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# Institutional Catalog



**CHARLIE'S GUARD, DETECTIVE BUREAU, AND ACADEMY, INC.**

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## Table of Contents

A WORD FROM THE PRESIDENT .....	4
ACADEMIC CALENDAR .....	5
HISTORICAL BACKGROUND .....	6
FACILITIES AND EQUIPMENT .....	6
MISSION .....	7
VISION .....	7
PURPOSE OF THE INSTITUTION .....	7
INSTITUTION'S EDUCATIONAL PHILOSOPHY .....	7
GOALS .....	8
General Objectives .....	8
Specific Objectives .....	8
Educational Objectives .....	9
ADMISSION REQUIREMENTS .....	10
ADMISSION PROCESS .....	10
ADMISSION OF PERSONS WITH DISABILITIES .....	10
TRANSFER ADMISSIONS .....	10
READMISSION .....	11
ACADEMIC RECORD .....	11
Transcripts and Certifications .....	11
Grading Report .....	12
TRANSFER CREDITS .....	12
CURRICULUM CHANGES .....	12
COURSE REPETITION .....	12
DEFINITION OF STUDY HOURS .....	13
SATISFACTORY ACADEMIC PROGRESS POLICY .....	13
APPEALS .....	14
ATTENDANCE POLICY .....	16
LEAVE OF ABSENCE .....	16
EVALUATION SYSTEM .....	17
GRADING SYSTEM .....	17
INCOMPLETE GRADING POLICY .....	17
WITHDRAWAL POLICY .....	18
Official Withdrawal .....	18

Unofficial Withdrawal .....	18
Course Drop .....	18
CANCELLATION POLICY .....	18
Cancellation of the Program by the Institution .....	19
Cancellation of Contract by the Student .....	19
CANCELLATION AND REFUND POLICY .....	19
TITLE IV REFUND POLICY .....	20
DISCIPLINE POLICY .....	21
Students Rights .....	21
Students Duties .....	22
SEXUAL HARASSMENT POLICY .....	23
INSTITUTIONAL POLICY FOR THE PREVENTION OF USE AND ABUSE OF ALCOHOL AND DRUGS .....	23
GRADUATION REQUIREMENTS .....	24
CREDENTIAL EARNED .....	24
FINANCIAL AID .....	24
Available Financial Aid Programs .....	24
STUDENT SERVICES .....	24
Educational Resources Center .....	25
Guidance and Counseling Program .....	25
Tutorial Programs .....	25
Job Placement Services .....	25
COMPLAINT PROCESS .....	25
PROGRAMS OFFERED .....	26
OBJECTIVES AND COURSES REQUIRED PER PROGRAM .....	27
Medical Office Administrative Assistant .....	27
Basic Cosmetology .....	28
Private Detective .....	29
Security Guard .....	30
COURSE DESCRIPTIONS .....	32
INSTITUTIONAL FEES .....	40
EDUCATIONAL COSTS .....	40
BOARD OF DIRECTORS .....	40
ADMINISTRATION .....	41
FACULTY .....	42
CERTIFICATION FROM THE PRESIDENT .....	43

## **A WORD FROM THE PRESIDENT**

With great pleasure, I extend a pleasant welcome to you. This is the first step you have taken to enter in the study of a short and practical career whose goal is to lead the way to a better technical-vocational preparation. You should understand that education is the foundations of the development of useful and productive men and women in society.

Our commitment transcends the responsibility of offering you training in a specific area of knowledge. It is based in preparing you to occupy an essentially appropriate place in the community. Also, we offer you the satisfaction of learning and provide the necessary tools that will be forging your future so that you will be able to become successful. Achievement of the desired objectives essentially depends on your concern and efforts on your studies.

You should understand that, besides learning, you should show respect to others, maintain constant and adequate interaction with your classmates, teachers, and employees. As a person desiring to merge in the world of studies, you should keep honesty and integrity as high values and put to practice the efforts leading to success. You should have clear thoughts that will lead you to make you know that you are an important person, useful to yourself and to others.

You are ready to begin a new stage of your life. You are taking the first step in the correct direction. Hence, we expect you to show your best efforts in order to success.

We urge you to read this catalog very carefully and put to practice your reading. It will serve you as a guide while studying in our institution.

**Leocadio Nieves Feliciano**  
**President**

# ACADEMIC CALENDAR

## ACADEWC CALENDAR YEAR 2018-19



2018																				
JANUARY				FEBRUARY				MARCH												
M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su
1	2	3	4	5	6	7	1	2	3	4				1	2	3	4			
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
						13						15						15		
APRIL				MAY				JUNE												
M	T	W	Th	F	Sá	Su	M	T	W	Th	F	Sá	Su	M	T	W	Th	F	Sá	Su
						1	1	2	3	4	5	6	1	2	3	4	5	6		
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30						17						18						16		
JULY				AUGUST				SEPTEMBER												
M	T	W	Th	F	Sá	Su	M	T	W	Th	F	Sá	Su	M	T	W	Th	F	Sá	Su
						1	1	2	3	4	5					1	2			
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31					12						18						15		
OCTOBER				NOVEMBER				DECEMBER												
M	T	W	Th	F	Sá	Su	M	T	W	Th	F	Sá	Su	M	T	W	Th	F	Sá	Su
1	2	3	4	5	6	7	1	2	3	4				1	2	3	4			
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31				18	26	27	28	29	30		24	25	26	27	28	29	30	
						18						14						8		

2019																				
JANUARY				FEBRUARY				MARCH												
M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su
						1	1	2	3	4				1	2	3	4			
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31			13	25	26	27	28			15	25	26	27	28	29	30	31
						13						15							15	
APRIL				MAY				JUNE												
M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su
1	2	3	4	5	6	7	1	2	3	4	5			1	2	3	4	5		
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30					18	27	28	29	30	31		24	25	26	27	28	29	30	
						18						17							16	
2018				HOLIDAYS				2019												

- JANUARY 9 Class start date
- 15 ENERO Martin Luther King Holiday
- 19 FEBRERO Prominent persons holiday
- 22 TRZO Slavery Abolition Day
- 29 y 30 TRZO Holy week recess
- 28 TYO Memorial Day
- 4 ThLIO Independence Day
- 24 AL 30 ThL Summer recess
- 3 SEPTIEMBRE Labor Day
- 8 OCTUBRE Columbus Day
- 11 NOFEMBRE Veteran Day
- 19 NOFEMBRE PR Discovery Day
- 22 NOFEMBRE Thanksgiving Recess
- 19 DICIEMBRE Christmas Recess



Education is the master key  
that opens the door to  
success.

This calendar is subject to changes, due to natural disasters or events out of our reach affecting the regular functions of the Institution

## **HISTORICAL BACKGROUND**

Charlie's Guard, Detective Bureau and Academy, Inc. was founded in 1981 as an academic institution and authorized by the General Council of Education as a post-secondary non university institution offering high skilled technical vocational programs under License # V50-07. At the beginning, our facilities were located at Progreso Street, Aguadilla.

On July 9, 1999, our Institution was accredited by the General Council of Education and moved its facilities to our present address on Rd 107, km 3.1, Borinquen Ward, Aguadilla. In 2001, our Institution began the process of accrediting with the Accrediting Commission of Career Schools and Colleges (ACCSC), being initially accredited on November, 2002.

## **FACILITIES AND EQUIPMENT**

Our Institution is currently located on Rd 107, km 3.1, Aguadilla, Puerto Rico. Due to its convenient location, we have easy access. There are shopping centers, service stations, cafeterias, restaurants, banks, and Government agencies around our perimeter.

