



**Calle Comercio Final Km. 20.5, Bo Aldea, Bayamón, P.R.
P.O. Box 4307, Bayamón, PR 00958**

GENERAL CATALOG

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"The success of the future is based on the effort of the present"

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MESSAGE OF THE PRESIDENT

Since the year 1989 Bayamón counts on an Institution that is legitimately interested in providing educational opportunities in short careers that are directed to prepare our students so that upon graduating them, they be incorporated in efficient form to the working world.

This institution is the one that carries the name of PROFESSIONAL TECHNICAL INSTITUTION, INC., which I present you with great pride and satisfaction.

Our efforts go directed to offer to Bayamón and bordering towns an education of quality to the students that as you have determined to be worked a better future in those areas in which a real demand of jobs exists.

Welcome to the educational experience that the PROFESSIONAL TECHNICAL INSTITUTION of Bayamón offers.

Cordially,

**Francisco E. Lafontaine Montero
President**

BOARD OF DIRECTORS

PROFESSIONAL TECHNICAL INSTITUTION, INC., is a private educational institution with pecuniary ends, incorporated under the laws of the State Free Associate of Puerto Rico, and governed by a Meeting of Directors, under a President.

The President of the Meeting is the main executive officer of the Institution.

The Director is responsible for the academic operation of the same one. A group of administrative officials they attend both officials in the performance of their functions.

MEMBERS OF THE STOCKHOLDERS BOARD

Francisco E. Lanfontaine, President- Associated Degree in Natural Sciences and, Technological Engineering, Technician and Professor of Cooling and Air Conditioning. Industrial Vocational Education Teacher Certificate.

Iván Lafontaine Montero, Vice-president & Secretary -Technical and Professor of Cooling and Air Conditioning Industrial Vocational Education Teacher Certificate.

FACULTY

José Camacho- Professor –Certificate in Alarm and Sound- Technical, Industrial Vocational Education

Freddy Delgado Castro, Professor, Laboratory Assistant - Technical, Industrial Vocational Education Teacher Certificate in Cooling and Air Conditioning.

Francisco Lafontaine Montero- Professor- Technical, Industrial Vocational Education Teacher Certificate in Cooling and Air Conditioning.

Iván Lafontaine Montero, Professor- Technical, Industrial Vocational Education Teacher Certificate in Cooling and Air Conditioning.

Antonio Ortega- Industrial Vocational Education Teacher Professor-Certificate, Diploma in Electricity. Expert Electrician

Alexie Santiago- Industrial Vocational Education Teacher Professor-Certificate, Diploma in Electricity. Expert Electrician

Adalberto Santiago-Industrial Vocational Education Teacher Professor-Certificate, Diploma in Electricity. Expert Electrician.

Jesús R. Tocyó, Professor- Degree in Electrical Engineering, Industrial Vocational Education Teacher Certificate, Concentration in Electricity and Industrial Electronics.

Rafael Colón – Professor-Industrial Vocational Education Teacher Professor-Certificate in Alarm and Sound

José J. Ferrer- Professor - Industrial Vocational Education Teacher Professor-Certificate in Alarm and Sound

Ángel Torres – Professor-Industrial Vocational Education Teacher Professor-Certificate in Plumbing

Félix Reyes – Professor-Industrial Vocational Education Teacher Professor-Certificate in Auto Mechanic

Daniel Crespo- Professor-Industrial Vocational Education Teacher Professor-Certificate in Refrigeration and Air Condition

Angel R. Cortes- Professor-Industrial Vocational Education Teacher Professor-Certificate in Computers Technology

Gustavo Rivera- Professor-Industrial Vocational Education Teacher Professor-Certificate in Auto Mechanic

ORGANIZATION

PHILOSOPHY

PROFESSIONAL TECHNICAL INSTITUTION, has as main purpose to provide educational opportunities tending toward developing in the students the dexterities and the knowledge that qualify them to become professionals dexterous to occupy positions of responsibility in the diverse employment fields related to the courses that give themselves in the Institution, whether in the government or in the private enterprise, and at the same time to achieve the conquest of an upper life for itself, their relatives and the community in general.

P. T. I. is compromised to provide an education postsecondary technical to the young population and adult in professions or occupations specialized that the modern market of employment needs.

The component of general education and the co-curriculum activities of the institution go directed to equip the students with the necessary intellectual vision to understand, to interact free and responsibly and to appreciate the complex cultural demonstrations of the company highly modernized in which lives itself. Additionally assume positive attitudes toward the work, the honest life, the welfare of the others and the respect and consideration toward the rights of the other members of the society.

AIMS

- ***Developing in the students the knowledge, the skills and the attitudes that qualify them so that they can be employed in the Private Industry, Government, or in their self-employment, upon finalizing the course.***
- ***Promoting relations among students, master and personnel of the Institution that facilitate the acquisition and cultivation of positive values, that in a future they be the essential base of the success and development of their goals inside the diverse occupations and professions and of their lives in general.***
- ***Developing in the student the anxiety of continuing investigating and improving inside the diverse professions and occupations that offers the Institution.***

To achieve the goals established, PROFESSIONAL TECHNICAL INSTITUTION offers:

Focusing and adequate equipment that motivate the student to encourage in the attainment of its goals.

A. Activities as:

1. Orientation and Advising
2. Socio -Cultural Activities
3. Informal lectures with the professors.
4. Methods and incentives to give the teaching.

GENERAL OBJETIVS

Educating in short careers so that our students can compete in the industry and the commerce.

Offering an opportunity to the citizen interested to obtain an academic preparation in short time.

Developing in the students conscience of the social responsibility of the private enterprise toward the community where they operate.

Qualifying the student to begin a business

Helping the student so that investigate and he enrich his knowledge in the diverse areas of study, the same as to develop the capacity of learning and to continue improving his quality of life.

HISTORICAL REVIEW

PROFESSIONAL TECHNICAL INSTITUTION, INC. is a technical post secondary not university institution, founded October 2, 1989, by a group of people, that conscious of the need professional of new talents in the country of field of Electricity and Refrigeration, they were given to the task to train people for these end.

In September of the 1992 PTI receives for the first time the accreditation of ACCSCT. In February of the 1993 receives the approval of the Federal Government to administer the Title IV funds. Then it adds the courses of General Technician in Alarm and Sound and Technician in Alarm and Automobile Sound.

Nowadays we have the satisfaction to know that graduate people in our Institution occupy important positions in the industry of the electricity, commercial and industrial cooling, other media of the electricity, and the team of sound and automobile alarm.

Constantly we are improving our system of instruction for thus create new innovative courses in Alarm and Sound, so that these courses contribute significantly to the improvement of the quality of the technicians highly qualified which will impact in the enrichment of our industry through a better commercial, practical, and technical teaching.

FISICAL FACILITIES

PROFESSIONAL TECHNICAL INSTITUTION, is located in the Comerío Final Street, Km. 20,5, La Aldea, Bayamón, Puerto Rico. We are located In one of the main avenues of Bayamón, in an easily accessible area by private and public transportation.

The Institute is in a building of solid construction with extensive ventilation and lighting aside from that has systems of air conditioning in all its parlors and offices. It offers the student an extensive and comfortable parlor of reception. Eight classroom of theory and six of laboratory, ten modules of offices and a center of educational resources.

To give a good teaching in the offered courses, we include the necessary team, such as: commercial, industrial, residential or domestic teams, refrigerators, compressors, central air conditioners. Also in the Laboratory of Electricity we include a bank of transformers, a station of magnetic three-phase, station of luminary, station of signs (bells), base of bookkeepers; in the Laboratory of Alarm and Sound we include a bank of radios, and equalizers, besides in this area we count also with horns board, for cars, tables with alarms, accessory, and equipment of sound measurement.

All these equipment are utilized to prepare the participant in the working world since it to bring to the reality of the industry. Besides we include an area equipped with all the necessary tools to carry out the work.

PROFESSIONAL TECHNICAL INSTITUTION also counts on audiovisual aids as resource of study and information for the student community.

ACCREDITATIONS AND Y AUTHORIZATIONS

P.T.I. has the following Accreditations and y Authorizations:

Authorized by The Puerto Rico General Council On Education since 1989
Accredited by The Accrediting Commission of Career Schools and Colleges since 1991
(ACCSC, according to English acronym)

Approved by the Veteran Administration and authorized by the Right to Work Administration and W.I.A. (Work Investment Act, according to English acronym)

RESERVED RIGHT

"I certify that this catalogue is correct as for content and politics indicated in it". Each student, member of the faculty and administration receive a copy of it.

Francisco E. Lafontaine Montero

President
July 1, 2005

The programs and requisite contents in this publication are subject to changes without previous notification at any moment according to what the Institution consider the necessary. Professional Technical Institution exhorts the students to be maintained informed of the publications and announcements that be promulgated.

Right of Amendment:

The Institution reserves the right to change or modify their costs of tuition, fees, and other services, in addition to the requirements of the programs of studies; equally, reprogramming or modify courses and programs, including names of courses and programs, changes in the academic policies, administrative or institutional either by necessity or convenience. The changes will be published in any way in the institutional page by an official communiqué to the institutional community, and to the as soon as possible in the academic period in which have taken place. We apologize for any errors or omissions that may occur unintentionally, of which the institution is not necessarily responsible.

ACADEMIC CALENDAR AND ENROLLMENT

The Institution operates of continuous form all the year from Monday to Friday.

The applicants admitted can begin the following Monday to the admission, except in the programs measured in credits-hour. The procedure of registration and the programs of classes are treaties by the office of Registrar . The beginnings of the courses are offered at least four times per year, as need arise. Whether the calendars and the programs of classes are given to student at the beginning of each registry indicating the day of beginning, holidays, beginning and termination of each semester and the day that concludes the course officially. These can be subject to unexpected changes.

HOLIDAYS

The following holidays that by law govern in Puerto Rico are observe in the corresponding dates:

January

Theree Kings Day
Martin Luther King Day

February

Jorge Washington Day, Presidents Day and Country Great Men

March

Abolition Day

April

Recess of Holy Week (variable, some times falls in March)

May

Day of the Commemoration

July

Independence Day

August

There's no holidays

September

Labor Day

November

Veterans Day
Discovery of America
Discovery of Puerto Rico
Thanksgiving

December

Christmas Day
Christmas Recess

SCHOOL SCHEDULE

Morning	8:00 am - 1:00 pm
Afternoon	1:00 pm - 5:00 pm
Nighttime	5:00 pm - 10:00 pm

Recess Periods:

Day Time : 9:50 – 10:10 AM
Night Time: 7: 50- 8:10 PM

The Institution has periods of 2 recesses of 10 minutes each one, generally in the end of the intermediate hour and principles of the following one.. The beginnings of the courses are offered at least 4 times a year, as need arise. The Institution reserved the right to change schedules, if these they result to be in the best interest of the education offered.

NOTIFICATION OF NON DISCRIMINATORY POLICY

PROFESSIONAL TECHNICAL INSTITUTION, INC., DOES NOT DISCRIMINATE IN EMPLOYMENT NEITHER EDUCATION BY MOTIVE OF RACE, COLOR, SEX, POLITICAL, RELIGION, SOCIAL, ECONOMIC, PHYSICAL CONDITION, NATIONAL OR ETHNIC ORIGIN OR ANY ANOTHER REASON THUS CONSIDERED BY THE LAW.

ACADEMIC POLICY

GENERAL ADMISSION REQUIREMENTS

PROFESSIONAL TECHNICAL INSTITUTION seeks that the candidates to admission to our Institute have a genuine desire to improve in the country of studies of their preference.

The admission requirements are as follows:

PROFESSIONAL TECHNICAL INSTITUTION vela porque los candidatos a admisión a nuestro Instituto tengan un deseo genuino de mejorar en el campo de estudios de su preferencia.

Los requisitos de admisión son los siguientes:

- Filling and submit a Application for admission accompanied by a payment of \$25,00. (Not refundable)
- Be High School graduate or its equivalent one (G.E.D.).
- Official transcription or copies of the diploma of fourth year of High School or its equivalent

- Two photos 2x2 more recent (for identification)
- Certificate of Immunization (if is less than 21 years)
- Birth certificate
- Supply all the information in the Application for admission.
- Proof of citizenship (birth certificate) or appropriate documentation in case of foreigners (form G6410 I 20).
- Veteran student or it beneficiary should bring all the documents for admission before the first day of classes.
- Instead of High School Diploma, have approved an associated degree recognized or to have a transcription of credits to university level that demonstrate to have approved two years in a university institution or 48 conducive credits to a degree of degree.

ADMISSION PROCEDURES

Those interested in requesting admission in our Institution, should visit the Office of Admissions, where they will be oriented and will evaluate by means of interview. This interview will determine if the applicant fulfill with the requirements to take the course desired and if has a genuine interest in study.

The applicant is recommended for admission, will fill the Application for admission and will be required the necessary documentation to complement the request; will pay the fee of admission in the Office of Treasury.

It will proceed to discuss with the applicant the agreements on the contract, and will be given with a copy of the catalogue. Questions will be clarified and the contract will be signed by both parts with copy to the applicant in or before the beginning of classes.

ORIENTATION TO ADMISSION CANDIDATES

Prior to the beginning of the classes, our new students pass for a process of orientation on the area of its specialization, that includes you chat informal with Treasury, Registrar, Financial Aid Assistance and Employment. Besides, he/she will received the academic calendar and the Students Regulations.

FOREING STUDENTS

PTI accepts Admission Applications of foreign students that be in compliance with the applicable federal and local laws for foreigners. They must have completed with all the requirements of entrance to the country to study and in or before the date of registration and they should present evidence of it.

The foreign students should complete the following procedure:

PTI, acepta solicitudes de estudiantes extranjeros que estén en cumplimiento con las leyes locales y federales aplicables a extranjeros. Estos deben haber cumplido con todos los requisitos de entrada al país para fines de estudios y en o antes de la fecha de matrícula deberán presentar evidencia de ello.

