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## CATALOG

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## MESSAGE BY THE PRESIDENT

On behalf of the Board of Directors may you receive a warm welcome. You have taken a very important decision. Choosing a short program will help you to become a productive citizen of our society therefore increasing your opportunities of success in the work world. At the

Colegio Tecnico de Electricidad Galloza we are interested in providing to you a good training in specific areas which will help you to develop as an individual in other areas of your life to becoming a citizen usefull to your community and it's development.

The training you will receive is excellent, based on mutual respect and taking in consideration your individual differences as student however, your succes will depend on your effort and interest, you have taken the first step toward your goals when you chose your program of studies.

We call upon your to continue with the same effort and interest as of the first day, you will find obstacles in the way but, remember that the institution's personnel is there to assist and support your at all times, we count on you, you may count on us.

Héctor E. Galloza Santiago  
President

## ACADEMIC CALENDAR

January .....	Martin Luther King
January.....	Eugenio M. De Hostos
February .....	President's Day
March.....	Slavery Day
Easter Week.....	Date that applies to the academic year
April.....	José de Diego
May.....	Memorial Day
July 4 .....	Independence Day
July .....	Jose Celso Barbosa
July ( The last week).....	Academic Recess
September .....	Labor Day
October.....	Colombus Day
November.....	Veterans Day
November.....	Puerto Rico Discovery
November.....	Thanksgiving Day
December – Jan.....	Christmas Recess

\*\*Date of each month will be assigned according to the academic year.

\*\* The calendar is subject to changes due to natural disasters or other mayor events wich may affect the normal operation of the school.

## SCHOOL HISTORY

The Colegio Tecnico de Electricidad Galloza Inc. was organized as a corporation on 8th September 1998 and began operations on March 8th 1999; our facilities are located on Barrio Laguna, Clotilde Chaparro Sector, Road 4416 km 2 hm. 5 Interior. Since then it has been offering the electricity program without continuously.

In 2004 the Institution finishes the accreditation process with the accreditation agency Accrediting Commission of Career Schools and College Of Technology (ACCSC).

Since June 2004 the Institution was certificated by the United State Department of Education for receive, Federal Funds IV, (Pell Grants).

In 2007 the school submits the application for four new Unrelated Programs, Cosmetology and Barbering, Refrigeration & Air Conditioning and Plumbing. The General Council of Education of Puerto Rico approved all the programs. Then in March 2007 the ACCSCT approved Cosmetology and Barbering. Refrigeration & Air Conditioning and Plumbing programs were approved in August, 2007.

In May 2010, the General Council of Education of PR approved the Welding Program. August 2010 the ACCSC approved that Program.

Actually the institution offer Electricity, Refrigeration & Air Conditioning.

## **FACILITIES DESCRIPTION**

The Colegio Técnico de Electricidad Galloza is located in the rural zone in the Barrio Laguna de Aguada, sector Clotilde Chaparro, Road 4416, Km 2, Hm 5 Interior. The place has a beautiful panoramic view.

The College consists of two structures, with two floors; in reinforced concrete and blocks. It has eight theory rooms, an administrative office and three 26' x 43' areas, to be used as a laboratory and/or practice workshop. The resource area is located on the first floor accessible to faculty and students. Each classroom or laboratory has the capacity to serve a maximum of 20 students.

The sanitary facilities have a men's bathroom and a women's bathroom. It has a gazebo and a bohio, in the courtyard for the recreation of students and visitors. It also has a parking area of approximately eight hundred (800) square meters, located in front of its structures.

The learning resource system is centralized in the first floor, accessible to students and faculty during and beyond classroom hours. Each classroom may accommodate 20 students maximum.

## **THE MISION**

The Colegio Técnico de Electricidad Galloza will direct its efforts to assure that the students may become responsible, useful, and happy citizens able to meet their goals and basic needs.

The program recognizes the importance that each individual becomes employ based on his capacity in order to achieve his full development as



an individual. We also expect that our students compete successfully in the world of work and be able for don't dependence on government aid programs.

