fourth Term, the student specializes in the use and handling of AutoCAD, utilizing the basic level commands and applying the newest advanced level commands and 3D technology to develop architectural, engineering, and commercial drawings to meet the workforce demands in the construction field.

Outside work in the Drafting and Technical Designer Program promotes inquiry and research skills as they are paramount for the development of critical thinking. In addition, outside work develops a closer link to the field via interviews, site visits, research on specific topics, and study of processes required in the real work scenario. Outside work also promotes the habit of reading professional literature in the field, communication, and connection with professionals in the field, and up to date information regarding codes, laws, and eco-friendly technological innovations.

The Institution requires a minimum of 70% of cumulative satisfactory academic progress for the student to graduate. Turning in a resume in the Placement Office is also a requirement for graduation. Upon graduation, the graduate can apply for the exam provided by the Board of Examiners of the State Department, if the graduate complies with the requirement of the law regulating the profession.

Upon completion, students graduating from this Program, if not licensed by the State, will be able to perform entry level tasks related to technical drawing under the supervision of a licensed draftsman, architect, or engineer. Subsequently, upon getting the draftsman’s license, the graduate will be able to properly execute the profession.

# DRAFTING WITH AUTOCAD

72 Credits/16 Months

## Content

	Credits
DEL 100 Introduction to Linear Drawing	3*
DEL 101 Applied Geometry	3*
DEL 102 Orthographic Projections	3*
DEL 103 Isometric Projections and Sectional Views	3*
DEL 104 Eco Friendly and Conventional Floor Plan Design I	3*
DEL 105 Eco Friendly and Conventional Floor Plan Design II	3*
DEL 200 Structural Roof Plans	3*
DEL 201 Foundations and Stairs	3*
DEL 202 "As Built", Elevations and Sections	3*
DEL 203 Conventional and Eco-Friendly Drainage & Materials Calculations	3*
DEL 204 Plumbing	3*
DEL 205 Scale Model I and Conventional & Renewable Electricity	3*
DEL 300 Introduction to Windows and MS Office	3*
DEL 301 Scale Model II, Introduction to AutoCAD-Mechanical Drawing	3*
DEL 302 AutoCAD-Architectural Drawing & Design	3*
DEL 303 AutoCAD-Bathroom and Kitchen Details	3*
DEL 304 AutoCAD-Situation, Localization, and Topography	3*
DEL 305 AutoCAD-Engineering Drawing I	3*
DEL 400 AutoCAD- Engineering Drawing II	3*
DEL 401 AutoCAD-3D	3*
DEL 402 AutoCAD-Commercial Drawing I	3*
DEL 403 AutoCAD-Commercial Drawing II	3*
DEL 404 AutoCAD-Commercial Drawing III, Introduction to Revit Architectural I	3*
DEL 405 Revit Architectural II	3*

\*These courses require additional hours of Outside Work.

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<b>Total</b>	<b>72 Credits</b>
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# DRAFTING WITH AUTOCAD

72 Credits/16 Months

## Course Description

### DEL 100 Introduction Linear Drawing

3 Credits

"You never get a second chance to make a good first impression." The motivation, enthusiasm and good counseling are must-have elements for a good start. In this first encounter between professor and the students, the general aspects related to the course, classes and professions of Drafting will be discussed.

**Lines:** The first contact between the student with the equipment and materials for the development of drawings with the conventional lines alphabet. During this class, students not only can discuss and use the traditional tools of drawing, but they may define and draw the various strands that exist in technical drawing.

**Letters:** The technique of freehand sings is not writing but drawings letters, therefore, is a fundamental part in the composition of the drawing. Within this theme, the conventional strokes used in the texts of mechanical and architectural drawings are discussed and practiced.

**Scales:** The delineation is one of the disciplines that require most a thorough understanding of the measurement. Without a clear and thorough concept of what timelines would be impossible to develop drawings illustrating precisely what is conceived in construction drawings. In this topic the three most used scale models to perform any type of architectural or engineering drawing are discussed and applied. This course requires additional hours of outside work.

### DEL 101 Applied Geometry I

3 Credits

All technical draftsmen's needs to use the geometry applied to achieve accurate illustrations, correct, and proportionate. The basics of flat geometry and the methods used in technical drawing for graphic nature troubleshoots are covered within this term. By the end of the term, the student will select and use the appropriate geometry to resolve and represent different types of mechanical drawings. This course requires additional hours of outside work.

### DEL 102 Applied Geometry II and Orthographic Projections I

3 Credits

Geometric projections are found in every kind of lineal drawing. Is at this stage where the student covers geometric aspects applied to more specific mechanical drawings and visualize their application in orthographic projections. Nearly all construction drawings are done in two dimensions using orthogonal principles. Orthographic projections are essential for developing every kind of line drawing in the field of engineering, architecture, and others. This topic will present the fundamentals and techniques used to draw objects in three principal planes (top, front, and side). This course requires additional hours of outside work.

### DEL 103 Orthographic Projections II and Isometrics Projections

3 Credits

One of the most useful tools to represent drawings for Drafting are three-dimensional drawings or pictorial, because there is no need for formal training in design to interpret them and they are easy to visualize. Here, the techniques used to construct isometric drawings, such as selecting the most descriptive three views and the application of contrasting lines, are presented. This course requires additional hours of outside work.

### DEL 104 Oblique Projections and Sectional Views

3 Credits

**Sectional Views:** It is not always easy to display the inside of an object by dotted or broken lines. To overcome this difficulty, drafting often use court views, sectional drawings of the object, as if parts of it were withdrawn to reveal its inside. This cut is only imaginary and does not affect the rest of the drawing. This course requires additional hours of outside work.

### DEL 105 Eco-Friendly and Conventional Floor Plan Design I

3 Credits

The ground floor is a top view showing the interior spaces of a building in a logical and functional order. Some of these areas are living room, kitchen, bathroom, bedroom, closet canopies, etc. These drawings also include hallways,

windows, doors, bathroom accessories and kitchen typical, etc. Included are basic concepts that may be considered as organic, minimizing negative environmental effects, and reducing the consumption of energy, among other aspects. This course requires additional hours of outside work.

#### **DEL 200 Eco-Friendly and Conventional Floor Plan Design II**

**3 Credits**

Final presentation of the floor plan, including details and tables (doors, windows, and terminations) which are most necessary to complete the plant floor. The student will deliver the final floor plan with all the elements discussed in the Floor Plant I Conventional and Organic class. This course requires additional hours of outside work.

#### **DEL 201 Structural Roof Plans**

**3 Credits**

In this plan, the typical structural elements used to reinforce a slab of reinforced concrete roof are shown. The rods, columns, beams, weight-bearing walls, and other sections, which determine the carrying capacity of the building and therefore constitutes an essential part of the plan. Students will identify the weight-bearing walls, selected other structural support points, determine the appropriate rods by placing them in the appropriate direction and distance and complete the structural level of the plant previously developed. This course requires additional hours of outside work.

#### **DEL 202 Foundations and Stairs**

**3 Credits**

**Foundations:** The foundations are the base below the ground on which the building rests. This map is directly related to the structural ceiling and should be developed by considering every detail of it. The design and specification of the foundations respond to the resistance of the ground, the building size and type of building constructed.

**Stairs:** The stairs are shortcuts that allow us to get from one level to another in a building. No matter how simple or sophisticated is a staircase, which determines your comfort is the riser height and width of the trace, when we add this to other design factors, we get a comfortable and efficient stairwell. This course requires additional hours of outside work.

#### **DEL 203 As-Built, Elevations and Sections**

**3 Credits**

**As Built:** Because it is impossible to carry all equipment and materials of the draftsman to the construction site, it is essential to use simple techniques that require very little instrumentation and that will generate the necessary information in the field. The ability to produce freehand drawings is paramount for any artist. Most ideas are expressed first in this type of schematic before developing the final plans or computer table. Anyone who can carry out freehand drawings with clarity and precision has an invaluable tool for graphic communications.

**Elevations:** Normally, there are four views that describe the exterior of a structure called elevations or facades; those are views of the exterior walls detailing all elements of construction, design, and architecture to be seen in the building. In this topic, the student will have the opportunity to apply many of the topics previously covered, especially the orthographic projections.

**Sections:** The sections are architectural drawings of buildings, imaginatively cut to show interior details. As in the ground floor unit, to show the interior spaces from a top view, it was necessary to remove the roof, in the sections the walls are removed to see inside laterally. These imaginary cuts typically pass-through areas such as kitchen and bathroom. This course requires additional hours of outside work.

#### **DEL 204 Perspective, Conventional and Eco-Friendly Drainage, Estimation of materials**

**3 Credits**

**Perspective:** The graphic representation that most resembles the human visual perception is the perspective. These drawings are because all lines that extend from an observer converge at some point in the distance. A train track, at first glance, it looks wider at the place where we stand in the most distant point where it reaches our vision. This course requires additional hours of outside work.

**Drainage:** One of the most common problems that many buildings have is leaks. Good planning and design in the roof slopes to drain rainwater can prevent many mishaps construction problems. The various methods available to drain water from the roof are highly functional and are an essential part of building plans. This course requires additional hours of outside work.

**Estimation of Materials:** The costs and estimates of a construction site are of extreme importance, as they determine if a project is finally executed or not. The methods used to determine the number of materials needed, the costs of labor, and the necessary budget to carry out the project must be detailed and organized. The estimation of costs and materials can be a full-time job so, to do this efficiently, it is of extreme importance to be well acquainted with materials, their cost and application, as well as construction methods and the amount of labor required. Students will calculate aspects related to excavations, foundations, walls, floors, ceilings, beams, columns, windows, doors, cinder blocks, concrete, plastering, etc. They will design applicable costs and estimate the labor required. This course requires additional hours of outside work.

### **DEL 205 Plumbing**

**3 Credits**

In the plumbing plan, the building sanitary facilities to be built are listed, as well as the entries for potable water pipes and outlets for sewage pipes. Each sanitary unit should be adequately equipped to load, and unload water supplied by the state water authority. The student will place water lines at each sanitary device according to their location, determine the most efficient route and shorter sections to lower construction costs, select the diameters of pipes in the primary and secondary lines, and will identify issues pertinent to the ventilation discharge pipe, determine the locations of records, etc. This course requires additional hours of outside work.

### **DEL 300 Scale Model I and Conventional and Renewable Electricity**

**3 Credits**

**Scale Model I:** The model is essentially the building or structure made in cardboard and other materials, at a small scale, in other words, a building in miniature. The architectural models provide a clearer picture of how the structure will look and can prevent display errors, costly changes in construction and will greatly help people who have no training to properly interpret graphic levels. One of the elements to be considered is the application of ecological concepts applied to the scale models.

**Electricity and Renewable Energy:** Floor plans usually include a plan which specifies the electrical system of the building. These specifications are set on the ground floor and are accompanied by diagrams and other details. Electric blueprints have multiple symbols representing lighting, receptacles, switches, circuits, and other renewable energy alternatives. This course requires additional hours of outside work.

### **DEL 301 Bath and Kitchen Details**

**3 Credits**

**Bath and Kitchen Details:** The bathrooms and kitchen are common areas that are heavily used by all family members. For this reason, they must be carefully planned and designed for the comfort of all. These spaces require a practical interior layout, comfortable and aesthetically pleasing. The student will properly position sanitary appliances in convenient and accessible places, will determine the required distance between them, locate the most suitable place for the refrigerator, stove, and sink, create detailed dimensions for both areas (bathroom and kitchen), draw the relevant elevations and indicate the necessary notes and specifications. This course requires additional hours of outside work.

### **DEL 302 Situation, Location and Topography**

**3 Credits**

**Site and Location Plans:** The blueprint of position and situation is usually the first sheet in the construction plans. These drawings give us an overview of the location and building orientation on the ground. Some of the information provided to us by this worksheet is: contour and shape of the ground surface area of the lot, location and size of the building, adjacent streets, sidewalks, and other aspects.

**Surveying (Topographic Plan):** Topography is the science that studies the set of procedures to determine the positions of points on the surface of the earth through measures under the three elements of space: two distances and elevation or distance, direction, and elevation. This topic aims to bring students to the fundamentals contained in this science, which studies the earth's surface in a technical understanding and related to construction. This course requires additional hours of outside work. This course requires additional hours of outside work.

### **DEL 303 Introduction to Windows and MS Office**

**3 Credits**

**Introduction to Windows:** Windows is an operating system that handles all the computer information, in a more efficient and easily through graphic windows. This introductory course enables the student to perform common operations within the operating system.

**MS Office:** The student acquires proficiency of the skills and techniques of mechanical writing with a computer. The student will be trained in the use of programs such as Word, Excel, and Power Point to create estimates, proposals, and project presentations. This course requires additional hours of outside work.

**DEL 304 Scale Model II, Introduction of AutoCAD – Mechanical Drawing**

**3 Credits**

**Scale Model II:** Having completed some workshops in the construction of scale models, it is in this class that the student provides a scale model, and final details of the project that he or she developed during the preceding months.

**Introduction to AutoCAD:** This design and drawing program possesses numerous applications. It is known for its speed and ease with which a draftsman can produce and modify any kind of drawing, offering enormous advantages. Anything that can be done by hand, can be duplicated with a computer.

**AutoCAD - Mechanical Drawing:** Have full proficiency of mechanical drawing it is a good basis for any other branch of line drawing, this is no exception. During this class, the student will have the opportunity to apply in a computer all the knowledge acquired at the drawing table at the stage of technical and line drawing. This course requires additional hours of outside work.

**DEL 305 AutoCAD - Architectural Drawing and Design**

**3 Credits**

During this class, the student will become familiar with relevant practices of the construction industry and architecture offices. It includes the development of plans such as floor plans, elevations, sections, details of bathroom, kitchen, and other details. The student completes the class with the necessary background to begin with engineering drawings and the visual impression of his drawings. This course requires additional hours of outside work.

**DEL 400 AutoCAD - Engineering Drawing I**

**3 Credits**

Much of the engineering drawings made in the table phase are produced in this class with the AutoCAD program. Practice makes perfect, and it is in this class where the student will have the opportunity to produce quantity and quality of work, because in this industry, so demanding, production and perfection go hand in hand. This course requires additional hours of outside work.

**DEL 401 AutoCAD - Engineering Drawing II**

**3 Credits**

During this class, we discuss primarily the formats and practices of engineering offices. This class gives continuity to the previously covered topics and prepares students to face the challenges of the industry in the areas of situation, location, topography, etc. This course requires additional hours of outside work.

**DEL 402 AutoCAD – 3D**

**3 Credits**

AutoCAD today, is one of the most used programs by professionals in all fields of architecture, engineering, and science for the design of objects, drawings, and plans. During class, students will learn and use the tools to obtain the basics and architectonic volumetry from architectural plants, apply materials and create three-dimensional scenes. The student will learn the process of rendering and the generation of virtual tours, as well as how to export in the most common video formats (MOV, AVI, and WMV) and the documentation of 3D models. This course requires additional hours of outside work.

**DEL 403 AutoCAD - Commercial Drawing I**

**3 Credits**

Because the largest percent of the projects undertaken in the architectural and engineering offices are commercial, this course exposes students to the development of more relevant planes as they really are made in the industry. Class begins with the basics of drawing, sequence and design to final manufacturing floor plans, elevations, sections, and other aspects of a final product. This course requires additional hours of outside work.

**DEL 404 AutoCAD - Commercial Drawing II**

**3 Credits**

This class aims to follow up on previous topics covering areas of great importance in commercial design. This class also provides the basic tools and educational experiences for knowledge and development plans: plumbing, sprinklers, reflective ceiling, air conditioning, wall sections, etc. This course requires additional hours of outside work.

**DEL 405 AutoCAD - Commercial Drawing III****3 Credits**

Commercial Drawing III: This last class will integrate the final elements of a commercial project in accordance with industry standard practices. At this level, the student will be able to face the workplace with the necessary skills to perform any engineering or architectural plan for residential or commercial purposes. Some of the subjects and tasks to consider are electricity, site Improvements, grading, geometry, profiles, etc. Finally, students will apply the necessary parameters for the graphic printing of the drawings.

**Introduction to Revit Architectural:** At the end of the class the student will develop the basic skills to create designs based on a framework parametric Revit Architectural program. Also learn how to handle the visualization and manipulation tools. This course requires additional hours of outside work.

**For information regarding the percent of graduated students, average debt of the students that complete our educational programs and other information please visit our website [www.liceo.edu](http://www.liceo.edu).**

# **ELECTRICITY WITH RENEWABLE ENERGY**

**60 Credits/14 Months**

## **Description and General Objectives**

The Electricity with Renewable Energy program is a sequential curriculum program that requires student attendance and covers theoretical and practical aspects inherent in the diagnosis, repair, and installation of domestic, commercial, and industrial equipment.

During the first term, students will cover the disciplines of industrial safety, including OSHA laws and the National Electrical Code of Puerto Rico. At this stage, students are prepared to apply for the Apprenticeship License and take the State Licensing Exam for Assistant Electricians under the provisions of Law 115 of June 2, 1976, creating the Board of Examiners of Electricians Surveyors and the Law 131 of 8 June 1969 that created the College of Electrical Surveyors of Puerto Rico. Students learn how to work with counters bases and residential and commercial distribution panels. Students can develop manipulative skills in practical laboratory exercises with relevant equipment and materials. Students also learn basic and advanced wiring skills as required in the State Examination for Assistant Electricians, including the regulatory aspects of underground systems' manuals.

During the second term, students become familiar with the basic concepts of incandescent and fluorescent lighting systems, high pressure; will learn to analyze different types of combinations for processors, color coding for monophasic and tri-phasic systems in delta and star. Students will learn to recognize different types of electric motors used in power systems such as: split-phase, motor with capacitors, repulsion, universal, synchronic, continuous current motors, among others, and their respected diagrams for different combinations of voltages. Students will learn the main function of photovoltaic and Aeolic (wind) systems for different voltages; will learn how to develop and design installations of photovoltaic systems and Aeolic (wind) systems. Students will work with amperimeters, voltmeter and will also create proposals for renewable energy systems.

During the third term, students learn the fundamentals of electricity, analyzing the basic formulas of Ohm and Watts, including analysis for circuits in series, parallel, and combined. The course introduces students to the principles of electronics, circuits, insulators, conductors, and semi-conductors. Students are also introduced to circuits of digital logic; diagrams and the basis of PLC. Students learn how to analyze electronic diagrams and are trained in the development and construction of programmable logic circuits (PLC). They also learn to work with oscilloscopes, amperimeter, voltmeter, and ohmmeter.

