

**INSTITUTIONAL CATALOG
2015-2017**



**IBO Technology Course
Main**

Calle Concepción Vera #500
Edificio Down Town Plaza Moca, PR 00676
Tel. (787) 685-7939

**IBO Technology Course
Branch**

Emerito Estrada Rivera Avenue
Pozas Award, San Sebastián, PR 00685
Tel. (787) 896-5609

Date Published: October 2015

ACADEMIC OFFERINGS

MOCA

IBO Technology Course Recinto

Calle Concepción Vera #500

Edificio Down Town Plaza Moca, PR 00676

Tel. (787) 685-7939

Programs

1. Cosmetology
2. Barbering

SAN SEBASTIÁN

IBO Technology Course Branch

Emerito Estrada Rivera Avenue

Pozas Award, San Sebastián, PR 00685

Tel. (787) 896-5609

Programs

1. Tourism and Hotel Administration and Operation
2. Culinary Arts
3. Cosmetology
4. Barbering

TABLE OF CONTENTS

General Information

Philosophy, Mission.....	5
Vision, Objectives of IBO & Technology Course.....	6
Historical data from the institution	7
Authorization / Facilities / Organization	8
Main Campus Personnel (Moca).....	9
Branch Personnel (San Sebastian)	9
Academic Calendar	10
Hours of Operation / Academic Unit / Service Offices.....	11

ACADEMIC STANDARDS

Requirements and admission procedure	13
Validation / Readmissions / Enrollment / Registration Late / Support classes.....	14
Replacement work for absences / Punctuality / Licensing (leaves of absence).....	15
Testing / Evaluation System / Incomplete	16
Drop Outs.....	17
Repeating classes / Academic Progress Policy // Credit Program.....	18
Probation.....	19
Graduation Requirements / Delivery of certificates / Acts of graduation / Transcripts....	20

RULES OF DISCIPLINE

Students Rights	21
Responsibilities and duties	22
Disciplinary Process / Appeal Process	23

FINANCIAL RULES

Fees and tuition fees	24
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CANCELLATION AND REFUND POLICY

Process Termination / Cancellation within three days.....	25
Other Cancellations / Cancellation within 60% / 60% Cancellation after the period.....	26

OTHER PROVISIONS

Complaints and appeals Routines.....	27
Policy on school security / policy of controlled substances.....	28
Institutional policy regarding the privacy of records (FERPA).....	29
Policy against sexual harassment.....	30
Changes to be made / written notifications to the Registrar.....	31

STUDY PROGRAMS

Cosmetology.....	32
Cosmetology (Objectives).....	33

**TABLE OF CONTENTS
(Continuation)**

Cosmetology (Table)...34
Cosmetology (Subjects Description).....35

Barber41
Barber (Objectives)..... 42
Barber (Table).....43
Barber (Description)..... 47

Tourism and Hotel Administration and Operation.....71
Tourism and Hotel Administration and Operation (Objectives).....72
Tourism and Hotel Administration and Operation (Table).....73
Tourism and Hotel Administration and Operation (Description).....75

Culinary Arts.....78
Culinary Arts (Objectives).....79
Culinary Arts (Table).....80
Culinary Arts (Description).....82

Procedure for filing complaints to the Accrediting Agency.....85

GENERAL INFORMATION

Philosophy, objectives and institutional aspirations

The philosophy and corporate goals are the basis on which key programs and services of an institution. Institute of Beauty Occupation and Technology Course (IBO & Technology Course) is focused on the human and the responsibility that this has for the society we live. The human being is conceived as a complex being with needs and interests. A person with aspirations and values that influence their beliefs and behavior.

The XXI century Puerto Rican society is facing major challenges. The country needs men and women who form a labor force that drives the economy and contribute to improving the quality of life for all citizens. The postsecondary sector educational institutions have the responsibility to train people with the knowledge and skills that enable them to obtain and maintain these jobs, achieving your personal goals as well as participate in the progress of Puerto Rico.

MISION

IBO & Technology Course, as an educational institution, has developed the following mission accordance with these two realities:

Institute of Beauty Occupation and Technology Course is a postsecondary educational institution that offers training to young people and adults aspiring to careers in various occupations in the of beauty field and other occupational choices, contributing to their personal and professional development and improved Puerto Rican society.

VISION

IBO & Technology Course aims to become the best option as post-secondary institution in the northeast of Puerto Rico, dedicated to providing short terms programs in the field of beauty and other similar branches, meeting the needs of their students, in an attractive environment personal and professional.

The programs, services and school activities are directed towards achieving this institutional vision.

OBJECTIVES OF IBO & TECHNOLOGY COURSE

The following institutional goals give direction to programs and services offered by IBO & Technology Course:

1. Empowering young people and adults with the knowledge and skills required to obtain and maintain employment in selected occupations in the field of beauty and similar branches.
2. Encourage personal development of participants, promoting positive attitudes and values toward work and healthy living.
3. Provide professional development experiences for people already employed who wish to keep abreast of new knowledge and skills in their respective fields.

HISTORICAL DATA FOR THE INSTITUTION

In 1999, in the city of Moca, Puerto Rico, "Instituto of belleza del Oeste" Western Beauty Institute was founded by Mr. Gilberto Acevedo; this institution began operations by offering the following programs in the of beauty field:

1. Cosmetology
2. Barbery

The initial enrollment was 40 students. Months later, the institution expanded its educational mission to enrich its academic and begins to offer a program of Body Repair & Painting.

By expanding the nature of the programs, the institution changed its name to Institute of Beauty Occupations and Technology Course.

Extending the range of programs has been accompanied by improvements to the facilities and administrative services to provide students with meaningful learning experiences and care necessary to ensure the achievement of the goals of students.

Today, IBO & Technology course continues on, focusing on his vision of the future as an educational institution holding the original purpose that prompted Mr. Acevedo to serve the community and contribute to the development and well-being of Puerto Rican society.

AUTHORIZATION

Moca Main Campus: IBO & Technology Course Authorization has a license issued by the General Council of Education of Puerto Rico, Number V 58-03, and effective December 16, 1999. This accredited by the Accrediting Commission of Career Schools and Colleges

San Sebastian Branch: IBO & Technology Course, San Sebastian Branch authorization has a license issued by the General Council of Education of Puerto Rico, Number V 62-07, and effective November 30, 2012.

FACILITIES

Moca Main Campus: The institution is located in Down Town Plaza building, on “Calle Concepcion Vera” # 500 in the town of Moca. The building consists of a two building, the first building levels. First Level: Library, two administrative offices and two classrooms. The second level with four classrooms. The other building has a reception area, administrative office and two classrooms. The lounges are designed to provide laboratories as they have shampoo bowls and chairs for trimming. One has beds for facials, manicure desks with accommodation including approximate maximum of 20-25 students per classroom. Also has parking facilities for employees, students and visitors.

San Sebastian Branch. Located in the municipality of San Sebastian, Emerito Estrada Rivera Avenue Carr. 125 Int. 497 km 20.5 Int. Bo. Pozas Central, San Sebastian, Puerto Rico in approximate 15 acres of land. Consist of an administrative building with two (2) lecture classrooms, restaurant facilities, convention/meeting center with kitchen areas to be utilized as kitchen laboratories, and hospitality facilities in the form of a villa complex. Each classroom accommodation included approximate maximum of 20-25 students per classroom. Also has parking facilities for employees, students and visitors.