The Colegio Tecnico de Electricidad Galloza Inc. will emphasize in a skills and knowledge development by the students to assure completion of the selected program.

## **GOAL**

To fulfill the mission the Institution will :

1. Enable all personnel with orientation and technical assistance.
2. Emphasize in the development of skills and knowledge needed to become an excellent employee.
3. Coordinate with public and private industries in search of employment for our students.

## **PHILOSOPHY**

The Colegio Tecnico de Electricidad Galloza Inc. is established to train students for a highly technical and changeable society. It intends to be up to date in equipment, techniques, strategies and necessary requirements, which enable the students to work locally and internationally. It also will enable the student for different employment offers. These services, are also available for those interested in improving their previous training by courses in continuing education. We

intend to develop necessary skills and knowledge as well as modification of attitudes for a citizen of XXI century .

## **ADMISSION REQUIREMENTS**

The following documents are necessary in order to consider admission application.

1. Vaccination Record (If under 21 years).
2. High School Graduate (Transcription of Credits - Diploma and/or Equivalency ) or Credit Transcription from an accredited university
3. Parental or Tutor authorization if under 18.
4. Copy of the last four social security number

## **ADMISSION PROCEDURES**

- Fulfill Admission Application.
- Present all requested documents.
- Comply with admission fee.
- Comply with Orientation.
- Deposit fees in case of Payment Plan

**Note:** Some document may be prorogate.

## **ADMISSION DISABILITIES STUDENTS**

Technical College of Electricity Galloza (CTEG), certifies compliance with the permits required by federal, state and municipal agencies to ensure the health and safety of the academic community. The institution complies with the applicable provisions of Act No. 250 of September 15, 2012, known as the "Reasonable Accommodation Post-secondary Passport Law". CTEG does

not discriminate on the basis of race, color, sex, birth, social status, marital status, political and / or religious ideology, sexual orientation, gender identity, physical or mental impairment, etc.

#### PROTOCOL

The institution provides students with disabilities access to the physical facilities, administrative office and resource room area.

The student is oriented in relation to the practices and procedures prior to enrollment. . Classrooms and / or workshops are located on the first level of the building to ensure accommodation in case of students with disabilities.

The student with a disability must file a reasonable accommodation request in writing, before beginning their study program. In addition to the ADA Act, the student requesting the reasonable accommodation service must provide documentation of his or her disability.

### TRANSFER

The students requesting transfer from an accredited Institution must comply with the admission procedure. They also will present an official credit transcription from his/her school of origin. Students from a duly accredited university or technical college who request admission to our Institution must meet the requirements previously indicated in the **ADMISSION PROCESS** section. In addition, they must submit an official credit transcript from institution to institution, as a requirement for their application for admission to be evaluated.

#### CONVALIDATIONS

Our school will accept credits transferred from another institution, if the following requirements are met:

The institution from which the credits come must be duly accredited. The student must present a closed credit transcript duly stamped by the institution of origin. The credits that request to be transferred cannot have more than five years of approval. The mark obtained by the student cannot be less than 70%. The student must submit a description of the approved unit or class. Our

The school will verify if the content of the class meets the requirements of the comparable unit or class of our program. If the established objectives are met, the unit or class will be accepted and, therefore, the total number of study hours corresponding to the approved unit will be awarded.

## **READMISSIONS**

Any student who, for justified reasons, has had to withdraw from the course may request readmission for the next course after an interview with the director. No application for readmission will be processed until payment of the \$20.00 readmission fee has been paid.

## **LATE ENROLLMENT AND/OR CHANGES**

All transactions concerning late enrollment and/or changes will be performed within the first (3) weeks after classes started.

## **ACADEMIC RECORD**

Students who wish to obtain a copy of his/her academic record will request the copy by writing specifically for personal use or to be sent directly to another institution. The cost per copy is \$5.00 dollars. In compliance with the privacy Act. No copy will be processed without the written consent of the student.

The registrar is in charge of processing grades at the end of each term. However no certification will be processed if the student is not in compliance financially with the institution.