Los estudiantes extranjeros deberán completar el siguiente procedimiento:

- i. Complete the Admission Application for foreigners.. This can be obtained in the Admission Office.
- ii. Provide a copy of Study Transcript and an Affidavit attesting its veracity.
- iii. Pay the correspondent fee.
- iv. Demonstration of residence and/or authorization to study issue by the Department of Immigration of United State of America (Homeland Security)

**ADMISSION FOR "ÄTB" STUDENTS
ABILITY TO BENEFIT PROGRAM**

(As of July 1 2012 this program and procedure was suspended, but students who have been admitted and qualified under this category before validated, may enroll)

PROCEDURE OF ADMISSION FOR AN ATB STUDENT

Admission candidates to PTI under this regulation must visit Admission Office, in order to receive the proper information and will undergo an interview that will be evaluated. Throughout this interview the prospectus will choose the program that he/she wants to enroll and must demonstrate authentic interest in pursuing that training. If the prospectus is recommended for admission, must complete an application as part of the required documents undergo with the examination (SABE) and then must pay application fee.

DOCUMENTS SUBMITTED FOR ADMISSION PURPOSES WILL BECOME PROPERTY OF PROFESSIONAL TECHNICAL INSTITUTION, INC. AND WILL NOT BE RETURNED TO THE APPLICANT UPON COMPLETION OR CANCELLATION OF THE ADMISSION PROCESS.

WARNING OR DISCLAIMER

The Institution notifies those students that have been admitted under the Program of Ability to be Benefited (ATB, by its acronyms in English) that properly have been oriented previously that is necessary to approve the High School Diploma or its equivalent before and as requirement to be able take the corresponding the Board Examination of the State Department of Puerto Rico in those programs of studies that require it work in the profession or position.

CONDICIONAL ENROLLMENT

The institution considers CONDITIONAL enrolment preliminary conditional or one in which the student is unable to demonstrate at the time of the official registration number or the document(s) to fulfill definitely original with any of the requirements for admission at the time of their admission

process. You will be given a reasonable period of time necessary to fulfill the full process. If at the time of being fulfilled with the additional time provided there is no verbal or written communication that would justify the delay will be processed as low administrative; to complete the process in the stipulated time, may not enroll in the next academic period.

RULES AND PROCEDURES

CONDUCT AND DRESS CODE

It is expected that every student that attend PTI, observe a good behavior and that its clothing go at par with its educational objectives. For those courses that require uniforms, the students have to attend uniformed to classes. The courtesy, the consideration and the good customs, not only they are essential for a productive academic climate, but also they promote own habits for a future employment. See Students Regulation.

ATTENDANCE

Is indispensable requirement that every student attend all its classes regularly. It is responsibility of the student the material taught, discussed and assigned when be absent.

Three (3) consecutive absences, they will require a justification in writing, presented the professor and/or to the Office of Registrar. Fourteen (14) consecutive absences without valid excuse involve to a drop.

Six (6) unjustified consecutive absences, will be cause of disciplinary action. The disciplinary action to be taken will be able to be admonition, suspension seasonal or administrative withdraw, depending on the mitigating or attenuating circumstances. Excessive absences will be considered those that exceed the twenty cumulative days in each level and the institution will do all the possible efforts to return the students to the studies before elapse this number during the day.

In each period or level (semester) of studies will be evaluated the assistance of the student to classes. If the student has not attended at least to a 67% of the hours required in its agreement of registration, will be position in probation.

It will be permitted to a 10% of absences in the level or semester without having that to be recovered and without affecting its satisfactory academic progress.

(This Politics of Assistance does not apply Veteran students- _see Addendum on the applicable politics)

JUSTIFIED ABSENCE

The student will be able to request a permission of absence or academic recess (interruption) by reasons of a legitimate emergency. This permission should be approved by the Director, will not exceed of hundred eighty (180) consecutive school days during the period of a year. It is obligation of the student in permission to be presented immediately that finishes its permission, or otherwise will be dropped on the when initiated the permission.

The special permission should be requested and justified by the student in writing in the Office of Registrar. In the previous case, the student will do arrangements with his professors to recover the material lost. **The student will not be able to receive economic aid assistance during the time that this absent of the institution.** The benefit to the veteran student or its beneficiary will be interrupted while the permission of absence, and the same one will be reinstalled once the student return to classes.

If the student does not return after the period of authorized absence, him he will be processed an Administrative Withdraw immediately. The reimbursements to the sponsors agencies will be done within the next thirty (30) days after the period of authorized absence. Any money due to the student will be refunded within the next sixty (60) days after the period of authorized absence.

TARDINESS

The delays to classes should be justified by the student to its professor. Three (3) unjustified delays equal to one absence. The delay, past of ten 10 minutes to the classroom, will be considered the student as to have arrived late. No student is permitted to abandon the classroom before the indicated departure time except justified ones. The 'classes cuts' will not be permitted by any reason and they will be registered like absences. In frequent cases and without justification, they will be subject to the disciplinary action and/or suspension on the part of the Director of the Institute.

COURSES REPETITIONS

Either the note of the original class as well as the repeatedly will be cash like taken. Upon computing the general average will be used the highest note for the computation. Every class or unit of studies with a grade of (F) has to be repeatedly.

PERSONAL PROPERTY

The student should identify his materials and equipments adequately. The Institution does not responsible for the loss or steal of it.

THE FOLOWING IS NOT PERMITTED :

- Sleeveless shirts
- Sandals
- Firearms
- Blades
- Alcoholic beverage
- Verbal or physical Violence
- Sexual Harassment
- Chase

The courtesy, the consideration and the good customs, not only they are essential for a productive academic climate, but also they promote own habits for a future employment. PTI, does not permit

under any circumstance to smoke, to write in the walls or to destroy the facilities and the equipment.

WORK REPLACEMENT

The absences of unit hours as well as those planned within the course they should be recovered as well as by means of attendance to the class or by means of improvement of knowledge and domain of the skills to acquire and to develop, through projects and/or special assignments to discretion of the teacher under the supervision of an instructor in different schedule to that of the student and according to the politics of satisfactory academic progress.

The student should show the work and to bring his professor with a leaf of replacement of work signed by the professor and student. The recovery of hours will deal with the skills and knowledge of the period of absence out of the schedule of classes and under the supervision of its professor.

ACADEMIC OUTSIDE WORK POLICY

Through regulation of the Federal Education Department, with effect from 1 July 2011, the institution requires its students meet learning activities supervised and directed (allocations, "outside work") by their instructors to complement the regular process of teaching and learning in the regular schedule of the classroom. Every teacher must be able to guide their students about this policy, the value of notes and weight of the academic assignments. Every 30 hours of academic work supervised and evaluated equivalent to 7.5 hours of assignments.

PROGRESS REPORT

For each unit of studies, the professors should administer at least two partial evaluations and a final evaluation. The evaluations can be exams, works, projects or other activities.

The professor will be able to permit him the student to take a mid-term exam in the date after the date announced if this presents justified cause for the absence and thus the professor determine it. In the end of each unit, the professor will deliver to the Office of Registrar a form for grade by unit for all the students in the group assigned reflecting all the grades obtained concluding with a final grade.

The Office of Registrar at the end of each level (semester) will give each student a Report of Progress according to the grades obtained and assigned by his professor. Besides he will maintain a copy of the same one in his academic file. The students will be able to do claims relating to the reports of academic progress two weeks after received the report.

WITHDRAWALS

The **VOLUNTARY TOTAL WITHDRAW** is requested by the student when thus consider the necessary to its better interests. The request of it, should be settle down and approved by the Office of Registrar. The voluntary withdraw will be registered like **W** in the academic expedient of the student.

The **ADMINISTRATIVE TOTAL WITHDRAW** will be processed in those cases in which the student

cease attending for fourteen consecutive days without reasonable excuse and does not situate an official drop in the office of the Registrar. In these cases, will be assigned in the academic expedient of the student a **WF**. This qualification will be considered final and will add upon determining the general index of the student and its satisfactory academic progress. Fourteen (14) consecutive absences without excuse is cause of administrative drop.

The **COMPULSORY TOTAL WITHDRAWAL** can be required for the Institution when the student violate the norms established by the Institute, by deficient academic progress, failure of payments, failure of the norms of the Institute, excessive absences, or by unacceptable behavior.

In any of the forms of withdraw , the student, as prior requirement to receive the final reports of grades, certifications of credits or any official document, he has to be to in good standing in his obligations and commitments with the Institution.

The student that desire to withdraw , should fill the Withdrawal form. This form should be submitted to the Office of the Registrar. It should carry the signature of the student and the reasons by which is dropped. If the student is under age the Withdrawal form should be signed by the father or his person in charge.

EFFECTIVE DATE FOR THE TOTAL WITHDRAWAL

The effective date of the total casualties will be, by statutory provision effective 1/8/2011, the date on which the student notifies its intention to low. The last day to unsubscribe from partial or total is the last day that you have attended classes during the academic period in which it was registered. When a student stops attending classes without complying with the processing of official notification, shall be determined its low in line with the policy of low administrative and the date of effectiveness of this low will be the last date of activity that have registered academic faculty.

READMISSIONS

The students that have interrupted their studies, can request readmission in the Office of Registrar. The approval will do it the Registrar after studying the academic expedient, he will interview the applicant, and he will be assured that the student have paid the fees of readmission and that have completed previously the obligations with the Institution. In the case of students suspended by academic deficiency, or excessive absences, they will be able to request readmission after to have elapsed two terms or levels (semesters) of training or two complete evaluations (720 hours).

The student re-admitted under previous suspension, will not be able to enjoy the available economic aid until reach the satisfactory academic progress established required.

In the case of students that decide to return to the Institute after to have elapsed a period of two (2) years, they will be admitted as new students and they will come obliged to repeat all the course.

The readmissions will be based on the costs of registration in valid at the moment of the

readmission. The full fees in the previous registration will be applied to the account of the student re-entered. The Application of Re admission should be accompanied with a fee of twenty-five dollars (\$25.00). This money is not refundable.

CHANGE OF PROGRAM

The changes of programs or course will be requested by the student in the office of the Registrar . The final decision will do by the Registrar whenever the change be requested inside the period assigned for such effects.

PRIVACY

PROFESSIONAL TECHNICAL INSTITUTION complies with the norms established by the Law of the Educational Right of Family and of Privacy of 1974 (As amended).

This Law protects the privacy of the expedient of the student and establishes the right of the student to revise its expedient. Copies of these regulations they will be available for each student that qualify and that request them in writing in the Office of Registrar.

The student and in case of under majority of age students, its father or legal tutor, with previous authorization of the student, will be able to request in writing permission to see its educational expedient in the Institution, which will be granted immediately.

Nobody will be able to reveal private information of a student to third parties, without the permission writing of the student, and in case of under majority of age , of its father or legal tutor. The cases are excepted where the law provides an exemption to third party , who should provide evidence of such exemption to the Institution and him will be notified to the student each time that private information of the student under the previous exemption .

RECORDS CONFIDENTIALITY

The FERPA Law of 1974 (Buckley Amendment) regulates the access to the dossier of the students and requires that the Institution kept in a confidential manner, private, and no unauthorized access. Regulates the access of the students that in writing may authorize third persons that interest you access to your information. The information provided by the student during the processes of admission, readmission, tuition, financial assistance, and requests for testing refresher, all hotel contact academic progress, among others, are safeguarded and protected in its strict confidentiality on the part of all institutional staff.

The FERPA Law guarantee, however, that the parents and/or persons authorized by the student have access to certain types of information contained in the student's academic record in compliance with certain prudential rules and procedural in STI management under the purview of the Office of registry.

PROTECTION OF THE CONFIDENTIALITY OF SOCIAL ISECURITY NUMBER

Compliance with the laws and regulations and federal state, the institution has a few procedures to

guarantee the confidentiality and security of the use of the social insurance number and provides that will be used in a confidential manner and establishes all the appropriate measures to safeguard your applying the restrictions of use and access needed in compliance with the Law No. 186 Of 1 September 2006 taking precautionary measures to avoid his usurpation and illegal use.

COSTS, FEES AND PAYMENT WAYS

PROFESSIONAL TECHNICAL INSTITUTION, has established the total costs, according to the courses offered, in the contract that the student sign with the Institution before beginning the course to take. The Office of Admissions will provide him an informative leaf of the current costs. The payments will be done according to the plan of payments established with the Office of Treasury. Special situations will be considered, but only ad discretion of the Institution.

Changes in the costs will apply only the new students that begins after the date of change. All the payments should be done in the Office of Treasury and they will be shown by a receipt issued by the Institution.

INSTITUTIONAL PROCEDURE OF THE POLITICS OF REIMBURSEMENT PERTAINING TO THE INSTITUTIONAL CHARGES

REIMBURSEMENT POLICY

Rejected: If the STUDENT is rejected for PTI and/or some course have to be postponed indefinitely, all the money paid by the STUDENT will be returned to him, with including the charge by the request of admission of \$25,00.

Process of Orientation: The STUDENT does not pass by the process of orientation before the beginning of the classes, will have the opportunity to drop without any punishment inside the first three (3) subsequent days to the presentation of the facilities and equipment of the Institution.

Cancellation after the three days: If the STUDENT is dropped officially before to have elapsed the three (3) first days, after signing the contract and to make an initial payment , but before beginning the classes, he will have the right of receiving all the full money less \$150,00 by administrative expenses.

The date of effectiveness of a drop for the effects of reimbursement will be the last date in which the student attended classes.

PTI will invoice in base to the hours that the student attended classes.

A reimbursement for pr-rat is a reimbursement that PTI performs to a student or to whom correspond, except the portion of the costs of teaching and other costs incurred by him equivalent one to the portion of the period of attendance that accumulated to its last day of classes attendance.

TITLE IV REIMBURSMENT POLICY

The federal formula requires the refund of the funds to the programs of Economic Assistance when the total drop is before the 60% of the period of billing. The percentage of federal aid to return will be

equal to the number of remaining hours in the period of studies divided among the total of hours included in said period.

The planned recesses that exceed of four (4) days are excluded of the computation. If exist funds for to be refunded after to have reverted to the federal aids that correspond, these will be used to refund to the external or additional aids and/or sources of origin in proportion to the total received provided that exist not pending debt to the moment of the withdraw.