ORGANIZATION

Board of Directors

Sr. Gilberto Acevedo.....	Presidente
Sra. Judith Soto.....	Vice President
Sra. Noemí Vélez.....	Secretary
Sr. Manuel Fernández.....	Member
Sr. Juan Rodriguez.....	Member

Main Campus Personnel–Moca

Administrative Staff

Sr. Gilberto Acevedo.....President
Sra. Judith Soto.....Vice President
Juan Rodriguez Academic Director
Brendaliz Lopez.....Admissions Officer
Angelita Gonzalez.....Registrar
Adalberto Rivera Finance Officer
Ivette Acevedo..... Financial Aid Officer
Noemí Vélez..... Placement Officer
Shaolin Arroyo Guidance / Student Services
Gilberto Acevedo..... Compliance Officer
Yanit Delgado/.....Librarian
Elba Soto..... Library Assistant
Emil Medina Maintenance

Faculty

Wanda Hernández..... Barbering
María Crespo.....Cosmetology
Nélida Román..... Barbering/Cosmetology

Branch personnel-San Sebastian

JonathanLatorre..... Coordinator
Olga Hernández..... Register
Ivette Acevedo.....Finacial Aid Officer
Noemí Vélez.....Placement Officer
Shaolin Arroyo..... Guidance / Student Services
Gerardo Robles.....Admission Officer

Faculty

Jessica Hernández..... Cosmetology
María CrespoCosmetology
Roberto Lugo.....Barbering
Wanda HernandezBarbering
Gilberto O AcevedoBarbering
Junier Cortes.....Culinary Arts Jonathan
Victoria Velazquez..... Hotel Management and Operations and Tourism
Ana L. Pérez..... Cosmetology

ACADEMIC CALENDAR

IBO & Technology Course is a program of continuous basis calendar for students entering in the various programs offered, which extend to complete the required credits. Establishing an academic recess for Christmas period. Likewise seen below, the following holidays and breaks:

2015-2016

January

New Year

Three Kings Day

Eugenio Maria de Hostos Birthday

Birthday of Dr. Martin Luther King

February

Presidents Day

March

Abolition of Slavery

April

Easter Break (Thursday and Friday)

José de Diego Birthday

May

Remembrance Day

June/July

Luis Muñoz Rivera's Birthday

Constitution of the Commonwealth of Puerto Rico

Birth of Joseph C. Barbosa

Summer break (last week of June until the first week of July).

September

Labor Day

October

Columbus Day

November

Veterans Day

Discovery of Puerto Rico

Thanksgiving Recess

December

* Christmas Break in the mid to late December

The institution reserves the right to admit students in other months when the demand for the program requires it.

IBO & Technology reserves the right to change the itinerary of holidays according to the needs or convenience of the educational program, natural phenomena, disasters, war or other circumstances beyond their control.

BUSSINES HOURS

The administrative offices are open Monday through Friday, 7:30 AM to 7:00 PM. Classes meet Monday through Thursday, from 8:00 AM to 2:00 PM in the daytime and from 4:00 PM to 10:00 PM in the evening program. Courses are offered in "weekend college" from Friday to Saturday from 8:00 AM to 4:00 PM.

Academic Unit

The institution offers academic programs that are measured credit hours. The class time is 50 to 60 minutes of instruction. For each hour of class is given a break of 10 minutes. One credit is equal to 37.5 hours of instruction.

The programs are structured credit hours are organized by semester. A semester is a period of not less than 15 weeks duration in which the student seeks a minimum of 12 credits. An academic year equals two semesters of instruction. Each program lasts approximately 16 months.

OFFICE SERVICES

Admissions

This office provides guidance to candidates seeking admission to the institution. Analyzes requests and determines if candidates meet the requirements for admission to programs offered by the institution.

Orientation and placement

The institution provides orientation for new students about the rules and functioning of the institution. They are also tracks students who have difficulties in their academic performance and adjustment to school environment.

The institution provides guidance to students who are about to complete his studies on the process of job search, preparing a resume, interview techniques and other related topics. It provides assistance to graduates in finding employment. This does not mean, however, that the institution guarantees employment to its graduates.

Student Service

The institution provides different services to the students in need. Al students must refer to the student service office if it in need or situation that may interfere on his educational goal.

Example: Housing
 Transportation
 Child Care

Financial Aid Officer

Financial aid office purpose is to provide information about, procedures, forms, eligibility requirements for each program and the student rights and responsibilities, who receive some types of financial Aid. Also assistance to achieve their academic goals.

FINANCIAL AIDS

- Federal Pell
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Program Federal Work Study (FWSP)
- Supplemental Educational Assistance Program
-

To apply for federal and state financial assistance, you only have to complete your Federal Pell Grant (FAFSA). The FAFSA is required annually. The easiest and quickest way to complete your FAFSA is through the Internet. www.fafsa.ed.gov

Providing false or incorrect information carries penalties charges, incarceration or both.

Registrar

The institution maintains records of its students and graduates. The Registrar's Office is the custodian of documents. This office is responsible for monitoring the academic progress of students, issuing report cards and certifications, including graduation certificates and transcripts.

ACADEMIC STANDARDS ADMISSION REQUIREMENTS AND PROCEDURES

New enrollment student for all programs offered at the Moca main campus institution and San Sebastian Branch must provide the following documents:

1. Evidence of having completed high school or its equivalent. Acceptable evidence is:
 - a. Transcript of official credit
 - b. High school diploma
2. Proof of citizenship or legal residency.
3. Birth certificate or green card for those foreign residents.
4. Certificate of vaccination, under 21.
5. Application form duly completed.

The Admissions Officer must carefully review each application and documents to be filed to verify completeness. Interview the candidate to guide you around the nature of the program and educational services provided by the institution to fulfill its responsibilities as a student and determine the candidate's ability to benefit from the curriculum.

The decision on acceptance or refusal of admission will be communicated to the candidate, if the candidate has not submitted the documents for admission before the start of classes.

Validation Program

Students from other accredited institutions will validate courses that demonstrate equality in credit hours and demonstrate a similarity or content. They must be approved with a minimum grade of 2.00 points equivalent to a grade of C, to accept the recognition. It will validate up to 12 credits per student. The student must apply for validation and submit an official transcript of credit and catalog from the institution to be evaluated.

Students who transfers from one of our institution to another, all credits will validate.

Re-admissions

Student with a real cause have good cause interrupted his studies at the institution and wish to return must file a readmission application.

Committees of readmissions analyze the request and make its validation about each candidate. They took into account the following criteria:

1. GPA at the time of withdraw
2. Student behavior
3. Payment History
4. Situations that led to low academic progress
5. Others.

Registration

New students and continuing students should go to formalize their registration before classes begin on the date determined by the institution. Students will receive their program and the form of tuition agreement. Each student must sign and return both documents, retaining copies thereof.

Late Registration Policy

The applicant will have only (10) ten calendar days to complete the admissions required and be enrolled. The student will be responsible to gather all class work given.

Attendance

IBO & Technology Course requires daily attendance. The student who is absent must bring a written excuse to justify their absence. The Director will decide if the excuse is acceptable. Fourteen (14) unexcused absences will lead to an administrative withdraw.

Absences Replacement work

The student is responsible for the material covered during their absence. If you miss an exam or lab practice for whatever reason, you must take it as soon as possible and close to the day of absence, subject to agreement and approval of instructor.

Licenses permits absences (LOA)

The institution granted leave of absence "leave of absence"(LOA) for the following circumstances:

1. Prolonged illness or temporary disability and maternity.
2. Family death or illness of close relative.
3. Dramatic change in a family's financial situation
4. Accident that causes temporary disability.
5. Military service.
6. Appearance in court.

The student must request the leave absence in writing and duly evidenced with evidence of its necessity to the Registrar's Office (ie medical certificate, written statement of the student, among others.)

After verifying the application and its approved, a leave of absence will be granted up to 180 calendar days, during the entire program. At the end of LOA the student must reinstall back to the class room.

Tests

Every student is responsible for taking their exams on the date and time. Of fail an exam will be given a second chance to take it.

Assessment System

All students will be evaluated through theoretical examinations, practical work in clinical laboratories, projects, assignments, skills, attendance and class participation. The institution will use the following scoring system:

Table of equivalence of notes

Symbol	Description	Points	Percent
A	EXCELLENT	4	100- 90
B	GOOD	3	89- 80
C	SATISFACTORY	2	79- 70
D	POOR	1	69 -60
F	FAILED	0	59 - 0
WF	LOW ADMINISTRATIVE	WF=0	0
W	LOW PER STUDENT	WF=0	0
I	INCOMPLETE	I=0	0

Incompletes

Students who finish and complete a semester and did not enroll for the next semester is consider an Incomplete

Withdrawal

IBO & Technology Course classifies withdraw students into two categories:

1. The Official Withdrawal
2. The Administrative Withdrawal.

The Official Withdrawal

Requested by the student at any time. Must be in writing to the Registrar's Office in person or by certified mail, return receipt and signed by the student and his guardian, if the student is a minor. The effective date of withdraw is the date of the document delivered personally, or the date of certified mail.

The Administrative Withdrawal

An administrative withdraw is applied fourteen (14) days after the last day of attendance under the following circumstance.