## **CHANGE OF THE CURRICULUM**

The school administration reserve its right to perform changes to the curriculum if so required, those changes will not affect in no way the contract between the institution and the student in terms of time and cost. The administration reserves the right to make changes to the curriculum and/or syllabus when required, however, such changes should not affect the contract established between the student and the Institution in terms of course duration and cost.

## **COURSE REPETITION**

If a student is not satisfied with a given cualification or grade he may request a repetition of the test to the Academic Director.

Any student who obtains a final cualification minor to 70 % or C in a unit or course will be retrain and reevaluated. The highest cualifications attained will prevail for academic purposes.

If the failed unit or course is a pre- requisite to another unit or course the student will arrange with the Academic Director for the repetition of the course and the student will be responsible for the cost of the repetition.

## **SATISFACTORY PROGRESS**

The student's academic progress will be evaluated each payment period. The elements to be used to measure satisfactory progress are qualitative (general average) and quantitative (the hours required for each program). Qualitative – The student must maintain an average of 2.00 points.

Quantitative – The student must pass their study hours within the maximum time established by the Federal Department of Education (150% or 1.5%).

The student will obtain Satisfactory Academic Progress if he meets both elements established in this policy.

This Academic Progress Policy applies to all students of the Institution; those who receive federal aid funds and those who do not receive Federal Student Aid and also applies to all study programs offered at the Institution.

To be eligible for federal student aid funds, the student must make satisfactory academic progress.

If the Academic Progress evaluation shows that the student did not maintain the required GPA or does not have the required hours, the student will not be eligible for federal Aid funds unless an appeal is made and it is accepted and placed on aid probation.

To be eligible for FSA funds, a student must make satisfactory academic progress. The students Satisfactory Academic Progress (SAP), will be measure in terms of the general grade point average and the require time for program completion. If a satisfactory progress check shows that a student does not have the required GPA or is not maintaining the required pace, she becomes ineligible for FSA funds unless she is placed on financial aid probation (after a successful appeal), as explained below:

### **Financial Aid Probation:**

A status school assigns to student who failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

At the end of one payment period on financial aid probation, the student have to meet the school's SAP standards to qualify for further Title IV, HEA program funds.

## Appeals Process:

When a student loses FSA eligibility because he failed to make satisfactory progress, he writes a letter for a financial aid Officer may appeal that result on the basis of: his injury or illness, the death of a relative, or other special circumstances. His appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation.

The School evaluated the appeal in 4-6 weeks and notification to students of the results of an evaluation by letter. If the appeal is accepted the student has financial aid for this payment period.

### Satisfactory Academic Progress

Program and Required Hours	Evaluation	Cumulative number of clock hours	Clock Hours minimum	Average
Electricity 1,020	First	305	259	1.50
	Second	715	607	1.75
	Third	1,020	867	2.00
Refrigeration /AC 850	First	255	216	1.50
	Second	595	505	1.75
	Third	850	722	2.00

## EVALUATION

An examination per unit will be administered to evaluate the student performance. The minimum point average to pass is 60%.

Instruments:

- a) Written exams theory.
- b) Practice exams
- c) Laboratory Tasks
- d) Special Tasks and assignments

## GRADUATION REQUIREMENTS

In order to obtain a Certificate the student must:

1. Complete his/her program of study in all required academic and clock hour, 2.00 grade point average.
2. Comply with all financial responsibilities with the Institution.
3. Complete his program of study in or before a 150% percent of the time length of his/her program of study.



## GRADING SYSTEM

The instructor will use all criteria administrative at the end of unit to classify the grade obtain.

PER CENT	GRADE	SIGNIFICANCE
100-90	A	Excellent
89-80	B	Good
79-70	C	Fair
69-60	D	Deficient
59-00	F	Failure
-----	W	Withdraw
-----	R	Repetition
-----	I	Incomplete
	p	Pass

## CLOCK HOURS

Clock Hours is the equivalent of (50) Fifty minutes of class. There will be a recess after the first two periods of class and 30 thirty minute at the end of the day to clarify doubts, assist student or professional growth.