Our Institution is equipped with four (4) classrooms with air conditioning system, one (1) computer classrooms, four (4) cosmetology labs with twelve (12) stations for haircut and styling, one mannequin oven, four (4) manicure tables, two (2) pedicure chairs, six (6) shampoo bowls, six (6) facial chairs, three (3) pedestal dryers, un private detective and security guard laboratory with a desk and equipment to process fingerprints, confrontation area, crime scene investigation utilities, court simulation, and equipment for personal defense. The institution also has an academic resources center with access to Internet, and lexjuris legal resources, law books, medical books, medical billing books, office systems books, legal terms dictionaries, English-Spanish dictionaries, audiovisual equipment such as, television, DVD players, overhead projectors and multimedia projector. The institution also has the following student services offices: Registrar, Financial Aid, Social Work, Academic, Administrative office and seven bathroom facilities, passive recreation area and parking facilities. All facilities have airconditioning systems.

Maximum limit of students in a classroom will not exceed twenty (20), the maximum limit of students in our computer labs will not exceed fifteen (15), and, in the cosmetology classrooms, the students limit will not fifteen (15) students.

## **MISSION**

Our Academy has the mission of forming professionals with well-defined superior values, capable of merging in society as useful persons to perform in occupations requiring technical competencies or manual skills, manipulative, and able to develop their potentials and abilities to the maximum, having into consideration the respect to fellow human beings, to life, and our environment.

## **VISION**

Our Academy has the vision of reaching academic excellence, of working in an excellent academic environment, free of alcohol and drugs, and with a sense of values, being moral values one of our priorities. It is also our vision to offer quality learning, tempered to a continuous improvement system. The teacher is an agent of constructive changes with the necessary knowledge for the development of a serious commitment to teaching.

Our Institution maintains good community relations, showing strategies leading to incite appreciation for knowledge. We also have developed an effective library for search and analysis of reliable information tending to academic enrichment, and last, develop a cooperative system with neighborhood universities leading to continuous studies for our teachers.

## **PURPOSE OF THE INSTITUTION**

- Provide a technical-vocational teaching and learning mean with the purpose of preparing students to enter the labor world through a practical and short duration career.
- Provide an academically appropriate environment of study and reflection with the purpose of developing the students' interest in cognitive skills.
- Integrate technical vocational studies to the Aguadilla community and adjacent areas to promote, for practical purposes, their interest in contributing to build more and better citizens.
- Promote vocational technical studies for those socially disadvantaged, both economically and educationally, in order to direct them into the world of study.

## **INSTITUTION'S EDUCATIONAL PHILOSOPHY**

Our Institution contributes in the formation of responsible students, capable of integrating to society as useful human beings, respectful of human values, good citizens that can satisfy their goals, purposes and basic needs. We understand the importance of the need to have each graduate to find the job according to his capabilities and preferences in order to develop as an individual taking under consideration his interests, learning, and effort to stimulate creativity.

The institution aspires to conduct the student into recognizing his way of being and acting, distinguishing potentials and limitations, capable of understanding themselves and incorporating into the changing society.

## **GOALS**

To capacitate students through an excellent education that will lead them to fully develop their potentialities and facilitate their full development in society.

Develop students' personalities through the teaching and learning process, so they will become useful citizens, respectful of law and order.

### **General Objectives**

1. Make the student acquire knowledge and skills through academic experiences, so that he/she will become able to join the labor world.
2. Make the student acquire a high sense of responsibility, able to understand himself/herself, have control of emotions, respectful of the law and show adequate behavior.
3. Make the student develop basic skills that will serve as a stimulus towards creative activity.
4. Foment in the student the basic principles of moral, human values and sound coexistence.
5. Make the student develop a collective responsibility attitude that will let him/her integration into the family nucleus, school and community.

### **Specific Objectives**

1. Develop in the student the skills that will permit him/her to adjust adequately to systematic technological changes that will make an easy adaptation into the labor world.
2. Develop values through student formation programming to incite a sound coexistence within our democratic principles.
3. Make the student maintain a satisfactory academic concern that will permit him/her to achieve maximum studying capacity.
4. Foment participation through curricular activities by integrating the different academic components.
5. Revise the curriculum periodically with the purpose of its enrichment to achieve a better academic progress.



6. Achieve participation through mutual effort that will lead into academic progress.
7. Strengthen the teaching and learning process to obtain significant achievements.
8. Maintain effective communication with local universities for the professional enrichment of our teachers.
9. Maintain an adequate academic environment conducive to motivation for improvement and quality of teaching and learning.
10. Maintain an evaluation system of our personnel leading to professional improvement and thus, establish reliability in the quality of teaching.

### **Educational Objectives**

1. Develop and offer certified study programs in accordance with the needs of the community our Institution serves.
2. Offer study programs related to the fields of beauty, security, criminal investigation, laws, administrative and secretarial work of medical office and legal office, repair and maintenance of household and industrial electronic equipment.
3. Foment the development of oral and written communication basic skills in Spanish and English.
4. Foment in the student the development of ethical values within his/her profession.
5. Provide in the curricula for the development of personality in such way that our graduate will have maximum opportunity to sustain good relations with his partners, supervisors, and clients on his/her workplace environment.
6. Offer a curriculum to promote development of skills for the use and management of technology in the field of personal computers and other technological advances in information management in ethical and legal procedures.
7. Provide guidance services and economic assistance that will support the student while studying in the selected occupation.
8. Maintain academic excellence through a continuous improvement program to teachers.
9. Foment participation of Program Advisory Boards, practice centers supervisors, and faculty in the process of curricular evaluation to keep the training programs curricula updated.

10. Maintain academic resources available for the student that will lead to support in the process of teaching and learning.
11. Promote participation of students and administrative and academic personnel in co-curricular activities for the development of organization skills, group work, and leadership.
12. Foment student participation in community activities, seeking good relations with the community. In turn, this participation will promote the student's concern for interaction to community improvement.

### **ADMISSION REQUIREMENTS**

1. Evidence of having approved High School or equivalent (GED) duly authorized by the State or competent agency.
2. Vaccination certificate, if less than 21 years old.
3. Birth Certificate or any other legal citizenship evidence.

### **ADMISSION PROCESS**

- A. Submit admission application duly completed.
- B. Fees payment (admission or readmission).
- C. Interview and counseling
- D. Enrollment Agreement Signature.
- E. Make the first payment in advance, in case of having a payment plan.

### **ADMISSION OF PERSONS WITH DISABILITIES**

The Institution does not discriminate for reason of race, creed, color, gender, age, physical disability, nationality, political preferences, social condition and/or civil status.

However, the Institution has the obligation to determine if the student does not have a physical disability or of any other nature, that would prevent the student from using his knowledge and skills acquired through the training to perform his work successfully.

### **TRANSFER ADMISSIONS**

Students transferring from another university or technical college, duly accredited and authorized by competent authorities of the Commonwealth of Puerto Rico, with the intention of applying for admission to Charlie's Academy, should satisfy the requirements stated above in the Admissions Process.

## **READMISSION**

Students, who withdraw for justified reasons from the program, can apply for readmission and should be interviewed by a school officer. The charge for readmission is \$25.00.

## **ACADEMIC RECORD**

Our Institution, complying with the privacy federal law “Family Educational Rights and Privacy Act,” establishes the following institutional norms:

1. Social Security identification number will not be used as routine identification on the lists submitted to professors or on previously prepared directories.
2. The use of the Social Security identification number will be limited to the following offices: Registrar, Admissions, Economic Assistance, as required by the corresponding federal agencies.
3. Any information contained in the Academic Records of students, including their Social Security identification number will not be disclosed without the student’s signature authorizing disclosure.
4. Every student registered in our Institution must fill a document in which he/she/ authorizes or not disclosure of directory information contained in the file.
5. Students who need to obtain a credit transcript or certification of studies must apply in Registrar’s Office, and fill the corresponding form and deliver evidence that fees have been paid.
6. Our Institution will not issue copies nor reveal the contents of the student record to third parties, except to those the law establishes can have access to said records.