1. Behavior Reasons / or violation of institutional rules, for which the Institution reserves the right to do so.
2. Satisfactory academic progress failure, according to the rules of the institution and satisfactory progress policy.
3. Excessive absence or exceed the time limit in the ("leaves of absence").

In cases of administrative withdraw, the student will be notified to the last known mailing address, letting know the reasons leading to his involuntary termination, as he/ she have the right to request an appeal to the decision. Student withdraw documents will be sent to the Financial Aid Officer.

The Financial officer will be in charge of submitting the return of Title IV (R2T4) to the US Department of Education. If any reimbursement as calculate due to R2T4, Must be Refund According to us Department of education Standers

Any unpaid portion of tuition will be responsible of the student, before we can give any requested documents.

Retake

All students must repeat those fail subjects. Grades earned in classes replaced the original scores. Satisfactory Academic Progress Policy

IBO & Technology Course requires its students to satisfactorily achieving their educational goals. To this end, has developed of satisfactory academic progress policy. The students' academic progress is defined based on a quantitative and a qualitative measure.

Credit Hours Program

The quantitative measure is the ratio of attempted credit versus approvals. The requirement is that the student must complete a minimum of 66% attempted credits at the end of each semester. To maintain satisfactory progress the student must also maintain an average of 2.00 for each semester.

In the case of programs that have only two semesters, the student must have obtained an average of 2.00 at all times.

Clock Hour conversion Formula

Base on the Federal Regulation §668.8 Eligible program. [FR pp. 66949-50], establish that a semester hour must include at least 37.5 clock hours of instruction.

$$1 \text{ Credit} = 37.5 \text{ Hours of Instructional Time}$$

Probation

Students in a particular academic session or semester can't obtain the required average, or have accumulated hours or approved less than 70% of credits attempted, shall be placed in the. This probation period (one semester or a session of 25% of the course) institution provides for students to demonstrate that you can do a satisfactory job.

The procedures established by the institution for students on probation are as follows:

1. The institution shall notify each student who is placed on probation status, notifying the reasons the set time, what is expected of the student and the results should not able to overcome the evidence.
2. The student must attend the interview / the Director of the Institution or designee to discuss the situation and determine the action that must be to follow in order to overcome the evidence.
3. The Director Academic or designated official will monitor the results of the partial evaluations of the student during the period of probation.
4. At the end of the period of probation, the student will be evaluated again by the Registrar. If achieved not compliance with established standards, the student must be dismissed from the institution. If you meet the conditions of probation, the student will be reinstated to regular status and cease his probation.

The student who has been dismissed for unsatisfactory progress may appeal this decision by following the procedure in section "Other Provisions" section of this catalog.

All students must complete their studies within a maximum of 150% of the duration of your program to graduate from the institution.

GRADUATION REQUIREMENTS

IBO & Technology Course students shall meet the following requirements to be considered eligible for graduation:

1. Have completed all required courses of their curriculum.
2. Earned a minimum cumulative average of 2.00 in accordance with the standards of satisfactory academic progress.
3. Complete the program within 150% of the stipulated time to complete it.
4. Have met all financial requirements of the institution, including the graduation fee.

Surrender certificates

Students who have met graduation requirements receive a certificate. Each certificate issued shall identify the graduate student and the curriculum completed.

Graduation ceremonies

The Institution reserves the right to celebrate their graduation events once a year, these celebrations the institution awards and certificates awarded to the graduates.

Transcripts and other documents

The Registrar's Office issued transcripts at the request of the student. Applications for educational institutions or employment agencies officially be sent directly to these entities.

Be issued transcripts, certificates, diplomas and other documents to students who are current in their financial responsibilities to the institution.

The cost of certificates and diplomas are included in the tuition fee. The additional transcripts have a value of \$ 5.00 each.

BEHAVIOR RULES

Student Rights

The student is entitled to:

1. Receive an education free from discrimination whether by race, sex, social status, color, age, political or religious beliefs or disability.
2. Express their opinions and to disagree with the opinions of their teachers and other staff in an orderly and respectful way.
3. Learn the criteria and process for assessment of his academic work and to keep informed of their grades.
4. Kept in strict confidence their records and personal document
5. Certifications related to their student work once it has complied with the institutional rules.
6. Complaints and claim their rights, following the procedure established by the institution.

RESPONSIBILITIES AND DUTIES

It is the responsibility and duty of the student:

1. Perform their class work and assigned laboratories, following the instructions of their teachers.
2. Make an honest academic work, free of plagiarism or fraud.
3. Be courteous, respectful and considerate of their classmate, teachers institution staff.
4. Dress clean uniform to attend classes, practices and other school activities. No access to a student in the uniform of this institution to bars or dance halls.
5. No visits to the institution, except in cases of emergency
6. Staying in their classrooms and laboratories during the classes. Get approval from your teacher in case it is necessary to leave the room. Obtain authorization from the Director if the need to leave the institution during the school day.
7. Leave your work area clean and tidy, once every instructional activity.
8. Refrain from bringing children or adults in the institution, except that they are models for some work, as long as these people do not interfere with work in the institution.
9. Obtain permission from the administration of the institution prior to the conclusion of any educational or social activity.
10. Inform the counselor in case of problems or complaints with other students, so that it takes part in the solution of the problem.
11. Request permission management for any type of sale.
12. Keep appointments owed to any representative of the institution. Failure to comply with these appointments must report by phone or in person to arrange a new appointment.
13. Do not use logos and / or political propaganda in his uniform, books, bags and personal items or any other material used in the school.
14. Do not bring cell within the institution. Otherwise be used in the vibration mode, or any other which does not produce noise.
15. Not possess, carry, use, distribute or carry weapons, drugs, drinking, or any object or substance prohibited and illegal.
16. Refrain from smoking in the facilities of the institution smoking Ares are assigned

DISCIPLINARY

Students, who engage in indiscipline act, will be interviewed by the Director of the institution. Penalties will be applied according to the nature of the offense. These can range from a reprimand to permanent suspension of the student.

The institution reserves the right to review the lockers, briefcases, wallets, bags and any other package that the student brings to the institution. This rule shall apply in prevention and compliance with the Drug and Alcohol Policy of this institution.

The institution also reserves the right to suspend temporarily or permanently to any student who violates one or more of these regulations, commits an act of indiscipline will be disrespectful to a teacher, another student or school personnel, endangers the safety , morals, or commits any other act that harms or endangers the reputation of the institution and / or their peers.

Appeal Process

The student who is not in accordance with the penalty imposed shall have the right to appeal following the procedure established and described in this catalog section of "Other."

FINANCIAL RULES

Fees and tuition fees

No application fee is charged to students

MAIN CAMPUS MOCA

PROGRAM	INSTRUCTION FEE
COSMETOTOLGY	\$9,630.00*
BARBERING	\$9,630.00*

SAN SEBASTIAN BRANCH

PROGRAM	INSTRUCTION FEE
Tourism and Hotel Administration and Operation	\$9,630.00*
Culinary Arts	\$9,630.00*
Cosmetology	\$9,630.00*
Barbering	\$9,630.00*

* Subject to change

The certificate (graduate course) and copy of the permanent record will not be released until the student has met all academic requirements, attendance and paid all their debts to the institution.

CANCELLATION AND REFUND POLICY

All students rejected by the Institution receive full refund of money paid.

Cancellation Process

If the student (parent or guardian for minors) wishes to terminate the agreement should apply for withdraw the Registrar officer, in person or by mail. The date of the notice by mail shall be determined by the postmark, if personal, the day before school receives notification. The completion date or refunds will be counting the date last attended classes. Any cancellation shall be in writing, before starting the absence classes.

Cancellation within three days

The student (parent or guardian for minors) may petition to cancel the enrollment agreement within three business days after signing it and be refunded all monies paid. This policy applies even if the student has begun classes.

If the student has signed the agreement but has not previously visited the institution, may cancel this agreement within a period of three working days after their first visit. All monies paid will be refunded.

OTHER CANCELLATIONS

The student (parent or guardian in case of minors) may request cancellation of the registration agreement after three days of signing the same, and will be refunded the money paid less the 5% of contract value but this amount does not exceed the amount of \$ 100.00.

If the student does not show up after classes have begun enrollment and classes will be refunded all monies paid less the 5% of the contract but this amount does not exceed the amount of \$ 100.00.