The reimbursements to the sponsors agencies , or to student, will be done within the next 30 days since the last date that the student attended class.

REQUEST OF WITHDRAWAL : The STUDENT should submit his request of withdraw in writing specifying the reasons to the Office of the Registrar. The student will be interviewed to do the withdraw official. If he/she is age minor, the request of withdraw should be signed for the father or the person in charge.

After making the relevant calculations to the Pell Grant or funds of Title IV, the student will be subject to the following refund policy applied by the institution with regard to its obligation finance incurred with the same. PTI will apply the refund policy for each period of studies or semester.

If a student performs an initial payment to reserve your seat and the program is canceled, all money paid in advance are repay in full (100%).

All money to be returned will be made within a period of 45 days of the planned start date.

All reimbursement to be does not require your written request.

If the student who makes an initial payment, does not begin classes or is low on the first day of classes, all the money paid by the student will be returned to you except a charge of the administrative expenditure of \$100.00

All money to be returned to the student who does not start classes will be made within a period of 45 days from the date of beginning of classes.

The student who does not pass through the orientation process and presentation of the facilities before the beginning of classes, you will have the opportunity to unsubscribe without penalty within the first three (3) days subsequent to the submission of the facilities and equipment of the institution.

If the student is rejected by the College all the money paid by the student will be returned.

TOTAL WEEKS ASSISTED INSTITUTIONAL POSITION

FROM THE FIRST DAY UNTIL THE END OF THE SECOND WEEK (10% of 15 WEEK PROGRAM)
10%

SINCE THE BEGINNING OF THE THIRD WEEK UNTIL THE END OF THE FOURTH WEEK (25% of 15 WEEK PROGRAM)

50%

SINCE THE BEGINNING OF THE FIFTH WEEK UNTIL THE END OF THE EIGHTH week (50% of 15 WEEK PROGRAM)

75%

SINCE THE BEGINNING OF THE NINTH WEEK UNTIL THE END OF THE semester (100% OF 15 WEEK PROGRAM)

100%

Credit Program: The number of weeks that you have completed the half between the number of weeks that lasts the semester. Weeks are counted from the beginning of the semester and the last day of attendance of the student to classes. A week of classes is defined as any period of 7 days where the student at least attend a day to classes.

Each semester has a duration of 15 weeks of studies.

The Office of Treasury has the responsibility of processing the charges and /or refunds according to the institutional refund policy for each program of studies.

The costs of equipment and books are the responsibility of the student regardless of the contract and therefore not included in the reimbursement.

In the event that the student is suffering from a prolonged illness or accident, that any death in the family, or any other circumstance that hinders the student will complete the course, the institute will come to some reasonable agreements and fair for both parties.

The reimbursement to the sponsoring agencies will be made within the next forty-five (45) days from the last date on which student attended class. Any money that you need the student from the last day on which attended classes will be repaid within the next 45 days.

TRANSFERS OF CREDITS TO ANOTHER

The transfer of credits will have the same procedure of admission previously described. If our students request transfer to another institution, PROFESSIONAL TECHNICAL INSTITUTION does not response itself of the acceptance or not acceptance of the request for transfer of credits. The acceptance or not admission request acceptance to another institution is optional of the transfer institution, for which we recommend to be oriented first before requesting the transfer.

TRANSFEROUT OF CREDITS

PROFESSIONAL TECHNICAL INSTITUTION, will validate those courses taken in other institutions, provided that they being equivalent to courses that offers our Institute. To do the validation, the candidate should fill a request of validation with two (2) weeks of anticipation to the beginning of the course to take. It should represent an official copy of transcription of credits and a copy of the official catalogue of where took the courses to validate.

The classes of validation will not exceed the 25% of the course to take, but they will not count for average. Only those classes will be considered for validation in which the applicant have obtained notes of C or more. The courses remedy them you are not capable of being validated.

The classes validated will not be taken in consideration to determine the general average of the student and they will be reflected in the academic expedient as validated (T).

The student will receive credit by the classes validated and will only take that part of the course done not include in the classes validated.

Upon being validated courses a reduction apportioned in the cost of the course will be done and the period of study will shorten itself proportionally.

The student will receive credit for the classes only validated and take that part of the course not included in the classes validated.

The validated courses will be a pro rata reduction in the cost of the course and will shorten the period of study in proportion.

The institution recognizes the value, relevance and validity of knowledge previously acquired by their students in educational institutions and/or by different means to formal study, but equivalent to those contained in the programs and courses of the institution. There is a Manual of Accreditation where you set the appropriate criteria, the parameters of comparability, applicability, competencies and source, age of the knowledge and skills to be considered and the evaluation process to accept the value, relevance and validity of knowledge previously acquired subject to validation. The institution reserves the right to require the prior approval of some kind of review of skills, competencies and essential knowledge of the subject and course. Each case will be addressed on its own merits.

MINIMUM SATISFACTORY AVERAGE OF RETENTION

The Office of Registrar will determine, based on the individual merits of each student, to put in probation to student that do not comply with the minimum requirements of retention. The veteran student or its beneficiary should maintain an minimum general average of 2,00; if not accumulate this average will be in position of probation and if fails to maintain the general minimum then they will be canceled the benefits until achieve reestablish said average according to is described subsequently:

PERCENT OF THE COURSE GENERAL AVERAGE COMPLETED FOR THE COURSES MEASURED IN CREDITS -HOURS

MINIMUM

25% of the course	1.25	75% of the course	1.75
50% of the course	1.50	100% of the course	2.00

At the end of each academic year (two semesters= 720 hours) every students should every student should have an evaluation for effect of economic aid.

ACADEMIC INFORMATION

GRADE SYSTEM

The norms for grades established by PROFESSIONAL TECHNICAL INSTITUTION are the following:

All the students will be evaluated periodically through tests written and practical.

It is based on a system of a hundred (100) points; seventy (70) points note is considered the minimum to approve the corresponding course. The scale to be used to evaluate the exams will be like continues:

DESCRIPTION OF HONOR POINTS

90 - 100 = A = Excelent

90 = 3.50	91 = 3.55
92 = 3.60	93 = 3.65
94 = 3.70	95 = 3.75
96 = 3.80	97 = 3.85
98 = 3.90	99 = 3.95
	100 = 4.00

80 - 89 B= Good

80 = 3.00	81 = 3.05
82 = 3.10	83 = 3.15
84 = 3.20	85 = 3.25
86 = 3.30	87 = 3.35
88 = 3.40	89 = 3.45

70 - 79 C= Satisfactory

70 = 2.00	71 = 2.10
72 = 2.20	73 = 2.30
74 = 2.40	75 = 2.50
76 = 2.60	77 = 2.70
78 = 2.80	79 = 2.90

64-59 = D = Deficient

69 = 1.90	68 = 1.80
67 = 1.70	66 = 1.60
65 = 1.50	64 = 1.40
63 = 1.30	62 = 1.20
60 = 1.10	59 = 1.00

58 o menos F= Failure 00 - 0.99

SIMBOLS

Official Withdraw	W	Repeated	R
Administrative Withdraw	WF	Approved	P
Not Approved	NP	Transfer	T
Incomplete	I		

PROBATION

The student that obtain points under the percent minimum of the previous scale, or student with excessive absences, will proceed to put the student in probative by an equivalent period to a level of studies (one semester, 360 later approximate hours).

Within the next level (semester) or period of evaluation, the student should rise the average and to improve the assistance. Student with excess of 10% of absences in the corresponding level will be on probation status. Thus at the 25% of the course, the student will not be able to have more than 30 hours without replacing; to the 50% of the course not more than 60 hours without replacing; to the 75% of the course not more than 90 hours without replacing and to the 100% of the course, not more than 120 hours without replacing, under penalty of be not graduated. The excessive absences should be compensated and t be replaced.

It is the responsibility of every student to coordinate with the professor and the counselor helps additional to rise his average. Otherwise, of rise not the average, him he will be processed an administrative withdraw. Every student of PROFESSIONAL TECHNICAL INSTITUTION will be subject to evaluation by the system of qualifications before described.

During the time period in which on probation, the student can receive the economic assistance or scholarship that correspond, but if the general average in the end of the period of probation is less than the required to that moment particularly the economic aid will be finished until the general average be in the level required. This includes the benefit of veterans.

The student will be able to appeal and to request in writing a period of probative additional if this can show that the causes of its poor previous execution due to some of the following reasons mitigates:

- a. Illness of the student and/or his/her children , or family nearby
- b. Accident of the student
- c. Death of a nearby relative
- d. Loss of employment
- e. Disastrous situation

To discretion of the Office of Registrar to the student can be suspended equivalent to a period of evaluation or the probative one he will be able to be extended to include another period of evaluation, but at no time more than one academic year or 720 hours or two semesters

IMPLEMENTATION OF THE POLICY OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The academic progress of students is determined by the end of each period or term through evaluation being carried out by the Registry Office tabulating reports academics (qualifications) that gives you the faculty. The Registry Office notifies the student who does not comply with the parameters set forth in the policy of Academic Progress (SAP), shall inform immediately on its breach and inform you about the process of submitting an appeal, if necessary, on the special circumstances extenuating or mitigating the breach: conditions of health, the death of close relatives, drastic changes in the economic situation, accidents resulting in absenteeism, loss of self-employment or the core immediate family, separation or divorce of parents, other unforeseeable circumstances that will seriously affect the student and which are beyond its control.

The student that could be considered in breach of its satisfactory academic progress he would be classified: Warning, probation and suspension of Financial Aid. In the orientation process of non-compliance of the PAS informs you the approach failed (quantitative or qualitative) and agrees to a plan of improvement to overcome failure.

The appeals process will consist of the presentation in writing, within 10 working days, evidence that conclusively will serve to explain the reason(s) by which did not comply with the PAS before the Review Committee of Appeals composed The official of placements,(Counselor/a and a faculty member, preferably of the program of studies that follows the student.

The Committee of Appellate Review will analyze as soon as possible, the documentation and be notified in writing of the decision to the Registry Office to summon the student to inform the decision taken, either in writing or in person and the appropriate action.

MAXIMUM TIME TO COMPLETE THE PROGRAM

QUANTITATIVE SYSTEM

For a course of 1080 hours (36 credits according to the conversion of the DEF) will have to 1.620 attempted hours or 18 months to be graduated within the 150% maximum of the regular time.

In the programs measured by credits- hour the maximum time to complete a program is likewise 150% of the time to regular, the equivalent one to an additional term of 12 credits-hour.

Example of these: Course based in 900 hours
Normal Length : 14 months
Maximum Length of the course: 20 months
Amount of approximately hours per month: 80

HOURS ATTEMPTED	HOURS ACCOMPLISHED	HOURS ACCOMPLISHED
BY MONTH	AT 100% COURS	150% COURS

100	100		67	
100	200		134	
100	300		201	
100	400		268	25%
100	500		335	
100	600		402	
100	700		469	50%
100	800		536	
100	900	100%	603	
100	1000		670	
100	1100		737	75%
100	1200		804	
100	1300		871	
100	1350		904.5	150%

QUALITATIVE SYSTEM

PER CENT OF THE COURSE AT 150%		COMPLETED AVERAGE
FIRST EVALUACIÓN	25%	1.25
SECOND EVALUACIÓN	50%	1.50
THIRD EVALUACIÓN	75%	1.75
FOURT EVALUACIÓN	100%	2.00

Each month the student has to complete the minimum of 67% of the hours offered to be able to be considered in academic progress within the maximum time. For the student to receive a **Diploma** he has to complete the total of the hours offered and to pass all the units of the course.

NOT MAXIMUM TIME FOR THE OF VETERAN STUDENTS OR ITS BENEFICIARIES

The veteran or beneficiary should complete his program of studies in the regular time of it and it will not apply the 1,50% of the maximum time to finish his program. The benefit will be offered only by the length of the program in which is enrolled .

That student that extend more than the regular time (150%) will not be able to continue receiving the benefits of veterans. Nevertheless, if it is recipient of Pell (Title IV) this will not affect its benefits of this scholarship and will be able to be received up to additional time of 150% .

DEFINITION OF HOUR AND CREDIT- HOUR

One clock- hour of instruction is equal to 60 minutes. One credit-hour is equal to 15 hours of lecture

(theory) , 30 hour laboratory or shop or 45 hours of externship.(practice).

For purposes of the calculations of Title IV, a credit equals to 30 hours in any determination, be of instruction in theory, laboratory/workshop or practical.

In order to comply with the dispositions of the Federal Education Department relating to the new definition of the credit-hour, and to comply with the requirements of our accrediting agency, ACCSC (Accrediting Commission of Career School and Colleges), for take into account the academic work that our students carry out as part of its learning work, enlargement, deepening and academic improvement, the following Politics and Procedure To Support the recognition of the Supervised Works and Academic Preparation of the Students out of the Classroom is formalized and structured :

The assignments that be planned for each course will involve a minimum estimated time of work of seven hours and a half (7,5) by each 30 hours of the course.

Unit Hours/ Credit per term or semester:

1 Credit = 15 hour

1 Credit = 30 laboratory

1 Credit = 45 practice (none of our programs involve externship)

ACCSC define its credit-hour as follows:: 1 hora didactic; = 2 units; laboratory 1.5 unit; practice = 1 unit

ACADEMIC YEAR DEFINITION

An academic year is defined as three academic sessions (trimesters) with an academic load of twelve credits as defined by the Federal Department of Education (360 hours c/u) for a full-time student.

HONOR REGISTRATION

The students that maintain an average over 3,50 will be placed in the Honor Registration of PROFESSIONAL TECHNICAL INSTITUTION.

INCOMPLETS

Every student should take all the partial tests, short tests, special works, laboratory and any another work that the professor require in the class.

These works will be carried out within the dead-line established in the academic calendar by the office of the Registrar. The student that does not comply with the works assigned by the professors in its classes to the corresponding dates will receive a provisional grade called **I (Incomplete)**. To remove this provisional grade, the student should justify the not execution of its tasks before its professor.