During the last term of the course, students participate in a supervised externship with electrical systems for residential, commercial, and industrial under the supervision of a qualified electrician.

Outside work assignments the program Electricity with Renewable Energy promote the processes of inquiry through research projects that improve the student's ability to compare, contrast, classify and evaluate the data collected. In addition, external work helps students to look at the profession from a perspective beyond the academic experience, including interviews with professionals in the field and use of professional literature that expose the innovations of his career, including the eco-friendly approach and renewable energy technology that are paramount for the development of critical thinking.

Students are required to develop a portfolio of documents collected and projects developed throughout the course with the purpose of maximizing the students' opportunities while searching for a job in the industry upon graduation. This innovative approach integrates cognitive as well as practical skills required for employment.

For students to graduate, the institution requires at least 70% of cumulative satisfactory academic progress. It also requires that students submit a resume at the Placement Office. Upon graduation, students may request the State Licensing Exam offered by the Board of Examiners of the State Department of Puerto Rico, provided compliance with the requirements of the law regulating the profession.

Upon completion, students graduating from this Program with an assistant license, could be employed in an entry

level position as assistant electrician in companies related to construction and maintenance. Once the graduate obtains the State license as electrician, the graduate will be able to properly execute the profession.

## **ELECTRICITY WITH RENEWABLE ENERGY**

**60 Credits/14 Months**

<b>Contents</b>	<b>Credits</b>
ELE 100 Electricity Fundamentals	3*
ELE 101 Electricity I - Formulas and Electrical Laws	3*
ELE 102 Electrical Installations I	3*
ELE 103 Electrical Installations II	3*
ELE 104 Lighting and Energy Consumption Reduction	3*
ELE 105 Motors and AC & DC Generators	3*
ELE 200 Magnetic Effects and Principles of Transformers I	3*
ELE 201 Magnetic Effects and Principles of Transformers II	3*
ELE 202 Distribution Panels and Underground Systems	3*
ELE 203 Switches and Magnetic Controls	3*
ELE 204 Photovoltaic and Aeolic Systems	3*
ELE 205 Proposals for Renewable Energy Systems	3*
ELE 300 Fundamentals of Electronics I	3*
ELE 301 Fundamentals of Electronics II	3*
ELE 302 Digital Logic Circuit	3*
ELE 303 Programmable Logic Circuit (PLC)	3*
ELE 304 Symbols and Mechanical Plans	3*
ELE 305 Estimates and Efficient Energy Proposals	3*
ELE 400 Externship	6

\* These courses require additional hours of outside work.

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<b>Total</b>	<b>60 Credits</b>
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# **ELECTRICITY WITH RENEWABLE ENERGY**

**60 Credits / 14 Months**

## **Course Description**

### **ELE 100 Electricity Fundamentals**

**3 Credits**

Introduction to the laws and regulations of the Profession of Electrician Expert, specifically Act 131 and Act 115. It covers the theory of atoms, the characteristics of semiconductor materials and electrical conductors and studies related laws of physics, including Ohm's law and the law of Watts. This course requires additional hours of outside work.

### **ELE 101 Electricity I - Formulas and Electrical Laws**

**3 Credits**

During this course, students will learn the fundamental concepts of electricity and safety procedures, including electrical work and related physical laws, including Ohm's Law and Watts' Law, circuits in series: parallel and combined. In addition, students will also learn how to safely use adequate instrumentation to measure electrical current, voltage and resistance. Students will develop practical skills in simulated stationary residential electrical modules which will require the use of voltmeters, ammeters, and ohm meters. This course requires additional hours of outside work.

### **ELE 102 Electrical Installations I**

**3 Credits**

This class discusses the application of National Electrical Code (NEC) for electrical installations. Also, there are presented the rules, form, and press of Power Authority and how they apply to the profession of electrician expert. This course requires additional hours of outside work.

### **ELE 103 Electrical Installations II**

**3 Credits**

In this course, the student develops residential wiring stationary mock-ups in the electricity laboratory. The student works with measuring instruments such as voltmeter and the ammeter. Load computations are made to validate the use of measuring instruments. In addition, practice cutting, rhying and double tubes for wiring. This course requires additional hours of outside work.

### **ELE 104 Meters and Distribution Panels**

**3 Credits**

Following the guidelines contained in the Regulation of the Power Authority and the National Electrical Code [NEC], practical exercises teach the student to install meters and distribution boards using primary and secondary measuring equipment. This course requires additional hours of outside work.

### **ELE 105 Aerial and Underground Distribution Systems**

**3 Credits**

In this course, students will become familiar with the manuals of P.R.E.P.A. in relation to aerial and underground systems. The techniques to read aerial and underground planes are examined and they will learn the rules for transformers mounted in cabinets on concrete platforms. This course requires additional hours of outside work.

### **ELE 200 Lighting and Reduction Energy Consumption**

**3 Credits**

This class discusses the various alternatives available to the consumer to reduce power consumption and increase the efficiency of their electrical equipment. It also covers the different types of electric lighting where the student learns to install and connect incandescent, fluorescent, and HID lamps. Exercises are conducted to compute the lighting calculation and follow the rules of the Public Lighting Manual that regulate this. This course requires additional hours of outside work.

### **ELE 201 Magnetic Effects and Principles of Transformers**

**3 Credits**

After the class, the student will understand the relationship between magnetism and electricity and describe the characteristics of magnetic materials and apply the rule of right and left hand in residential the analysis of magnetic circuits. Practice of the laws of magnetism in the electricity laboratory, using oil or dry transformers. Students learn to combine processors in primary and secondary entrances. This course requires additional hours of outside work.

### **ELE 202 Motors and Generators D/C and A/C**

**3 Credits**

This course examines the internal components of the electric motor and how they interrelate with the objective of knowing how to detect flaws in the operation. Techniques are developed for the protection of motor circuits to maximize the performance of energy expenditure. Through troubleshooting, the students detect diagnoses and learn how to repair electric motors on laboratory experience. This course requires additional hours of outside work.

### **ELE 203 Switches and Magnetic Controls**

**3 Credits**

This course includes the study of the internal components of an electric motor. It illustrates how to detect the status of basic operational and security controls to produce an effective system at startup. The student will work with the following controls: temperature, pressure, pneumatics, and safety. The student will practice installing and testing of the electromagnetic devices. Also, they learn to analyze staggered diagrams (ladder) and install field devices to control electrical equipment. This course requires additional hours of outside work.

### **ELE 204 Photovoltaic and Aeolic Systems**

**3 Credits**

This class is designed to introduce students to the most important concepts of environmental protection and the development in renewable energy sources. Students learn the laws related to the development of alternative sources of energy and their applicability in the industry, including procedures required to master photovoltaic and wind-powered sources of energy. The class covers the basics of photovoltaic and wind-powered systems, their evolution, and the effects of solar radiation, leftovers, installation angles and solar absorption. It also covers the basics of wind energy such as wind studies, turbulence, and hookup of the network system. This course requires additional hours of outside work.

### **ELE 205 Proposals for Renewable Energy Systems**

**3 Credits**

During this course, students learn to do estimates and proposals of photovoltaic and wind-powered systems. In addition, they will learn how to solicit local and federal governmental incentives for this type of technology. Discussions will include the norms and procedures for the installation of renewable energy, their interconnection and net measurement. Students will learn the scope of regulatory agencies such as AEE and AAE. This course requires additional hours of outside work.

### **ELE 300 Electronic Fundamentals I**

**3 Credits**

This course covers theoretical aspects inherent to formulas related to electronics. It covers interpretation of the compounds, elements, and electrical polarities; also, the fundamental principles of electronic circuits, insulators, conductors, and semiconductors. It illustrates the varied changes that have occurred in the digital vs. analog technology. This course requires additional hours of outside work.

### **ELE 301 Electronic Fundamentals II**

**3 Credits**

This course is designed to bring the student to undertake projects discussed in the theoretical part, which will implement the use of formulas and develop electronic circuits, using resistors, capacitors, diodes and transistors, among others. This course requires additional hours of outside work.

### **ELE 302 Digital Logic Circuit**

**3 Credits**

This class is designed to introduce students to the most important concepts of environmental protection and the development of renewable energy sources. Students learn the laws related to the development of alternative sources of energy and their applicability in the industry, including procedures required to master photovoltaic and wind-powered sources of energy. The class covers the basics of photovoltaic and wind-powered systems, their evolution, and the effects of solar radiation, leftovers, installation angles and solar absorption. It also covers the basics of wind energy such as wind studies, turbulence, and hookup of the network system. This course requires additional hours of outside work.

### **ELE 303 Programmable Logic Circuit (PLC)**

**3 Credits**

This course studies the physical component as well as the theory of the evolution of PLC. It also includes scaled language interpretation used to interpret the digital logic of PLC. The course covers the basic of scaled language circuits and the basic logical functions of the electric circuit. Students will learn logical functions and symbols applicable to a programmable control. This course requires additional hours of outside work.

### **ELE 304 Symbols and Mechanical Plans**

**3 Credits**

Through this course, students learn about the different types of drawings, symbols, lines, legends used in mechanical

drawings. The student will use the acquired knowledge to read mechanical plans. This course requires additional hours of outside work.

**ELE 305 Estimates and Project Proposals**

**3 Credits**

Through this course, students will acquire the knowledge to perform cost estimates and project equipment. The student will also learn different factors that could help to conclude. This course requires additional hours of outside work.

**ELE 400 Externship**

**6 Credits**

This formative supervised externship offers the student the experience of a real scenario where he can directly apply the theoretical and practical concepts acquired in the Institution. It gives singular emphasis to the ideal profile that the industry urges: mastery of fundamental occupational skills, punctuality, initiative, good human relations, discipline, and teamwork, among others. During this training process, the student is evaluated on three (3) occasions by the supervisor of the externship center.

**For information regarding the percent of graduated students, average debt of the students that complete our educational programs and other information please visit our website [www.liceo.edu](http://www.liceo.edu).**

# **MECHANICS AND AUTOMOTIVE TECHNOLOGY**

**60 Credits/14 Months**

## **Description and General Objectives**

The Mechanics and Automotive Technology program is a sequential curriculum program that requires student attendance and prepares the student in the theoretical and practical aspects inherent in the profession as regulated by Law 220 of 1996. The curriculum integrates theory with laboratory experience, giving singular emphasis on managing knowledge and specialized equipment needed to perform diagnostic and repair. The Automotive Technology program requires a dress code for security reasons.

In the first term theoretical aspects of the automotive systems are covered, the different tools used in repairing them, their use and their functions, use of operation and service manuals or manufacturer specifications books. Furthermore, it elaborates Fuel Systems and Internal Combustion Engines with their respective laboratories to apply from the theoretical to the practical. At this stage, the cooling system and lubrication are also covered, they examine the need for these systems.

In the second term the student gets deeper into suspension and steering systems, including practice laboratories to analyze these systems. In addition, further falls in fuel systems with fuel injection internal combustion engines, its possible flaws, and correct procedures for repair. The electrical system is another area that is covered in this phase along with the power gears and axles of automatic transmissions including Manuals and Differentials. Also discusses alternative flex fuel. In addition, once TEC 202 has concluded, the student should have accumulated a total of 600 hours of study, making him or her eligible for the Automotive Technicians board examination.

In the third term, more advanced systems are covered, such as the computer system of the vehicle, the correct methods, and procedures to diagnose these systems with the latest technology is used to explore further in ABS braking systems with both the theoretical and practical. At this stage, the student goes to work directly to the workshop with their professor. In this experience the students will apply what he/she learned in terms of theory, repair, diagnosis, and service of different vehicles available at this time.

In the fourth term, the student engages in supervised practical experience performing his externship under the supervision of a licensed technician or authorized repair shop.

Outside works in the Mechanics and Automotive Technology program is focused on the development of research skills necessary for future professional services. Students develop the habit of reading professional literature in the field; connect with licensed Automotive Technicians via interviews and site visits. Research projects also strengthen the student's ability to compare, contrast and evaluate the veracity of collected data, as well as keeping the student abreast of ecofriendly technological innovations.

The Institution requires a minimum of 70% of cumulative satisfactory academic progress for the student to graduate. Requirement for graduation is also to deliver a Resume in the Placement Office. Upon graduation the graduate can apply for the exam provided by the Board of Examiners of the State Department, if they comply with the requirement of the law regulating the profession.

Upon completion, students graduating from this Program may be able to work in entry level positions repairing or replace tires, change oil in motor vehicles, install light bulbs, replace windshield wipers, and other minor accessories such as changing air conditioning and oil filters, or any other tasks that do not require special skills which are part of the service that the gas stations usually provide to their consumers. Once the graduate obtains the State license as Automotive Mechanic, he or she pursue the Automotive Technician license and be able to exercise more advanced skills.

# MECHANICS AND AUTOMOTIVE TECHNOLOGY

60 Credits / 14 Months

## Content

	Credits
TEC 100 Introduction to Automotive Technology	3*
TEC 101 Principles of Automotive Electro Mechanics and Batteries	3*
TEC 102 Engine Fundamentals and Measurements	3*
TEC 103 Engine Repair and Internal Combustion	3*
TEC 104 Fundamentals of Automotive Propulsion Train I	3*
TEC 105 Engine Lubrication and Cooling System	3*
TEC 200 Fundamentals of Fuel Injection System	3*
TEC 201 Diagnosis and Repair of the Fuel Injection System	3*
TEC 202 Automotive Ignition, Emission Control and Auto Air Systems	3*
TEC 203 Diagnosis and Repair of the Suspension System	3*
TEC 204 Automotive Alignment Fundamentals and Service	3*
TEC 205 Diagnosis and Repair of the Brakes and Antilock System	3*
TEC 300 Diagnosis and Repair of the Load System	3*
TEC 301 Repair of the Start System	3*
TEC 302 Diagnosis and Repair of Hybrid and Electric Automobiles	3*
TEC 303 Diagnosis and Repair of Transmissions, Trans Axle and Propulsion Train II	3*
TEC 304 Computerized Diagnosis and Reading of Electrical Diagrams (Mitchell)	3*
TEC 305 Diagnosis and Repair of Computerized System with Scanner	3*
TEC 400 Externship	6

\*These courses require additional hours of outside work.

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<b>Total</b>	<b>60 Credits</b>
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# MECHANICS AND AUTOMOTIVE TECHNOLOGY

60 Credits/14 Months

## Course Description

### **TEC 100 Introduction to Automotive Technology**

**3 Credits**

Core subject that describes the fundamentals of all automotive systems as basis for future classes. Students begin by learning, identifying, and classifying different tools, equipment used when repairing, and maintaining vehicles. In addition, students learn the importance of occupational safety. This course requires additional hours of outside work.

### **TEC 101 - Introduction to Automotive Electro Mechanic and Batteries**

**3 Credits**

During this course, students learn and analyze the fundamentals of automotive electro mechanics and batteries. Through practical exercises, students develop cognitive skills when applying diagnosis and failures required in future subjects. This course requires additional hours of outside work.

### **TEC 102 Engine Fundamentals and Measurements**

**3 Credits**

During this course, students learn the composition, operation, and measurements of automobile engines. Students acquire knowledge of the four engine strokes as well as reviewing the measurement tools and main engine components. This course requires additional hours of outside work.

### **TEC 103 Engine Repair and Internal Combustion**

**3 Credits**

Subject that covers the development of more complex skills through the diagnosis and reconstruction of automobile engines. In the laboratory/workshop area, students will follow proper procedures: disarm engines, inspect them, measure them, and assemble the engine again in detail. This course requires additional hours of outside work.

### **TEC 104 Fundamentals of Automotive Propulsion Train I\***

**3 Credits**

Subject that includes the operations, repairs, and assemblies of all the systems of the power train, including clutches, propeller shafts, differentials, and transfer boxes. This course requires additional hours of outside work.

### **TEC 105 - Engine Lubrication and Cooling System**

**3 Credits**

Subject through which students identify the components of automotive cooling and lubrication system. Students learn in detail, the operations, constructions, diagnoses and repairs of the modern automotive cooling and lubrication systems. This course requires additional hours of outside work.

### **TEC 200 - Fundamental of Fuel Injection System**

**3 Credits**

In this subject, students analyze modern fuel systems in detail: pumps, tanks, and fuel filters, among others. In addition, students learn the different types of fuels and their origins. The different fuel operations are also described, including diesel and gasoline. This course requires additional hours of outside work.

### **TEC 201 - Diagnosis and Repair of the Fuel Injection System**

**3 Credits**

In this subject, students learn and analyze more advanced fuel systems, such as Fuel Injection, Turbine System and Super Chargers, as well as alternative fuel systems that reduce the emission of pollutants to the environment. This course requires additional hours of outside work.

### **TEC 202 - Automotive Ignition, Emission Control and Auto Air Systems**

**3 Credits**

During this class, students learn the function of the ignition system, as well as all its fundamentals and how they interact with the emissions system which must work under parameters established by the Environmental Protection Agency (EPA) so as not to affect the global warming of the planet. In addition, it includes the operation of the automotive air conditioning system. This course requires additional hours of outside work.

### **TEC 203 - Diagnosis and Repair of the Front Suspension System**

**3 Credits**

During this class, students learn, in detail, all the components of the front suspension system, from tires to the shock absorbers, springs, ball boxes and others. The class also encompasses its operations and repairs procedures. This course requires additional hours of outside work.

**TEC 204 - Automotive Alignment Fundamentals and Service**

**3 Credits**

During this class, student apply acquired knowledge to diagnose and repair the steering system, such as terminals, steering arms, support plates, bars, and others. Students learn how to align a vehicle by using computerized equipment. This course requires additional hours of outside work.

**TEC 205 - Diagnosis and Repair of the Brakes and Antilock System**

**3 Credits**

During this class, students identify the basic components of the brake system, including diagnostic procedures and repair thereof. The students are trained to identify and repair all components of "ABS" and "Air Bags" Brake System. This course requires additional hours of outside work.

**TEC 300 – Diagnosis and Repair of the Load System**

**3 Credits**

During this class, students identify the components of the loading system; diagnose and repair component failure in the system with electronic measuring instruments. This course requires additional hours of outside work.

**TEC 301 - Repair of the Start System**

**3 Credits**

In this class, students continue to develop practical skills in diagnosis and repair of the charging system, including electronic modules, cables, and electrical accessories. This course requires additional hours of outside work.