Cancellations within 60 ° / a of period

If the student withdraws after classes begin but within 60% of the enrollment period, the institution will reimburse pro rata basis of fees for the period less an administrative fee of 100.00 or 5% of charges applicable to the enrollment period, whichever is less.

Cancellations after 60 ° / a of period

If the student withdraws after completing 60% of the enrollment period, the institution will retain 100% of the applicable costs.

Assisted time is defined as the time between the date of commencement of classes and last day of physical attendance at the institution. The institution shall make the refund not later than 30 days from the date of the determination of the low even if the student has not claimed payment of the same.

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

If the facility closes and does not continue teaching after the student is enrolled or in the case of cancellation of a program, the student is entitled to receive pro rata refund of all monies paid.

OTHER PROVISIONS COMPLAINTS AND APPEALS PROCEDURES

When a student or prospect understands that he has violated any duty imposed, either by law or internal rules of the institution, or understand that the treatment or conduct of any employee has not been subject to the warmth, respect or physical or moral integrity of every person may lodge a complaint or appeal against that employee or against the institution itself through internal channels, according to the following procedure:

1. File a complaint or allegation in writing / the Director (a) Executive (a) of the institution. In this claim shall state the reasons clearly and in detail, recounting the acts or omissions giving rise to the complaint. This allegation must be accompanied by any evidence to support the proposals as a supporting document.
2. The Executive Director interview the complainant in a term not exceeding ten (10) days ..
3. The Director Executive (a) interview the accused party and review the relevant institutional policy or certificate within a period of time not exceeding fifteen (15) days. The / the Director (a) Executive (a) preside over a hearing.
4. The / Director (a) Executive (a) shall chair the informal administrative hearing where the parties may submit any additional issues. After the same, give up a final report with the findings apply, within a period of time not exceeding twenty (20) days.

The institution reserves the right to conduct its own verification policy requesting any relevant information about it.

SECURITY POLICY ON CAMPUS

Law 101-542 known as "Student Right to Know and Campus Security Act" states that you must collect and maintain data release to inform the Student Community on criminal incidents occurring in the institution.

The policy states that the institution is responsible for ensuring maximum security for their students and employees. Employees and students should report any act involving robbery, rape and / or any other matter of a criminal nature to happen in the center or premises or related areas. The Policy states that the institution comply with federal regulations requiring submit an annual report. The institution has adopted rules and procedures to ensure the school community an atmosphere conducive to study and address situations that affect safety on campus. These rules and procedures have been published in a prospectus, which is distributed and discussed with the entire school community, together with the annual report of incidents on campus. These documents are available for any new applicant for admission or employment.

POLICY OF CONTROLLED SUBSTANCES

IBO & Technology Course has also developed a policy of controlled substances, the content is described in a document published by the institution. This policy is distributed to the school community and is available to prospects. The organization is committed to promoting an environment free of drugs and alcohol abuse for her entire community, as outlined Regulations Drug Free Schools put into force on December 12, 1989, Public Law 101-226. This law was motivated by the need for schools and communities free of drugs. The same, it requires

education institutions, as a condition of receiving funds or any other form of financial assistance under federal programs to certify it has adopted and implemented a program to prevent the use, possession, sale, manufacturing, drug distribution and misuse of alcohol, both for its students and employees.

Section 86 of the Code of Federal Regulations describes the rules proposed by the Department of Education. These rules require that institutions provide a written certification of having adopted and implemented a program for an institution free of drug and alcohol abuse. Therefore, any student or staff will be admitted under the influence of intoxication or narcotics. Furthermore, it is not allowed, use drugs or alcohol while in the facilities of the Institution, adjacent areas or areas of practice. Any violation of this rule may be grounds for automatic expulsion and its irrevocable.

INSTITUTIONAL PROCEDURES ON THE PRIVACY OF RECORDS (LEY "FERPA")

In compliance with the "Family Educational Rights and Privacy Act" of 1974, Buckley Amendment, the institution will not provide any information to student records without written authorization from this.

The institution shall ensure the right students, parents or guardians as applicable, to access their files and have the proper supervision and interpretation thereof by the appropriate people when they are reviewed.

The student or interested person must make an appointment with the officer, either with the Registrar, Financial Aid Officer or the Revenue, with at least three days in advance. Preceded was to take the written authorization of the student through a properly designed for this purpose. Officer's inability to communicate with the student to obtain such approval, this will not provide the requested information.

The officer will be present during the review of the record. Event of any doubt, provide the necessary explanation and clarify any misunderstandings.

All information relating to student academic records will be maintained indefinitely.

The institution reserves the right to show the student records to the following agencies, individuals or institutions, without any authorization of students:

Government agencies, federal or state have a legal right to examine records.
Auditors (CPA internal audits)
Parent or Guardian, if underage students
Any person authorized by court order.

Not be allowed to draw Any part of the record or copy thereof without the consent or permission of the President, Vice President or the Authorized Officer. Copies of student records Which Have Been Approved, will be Obtained through to Monetary cost per sheet.

POLICY AGAINST SEXUAL HARASSMENT

IBO & Technology Course strongly rejects sexual harassment so affirmatively states that it is the duty of all employees, prospective employees, students, visitors, vendors and / or anyone who does business with the institution, maintaining a learning environment and work free from sexual harassment. Sexual harassment in the workplace and in academia is illegal and will not be tolerated. Under no circumstances allow anyone to create an atmosphere characterized by work or study this behavior in all its manifestations.

As defined by law, sexual harassment in the workplace or studies is any unwelcome sexual advances or requests for sexual favors. Any staff member, student, visitor and / or seller who commits sexual harassment, it is in violation of the rules and policy institution and shall be punished severely.

CHANGES TO BE MADE

The Institution reserves the right to cancel, make changes in schedules and content of classes, block of instruction, textbooks, and / or postpone programs and start dates of classes, and more. In case of changes, students will not be penalized financially.

Any additional rules to Those Which may Arise Discussed In This catalog will be Informed to the students and the school community in writing. The student must-sign the new standard and Have Been received will be governed by it from time to sign.

WRITTEN NOTICE TO THE REGISTRAR

For the benefit of the student, must provide written notification to the Registrar in case of:

Voluntary termination by the student (low, without finishing his course)

In case of reinstatement after termination (official withdrawal).

When requesting a leave of absence.

Upon return from leave of absence.

When you change your address or phone.

When you want to make changes to the schedule of studies in which it is registered.

When requesting letters of certification curriculum in which it is registered. (These must be requested at least two days prior to the date of need of it.

COSMETOLOGY
(1,080 hours, 36 credits, 45 weeks)



COSMETOLOGY PRORAM **(1,080 hours, 36 credits, 45 weeks)**

Program Description:

This program prepares the student for an entry-level employment ("entry level") as a cosmetologist in salons and beauty clinics, cosmetics department stores, photography studios, among others. Also prepares the graduate who wants to take the bar examination offered by the Board of Examiners of Puerto Rico stylists. Provides general knowledge to manage a business related to this occupation.

Program Objectives:

Basic Cosmetology program prepares the student to:

1. Demonstrate knowledge relating to the handling and care of hair, face and nails.
2. Correct use of equipment, instruments and materials required for various procedures.
3. Properly apply facial treatments and massages and makeup techniques according to the features of the client.
4. Analyze and determine the condition of the hair and apply the right techniques to improve their appearance, washing, rinsing and applying appropriate upgrading it.
5. Use proper techniques for bleaching, dyeing hair, remove curls, relaxers and apply techniques and permanent waving.
6. Use proper techniques for trimming, tuning and styling hair.
7. Clean, shape, restructure, massaging and improving the appearance of the nails of the hands and feet.
8. Apply the rules of good personal hygiene and proper methods of sanitation in the salon and equipment, to preserve their own health and prevent disease transmission.
9. Demonstrate good character and proper behavior in everyday situations with employees, customers and coworkers
10. Demonstrate knowledge of cosmetology ocupaci6n management and related businesses.