## POLICY RELATED TO TERMINATION

A student may request a withdrawl from the Institution by writing and a previous interview with the Academic Director starting the

reasons for the request it's right to withdraw a student by any of the following reasons.

- a) Absenteeism (More than ten (5) consecutives absence without notification)
- b) Disciplinary Action ( Following due process.
- c) Non- Compliance with his/her fiscal responsibilities with the institution.
- d) Unsatisfactory Academic progress

### **INCOMPLETES**

Any student who fail to take a final examination but with justified reasons will receive an Incomplete calification.This certification should be remove within the next (10) ten working days after the end of the course. Failure to comply will result in the change of the calification from Incomplete to Failure (F) and until the student repeats the course satisfactory.

### **TARDINESS**

If there are reasons to justify the tardiness the student should present reasons or causes for the tardiness by writing.

Any student who attend classes (15) fifteen minutes after the stipulated hour will be consider late.Five consecutive tardiness are equal to one absence.

### **ATTENDANCE**

The Institution requires regular attendance to classes. The registrar's officer will monitor student attendance on a daily basis. Any student who is absent more than four consecutive times must present justified

evidence. The teacher will refer those students who have more than four consecutive absences and the assigned official will internally monitor this student.

## LEAVES OF ABSENCE

The institution may grant a leave of absence requested and signed by the student absence which will not exceed 180 day in a 12 month period under the following circumstances.

1. Justification condition; medical, physical or mental health condition by the student or family member, Military duty, ect.
2. The student have not been granted leave of absence previously.

If the student does not return on the expiration date of his/her permit, an administrative withdrawal will be granted, unless at the expiration date is not offering the courses that he/she requires to complete, in which case his/her absence permit will be extended until the next start of class

## MAKE UP WORK

Any student who exceeds the maximum excusable absences will coordinate with his/her instructor and the Academic Director a plan to recover hours lost. This can be done by attending extra days, tutoring, special projects under the supervision to asses the skill and knowledge trained during his/her absences. The special projects will have a maximum a (50) fifty percent of the total of absence. If at the end of this reposition plan the student fails to accumulate required attendance

of the total hours of the course, it is conferred a maximum of ten working days after the end of the course to replenish the absent hours.

## DISCIPLINARY PROCEDURE

This policy defines the expected conduct and establish the procedures to follow in case of violation to the policy.

1. All complaints will be directed to the Academic Director who shall call all interested parties within (5) five working days after receiving the complaint.
2. All gathered information will be presented for analysis and discussion to the Disciplinary Committee within the next (5) five working days.
3. The Disciplinary Committee will evaluate the information and will reach a decision with the pertinent disciplinary actions with in the next (5) five working days. This decision will be notified to all pertinent parties within 48 hours.
5. The student may request to the Institution President a reconsideration to the decision within (5) five working days if he/she is not satisfy with the same.
6. The president will make a final and firm decision within (5) five working days and will notify the student within 48 hours.

## STUDENT DUTIES - RIGHTS

1. To maintain his/her working area clean and in order.
2. Return all tools and equipment to the correspondent area.
3. To depose all waist to the correspondent recipients.
4. To revise all tools and equipment before and after usage.
5. To be responsible of the use of tool and equipment
6. The Institution will not be responsible:
  - a) for the loss or damage to students equipment
  - b) the loss or damage on the parking
7. To take care of all Institutional property.
8. To comply with his/her financial responsibilities on time.
9. Not to interrupt classes in progress. Avoid social gatherings in the classrooms and institution surroundings during class periods. Any student who causes a fight or aggression acts within the classroom or laboratory and/or in the institution will be immediately suspended.
10. To maintain good personals relations .
11. To recognize his own values and skills as well as of the others.
12. To communicate to his instructors or Director any problem or suggestion related to the school or his studies.
13. To maintain good and respecfull communication at all times.
14. To comply with his/her academic tasks and responsibilities.
15. Not to delegate his/her tasks and responsibilities to other students.
16. To dress properly, use the equipment and tools properly. The uniform is compulsory for safety reasons.
17. To be on time, cumulative tardiness or absences for more than three consecutives days may result in withdrawals. The student may request readmision if withdraw.