**TEC 302 - Diagnosis and Repair of Hybrid and Electric Automobiles**

**3 Credits**

This subject describes the operations of a hybrid and an electric motor. Students apply their measuring skills in AC and DC voltage in both, hybrid, and electric vehicles. This course requires additional hours of outside work.

**TEC 303 - Diagnosis and Repair of Transmissions, Trans Axle and Propulsion Train II**

**3 Credits**

During this class, students identify the components of the automatic transmissions, manual transmissions, Trans Axles, and service required by the propulsion train. It includes the process of diagnosis, analysis, and repair in these components. This course requires additional hours of outside work.

**TEC 304 - Computerized Diagnosis and Reading of Electrical Diagrams (Mitchell)**

**3 Credits**

During this class, students engage in analyzing more advanced electronic and electrical engine components. Students develop practical skills with emphasis on the solution of these problems using advanced and more sophisticated equipment. This subject requires additional hours of outside work.

**TEC 305 - Diagnosis and Repair of Computerized System with Scanner**

**3 Credits**

During this class, students apply high problem-solving skills in the diagnosis of the automotive computerized system. This course requires additional hours of outside work.

**TEC 400 Externship**

**6 Credits**

The supervised externship offers students the opportunity to experience a real work scenario where they directly apply the theoretical and practical concepts acquired in the Institution. It gives emphasis to the ideal profile required by the work scenario: mastery of fundamental occupational skills, punctuality, initiative, good human relations, discipline, and teamwork, among others. During this training process, the student is evaluated on three (3) occasions by the supervisor of the externship site.

**For information regarding the student average debt percentage, completion and employment, and other information, please visit our website [www.liceo.edu](http://www.liceo.edu).**

# **REFRIGERATION AND AIR CONDITIONING**

**60 Credits/14 Months**

## **Description and General Objectives**

The Refrigeration and Air Conditioning Program is a sequential curriculum program that requires student attendance and covers theoretical and practical aspects involved in the diagnosis and repair of household equipment, commercial, industrial, and automobile air conditioners.

In the first term the fundamentals of electronics are covered, including the interpretation of diagrams, electronic circuits, and PLC (Programmable Logical Circuits). The student becomes familiar with basic computer operations that are directly related to electronics. In addition, the 608 and 609 laws of the EPA (Environmental Protection Agency) are covered, and students take the corresponding certification exams.

In the second term, we explore the basics of refrigeration and the laws regulating the profession. Also, the student learns about the refrigeration cycle, and performs laboratory exercises in welding. In addition, the student will learn to interpret mechanical plans and prepare cost estimates.

In the third term, students cover and analyze air conditioner controls such as thermostats, solenoid valves and contactors, among others, and electric motors. It explores the components for domestic and commercial air conditioners, and laboratory exercises. Also, students will study inverter technology in this course.

In the fourth term, the student engages in supervised practical experience with residential, commercial, industrial, and automotive equipment under the guidance of a licensed refrigeration technician.

Outside work in the Refrigeration and Air Conditioning Program procures to enhance the student's ability to apply structured and disciplined research skills. The use of professional literature strengthens cognitive development and connects the student to updated information regarding technological as well as ecofriendly innovations in the field. Research projects also help the students compare and evaluate collected data, necessary skills for future estimates in the work scenario.

The Institution requires a minimum of 70% of cumulative satisfactory academic progress for the student to graduate. Requirement for graduation is also to deliver a Resume in the Placement Office. Upon graduation the graduate can apply for the exam provided by the Board of Examiners of the State Department, if they comply with the requirement of the law regulating the profession.

Upon completion, students graduating from this Program could be employed in entry level positions as refrigeration assistants under the supervision of a licensed refrigeration technician, offering services such as: maintenance, system repairer, and installer in AC related companies. Once the graduate obtains the State License as Refrigeration Technician, the graduate will be able to properly execute the profession.

## REFRIGERATION AND AIR CONDITIONING

60 Credits/14 Months

Content	Credits
REF 100 Occupational Safety and Welding	3*
REF 101 Fundamentals of Refrigeration I	3*
REF 102 Fundamentals of Refrigeration II	3*
REF 103 Refrigerants and their effect on the Environment	3*
REF 104 Fundamentals of Electricity	3*
REF 105 Psychometric and Ducts	3*
REF 200 Electrical Motors and Control	3*
REF 201 Principles of Air Conditioning	3*
REF 202 Inverter Air Conditioning	3*
REF 203 Domestic and Commercial Refrigeration	3*
REF 204 Auto Air I	3*
REF 205 Auto Air II	3*
REF 300 Fundamentals of Electronics I	3*
REF 301 Fundamentals of Electronics II	3*
REF 302 Digital Logic Circuit	3*
REF 303 Programmable Logic Circuit (PLC)	3*
REF 304 Symbols and Mechanical Plans	3*
REF 305 Estimates and Efficient Energy Proposal	3*
REF 400 Externship	6

\*These courses require additional hours of outside work.

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<b>Total</b>	<b>60 Credits</b>
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# REFRIGERATION AND AIR CONDITIONING

60 Credits/14 Months

## Course Description

### REF 100 Industrial Safety & Welding

3 Credits

The student will learn the agencies that regulate safety in the workplace, obligations and employee rights, obligations, and rights of employers regarding job security. The student will learn the types of personal protective equipment and how to minimize the risk of accidents at work. The students gain experience working with laboratory welds applied to refrigeration. In this laboratory experience working with different types of welds applied to refrigeration. The student identifies different types of pipes and joints used in refrigeration to carry out practical projects following established safety standards for the use of oxy acetylene. This course requires additional hours of outside work.

### REF 101 Refrigeration Fundamentals I

3 Credits

Introduction to the laws and regulations of the Refrigeration Technical Profession, specifically Act 36, 174, 53, 251, 100 and 416. EPA (Environmental Protection Agency) laws of the Section 608 and 609 are covered. It covers the theory aspects of physics such as temperature, calculation of heat, laws of thermodynamics, temperature conversion, sensible and latent heat, ton refrigeration temperatures and cryogenics temperatures (ultra-low. This course explores the refrigeration cycle components such as types and classes of compressors, flow controls, evaporators, condensers. Charlie, Boyle, Dalton, and Pascal Laws are discussed. Volumetric displacement, horsepower, volumetric efficiency, and compression ratio are discussed. This course requires additional hours of outside work.

### REF 102 Refrigeration Fundamentals II

3 Credits

During this course, students learn about the cooling cycle components in refrigeration, such as types and classes of compressors, lubricants, flow controls, evaporators, and condensers. It includes the identification and analysis of various accessories in the cycle such as: battery, filter drier, "muffler" eye viewfinder, and their applications. This course requires additional hours of outside work.

### REF 103 Refrigerants and the Environment

3 Credits

This course covers theoretical and practical aspects required to take the licensing exam and obtain 608 and 609 Federal laws governing the EPA (Environmental Protection Agency) regarding the management and use of refrigerants, which in turn are required for work as a refrigeration technician in Puerto Rico and the United States. Log in chemical composition, color coding, pollutants, and oils. The use and handling of refrigerant R410<sup>A</sup> to protect the environment are discussed. This course requires additional hours of outside work.

### REF 104 Fundamentals of Electricity

3Credits

In this class, students will learn the fundamental concepts of electricity, including safety procedures at work. Covers the theory of the atom, the characteristics of conductors and semiconductors of electricity, and will study the related laws of physics, including Ohms Law and Watts. Studies include circuits' series, parallel and parallel series. Students learn how to use instruments to achieve management and security measures of current, voltage and resistance. Wiring is developed in stationary residential modules in the shop, using measuring instruments such as voltmeter, ammeter, and ohm meter. This course requires additional hours of outside work.

### REF 105 Psychometric and Ducts

3 Credits

This course will examine the Psychometric Charter. The student will use the psych meter (instrument that helps identify problems related to the environment where the A/C is located). In addition, it provides the basic knowledge to design and manufacture products, considering the proper air distribution for maximum efficiency for greater energy savings. This course requires additional hours of outside work.

### REF 200 Controls and Electric Motors

3 Credits

This course includes the study of the internal components of an electric motor. It illustrates how to detect the status of basic operational and security controls to produce an effective system at startup. The student will work with the

following controls: temperature, pressure, pneumatics, and safety. The student will practice the installing and testing of the electromagnetic devices. Also analyze staggered diagrams (ladder) and installed field devices to control electrical equipment. This course requires additional hours of outside work.

**REF 201 Principles of Air Conditioning**

**3 Credits**

During this course, students will examine the installation of split systems with their components. They will work with conventional air systems, accessories, and control circuits (24 volts) and the wiring of these units. This course requires additional hours of outside work.

**REF 202 Inverter Air Conditioning**

**3 Credits**

During this course students will study and compare compressors and inverter circuits. The student acquires the necessary knowledge to understand the differences between inverter and conventional systems, while internalizing the advantages and disadvantages of both technologies. Learn about several common fault codes on computers on the market. This course requires additional hours of outside work.

**REF 203 Domestic and Commercial Refrigeration**

**3 Credits**

This course works with the various controls and applications teams are in domestic and commercial refrigeration. The student also studies the thermoelectric cooling, defrost system, the system pressure-regulating valve, Heat Exchanger, control of oil, relief valve, types of refrigerators and the rules governing the conservation of food in refrigerators. This course requires additional hours of outside work.

**REF 204 Auto Air I**

**3 Credits**

During the development of this course, students will interact with the components of auto refrigeration cycle and its controls. In addition, the various accessories within the electrical system, types of auto compressors and how they are initiated cycles will be discussed. This course requires additional hours of outside work.

**REF 205 Auto Air II**

**3 Credits**

In this course, students will interact with the components of the refrigeration cycle of cars and their components. The various accessories within the electrical system and the types of auto compressors are discussed, as well as how the cycles are initiated. This course requires additional hours of outside work.

**REF 300 Fundamentals of Electronics I**

**3 Credits**

This course is aimed at the student to identify and interpret the relationship between a compound and an element, and learn the laws of electric charge and their formulas to properly understand the relationship between voltage, amperage and resistance. This course requires additional hours of outside work.

**REF 301 Fundamentals of Electronics II**

**3 Credits**

This course is planned to bring the student to undertake projects discussed in the theoretical part, which will implement the use of formulas and develop electronic circuits, using resistors, capacitors, diodes and transistors, among others. This course requires additional hours of outside work.

**REF 302 Digital Logic Circuit**

**3 Credits**

This course covers the theoretical aspects inherent to mathematics where numerical values are translated from binary to decimal. The seven logic gates are studied here include: gates and, gates or, denied gates, exclusive gates, among others. Projects are conducted at the laboratory where they put into practice all these concepts of industrial electronics. This course requires additional hours of outside work.

**REF 303 Programmable Logic Circuit (PLC)**

**3 Credits**

This course covers the basics of tiered circuit, the logical functions of an electrical circuit. Students will learn the role of symbols in logic and programmable controls and develop them live using simple PLC wiring operations. This course requires additional hours of outside work.

**REF 304 Symbols and Mechanical Plans**

**3 Credits**

Through this course, students learn about the different types of drawings, symbols, lines, and legends used in mechanical drawings. The student will use the acquired knowledge to read mechanical plans. This course requires

additional hours of outside work.

**REF 305 Estimates and Project Proposal**

**3 Credits**

Through this course, students will acquire the knowledge to perform cost estimates for projects and equipment. The student will also learn different factors that could help to conclude a sale. This course requires additional hours of outside work.

**REF 400 Externship**

**6 Credits**

This formative experience of supervised practice offers the student the experience of a real scenario where he directly applies the theoretical and practical concepts acquired in the Institution. It gives singular emphasis to the ideal profile that the industry urges: mastery of fundamental occupational skills, punctuality, initiative, good human relations, discipline, and teamwork, among others. During this training process, the student is evaluated on three (3) occasions by the supervisor of the Practice center.

**For information regarding the percent of graduated students, average debt of the students that complete our educational programs and other information please visit our website [www.liceo.edu](http://www.liceo.edu).**

# GRAPHIC DESIGN

60 credits/14 months

## Description and General Objectives

The Graphic Design Program is a sequential curriculum program that requires student attendance, and covers designing, programming, and creating visual communications, generally produced by industrial means, and intended to convey specific messages to specific social groups. This is the activity that enables graphic communication, ideas, facts, and values processed and synthesized in terms of form and communication, social factors, cultural, economic, aesthetic and technologically. This is a sequential curriculum program.

Design known as “visual communication”, associates the word graphic only to the graphic industry and purports that visual messages are channeled through many media and not just the printed medium. The Graphic Design Program combines both theory and practice in a constructivist environment where students develop and apply graphic design skills in a sequential curriculum.

During the first term, students take the following classes: Introduction to Computer for Multimedia, Introduction to Graphic Design, Integrated Drawing, Semiotic of Design, Digital Photography and Digital Imaging (Photoshop). Each of these courses requires additional hours of Outside Work.

During the second term, students continue to develop intermediate Graphic Design skills through courses in Digital Illustration (Illustrator), Layout (In Design), Digital Coloring and Pre-Press, Design for Advertising I and Design for Advertising II and Animation and Electronic Pages (Flash).

During the third term of the Program, students advance to more complex skills in courses such as: Web Design (Dreamweaver), Cinematography Appreciation, Video Editing (Adobe Premiere), Graphic Animation (After Effects), Portfolio and Integration to the Workforce and Entrepreneurship. Outside work in the Graphic Design Program promotes creative and synthesizing skills needed in the working scenario. Projects enhance the student’s ability to inquire, select, compare, contrast, and evaluate the applicability of different programs to the efficiency of administrative services. In addition, these outside work projects help the students learn from field interviews, what to expect in the field, in addition to help the student communicate better orally as well as in written form.

In the fourth term, the students are required to participate in a supervised externship in an enterprise dedicated to Graphic Design to further master practical graphic design skills.

The Institution requires a minimum of 70% of cumulative satisfactory academic progress for the student to receive a diploma in Graphic Design. As a graduation requirement, students must also submit a copy of their resume at the Placement Office.

Upon completion, the graduates of this Program can be employed in entry level positions as graphic designers in advertising and marketing agencies, newspapers, municipal offices, television channels, offer free-lance services or develop their own graphic design company, among others.

## GRAPHIC DESIGN

60 credits/14 months

Content	Credits
DGR 100 Introduction to Computer for Multimedia	3*
DGR 101 Introduction to Graphic Design	3*
DGR 102 Integrated Drawing	3*
DGR 103 Semiotics of Design	3*
DGR 104 Digital Photography	3*
DGR 105 Digital Images (Photoshop)	3*
DGR 200 Fundamentals of Digital Illustration	3*
DGR 201 Advanced Digital Illustration	3*
DGR 202 Fundamentals of In-Design	3*
DGR 203 Advance In-Design	3*
DGR 204 Digital Color and Pre-Press	3*
DGR 205 Web Design	3*
DGR 300 Video Editing (Adobe Premiere)	3*
DGR 301 Graphic Animation in Film	3*
DGR 302 Design for Advertisement I	3*
DGR 303 Design for Advertisement II	3*
DGR 304 Portfolio and Workplace Integration	3*
DGR 305 Entrepreneurship	3*
DGR 400 Externship	6
*These courses require additional hours of outside work.	
<b>Total</b>	<b>60 Credits</b>

# GRAPHIC DESIGN

60 credits / 14 months

## Course Description

### **DGR 100 Introduction to Computer for Multimedia**

**3 Credits**

This course provides the necessary training in basic knowledge in the management of operating systems. Provides insight into the electronic equipment used to process data, images, and digital sound. Provides the essential knowledge and the adequate handling of Internet and e-mail applications. It emphasizes the integration of knowledge in a practical way. This course requires additional hours of outside work.

### **DGR 101 Introduction to Graphic Design**

**3 Credits**

Introductory course in graphic design that provides students with a variety of tools, techniques and experiences for the planning and design of graphic material. The student will have the experience to evaluate and develop materials based on the basic principles that apply to the design. Graphic design is the process and art of combining text and graphics to communicate an effective message in the design of logos, graphics, brochures, newsletters, posters, signs, and any other type of visual communication. This course requires additional hours of outside work.

### **DGR 102 Integrated Drawing**

**3 Credits**

This course allows the student to become familiar with the techniques and fundamentals of drawing through the representation of the human figure. Basic study of the formal aspects of drawing for the description of elements of volume, weight, and texture inherent in objects. Analysis of spatial relationships and their organization through the composition and design in the creation of pictorial space. Investigation of various techniques and media used in the accurate representation of objects and spaces, keeping in focus the use of drawing as a personal and creative act. This course requires additional hours of outside work.

### **DGR 103 Semiotics of Design**

**3 Credits**

This course will explore contemporary theories in the media, communications, the semiotics, and cultural vision from an integrated perspective. The students will study the rhetoric of the communication, transmission, and cultural mediation in all types of media. Social contents will be interpreted in the visual arts; the effects of semiotics in design will be analyzed. This course requires additional hours of outside work.

### **DGR 104 Digital Photography**

**3 Credits**

Photography is a social phenomenon projected from any framework or environment, study reports, advertisements, family photos and holidays. Photography is part of our family and community activities. Unlike other artistic activities such as music, painting and other art forms, photography is fully accessible. Amateur photography becomes bigger every day. To obtain results of value, the student will need to have some technical knowledge. The student will learn all about the camera, how to use it, different types of cameras, lenses, and their different types for different objectives, how to take pictures and so forth. We will also discuss a part of the history of photography and some biographies of great photographers of the era. This course requires additional hours of outside work.

### **DGR 105 Digital Images (Photoshop)**

**3 Credits**

Visual communication is the act of selecting, creating, and laying out elements on a surface to communicate a message. These elements can be photography, typography, and illustration. Some principles of design are balance, color, contrast, emphasis, movement, pattern, proportion, proximity, alignment, repetition, rhythm, texture unity and space. The graphic designers must take into consideration all these principles to create, adapt and apply each design. The student will work on the design of textures, patterns, and shapes. Also, the student works in the composition of texts and images in each area and the processing of digital images for a specific application, development of skills to create a digital layout for different productions and different formats, make more accurate color separations taking into consideration the dimensions of the press. The final artwork can process the digital reproduction as close to reality as possible, and the digital art that was originally designed. This course requires additional hours of outside work.

### **DGR 200 Digital Illustration (Illustrator)**

**3 Credits**

All brands consist of a logo to better identify their products or services. This ensures that people can identify the logo, associating it quickly to the corporation to which it belongs. The student learns to differentiate logos, logo types and companies. We visualize type image only when it is represented through image, symbol of the company. We talk about anagrams only when text is included. This course requires additional hours of outside work.