Cosmetology Program

FIRST SEMESTER				
CODE	COURSE	Didactic hours	Outside work hours	Credits
C-100	Course Introduction and Orientation	30	7.5	1
C-101	Concepts and Health and Personality Lab	30	7.5	1
C-102	Concepts and Lab Bacteriology and Sanitation	30	7.5	1
C-103	Concepts and Chemistry Lab	30	7.5	1
C-104	Concepts and Anatomy Lab	30	7.5	1
C- 105	Electricity	30	7.5	1
C-106	Concepts and Lab Trichology	30	7.5	1
CL-107	Concepts and Skin Lab Study	30	7.5	1
CL- 108	Facial Concepts and Lab	30	7.5	1
CL- 109	Concepts and Lab Makeup Removal	90	7.5	1
TOTAL		360	90	12

SECOND SEMESTER				
CODE	COURSE	Didactic hours	Outside work hours	Credits
C-200	Concepts Shampoo and Rinse	30	7.5	1
CL-201	Rinse Shampoo Lab	30	7.5	1
C-202	Concepts Manicure and Pedicure	30	7.5	1
CL-203	Lab Manicure and Pedicure	30	7.5	1
C- 204	Concepts Wigs, Care and Style	30	7.5	1
CL-205	Lab Wigs, Care and Style	30	7.5	1

C-206	Finger Ripple Concepts	30	7.5	1
CL-207	Finger Waving Lab	30	7.5	1
C- 208	Different Hair Styles and Concepts	30	7.5	1
CL-209	Hair and Different Style Lab	30	7.5	1
C-210	Permanent Ripple Concepts	30	7.5	1
CL-211	Perm Lab	30	7.5	1
TOTAL		360	90	12

THIRD SEMESTER				
CODE	COURSE	Hours	Outside Work hours	Credits
CL-300	Concepts and Lab Dyeing and Bleaching	90	22.5	3
CL- 301	Concepts and Lab Court	90	22.5	3
CL-302	Lab concept and Smoothing	60	15	2
C-303	Administration	30	7.5	1
CL-304	Review Board	90	22.5	3
TOTAL		360	90	12
TOTAL OF THE COURSE		1080	270	36

**COSMETOLOGY PROGRAM
COURSE DESCRIPTION**

C-100	Course Introduction and Orientation	Hours 30	Credit(s) 1
	Content analysis of curriculum. Introduction and history of cosmetology. Career opportunities offered by the cosmetics inside and outside the salon. Laws and regulations for salons.		
C-101	Health and Personality	Hours 30	Credit(s) 1
	Try the proper conduct of specialist beauty. Emphasis on rules of hygiene, public and staff. Cases are examples of inappropriate rules of ethics. Emphasis on rules of public and personal hygiene. Professional development. General ergonomic. Professional ethics. Effective communication. Relationships.		
C-102	Bacteriology and Sanitation	Hours 30	Credit(s) 1
	Studied the classification and bacterial growth. Methods of preventing infection. Sanitation of equipment and salon equipment. In this unit the student will become familiar with techniques and safety measures at both preventive and emergency.		
C-103	Chemistry	Hours 30	Credit(s) 1
	It presents the basic knowledge of chemistry. Emphasis on the following topics: introduction to chemistry, atomic theory of matter, reactions in aqueous solution, structure of atoms and basic concepts of chemical bonding, matter, chemical elements and links. PH scale. Relationship between the chemical and cosmetics.		
C-104	Anatomy	Hours 30	Credit(s) 1
	The unit provides students with a basic knowledge of the organization and three-dimensional structure of human body fat, with emphasis on the relationship between structure and function. Students will have knowledge on segmented and compartmentalized organization of the human body, the basic organization and morphology of vascular and lymphatic systems of all major organs and body regions, the peripheral nervous system and musculoskeletal.		
C- 105	Electricity	Hours 30	Credit(s) 1
	Examines the principles of the direct current and alternating groups of voltages. Basic theory analogs of several electronic components. Basic principles of electricity and how it is applied to the cosmetology, electrotherapy and phototherapy. Understand the Types of Electric Currents, its importance and the direct link in hair cutting machines, dry sterilizers, hand dryers and heat treatments.		
C-106	Tricology	Hours 30	Credit(s) 1
	Study of the nature of the hair, internal and external parts, growth and regeneration. Diseases and common problems of hair. The preservation of healthy hair and scalp. Analysis of conditions affecting the neck and scalp.		

C-107	Study of the Skin	Hours 30	Credit(s) 1
	Study of the characteristics of the skin. Analysis of skin disorders, allergies, injuries and other conditions and common diseases. The emphasis is on functions, composition, types and skin diseases.		
C- 108	Facial Treatment	Hours 30	Credit(s) 1
	Analysis of facial skin, stimulating massage, acne treatments and masks. Emphasis on deep cleansing, moisturizing creams and masks selected for each skin type and treatment. Methods are practiced for cosmetic skin care, electrostatic methods, diagnostics, facial cosmetic, skin hydration, and other complementary methods for facial hygiene.		
C- 109	Makeup	Hours 90	Credit(s) 3
	Study the face, parts of the face (eyebrows, eyes, lips, forehead, nose and chin) to study the morphology, the face and corrections. Light and dark colors as correction technique. Light and color applied to the social makeup. Decorative cosmetics. Technical pre-makeup makeup techniques: application and fixation. Techniques and products for makeup. Basic application of makeup. Makeup for the occasion. Special makeup. Waxing. The proper application of makeup each category according to the different face shapes. Emphasis on aesthetics and makeup, age category, makeup is appropriate for each skin including dark skin. Identifying proper methods of hair removal hair type that affects the facial area of ladies.		
C-200	Concepts Shampoo and Rinse	Hours 30	Credit(s) 1
	Study materials and utensils for the shampoo. Appropriate techniques to prepare the client, special care in the shampoo chair, scanning and cleaning of the head and hair. Customer recommendations rinses and conditioners suitable for common use.		
CL-201	Rinse Shampoo Lab	Hours 30	Credit(s) 1
	Implementation of appropriate techniques to prepare the client, special care in the shampoo chair, skull cleaning and hair. Customer Recommendations rinses and conditioners suitable common use.		
C-202	Concepts Manicure and Pedicure	Hours 30	Credit(s) 1
	Aimed at the cosmetic treatment of the hands and feet and is intended to keep the nails of the hands and feet healthy and improve their appearance, with a set of techniques that apply the manicurist. It describes the various techniques of manicure and pedicure, starting with a basic knowledge introduces students to the manual techniques of manicure, cosmetic care of nails, techniques for artificial nails, sculptured nails, artificial nails and changes in hands and feet as well as their treatment, to end with quality control of the pedicure and manicure. Study of the structure, growth, diseases, disorders and conditions nails. Caring for natural nails. Techniques and basic manicure and pedicure spa.		
CL-203	Lab Manicure and Pedicure	Hours 30	Credit(s) 1
	Aimed at practicing cosmetic treatment of the hands and feet in order to maintain the nails of the hands and feet healthy and improve their appearance, with a set of techniques that apply the manicurist. It will perform the various techniques applied in manicure and pedicure models.		

C- 204	Concepts Wigs, Care and Style	Hours 30	Credit(s) 1
	Concerning the history and evolution of the use of the wig, composition, color and construction of wigs and hairpieces and techniques for applying wigs and hairpieces. Hair extensions techniques using modern techniques. We study the types of hair to make wigs.		
CL-205	Lab Wigs, Care and Style	Hours 30	Credit(s) 1
	Application of appropriate techniques with the use of Natural and synthetic extensions. Performance of different procedures, types of hair to make wigs, customer measures and types of caps that are built, their materials and quality of the wig.		
C-206	Finger Ripple Concepts	Hours 30	Credit(s) 1
	Concepts of carrying out with wet hair styling, finger waves, rings and rollers. Knowledge of the waves and their application to create different effects on a hairstyle. Molding techniques with hand waves.		
CL-207	Finger Waving Lab	Hours 30	Credit(s) 1
	Making hair styles with wet hair, finger waves, rings and rollers. Knowledge of the waves and their application to create different effects on a hairstyle. Wave techniques with hand-molding minga (o) and models.		
C- 208	Different Styles and Hair Concepts	Hours 30	Credit(s) 1
	Teaches the basics to learn how to make hair salon designs and know recommend hairstyles that are best suited to each type of face and the features of each person. Knowledge of techniques for drying the hair with the hand dryer "Blower". Try lines, partitions and projections, the techniques of making and finishing hairstyles. Techniques such as the twisted, knotted, coiled, loops, cross, plus curly plumeados hairpieces and other decorations. It contains a series of practical pieces with valuable ideas and suggestions for conducting collected and hairstyles.		
CL-209	Different Styles and Hair Lab	Hours 30	Credit(s) 1
	Employment and management of the iron and iron with emphasis on the development of techniques for long hair hairstyles. Several fundamental techniques for long hair designs that are used alone or in combination creating an unlimited number of finishes. Includes adema knots, overlays, braids, curls.		
C-210	Permanent Ripple Concepts	Hours 30	Credit(s) 1
	Study of the history and theory of permanent, rolling generalities, techniques and application of permanent. Study of the chemical process ripple by selecting hair lotions and neutralizers. The use of different types of rollers according to the desired style appropriate.		
CL-211	Perm Lab	Hours 30	Credit(s) 1
	Performing chemical processes hair waving. Practical laboratory procedures and test dummy on strands of human hair.		
CL-300	Concepts and Lab Dyeing and Bleaching	Hours 90	Credit(s) 3
	Theory and practice of the stages and levels of human hair color. We study the range of primary and secondary colors to identify and select the tones before mixing chemicals. Laboratory with strands of hair to determine the bleaching process. Emphasis on Frosty and fashion shades.		