### **Transcripts and Certifications**

Students in need to obtain a transcript from their record must apply in writing and fill the corresponding form in the Registrar’s Office. They must show evidence of having paid corresponding fees.

The Institution, in compliance with the federal privacy law “Family Educational Rights & Privacy Act,” will not issue copies nor reveal the content of the student’s record to third parties without written authorization, except to those that the law establishes they can have access to the records.

## **Grading Report**

The Registrar's Office is responsible to deliver a grading report at the end of each period. If the student is not in compliance with his payments to the Institutions, the institution will withhold the grading report until payments are made by the student.

In case the student is not satisfied with the grades, he/she will file a claim at the Registrar's Office. The professor will notify the Registrar of changes, if any, in writing and certified.

The grading report at the end of a period can be obtained at Registrar's Office. If not so, they will be mailed by regular mail to the address filed in the student's academic record.

## **TRANSFER CREDITS**

Courses with a minimum grading of 70%, or C will be validated for transfer and only a maximum of 40% of the credits by program will be validated. To be eligible for transfer validation, the course should have been approved in an institution duly authorized and accredited by a competent agency offering post-secondary courses. The course to be validated for transfer should be equivalent in terms of duration in hours, credits, and contents offered by our Institution. The course contents applied for transfer validation must be current, mainly in courses in which laws are covered.

## **CURRICULUM CHANGES**

The Administration reserves the right to modify the curriculum, just and reasonably, at any time it needs modification.

## **COURSE REPETITION**

The student will be able to repeat a course provided that he/she is not satisfied with the obtained grading of "D" or "F." Course will not be approved if the final grading is "F." If such grading is obtained in a class, the class must be repeated. The highest grade obtained will prevail. The repeated course will be filed with an "R" in the academic record of the student. If the flunked course is a prerequisite in order to take another course, the student will need to meet with the Academic Director to make pertinent arrangements to repeat the course.

Repetition of a course will have an additional cost to the student, according to the current cost when signing the original enrollment agreement. It is not guaranteed that the flunked course will be offered during the same period.

Under no circumstances the student will graduate without having completed the required credits. The student must comply with the requirements stipulated in this Catalog.

### **DEFINITION OF STUDY HOURS**

The quantitative measurement of time invested in the training received is defined as clock/hours. An hour of class is divided into 50 minutes of class and a 10 minute recess.

To obtain credit for the course, a minimum of one (1) point is required in a scale of 4 to 1, where 4 is the maximum number to obtain.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

To be eligible to receive Title IV funds, the student must meet satisfactory academic progress requirements. This academic progress policy will apply not only to students receiving Title IV funds, but to all students enrolled, either part-time or full-time students.

**Frequency of the Evaluation.** The academic progress of each student is evaluated at the end of each payment period and academic progress will be compared to the standards established by the school for each term, as illustrated in the academic progress table.

This policy measures the quantitative (GPA) and qualitative element (number of credits / hours approved). For programs measured in credit hours, to obtain a passing grade in the class the student must have attended 80% of the course hours and for programs that are measured in clock hours the student must have attended the 90% of the course hours. Upon completion of the curriculum, the student must have an overall average of 2.00, equivalent to "C". The student must have passed at least 67% of the credits / hours attempted during each term to meet the standard of academic progress and must complete the program within 150% of program length.

**Incomplete.** The grade of incomplete will be considered as an attempted course not approved and will have effect in the satisfactory academic progress of the student, until it is removed in the established time limit. Ninety (90) calendar days are granted for the removal of the incomplete when the hours of the course are not met and fifteen (15) calendar days when the incomplete is for not taking the final exam.

**Withdrawals.** When the student is enrolled in a program and withdraws, a grade of W is assigned to the withdrawal and it will not be considered as a credit attempted for the determination of academic progress. If the student drops only one course that course will be considered as a course attempted and will be counted in the determination of the academic progress policy. Validated courses will count as credits and hours attempted and approved for the purpose of quantitative academic progress, which means that grades will not be transferred, only hours and credits.

**Repeated Course.** Repeated courses will be considered in the same way as validated courses when computing academic progress in quantitative terms, as credits and hours attempted.

**“Warning”**. If after evaluating the student's academic progress at the conclusion of the term or the payment period, it is determined that the student does not have the required average or maintain the required rate of academic progress in terms of complete credits attempted, the student will receive a "warning" or notice indicating the possibility of losing the Title IV financial aid if he does not make academic progress and will have a full term to demonstrate achievement of satisfactory academic progress. If upon completion of that term receiving the "warning" or notice, the student has not successfully completed 67% of the credits / hours required or the required grade point average, the student will lose eligibility to Title IV funds. The student is entitled to appeal the decision and request be granted an evidentiary hearing, showing mitigating situations that prevented him from making satisfactory academic progress.

## **APPEALS**

When the student loses Title IV funds eligibility because of unsatisfactory academic progress, the student has the right to appeal the decision for the following reasons:

- Personal injury or illness
- Illness or death of a family member, such as parents, sons or spouse.

Appeals must be filed in writing to the Financial Aid Office and should explain in detail the reasons for not making satisfactory academic progress and how the situation that prevented the student from making satisfactory academic progress has changed; this will be evaluated by the corresponding committee in ten (10) days. The student who does not make satisfactory academic progress after being in probation for a term can only receive financial aid if he appeals the decision. The student should agree to meet the academic plan the institution has developed for him. The school can ask the student to provide evidence of mitigating circumstances during the probation appeal. If the evaluating committee determines that the student cannot complete the program in 150% of the length of the program, reconsideration will not be granted.

A student that completes the program, but does not have the certificate, is not eligible to receive more Title IV funds for that program.

## ACADEMIC PROGRESS TABLE

Program	Evaluation Period from Maximum Time of Program	First Evaluation	Second Evaluation	Third Evaluation	Forth Evaluation	Fifth Evaluation	Sixth Evaluation
<b>Program <u>1,260</u> Hours <u>3</u> Terms Maximum <u>5</u> Terms</b>							
<b>Medical Office Administrative Assistant</b>	Number of Hours Enrolled	450	900	1,260	1,575	1,890	
	Minimum of Hours the Student Should Approve	300 (67%)	600 (67%)	840 (67%)	1,055 (67%)	1,260 (67%)	
	Required Minimum Grade Point Average	1.50	1.60	1.75	1.85	2.00	
<b>Program <u>1,350</u> Hours <u>3</u> Terms Maximum <u>5</u> Terms</b>							
<b>Basic Cosmetology</b>	Number of Hours Enrolled	450	900	1,350	1,688	2,025	
	Minimum of Hours the Student Should Approve	300 (67%)	600 (67%)	904 (67%)	1,130 (67%)	1,350 (67%)	
	Required Minimum Grade Point Average	1.50	1.60	1.75	1.85	2.00	
<b>Program <u>1,125</u> Hours <u>3</u> Terms Maximum <u>5</u> Terms</b>							
<b>Security Guard</b>	Number of Hours Enrolled	450	900	1,125	1,406	1,687	
	Minimum of Hours the Student Should Approve	300 (67%)	600 (67%)	753 (67%)	942 (67%)	1,125 (67%)	
	Required Minimum Grade Point Average	1.50	1.60	1.75	1.85	2.00	
<b>Program <u>1,260</u> Hours <u>3</u> Terms Maximum <u>5</u> Terms</b>							
<b>Private Detective</b>	Number of Hours Enrolled	450	900	1,260	1,575	1,890	
	Minimum of Hours the Student Should Approve	300 (67%)	600 (67%)	840 (67%)	1,055 (67%)	1,260 (67%)	
	Required Minimum Grade Point Average	1.50	1.60	1.75	1.85	2.00	

## **ATTENDANCE POLICY**

The institution requires regular attendance to school. When absences are repeated or continuous, the student may be academically penalized and his academic progress will be affected. Only 10% of excused absences are allowed in the clock hour programs.