### **DGR 201 Layout (In Design)**

**3 Credits**

In this intensive course students tackle the provision of advanced level to project their design skills within certain limits and criteria of good taste. It will cover techniques for the preparation of graphic material for reproduction and printing. It examines the processes for image capture using conventional and digital methods. It stresses the importance of a good layout, which can be seen in magazines, books, and newspapers. Students will learn to create the design of pages of books, posters, billboards, and all that is a creative challenge for a graphic designer. A discussion will develop on how to build your web design, explore creative applications for lines and shapes and discover how to break the rules while maintaining the structure of a page. This course requires additional hours of outside work.

### **DGR 202 Digital Color and Pre-Press**

**3 Credits**

This course will allow the student to study and explore the color theory and compare its various systems. The color additive and the subtractive color relationship in a composition will be discussed. The CIE, RGB, CMYK, and YUV models and its derivatives will be studied. The student will be able to appreciate the difference between them, how they interact and complement the various font types. They will also study the pre-press process to prepare the material before final printing. This course requires additional hours of outside work.

### **DGR 203 Design for Advertising I**

**3 Credits**

Introduction to the theory and practice of package, containers and wrapping designs for products applied to advertising and marketing. Students create materials and techniques for packaging design, packaging and wrapping products. Concept development models and prototypes of products for use and consumption are studied. Analysis and evaluation and their packaging taking into consideration the integration of graphic elements. Techniques of materials with ergonomic design aspects and considerations related to the mass production of products and packaging. This course uses the strategy of community involvement to provide students with service-learning experiences. Students apply their skills and knowledge into practice though the integration of theoretical aspects discussed in the course. This course requires additional hours of outside work.

### **DGR 204 Design for Advertising II**

**3 Credits**

The advertising design includes creating advertising, layout, and design of printed publications, such as: magazines, newspapers, books, brochures and offer support for other visual media such as television or the Internet. We study the use of the Internet and its social networks to promote products on Facebook, Twitter and other sites that continue to be created. The application of all programs taught in the execution of an advertising campaign, with the image of products and the creation of logos, facsimiles and everything that is necessary for the introduction of a new product on the market. We discuss the changes on the image of a product and how the company addresses the development of the concept since its creation, to the product presentation. This course requires additional hours of outside work.

### **DGR 205 Animation for Electronic Pages (Flash)**

**3 Credits**

Adobe Flash is the standard program for creating interactive media for the web. In this course the student will learn the tools and concepts of this program such as drawings, images, text, animation, sounds and action script basic integration. This course requires additional hours of outside work.

### **DGR 300 Web Design (Dreamweaver)**

**3 Credits**

This course provides the knowledge and skills to develop creative and interactive web sites. The student will learn the techniques and artistic skills to create web sites that are conceptually interesting, visually pleasing, functional, and easy to navigate. The student will learn the basic methods for the creation and design of web sites using HTML in Dreamweaver and alternating the creations made for Flash concepts through exercises. This course requires additional hours of outside work.

### **DGR 301 Cinematography Appreciation**

**3 Credits**

The course of history and appreciation of cinematography will provide the student a series of historical data on the beginning of cinema, its classic films, the technical direction, and other experiences that lead to the creation of a screenplay. The student will have the experience of evaluating and developing movies from the silent film to the contemporary cinema and its effects. Practical experience workshops will allow having knowledge on the basic design programs and editing techniques that apply to the effects of many current movies. This course requires additional hours of outside work.

**DGR 302 Video Editing (Adobe Premiere)**

**3 Credits**

This course explores the basic techniques of Adobe Premiere, it will teach students how to digitalize and edit videos. Students will learn tools to create a coherent piece that is visually stimulating. Also, students will study which are the right ways to create work that is easy to understand for the audience and which format to use at the end of their work. Work with the creation of a space in the YouTube network. This course requires additional hours of outside work.

**DGR 303 Graphic Animation in Film (After Effects)**

**3 Credits**

This course explores the basic techniques of Adobe After Effects and introduces the practices commonly used in pre and postproduction. After Effects is a standard industry program designed to encourage and create sophisticated graphics for video. The student will learn the history and evolution of animation. This course requires additional hours of outside work.

**DGR 304 Portfolio and Workplace Integration**

**3 Credits**

The student will learn the necessary tools to enter the workforce. This course will provide the necessary information to create a portfolio and the student can demonstrate the skills learned to reach the end of their studies. They will integrate the knowledge acquired and organize it in an efficient way to enter the media industry. They will also be presented with various situations that may arise in a job interview. The student will gain valuable experience by learning how to trust their abilities to achieve success in the classroom and in the workplace. This course requires additional hours of outside work.

**DGR 305 Entrepreneurship**

**3 Credits**

This course integrates concepts inherent to the establishment of a corporation in Puerto Rico. It covers the basic principles of entrepreneurship, the steps required to establish a corporation permits, insurance, and patents necessary and the opportunities that exist in Puerto Rico to establish a corporation dedicated to graphics design. The course emphasizes on the skills and behaviors necessary to be a successful entrepreneur. This course requires additional hours of outside work.

**DGR 400 Externship**

**6 credits**

This formative experience of supervised practice offers the student the experience of a real scenario where he directly applies the theoretical and practical concepts acquired in the Institution. It gives singular emphasis to the ideal profile that the industry urges: mastery of fundamental occupational skills, punctuality, initiative, good human relations, discipline, and teamwork, among others. During this training process, the student is evaluated on three (3) occasions by the supervisor of the Practice center.

**For information regarding the percent of graduated students, average debt of the students that complete our educational programs and other information please visit our website [www.liceo.edu](http://www.liceo.edu).**

# **DIGITAL CINEMATOGRAPHY**

**72 Credits/16 Months**

## **Description and General Objectives**

The Digital Cinematography Program is a sequential curriculum program that requires student attendance and was created with the desire to continue to train professionals in a field with high employment opportunities in Puerto Rico. The program, offered in sequential courses in four semesters, will offer an opportunity for future graduates to become skilled and trained to work in the digital cinematography field.

The first semester introduces the student to the basics of digital cinematography with courses in Introduction to Computers for Multimedia, Film History Appreciation, Digital Photography, Lighting and Gripping, and Scriptwriting.

The second semester is focused in developing intermediate skills in courses directed to Scriptwriting II, Digital TV Production, Audio Editing, Video Editing, Research and Documentary Direction, Documentary Production and Set Design and Props.

During the third semester, the student develops more complex skills as courses are directed to Video Editing, the Cinematography Industry, Audio Production, Short Film Production, and Film Script.

During the fourth and last semester, the student develops highly complex skills in cinematography as courses are directed to Direction Photography, Film Production, Postproduction and Special Effects, Graphics in Cinematography, Final Project, and Entrepreneurship.

The institution requires a minimum of 70% of cumulative satisfactory academic progress for the student to receive a diploma in Digital Cinematography. As a graduation requirement, students must also submit a copy of their resume at the Placement Office.

Graduates of this Program can be employed in digital cinematography entry level positions in TV stations, in video production, camera operator and editor, among other communication/media enterprises.

## DIGITAL CINEMATOGRAPHY

72 Credits/16 Months

Content	Credits
CIN 100 Film History Appreciation	3*
CIN 101 Introduction to Computers for Multimedia	3*
CIN 102 Digital Photography	3*
CIN 103 Lighting, Greeting and Electricity	3*
CIN 104 Scriptwriting I	3*
CIN 105 Acting and Stage Direction	3*
CIN 200 Documentary Investigation	3*
CIN 201 Production of Digital TV I	3*
CIN 202 Video Editing I	3*
CIN 203 Audio and Direct Sound Editing	3*
CIN 204 Production and Direction of Documentary	3*
CIN 205 Production of Digital TV II	3*
CIN 300 Scriptwriting II	3*
CIN 301 Production and the Film Industry	3*
CIN 302 Direction of Photography	3*
CIN 303 Short Film Production I	3*
CIN 304 Short Film Production II	3*
CIN 305 Musical Video Production	3*
CIN 400 Video Edition II	3*
CIN 401 Postproduction and Special Effect	3*
CIN 402 Graphics in Cinematography	3*
CIN 403 Final Project I	3*
CIN 404 Final Project II	3*
CIN 405 Entrepreneurship	3*

\*These courses require additional hours of outside work.

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<b>Total</b>	<b>72 Credits</b>
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# DIGITAL CINEMATOGRAPHY

72 Credits/16 Months

## Course Description

### **CIN 100 Film History Appreciation**

**3 credits**

This course introduces students to the history of film and the different processes used in their production. Students analyze the profile of outstanding artists as well as the techniques used for film production, including prominent figures, films, and key dates for international and Puerto Rican films, from its origins to our days. The course illustrates the differences between the genres: film, documentary, short films, animation, and graphic videos, both in Puerto Rico and United States. Students learn to analyze films through artistic expressions using historical film data, classic films, and technical direction and planning experiences for a screenplay. The student will develop the skills associated to the development of film, from silent films to the contemporary cinema and its effects. Practical experience workshop-type experiences will allow the students to learn work on basic design and editing techniques that apply to the effects of many current movies. This course requires additional hours of outside work.

### **CIN 101 Introduction to Computers for Multimedia**

**3 credits**

During this course, students learn the necessary skills to operate a computer system for multimedia. Students develop skills that provide insight into the electronic equipment used to process data, images, and digital sound. It also develops skills for proper management of Internet and electronic e-mail applications. It emphasizes hands on experience, integrating theory and practice. This course requires additional hours of outside work.

### **CIN 102 Digital Photography**

**3 credits**

This course is designed to develop skills directly related to digital photography and how it applies to cinematography. Photography is a social phenomenon projected from any framework or environment, study reports, advertisements, family photos and holidays. Photography is part of our family and community activities. Unlike other artistic activities such as music, painting and others, digital photography is fully accessible to students. Amateur photography becomes bigger every day. Student will learn all about the camera, how to use it, different types of cameras, lenses and their different types, their objectives, and their different effects, how to take pictures and so forth. Students will also develop a project that includes the history of photography and some biographies of great photographers of the era. This course requires additional hours of outside work.

### **CIN 103 Lighting and Gripping**

**3 credits**

This course is designed for students to learn the different types of lighting, visual composition and camera moves as they pertain to studio lighting, location, day, or night shooting. Students apply skills applicable to props for filming resources, cabling, composition of the celluloid; also, the composition and illumination of cold or hot, analog, or digital light planning. This course requires additional hours of outside work.

### **CIN 104 Photography Direction**

**3 credits**

This course promotes the development of complex practical skills necessary for photography direction, including how to properly handle a digital camera for the creation of an audiovisual project. This course is closely related to the art of photography. It requires students to be creative and precise in the interpretation process that culminates in the authorship of a short or a long length project, including: the artistic creation of images for the film, television, and video; usually for the realization of films, TV series and documentaries, advertising projects and commercial films. Within the structure of the camera, the director of photography team determines and oversees the technical and artistic parameters for Imaging. The area of responsibility of the director of photography encompasses both the artistic and the technical field. This course requires additional hours of outside work.

### **CIN 105 Scriptwriting I**

**3 credits**

During this course, students learn how to draft scripts as means of communication and the several theoretical and technical principles in the preparation of different types of script depending on the medium of communication considered. Students cover the theoretical study of basic formats used in mass media: press releases, letters, scripts, speeches, interviews, and articles. Workshop with emphasis on mastering the essential qualities of good writing,

write scripts for radio, television, films, and the principle electronic means. This course requires additional hours of outside work.

### **CIN 200 Scriptwriting II**

**3 credits**

During this course, students learn more advanced writing techniques on how to create characters with different personality traits. They will write stories with the basic script elements, such as synopsis, treatment, and final script. The students will practice writing short films through a story. This course requires additional hours of outside work.

### **CIN 201 Acting and Stage Direction**

**3 credits**

During this course, students learn the theoretical and practical complexity inherent to the direction of dramatic performance techniques used in theater. Students learn the fundamentals of acting skills as developed by Constantine Stanislavski, and how to transpose them on stage in an effective way. It will stimulate the various instruments of the actor: body, voice, mind, imagination, and emotion, for the purpose of achieving a fair interpretation of a dramatically text. The course will provide an exchange of ideas and the development of a theoretical sensibility to develop a methodological practice of acting. Each class will include time for physical and vocal warm up, class exercises and improvisations, scene work and discussions. Students will learn the complexity involved in designing the scenery. Emphasis is given in theoretical, practical aspects of acting and technical language, including the basic positions of acting and the direction of comedy, action, and drama scenes. This course requires additional hours of outside work.

### **CIN 202 Digital TV Production I**

**3 credits**

During this course, students learn techniques of production and direction in a television studio. Emphasis is placed on the role of producer-director, concept development and production techniques. Students practice in the integration of audiovisual resources in creative studio production. This course requires additional hours of outside work.

### **CIN 203 Digital TV Production II**

**3 credits**

During this course, students learn advanced techniques of production and direction in a television studio. Students will videotape a TV segment and put into practice what was learned about illumination and stage production. Students will create a floor plan to accommodate production elements, such as director, camera, lights, and sound that will be developed in stages: preproduction, production, and postproduction. This course requires additional hours of outside work.

### **CIN 204 Research and Documentary Direction**

**3 credits**

This more complex course explores the selection and investigation of a topic or topics for the creative development of a documentary. Students inquire and research a topic or topics via online, newspapers, libraries or interviews of people who know about the subject or subjects selected. Emphasis is given to the theoretical and practical aspects of the production of a documentary. Students learn to manage and use the proper recording equipment in the development and production of a documentary. Students must also collect information for the creation of a script. This course requires additional hours of outside work.

### **CIN 205 Documentary Production and Direction**

**3 credits**

This complex course promotes the creative process and the fundamental techniques for the preparation of shapes and images in video. Special emphasis is given to theoretical and practical aspects of television production, including the use of technical language as well as managing a teamwork responsible to produce a documentary. This course requires additional hours of outside work.

### **CIN 300 Video Editing**

**3 credits**

This program exposes students to more complex skills, especially in video editing techniques. Students learn to digitize and edit videos and how to utilize tools to create a coherent and visually stimulating product. Students will learn how to discern and analyze the correct forms to create a production, how to create a project that is easy for the viewer to understand and selects which formats are necessary for the final product. This course requires additional hours of outside work.

### **CIN 301 Cinematographic Script**

**3 credits**

During this course, students learn of the different formats of scripts that are used in the film industry. Students are exposed to an in-depth study of the audiovisual language and its application to the development of a historic, dramatic, or promotional video composition. They also learn technique for writing scripts, (possibilities and limitations according to their different uses); director's script, annotations of cameras and script for the actors; separation by scenes and filming of the short or full-length days. This course requires additional hours of outside work.

### **CIN 302 Cinematographic Industry**

**3 credits**

This course seeks to discover strategies for achieving success in the film industry. The world of cinema is very complex and changing, the course will explore new ways to create, promote and distribute films. Every week, students will explore one aspect of the film industry, technology, innovations, and trends that directly affect the plans of those who want to belong to the industry. This course is essential for students interested in being successful artists, producers, directors, distributors, or any profession in the film world. This course requires additional hours of outside work.

### **CIN 303 Short Film Production**

**3 credits**

Research process to create a 15-minute script, the fundamental techniques for developing production in digital video images. Emphasis on theoretical and practical aspects of the short film. Review of technical language and it is used in the screenplay. Use and management of the work team and on location will be explored. Research work for the realization of a short film and editing. This course requires additional hours of outside work.

### **CIN 304 Film Production**

**3 credits**

During this course, students become cognizant of the theory and skills necessary for a film production, encompassing theory, organization, pre-production, applicable terminology, and filming of film production. Emphasis is placed in the planning process and recording equipment (crew): shooting based on annotations of the screenplay and the directions in the corresponding angles. Students also learn how to development a filming company including proposal for funding for profit or non-profit companies. This course requires additional hours of outside work.

### **CIN 305 Audio Editing**

**3 credits**

This course will help the development of skills in the use of audio recording equipment for editing with Pro-tools® as well in the production of various types of recording and musical audio techniques, including production of audio for commercial recordings, radio programs and commercial cribs. Students will learn the principles and operation of the main devices, such as filters, EQs and processors of dynamics, such as compressors, limiters, expanders, and insurance of noise (noise gate). This course requires additional hours of outside work.

### **CIN 400 Music Video Production**

**3 credits**

During this course, students learn how to apply the fundamental techniques for video production outside the recording studio. Students also develop concepts and ideas by working on projects designed for television. The course teaches how to use and manage portable recording equipment and post-production. Emphasis is placed on the creative aspects and the planning required by the electronic production. This course requires additional hours of outside work.

### **CIN 401 Postproduction and Special Effects**

**3 credits**

This course encompasses theory and techniques of film production, including the terminology as used in the field. Emphasis is placed on planning, control of the production process, postproduction of a film the "offline" integration of special effects, and the techniques used for the preparation of the graphic material for editing and postproduction of Digital Cinema. Students learn how to capture an image using conventional and digital methods. Students also develop skills in the organization of visual and cognitive processes of organization, and visual communications. These will be presented with exercises of graphic design in the recordings, including visual organization, visual idealization and the processes, techniques, and visual principles; how to handle applications in types of lyrics and titles for film productions. Special emphasis is given to the Premiere software and the effects of post-production through After Effects and other digital programs. This course requires additional hours of outside work.

### **CIN 402 Graphics in Cinematography**

**3 credits**

This course gives students an appreciation of graphic design in cinematography. Precursor designers will be studied in this field, as well as the movies that have excelled in each of the branches where graphic design is integrated with the film. The students will study styles, eras, and genres in the introduction of shortlisted films in animated films and posters from movies. This course requires additional hours of outside work.

**CIN 403 Final Project I**

**3 credits**

This course provides the opportunity to create a final project, where students, individually or in groups, will demonstrate and apply all the techniques previously learned. The project may be in the form of short film, documentary, and music video. This course requires additional hours of outside work.

**CIN 404 Final Project II**

**3 credits**

The continuation of this course provides the opportunity to edit, add musical score and adding the credits to the Final Project. It will also offer the chance to edit colors, if necessary. This course requires additional hours of outside work.