The professor will give the authorization to remove the incomplete. This provisional grade of Incomplete (I) should be removed within the next 15 school days, after finalized the semester. Not to do it in that period of time will involve that the same one become F. To remove the incomplete the

student should request in the Office of Registrar the corresponding form, and to pay in the Office of Treasury the charges established for the removal of incomplete. There will be a charge of \$10, 00 by each removal of incomplete.

GRADUATION REQUIREMENTS

To be graduated of PROFESSIONAL TECHNICAL INSTITUTION, the student must have approved all the classes specified in the course, and to obtain a minimum average accumulated of two (2,00) points in the program for which registered. The candidates to graduation should compliment the request of graduation in the Office of the Registrar. Students will graduate with **Honor** when they have an average of **3,50- 3,74** and **Highly Honor** if they have **3.75-4.00**. **Academic Excellence** is considered the average of **4,00 points**.

This form should come accompanied with the receipt of payment of the graduation fee that the Office of Treasury gives him. The certificate will carry the date of graduation stipulated by Registrar for the course taken. **No certificate will be issue or transcription of credits to students that have debts with the Institution.**

DOCUMENT AWARDED UPON GRADUATION

PTI, offers a **Diploma** upon completing the program of studies selected. The Institution does not hold responsible themselves of the diplomas that they have not been demanded after to have elapsed a year since of the date of graduation.

The **Diploma** of graduation of the course, neither copy of the permanent record will be given to student until he have completed with all of its obligations toward the Institution. It will neither be certified to have completed with the requirements of the program of studies.

SIZE OF THE GROUPS

The number of students in each group is determined for educational politics and the popular characteristics of each program. The classes are normally composed of twenty (20) maximum students for each session of laboratory and thirty (30) in classes of theory. .

PROFESSIONAL STUDENT ADVISE OFFICE

The services of student advice are directed carry out activities that help to develop dexterities, to facilitate the communication between the student and the college personnel and to offer vocational and academic orientation. It can offer individual or group helps. Every student of PROFESSIONAL TECHNICAL INSTITUTION has the right to enjoy the services of advice that offers the institution, as indispensable complement for the achievement of the maximum academic progress .

AUTHOR RIGHT PROTECTION POLICY

In compliance with the applicable laws that protect the rights of author stipulates that the institution

will provide guidance to all members of the Community institutional on the exclusive right of the holder of a work that is under the protection of the relevant laws that prohibited the reproduction of the content of the same without authorization, or of parties without recognition of provenance and authorship by following the rules of intellectual property. The institution provides a standard of zero tolerance on plagiarism of works, booklets, essays, written research papers, or portions of printed or electronic to the detriment of the rights of author and in violation of the institutional policy on safeguarding the rights of copyright and intellectual property. Any violation of these provisions could be punished by expulsion or dismissal.

FREE SCHOOL OF DRUGS AND ALCOHOL

The Institution is declared as a free of drugs and alcohol and by law gives guidance and services related to the use and abuse of drugs and alcohol, with a clear policy of zero tolerance of drugs and alcohol, prohibiting completely its consumption within the structures and institutional facilities and in any official activity sponsored by the institution. Any student or staff member who is prosecuted in violation of these provisions will be subject to disciplinary action and may be referred to judicial action by the appropriate authorities.

PREVENTION OF THE CRIME AND INSTITUTIONAL SECURITY

Regulations of the Public Law 101-542 of the November 8 of 1990 requires that the Institution collect statistics and publishes annually between employees, students, prospects and the community on the incidence of crimes in the Institution and surrounding areas on murder, rape, theft, escalations, fires, car thefts, violations of the liquor act, abuse drugs and alcohol and possession of weapons. Any criminal act in the institution is strictly forbidden and who commits the offense shall be liable to the authorities by penable leading disciplinary sanctions in the Institution.

POLICY OF ZERO TOLERANCE FOR SEXUAL HARASSMENT.

PTI proclaims that the sexual harassment in employment and in the institution of any kind, it is illegal, discriminatory and maintains a zero tolerance policy that goes against the best interests of all its components. It will not be tolerated any person who engages in such conduct that adversely affect the quality of the environment of healthy life and student labor failing in any act, practice or behavior that can be categorized in any modality as harassment or discrimination of a sexual nature. The institution ensures immediate action against any act of attempt from harassment and discrimination of which shall be notified.

LAW OF REASONABLE ACCOMMODATION

Complying with section 504 of the Rehabilitation Act of 1973 (Public Law 93-112) the institution declares that it shall neither exclude nor limit any student, leaflet or job applicant to participate in any program or activity by reason of impediment qualified. In compliance, in addition to ADA (Public Law 101-336 or "American with Disabilities Act"), the institution provides reasonable accommodation to qualified individuals to obtain and exercise rights free from the limitations and exclusions unreasonable promoting equal educational and employment opportunities so as to be able to integrate the person with a disability to their services.

VALIDITY AND COMPLIANCE WITH THE LAW OF EDUCATION OF 1972

This Law prohibits any kind of discrimination, including discrimination by gender to students or employees with regard to admission or access to programs of studies, orientation, financial aid, extracurricular activities and employment.

JOB PLACEMENT

This Office offers services to graduate students as for the opportunities of employment, preparation of resume, preparation for the interview and gives monitoring to the graduates that already be found working. It coordinates conferences with the private and governmental businesses to offer the students as complement or to the preparation they acquire in our Institution.

It negotiates also you visit with the students to the industries to relate to the works that are carried out and to motivate them to continue being surpassed in their studies. It serves of link in the location of students in practice in the industry. **The Job Placement Office does not guarantee employment to the students.**

OFFICE OF THE REGISTRAR

This office is responsible for the academic files of each student. In coordination with the Orientation Office is aware of the attendance and the academic progress of the student.

Besides it offers the following services to the student:

1. Study certificates
2. Credit Trascripts
3. Graduation Certificates
4. Re-admissions
5. Transfers of credits (validations)

Those who are interested, should fill a request in the Office of Registrar with five (5) days of anticipation. It should be accompanied for a receipt sent off by the Office of Treasury. (See insertion for the basic fees required by service to the student).

EDUCATIONAL RESOURCES CENTER

Our Institute provides studies area services to the students, to the teaching and administrative staff. The area of studies is one of the vital dependences of PROFESSIONAL TECHNICAL INSTITUTION by its educational function. It complements the academic and intellectual development of the student by means of books of reference and texts, magazines, periodicals and other written and audiovisual media. It has audiovisual equipments and prepares materials for the use of professors and students. This Center of studies is maintained open and available in additional schedule extended to the school hours.

TUTORING PROGRAM

PROFESSIONAL TECHNICAL INSTITUTION selects those talented students who offer services as the tutors offering individualized teachings to the students with academic disadvantage.

These youths receive advice or orientation of the professors and of the Academic Director. The classes of tutoring will be available every day for those students that need academic helps and require this service. For the exact hours and the classroom, the students should be referred to the office of the Academic Director.

ECONOMIC ASSISTANCE

The Office of Economic Assistance of PROFESSIONAL TECHNICAL INSTITUTION has as fundamental purpose to orient their students, as well as also, to those that interest to study studies in our institution. Our orientation provides valuable information related to the programs of economic assistance of Pell Scholarship and other available economic aids.

OFFICE OF TREASURER

In the Office of Treasury certifications of debt are issued, statements of accounts and any another document related to the economic responsibility of the students with the Institution. Also the payments of the students, disbursement of Supplementary Scholarship and the reimbursements are processed to the students whose accounts reflect payments excessively to the academic charges.

I. New and regular students

Every debt over and above what its Scholarship Pell Grant does not cover should be him full with the following alternatives:

- Paying in its totality to the moment of making official the registry
- Installment plan of not greater of twelve months (12)
- by means of any another benefit or scholarship for the one that qualify, as:
 1. Vocational rehabilitation
 2. Veteran Program
 3. WIA- Consortiums

II. Private students (do not qualify for scholarship)

- Every private student to the moment to officialize its registration should pay the twenty-five percent (25%) of the cost of the same one. Then will be able to received an installment plan of payment established in the Office of Treasury.
- If the business for the one that work or another company pays him the cost of their studies, should present an official document that thus indicate it and the quantity that will pay him.

III. Breach of payments

If there is breach in the agreement of payment with the Institution, P. T. I. reserved the right to withdraw by breach of payments. **Also it can lose the privilege to receive credits transcription, certifications, certificates and other services.** The Office of Treasury can refer its account to a Legal collection Agency for the collection of the debt.

IV. Payment Method

Every payment will be performed in cash, personal check (issued to name of P.T.I.), money order, ATH, Visa, or any debit card. Every returned check involves a charge of \$15,00, which should pay in cash to the moment to collect the returned check and pay its amount. P. T. I. reserves the right to accept your check if the electronic system by which is processed rejects it.

COLLECTION POLICY

The Office of Treasury of PROFESSIONAL TECHNICAL INSTITUTION will request in writing the payment of money owed by the students after thirty days of the date of effectiveness of the debt. They will be sent to three notices, if was necessary, so that the student communicate with the Institute.

The student will be able to pay his total debt with the Institution. The student and the Institute will be able to accept (by mutual agreement) a plan of reasonable payment until settling the total of the debt.

If the student does not attend, neither he accepts none of the alternatives suggested previously, the Institute will refer the case to its lawyer to continue with the managements of the collection of money by concept of debt. Every legal expense incurred in the collection of the money will be paid by the student and/or person in charge if the student is under age.

COMPLAINT PROCESS BEFORE THE ACCREDITING AGENCY

Every student has the right to be heard and to claim just treatment on the part of the Institution. With this purpose we have established the following process of complaint: Every complaint will be in writing. The complaint should contain as a minimum the name of the plaintiff, name of the above-mentioned people, the date and hour of the facts and a description detailed of all it happened, as well as the requested remedy.

Every complaint will be delivered to the Director, save in the case that the same one he be against this. In this case the complaint he will be delivered to the President of the Institution. The Director (in his place, the President) will perform an investigation and he will call the parties to a meeting where they will hear the arguments of the parties concerned. Once they heard the parties, the Executive Director (the President in its defect) will give his decision and this will be end.

The accredited schools by the Accrediting Commission of "Career Schools and Colleges " should have a process of management and attention of complaints. If you has followed the process of complaint that appears in this catalogue and still is found dissatisfied by understanding that the school has not attended correctly their case, you can present complaint before the Commission.

Every complaint before the Commission should be in writing, with authorization to provide a copy to the Institution so that it answer. The complaint s will be reported of the status of their complaint and the final decision of the same one on the part of the Commission. Those that desire to exercise this right they should submit their complaint written to the following direction:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd. Suite 302
Arlington, VA 22201

(703) 247-4212.

The format of complaint is available in the Office of Administration. All interested will be able to request the same one.

STUDY PROGRAMS IN CREDITS- HOURS

REFRIGERATION AND AIR CONDITION WITH PLC.

EDUCATIONAL OBJECTIVE: It interests to qualify the student with the knowledge, skills and abilities to work in the installation, repair and cooling systems maintenance of domestic, commercial and industrial air conditioning. Inside the program of studies receives training in conditioners of cars and in offering preventive maintenance to the plants.

The students are familiarized with the knowledge and skills in computers and in the application of the programmable logical controls. The student has the real opportunity to face situations in the area of work by means of the practice in the industry. Upon finalizing the course the graduate will be qualified to exercise at entry level as Cooling Technician assistant and air conditioning or by means of the establishment of its own business. Besides, they can request the exam that offers the Examining Board of Technician of Cooling and Air conditioning of Puerto Rico.

CURRICULUM OF REFRIGERATION AND AIR CONDITION WITH P.L.C.

42 CREDITS 1080 HOURS 48 WEEKS 12 MONTHS

First Level

Code	Unit or Course	Hours Theory	Hours Taller	Total Hours	ACCSC Conver.
FRA 101	REFRIGERATION AND AIR CONDITIONING FOUNDATIONS	30	30	60	2.5
SOL 101	WELDING	15	15	30	1
COM 101	COMPRESORS	30	30	60	2.5
ATM 101	ATMOSFPHERE	30	30	60	2.5
REF 101	REFRIGERANTS	30	60	90	3.5
CON 101	CONDENSORS	30	30	60	2.5
		165	195	360	14.5

Second level

Code	Unit or Course	Hours Theory	Hours Taller	Total Hours	ACCSC Conver.
EVA 102	EVAPORATORS	15	15	30	1
CDF 102	FLOW CONTROLS	30	0	30	1
ACC 102	ACCESORIES	15	15	30	1.
ELE 102	ELECTRICITY	30	30	60	2.5
INT 102	INTRODUCTION TO COMPUTERS	30	30	60	2.5
SIC 102	PSYICROMETICS	30	0	30	1
ACA 101	AIR CONDITIONERS	30	30	60	2.5
PLC 103	PLC APPLICATIONS	30	30	60	2.5
		220	140	360	14

Third Level

Code	Unit or Course	Hours Theory	Hours Taller	Total Hours	ACCSC Conver.
ELC 103	ELECTRONIICS	30	0	30	1
TER 201	TECNOLOGY IN RENEWABLE ENERGY AND ENERGY SAVINGS	45	15	60	2.5
AAA 103	AUTOMOTIVE AIR CONDITIONING	30	30	60	2.5
MAG 103	MAGNETISM	30	0	30	1
MOL 103	ELECTRIC MOTORS	15	15	30	1
DEE 103	BUSINESS DEVELOPMENT	30	0	30	1
OSH 103	OSHA & OCCUPATIONAL SECURITY	30	0	30	1
REF 104	LAB: OCCUPATIONAL COMPETENCES	0	120	120	3.5
		180	180	360	13.5

The Program of studies is comprised of three levels of 12 credits each one consistent of 360 hours by term or level. Each school hour is composed of 60 minutes, each hour equals to 50 minutes of continuous instruction. Upon completing this course successfully, the student will receive a **Diploma**.

ELECTRICITY AND INDUSTRIAL ELECTRONICS WITH RENEWABLE ENERGY AND P.L.C.