An excused absence is defined as an absence which the student is not required to make up lost time because of the absence in order to complete the course. Excused absences must be for reason of death of a close family member, illness or medical appointment of the student, his children, spouse or parents, court subpoena, or military service (reserve). The institution leaves at the professor's discretion the requirement of written evidence for the reason of the absence.

The student that has not been in attendance in the required percentage according to his program of study will have to make-up the hours absent. It is the student's responsibility in coordination with the teacher to make-up absent hours in the timeframe established by the institution. The make-up hours should be made under the supervision of an instructor or school authorized personnel. The student, who does not make-up the absent hours, as established in this policy, will fail the course.

A student absent for fourteen (14) consecutive days or more, without notifying the Institution, will be administratively terminated.

## **LEAVE OF ABSENCE**

The student that, due to health reasons of him or his immediate family (parents, children, spouse), military or Jury duty, is forced to leave school for some time (from 2 to 8 weeks), might consider to apply for Leave of Absence (LOA). Application for LOA should be filed at the Guidance/Social Work Office. LOA will be granted only to students who are not on academic probation. Leave of Absence can be granted more than once a year, but the total days of leave may not exceed ninety (90) calendar days.

Application for Leave of Absence is submitted at the Guidance/Social Work Office and should be signed by the student professors at the time of the submitted permission application. Once permission is granted, it will be delivered to Registry Office, not more than five (5) days after approval. The Register will proceed to change the student's status to PA until the student returns to class. If the course ended while the student was on LOA, he/she will received an Incomplete, which he should remove in the next ninety (90) days, from the date the student returned to school.



## EVALUATION SYSTEM

Our Institution uses diverse criteria for the student evaluation. These are:

1. Tests
2. Projects (written works, oral reports, research works (groups or individual))
3. Special projects outside work
4. Allocations
5. Practice
6. Assistance

## GRADING SYSTEM

The professor will evaluate the students based on percentages obtained in the different evaluation criteria. At the end of the class period, percentages will be converted in corresponding grading.

PERCENT	POINTS	LETTER	MEANING
100 - 90	4	A	Excellent
89 - 80	3	B	Good
79 - 70	2	C	Regular
69 - 60	1	D	Deficient
59 - 00	0	F	Failure*
-----	-----	IP	Incomplete in Progress
-----	-----	FI	Incomplete (Not authorized)**
Code of Actions		W	Official withdrawal
		WA	Administrative withdrawal
		R	Repeated Course
		T	Validated/Transfer Credit

\*F grading is given when the student completed the course but did not master the minimum requirements for approval.

\*\*FI grading is given when the student did not complete the course and abandoned same without notifying our Institution the reasons for not coming to class or his/her intentions of dropping the course.

## INCOMPLETE GRADING POLICY

An incomplete grade will be awarded to any student who is absent from the final exam for a justified cause, such as health condition that prevents him from attending, military license or

death of a relative to a second degree of consanguinity. If the student attended the entire term of the course, he / she missed his final exam and did not take it during the fifteen (15) calendar days, this will affect his / her final grade and the final grade will be A, B, C, D, or F.

If at the end of the course the student has not completed the hours required to pass the course, he will be awarded the grade of Incomplete. The grade of incomplete (I) due to incomplete hours must be removed within ninety (90) calendar days after the end of the course.

## **WITHDRAWAL POLICY**

The student could be granted and administrative withdrawal after enrollment in the school after a determination from the school or request an official withdrawal.

### **Official Withdrawal**

A student can request a withdrawal in writing to the school's administrator or officer assigned by the school, informing the reason for the withdrawal. Intent to withdraw does not include informal conversations with the institution's faculty or staff.

### **Unofficial Withdrawal**

If the student does not notify the corresponding office of intent to withdraw, the school administration will determine the student's date of withdrawal based on the student's last date of attendance at an academic related activity. If the institution determines that a student did not begin the institution's withdrawal process or otherwise provide official notification of the student's intent to withdraw, the institution may determine that the student unofficially withdrew after 14 days from the last day of attendance in programs measured in clock hours and 20 days absent in programs measured in credit hours.

### **Course Drop**

The student can request to drop a course no more than a week after the course has started. If this happens and the student's academic load is different from the original one, the Financial Aid Office will re-calculate financial aid according to new academic load. Dropping a course can have an adverse impact in the student's academic progress, because this could translate in the student not completing the program within 150% of the required time to complete.

## **CANCELLATION POLICY**

The institution reserves the right to cancel or terminate the student's enrollment agreement if one or more of the following situations occur:

- ✓ Not making academic progress into certification of completion of the program.
- ✓ The program does not have enough students enrolled, in which case the institution will notify the student and will reimburse all funds paid by the student.

- ✓ The student is not in compliance with the institution's rules and regulations.
- ✓ Physical destruction of the institution.
- ✓ State and/or local laws require termination of the program.
- ✓ Not in compliance with norms and procedures for an institutional environment free of drug and alcohol possession, distribution or use.

If enrollment is cancelled or terminated, for the engagement in one or more of the situations aforementioned, institutional refund policy will be applied in the date of the school determination.

### **Cancellation of the Program by the Institution**

If the institution cancels a program before it starts, the institution will reimburse all funds paid to the student.

If the institution cancels a program after starting within a maximum timeframe of 15 days from the starting date, the institution will reimburse the student all funds paid by the student as of that date.

### **Cancellation of Contract by the Student**

Prospect students who have not visit the school prior to enrollment will have the opportunity withdraw from the program without penalty three days after orientation or visiting the school facilities and inspection of the school's equipment where training is to take place.

All funds paid by the prospect student, except admission fees, should be reimbursed by the institution within three days after signing the enrollment agreement and making initial payment. If the applicant asks for cancellation after three days of the signature of the enrollment agreement and paying initial fee, but before starting training, he has the right to a reimbursement of all funds paid, except 5% of the enrollment agreement fees up to a maximum of \$150.

## **CANCELLATION AND REFUND POLICY**

Charlie's Guard, Detective Bureau, and Academy, Inc., has established the following Cancellation and refund policy for students who withdraw all classes in the period.

The last day of attendance to an academic related activity will determine the amount of aid earned and returned.

Students participating of Title IV aid that withdraw from the program of study in the Institution should visit the institution's Financial Aid Office before completing the withdrawal process in the Fiscal Office.

The amount of aid to refund will be calculated in according to the tuition and other charges made to the student's account by the Institution in proportion with the time the student was in attendance and for which the Institution has charged the student's account rounded to the nearest

lower decimal fraction. The Institution will have the right to keep the amount of aid earned by the student in proportion to the amount of time the student was in attendance rounded to the nearest high decimal fraction for the payment period. In any payment period in which the student was in attendance for more than 60% of the term, the institution will have the right to charge or keep 100% of the amount paid. Any post-withdrawal disbursement to the student will be made no later than 90 days upon the date of the student's withdrawal or determination date.

**Institution's return of funds:** Once the institution's portion of the return of funds has been calculated, the Financial Aid Office will return the funds within 45 days from the date the school determined that the student withdraw to the appropriate program(s). If this calculation results in a debit balance in the student's account, the student will be responsible for paying the debt to the school. A student will not receive an official academic transcript until the debt has been paid in full. If this calculation results in a credit balance in the student's account, the Institution must perform the payment to the student no later than 14 days after the calculation date.