**CIN 405 Entrepreneurship**

**3 credits**

This course integrates concepts inherent to the establishment of a corporation in Puerto Rico. It covers the basic principles of entrepreneurship, the steps required to establish corporation: permits, insurance, and patents necessary and the opportunities that exist in Puerto Rico to establish a corporation dedicated to digital cinematography. The course emphasizes unique emphasis on the skills and behaviors necessary to be a successful entrepreneur. This course requires additional hours of outside work.

**For information regarding the percent of graduated students, average debt of the students that complete our educational programs and other information please visit our website [www.liceo.edu](http://www.liceo.edu).**

**AUDIO ENGINEERING AND MUSIC PRODUCTION**

**72 Credits/16 Months**

## **Description and General Objectives**

The Audio Engineering and Music Production Program is a sequential curriculum program that requires student attendance and is designed as an instructional module where students learn and develop concepts and skills in a classroom setting. In accordance with the constructivist theory of learning, the student is the center of the learning process, himself or herself being responsible for assuming a disciplined approach will be of great benefit at the workplace.

During the first semester, emphasis is given to developing skills of intermediate complexity encompassing: Introduction to Computer, Audio Theory, Pro Tools Programs I and II, Audio Production, and the Music Industry.

During the second semester, students develop skills of intermediate complexity directly related to the Recording I, Theory and Music Appreciation, Live Sound, Production of Jingles for Radio and TV, Recording II and Electronic Principles.

For the third semester, the focus is aimed at developing highly complex skills in Acoustics, Audio and Video Post-Production, Music Production, Advanced recording Techniques, Advertising and Marketing, and Live Sound.

The fourth and final semester focuses on the development of complex skills combining Digital Audio Editing, Advanced Music Production, Mixing with Pro Tools, Mastering, and preparation of a final project that combines and integrates all the skills learned in the program; the last course being Entrepreneurship.

The Institution requires a minimum of 70% of cumulative satisfactory academic progress for the student to receive a diploma in Audio Engineering and Music Production. As a graduation requirement, students must also submit a copy of their resume at the Placement Office.

Upon completion, graduates of this Program can be employed in entry level positions in the sound/music industry as DJ's, audio programmer, audio editor, or producer of audio and music production on television stations, radio, concerts, recordings and even self-employment.

## AUDIO ENGINEERING AND MUSIC PRODUCTION

72 Credits/16 Months

Content	Credits
AUD 100 Introduction to Computers	3*
AUD 101 Audio Theory	3*
AUD 102 Pro Tools I	3*
AUD 103 Audio Technology	3*
AUD 104 Pro Tools II	3*
AUD 105 Recording Session I	3*
AUD 200 Audio Editing	3*
AUD 201 Music Theory and Appreciation	3*
AUD 202 Jingle Production for Radio and TV	3*
AUD 203 Live Sound I	3*
AUD 204 Recording Session II	3*
AUD 205 Introduction to Sound Equalizing	3*
AUD 300 Sound Postproduction for Video I	3*
AUD 301 Sound Production of Audio for Video II	3*
AUD 302 Music Production I	3*
AUD 303 Advanced Audio Recording Techniques	3*
AUD 304 Acoustics	3*
AUD 305 Live Sound I	3*
AUD 400 Music Industry	3*
AUD 401 Advanced Music Production	3*
AUD 402 Advanced Pro Tools Equalizing	3*
AUD 403 Audio Mastering	3*
AUD 404 Final Project	3*
AUD 405 Entrepreneurship	3*

\*These courses require additional hours of outside work.

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<b>Total</b>	<b>72 Credits</b>
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# AUDIO ENGINEERING AND MUSIC PRODUCTION

72 Credits/16 Months

## Course Description

### **AUD 100 Introduction to Computers**

**3 credits**

This course will prepare students for upcoming classes, familiarizing them with the Windows operating systems and Mac OS X. It introduces students to Word, Excel, Power Point, I Movie and Garage Band Programs. Students will learn how to create PDFs and technology vocabulary, knowledge of hardware and peripherals. This course requires additional hours of outside work.

### **AUD 101 Audio Theory**

**3 credits**

This course explores the nature of sound in the way we perceive it; to how to capture and handle it. It encompasses topics of interest, such as frequency, amplitude, distortion, noise, waveforms, and harmonics. It also covers mechanical issues of analog and digital recording, as well as filters, equalizers, compressors, limiters, digital converters, microphone types and properties. The course focuses on the nature of sound, wave properties and behavior characteristic of the audio signal, audio analysis and measurement and microphones. This course requires additional hours of outside work.

### **AUD 102 Pro Tools I**

**3 credits**

During this course, students produce music through the tools provided by Pro Tools console, where students will demonstrate their skills in all aspects of recording. They will use the "plug ins" and effects plug using the issue as a tool in favor of the producer. Students will learn the art of recording, editing, mastering, and developing knowledge for the student to be an outstanding professional as music producer or songwriter. Students will work in a creative environment. This course requires additional hours of outside work.

### **AUD 103 Pro Tools II**

**3 credits**

This course will familiarize students with the different advanced commands of Pro Tools such as "plugins", "sends", "returns", auxiliaries, "tracking", "copy", "paste", and "grouping". Students will be trained in editing sessions. This course focuses on editing, "copy/paste", "Routing", "sends/returns". This course requires additional hours of outside work.

### **AUD 104 Production of Audio for Visual Media**

**3 credits**

During this course, students will learn the theory and practice of production and sound recordings for radio, television, and film. Emphasis is placed on recording, electronic processing and mixing the audio signal into analog and digital technologies. The sound is vital for television, film, and other mass communication media such as the image. This course is basic and necessary for sound production in the public media of entertainment and its integration with visual imaging. The course aims to combine the theoretical with the practical experience in the audio studio. This course requires additional hours of outside work.

### **AUD 105 Music Industry (Copyright and Publishing)**

**3 credits**

This course is about the study of the different strategies used to achieve a successful career in the music industry. Through discussions, interactive exercises, and interviews with professionals in the music industry, students can appreciate that goal. The future of the music industry is a challenge; therefore, students must explore innovation, new forms of promotion and distribution. The course examines various aspects of the music industry and the changes that are affecting it; technologies, innovation and powerful trends that can also affect in the future the new professional. It also gives emphasis to legal restrictions, the "publishing" and copyright. Significant instances of intellectual plagiarism will help the student to have a legal view of the problems that arise in the world of recording. This course requires additional hours of outside work.

### **AUD 200 Recording Session I**

**3 credits**

This recording course offers students a comprehensive experience in the theory, philosophy, and practice of the production of music in a recording studio. The course presents the theory and operation of audio consoles in large format. Emphasis will be on how to conduct a music session and working with a band in a studio setting. Other topics

of study will be the signal flow study, recording and synchronization techniques. Students use the latest technology of audio recording to gain experience in the art and science of music production. The course focuses on investigation of signal flow, practices, and procedures within the studio, recording techniques and recording projects. This course requires additional hours of outside work.

#### **AUD 201 Music Theory and Appreciation**

**3 credits**

This course provides an overview of the music as a source of aesthetic and historical process of western music from the Renaissance to the present day. It describes the movements of the music gradually shifting from the simplest levels to more advanced, always trying to develop analytical skills and music appreciation in students. Encompasses different musical genres and musical forms featured through Western musical history such as sonata, symphony, opera, and popular genres. This course requires additional hours of outside work.

#### **AUD 202 Live Sound**

**3 credits**

During this course, students will learn how to work with analog and digital consoles for live sound. The course also encompasses the use of equipment such as equalizers, compressors, limiters, and systems "delays". Students will learn the different types of monitors and flat monitors used in the industry. The course focuses on: Using analog and digital consoles, assembly, and disassembly of equipment, how to equalize monitors and systems "delays", use using microphones and outboard equipment. This course requires additional hours of outside work.

#### **AUD 203 Production of Jingles for Radio and TV**

**3 credits**

During this course, students' study and apply the fundamental techniques for creating ads for radio and television. Students will learn the development of the conceptualization-image display, continuity, and sound effects in relation to radio and television media. They will discuss the basic principles of advertising management: texts in drawn ads, prepared "storyboards" and apply the techniques of video and audio postproduction with the workshop. Likewise, study and practice the techniques related to the production of radio spots. This course requires additional hours of outside work.

#### **AUD 204 Recording Session II**

**3 credits**

This course is a continuation of recording session in which students will use different mic techniques for instrumentation, use of audio console and peripherals through a "patch bay". Furthermore, the course explains the operation of analog to digital converters and vice versa. It also explains and expands on the term "Time Code". This course requires additional hours of outside work.

#### **AUD 205 Principles of Electronics (Electricity and Electrical Installations)**

**3 credits**

This course is designed to teach the fundamentals of electricity tailored to the professional needs of the entertainment industry. With an emphasis on safety procedures, students will gain knowledge of electrical systems and how it applies to the recording studio and live event production. Areas of study include Ohm's Law, alternating current, test equipment, welding, repair and grounding scheme and fundamental concepts needed to understand electronic circuits found within audio and video equipment illumination. Students will be challenged to solve a variety of real-world technical problems that often arise in the audio industry. This course focuses on electrical theory, study of Ohm's Law: resistance, voltage and current, test equipment, types of audio and video connectors, preventive maintenance, and troubleshooting. This course requires additional hours of outside work.

#### **AUD 300 Acoustics**

**3 credits**

Students will learn the different types of recording rooms, how to design using absorption, diffraction, and reflection. Become familiar with the different types of acoustic materials and different meters used to measure the acoustics of the rooms. The course focuses on building acoustic design, acoustic materials, and acoustic measurements. This course requires additional hours of outside work.

#### **AUD 301 Postproduction of Audio for Video**

**3 credits**

This course offers students an overview of the creation, recording and sound design audio postproduction for film, radio, and television. Topics include the history of audio postproduction, sound recording production, time code ("Time Code") and synchronization, audio postproduction for a feature film, postproduction, and audio television. The course focuses on audio post-production history, audio recording for film, radio and video, time code and synchronization. This course requires additional hours of outside work.

**AUD 302 Music Production I****3 credits**

During this course, student's development of the complex skills necessary to perform a musical production, implementing the tools of a professional recording studio. Students record a song which has been pre or live digitally produced and incorporate all the tools provided by the system Pro Tools. This course requires additional hours of outside work.

**AUD 303 Advanced Recording Techniques for Audio and Sound****3 credits**

This course will help develop complex skills and proficiency in the use of tools console and Pro-Tools. Through a series of projects, students can practice the theory learn and use the program effects. Include the use of "plug ins", filters, equalizers, and dynamics processors, such as compression, limiters, and expanders. Wiring will need to practice, organize transport channel and direction controls. This course requires additional hours of outside work.

**AUD 304 Advertising and Marketing****3 credits**

During this course, students learn how to design, create, and present a marketing campaign integrating all the skills learned, incorporating different strategies to comply with the needs and objectives of the client. This course requires additional hours of outside work.

**AUD 305 Direct Sound****3 credits**

The term Soundman is used for that person outside the studio recording sound with a special talent for sound effects incorporated in movies, commercials, and documentaries. In this course, students will learn how to properly use the handheld, long range microphones, wireless microphones, and digital recorders. They also learn different types of cameras and their use. The course focuses on audio console, microphones, how to hide microphones, recorders, and operator of "boom". This course requires additional hours of outside work.

**AUD 400 Digital Audio Editing****3 credits**

This course develops complex skills in editing and digital productions. Skills will be practiced using techniques developed for Pro Tools music creation, music production, audio component video programs and multimedia applications. Students will practice programming using "Pro Tools" and its various "plug ins". In addition, students learn the importance of editing and delivering in a timely fashion. This course requires additional hours of outside work.

**AUD 401 Advanced Music Production****3 credits**

During this course, students learn advanced sound production techniques, focusing on the technical elements of recording and audio post-production. The theme of the course will provide a broad view of the sound applications in different musical genres in music production. This course requires additional hours of outside work.

**AUD 402 Mix with Pro Tools ®****3 credits**

This advanced course provides students with a deeper understanding of how to mix, master the tools and techniques that can be applied in a variety of styles through "Pro Tools". The advanced blend leads to develop several techniques which are used: EQ, "equalizer" compression, "reverb", "relays" tempo maps needed for the rhythms of jazz and electronic music. Learn how to monitor and use the techniques "Lo-Fi". This course requires additional hours of outside work.

**AUD 403 Mastering****3 credits**

Mastering is the last step to follow when working with any type of digital or analog recording. This process is extremely important to ensure that the final work is the level of quality required by the environment in which it will be disseminated or distributed. Mastering listening is evaluated, and the material made using high resolution equipment to detect any imperfections in the final mix. Also, students learn how to determine what additional adjustments can be made to improve the image of the audio or mix and expand the sound quality of it. This course focuses on preparing a mix for mastering, prepare a pre-master to manufacture in a plant breeding of CD's, match different teams and / or "plug-ins" for a "mastering" mastering a single to the use radio or television (video), audio restoration techniques and forensic audio. This course requires additional hours of outside work.

**AUD 404 Final Project****3 credits**

Audio Classes are designed to diversify and enrich the knowledge in all types of music. This course provides the opportunity to create a final project which will demonstrate everything students have learned in previous classes. The project can be individual or as part of a team. The class allows the student to apply the knowledge acquired. This course requires additional hours of outside work.

**AUD 405 Entrepreneurship****3 credits**

This course integrates concepts inherent to the establishment of a corporation in Puerto Rico. It covers the basic principles of entrepreneurship, the steps required to establish corporation: permits, insurance, and patents necessary and the opportunities that exist in Puerto Rico to establish a corporation dedicated to audio engineering and music production. The course emphasizes unique emphasis on the skills and behaviors necessary to be a successful entrepreneur.

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# **COSMETOLOGY**

**54 Credits/12 Months**

## **Description and General Objectives**

The Cosmetology Program is a vocational technical course that requires students to attend class on the school's premises. Its primary objective is to train the student in the knowledge and skills necessary to take the Cosmetology bar examination, offered by the Department of State of the Commonwealth of Puerto Rico, according to Law 431 of May 15, 1950, as amended. It also aims to enable the student to get sustainable employment once he or she meets the objectives of the training program in Cosmetology.

During the first term, students develop concepts of medium complexity receiving professional training in the following subjects: Fundamentals of Cosmetology, Bacteriology, Disinfection, Anatomy and Physiognomy, Treatments to Scalp: Trichology, Washing and Electricity, Wet Hair Design, Thermal-based Application Design, and Manicure and Pedicure. Students also can engage in an Internal Practical Laboratory with real clients under the supervision of an experienced instructor.

During the second term, students develop more complex skills through professional training in the following subjects: Long Hair Design, Short Hair Design, Hair Coloring I and II, Chemical Undulation and Keratin, Skin Basics: Facials and Waxing. Students also can engage in an Internal Practical Laboratory with real clients under the supervision of an experienced instructor.

During the third and last term, students develop and combine high complexity skills receiving professional training in the following subjects: Hair Cutting I and II, Basic Make Up, and Salon Management and Entrepreneurship. Students also can engage in an Internal Practical Laboratory with real clients under the supervision of an experienced instructor.

The Institution requires a satisfactory academic progress of 70% cumulative to award a diploma in Cosmetology. It is also a graduation requirement to submit a resume in the Placement Office. After graduation, he / she may request the examination provided by the Cosmetology Examining Board attached to the Department of State, if it complies with the requirement of the law that regulates the profession.

Once the graduation requirements have been met, and after obtaining the Cosmetology License, the graduate can be employed in an entry level position as cosmetologist in a variety of beauty services offered in SPA, homes for the aged, beauty salons, sales representative beauty supplies and even set up their own business.

## COSMETOLOGY

54 Credits/12 Months

Content	Credits
COS 100 Basic Cosmetology	2*
COS 101 Hygiene, Bacteriology, Anatomy and Physiology	3*
COS 102 Related Chemistry and Trichology	3*
COS 103 Scalp and Hair Treatments: Washing and Scalp Treatment	3*
COS 104 Wet Hair Design: Rollers, Waves and Rings	3*
COS 105 Thermal Hair Design	3*
COS 106 Internal Practical Laboratory I	1*
COS 200 Manicure and Pedicure	2*
COS 201 Long Hair Design	3*
COS 202 Short Hair Design	3*
COS 203 Basic Hair Coloring	3*
COS 204 Hair Discoloration	3*
COS 205 Undulation and Chemical Relaxation	3*
COS 206 Internal Practical Laboratory II	1*
COS 300 Skin Basics: Facial Treatment and Depilation	3*
COS 301 Hair Cutting I	3*
COS 302 Hair Cutting II	3*
COS 303 Basic Make Up	3*
COS 304 Hairpieces and Extensions	3*
COS 305 Hair Salon Management and Entrepreneurship	2*
COS 306 Internal Practical Laboratory III	1*
*These courses require additional hours of outside work.	
<b>Total</b>	<b>54 credits</b>

# COSMETOLOGY

54 Credits/12 Months

## Course Description

### **COS 100 Basic Cosmetology**

**2 credits**

This fundamentals course in Cosmetology develops theoretical and practical concepts inherent to the profession. Its primary objective is that the student learns the core concepts of the story of the beauty industry, modern basic cosmetology, and the multiple opportunities a professional can seize in this field. Students develop human relations applied to problems arising in relation to oneself and others. Through practical guidance they participate in group dynamics and reflections on goals, attitudes, and values to help the student to know himself and improve their personal and professional life. In addition, the course presents and discusses the ethical aspects of the profession and the laws governing Cosmetology in Puerto Rico: Law 431 of May 15, 1950, as amended, and the requirements for membership in the Association of Beauty Specialists of Puerto Rico. This course requires additional hours of outside work.

### **COS 101 Hygiene, Bacteriology, Anatomy and Physiology**

**3 credits**

This course offers training in theoretical and practical basics of hygiene and sanitation in a beauty salon. It also covers basic knowledge of human anatomy, physiology and cells, tissues, organs, and body systems. Emphasizes the knowledge of the types of microorganisms that cause disease. The student learns the rules of hygiene, bacteriology; sterilization and infection control to be applied in the processes of cosmetology. This course requires additional hours of outside work.

### **COS 102 Related Chemistry**

**3 credits**

This unit gives students an overview of Organic and Inorganic Chemistry as it is important to identify solutions and chemicals that are used for different services offered in beauty salons. This course requires additional hours of outside work.

### **COS 103 Scalp and Hair Treatments: Washing and Scalp Treatment**

**3 credits**

This course develops knowledge of the hair structure and techniques and treatments to improve the health of the scalp and hair. The student will relate to all types of shampoos and rinses, as well as their chemical composition for different types of hair. In addition, the student acquires knowledge of treatments and techniques to use the right products. It includes techniques for washing hair: methods, appropriate rinses, technical manipulations. The course explores the types of electric current for use in a salon and safety measures and precautions in handling electrical equipment. This course requires additional hours of outside work.