EDUCATIONAL OBJECTIVE: Upon finalizing the course of Electricity and Industrial Electronics with Renewable Energy and PLC, the student will be qualified to exercise this profession as the novice of Expert Electrician, to take the Board Examination, to carry out industrial works, and to develop his own business.

CURRICULUM OF ELECTRICITY AND INDUSTRIAL ELECTRONICS WITH RENEWABLE ENERGY AND P.L.C.

53 CREDITS 1080 HOURS 48 WEEKS 12 MONTHS

First Nivel

Code	Unit or Course	Hours Theory	Hours Taller	Total Hours	ACCSC Conver.
FBE 101	BASIC FOUNDATIONS OF ELECTRICITY AND SECURITY TECHNIQUES	60	0	60	2.5
SIS 101	SYSTEM OF SIGNS	30	30	60	2.5
IEM 101	MODULES INSTALLATIONS	30	30	60	2.5
MDC 01	ASSEMBLY OF ELECTRIC METERS	15	45	60	2.
ILU 101	ILLUMINATION	30	30	60	2.5
CEM 101	ELECTROMAGNETIC CONTROLS	30	30	60	2.5
		195	165	360	14.5

Second Level

Code	Unit or Course	Hours Theory	Hours Taller	Total Hours	ACCSC Conver.
MCA 102	Alternating Generator Motor	15	15	30	1
MCD102	Direct Current Motors	15	45	60	2
TRA 102	Transformers	30	60	90	3.5
COD 102	Electric Code	15	15	30	1
LEC 102	Blueprinting Knowledge	15	15	30	1
INT 102	Introduction to Computers	30	30	60	2.5
TER 201	Technology in Renewable Energy	45	15	60	2.5
		165	195	360	13.5

Third Level

Code	Unit or Course	Hours Theory	Hours Taller	Total Hours	ACCSC Conver.
SS0 103	Underground System	30	30	60	2.5
COD 102	Basic Knowledge in Electronics	30	30	60	2.5
SEE 103	P.L.C. Applications	30	30	60	2.5
ECS 103	Estimates and Electricity Studies	30	0	30	1
DEE 103	Autions and Pricing	30	0	30	1
DEE 103	Business Development	30	0	30	1
OSH 103	OSHA & OCCUPATIONAL SECURITY	30	0	30	1
REF 104	LAB: OCCUPATIONAL COMPETENCES	0	90	90	1
		180	180	360	14

GENERAL TECHNICIAN IN ALARM AND SOUND WITH P.L.C AND ELECTRONIC SECURITY

EDUCATIONAL OBJECTIVE: This course qualifies the student in the techniques and necessary skills to work in the installation and sound equipment, repair and devices of alarms for the cars. It will be provided to the student the indispensable knowledge in digital electronics applied to the industry of the installation, repair and maintenance of these equipments. The graduates of this program will be able to work at entry level in department stores, distributors of alarms and equipments or to be performed independently establishing their own business.

CURRICULUM OF GENERAL TECHNICIAN IN ALARM AND SOUND WITH P.L.C AND ELECTRONIC SECURITY

39.5 CREDITS 1080 HOURS 48 WEEKS 12 MONTHS

First level

Code	Unit or Course	Hours Theory	Hours Taller	Total Hours	ACCSC Conver.
MAT 101	ELEMENTARY MATHEMATICS	30	0	30	1
ELA 101	BASIC ELECTRICITY AND ACCESSORIES	30	0	30	1
SOL 101	WELDING	15	15	30	1
ELB 101	BASIC ELECTRONICS	30	0	30	1
ELD 101	APPLIED DIGITAL ELECTRONICS	30	30	60	2.5
ALA 101	ALARM DEVICES	15	15	30	1
INA 101	ALARM INSTALLATIONS	0	30	30	1
INT 102	INTRODUCTION TO COMPUTERS	30	30	60	2.5
ALA 102	RESIDENTIAL ALARMS	30	30	60	2.5
		210	150	360	13.5

Second Level

Code	Unit or Course	Hours Theory	Hours Taller	Total Hours	ACCSC Conver.
ALA 103	COMMERCIAL ALARMS	15	45	60	2
ALA 104	INDUSTRIAL ALARMS	15	15	30	1
IES 101	SOUND EQUIPMENT INSTALLATION	15	15	30	1
ACA 102	LOUDSPEAKER AND SOUNDBOARD	15	15	30	1
RES 102	SOUND EQUIPMENT REPAIR	0	30	30	1
PLC 101	PLC APPLICATIONS	30	30	60	2.5
ELS 301	SECURITY ELECTRONICS	30	30	60	2.5
CSE 103	SECURITY CAMERAS	30	30	60	2.5
		150	210	360	13.5

Third Level

Code	Unit or Course	Hours Theory	Hours Taller	Total Hours	ACCSC Conver.
LAB.103	LABORATORY OF SECURITY CAMERAS SEGURIDAD	15	45	60	2
IRA 101	INSTALLATIONS AND REPAIR OF ACCESORIES AND MECHANISMON Y REPARACIÓN DE	15	15	30	1
CCA 103	ACCESS CONTROL	15	45	60	2
ALI 103	FIRE ALARMS	15	45	60	2
DEE 103	BUSINESS DEVELOPMENT	30	0	30	1
OSH 103	OSHA: HEALTH AND OCCUPATIONAL SAFETY	30	0	30	1
LAB 105	LAB: OCCUPATIONAL COMPETENCIES	0	120	120	3.5
		90	270	360	12.5

The Program of studies is comprised of three levels quarters of 12 credits each one consistent of 360 hours by term or level. Each school hour is composed of 60 minutes of the ones that each hour equals to 50 minutes of continuous instruction. Upon completing this course successfully, the student will receive a **Diploma**.

ASSEMBLY, REPAIR AND MAINTENANCE OF COMPUTERS AND NETWORK TECHNICIAN

EDUCATIONAL OBJECTIVE: This program qualifies the student in the necessary technology to identify and to correct and functional assembly the different components of a computer. It teaches to describe adequate their operation and of their components; to employ the tools, equipments and programs of diagnosis and locating of failures in the components and parts of the computer and other units of the system and to utilize them to perform the appropriate repairs when necessary. It provides the student the basic knowledge of electricity and electronic as part of the program; the student is trained in the diagnosis tests, appropriate management of the operating system, installation, configuration of computers and programs in the knowledge of networks and systems of information. Upon concluding successfully the program the student receives a diploma. The graduates can work at entry level in the computers repair industry, in a computers pieces department store or electronic or to develop their own business.

CURRICULUM OF ASSEMBLY, REPAIR AND MAINTENANCE OF COMPUTERS AND NETWORK TECHNICIAN

41.5 CREDITS 1080 HOURS 48 WEEKS 12 MONTHS

First Level

Code	Unit or Course	Hours Theory	Hours Taller	Total Hours	ACCSC Conver.
HIS 101	COMPUTER HISTORY AND TECHNICAL VOCABULARY	60	0	60	2.5
ARQ 101	COMPUTER ARQUITECTURE	30	0	30	1
ELE 101	BASIC ELECTRICITY	30	0	30	1
ELA 201	APPLIED ELECTRONICS	30	30	60	2.5
LEA 201	APPLIED ELECTRONIC LABORATORY	0	60	60	2
CID 201	DIGITAL CIRCUITS	45	15	60	2.5
FUD 203	HARD DISK UNIT FUNTIONING	15	45	60	2
		210	150	360	13.5

Second Level

Code	Unit or Course	Hours Theory	Hours Taller	Total Hours	ACCSC Conver.
REP 202	COMPUTER ASSEMBLY I	30	60	90	3.5
SIS 204	OPERATIVE SYSTEMS AND ITS APPLICATIONS	30	60	90	3.5
DIS 301	ENTRY GADGET	30	60	90	3.5
	TECNOLOGY OF NETWORKS AND				

TEC 303	INFORMATION SYSTEMS	30	60	90	3.5
		120	240	360	14

Third Level

Code	Unit or Course	Hours Theory	Hours Taller	Total Hours	ACCSC Conver.
DHS 302	DIAGNOSIS AND HARDWARE/SOFTWARE TESTS	30	90	120	2.5
REP 203	COMPUTER ASSEMBLY II	0	60	60	2.5
RND 301	REPAIR AND MAINT. OF NEW DEVICES: IPADS, IPHONE, LAT TOP.	30	30	60	2
DEE 101	BUSINESS DEVELOPMENT	30	0	30	1
CON 302	CLOSED CIRCUIT CONNEXION TO PC AND TV	30	30	60	2.5
OSHA 103	OHA: HEALTH AND OCCUPATIONAL SAFETY	30	0	30	1
REP 104	LAB: OCCUPATIONAL COMPENTENCIES	30	30	60	2.5
		90	270	360	14

The Program of studies is comprised of three levels or semesters of 12 credits each one consistent of 360 hours by term or level. Each school hour is composed of 60 minutes of the ones that each hour equals to 50 minutes of continuous instruction. Upon completing this course successfully, the student will receive a **Diploma**.

CURRICULAR OUTLINE PLUMBING TECHNICIAN

Description and Educational Objectives

This course prepares the student, have or not prior knowledge of the matter, to obtain and to put in practical knowledge and general skills, specify and specialized in the field of the plumbing that permit to take the corresponding exam and thus to be able to comply with the requirements of law for exercise as the plumber at **entry level**. The course trains the student to carry out works in the industry of the plumbing, to work in hardware or department stores dedicated for sale of effects, tools and equipments of plumbing.

CURRICULAR OUTLINE OF PLUMBING TECHNICIAN

42.5. CREDITS 1,080 HOURS 48 WEEKS 12 MONTHS

FIRST SEMESTER

Codes	Courses	Theory	Shop	Total	Credits
* Plum 101	Introduction to Plumbing	15	15	30	1
* Plum 102	Security Rules	30	30	60	2.5
* Plum 103	Applied Drawing to Plumbing	60	30	90	3.5
* Plum 104	Piping Installation	30	60	90	3.5
* Plum 105	Sanitary Equipment Installation	30	60	90	3.5
		165	195	360	14

SECOND SEMESTER

Codes	Courses	Theory	Shop	Total	Credits
* Plum 201	Repair and Maintenance of the Sanitary System	80	100	180	7
* Plum 202	Installment and Maintenance of Electrical and Solar Heaters	80	100	180	7
		160	200	360	14

THIRD SEMESTER

Codes	Courses	Theory	Shop	Total	Credits
* Plum 301	Introduction to Computers	30	30	60	2.5
* Plum 302	Renewable Energy and Energy Savings	45	15	60	2.5
* Plum 303	Auctions and Bits	60	00	60	2.5
* Plum 304	Business Development	30	00	30	1
* Plum 305	Review for Plumbing Board Exam	30	30	60	2.5
* Plum 307	Osha: Health and Occupational Safety	30	0	30	1
* Plum 308	LAB: Occupational Competencies	00	90	90	1
		195	165	360	17.5

The Program of studies is comprised of three levels or semesters of 12 credits each one consistent of 360 hours by term or level. Each school hour is composed of 60 minutes of the ones that each hour equals to 50 minutes of continuous instruction. Upon completing this course successfully, the student will receive a **Diploma**.

TECHNOLOGY IN AUTOMOTIVE MECHANICS

EDUCATIONAL OBJECTIVE

This program of studies qualifies the student in the theoretical principles, the functioning and the operation of the automobile basic mechanics. It teaches to describe and explain correctly the components of an automobile vehicle; to employ adequate and with the sufficient measures for the security and employment health, the tools, equipment and instruments for the diagnosis, tests of operation, detection and locating of failures and damages; to propose and to carry out the corrections, replacements and pertinent repairs. To establishing procedures of maintenance and prevention of damages, breaks and mechanical failures and of operation.

Upon concluding the program of studies the students receive a Certificate that enable them, once passed the test corresponding of the Examination Board, to work at entry level as the mechanics in a mechanic shop, in a distribution and sale of automotive parts.

GENERAL OBJECTIVES OF THE PROGRAM:

Upon concluding the program of studies the students will be qualified for:

- 1- Apply programs of general maintenance in the repair of failures, damages and failures of all kinds of motor vehicles.
- 2- Offer maintenance and repair of motors and its auxiliary systems.
- 3- Offer maintenance and repair of the systems that compose that of running in; brakes, transmissions, direction and suspension.

4- Provide maintenance of the electronics and electronic systems of the vehicle and to carry out modifications and/or new installations.

SPECIFIC OBJETIVES OF THE COURSE:

Upon finishing the course the students will be able to:

- 1- Employ diverse instruments and equipments of diagnoses and the technology of maintenance and repair of motor vehicles.**
- 2- Handle with precision and security the tools and instruments of work in the repair, removal, replacement and mount of parts and components of the automobile vehicle.**
- 3- Diagnose repairs and to quote costs of pieces and works.**

COURSE DESCRIPTION:

This course contains the study of the technology of the automobile mechanics accompanied by an intensive practice in workshops and areas pertaining to each unit. Besides the technical aspect of the field of the automobile mechanics, information is offered on how obtain employment.

FORMAT OF THE COURSE

The course is divided into three levels or semesters with a theoretical part and a practical part, that is offered in 5 daily hours.

PROGRAM OF TECHNOLOGY IN AUTOMOTIVE MECHANICS

COURSE DESCRIPTION:

This course contains the study of the technology of the automobile mechanics accompanied by an intensive practice in workshops and areas pertaining to each unit. Besides the technical aspect of the field of the automobile mechanics, information is offered on how obtain employment.