CL- 301	Concepts and Lab Court	Hours 90	Credit(s) 3
	Identification of tools used to cut hair. Study and practice of proper techniques for cutting the hair of men, women and children.		
CL-302	Lab concept and Smoothing	Hours 60	Credit(s) 2
	It introduces the concepts related to the change of texture through chemical process in creams and lotions applied to heavy or super curly hair. Emphasis on the analysis of hair and skin of the skull before and after the procedure. Customer Recommendations for the care and special treatment. Practical knowledge.		
C-303	Administration	Hours 30	Credit(s) 1
	Study of standards governing the state to exercise the office and required permits from the various agencies that are requested. Emphasis on inventory and cost of services. Resume preparation, job application and the appropriate way to keep an appointment for an interview.		
CL-304	Review Board	Hours 90	Credit(s) 3
	Try specific and general rework necessary and required for adequate preparation to appear before the Board of Examiners of Beauty Specialists		

BARBER
(1,080 hours, 36 credits, 45 weeks)



BARBER PROGRAM
(1,080 hours, 36 credits, 45 weeks)

Program Description:

This program trains students with the knowledge and skills necessary for employment at entry level (entry level) and barber salon barber beauty clinics, department stores, photography studios, and similar branches. Provides general knowledge to manage a business related to this occupation.

Program Objectives:

1. The Barbering program enables the student to:
2. Demonstrate knowledge relating to the handling and care of hair, face and nails.
3. Correct use of equipment, instruments and materials required for various procedures.
4. Properly apply the techniques of cutting, washing and hair styling and wigs.
5. Use correct procedures for bleaching and coloring hair, eliminate curls and relaxers, and apply techniques and permanent waving.
6. Properly apply the techniques of shaving and facials.
7. Demonstrate mastery of the techniques of manicure and pedicure.
8. Apply the rules of good personal hygiene and proper methods of sanitation in the salon and equipment, to preserve their own health and prevent disease transmission.
9. Demonstrate good character and proper behavior in everyday situations with employees, customers and coworkers.
10. Demonstrate knowledge of the occupation of barber and related business management.

**BARBER COURSE
COURSE DESCRIPTION**

FIRST SEMESTER				
CODE	COURSE	DIDACTIC HOURS	OUTSIDE WORK	CREDITS
B-100	Orientation / Hist. Profession	30	7.5	1
B-101	Equipment and Tools	30	7.5	1
B-102	Bacteriology and Sterilization	30	7.5	1
BL-103	Concepts and Lab Hygiene and Sanitation	30	7.5	1
B-104	Skin diseases	30	7.5	1
B-105	Chemistry	30	7.5	1
B-106	Anatomy	30	7.5	1
B-107	Preparation for Employment	30	7.5	1
B-108	Administration of the Barber	30	7.5	1
B-109	Treatment to the scalp	30	7.5	1
B-110	Facial	30	7.5	1
BL-111	Facial Treatment Lab	30	7.5	1
SECOND SEMESTER				
BL-200	Rinse Shampoo Lab	30	7.5	1
B-201	Concepts Manicure and Pedicure	30	7.5	1
BL-202	Lab Manicure and Pedicure	30	7.5	1
B-203	Concepts Wigs, Care and Style	30	7.5	1
BL-204	Lab Wigs, Care and Style	30	7.5	1
BL-205	Finger Ripple Concepts	30	7.5	1
B-206	Finger Waving Lab	30	7.5	1
BL-207	Different Hair Styles and Concepts	30	7.5	1
B-208	Hair and Different Style Lab	30	7.5	1
BL-209	Permanent Ripple Concepts	30	7.5	1
B- 210	Perm Lab	30	7.5	1
BL- 211	Dyeing and Bleaching Lab	30	7.5	1
THIRD SEMESTER				
BL-300	Concepts and Lab and Grooming Beard Shave	90	22.5	3
BL-301	Concepts and Lab Court Ladies and Girls	90	22.5	3
BL-302	Concepts and Laboratory of Court Gentlemen and Children	90	22.5	3
BL-303	Review Board	90	22.5	3
TOTAL		1080	270	36

**BARBER PROGRAM
COURSE DECIPTION**

B-100	Orientation / Hist. of the Profession	Hours 30	Credit(s): 1
	<p>Description of the curriculum and the various activities involved therein. Description of the limitless opportunities as a professional barber and more so as a member of the industry, which is one of continuous expansion and changes. Guidance on the duty of good education and make it to be highly qualified in order to meet any demand that they present. Identify various professional organizations, accrediting agencies and more academic opportunities which the institution offers. It seeks the full knowledge of our profession as barber refers to its origins as entities and state laws governing the same and constant changes.</p>		
B-101	Tools and Equipment	Hours 30	Credit(s): 1
	<p>Equipment and utensils used in the barbershop today. Evolution in terms of the implements that are concerned, which date back to ancient times. Proper use and handling of the different tools and ways of maintenance and infection prevention and safety.</p>		
B-102	Bacteriology and Sterilization	Hours 30	Credit(s): 1
	<p>Recognize the structure and function of bacteria and viruses for their classes, classifications, manner of growth and reproduction. Relationship with respect to the spread of infection. Identify the procedures and precautions for infection prevention in order to comply with the requirements that are used in schools and classrooms. Define list of safety measures and common first aid if someone suffers minor burns, cuts, obstruction in the airway, eye damage and / or fainting.</p>		
BL-103	Concepts and Lab Hygiene and Sanitation	Hours 30	Credit(s): 1
	<p>Focused on creating a routine of body and mind healthy. Explain elements of effective communication and developing and maintaining positive human relations. Rules and standards by which our profession is regulated in terms of public and personal hygiene is concerned.</p>		
B-104	Skin diseases	Hours 30	Credit(s): 1
	<p>Define the role, composition and different skin types. Identify differences between disorders and / or skin diseases. Analysis of different diagnoses to evaluate some common problems encountered today in the skin and hair.</p>		
B-105	Chemistry	Hours 30	Credit(s): 1

basic facial.

BL-200	Concepts and Lab Wash and Rinse	Hours 30	Credit(s): 1
	Recognize proper care for hair. Know the proper use of various products for washing and conditioning hair. Recognize the needs that are directed these products. Explain and demonstrate how to perform the correct and proper use of protective clothing such as coats, towels and neckties. Explain how to perform shampooing services and massage the scalp. Prevention of infection in the hair washing area.		
B-201	Hand Dryer	Hours 30	Credit(s): 1
	Recognize and identify the considerations and fundamental principles of the hand-drying techniques and the use of tongs.		
BL-202	Lab Hand Dryer	Hours 30	Credit(s): 1
	Explain and demonstrate the use and management thermoforming tools such as blower heat, brushes, combs, irons and tongs. Infection prevention and maintenance of equipment and safety with them.		
B-203	Concepts Wigs	Hours 30	Credit(s): 1
	Highlighting the history and significance of the use of wigs. To describe composition, color and fabrication. Elements necessary to create wigs. Detailing the proper care and how to sterilize them. Differences wigs and hairpieces. Infection prevention and security measures.		
BL-204	Lab. Wig	Hours 30	Credit(s): 1
	Training focused on various techniques of hair extension applications, emphasizing the braiding thereof.		
BL-205	Concepts and Lab Manicure	Hours 30	Credit(s): 1
	Describe the structure, growth, diseases, disorders and conditions of the nail. Explain and demonstrate the appropriate services for nail care for men. Infection prevention and safety. Use and handling of tools and equipment. Massage techniques.		
B-206	Permanent ripple	Hours 30	Credit(s): 1
	Explain and demonstrate the theory and fundamental procedures of Perm. Significance of the techniques to date.		
BL-207	Perm Lab	Hours 30	Credit(s): 1
	Necessary elements and infection prevention and safety. Overview of wound to the application or implementation of the process. Knowing the proper precautions when running the chemical and physical process.		