### **COS 104 Wet Hair Design: Rollers, Waves and Rings**

**3 credits**

This course aims to train students to create wet hair designs with art, creativity, and precision. Theory and practice are combined in the laboratory for students to learn how to design undulations with their fingers, rings, cylindrical rollers and other techniques for the final hairstyle. This course requires additional hours of outside work.

### **COS 105 Thermal Hair Design**

**3 credits**

By combining theory and practice, this course aims to develop skills of medium complexity through which the student learns and applies hairstyle techniques with a manual hair dryer and analyzes the types of products that will best suit the customer according to his or her hair type. Learning covers the use and application of flat irons and tongs. This course requires additional hours of outside work.

### **COS 106 Internal Practical Laboratory I**

**1 credit**

Under the supervision of an experienced instructor, students engage in rendering services to real clients in skills covered during the first term, such as: Treatments to Scalp: Trichology, Washing and Electricity, Wet Hair Design, Thermal-based Application Design, and Manicure and Pedicure. This course requires additional hours of outside work.

**COS 200 Manicure and Pedicure****2 credits**

During this course, students learn theoretical and practical concepts inherent to the anatomy of the nail structure, and growth disorders. In addition, the student acquires knowledge of anatomy, histology and care techniques of hands and feet. Students will be able to diagnose the state of health of nails and skin with the proper treatment in particular cases. The student applies knowledge and skills in manicure and pedicure practical laboratories. This course requires additional hours of outside work.

**COS 201 Long Hair Design****3 credits**

The main objective of this course is the development of theoretical and practical skills in long-hair styling, including loops, braids, high hair styles and vertical styles. The student applies what he learns in laboratory practical experience with long-hair styling. This course requires additional hours of outside work.

**COS 202 Short Hair Design****3 credits**

The course is designed for students to acquire basic knowledge of short-hair styles such as: pageboy, bob and others. This course requires additional hours of outside work.

**COS 203 Basic Hair Coloring****3 credits**

This course enables the student to understand the theory of color and diversity of hair colorants such as temporary, semi-permanent and permanent dyes. Students will be able to identify the natural hair color and dye the hair color as needed to suit the client. The student will know the classifications of dyes and application procedures for different colors and styles. This course requires additional hours of outside work.

**COS 204 Hair Discoloration****3 credits**

This course aims to develop practical skills in hair discoloration, which includes the development of knowledge about the different types of bleaches that exist in the market. The student learns the process of clarification and bleaching stages such as hair color lighting, partial or complete clarification and special effects. This course requires additional hours of outside work.

**COS 205 Undulation and Chemical Relaxation****3 credits**

The course is designed for students to acquire knowledge on permanent hair waving and straightening, so popular among the people and the beauty salon. Furthermore, the method of hair keratin is learned by using chemical products. The course offers the opportunity for procedures to be practiced correctly for the best result and avoid any inconveniences. Students will recognize the appropriate chemicals used to curl or straighten hair, as well as techniques for implementation, depending on the texture and length of hair. This course requires additional hours of outside work.

**COS 206 Internal Practical Laboratory II****1 credit**

Under the supervision of an experienced instructor, students engage in rendering services to real clients in skills covered during the second term, such as: Long Hair Design, Short Hair Design, Hair Coloring I and II, Chemical Undulation and Keratin, Skin Basics: Facials and Waxing. This course requires additional hours of outside work.

**COS 300 Skin Basics: Facial Treatment and Depilation****3 credits**

This course provides students with knowledge of histology, anatomy, and skin care. The course develops skills for consultation, analysis, and identification of the type of products for skin care, equipment for facials, facial massage, electrotherapy, and light therapy. The student will gain the knowledge of the procedure of facial treatments. In addition, they will learn about the techniques and methods of hair removal such as waxing and tweezers. This course requires additional hours of outside work.

**COS 301 Hair Cutting I****3 credits**

In this course, students acquire the basic haircut skills, taking into consideration the form of cutting, blocking and distinction of angles. They will also be able to notice client characteristics, such as head shape, contour line of the face and hairline for the design, and hair texture to perform the basic haircut. This course requires additional hours of outside work.

**COS 302 Hair Cutting II****3 credits**

In this course, the student is prepared to develop his or her creativity to work optimally with all the tools and techniques used for mastering the skills of designing cuts, such as capillary forms of scalp; this will allow students to plan different styles. During clinical experience, the student deepens his management and mastery of the techniques of hair sculpture with real models, in addition to practicing combining cuts and/or using previously taught basic cuts. This course requires additional hours of outside work.

**COS 303 Basic Make Up****3 credits**

The course provides students with basic knowledge of makeup, considering the facial structure, eye color, skin, and hair of the customer. It also develops knowledge in corrective makeup techniques, casual, dress and bride, all of which will be implemented in clinical experience. This course requires additional hours of outside work.

**COS 304 Hairpieces and Extensions****3 credits**

The course is designed for students to acquire practical knowledge in the placement and maintenance of false hair, such as extensions, wigs, and hairpieces. This course requires additional hours of outside work.

**COS 305 Hair Salon Management and Entrepreneurship****2 credits**

In this course, the student develops knowledge and cognitive skills on the management of a beauty salon, either as the owner or manager. It incorporates themes related to permits and insurances required by the State, flow charts and the distribution of space, fees, payroll, schedules, use and representation of products and marketing a beauty salon. This course requires additional hours of outside work.

**COS 306 Internal Practical Laboratory III****1 credit**

Under the supervision of an experienced instructor, students engage in rendering services to real clients in skills covered during the third term, such as: Hair Cutting I and II, Basic Make Up, as well as skills mastered in the previous terms. This course requires additional hours of outside work.

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# **BARBERING**

**54 Credits/12 Months**

## **Description and General Objectives**

The Barbering Program is a vocational technical course that requires students to attend class on the School's premises. Its primary objective is to train the student in the knowledge and skills necessary to take the Barbering bar examination offered by the State Department of the Commonwealth of Puerto Rico. It also aims to enable students to get sustainable employment once he or she meets the objectives of the training program in Barbering.

During the first term, students develop concepts of medium complexity receiving professional training in the following subjects: Fundamentals of Barbering, Chemistry, Hygiene and Sanitation, Anatomy, Physiology and Trichology, Scalp Treatment and Wash, Facial Massage and Electricity, Hair Drying and Styling. Students also engage in an Internal Practical Laboratory with real clients under the supervision of an experienced instructor.

During the second term, students develop more complex skills through professional training in the following subjects: Hair Cutting I and II, Hair Color I and II, Permanent Undulation, and Chemical Straightening. During this term, students also engage in an Internal Practical Laboratory with real clients under the supervision of an experienced instructor.

During the third and last term, students develop and combine high complexity skills receiving professional training in the following subjects: Shaving, Beards and Moustaches, Competition Designs, Nail Structure and Manicure, Hair Cutting III, Hairpieces, and Salon Management and Entrepreneurship. During this term, students also engage in an Internal Practical Laboratory with real clients under the supervision of an experienced instructor.

The Institution requires a satisfactory academic progress of 70% cumulative to award a diploma in Barbering. It is also a graduation requirement to submit a resume in the Placement Office. After graduation, he/she may request the examination provided by the Barbering and Hair Stylist Examining Board attached to the Department of State, if it complies with the requirement of the law that regulates the profession.

Once the graduation requirements have been met, and after obtaining the Barbering License, the graduate can be employed in an entry level position as barber in a variety of beauty services offered in SPA, homes for the aged, beauty salons, sales representative in beauty supplies and even set up their own business.

## BARBERING

54 Credits/12 Months

Content	Credits
BAR 100 Fundamentals of Barbering	2*
BAR 101 Chemistry, Hygiene and Sanitation	3*
BAR 102 Anatomy, Physiology and Trichology	3*
BAR 103 Scalp Treatment and Wash	3*
BAR 104 Facial Massage and Electricity	3*
BAR 105 Hair Drying and Styling	3*
BAR 106 Internal Practical Laboratory I	1*
BAR 200 Hair Cutting I	2*
BAR 201 Hair Color I	3*
BAR 202 Permanent Undulation	3*
BAR 203 Chemical Straightening	3*
BAR 204 Hair Cutting II	3*
BAR 205 Hair Color II	3*
BAR 206 Internal Practical Laboratory II	1*
BAR 300 Shaving, Beards and Moustaches	3*
BAR 301 Competition Designs	3*
BAR 302 Nail Structure and Manicure	3*
BAR 303 Hair Cutting III	3*
BAR 304 Hairpieces	3*
BAR 305 Salon Management and Entrepreneurship	2*
BAR 306 Internal Practical Laboratory III	1*
*These courses require additional hours of outside work.	
<b>Total</b>	<b>54 credits</b>

# **BARBERING**

## **54 Credits/12 Months**

### **Course Description**

#### **BAR 100 Fundamentals of Barbering**

**2 credits**

This course develops theoretical and practical concepts inherent to the profession. Its primary objective is that students learn the core concepts of the history of the barbering industry, modern basic barbering, and the multiple opportunities a professional can seize in this field. Through practical guidance students participate in group dynamics and reflections on goals, attitudes, and values to help the student to know himself and improve their personal and professional life. This course requires additional hours of outside work.

#### **BAR 101 Chemistry, Hygiene and Sanitation**

**3 credits**

This course provides training on the basics of the chemical composition of the products and how these can be detrimental to the client and barber. Students will learn and practice the right way to use chemicals in the barbershop or salon. In this course, the students acquire knowledge about the organisms that cause and transmit diseases to customers and hair care professional. The student will learn the rules of hygiene and disinfectants, essential techniques in the profession, and will be able to apply these techniques correctly. This course requires additional hours of outside work.

#### **BAR 102 Anatomy, Physiology and Trichology**

**3 credits**

This course covers the basic knowledge of anatomy, human physiology, and trichology –the study of hair. It also covers cells, tissues, organs, and body systems. This course also covers the structure of the hair and hair follicle structures. This course requires additional hours of outside work.

#### **BAR 103 Scalp Treatment and Wash**

**3 credits**

In this course students will learn about hair treatment products and proper use. This course includes hair washing techniques, including methods, suitable rinses, and chemical composition of different types of hair products. This course requires additional hours of outside work.

#### **BAR 104 Facial Massage and Electricity**

**3 credits**

This course provides the knowledge of skin care. It describes the structure, divisions, and functions of the skin. It provides students with the knowledge of the different types of facials, application techniques and facial massages. In addition, students identify common terms of electricity and its devices. This course requires additional hours of outside work.

#### **BAR 105 Hair Drying and Styling**

**3 credits**

Through this course, students are provided with the knowledge of theory based on scientific research and new hair drying techniques. This class emphasizes practicing new techniques and styles for efficient hair drying. Students acquire basic knowledge of the styles in fashion and changes in the industry. It encompasses the use of products and tools to make designs according to hair length. This course requires additional hours of outside work.

#### **BAR 106 Internal Practical Laboratory I**

**1 Credit**

Under the supervision of an experienced instructor, students render services to real clients in Scalp Treatment and Wash, Facial Massage and Electricity, Hair Drying and Styling. This course requires additional hours of outside work.

#### **BAR 200 Hair Cutting I**

**2 credits**

In this course, students acquire the basic haircut skills, taking into consideration the form of cutting, blocking and distinction of angles. They will also be able to notice client characteristics, such as head shape, contour line of the face and hairline for the design, and hair texture to perform the basic haircut. This course requires additional hours of outside work.

#### **BAR 201 Color I**

**3 credits**

This course allows students to understand basic techniques for changing or adding hair color. It provides students with the ability to identify the existing hair color of customers and to change it according to customer wishes. It covers color theory and classification of dyes. It includes procedures and correct techniques for applying dyes. This course requires additional hours of outside work.

#### **BAR 202 Permanent Undulation**

**3 credits**

In this course, the fundamental theory of permanent undulation will be discussed. The student will be able to recognize the right chemicals for creating a permanent hair texture. Students will know and apply the proper methods for creating a perm. Also, it includes different winding techniques of hair. This course requires additional hours of outside work.

#### **BAR 203 Chemical Straightening**

**3 credits**

This course provides students with the fundamental theory of straightening hair. The student will identify the different methods of applying hair straightening products. It also provides knowledge of client consultation and safety methods in the application of the chemical. This course requires additional hours of outside work.

#### **BAR 204 Hair Cutting II**

**3 credits**

In this course, the student is prepared to develop his or her creativity to work optimally with all the tools and techniques used for mastering the skills of designing cuts, such as capillary forms of scalp; this will allow students to plan different styles. During clinical experience, the student deepens his management and mastery of the techniques of hair sculpture with real models, in addition to practicing combining cuts and/or using previously taught basic cuts. This course requires additional hours of outside work.

#### **BAR 205 Color II**

**3 credits**

Through this course, students broaden the concepts related to hair coloration and develop skills coloring of designs, covering concept of color, color formulation, color application, color designs, fading effects, melting technique, dyeing in layers and combined forms. This course requires additional hours of outside work.

#### **BAR 206 Internal Practical Laboratory II**

**1 Credit**

Under the supervision of an experienced instructor, students render services to real clients in Hair Cutting I and II, Hair Color I and II, Permanent Undulation, and Chemical Straightening, as well as skills previously mastered. This course requires additional hours of outside work.

#### **BAR 300 Shaving, Beards and Moustaches**

**3 credits**

This subject provides students with basic knowledge to master beard and mustache styling. It identifies the fourteen steps to shave, also it has knowledge about the process of taking safety precautions and sanitation. In addition, the student will learn the steps of maintenance and design of beards and mustaches depending on the type of face, using appropriate tools and shaven contour. This course requires additional hours of outside work.

#### **BAR 301 Competition Designs**

**3 credits**

This course is designed for students to acquire basic knowledge of hair styles to keep up with the constant changes in the fashion industry. The student will be able to give a personal touch to every hairstyle adapting to the customers' every need, including beauty contests. This course requires additional hours of outside work.

#### **BAR 302 Nail Structure and Manicure**

**3 credits**

In this course, the student learns techniques to care for hands diseases and nail disorders. In addition, students will learn about how to assess the health condition of nails and skin, and to apply the correct treatment accompanied by hand and arm massage, preparation of the manicure table, and consultation with the client. This course requires additional hours of outside work.

#### **BAR 303 Hair Cutting III**

**3 credits**

This discipline promotes the creativity of students and prepares them to work optimally with all the tools and techniques to demonstrate their mastery of barbering. This unit will allow students to have greater management and control of those techniques while using real hair models. The emphasis will be towards cutting techniques with machine, texturing scissors and razors, including different types of cuts. This course requires additional hours of

outside work.

**BAR 304 Hairpieces**

**3 credits**

The course is designed for students to acquire practical knowledge in the placement and maintenance of false hair, such as extensions, wigs, and hairpieces. This course requires additional hours of outside work.

**BAR 305 Hair Salon Management and Entrepreneurship**

**2 credits**

In this course, the student develops knowledge and cognitive skills on the management of a hair salon, either as the owner or manager. It incorporates themes related to permits and insurances required by the State, flow charts and the distribution of space, fees, payroll, schedules, use and representation of products and marketing a beauty salon. This course requires additional hours of outside work.

**BAR 306 Internal Practical Laboratory III**

**1 credit**

Under the supervision of an experienced instructor, students render services to real clients in, Shaving, Beards and Moustaches, Competition Designs, Nail Structure and Manicure, Hair Cutting III, Hairpieces, and Salon Management and Entrepreneurship, as well as skills previously mastered.

This course requires additional hours of outside work.

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## **NAIL TECHNICIAN**

**36 credits/8 months**

### **Description and General Objectives**

The Nail Technician Program is a vocational technical course that requires students to attend the school's premises. Its primary objective is to train students in cognitive and practical skills necessary for sustainable employment in the Nail Technician industry.

During the first semester, students develop fundamental knowledge of nail care covering topics such as: Fundamentals of the Profession, Bacteriology, Disinfection, Chemistry and Histology of the Nail. It also includes understanding nail growth disorders and diseases. The student becomes familiar with the equipment, materials and tools related to the occupation. Develop ability to work with cosmetics applicable to manicures and pedicures, artificial nails, acrylic, and gel.

During the second semester, students develop more complex skills to execute business, gala, and fantasy designs; learn how to apply silk, fiberglass, and artificial tips.

The Institution requires satisfactory academic progress of 70% cumulative to award a diploma in Nail Techniques. It is also a graduation requirement to submit a resume in the Placement Office.

Upon completing the Program, graduates can be employed in an entry level position offering services of nail carving in a beauty establishment or to develop a home based free-lance professional service.

## NAIL TECHNICIAN

36 credits/8 months

Content	Credits
TEU 100 Introduction, Professional Image and Ethics	2*
TEU 101 Bacteriology, Disinfection and Chemistry	3*
TEU 102 Histology of the Nail	3*
TEU 103 Tools, Equipment, Materials and Electricity	3*
TEU 104 Treatments, Manicure and Pedicure	3*
TEU 105 Polish, Art and Design	3*
TEU 106 Internal Practical Laboratory	1*
TEU 200 Gel, Silk and Fiberglass Nail Application Techniques	3*
TEU 201 Artificial Nail Application Techniques	3*
TEU 202 Artificial Nail Retouching and Removal	3*
TEU 203 Sculptured Nail Application Techniques	3*
TEU 204 Polish, Relief and Air Brush	3*
TEU 205 Nail Salon Administration and Entrepreneurship	2*
TEU 206 Internal Practical Laboratory	1*
*These courses require additional hours of outside work.	
<b>Total</b>	<b>36 credits</b>

# **NAIL TECHNICIAN**

**36 credits/8 months**

## **TEU 100 Introduction, Professional Image and Ethics**

**2 credits**

In this basic course, the origins of personal beautification and progress made by technology in nail care during the twentieth century will be described. Students develop an understanding of the ethical principles that apply to the occupation. We also discuss the broad employment opportunities and concepts related to professional image for success in the occupational world. This course requires additional hours of outside work.

## **TEU 101 Bacteriology, Disinfection and Chemistry**

**3 credits**

Through this course, the student discusses general laws and regulations on disinfection, according to federal boards. It provides the basic knowledge of the types of bacteria, their classifications, and other infectious agents. Sanitation and sterilization methods will be taught simultaneously with the responsibility to maintain personal and public health. In addition, cosmetic chemistry is presented to recognize products and solutions in high acid and alkaline content. This course requires additional hours of outside work.