**Student's return of funds:** If calculation determines an overpayment amount to be returned from the student, once the student's portion of the return of funds has been calculated, the Financial Aid Office will notify the student of the amount of grant funds the student may need to repay. One of the following repayment options may be selected:

1. The student may pay the full amount of the debt to the Institution within 45 days and the Institution will return the funds to the appropriate federal program(s).
2. The student may contact the Department of Education to establish a repayment plan.

The student will remain eligible for Title IV funds for 45 days from the date the institution sends the student a notice of the overpayment. If no action is performed from the student with the 45 days to pay the amount owed, the Institution will report the overpayment to the Department of Education.

#### **TITLE IV REFUND POLICY**

The Title IV return policy requires that the Institution should determine the amount of Title IV funds earned (or for which the Institution has the right to charge) if the beneficiary of federal student financial aid discontinues attendance (unofficial withdrawal) or officially withdraws from the institution after beginning attendance. The amount of aid earned is determined by the amount of time the student was in class attendance, not by the amount of charges incurred by the student in the institution.

If the amount of Title IV funds paid is more than the amount earned, the amount of unearned tuition should be returned to the financial aid program. The Institution, as well as the student could be responsible for returning the Title IV funds determined as unearned.

If the amount of aid earned is more than the amount of Title IV funds paid, the student is eligible to receive a post withdrawal disbursement for the amount of earned tuition not paid.

The following definitions and procedures will be used to determine if there is a return of Title IV funds: The percentage of aid earned would be determined dividing the amount of days/hours of attendance by the student by the amount of days/hours of the payment period.

**Clock-Hour Programs:**

- a. To determine the amount hours in the payment period enrolled the Institution counts the hours the student is required to complete each day from the first day and last day of the payment period enrolled.

Once the student has attended more than 60% of the period, all funds will be considered as earned and there will not be any return of Title IV funds.

## **DISCIPLINE POLICY**

Our Academy has approved a policy of discipline in which sanctioned acts and resulting sanctions to be applied, and the appealing process, are referred to in the Students Regulations Act. Such measures will be of administrative concern. The student may be sanctioned for neglect, through action, omission or negligence as author, coauthor, concealment, or conspirator.

The student will be notified in writing of the violation to the rules, norms, or guidelines. He will be conceded the opportunity to be heard, present evidence, and counter interrogate witnesses, according to the terms specified in the Students Rules Act.

### **Students Rights**

1. The right to education, and to enjoy of an education that will tend to develop their capacities and well being as thinking persons.
2. The right to be treated with respect and dignity under the Constitution of the Commonwealth of Puerto Rico.
3. The right to express openly their ideas and opinions, and to dissent of their professors, always within a frame of respect.
4. The right to enjoy an atmosphere of harmony in the classroom, where dialogue and freedom of speech will be maintained. Data and opinions exposed by the professor will be a part of frank dialogue for academic enrichment.
5. Grades obtained by the students will be based on their academic progress and fulfillment of the assigned tasks performed. Students' opinions or conduct will not be taken into consideration at the moment of grading.
6. The right to confidentiality over opinions or beliefs expressed in the classroom.

7. The right to be graded with just evaluation from their professors, taking into consideration the established criteria for each matter.
8. The right to have an opportunity to reinstate a test, when, for just reason, is deserved.
9. The right to learn the results of exams within reasonable time. Besides, they have the right to revise works requested once they are duly corrected.
10. The right to apply for revision, before their professors, of grades obtained, and in case the professors denies, to the Academic Director.
11. The right to meet with professors on previously accorded time, with the purpose of clarifying doubts and other situations related to their academic progress, within a frame of respect and responsibility.
12. The right to expose suggestions understood to be appropriate before their professors and our Institution directors, if and when these suggestions are exposed with respect.
13. The right to constitute organizations with academic purposes, cultural, social, or sports, if and when authorized by the Academic Director.
14. The right to elect, or be elected, in any student organization of our Institution and/or become a member of the class board
15. The right to be heard and attended by our Institution Board, providing that the rights of others are not undermined, and by advance appointments.

### **Students Duties**

1. The duty to address professors, classmates, and all Institution personnel with respect and consideration.
2. The duty to follow the professor's instructions and Institutional norms.
3. The duty to honor the established payment during tuition, and the differed payments in the corresponding date, in accordance with the established compromise.
4. The duty to take good care of class equipment, library books, and to keep clean classrooms, bathrooms, walls, and corridors.
5. The duty to provide precise and complete information on admission requirements. Besides, they have the responsibility to notify any sudden changes in their conditions.
6. The students have the responsibility to make questions when in doubt of the information provided.
7. The students are responsible for their actions and the consequences of same.
8. Beepers and cell phones are forbidden in class.

9. Eating in classroom is forbidden.
10. The students will assist to school through all of the lecture time needed until having finished each one of the program courses, according to study plan enforced.
11. Students will follow the professors' instructions in the educational process.
12. The students will make the most of time and will collaborate in tasks assigned to them.
13. Dressing and personal appearance of students will be in accordance with norms of good taste, decorum, preservation of health and security.
14. It is forbidden to bring outsiders to the classroom.

### **SEXUAL HARASSMENT POLICY**

Our Institution has adopted a strong policy to avoid sexual harassment in our Institution. To secure a work and study environment free of sexual harassment, our Institution performs, throughout the year, guidance meetings with members of administrative and teaching personnel about identification of sexual harassment, and procedures to lie a claim.

### **INSTITUTIONAL POLICY FOR THE PREVENTION OF USE AND ABUSE OF ALCOHOL AND DRUGS**

Charlie's Guard, Detective Bureau and Academy, Inc. has established a policy for the prevention of use of controlled substances and alcohol on the job and teaching area. This has been done as part of our institutional norms to promote an environment of study and work free of drugs, and in accordance with what is stipulated in the Workplaces Free of Drugs and Alcohol Law of 1988, Schools and Communities Free of Drugs Law of 1989.

We understand that use and abuse of controlled substances is harmful to health and the development of human beings.

Aware of the problems this modality represents for both our students and personnel, we pledge to maintain an environment free of drugs and alcohol for students and personnel.

Our Institution adopts a strong policy to combat, through all available means, manufacture, distribution, sale, possession, and illegal use of drugs in our school and in any activities hosted by us, as defined by Controlled Substances Law of Puerto Rico.

Our Institution offers guidance and counseling services to those persons involved in the use of drugs and alcohol, under the strictest confidentiality. Shops and seminars are offered by external resources to our students through the academic year about prevention and alerting of the damages caused by the use of drugs and alcohol, and the available services in the community for the affected persons.

## **GRADUATION REQUIREMENTS**

In order to graduate and receive his/her certificate, the student should:

1. Complete all credits with an academic index of not less than two (2) points.
2. Complete the study program on or before the 150% period required to be completed.

Note: Official certificate of graduation will not be granted until the student has satisfied his/her payments of financial obligations.

## **CREDENTIAL EARNED**

Once all these requirements are covered, the student will receive a Certificate, indicating his/her specialization field of study.

## **FINANCIAL AID**

Through its Financial Aid Office, our Institution offers some economic assistance available to those students who qualify. To participate of the aid programs available at the moment, the student should visit the aforementioned office, and express his/her interest in guidance in the process of application for financial aid. There, the student will receive ample guidance in the process of available financial aid programs.

### **Available Financial Aid Programs**

- Title IV Funds (Pell Grant) Program
- Supplementary Aid from Council of Education of Puerto Rico
- WIA Program, referred through Northwestern Consortium
- Programs referred through Vocational Rehabilitation
- FWS and FSEOG Programs
- National Guard
- Veterans Chapter 31
- Job Corps

## **STUDENT SERVICES**

Our Institution offers the student various services to foment in them good study habits. Among the services offered to the student are: Educational Resources Center, Guidance, Job Placements, and Tutorials.