TECHNOLOGY IN AUTOMOTIVE MECHANICS CURRICULUM

4.5 CREDITS 1,200 HOURS 56 WEEKS 14 MONTHS

First Level

Code	Unit or Course	Hours Theory	Hours Shop	Total Hours	Crds. ACCSC
TAM 101	General Principles of Mechanics	60	0	60	2.5
TAM 102	Automotive Motors Functioning	90	30	120	5
TAM 103	Motor Repair Shop	0	120	120	4
TAM 104	Wheel Drive Systems	30	30	60	2.5
		180	180	360	14

Second Level

Code	Unit or Course	Hours Theory	Hours Shop	Total Hours	Crds. ACCSC
TAM 201	Standards Transmissions	30	90	120	4.5
TAM 202	Automatic Transmission	60	60	120	5
TAM 203	Mechanics of Brake Systems	30	30	60	2.5
TAM 204	Diagnosis With Electronic Equipment	30	30	60	2.5
		150	210	360	14.5

Third Level

Code	Unit or Course	Hours Theory	Hours Shop	Total Hours	Crds. ACCSC
TAM 301	Electric And Electronic Systems	90	90	180	7.5
TAM 302	Suspension and Steering Systems	30	30	60	2.5
TAM 303	Business Development	30	0	30	1
OSH 304	HEALTH AND OCCUPATIONAL SAFETY	30	0	30	1
TAM 304	Cost and Pricing	30	0	30	2
TAM 305	LAB: OCCUPATIONAL COMPETENCIES	60	120	180	6
		180	300	480	19

For standard Department of Education conversion formula, this Program of studies is comprised of three levels or semesters (first two of 12 credits and the final one of 16 credits) of 360 hours for the two first terms and the last term or final level of 480 hours.. Each school hour is composed of 60 minutes of the ones that each hour equals to 50 minutes of continuous instruction. Upon completing this course successfully, the student will receive a Diploma.

DESCRIPTIONS OF UNITS OF THE COURSES IN CREDITS-HOURS

REFRIGERATION AND AIR CONDITIONING WITH PLC

COURSE DESCRIPTIONS

This course contains the study of the basic theory of the cooling accompanied by an intensive practice in laboratories and areas pertaining to each unit. Besides the technical aspect of the field of the cooling, information is offered on how obtain employment.

FORMAT OF THE COURSE

The course is divided into three levels or semesters with a theoretical part and a part of practice.

DESCRIPTION OF THE UNITS OF THE COURSE

FRA 101 REFRIGERATION AND AIR CONDITIONING FOUNDATIONS

60 HOURS

Upon finalizing this unit, the student will obtain the basic knowledge of the cooling and the air conditioning, its beginnings, and its current development.

SOL 101 WELDING**30 HOURS**

The student, once finalizes this unit, will have the basic knowledge to carry out welding with oxi acetylene, presto- lite, tin and aluminum and will have clearly all related to the security.

COM 101 COMPRESORS**60 HOURS**

Once it finalizes this unit, the student will have an extensive knowledge on the semi-airtight, airtight, and open compressors, centrifugal, helicoids, diaphragm and rotary. Also it will know and will carry out calculations of broadcast by means of pulleys, volumetric displacement and volumetric efficiency, will finish carrying out electric and mechanical installations of the different compressors in the market, will know to capacity all the security that involves this unit.

ATM 101 ATMOSPHERE**60 HOURS**

The student, so quick finalize this unit, will have clear the different atmospheres, pressures carried out, use and application of the instruments to measure the atmospheric pressures and besides will carry out arithmetic calculations related to the atmosphere. Will have general knowledge of the pressure gauge and the sure way of the installation of the same one.

REF 101 REFRIGERANTS**90 HOURS**

The student, once finalized this unit, will know in clear form the different refrigerants since its beginnings. The uses in correct form, the characteristics, the pressures and temperatures when are used in the equipments, the importance that have and the damage that would be able to cause if is not used in a correct way and the destruction of the ozone layer.

CON 102 CONDENSORS**60 HOURS**

Upon concluding this unit, the student will be familiarized with all the most used condensers in the industry. Besides it will be able to classify them for types and classes.

EVA 102 EVAPORATORS**30 HOURS**

Upon finalizing this unit, the student will have general knowledge of the different classes of evaporators and the types of construction according to the use that be given him, will carry out installations in the different equipments in a correct way.

CDF 102 FLOW CONTROLS**30 HOURS**

Upon finalizing this phase, the student will have knowledge of the adequate use of the controls of flow and in what units they are utilized; besides will know the specific characteristics of each control

.ACC 102 ACCESORIES**30 HOURS**

The student, upon finalizing this unit, will have basic knowledge of all the most used accessories in the industry; besides will have the opportunity of carrying out the installations of the different accessories.

ELE 102 ELECTRICITY

60 HOURS

Upon finalizing this unit, the student will have an extensive knowledge on the wirings of the different compressors and electric components of the residential, commercial and industrial teams; besides the electromotive force.

INT 102 INTRODUCTION TO COMPUTERS

60 HOURS

In this introductory course the student will be familiarized with the operating systems, the main programs, the keyboard and the functions of a main computer. He will develop the skills of the management of the keyboard to operate correctly a computer with the indispensable programs that will serve for apply those knowledge and skills to the programmable logical controls.

SIC 102 PSYCHROMETICS

30 HOURS

Once it finalized this unit, the student will know the measuring instruments utilized in the use of the psychometric' and will be able to carry out computations utilizing the letter psychometrics.

ACA 102 AIR CONDITIONERS

60 HOURS

Upon finishing this unit, the student will be prepared to diagnose mechanical and electric failures; besides will know the electric diagrams of each unit.

PLC 103 PLC APPLICATIONS

60 HOURS

This curriculum unit has as purpose to qualify the student in the knowledge and skills of the logical controls Programmable (P.L.C.) applied to the industry. The student will be familiarized with the procedures of the programming computerized ("software") and the systems and equipments ("hardware") that are utilized in the industry.

ELC 103 ELECTRONICS

30 HOURS

Upon finalizing this phase, the student will be qualified to resolve mathematical problems and to know the terms of inductance, impedance, capacitance, reactance, and circuits RS, RLC, RL, in series and parallel. Upon concluding this phase, the student will be qualified to know the different accessories of electronics such as diode, tetrode, triode, pentode, semi conductive, transistor, in a vacuum, average value wave and complete wave.

TER 201 TECHNOLOGY IN RENEWABLE ENERGY AND ENERGY SAVINGS

60 HOURS

Este curso tiene como objetivo preparar a los participantes en la tecnología relacionada con el uso y aprovechamiento de la energía para uso residencial, comercial e industrial. El programa de

estudios introduce a los participantes en los conocimientos, y destrezas técnicas que lo capaciten para diseñar, calcular, presupuestar y llevar a cabo la instalación de sistemas de energía renovable. Se estudiará a fondo las disposiciones de leyes y reglamentos aplicables a Puerto Rico. Se enfatizará en el ahorro energético.

AAA 103 AUTOMOTIVE AIR CONDITIONING 60 HOURS

In this course the participants will be familiarized of specialized form with the fundamental knowledge of a specialist air conditioning technician in conditioners of cars. They will receive the knowledge and theoretical and practical skills of the operation of the car relating to the units of air conditioning, the mechanics of those piece and parts of are implied in the automobile air conditioning, the frequent failures, their locating, diagnosis and repair, the use of refrigerants and the parts of the automotive conditioner, their functioning and repair.

MAG 103 MAGNETISM 30 HOURS

Once this unit be finalized, each student will have extensive knowledge of all it related to the magnetism and its characteristics. Besides will have clear the terms as materials ferromagnetic, paramagnetic, diamagnetic. Likewise, the student will know all related to the electromagnetism.

MOL 103 ELECTRICS MOTORS 30 HOURS

Upon finalizing this unit, the student will have general knowledge of the three-phase motors and monophasic, motors of synchronic induction. Besides will have an extensive knowledge on the motors of phase parted, starter and operation by capacitor, permanent capacitor and pole shaded.

DEE 103 BUSINESS DEVELOPMENT 30 HOURS

Upon finalizing this unit, the student will have general knowledge of how mount a small business, accounting related and human relations.

OSH 103. HEALTH AND OCCUPATIONAL SAFETY 30 HOURS

This course is intended to train all students on the importance of strictly adhering to the standards and procedures related to the provisions of OSHA to ensure life, integrity and security in all work environments.

REF 104 LAB: OCCUPATIONAL COMPETENCIES 120 HOURS

This course is aimed at preparing the students in the application of knowledge, principles, laws and regulations of the relevant industry in order to improve, refine, optimize, and practice the skills of the occupational field using the exercises, tasks, implementation strategies and job specific skills of the occupational field. Will work individual tasks of the working world by attending to a real-world scenario and/or tasks or competencies that are relevant in institutional workshops and laboratories.

ELECTRICITY WITH INDUSTRIAL ELECTRONICS WITH P.L.C , RENEWABLE ENERGY AND ENERGY SAVINGS COURSE

COURSE DESCRIPTION

This course contains the study of the basic foundations of the electricity accompanied by an intensive practice in laboratories and areas pertaining to each unit. Besides the technical aspect of the field of the electricity, information is offered on how obtain employment.

COURSE FORMAT

The course is divided into levels or semesters and includes both theory and practice..

UNITS OF THE COURSE

FBE 101 BASIC FOUNDATIONS OF ELECTRICITY AND SAFETY TECHNIQUES 60 HOURS

Upon finalizing this unit, the student will have the basic knowledge of the electricity and safety techniques related to this field.

SIS 101 SYSTEM OF SIGNALS 60 HOURS

Upon finalizing this unit, the student will have the knowledge of the laws of Ohms, Watts, and Kirchoff; besides, the applications of conductors, insulators, junctions and welding.

IEM 101 MODULES INSTALLATIONS 60 HOURS

The student will learn the laws of the Authority of Electric Power and his regulations, and he will install basic systems of distribution of secondary electric power.

MDC 101 ASSEMBLY OF ELECTRIC METERS 60 HOURS

In this unit the student, will mount and will distinguish all the types and different meters and electric. "breakers" .

ILU 101 ILLUMINATION 60 HOURS

Upon concluding this unit, the student will have know-ledge of the study of the different classes of lighting.

CEM 101 ELECTROMAGNETICS CONTROLS 60 HOURS

The student will know on the study of the alternating current, inductance impedance and capacitance.

MCD 102 ALTERNATING GENERATOR MOTOR 30 HOURS

It familiarizes the student with power factors, efficiency factors, primary and secondary connections of single phase and three phase motors

MCD 102 DIRECT CURRENT MOTORS

60 HOURS

This unit deals with the study of different motor circuits activated by direct current. The student will also identify different parts of DC motor.

TRA 102 TRANSFORMERS

90 HOURS

The student will learn to distinguish different types of transformers making connections in primary and secondary distribution systems, as well as testing of units.

INT 102 INTRODUCTION TO COMPUTERS

60 HOURS

In this introductory course the student will become familiar with operating systems, the main programs, the keyboard and the functions of a mainframe computer. Develop management skills on the keyboard to operate a computer properly with the essential software that will serve to apply that knowledge and skills to programmable logic controllers.

COD 102 ELECTRIC CODE

60 HOURS

The student will learn how to manage and obtain information on National Electrical Code and the manuals of the PREPA that apply to the profession. In particular, the student must fully master the Supplementary Manual to the National Electrical Code.

LEC 102 BLUEPRINTING KNOWLEDGE

60 HOURS

Having completed this unit the student will be able to read residential and commercial electrical blueprints. Interpret legend, scales, symbols and one-line diagrams. The students will complete take-off of electric drawings normally used in electricity industry.

TER 201 TECNOLOGY IN RENEWABLE ENERGY

60 HOURS

This course aims to prepare participants in the technology related to the use and utilization of renewable energy for residential, commercial and industrial units. This modules introduces participants the knowledge and technical skills which enable to design, estimate, budget and implement the installation of renewable energy systems. Photovoltaic systems will be covered in depth including laws and regulations applicable to Puerto Rico

SSO 103 UNDERGROUND SYSTEMS

60 HOURS

At the conclusion of this unit, students will be familiar with the study of underground primary and secondary electric systems and standards ARPE AAA and PREPA. These are the same agencies that govern the rules and laws of the Electric Power Authority and Aqueducts .

CBE 103 BASIC KNOWLEDGE OF ELECTRONICS**60 HOURS**

The student will learn the basics of electronics and will familiarized himself/herself with discreet and integrated circuits and components.

PLC 103 PLC APPLICATIONS**60 HOURS**

This curriculum unit aims to provide students with the knowledge and skills of logic controllers. Programmable (PLC) applied to the industry. The student will become familiar with the procedures of computer programming (software) and systems and equipment (hardware) used in the industry.

ECS 103 AUTIONS AND PRICING**30 HOURS**

The student will learn about different industries and jobs requirements and will be able to bit on available projects.

SEE 103 ESTIMATES AND ELECTRICAL STUDIES**30 HOURS**

In this unit, students will reconcile the total cost of all exhibits and all electrical drawings of a project. The student will learn to prepare a breakdown of materials, labors and other cost related to the job and will be able to prepare a final cost estimates.

DEE 103 BUSINESS DEVELOPMENT**30 HOURS**

At the end of this unit, students will have general knowledge of how to set up a small business, related accounting and human relations in office and field.

OSH 103 HEALTH AND OCCUPATIONAL SAFETY**30 HOURS**

This course is intended to train all students on the importance of strictly adhering to the standards and procedures related to the provisions of OSHA to ensure life, integrity and security in all work environments.

ELE 104 LAB: OCCUPATIONAL COMPETENCIES**90 HOURS**

This course is aimed at preparing the students in the application of knowledge, principles, laws and regulations of the relevant industry in order to improve, refine, optimize, and practice the skills of the occupational field using the exercises, tasks, implementation strategies and job specific skills of the occupational field. Will work individual tasks of the working world by attending to a real-world scenario and/or tasks or competencies that are relevant in institutional workshops and laboratories.

GENERAL TECHNICIAN IN ALARM AND SOUND WITH PLC AND ELECTRONIC SECURITY**COURSE DESCRIPTION**

This course includes the study of basic theory of the different types of alarms and sound systems, accompanied by intensive practice in laboratories and areas for each unit. Besides the technical aspect of the field of the alarms and sounds, provides information on how to obtain employment.

COURSE FORMAT

The course is divided into three levels or semesters with both a theoretical and a portion of practice.