## **TEU 102 Histology of the Nail**

**3 credits**

Subject of medium complexity, where the student learns the composition, structure, growth, and nail disorders to recognize abnormalities or illnesses and chronic conditions that should not be treated in a salon. Among the conditions studied are discolored or brittle nails, melanonychia, onychorrhexis, involute, stretched, and many other conditions. This course requires additional hours of outside work.

## **TEU 103 Tools, Equipment, Materials and Electricity**

**3 credits**

In this course, students learn the theoretical and practical concepts inherent in equipment, materials and implements used in nail care, including furniture, manual equipment, those that operate electrically, essential materials such as towels, metal or wood embossers, pliers, paraffin bath, tweezers, nail clippers, brushes and applicators, brush, nail polishes, creams, and glazes, among others. Exploring concepts related to electricity helps conserve electrical equipment as well as energy and avoid any type of electric surge generated in the beauty salon. This course requires additional hours of outside work.

## **TEU 104 Treatments, manicure, and Pedicure**

**3 credits**

This subject covers all procedures in the care of hands and feet, including the preparation and maintenance of tools, implements, massages, types of nails, manicures for men, paraffin applications, reflexology, finishing and product recommendation to customers and others. Emphasis is given to internal clinical practice with real and demanding customers. This course requires additional hours of outside work.

## **TEU 105 Polish, Art, and Design**

**3 credits**

This subject explores the most effective way of presenting nail art to clients. Color theory is emphasized and how the color is classified in the color spectrum. Students could know the different brushes and ways to use nail polish and paintings. In addition, the student learns to design artificial nails based on the occasion: business, gala, or fancy. Emphasis is given to internal clinical practice with real and demanding customers. This course requires additional hours of outside work.

## **TEU 106 Internal Practical Laboratory I**

**1 credit**

Under the supervision of an experienced instructor, students engage in rendering nail services to real clients in skills mastered during the first term, such as: manicure, pedicure, and application of artificial, acrylic and gel nails. This course requires additional hours of outside work.

## **TEU 200 Gel, Silk and Fiberglass Nail Application Techniques**

**3 credits**

This class of higher complexity prepares students to effectively apply the artificial nail techniques and procedures based on UV gels, being these services in high demand in the industry. In addition, students will practice cutting pieces of silk with the exact shape of the nails and apply them using a thin layer of glue. The resin (a thicker glue) continues giving natural nails an additional force. An activator is brushed or sprayed on the nails to dry the resin.

Fiberglass is one of the simplest methods to make beautiful artificial nails. Applying fiberglass tends to achieve a tough but thin nail. Therefore, the fiberglass system is suitable to repair rips and tears in gel or acrylic nails. This course requires additional hours of outside work.

**TEU 201 Artificial Nail Application Techniques**

**3 credits**

In this class, students are prepared to efficiently implement techniques and procedures of the liquid monomer and polymer powder artificial nail, being these services in high demand in the industry. The different sizes of tips and functions, as well as maintenance and removal of these are explored in depth. The course gives emphasis to the coating and finish of artificial nails. Internal clinical practice is offered with real and demanding customers. This course requires additional hours of outside work.

**TEU 202 Artificial Nail Retouching and Removal**

**3 credits**

This course provides the student with the necessary information to correctly perform artificial nail maintenance. The course explores the different methods of removing artificial materials. This course requires additional hours of outside work.

**TEU 203 Sculptured Nail Application Techniques**

**3 credits**

In this class, students will learn to make a correct application of the techniques to create sculptured nails; they will learn the angles of application and the various adaptations. In addition, students will practice with emphasis on the application of acrylic nails procedures based on molds which are used as platform on which nail extensions are shaped. This course requires additional hours of outside work.

**TEU 204 Polish, Relief and Air Brush**

**3 credits**

In this course, students learn advanced techniques of color, relief, and air brush. It explores the application of color through acrylic pigments, gels, and mounted reliefs of flowers. In addition, we will practice airbrushing commercial designs by adding ribbons, ornaments, etc. This course requires additional hours of outside work.

**TEU 205 Nail Salon Administration and Entrepreneurship**

**2 credits**

Through this course, the student develops knowledge and cognitive skills of how to manage a nail salon, either as the owner or manager. It incorporates themes related to permits as required by government agencies and insurance, flow chart and distribution of space, fees, payroll, schedules, the use and representation of products and marketing. This course requires additional hours of outside work.

**TEU 206 Internal Practical Laboratory II**

**1 credit**

Under the supervision of an experienced instructor, students engage in rendering nail services to real clients in skills mastered during the second term, such as: business, gala, and fantasy designs as well as silk, fiberglass, and artificial tips applications. This course requires additional hours of outside work.

**For information regarding the percent of graduated students, average debt of the students that complete our educational programs and other information please visit our website [www.liceo.edu](http://www.liceo.edu).**

## **PET GROOMING WITH DOG TRAINING**

**36 credits/8 months**

### **Description and General Objectives**

The Pet Grooming with Dog Training program is offered in face-to-face mode and combines theory and laboratory in which students develop and apply the knowledge and skills of the pet grooming and dog training profession, based on two academic semesters. Topics are covered sequentially to develop skills from minor to more complex.

The first semester introduces the student to the field of pet grooming. Includes the topics of anatomy and physiology of dogs and cats; skin disorders and parasitology in dogs and cats; animal behavior and basic training; health and safety in the pet grooming room; hygiene, washing and drying in pets; and breeds of dogs and cats.

In the second semester the student develops the most advanced knowledge and skills, such as, trimming patterns and styles, as well as advanced grooming techniques. In this semester the student is exposed to the concepts of entrepreneurship to train him/her to develop his own business in the field of pet grooming. In addition, there is a laboratory where the student will practice at the Institution with real pets.

The Institution requires a minimum of 70% of cumulative satisfactory academic progress to award a diploma in Pet Grooming with Dog Training.

Upon completing the Program, graduates will be able to work at an entry level in a sustainable position or develop his own pet grooming or dog training business.

## **PET GROOMING WITH DOG TRAINING**

**36 credits/8 months**

**Content**

**Credits**

PET 100 Introduction to Pet Grooming	2*
PET 101 Anatomy and Physiology of Dogs and Cats	2*
PET 102 Skin Disorders and Parasitology in Dogs and Cats	4*
PET 103 Animal Behavior and Basic Training	5*
PET 104 Health and Safety at Pet Grooming Salon	3*
PET 105 Hygiene, Washing and Drying of Pets	2*
PET 106 Breeds of Dogs and Cats	2*
PET 200 Pet Grooming Techniques	3*
PET 201 Cut Patterns and Styles	4*
PET 202 Advanced Grooming Techniques	4*
PET 203 Entrepreneurship	2*
TEU 204 Internal Laboratory and Practice	3*

\*These courses require additional hours of outside work.

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<b>Total</b>	<b>36 credits</b>
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## **PET GROOMING WITH DOG TRAINING**

**36 credits/8 months**

**PET 100 Introduction to the Pet Grooming** **2 credits**

This course includes an introduction to the pet grooming profession. It studies the nature of the profession, its

functions, employment opportunities, as well as the desirable characteristics to be successful in this profession. This course requires additional hours of outside work.

**PET 101 Anatomy and Physiology of Dogs and Cats**

**2 credits**

This course includes the study of the structure and function of the different anatomical systems of dogs and cats. It integrates the application of the differences of these systems in the practice of grooming. In addition, the course includes the different biological systems that can affect pets in the grooming room. This course requires additional hours of outside work.

**PET 102 Skin Disorders and Parasitology of Dogs and Cats**

**4 credits**

This course includes the study of skin disorders in dogs and cats, their causes, symptoms, and appropriate products according to the condition of the pet's skin. In addition, the student will learn the parasites and infections that affect the skin of dogs and cats. This course requires additional hours of outside work.

**PET 103 Animal Behavior and Basic Training**

**5 credits**

This course includes the study of the behavior of dogs and cats. The student will have the opportunity to identify personality types and various behaviors. The course introduces techniques to train dogs in their early stages of life, modify behavior and reduce levels of aggression in some cases. This course requires additional hours of outside work.

**PET 104 Health and Safety at Pet Grooming Salon**

**3 credits**

This course includes the study of safety measures in the work area. The student will have the opportunity to learn how an emergency is handled and will know the steps for preventing future emergencies. Basic CPR instructions will be given for dogs and cats. This course requires additional hours of outside work.

**PET 105 Hygiene, Washing and Drying of Pets**

**2 credits**

This course includes the study and practice of the appropriate techniques of using brushes and sanitary processes according to the fur of the breed. In addition, it includes training on the correct use of the different products used in the pet bath. This course requires additional hours of outside work.

**PET 106 Breeds of Dogs and Cats**

**2 credits**

This course includes the history of the different breeds of dogs and cats with emphasis on those predominant in Puerto Rico. It includes the skin characteristics of each of them. The student will learn how to perform the process of *pet grooming* depending on the breed of the dog or cat.

**PET 200 Pet Grooming Techniques**

**3 credits**

This course includes training in the use of appropriate instruments to carry out pet grooming. Students will learn the proper use of the different instruments according to the breed of dog or cat and the desired style, considering the characteristics of the pet. By the end of the course, students will be ready to do their first grooming work. This course requires additional hours of outside work.

**PET 201 Cut Patterns and Styles**

**4 credits**

This course includes the presentation of the styles most used in professional pet grooming, as well as the cutting styles of the most common breeds in Puerto Rico and the United States. The course aims to develop creativity in the student so that it can perform various cut patterns as well as various hairstyle styles in pets, including Asian techniques. This course requires additional hours of outside work.

**PET 202 Advanced Grooming Techniques**

**4 credits**

This course includes the application of advanced and creative techniques in professional grooming to lead pets to participate in competitions. Creative techniques such as dyes, semi-permanents, colors, paints, and corrective grooming will be explored. This course requires additional hours of outside work.

**PET 203 Entrepreneurship**

**2 credits**

This course includes concepts inherent in the provision of professional services that may include the development of a company in Puerto Rico. Includes the basic principles of entrepreneurship and the necessary steps to establish

a company dedicated to pet grooming services. The subject highlights unique emphasis on the skills and behavior needed to be a successful entrepreneur. This course requires additional hours of outside work.

**PET 204 Internal Laboratory of Practice**

**3 credits**

This is a hands-on course through which students provide services to real pets in the laboratory under the direct supervision of a teacher. This course requires additional hours of outside work.

**For information regarding the percent of graduated students, average debt of the students that complete our educational programs and other information please visit our website [www.liceo.edu](http://www.liceo.edu).**

## FACULTY

### **PROGRAMS COORDINATORS**

RIVERA RESTO, ANGEL	ELECTRICITY WITH RENEWABLE ENERGY PROGRAM
COLÓN RIVERA, HILTON	AUDIO ENGINEERING AND MUSIC PRODUCTION PROGRAM
RIOS TORRES, JOHNATHAN	MECHANICS AND AUTOMOTIVE TECHNOLOGY PROGRAM
MARRERO CALDERÓN, JORGE	PET GROOMING WITH DOG TRAINING PROGRAM

### **DRAFTING WITH AUTOCAD PROGRAM**

NAME	EDUCATION
BERMUDEZ PÉREZ, BIENVENIDO	LICEO DE ARTE Y TECNOLOGÍA- DRAFTING DIPLOMA

### **ELECTRICITY WITH RENEWABLE ENERGY PROGRAM**

CRUZ REPOLLET, MIGUEL E.	LICEO DE ARTE Y TECNOLOGÍA-ELECTRICITY WITH RENEWABLE ENERGY DIPLOMA
MALDONADO CRUZ, JEYSON	LICEO DE ARTE Y TECNOLOGÍA-ELECTRICITY WITH RENEWABLE ENERGY DIPLOMA
MORALES BONILLA, GERARDO	PONTIFICAL CATHOLIC UNIVERSITY-MBA, BBA IN ACCOUNTING LICEO DE ARTE Y TECNOLOGÍA-ELECTRICITY WITH RENEWABLE ENERGY DIPLOMA
RIVERA RESTO, ANGEL	NUC UNIVERSITY TECHNICAL DIVISION – ELECTRICITY IN PLC DIPLOMA

### **REFRIGERATION AND AIR CONDITIONING PROGRAM**

BÁEZ GONZÁLEZ, CARLOS D.	UNIVERSITY OF PUERTO RICO AT MAYAGÜEZ – BA IN MECHANICAL ENGINEERING
GALIANO MANCO, LOUIS	LICEO DE ARTE Y TECNOLOGÍA – REFRIGERATION AND AIR CONDITIONING DIPLOMA

### **AUTOMOTIVE MECHANICS AND TECHNOLOGY PROGRAM**

BORRERO HUERTA, FELIX A.	AUTOMECA TECNICAL COLLEGE – AUTOMOTIVE MECHANICS DIPLOMA
RÍOS TORRES, JOHNATHAN	AUTOMECA TECNICAL COLLEGE – AUTOMOTIVE MECHANICS DIPLOMA

### **GRAPHIC DESIGN PROGRAM**

ROMÁN RODRÍGUEZ, DANIEL	TRANSART INSTITUTE – MA IN FINE ARTS AND MEDIA ESCUELA DE ARTES PLÁSTICAS – BA IN PAINTING
MOJICA COLON, NILMARIE	ATLANTIC UNIVERSITY – MASTER IN GRAPHIC ARTS

### **AUDIO ENGINEERING AND MUSIC PRODUCTION PROGRAM**

CALERO HERRERA, JUAN M.	UNIVERSITY OF PUERTO RICO – BA IN MARKETING AND PREPRODUCTION UNIVERSITY OF PUERTO RICO – ASSOCIATE IN SCIENCE
CENTENO COLÓN, RYAN	LICEO DE ARTE Y TECNOLOGÍA – AUDIO ENGINEERING AND MUSIC PRODUCTION DIPLOMA
COLÓN RIVERA, HILTON	UNIVERSITY OF CALIFORNIA AT BERKELEY - AUDIO ENGINEERING, MUSIC PRODUCTION, MUSICAL LAW, MUSICAL BUSINESS AND STUDIO ELECTRONICS CERTIFICATE UNIVERSITY OF PUERTO RICO – ASSOCIATE IN COMMUNICATIONS
RAMÍREZ MÁRQUEZ, LUIS	BERKLEE COLLEGE OF MUSIC - MA IN SCORE FOR MOVIES, TELEVISION AND VIDEO GAMES INTERAMERICAN UNIVERSITY OF PUERTO RICO – BA IN POPULAR MUSIC
REYES SILVA, ELÍAS	CCAT – ASSOCIATE IN SOUND ENGINEERING
RIVERA COLÓN, JACKELINE	SAE INSTITUTE – AUDIO ENGINEERING DIPLOMA UNIVERSITY OF PUERTO RICO – BA IN BUSINESS ADMINISTRATION
VÉLEZ PAGÁN, EMMANUEL	INTERAMERICAN UNIVERSITY OF PUERTO RICO – ASSOCIATE IN MUSIC MANAGEMENT CCAT – ASSOCIATE IN AUDIO ENGINEERING

### **DIGITAL CINEMATOGRAPHY PROGRAM**

LUQUIS CAMACHO, PAMELA	UNIVERSIDAD DEL SAGRADO CORAZÓN – BA IN COMMUNICATIONS
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### **COSMETOLOGY PROGRAM**

GONZÁLEZ RONDÓN, HECTMARIE	ROGIES SCHOOL OF BEAUTY – COSMETOLOGY DIPLOMA
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### **BARBERING PROGRAM**

BENÍTEZ GONZÁLEZ, JOSÉ F.	D’MART INSTITUTE – BARBERING AND HAIRSTYLING DIPLOMA
CALDERÓN ELICIER, OMAR	NUC UNIVERSITY – BARBERING AND HAIRSTYLING DIPLOMA

### **NAIL TECHNICIAN PROGRAM**

ACEVEDO CASTRO, ANA	MODERN HAIRSTYLING INSTITUTE – NAIL TECHNICIAN DIPLOMA
CUADRADO CARRILLO, DAMARIS	INSTITUTO DE BANCA – NAIL TECHNICIAN DIPLOMA

### **PET GROOMING WITH DOG TRAINING**

ZAMBRANA ADROVET, MICHELLE	LICEO DE ARTE Y TECNOLOGIA – PET GROOMING WITH DOG TRAINING PROGRAM
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# **STUDENT'S REGULATIONS**

## Purpose Statement

Liceo de Arte y Tecnología represents and promotes this regulation to break down the duties and rights of students as members of the student community, and establish relevant agencies as required by this regulation to ensure maximum participation of students in college life. Through this mechanism, the institution outlines the rules that help create an atmosphere of fellowship among students and between them, the faculty and administration, formulates policies and procedures aimed at tempering the behavior of students to the style that requires an institution education.

## Chapter I: Rights and Duties of Students

### Article I - Preamble

The fundamental right of a student in the academic community is the right to education in selected occupation. For this purpose, requires that free discussion of issues and free expression of views and opinions on them, subject only to restrictions imposed by the regulations necessary for the protection of the harmonious coexistence of bodies that form the Liceo de Arte y Tecnología which are students, faculty, and administration.

Let it be understood that the coexistence includes the set of all bodies and all possible relationships and experiences with peers, with faculty and administration in the community in which the institution operates. The student will exercise at his/her best the right to education, however, so that does not impede the other members of the community and student bodies in the exercise of their rights and responsibilities.

### Article II – Definitions

Except where otherwise noted, the following definitions apply to this regulation.

- **Regulation** - This regulation
- **Liceo** - Liceo de Arte y Tecnología
- **Official Activity** – This refers to an official activity of the institution be it of academic nature, cultural, social, recreational, athletic, or civic activities made or authorized by it or outside it, to be promulgated, developed, supported, funded, or sponsored by the Administration of the Institution. These include, without being limited to, graduation events, conferences, forums, panels, exhibitions, meetings, etc.
- **Curricular Activity** – This refers to any curricular activity, although not directly related to the student's academic program; is complementary to his obtaining a diploma from the moment you start the registration process until he or she finishes her last final exam. Except in his last term to be fully completed until after the graduation requirements.
- **Administration Member** - Any person employed by the Liceo at the administrative level either full-or part-time and all maintenance staff and custodial.
- **Faculty Member** - A person holding a teaching post, whether it is full-or part-time or who so is designates.
- **Liceo Staff** - Any person employed by the Institution, full-or part-time, whether as a faculty member, member of the administration, secretarial and maintenance staff, also including students in the performance of work under the Program Work Study or contract of service

### Article III - Rights and Duties in Academic Life

#### A. General

The highest integrity and intellectual purity should govern the effort to attain knowledge. The instructor will foster creative dialogue and an atmosphere of free discussion, expression, and research. The student will present reasoned objections to the data and views of any professor when deemed necessary.