### **Educational Resources Center**

The Educational Resources Center holds an inventory of books and an electronic library (West Law CDs) specialized in the content of current curricula. There is an area of studies that provides the student with the opportunity to broaden his/her knowledge and to prepare projects and other additional tasks. And also has specialized equipment such as: videocassette, TV set, vertical projector, and access to Internet. The audiovisual equipment has the purpose of serving teachers and students as an educational source to broaden the experiences performed in the classroom.

### **Guidance and Counseling Program**

Our Institution provides guidance services to students. These services are offered by the guidance person. She interviews the students and offers them the corresponding guidance.

### **Tutorial Programs**

Our Institution has a tutorial program for each professor in the academic area. Each professor has one weekly hour to offer tutorial services to those students in need. This is achieved with a previous coordination with the student.

### **Job Placement Services**

Our Institution's Job Placement Office offers the student assistance to seek for employment and application for a license in those programs that require it. However, this does not mean that our Institution will guarantee a job to its graduates.

## **COMPLAINT PROCESS**

If any student, professor, or employee has a claim related to administrative or academic services, such claim should be filed to the Institution's Teaching Director. The claim should include a narrative of the situation occurred, and should mention where and when the incident happened and all persons that witnessed it.

The Academic Director will call all related parts stated in the claim and submit a resolution or answer to the claimant during the fifteen (15) business days subsequent to the date the claim was received. Should the claimant not be satisfied with the results, he/she should appeal the decision to the President during the fifteen (15) business days from the date of receipt of the resolution or answer submitted from the Academic Director. The President will evaluate the situation, will call all the parties involved, and send an answer or resolution to the claimant during the fifteen (15) business days after the appeal was submitted.

The schools accredited by "Accrediting Commission of Career Schools and Colleges of Technology" should have a procedure and operational plan to deal with claims presented by the

students. If a student believes the school has not dealt with his/her/ adequately, he/she/ can communicate with the Accrediting Commission. In order to be taken into consideration, the student must send the claim in writing with his/her authorization to the Accrediting Commission, so that a copy of the claim will be sent by the Commission to the school. The school will have to answer the Commission. Claimant will be informed of the claim's status and the final decision taken by the Accrediting Commission. Please, send your claim(s) to:

Accrediting Commission of Career Schools and Colleges 2101 Wilson Blvd./ Suite 302 Arlington, VA 22201 (703) 247-4212	Council of Education of Puerto Rico PO Box 195429 Hato Rey, PR 00919
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Copy of the claims form to the Accrediting Commission is available in school and can be obtained in Registry Office, and at <http://www.accsc.org/Forms-and-Reports/Forms-And-Reports.aspx>.

### **PROGRAMS OFFERED**

Our Institution offers the following programs of study. A Certificate is issued to each student who has approved the program.

PROGRAM	DURATION
Medical Office Administrative Assistant	16 Months
Basic Cosmetology	18 Months
Private Detective	16 Months
Security Guard	14 Months

## OBJECTIVES AND COURSES REQUIRED PER PROGRAM

### Medical Office Administrative Assistant

After having completed the Medical Office Administrative Assistant Program, the student will have acquired the necessary knowledge and experience in practice to perform as Medical Office Administrative Assistant from the first day on the job.

CODE	COURSE TITLE	DURATION IN HOURS
ESPA105	Spanish Grammar Structure and Composition	60
CISO105	Human Relations	60
ADOM100	Legal and Ethical Aspects of the Profession (HIPPA)	60
ADOM101	Medical Terminology	60
MATE101	Basic Mathematics	60
CICO101	Introduction to Computers / Laboratory	45
CICO103	Keyboard Handling I	60
ADOM103	Anatomy and Physiology	45
CISE101	Filing and Documents Administration	60
ESPA107	Business Spanish	60
ADCC101	Elementary Accounting	45
INGL101	Basic English	60
CICO107	Keyboard Handling II	60
ADCO101	Office Procedures and Administration	45
ADOM105	Medical Record Principles and Coding	60
ADOM107	Medical Insurance Billing I	75
INGL110	Conversational English	60
CICO105	Word Processing Applications Software	60
ADOM111	Medical Insurance Reconciliation and Audits	60
ADOM109	Medical Insurance Billing II	75
ADOM299	Externship in Medical Office	90
<b>PROGRAM TOTAL HOURS</b>		<b>1,260</b>

## Basic Cosmetology

After completion of the Cosmetology Program, the student will have acquired the knowledge and skills required to perform immediately as cosmetologist and be ready to take the test required by the Examination Board of Cosmetology of Puerto Rico.

CODE	COURSE TITLE	DURATION IN HOURS
CSES 131	Introduction to the Beauty Field	45
CSES 103	Hygiene and Sterilization	60
ANAT 101	Anatomy and Physiology	45
CISO 105	Human Relations	60
CSES 105	Skin and Massage	75
CSES 130	Beauty Field Applied Sciences	30
CSES 111	The hair	75
CSES 107	Makeup Application and Removal	60
CSES 113	Hair Curling	60
CSES 115	Haircuts and Styles	120
CSES 117	Blowers, Hair Curler and Iron	75
CSES 119	Haircolor and Bleach	90
CSES 121	Hair Relaxing	90
CSES 123	Hairstyles and Design	75
CSES 125	Manicure y Pedicure	60
CSES 135	Business Development and Job Search	45
CSES 129	Total Look	45
CSES137	Licensing Test Review	60
CSES 200	Practice (Internship/Externship)	180
<b>PROGRAM TOTAL HOURS</b>		<b>1,350</b>

## Private Detective

After completion of the Private Detective Program, the student will have acquired the knowledge, skills, and attitudes that will permit him/her to approve the revalidation test offered by the Police Department of the Commonwealth of Puerto Rico and start working efficiently from the beginning as a private detective in the community.

CODE	COURSE TITLE	DURATION IN HOURS
CISO105	Human Relations	60
JUSC 100	Constitutional Law	60
JUSC 105	Criminal Law	90
JUSC 104	Civil Law – Family Law	60
JUSC 107	Special Laws	60
CICO100	General Concepts of the Personal Computer	60
JUSC109	Criminal Law Procedures	60
JUSC 111	Evidence Rules	60
INGL110	Conversational English	60
JUSC115	Fraud and Forgery	60
DEPE101	Personal Defense	60
DEPE103	First Aid	60
JUSC 116	Introduction to Criminal Investigation	60
JUSC 117	Report Composition	60
JUSC 118	Investigative Office Procedures	30
JUSC 103	Civil Law Procedure	60
JUSC 113	Legal Photograph	60
JUSC 125	Dactyloscopy	60
JUSC127	Advanced Criminal Investigation	60
JUSC120	Judicial Procedures	60
JUSC121	Surveillance and Monitoring Operations	60
<b>PROGRAM TOTAL HOURS</b>		<b>1,260</b>

## Security Guard

After completion of the Security Guard Program, the student will have acquired the knowledge and skills that enable him/her to obtain the Security Guard license and perform, orderly and systematically, the security guard's functions immediately.