18. Not observing satisfactory conduct may result in probation for the student. If the student is put in probation he/she may request readmission after showing the intention of completing his/her program of a study.
19. The student must take and approve all test, practices and comply with his/her financial responsibilities with the Institution to earn his/her certificate.
20. Every document given to the institution
21. The Institution will provide information about rules, sanctions, or agreement given in case of indiscipline or lack of Institutional Regulation Fulfillment.
22. Consecutive tardiness will be refer to the office in case of tardiness will be count only the hours present.
23. Do not allow sales they are not legalize by the Institution.
24. Do not allow drugs distribution, sale or use in the Institution or during the celebration of any activity inside or outside.  
If any student are in use of any medicament will be notify to the profesor. If any student do not fulfill the Institution Regulation will be reject for admission.
25. Do not allow woman shorts, skirt or low neck.
26. Do not allow men large ring.
27. Do not use cellular or beeper in classroom.
28. If any student do not fulfill the Institution Regulation will be reject.

It prohibits the use, sale or distribution of controlled substances or drugs within the institution or during the celebration of any school-sponsored activity on or off of their facilities. All students who are using prescription should notify the teacher. The organization reserves the right to suspend, expel or refuse admission at any time a student who does not meet the standards set by

## SEXUAL HARASSMENT POLICY

The institution have a vigorous sexual harassment policy, to assure a safe non sexual harassment environment.

All employees and students are advise their rights and how to proceed if sexually molested by writing addressing the situation and the person involved including witnesses.

## TABACCO, ALCOHOL AND DRUG ABUSE POLICY

As establish by the 1988 Law of alcohol and communities frees of drugs the alcohol promotes and environment of work and study to prevent the use of alcohol, drugs and any illegal substance in the school premises.

The possession , use, sale of illegal substance is not permitted. The Institution provides counseling services to those persons in need of orientation under an strict confidential manner. External resources are invited to the Institution to bring literature and orientation to students and personnel regarding drug abuse and available services in the community to prevent this problem.

## REFUND POLICY

### Rejects:

All rejeated application will receive total reimbursement .

### Cancellation procedure:

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

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 5% of the contract price of the program, but in no event may the school retain more than \$150.

**Total refund :**

The institution will refund all money paid in the following cases:

- a. Students whose admission application is rejected by the institution.
- b. Students that cancel their agreement in a period of three days after the signature of the same. This policy applies although the student has began the classes.
- c. Registered students that have not visited the school facilities previously and decide to cancel during the first three days after classes began, orientation and/or visits to the facilities and working team of the institution

Refund is based on the quantity of schedule clock hours in the student's program at the time of withdrawal.

Each Program offered in the institution have a clock hour design, it is the sum of hours in diary assistance. To determine the percentage of the period completed, the institution going to divide the clock hours schedule to have been completed as of the withdrawal date in the period by the total clock hours in the period:

First 59% of the period: If the student withdrawal after starting classes, but within 60% of the registration period, the institution returns the money-based pro-rated charges applicable to the period less a \$100.00 administrative fee or 5% of the fees applicable to the registration period, whichever is less.

60% - 100%: If the student withdrawal then completes 60% of the registration period the institution will retain 100% of the costs applicable to the registration period.



Attend time is defined as the time between the date of begin classes and last day of physical attendance at the institution. The institution shall refund no later than 30 days from the date of the determination of withdrawal even if the student has not claimed the payment of the same.

The cost of the equipment and books are independently the student's responsibility and consequently they don't always figure in the refund. If the institution closes, and not continuous giving classes after the student had registered, in the event of the cancellation of the program, the student is entitled to receive a full refund by installments of all the paid money.

## STUDENT SERVICES

The institution promotes the development of good study habits among it's students for this reason the institution will offer the following services.