The right to disagree with the view of any professor does not relieves the student of the responsibility to

comply with the requirements of the college course, or expressions of dissent without due consideration and respect to oblige him to live with groups and professor's rights. The student and professor will examine every aspect of the academic subject under study to the intellectual responsibility that characterizes all academic work. Neither the professor nor the student uses the classroom to present political doctrines, sectarian, religious or other non-teaching.

#### **B. The Student's Grade**

It will be based on considerations relating to their academic achievement and compliance with all requirements to approve the course. The views expressed and the behavior of others to academic work will not affect your score. The student may appeal to the appropriate institutional authorities if you believe your rights have been violated by any member of the faculty or the administration. This right will be exercised by the student personally or by raising his complaint with the Associate Director or designated competent person. And if you thought it necessary, may appeal to the President of the Liceo as authorized by this Regulation. The student will be evaluated by the faculty and the administration under the rules and procedures.

#### **C. The Relationship between Professor and Student**

This relationship is based on good faith and mutual respect among professors, students and administration and is part of the educational process. The expression of personal ideas by the student in the classroom or in private, have a privileged nature and professors are not authorized to inform third parties. Actions and expressions that clearly constitute a violation of existing regulations, the laws of the United States or the Commonwealth of Puerto Rico are excluded from these classifications of privilege.

## **Chapter II: Specific Acts of Sanctions and Disciplinary Procedures**

The Institution recognizes and guarantees the student the right to disagree and protest in an orderly manner according to the Institution's rules of conduct and in a way that it does not conflict, interferes or harm in any way the student will have the right to protest, when it does not adversely affect the Institution's order and law.

### **Article I – Student Conduct Subject to Disciplinary Sanctions**

The following actions constitute infractions to the norms of order and the student's coexistence and carries disciplinary sanctions:

1. Any violation to the student regulation.
2. Lack of honesty, fraud in relation to the academic work or other action conducing to that goal.
3. Fraud or any other action conducing to that goal in the completing of the application or Financial Aid and other corresponding documents.
4. Alteration or falsification of grades, records, identification card and other official documents.
5. Perturbation of the law and order in the classrooms or any other area of the Institution, screaming, tumultuous conduct or offensive, menacing, fighting or provocations using profanity or undesirable language, profane or indecent. So as not meeting the standards established in the institution for proper operation and maintenance of a healthy environment conducive to learning partnership.
6. Conduct that perturbs peace and order as defined in Article (5) outside the Institution when representing the Institution, in representation of the student activities that are officially sponsored by the Institution or adverse conduct in any form that discredit the name of the Institution.
7. The interruption, obstruction or perturbation of the Institution's work or the celebration of authorized acts or conspire to do so. The former is also applicable when the interruption, obstruction or perturbation is executed outside of the Institution.
8. The celebration within the Institution of none authorized activities by the corresponding institutional officials.
9. Publication or diffusion within the Institution of libel, scandalous, obscene o anonymous material that can

disturb the peace and order in the Institution.

10. The unauthorized distribution of material within the Institution or its bulletin boards of loose sheets or promotions without previous authorization from the Institute's officials.
11. Assume Institutional representation and that of its students without prior consent or approval.
12. Cause malicious damage to the property pertaining to the Institution or any other property within the facilities of the Institution or outside of the Institution in authorized official activities or conspires to do so. Use school property or equipment for other purposes other than educational purpose.
13. Participate in dishonest, fraudulent acts or gambling in the facilities and buildings of the Institution.
14. The use, possession, or distribution of alcoholic beverages in the facilities and building of the Institution is a violation of the rules in respect to the use of these beverages unless they are authorized.
15. The organization or participation to collect money or other type, within the facilities of the Institution unless authorized by written consent of the Associate Director or the President of the Institution.
16. The use, possession, or distribution of drugs, such as, marihuana, LSD, cocaine, extasis and others unless permitted by law.
17. Disrespectful, insults, aggressive warnings, the intent to commit aggression, or aggression to officials of the Institution, professors, employees, and students.
18. Possession of arms as defined by the Law of Arms of Puerto Rico, within in the facilities of the Institution or during the celebration of any activity sponsored by the Institution. This prohibition is extended to those students who have permits to possess bears arms according to the laws of Puerto Rico, except in those cases students are agents in charge of public law and order authorized by the government of Puerto Rico or by the federal government.
19. To deny carrying out instructions given by personnel of the Institution executing his duties.
20. To disobey or violate a probationary condition or disciplinary sanctions imposed by the procedures of this regulation.
21. Fraud or irregularity in the handling of student funds.
22. (1) In violation of:
  - a. Law of Explosives
  - b. Law of Controlled Substances
  - c. Law of Arms of Puerto Rico(2) Intent or commit a crime against any person or property.  
(3) Intent or commit a crime or act that implies moral depravation.  
(4) All crime committed within any dependency of the Institution.  
The conviction for any such acts in any judicial court will be the evidence of the crime. While the student is under parole, accused of any of the crimes mentioned, he cannot enter not stay in any of the buildings or dependencies of the Institution, except to assist classes, laboratories, library, or any other academic gesture. For any other activity, it is necessary to obtain a written consent by the Associate Director.
23. Any other act established by law as a crime or act of conduct that impacts or adversely affects the operation and good order of the institution.
24. Internet Access - Access and dissemination of pornographic material on any computer within the institution. Access to any material that is unrelated to their studies, including music downloads; videos, photographs and content include profane language.
25. Illegal and unauthorized appropriation of material without the Professor content and cheating during the examination.
26. Bring family members or friends to the classroom.
27. Sexual harassment to students, faculty, staff, or anyone else connected to the institution.

## **Article II – Applicable Sanctions**

### **A. Minor Sanctions**

1. Oral or written sanction.
2. Suspension of up to four class-days. The student cannot participate in non-academic activities. We will consider academic activities the attendance of classes, laboratories, workshops and learning resource center.
3. Prohibited to assist to other programs except those in which he studies.

4. Probation for a limited time. This evidence may include the provision that during its term, the violation of any conditions imposed may result in suspension for a defined period or permanent expulsion.
5. Suspension for definite time no greater than one year (can involve unsubscribe depending on the time of suspension and with the right for readmission).

#### **B. Major Sanctions**

1. Permanent expulsion (withdraw, with no right to re-enrollment).
2. More than one sanction mentioned above can be imposed.

#### **C. Special Conditions**

1. In case of complaints from the administration, professors, or students over improper conduct from one member of the student body, the Institution reserves the right to carry out a preliminary study and evaluation of such case by pertinent personnel. In case of a complaint there can be an informal procedure. If there is a behavioral improvement on behalf of the student and collaborated by administrative personnel during a period of no more than one semester, the case will be closed.
2. If from the preliminary study and evaluation, there is a possibility that the student needs medical evaluation, professional and specialized, he and his family members will be informed with recommendations. While the case is being determined, the Institution reserves the right to do an administrative termination according to the circumstances of the case.
3. To re-enroll the administrative termination of the student, it should require a medical certificate recommend the re-enrollment.
4. The power of the institution under subsection (1) above, when a student is declared incompetent by a court may be administratively discharged until the condition of disability disappears.

### **Article III – Appeals**

A student has the right to appeal by written consent to the Presidential within 15 working days from the date he was notified of the sanctions. The determination made by the Presidential will be final and cannot be appealed. La determinación en apelación que haga a la Presidencia será final e inapelable. The final Presidency determination on an appeal shall be final and binding. Students who have been expelled permanently (summarily) have no right to appeal.

### **Article IV - Procedures Disciplinary Committee**

In order to attend the cases described in the Students Regulations section and in order to attend those cases that can cause suspension or permanent expulsion from the Institution, the Presidential will name a Disciplinary Committee. The committee may be composed, depends on the sanction, by the Associate Director or his representative, two professors, one of whom must be the student's professor under investigation, except the case where the professor has been affected by the student's action. A member of management whose function will be secretary.

The Committee will clarify the facts during a hearing and will submit a report with his determination on the proven facts and his conclusions on the violations against this Regulation to the Presidential.

In case of disobedience to the rules of student discipline, there will be two (2) types of penalties, a permanent suspension to be called greater penalty and suspension that carries a lesser penalty is defined.

The Disciplinary Committee will attend cases that could cause minor or mayor sanctions. The student should receive, with reasonable anticipation, notification of hearings to be held, term that should not be less than five (5) calendar days, notifying the student the following:

- a. Date, hour, and place of hearing.

- b. Violation of students' regulations that is charged.
- c. Date that was committed the violation.
- d. Sanctions that may be imposed upon.

The Disciplinary Committee will establish procedures to be following during hearing and kept informed to the Presidential on the progress of it.

## **Article V – Summary Suspensions**

In those cases, in which the Discipline Committee and the President consider the presence of the student in the Institution as a threat to security, property, life and institutional law and order; the school may suspend the student for a period of twenty days until a thorough investigation takes place.

## **Article VI – Harassment Policy**

### **A. Introduction**

As an educational institution, private, post-secondary vocational and higher skills, Liceo de Arte y Tecnología, is committed to maintaining and developing a school environment of integrity, in harmony with the ethical standards of behavior and respect in the work setting.

To this end, the organization establishes and disseminates this institutional policy against sexual harassment in employment and the school community. Sexual harassment is punishable practice because it undermines human dignity and constitutes a clear discrimination based on sex against men or women in the workplace and study.

Liceo de Arte y Tecnología undertakes to require its students and employees, whether administrative, faculty, contractors or otherwise, to observe a behavior according to ethical and moral values which exalt the institution to prevent, deter and prevent sexual harassment in employment and in the classroom.

### **B. Applicable Legislation**

The Constitution of Puerto Rico, in its Bill of Rights states that human dignity is inviolable, and that no discrimination shall be made based on race, color, sex, birth, origin or social status or religious or political ideas. Also, on April 22, 1988, the Law No. 17 (29 LPRA SEC 155) prohibit sexual harassment in employment. The Article 10 imposes on every employer a duty to keep the workplace free of sexual harassment, which has the effect of creating an intimidating, hostile or offensive.

In the federal legislation the sexual harassment of students is prohibited under Title IX Harassment Student Employee of School, Other Students, or Third Staff, as amended. At the state level, law number 3 of January 4, 1998, as amended by 274 of August 18, 1999, also prohibits sexual harassment in educational institutions.

### **C. Types of Discrimination of Sexual Harassment**

Two (2) types of forms of sexual harassment:

1. QUID PRO QUO (give and take) - Such claim arises because, explicitly or implicitly, the terms or conditions of employment, favorable or unfavorable, depending on the person to submit to sexual conduct, unlawful and unwanted. That is, the subject or refusal to such conduct is used as the basis for employment decisions or studies relating to the affected individual.
2. OFFENSIVE OR HOSTILE WORKING ENVIRONMENT - Refers to the case where sexual behavior, unwanted and illegal, has the effect of unreasonably interfering with the executions of the work involved, or creates an intimidating, hostile or offensive.

#### **D. Examples of Prohibited Conduct**

The types of behavior considered unacceptable are the following:

1. Comments, actions, jokes, posters or banners sexual, virtual, or electronic communications of sexual content in the place of work or study.
2. Threats, demands or suggestions of a sexual nature where the person harassed think lose their jobs or a student, believed to be affected in their qualifications.
3. Pressure to the person harassed accompanying the harasser to a specific spam.
4. Unwanted attention and compliments or appropriate.
5. Pressures from supervisors or professors to obtain sexual favors or employment benefits, academic achievement, or qualifications.
6. Conduct of a sexual nature at parties or social events, when the party or event has been sponsored or promoted by the institution and the person harassed believed to lose their jobs or are students, their grades will not affect access to these claims.

#### **E. Institution Policy**

Liceo de Arte y Tecnología has the responsibility to prevent, deter and prevent sexual harassment in employment and in the Institution. It also has the responsibility to take necessary measures to achieve that purpose. The practice of sexual harassment in employment and in the Institution, in all its manifestations, undermines human dignity and constitutes a clear discrimination against a person who suffers.

This institution strongly prohibits this practice illegal and discriminatory, it will not tolerate their employees, regardless of rank or position they occupy, which engage in the practice. The institution has a duty to keep your workplace free of sexual harassment and intimidation in relation to the following persons or groups of people:

1. Applicants for employment
2. Institution employees in all capacities
3. Students

In the case of contractors, suppliers of services, guests or visitors, the institution shall not be liable unless with the following conditions:

1. The institution has been notified of the offensive conduct.
2. The institution is in position to act on such conduct.
3. The Institution does not take immediate and appropriate corrective action to the situation.

#### **F. Procedures for Complaints**

Any student who understands or is being sexually harassed may file a written complaint, delivered to the Human Resources Office. When an employee understands that he has been or is the subject of sexual harassment may file a written complaint, delivered to the Human Resources Office. This office will channel the process to follow.

#### **G. Process for Airing Complaints or Grievances**

1. To initiate the procedure, appointed a committee that will cater exclusively to the complaints about sexual harassment. It shall be attached to the Office of the Presidency.
2. The Committee shall consist of five (5) members appointed by the President of the Liceo de Arte y Tecnología. The Committee shall meet formally at least three (3) members.
3. The confidentiality as to the complainant and the person concerned unless the injured person requests a public hearing. However, the person charged is entitled to know the nature of the charges and that they are being investigated.
4. The Committee shall have the power to investigate, collect information, process, hear the parties and carry out all functions necessary for the discharge of the powers conferred by the regulations.

5. The Committee will make recommendations to the Office of the President for appropriate action.

\* This Policy may be changed or modified at the discretion of the Institution.

## **Article VII - General Provisions**

- A. The Presidency, the Education Director, the Associate Director and Program Coordinators are responsible for enforcing this regulation.
- B. Shall be the duty of every student enrolled at the Liceo know the content of this regulation, and as the catalog of the institution. The claim of ignorance is not the same defense.
- C. The Liceo de Arte y Tecnología reserves the right to discontinue any course that is offering this or provide in the future when this is justified for economic, academic or any other reasons that prevent it or to continue offering the course or program will harm the institution.
- D. In any case in which the Liceo comes obliged to notify the student in accordance with this Regulation, shall be deemed to have complied with the requirement of notification by certified mail, return receipt requested to the student's last known address as shown on the records. It is the student's obligation to ensure that such records are kept current and timely notify any change of address.
- E. These Student's Regulations are part of the Enrollment Agreement between the Institution and the student.

## SUPPLEMENT COSTS OF STUDY PROGRAMS 2023-2024

PROGRAM	DURATION IN MONTHS	CREDITS	COSTS		
			Program	Laboratory Fee	Total
Drafting with AutoCAD	16	72	\$ 16,548.00	\$341.00	\$16,889.00
Electricity with Renewable Energy	14	60	\$ 14,479.50	\$306.00	\$14,785.50
Mechanics and Automotive Technology	14	60	\$ 14,479.50	\$306.00	\$14,785.50
Refrigeration and Air Conditioning	14	60	\$ 14,479.50	\$306.00	\$14,785.50
Graphic Design	14	60	\$ 14,479.50	\$221.00	\$14,700.50
Digital Cinematography	16	72	\$ 16,548.00	\$341.00	\$ 16,889.00
Audio and Sound Engineering	16	72	\$ 16,548.00	\$651.00	\$17,199.00
Cosmetology	12	54	\$12,411.00	\$401.00	\$ 12,812.00
Barbering	12	54	\$12,411.00	\$401.00	\$ 12,812.00
Nail Technician	8	36	\$ 8,274.00	\$ 301.00	\$ 8,575.00
Pet Grooming with Dog Training	8	36	\$ 8,274.00	\$ 301.00	\$ 8,575.00

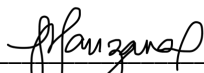
Note: Liceo de Arte y Tecnología reserves, at its discretion, the right to realize changes or modifications of its programs, costs, and fees.

## DECLARATIONS

We certify that the information contained in this catalog as of the date of its publication is, to the best of our knowledge, true. However, Liceo de Arte y Tecnología reserves the right, when it deems necessary, to:

1. Change or modify tuition and course costs.
2. Withdraw, cancel, modify or alter any of the programs offered, their requirements and their start dates.
3. Change, delete, or modify any of the policies or information contained in this catalog.

In such cases, it will publish an addendum to the catalog that will include the effective date of the changes. Liceo de Arte y Tecnología is not responsible for any printing errors found in this document. It is the responsibility of all students to verify the accuracy and validity of the information contained in this Catalog with a member of the administrative staff of the Institution and in the Admissions Office. Any discrepancy of interpretation or omission will be interpreted and dealt with by a mediation committee determined by the Administration of the Institution.



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Mrs. Gretchen Manzanal  
President & CEO

## ACADEMIC CALENDAR 2024-2025

DATE	DAY	DESCRIPTION
1/2 – 1/4/2024	Monday-Thursay	No class – Faculty Vacation
1/8/2024	Monday	No classe - Three Kings Day
3/28/2024	Thursday	No class - Holy Thursday
3/29/2024	Friday	Good Friday
5/27/2024	Monday	No Class - Memorial Day
7/22-7/25/2024	Monday-Thursday	No class – Faculty Vacation
7/29/2024	Monday	Classes resume after summer recess
9/2/2024	Monday	No Class - Labor Day
11/5/2024	Tuesday	No class – Election’s Day
11/28/2024	Thursday	No Class - Thanksgiving Day
11/29/2024	Friday	Day after Thanksgiving Day
12/25/2024	Wednesday	No Class - Christmas Day begins
12/23 – 12/31/2024	Monday – Friday and Monday - Tuesday	No Class – Christmas Recess
1/1/2025	Wednesday	No Class – New Year’s Day
1/2– 1/6/2025	Thursday – Monday	No Class – Christmas Recess
1/7/2025	Monday	Classes resume after Christmas recess

Note: Liceo de Arte y Tecnología reserves the right at its discretion to realize changes or modifications to its Academic Calendar.

Rev.11/2023

Start dates 2024:

- February 12
- May 6
- August 26
- November 11