DESCRIPTION OF THE UNITS OF THE COURSE

MAT 101 ELEMENTARY MATHEMATICS

30 HOURS

The course presents an overview of the skills and basic concepts of mathematics offering in its content the intent to facilitate the learning of this subject and its many applications to real-life skills in applied electricity and electronics .

ELA 101 BASIC ELECTRICITY AND ACCESORIES

30 HOURS

The student, upon completion of this unit, will become familiar with the concepts and theories to understand electricity, overall function and its application to automotive equipment and accessories and its mechanisms. It will cover the various circuits that form the car's electrical installation, testing and more frequent breakdowns. Also with each accessory , the electricity so they can learn how to install all kind of security system in the residential, commercial and industrial field.

SOL 101 WELDING

30 HOURS

At the end of this unit, students will have a broad knowledge of everything related to using various welding materials, equipment and precision instruments in repair work equipment and car alarms sound. Always apply the required security measures and protection to residential, commercial and industrial field.

ELB 101 BASIC ELECTRONICS I

30 HOURS

Through this unit the student will acquire basic knowledge of electronics in areas related to the installation and repair of alarm devices for cars and repair the devices and sound equipment for cars. The student will learn to read electronic diagrams and solve problems on these computers.

ELD 101 APPLIED DIGITAL ELECTRONICS

60 HOURS

This course prepares students to recognize and describe the concepts, theories and laws applied digital electronics. Emphasis will be placed on the technology of logic gates, functioning, operation, and integrated circuits. Highlighting the practical aspects of digital electronics applied to car stereos and car alarm systems and in security systems, in residential, commercial and industrial field.

ALA 101 ALARM DEVICES

30 HOURS

This course will examine the circuits and technology for various types of alarms. Emphasis will be placed in the reading and interpretation of diagrams and relevant circuit diagrams.

INA 101 ALARMS INSTALLATION

30 HOURS

This course prepares the student for maintenance, repair, replace and install alarm devices and sensors for cars making effective use of instruments, equipment and tools necessary for these operations.

INT 102 INTRODUCTION TO COMPUTERS

60 HOURS

In this introductory course the student will become familiar with operating systems, the main programs, the keyboard and the functions of a mainframe computer. Develop management skills on the keyboard to operate a computer properly with the essential software that will serve to apply that knowledge and skills to installation of security system and car alarms

ALA 101 RESIDENTIAL ALARMS

60 HOURS

In this unit, students will become familiar with electrical and electronic theory for the installation of residential alarms. Students will develop knowledge relating to various alarm devices and sensors. We will study circuits, diagrams and technology of different types of residential alarms. We will work in the detection, diagnosis and fault finding and repair of residential alarms, piping and practice in installation.

ALA 103 COMMERCIAL ALARMAS

60 HOURS

This course covers electrical and electronic theory required for installation, repair, adjustment and verification of operation of different types of commercial alarm. Students will be trained in the design and installation of different types of alarms and sensors for commercial establishments. We will study the diagrams, schematics and circuits of the data and technology for assembly and repair and piping and practice in installation.

ALA 104 INDUSTRIAL ALARMS

30 HOURS

This course covers electrical and electronic theory required for installation, repair, adjustment and verification of operation of the different models of industrial alarms. Students will be trained in the design and installation of different types of alarms and sensors for the various branches of industry. We will study the diagrams, schematics and circuits of the data and technology for assembly and repair, and piping and practice in installation.

IES 101 SOUND EQUIPMENT INSTALLATION

30 HOURS

The student will work with the reading of diagrams and schematics for a laboratory or workshop on practical experience of installing these devices. The codes of installations, and how to install correctly pipes and wiring them will be thought.

ACA 102 LOUDSPEAKER AND SOUNDBOARD**30 HOURS**

In this course the student will be trained in the theory of operation and sound quality of speakers and sound boxes used in automobiles, residential and commercial and industrial buildings.

RES 102 SOUND EQUIPMENT CONTRUCTION AND REPAIR**30 HOURS**

Through this unit, the student will be able to carry out tasks of fault diagnosis and troubleshooting, parts replacement and repair of different devices and audio equipment in cars.

PLC 101 PLC APPLICATIONS**60 HOURS**

This curriculum unit aims to provide students with the knowledge and skills of programmable logic controllers (PLC) used in the industry. The student will become familiar with the procedures of computer programming (software) and systems and equipment (hardware) used in the industry.

Emphasis will be given to reading schematic diagrams and emphasis on materials, design, distribution, localization of these equipments. Students will be trained in repair, installation, construction and reconstruction of the same.

EIS 301 SECURITY ELECTRONICS**60 HOURS**

This course familiarizes the student in the advanced technology applied to electronic equipment, devices and security mechanisms. The emphasis in the design, location and operation of these electronic tools security.

CSE 103 SECURITY CAMERAS**60 HOURS**

This course introduces the student involved in everything related to the mechanisms of security cameras and closed circuit (CCTV). Includes design, location, and operation of security cameras and closed circuit. Emphasis is on appropriate tools for electronic security measures for residential, commercial, industrial, etc.

LAB.103 SECURITY CAMERAS LABORATORY**60 HOURS**

This course introduces the participant student in everything related to the mechanisms of security cameras and closed circuit (CCTV).. Includes design, location, and operation of security cameras and closed circuit (CCTV). Emphasis is on appropriate tools for electronic security measures for residential, commercial, industrial, etc. Also installation code, different types of cables and wiring will be thought.

IRA 101 INSTALLATION AND REPAIR OF DEVICES AND MECHANISM**30 HOURS**

This is a general course that prepares students to install and repair accessories and mechanisms that have to do with cars, houses, commercial and industrial buildings associated with alarms and

stereos, doors, windows, glass, and frames. Emphasis will be placed in repair work and installation of parts and accessories of different kinds

CCA 103 ACCESS CONTROL

60 HOURS

This course trains the student in the skills required to design and operate the different types of access control and its mechanisms. Intends to develop in students the skills and skilled technical work in installation, fault diagnosis and repair recommendations for action mechanisms of these equipments. Also codes of installation, regulations piping and wiring will be thought.

ALI 103 FIRE ALARMS

60 HOURS

This course aims to train students in the technology of the installation, operation and verification of fault diagnosis of different types of fire alarms. Emphasis on inspection and verification of operation in residential, commercial, industrial and all kind . Also codes of installation will be thought.

DEE 103 BUSINESS DEVELOPMENT

30 HOURS

At the end of this unit, students will have general knowledge of how to set up a small business, related accounting and human relations.

OSH 103 HEALTH AND OCCUPATIONAL SAFETY

30 HOURS

This course is intended to train all students on the importance of strictly adhering to the standards and procedures related to the provisions of OSHA to ensure life, integrity and security in all work environments.

LAB 105 LAB: OCCUPATIONAL COMPETENCIES

120 HOURS

During the course of this unit, students will review theory and in practice the most important thing each of the segments of the program and will implement all the knowledge acquired in his studio or in boarding controlled lab on the skills, abilities and knowledge of the course.

ASSEMBLY, REPAIR AND MAINTENANCE OF COMPUTERS AND NETWORK TECHNICIAN

COURSE DESCRIPTION

This program trains the student in the technology and assemble to identified correctly and functionally different components of a computer. Teach adequately to describe its operation and its elements, to use the tools, equipment and software diagnosis and troubleshooting on components and computer parts and other units of the system and use them to make appropriate repairs if necessary. It provides the student the basic knowledge of electricity and electronic. As part of the program, the student is trained in the diagnosis of tests, appropriate management of the operating system, installation, configuration of computers and programs and in the knowledge of networks and systems of information. Upon concluding successfully the program, the student receives a diploma.

The graduates can work at entry level in the computers repair industry, in a computers pieces department store or electronic or to establish their own business.

FORMAT OF THE COURSE OF TECHNICIAN IN ASSEMBLY, REPAIR AND MAINTENANCE OF COMPUTERS AND NETWORKS

The course is divided into three levels or semesters with a theoretical part and a part of practice.

DESCRIPTION OF THE UNITS

UNITS OF THE COURSE

HIS 101 COMPUTER HISTORY AND TECHNICAL VOCABULARY 60 HOURS

In this course the technical vocabulary of the computers is introduced, its equivalences in English and Spanish as well as the identification of the components, parts, planned and tools and equipments of the profession. Emphasis in the conceptual decipherment of the acronyms is done and its meanings.

ARQ 101 COMPUTERS ARCHITECTURE 30 HOURS

In this unit is described and explains the operation of the CPU, the monitor and the keyboard; and is detailed. The Operating System (DOS) is described and its different versions through the time. The use of the different commands and of the operating system is explained: It proceeds describing a command, seeing the content of a board of directors, changing boards, creating or erasing boards, changing drive, copying file, erasing a file, formatting a floppy disk, etc.

ELE 101 BASIC ELECTRICITY 30 HOURS

The first knowledge of basic foundations of electricity is offered. Study of the atomic theory and electronics of the matter. Explanation and demonstration of the concepts of electrostatics, dynamic electricity, classes of current, conductive, insulators, types of resistance, color code, power in resistance and special resistances; ohmmeter switches, voltage, intensity, forms to produce voltage. Operation of batteries, fuses, voltmeter, amperimeter, Law of Ohms, electric circuits, circuits in series, in parallel, circuits combined, condensers in direct current, types of condenser. Theory of the magnetism and electromagnetism. Introduction to the alternating current, generation of alternating current and meters of alternating current. Direct current, its generation and measurement. The oscilloscope, the transformers, inductance capacitance, resistance capacitive, impedance, circuits of alternating current, resonance and filters.

ELA 201 APPLIED ELECTRONICS 60 HOURS

Introduction of the semiconductors, conduction in crystals, types of diodes, the conventional diode, types of transistors, sensors, union PN, polarization of the diode, rectifiers of average wave, of complete wave, rectifiers in bridge, dabblers of voltage, power supply. The concepts are explained and its operation of bipolar transistors is shown, principles of transistor, transistor PN, transistor NPN, the transistor as amplifier, the transistor in configuration of common base, common collector,

common transmitter of classes of amplifiers, amplifiers of power, of power class TO, class B (push-pull), of power class C, regulator of voltage to diode zener, regulator of transistor, special circuits, multivibradores, field effect transistor, of union unique (UJT), rectifiers of silicon controlled (SCR), Diac, Triac, integrated circuits (IC), dividing and invertors of phase, photoelectric devices.

LEA 201 APPLIED ELECTRONIC LABORATORY

60 HOURS

In this unit experiments related to semiconductors diodes tests are carried out, rectifiers of complete wave, rectifier of Bridge, dubblers of voltage, test to bipolar transistors, polarization by factor of voltage, amplifier of audio, regulation of voltage to diode zener, regulator of voltage to adjustable series, regulator of voltage to integrated circuit (IC), field effect transistor, diode controlled of silicon (SCR), circuit of control with Triac, devices optoelectronics and as many as experiments And laboratories be convenient and necessary for the program of assembly, diagnostic and repair of computers and their components.

CID 201 DIGITAL CIRCUITS

60 HOURS

Introduction to the digital techniques, to the system of binary numbers, hexagesimal system, binary code, logic circuits types, the investor, floodgates AND, OR, NOR, NAND, floodgate OR exclusive, practical logical circuits, digital circuits integrated, multivibrador bi-stable (Flip Flop), of shots (Tiger Flip Flop), multivibrador slave-master (Master Slave), Registration type JK, type D, special registration, circuits of sequential logic, binary bookkeepers, BCD, Registration of landslide (Shift Register), clocks, decoders, encoders, Multienlazadores (Multiplexer), desmultienlazadores (demultiplexer), types by memory, read-only memory, read-only, analogous digital, analog-digital converter. Origin and development of the microprocessor and its architecture.

FUD 203 HARD DISK UNIT FUNCTIONING

60 HOURS

In this course of explains and shows how the disk drives function and how to diagnose and to resolve problems in disk drives. Besides an antecedent in the most recent middle of storage is provided of highly capacity: the CD-ROM.

REP 202 COMPUTER ASSEMBLY I

90 HOURS

In this course a knowledge is provided in depth of what happens in the parts of a computer so that serve for locating of failures and the repair of it. The unit of the system of a computer comprising the power supply is described, the card of the system, the units of the disk, a fan and the switch of diet of the system. It is explained and shows the design of the components for the assembly, the installation, dismantle and repair of the parts and components of the system.

SIS 204 OPERATIVE SYSTEM APPLICATIONS

90 HOURS

In this course the student is familiarized with the operating system DOS as master control of the programs of a computer and the applications of the system PC. The operating system is shown how DOS functions like the agent that controls the entrance information flow and exit of programs. They are explained and they apply the instruments, tools or you program that the technician employs to

repair systems of PC.

DIS 301 ENTRY DEVICES

90 HOURS

In this unit the students is provided the efficient and efficient knowledge of the tools of available diagnosis and its explains its capacity to utilize them. Emphasis in the tests is done that can be employed and of the codes and error messages that help him to isolate problems and to make viable the detection and locating of failures for their repair

TEC 303 TECHNOLOGY OF NETWORKS AND INFORMATION

90 HOURS

Description and demonstration of the operation of computers connected between itself and other devices. The comprehension of the networks emphasizes itself and how to maintain them functioning. It is explained and describes the types of LAN, its components, network interface cards (NIC), the system of wiring, typologies, accessory for diagnosis of problems and maintenance of the quality in the network, changing rooms of networks for installation, maintenance and measurements of operation.

DHS 302 DIAGNOSIS AND HARDWARE/SOFTWARE TESTS

60 HOURS

In this unit the student acquires the knowledge, abilities and skills to carry out the necessary and adequate tests for know what to do when the computer does not function. The objective is to know what is what is found badly and what to do. The tests are identified like failures identification processes, the general tools are described to locate them, the problems related to the failure of the components they are analyzed and methods to identify them and they are described and they explain the common problems and proceeds to practice the corresponding repairs.