B-208	Curl Removing Concepts	Hours 30	Credit(s): 1
	Explain and demonstrate the theory and fundamental procedures of chemical hair texturing. Elements necessary for implementation. Historical significance.		
BL-209	Curl Removing of Lab	Hours 30	Credit(s): 1
	The course is intended to implement the first steps in chemical hair texturing. Overview of current products and their application. Infection prevention and safety.		
B- 210	Dyeing and Bleaching	Hours 30	Credit(s): 1
	Define the color and color law. Identify level, tone or intensity of natural and artificial hair color. Demonstrate and explain procedures to be used to change the color of existing hair and the significance it has had until now.		
BL- 211	Dyeing and Bleaching Lab	Hours 30	Credit(s): 1
	And identifying known tools, products and tempered tools to present to carry out due process of dyeing hair. Application techniques and coloring.		
BL-300	Concepts and Lab Shave and Beard	Hours 90	Credit(s): 3
	Explain the theory of shaving, its importance since ancient times to the present. Infection prevention and safety. Proper use and handling of tools, equipment, tools and materials. Identify the 14 basic steps of shaving. Demonstrate due process for the execution of a shave and arrangement of beard.		
BL-301	Concepts and Lab Court Ladies and Girls	Hours 90	Credit(s): 3
	Identify the proportions used in face and body to create designs. Identify elements and principles used to compose a design on the hair. Identify cutting tools, areas of the head and cutting the fundamental techniques to be used when cutting hair.		
BL-302	Concepts and Lab Men and Children Cut	Hours 90	Credit(s): 3
	Identify the proportions used in face and body to create designs in men. Identify elements and principles used to compose a design on the hair. Identify cutting tools, areas of the head and cutting the fundamental techniques to be used in hair when cutting hair. Demonstrate procedures for the basic cuts. Proper use of tools, equipment and utensils. Identify and demonstrate techniques for working the taper and visors with different tools. Preparing to Run cut set for the bar examination. Progressive art techniques Vanguardistas tempered knights and cuts to the present.		

BL-303 Review Board**Hours 90****Credit(s): 3**

Generalized to reinforce the concepts and achieve greater mastery of the skills studied and learned during the course. Develop confidence due to the public and prepare the student to the various challenges of the industry. Placement of students in different operating points. Proper preparation, intended for obtaining review of the Board of Examiners of Barbers and Barber Stylists in Puerto Rico. Preparation for the implementation of theoretical and practical examination required as revalidated for the granting of licenses.

(Only Offered at San Sebastian Branch Campus)
Tourism and Hotel Administration and Operation
(1,080 hours, 36 credits, 45 weeks)



TOURISM AND HOTEL ADMINISTRATION AND OPERATION **(1,080 hours, 36 credits, 45 weeks)**

Program Description:

The course offers a new concept in the field of hospitality and tourism. Offers an integrated educational format in a Hotel School with the intention of forming integrally stakeholders in the field of hospitality, tourism and cuisine while meeting the changing market. The course develops the skills necessary to create a professional in the field of management and hotel operations and tourism offering students a real working environment.

Program Objectives:

1. Train professionals with a high level of responsibility and skills required to manage tourist hotel companies in a technological world.
2. Professional development that contribute to sustainable tourism development and growth of our island.
3. Strengthening education in an environment of social and human relations.

HOTEL MANAGEMENT AND OPERATION AND TOURISM

FIRST SEMESTER

CODE	COURSE	HOURS	OUTSIDE WORK HOURS	CREDITS
HOT 101	Hotel and Tourism Organization	60	15	2
HOT 102	Sustainable Tourism	60	15	2
HOT 103	Hotel Services I	60	15	2
HOT 104	Hotel Services II	60	15	2
HOT 105	Human Relations and Supervision	60	15	2
HOT 106	Restaurant Service	60	15	2
TOTAL		360	90	12

SECOND SEMESTER

CODE	COURSE	HOURS	OUTSIDE WORK HOURS	CREDITS
HOT 201	Culinary Arts	120	30	4
HOT 202	Oenology	60	15	2
HOT 203	Bar and Cocktail Service	60	15	2
HOT 204	Pastry and Cafe	120	30	4
TOTAL		360	90	12

THIRD SEMESTER

CODE	COURSE	Hours		CREDITS
HOT 301	Performance and Ethics of the Hotel Industry	60	15	2
HOT 302	Casino Industry	60	15	2
HOT 303	Coordination and Event Management	60	15	2
HOT 304	Administration	60	15	2
HOT 305	Internship	120	30	4
TOTAL		360	90	12

HOTEL MANAGEMENT AND OPERATION AND TOURISM

HOT 101	Hospitality and Tourism Organization	60 hours	Credit(s) 2
	The course enables students to the administration and operation of hotels and tourism. Provides knowledge of hotel classification and departmental facilities from opening yourself up franchises and tourist agencies.		
HOT 102	Sustainable Tourism	60 hours	Credit(s) 2
	The course enables students to the process of sustainable development and resources in order to ensure good management in tourism. In addition, to ensure the sustainability of resources on which it depends. Emphasis on poor practices and good practices that contribute to sustainable tourism development.		
HOT 103	Hotel Services I	60 hours	Credit(s) 2
	The course enables the student to the structural organization of a hotel and hotel services, organized according to criteria established at the outset. Emphasis on the operation of the following departments: management, reception, reservations, safe, telephone, accounting		
HOT104	Hotel Services II	60 hours	Credit(s) 2
	The course enables the student to the hotel organization in the different departments of a hotel. It emphasizes the most essential and representative of the housing are the rooms and the conditions under which the hotel offers them. It also offers general knowledge at the departments of food and beverages		
HOT105	Human Resources and Supervision	60 hours	Credit (s) 2
	The course trains the student in business administration to work to bring the staff of the hotel organization. Know the HR function in the areas of recruitment, selection, hiring, training and retention in the company. In the area of supervision, develop management skills, supervisory practices and raise their professional standards.		
HOT 304	Administration	60 hours	Credit(s) 2
	The course enables students to the administration of the hotel industry and tourism in the area of marketing, sales and accounting. Provides basic knowledge and promotion techniques, commercial advertising and force influencing consumer decision making process for the purchase or acquisition of goods and services. It also provides an introduction to accounting, including key terms, procedures and the accounting cycle		
HOT 202	Enology	60 hours	Credit(s) 2
	The course provides a comprehensive analysis of wines from the wine making, classification and specific to the presentation at the table. It also highlights the wine regions of America and other major wine regions.		
HOT 106	Restaurant Service	60 hours	Credit(s) 2
	The course provides the tools needed to function as a waiter in the hotel industry and tourism. Enables students to host in restaurant services.		