CODE	COURSE TITLE	DURATION IN HOURS
CISO 105	Human Relations	60
JUSC 100	Constitutional Law	60
JUSC 105	Criminal Law	90
CICO 100	General Concepts of the Personal Computer	60
INGL110	Conversational English	60
JUSC107	Special Law	60
JUSC109	Criminal Law Procedures	60
JUSC 111	Evidence Rules	60
JUSC 116	Introduction to Criminal Investigation	60
DEPE101	Personal Defense	60
DEPE103	First Aid	60
JUSC 117	Report Composition	60
JUSC120	Judicial Procedures	60
DEPE105	Advances Security Techniques	90
JUSC 200	Security Guard Extership/Internship	225
PROGRAM TOTAL HOURS		1,125



## COURSE DESCRIPTIONS

Code and Course Title	Hours
ADCC 101    Elementary Accounting (Prerequisite: MATE 100)	45
Familiarizes students with the accountings terminology and broadly presents the accountings equation and cycle to be able to manage small business.	
ADCO 101    Office Procedures and Administration	45
In this course, we present techniques and procedures performed in a modern office leading to quality service. Clerical personnel duties and responsibilities in the office are emphasized, and keeping a healthy work environment throughout the course, the student should demonstrate an efficient and secured command in office equipment management, and also demonstrate command in procedures of customer service.	
ADOM 100    Legal & Ethical Aspects of the Profession (HIPPA)	60
This course is intended to relate the students with federal and local laws governing medical billing. Through this course, the students will be related with the specialized vocabulary utilized by agencies in charge of enforcing laws and rules. It is through this course that the students will learn to determine how to apply the law, depending on their workplace.	
ADOM 101    Medical Terminology	60
The students will become familiarized with terminology mostly used in medical office and hospitals.	
ADOM 103    Anatomy and Physiology	45
The course presents the students the human body composition, the systems that make up the human body and their functions.	
ADOM 105    Medical Records Principles and Coding (Prerequisite: ADOM 101)	60
In this course, the student will learn how to handle the information to complete the medical records, according to statutory requirements, in order support the determined codes to use in the insurance claim.	
ADOM 107    Medical Insurance Billing I (Prerequisite: ADOM 105)	75
The student will become familiarized with methods of diagnosis and medical procedures coding to perform professional billing, complying with established requisites.	
ADOM 109    Medical Insurance Billing II (Prerequisite: ADOM 107)	75
This course enables students in the field of billing medical plans through the computer and using the various programs available for professional billing, as required by law.	



Code and Course Title	Hours
ADOM 111    Medical Insurance Reconciliation and Audits The course provides the student with the knowledge necessary regarding the audit and medical insurance process that are to be done when claiming a bill under consideration by the insurance company. Emphasis is given to Law s104 and 150 “Ley de Pago Puntual” and “Código de Seguros de Puerto Rico” as amended.	45
ADOM 299    Externship in Medical Office (Prerequisite: ADOM 109) In this course, students will have the opportunity to implement what they learned in class through their performance as practicing students in an office where medical services are provided. They will be exposed to actual working conditions, for about 15 hours per week.	90
ANAT 101    Anatomy and Physiology Study the composition of the human body’s vital systems and functions, so that the students will be able to transfer the acquired knowledge to their work in cosmetology.	45
CSES 135    Business Development and Job Search Norms regulated by the State for the administration of a Beauty Salon and the permits required by the different agencies for its establishment. Needed inventory to establish business and the cost per service to clients. Writing a résumé and letter of presentation.	45
CICO 100    General Concepts of the Personal Computer This course introduces the students with the personal computer from its origins, all of its components, and receives training to manage the computer through Windows system.	60
CICO 101    Introduction to Computer / Laboratory This course introduces the students to the origins of the computer to this day, the fundamental concepts in the personal computer functions and management of same through Windows system.	45
CICO 103    Keyboard Handling I (Prerequisite: CICO 101) This course introduces the students in the correct handling of the computer keyboard, shoes position and technique leading to efficient typing, and the forms of the different commercial documents.	60
CICO 105    Word Processing Applications Software (Prerequisite: CICO 101) This course presents the procedures to be followed in word processing, using the two main computer programs that are in use in the modern office: Corel Word Perfect, and Word from Microsoft Office.	60

<b>Code and Course Title</b>		<b>Hours</b>
CICO 107	Keyboard Handling II (Prerequisite: CICO 103)	60
<p>This course has been designed so that students will perfection the skills and techniques in the first keyboard handling, typing with speed and correctness office jobs like letters, tables, sketches, column jobs, transcription of manuscripts, rough drafts, etc.</p>		
CISE 101	Filing and Documents Administration	60
<p>Covers the basic principles governing the control and management of documents at the office.</p>		
CISO 105	Human Relations	60
<p>This course has been designed to train students in the development of human and social skills that will permit them perform their roles when confronted to situations in which they must intervene. Themes like personality, motivation, emotions, language, effective communication, intelligent behavior, relations at the workplace and courtesy rules.</p>		
CSES 131	Introduction to the Beauty Field	45
<p>This course introduces the students into the cosmetology field, offering a broad view of the occupation, the safety required, and the agencies governing it.</p>		
CSES 103	Hygiene and Sterilization	60
<p>This course covers basic procedures of hygiene, general concepts of bacteriology, sterilization, equipment disinfection, and tools used in the practice of cosmetology.</p>		
CSES 105	Skin and Massage	75
<p>This course introduces students in the techniques to deal correctly with skin conditions of the customer that may be treated in the beauty salon, and manipulations and correct movements used in massage to obtain the expected results.</p>		
CSES 107	Makeup, Application and Removal	60
<p>Introduces students to correct makeup application, using appropriate procedure and cosmetics.</p>		
CSES 108	Advanced Hair Coloring Techniques	75
<p>International principles of art, balance, depth, and tone are explored with an artistic approach. Students will learn the fundamental laws of heat, bleach application techniques, and the science of formulation, with visual and creative emphasis, include tips, locks, low-lights, high-lights, and frost.</p>		
CSES 130	Beauty Field Applied Sciences	30
<p>This course includes the study of the theory of electricity in cosmetology. The nature of electrical current, principles of electricity, and safety precautions involved in the operation of electrical tools and equipment. Also included are matter chemical principles, Ph, chemistry of water, cosmetics, shampoo, hair relaxers, and conditioners.</p>		

<b>Code and Course Title</b>	<b>Hours</b>
CSES 111     The Hair Includes hair composition, structure, and growth. Students will study scalp conditions, contagious infections and available treatments, scalp and hair cleansing, using different products for treatment available to be used in the classroom.	75
CSES 113     Hair Curling This course includes different hairstyles, techniques to do rings, loops, rolls, and permanent waving, according to profile of customer's face.	60
CSES 115     Haircuts and Styles The cuts and styles course introduces students techniques to handle the basic tools in correct haircut, according to the hairstyle to be performed, using scissors or razors.	120
CSES 117     Blowers, Hair Curler and Iron This course introduces students in the correct use of blowers and tongs to comb different lengths of hair and set the hair for proper style using both instruments.	75
CSES 119     Haircolor and Bleach This course emphasizes procedures for hair dyeing, according to color classification, taking all necessary precautions in chemicals application.	90
CSES 121     Hair Relaxing Students study techniques used in the application of chemicals for straightening, according to client's profile and analysis of hair condition.	90
CSES 123     Hairstyles and Design Students learn basic hair design techniques. In addition, students learn cleaning and alteration of wigs, and techniques to do hairstyles on wigs.	75
CSES 125     Manicure and Pedicure This course includes use of appropriate techniques to do manicure and pedicure, identifying irregularities on nails recognizing nail diseases requiring professional doctor's treatment and cannot be treated in the beauty salon., taking into consideration all the necessary precautions.	60
CSES 129     Total Look Through this course, students will be able to harmonize all the beauty and aesthetics elements or components, such as hairstyle, facial beauty, makeup, skin, manicure and pedicure in order to achieve a successful final look.	45
CSES 137     Licensing Test Review The purpose of this course is to offer the student the opportunities to review all theoretical and practical aspects of the content of the courses included in the cosmetology program, performing each step of the execution involved in the procedures.	60