REP 203 COMPUTERS ASSEMBLY II

60 HOURS

In this unit they develop the skills of search, identification and locating of failures (troubleshooting) of the Mother Board, floppy Disk, Power Supply, cards of video, card controlled, system themselves memory, use and management of the keyboard, monitor and printer. Application of diverse programs of diagnosis for repair of computers, such as PcProb, Creckit, Qaplus. Assembly of PC. Works itself in configuration of the System, installation of programs, updating of the team.

REP 203 REPAIR AND MAINTENANCE OF NEW DEVICES: I PAD, I PHONE LAT TOP

60 HOURS

This course is intended to introduce students to the, diagnostics, repair and maintenance of the new portable communication devices, such as iPhone, iPads or iPods. It discusses the most common issues that arise and the viable alternatives for repair and correction of faulty operation.

DEE 101 BUSINESS DEVELOPMENT

30 HOURS

The objective of this course is to develop the business abilities of the student so that work as a administrator or owner of its own computers repair business. The management of the business, management, reckoned of materials, pieces and work, administration and control of accounts, financing, credit and operation of a small business.

OSHA 103 HEALTH AND OCCUPATIONAL SAFETY**30 HOURS**

This course is intended to train all students on the importance of strictly adhering to the standards and procedures related to the provisions of OSHA to ensure life, integrity and security in all work environments.

REP 104 LAB: OCCUPATIONAL COMPETENCIES**60 HOURS**

During the course of this unit, the student will review theoretician and practically the most important of each one of the segments of the program and it will serve to put in practice all the knowledge acquired in his workshop or in his internship of laboratory supervised on the skills, abilities and knowledge of all the course.

COURSE DESCRIPTION FOR PLUMBING TECHNICIAN**INTRODUCTION TO PLUMBING****30 HOURS**

In this component an introduction to the history will be done and development, importance and function of the plumbing in the modern civilization. Emphasis in the regulations will be done in force in Puerto Rico on collegiate, the categories of the position of plumber, the laws and regulations of the Planning Board, ARPE and other applicable dispositions to the industry of the construction and of the installation and services of plumbing.

SECURITY RULES**60 HOURS**

In this unit the student will be familiarized with the techniques and security measures, so much to preventive level as in situations of emergency. Since the environmental and physical security is very important in the plumbing every work execution, the student will receive training and theoretical instruction and practice in the security systems, the use of tools and equipment for every work, operation and procedure of the industry.

APPLIED DRAWING TO PLUMBING**90 HOURS**

In this curriculum component students should be instructed and coaching to the reading, design, drawing and plan interpretation and referring sketch to the installation of pipes, apparatuses, devices and sanitary equipments, solar, electric heaters and the calculations of corresponding measures. The students will be qualified in the interpretation of symbols, lines, reading and plan operational application of all the system of plumbing in constructions and residential, commercial and industrial buildings.

PIPING INSTALLATION**90 HOURS**

By means of this unit of the course the student will develop the theoretical skills and necessary practices and required in the works and operations of the installation of the diverse types of pipes, material and pieces. The student will be able to distinguish, evaluate and employ the different types of appropriate pipes for each work of plumbing and the

application of the codes for his use in all kinds of installations.

SANITARY EQUIPMENT INSTALLATION

90 HOURS

In this instructional segment special emphasis in the description of the equipments and sanitary apparatuses will be given, its models, types and in the most recent technology in the installation of it. The student will receive an exhaustive and intensive training in the techniques, procedures, use of tools and necessary instruments for the installation of the different types and models of equipment and sanitary apparatuses that are employed in the commercial, residential sectors and industrialists of the plumbing according to the applicable regulations.

REPAIR AND MAINTENENCE OF SANTIARY SYSTEM

180 HOURS

The student will be instructed, trained and coached in the more effective technical, operations and procedures for the repair and maintenance of different sanitary systems of all the spectrum of the position of the plumbing. This curriculum component will emphasize in the most recent technology related to the works of repair, replacement, correction and operational and preventive maintenance of these systems, its equipments and apparatuses.

INSTALLATION AND MAINTENANCE OF ELECTRIC AND SOLAR HEATERS

180 HOURS

In this unit of the course the student will be familiarized and he will coach in the mount or installation of solar and electric heaters, his technicians, operation and correct operation. He will emphasize in the care and management for the different classes of heaters, tanks, materials, valves and the procedures for the design of his mount, repair, cleaning, adequate and correct operation according to structural requests.

INTRODUCTION TO COMPUTERS

60 HOURS

In this introductory course the student will be familiarized with the operating systems, the main programs, the keyboard and the functions of a main computer. He will develop the dexterities of the management of the keyboard to operate correctly a computer with the indispensable programs that will serve for apply those knowledge and skills to the occupations of the industry.

RENEWABLE ENERGY AND ENERGY SAVINGS

60 HOURS

This course has as an objective to prepare the participants in the technology related to the use and exploitation of the energy for residential, commercial and industrial use. The program of studies introduces the participants in the knowledge, and technical skills that qualify it to design, calculate, budget and to carry out the renewable energy systems installation. It will be studied in depth the dispositions of laws and applicable regulations

to Puerto Rico.

AUTIONS AND BITS

60 HOURS

In this unit the student will be familiarized with the prices of materials, equipments, apparatuses, pieces and instruments of the industries and businesses suppliers. The student will be instructed and will train in the pricings, labor, clearings, assurances and estimates to do any work of plumbing and the corresponding pricing.

BUSINESS DEVELOPMENT

(30 HOURS/ 2 CREDIT)

Upon finalizing this unit of the curriculum the student will be obtained the decisive basic knowledge to know how to mount his own business, the techniques and methods related to the basic accounting, the necessary business and human relations in the development of his car employment or a small business. It will emphasize f in the skills of the efficient operations of the essential accounting and in the business development and the working-management relations.

REVIEW FOR PLUMBING BOARD EXAM

(60 HOURS/ 3 CREDITS)

In this segment of the curriculum the student will be provided of specific reviews and necessary, generals and required for an adequate preparation to be presented before the Examination Board of the profession of the plumbing. It will be included in general form theoretical summaries, questionnaires, model exams and strategies to resolve questions, doubts and certain valid answers in every exam of validation, so much in its theoretical as practical aspect.

OSHA 103 HEALTH AND OCCUPATIONAL SAFETY

30 HOURS

This course is intended to train all students on the importance of strictly adhering to the standards and procedures related to the provisions of OSHA to ensure life, integrity and security in all work environments.

LAB 105 LAB: OCCUPATIONAL COMPETENCIES

90 HOURS

During the course of this unit, the student will review theoretician and practically the most important of each one of the segments of the program and it will serve to put in practice all the knowledge acquired in his workshop or in his internship of laboratory supervised on the skills, abilities and knowledge of all the course.

TECHNOLOGY IN AUTOMOTIVE MECHANIC

DESCRIPTION OF THE UNITS OF THE COURSE

TAM 101 GENERAL PRINCIPLES OF MECHANICS 60 HOURS

In this unit the Law No. 40 of May 25, 1971 is studied, as amended, that establishes the Examining Board of Technicians and Automobile Mechanics of Puerto Rico. and the Law No. 50 of June 30, 1986 that establishes The Association of Technicians and Automobile Mechanics. Besides the automobile industry, their history and development it is also studied. It qualified the student in the practices of automobile security and train the student in the secure use of the equipment and the tools of the technology of the automobile mechanics.

TAM 102 FUNCTIONING OF AUTOMOTIVE MOTORS 120 HOURS

This course has as purpose to familiarize the student with the system of lubrication, cooling off, compression leaks detection, escape and compression of the motors, the functioning of the motors of automobile vehicles, either they be of two cycles or of four cycles (motorboats), rotary motors, complex motors of internal combustion. It includes training in the operation of the piston, diagnosis of internal problems of the motor, inspection and knowledge of sensors; diagnosis of the air induction system; to know the load system; of the system of combustion and ignition. supply of fuel, carburetion, system of lit of platinum and electronic, modules, times, etc.

TAM 103 MOTOR REPAIR SHOP 120 HOURS

In this unit the student is exercised in the repair of all kinds of automobile motors. It emphasizes in the knowledge and the skills of the repair of simple motors of internal combustion of two or four cycles (motorboats) or motor complex. He is trained in the operation and repair of motors, covers of blocks, pistons, diagnostic and repair of problems of the motor, inspection, test and repair of problems of the emissions control system; the compression leaks diagnoses equipments use, to measure pressure, of oil, to measure empty, light of time. The student is qualified to remove, to disarm and to clean motors. He is trained in the inspection and measurement of components of the motors.; service to the headrests of the cylinder; services to the assembly of the block of the motor and assembly and mount of the motors.; to remove, disassemble and re- install motor in the car.

TAM 104 WHEEL DRIVE SYSTEMS 60 HOURS

In this unit the student is familiarized on how vehicles 4 x 4, and 4 4WD functions. It includes diagnoses of failures and repair.

TAM 201 STANDARDS (TRASMSSIONS) DRIVE 120 HOURS

In this unit the student is familiarized with the operation of the manual or standard power transmission system and its components and mechanisms. It includes diagnosis and repair of the system of the clutch; diagnostic and repair of the rear and front manual traction.

TRA 202 AUTOMATIC (TRAMMISSIONS) DRIVE 120 HOURS

In this course the student is qualified in the technology of the diagnosis of operation and repair of the automobile automatic transmissions, his components and gears according to the different velocities of the vehicle. It includes controls by modulated, by cable and the electronics; operation

of front and rear traction.

TAM 203 MECHANICS OF BRAKE SYSTEMS 60 HOURS

In this unit the operation of the different systems of brakes is studied; his operation and diagnostic, maintenance and repair. It emphasizes in the hydraulic system, the repair of drums, disc brakes, manual brakes, and anti-lock brakes and its sensors and electronic controls.

TAM 204 DIAGNOSIS WITH ELECTRONIC EQUIPMENT 60 HOURS

It is trained in the use of multimeter, scanner, oscilloscope; to do troubleshooting of codes. The automobile electronic operation is studied, etc.

TAM 301 ELECTRIC AND ELECTRONIC SYSTEMS 180 HOURS

The student is trained in the theory of the electron, the magnetism, the magnetic lines of force, the electromagnetism and they apply these concepts to the diagnosis and repair of the electronic components of vehicles and their accessories. The student is trained and qualified in this unit in the knowledge and the necessary skills to describe, explain the operation of the electric system of automobile vehicles; to diagnose the system of starter; the air induction system; the system of fuel, system of electric charge and of lights; the system of accessories and security. The student is familiarized in the use of the computer for diagnoses. It prepares the student for the diagnosis of problems of the emissions control system, electronic system with its sensors, system of electronic lit.

TAM 302 SUSPENSION AND STEERING SYSTEMS 60 HOURS

Upon concluding this unit the students will be qualified to diagnose and repair system of direction (steering systems), the system of suspension, to carry out diagnostic, adjustments and repair of the wheel system and rear train and alignment of gears or wheels.

TAM 303 BUSINESS DEVELOPMENT 30 HOURS

Upon finalizing this unit, the student will have general knowledge of how establish a small business, accounting related and human relations

TAM 304 ESTIMATES AND PRICING 30 HOURS

The student will be familiarized with the different works of automobile mechanics and he will be able to quote works to be carried out, costs of pieces and estimating time of the repairs.

OSHA 103 HEALTH AND OCCUPATIONAL SAFETY 30 HOURS

This course is intended to train all students on the importance of strictly adhering to the standards and procedures related to the provisions of OSHA to ensure life, integrity and security in all work environments.

REP 104 LAB: OCCUPATIONAL COMPETENCIES 60 HOURS

During the course of this unit, the student will review theoretician and practically the most important

of each one of the segments of the program and it will serve to put in practice all the knowledge acquired in his workshop or in his internship of laboratory supervised on the skills, abilities and knowledge of all the course.

MINIMUM ACADEMIC REQUISITE FOR STUDENTS RECEIVING EDUCATIONAL BENEFITS OF THE VETERANS ADMINISTRACION OF REGISTERED IN PROGRAMS OF CERTIFICATES

(ADDENDUM TO CATALOG 2009-12)

Probatory Período

Students that fail to accumulate a general most minimum average (GPA) of 2,00 upon finalizing the first evaluative period or term, will be in probation positions of their benefit. In the case to be in a program that be comprised of only 2 terms, will lose its benefit for the second term. In programs of 3 terms or more, will be put in probation whenever be not its last term and will maintain its benefit. If he do not reach the general minimum average (GPA) of 2,00 upon finalizing said term in which is found in probation, it will proceed to suspend the benefit.

Reinstallation of the benefit

After the benefit have been suspended by not satisfactory progress, and once elapse the next term of classes, and have accumulated a minimum of 2,00, the veteran student will be reinstalled him his benefit. Once his first suspension return from, if fail to reach again the minimum of 2,00, him will be suspended its benefit by a year.

Satisfactory Attendance

The Veterans Administration will pay for the total of hours of the program. Therefore, a student that is receiving educational benefits will maintain satisfactory assistance. An evaluation of the assistance will be carried out upon finalizing each period/term/session. Only a 10% of absences of the total of hours pertaining to the period will be permitted; term or session. In justified case to be absences, these will not have to be replacements but should be evidenced (according to the reasons exposed in the institutional catalogue as justified or authorized absences*). In case of unjustified absences, they should be completely replaced. **That veteran or beneficiary that be exceeded of the 10% of absences in the first period; term or session, the benefit will be suspended immediately. Consecuently, upon accumulating the 10% in any period/term/session, of be not replacements, him he will be suspended the benefit.**

*To be referred to the justified or authorized section of absences of the institutional catalogue

(ADDENDUM TO CATALOG 2009-12)

I certify that the up the standards indicated will be applied to the students that receive educational benefits of the Veterans Administration immediately. I certify besides that the politics will be included in the version of the next institutional catalogue.



ACADEMIC DIRECTOR

Signature and Title of Institutional Officer

June 1, 2010

Date

PROFESSIONAL TECHNICAL INSTITUTION

PMB 491 PO Box 607061

Bayamon. PR 00960-7061

Nombre y Dirección Institución

Referencias: 38 CFR 21.4253 (d)(4)

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