HOT 201	Culinary Arts	120 hours	Credit(s) 4
	The course enables the student to work as a cook in restaurants as well as hotel and tourism industry. Emphasis on professional cooking skills, local and international, preparing breakfast, soups, meats, seafood, buffet preparation techniques. Furthermore, preparation of sauces.		
HOT 203	Bar and Cocktail Service	60 hours	Credit(s) 2
	The course prepares the student with a bar and cocktail bar. Provides the skills to serve alcoholic beverages requested by customers in a bar, restaurant or other location. Furthermore, the techniques provide for the creation and development of cocktails, punches, appetizers, dips and sandwiches		
HOT 204	Bakery and Cafe	120 hours	Credit(s) 4
	The course enables the student to serve as a baker and / or pastry chef in the hospitality industry. Provides the skills to prepare recipes, breads, fruit handling, making desserts, preparing cakes, meringue, cream, ice cream, cookies and a wide variety of international desserts.		
HOT 301	Ethics and Operation of the Hotel Industry	60 hours	Credit(s) 2
	The course provides basic knowledge of how the hospitality industry. Emphasizes the ethical aspects of the hospitality industry and the loyalty he owes to his work and business.		
HOT 302	Casino Industry	60 hours	Credit(s) 2
	The course enables the student to work in the field of entertainment and luxury as a professional casino. Give emphasis to the rules and procedures of the gambling casinos. Also, prepare the student to provide a quality service since the opening of a casino table until the end of it.		
HOT 303	Coordinator and Event Management	60 hours	Credit(s) 2
	The course enables students to the coordination and management of events. Emphasis on the classification, functions, general tasks and logistics of events, from the initial interview with the client until the final approval and production of the event.		
HOT 305	Internship	120 hours	Credit (s) 4
	The course offers the student the opportunity to perform a supervised practice in the hospitality and tourism industry. Become familiar with the various departments and services of the hotel industry and tourism. Create your resume, cover letter and be trained to participate in a job interview effectively.		

(Only Offered at San Sebastian Branch Campus)

CULINARY ARTS

(1,080 hours, 36 credits, 45 weeks)



CULINARY ARTS

(1,080 hours, 36 credits, 45 weeks)

Course description:

The course gives students the knowledge and skills in the field of culinary arts to serve as professional chef. The course provides the knowledge and skills in cutting and preparing meat, fish, seafood, preparing breakfast, beverage service, presentation of food, plus pastries. It gives you knowledge of the food service industry and administration.

Objectives:

1. Train professionals with high level of responsibility and skills required to perform as a professional food service in the hotel industry and tourism and related fields.
2. Develop professionals contributing to the development and growth of tourism and food services in our island.
3. Create professional in the field of local and international cuisine. Strengthening education in a real work environment.

CULINARY ARTS

FIRST SEMESTER				
CODE	COURSE	Hours	Outside Work hours	CREDITS
CHEF 101	Food Service Industry	30	7.5	1
CHEF102	Health and Safety	30	7.5	1
CHEF 103	Tools and Equipment	30	7.5	1
CHEF 104	Cooking Basics	30	7.5	1
CHEF 105	The Recipe, Structure and Uses	30	7.5	1
CHEF 106	The Menu	30	7.5	1
CHEF 107	Sauces and Soups	90	22.5	3
CHEF 108	Meat Cutting and Preparation	90	22.5	3
TOTAL		360	90	12

SECOND SEMESTER				
CODE	COURSE	Hours	Outside Work hours	CREDITS
CHEF 201	Cutting and Preparing Seafood	90	22.5	3
CHEF 202	Vegetable, Rice and Pasta	90	22.5	3
CHEF 203	Preparation and Breakfasts	90	22.5	3
CHEF 204	Confectionery	90	22.5	3
TOTAL		360	90	12

THIRD SEMESTER				
CODE	COURSE	Hours	Outside Work hours	CREDITS
CHEF 301	International Cuisine	90	22.5	3
CHEF 302	Beverage and Wine Service	90	22.5	3
CHEF 303	Food Presentation	60	15	2
CHEF 304	Administration	30	7.5	1
CHEF 305	Internship	90	22.5	3
TOTAL		360	90	12

CULINARY ARTS
Course descriptions

CHEF 101	Food Service Industry	30 hours	Credit(s) 1
<p>The course enables the student to the history and evolution of the food service industry. Emphasis on the terms and concepts of food chains, food and nutrition. Furthermore, to emphasize the importance of the duties, habits and attitudes of the professional kitchen.</p>			
CHEF 102	Health and Safety	30 hours	Credit(s) 1
<p>The course enables the student with knowledge of food safety, food facilities against bacteria and foodborne disease. Recognize the importance of personal hygiene safety in the workplace.</p>			
CHEF 103	Tools and Equipment	30 hours	Credit(s) 1
<p>Enable students with more cooking equipment used in food service. Develop essential knowledge on materials, equipment and tools that will be in touch as a professional food service, in addition to the operational procedures of cleaning them.</p>			
CHEF 104	Basics of Cooking	30 hours	Credit(s) 1
<p>The course offers students the basic knowledge and principles of different cooking methods and procedures in the kitchen, such as planning and organization. Emphasize the importance of implementing them in order to achieve success in the kitchen.</p>			
CHEF 105	The recipes, Structures and Uses	30 hours	Credit(s) 1
<p>The course prepare the student whit the elements of the recipes, its structure and use, has the recipe as an important tool that provide essential information to the professional food industry. It also emphasizes the culinary mathematics and systems of weights and measures.</p>			
CHEF 106	The Menu	30 hours	Credit(s) 1
<p>The Course offers the knowledge and basic principles for creating a menu. The course presents the menu and the most important documents in the food business and the importance that this offers the best alternative for the customers.</p>			

CHEF 107	Sauces and Soups	90 hours	Credit(s) 3
	The course enables the student to the function, structure and techniques of preparing sauces, creams and soups. It gives students an opportunity to develop experiences and skills in developing a variety of sauces, creams and soups.		
CHEF 108	Cut and Prepare Meats and Poultry	90 hours	Credit(s) 3
	The course enables the student to the composition and structure of different types of meat and poultry. It offers student a variety of techniques and methods to be used when preparing different types of meats and poultry.		
CHEF 201	Cutting and Preparing Fish and Seafood	90 hours	Credit(s) 3
	The course enables the student to the composition and structure of different seafood and fish. If offers student a variety of techniques and methods to be used when preparing different types of seafood and fish.		
CHEF 202	Vegetables, Rice and Pasta	90 hours	Credit(s) 3
	The course enables the student to the composition and structure of different types of vegetables, rice, pasta and salads. It offers students a variety of techniques and methods to be used when preparing different vegetables, rice, pasta and salads.		
CHEF 203	Breakfasts Preparation	90 hours	Credit(s) 3
	The course will offer the student knowledge and skills needed to prepare breakfasts in the food industry. It offer student a variety of techniques and methods to be used when preparing different types of breakfast.		
CHEF 204	Pastry	90 hours	Credit(s) 3
	The course offers the student the knowledge and skills required in the preparation of desserts in the food industry. It offers student a variety of techniques and methods to be used when preparing different types if desserts such as cakes, cookies, puddings, pies, biscuits, muffins and others.		

CHEF 301 International Cuisine 90 Credit(s) 3

The course enables the student to the knowledge and skills required in the preparation of international cuisine. It offers student a variety of techniques and methods to be used when preparing different types of international cuisine such as Japanese, Chinese, Italian, Spanish, French, Arabic, Mexican, American and the Caribbean.

CHEF 302 Beverage and Wine Service 90 hours Credit(s) 3

The course prepares students with the knowledge and skills necessary for serving drinks and wines in the culinary arts industry.

CHEF 303 Food presentation 60 hours Credit(s) 2

The course enables the student to the knowledge and skills required in the presentation and decoration of food. It offers students a variety of decorative techniques needed at the time of food presentation to make them attractive to the customer.

CHEF 304 Administration 30 hours Credit(s) 1

The course trains the student in kitchen management, staff supervision, marketing, sales and accounting in the food industry. Provide basic knowledge and promotion techniques, commercial advertising and influences in the process of acquiring consumer food services. It also provides and introduction to accounting, including important terms, procedures and accounting cycle.

CHEF 305 Internship 90 hours Credit(s) 3

The course offers the student the opportunity to opportunity to perform a supervised practice in the food industry. Familiarize him with different services and preparation of recipes. Create your resume, cover letter and will be trained to participate in a job interview efficiently.

PROCEDURE FOR FILING OF COMPLAINTS TO THE AGENCIES ACCREDITING

All ACCSC accredited institution must have a process and operational plan for student complaints process. If a student feels that the institution has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Agency. All complaints considered by the Commission must be in writing and the complainant must give written authorization for the Commission to send a copy of the complaint to the Institution and opportunity for this in turn respond. The grievance review process must be initiated by completing the form "ACCSC Complaint Form". The Commission shall inform the complainant of the process that followed the complaint and the Commission's final decision.

An application to the accrediting agency must be sent to the following address:

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

Copies of "ACCSC Complaint Form" are available in IBO and can be obtained in the principal's office or online at www.accsc.org.