<b>Code and Course Title</b>	<b>Hours</b>
CSES 200 Practice (Externship/Internship) (Prerequisites: CSES 101-125)	180
Students are required to complete 180 hours of practice in our Institution to reinforce the knowledge and technical skills acquired in cosmetology training and under the teacher's supervision.	
DEPE 101 Personal Defense	60
This course intends to capacitate students on the correct use of the nightstick to submit a violent person to obedience. It also includes how to effectively disarm an attacker without causing physical or emotional harm. Legitimate Defense (Article 26, Penal Code) will be one of the specific areas to be covered.	
DEPE 103 First Aid	60
Course design is directed to capacitate students to effectively provide adults in emergency situations. Rescue and breathing techniques, first aid in choking, pulmonary resuscitation, together with other essential basic techniques. Students receive introductory theory for each class, adequate procedures on each emergency situation, and exercise sheets providing instructions on how to do certain techniques.	
DEPE 105 Advanced Security Techniques	90
The course covers the most important legal, technical, administrative and operational aspects related to the functions of the personnel in charge of private security in commerce, industry, banking, recreational areas, housing complexes, school zones, hotel areas, areas monitored by electronic equipment and personal safety to citizens.	
ESPA 105 Grammar Structure and Writing in Spanish	60
This course introduces students to basic concepts of Spanish grammar and orthography. Afterwards, students will be introduced to commercial reports writing.	
ESPA 107 Commercial Spanish	60
Includes principles of commercial communication psychology and the different communication formats in modern office.	
INGL 101 Basic English	60
This course includes vowel pronunciation, according to syllabic composition and word ending, word classification, according to its function in the sentence and sentence structure, so that students will be able to write and speak using correct grammar structure and correct pronunciation of English as a second language.	
INGL 110 Conversational English	60
This course is designed so that students will acquire techniques and knowledge that will help them to the development of English oral and written communication skills through oral practice.	

<b>Code and Course Title</b>	<b>Hours</b>
JUSC 100 Constitutional Law	60
This course introduces students to the Constitution of Commonwealth of Puerto Rico and Constitution of the United States of America, and to those fundamental laws establishing political relationship between Puerto Rico and the United States of America.	
JUSC 103 Civil Law Procedure	60
Introduces students on various subjects: What is a civil action, what are civil investigations, which are the most common types of civil investigations, also the structure of civil procedure, assets, properties, and modifications.	
JUSC 104 Civil Code, Family Law	60
Deals with everything related to Family Law, as established in the Puerto Rico Civil Code, to gain knowledge that will be useful to the investigator when performing civil investigations related to Family Law.	
JUSC 105 Criminal Law	90
There are two areas to be covered in this course: the general area, which includes themes like crime definition, time and classification of crime, forms of guilt, and special laws. The special part, which covers crimes against property, public safety, civil rights, etc.	
JUSC 107 Special Laws	60
This course aims to teach students interpretation and analysis of special laws within the scope of Criminal Justice. Special laws to be considered are: Weapons Law, Domestic Violence Law, Private Detectives Law, Explosives Law, Minors Law, and Police Law, among others.	
JUSC 109 Criminal Law Procedures	60
Students will comprehend rules that control processes in the field of criminal nature. This course includes organization analysis, functions and procedures of the State to execute and enforce the laws.	
JUSC 111 Evidence Rules	60
This course integrates law with jurisprudence and constitutional rights. Rules of Evidence are distributed into nine different areas, so that these can be applied unmistakably: witnesses, documents, real, scientific and demonstrative evidence, legal knowledge, proof of reference, assumptions, credibility, and general dispositions.	

<b>Code and Course Title</b>	<b>Hours</b>
JUSC 113    Legal Photography	60
Students will learn the skills to identify and handle photographic camera parts, and, at the same time, learn to use appropriate films on a given crime investigation and testify in court as photography technician.	
JUSC 115    Fraud and Forgery	60
Students will detect fraud and its different aspects in public and private institutions. Through this course, they will be able to detect fraud in a given situation and will know how to deal with the problem. Also, alternatives to prevent fraud and applicable jurisprudence to each case.	
JUSC 116    Introduction to Criminal Investigation	60
Students will develop the basic skills to be applied in criminal investigation. Also, this course will familiarize students with basic, historical and technical principles applied to criminal investigation, including crime scene.	
JUSC 117    Report Composition	60
Students will be able to write correctly an investigation report, applying orthography and accentuation rules. Besides, students will be related to desirable characteristics of an investigation report, and its structure or format, using the observations notebook.	
JUSC 118    Investigative Office Procedures	30
Students will be able to establish and handle their own investigations office. It includes how to treat clients with respect and seriousness, writing investigations report, and deliver the report to the client.	
JUSC120    Judicial Procedures	60
The course includes the issue of arrest, defendant's constitutional rights and guarantees, the preview of a case, the indictment, the dismissal of charges, finding test, trial and offenses requiring corroboration.	
JUSC 121    Surveillance and Monitoring Operations	60
To teach students tracking techniques, maintaining secrecy and security for the best results of the operation.	
JUSC 125    Dactyloscopy	60
Through this course, students will learn the skills to develop fingerprints, latent prints lifting, fingerprint evidence packaging, and protection of evidence containing fingerprints.	

Code and Course Title	Hours
JUSC 127    Advanced Criminal Investigation	60
<p>Students will learn how to analyze and study shells, projectiles, signs of evidence and distance from which the firearm was shot in the process of making a criminal investigation. Students will also learn skills in the analysis of biological fluids, such as blood, saliva, hair, and fibers.</p>	
JUSC 200    Security Guard Externship/Internship (Pre-requisite JUSC 102-120)	225
<p>Students will take a practice period of 180 hours. It is required that students demonstrate they can effectively perform the duties of a Security Guard.</p>	
MATE101    Basic Mathematics	60
<p>Students will take a review of basic concepts in math operations with whole numbers, fractions and decimals.</p>	

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## INSTITUTIONAL FEES

Admissions fee	\$ 25.00
Readmission fee	\$ 25.00
Copy of a document (per page)	\$ .25
Transcripts (average time)	\$ 10.00
Transcripts (express time)	\$ 20.00
Certification of studies	\$ 2.00
Identification card	\$ 5.00

## EDUCATIONAL COSTS

Program	Cost
Medical Office Administrative Assistant	\$ 10,080.00
Basic Cosmetology	\$ 10,800.00
Private Detective	\$ 10,080.00
Security Guard	\$ 9,000.00

## BOARD OF DIRECTORS

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Leocadio Nieves Cortés – Vice-President  
Eulogia Morales – Secretaria - Tesorera  
Efraín Ramírez - Vocal  
Eduardo Miranda – Vocal



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Interamerican University of Puerto Rico

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Certificate, Charlie's Academy

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MA, University of Phoenix

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Certificate, Century College

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AA, Greater Hartford Community Technical College

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Certificate, Instituto de Banca y Comercio

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BA, International Institute

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Certificate, Emma's Beauty Academy

Prof. Luis A. Matos Aponte  
Certificate, Emma's Beauty Academy

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Rafael L. Quiñones Irizarry  
Certificate, Emma's Beauty Academy, Mayaguez

## **CERTIFICATION FROM THE PRESIDENT**

I, Leocadio Nieves Feliciano, as President of the Board of Directors of Charlie's Guard, Detective Bureau and Academy, Inc., hereby certify that the information stated in this catalog reliable and correct.

This catalog has been approved in all its parts by the Board of Directors of Charlie's Guard, Detective Bureau and Academy, Inc..

I certify correct,

*Leocadio Nieves Feliciano*  
**President**