1. Counselling Program – Our institution evaluates the needs of each student and refers students to third-party counseling services when applicable.
2. Tutoring – A plan for make – up time due to absences as well as a program for tutoring will be available.
3. Placement – Information on employment opportunities and will assist the students in how to search for employment.
4. The Institution will keep the students informed on economic aids available.

## **COUNSELLING**

The academic needs of each student are evaluated by the academic director and if necessary will refer to the services of an independent academic counselor..

## **TUTORSHIP**

Students with poor academic performance or who needs make – up work may arrange with his/her professor and the authorization of the Academic Director for a corrective plan.

## **EMPLOYMENT**

The Institution does not guarantee employment to any of the students, however the Institution will provide employment information , vacancies and any other pertinent assistant toward employment.

## **ECONOMIC AIDS**

The Insitution will made available to the students all information pertaining to economic aid.

## PROGRAMS OFFERED

The Institution offers the followings study programs:

Program	Total number of Clock Hours	Length of time in months	Academic Credential
Electricity	1,020	13	Certificate
Refrigeration & Air Conditioning	850	11	Certificate

### ELECTRICITY PROGRAM

#### EDUCATIONAL OBJETIVE

The objective of this program is to provide to the students the necessary knowledge and practical experience that qualify they to the exam of Electrician, according to the State Board Examination, and also prepared the student as an entry level electrician employment.

#### UNIT                      UNIT TITTLE

#### HOURS

E- 100	Regulations Norms & Licences	40
E- 101	Basic Electricity	80
EL-101	Basic Electricity Lab.	95
E- 102	Service entrance And measurements Equipment	50
EL-102	Service entrance And measurements Equipment Lab.	50
E- 103	Electric Plans	50

EL-103 Electric Plans Laboratory	50
E-104 Electric Circuit control Device	65
EL-104 Electric circuit Control Devices Laboratory	100
E -105 Electric Motors	60
EL-105 Electric Motors Laboratory	90
E- 106 Illumination	60
EL-106 Illumination Laboratory	30
E –107 Transformers Installation	60
EL-107 Transformers Installation Laboratory	50
E –108 Renewable Energy	40
E – 109 Board Examination Review	50
<b>Total hours</b>	<b>1,020</b>

**ELECTRICITY PROGRAM  
COURSE DESCRIPTIONS**

**E – 100 - Regulations, Norms and Licenses**

The students will discuss and analyze laws, rules and regulations which regulate procedures definitions and rules that apply to most electrical installations.

**E- 101 - Basic Electricity**

The students will learn about safety in these jobs, electric circuit components, circuit fundament, identifying conductors and identification of wiring symbols.

### **E- Lab. 101 - Basic Electricity Laboratory**

The students will learn about electrical circuit components wire sizes, conductor markings, tools for the electrician and the proper and safe use of them.

### **E - 102 - Service entrance and measurements equipments**

The unit consists of the study for service entrance components, service location conductors, grounding, conductor's power company wires, wire size and regulations, also the study of measurement tools.

### **E - Lab.102- Service entrance and measurements equipments**

The students will practice installation of different service entrance connections three phase system, multiphase system, transfer switch and other.

### **E - 103 - Electrical Plans**

The unit includes identification and handling of tools, materials and equipment for drafting and sketching, study of electrical symbols.

### **E - Lab. 103 - Electrical Plans Laboratory**

The students will practice following a residential wiring plan, using electrical wiring symbols.

### **E- 104 - Electric circuit control devices**

Include general principles use construed control circuits in AC & DC sources.

### **E - Lab. 104 - Electric circuit control devices**

The students will installed control systems according to the appropriate state local and national codes.

**E - 105 - Electric Motors**

Consist of the study of basics concepts of electromagnetism, Types of motors, installation of motors and repair of motors.

**E - Lab. 105 - Electric Motors Laboratory**

The student will practice serving and repairing electric motors, diagnosing problems and correcting factures.

**E - 106 - Illumination**

Consist of the study of principals and concepts in lightning according to the type of the structure following specifications of the national Electric code.

**E - Lab. 106 - Illumination Laboratory**

Students will practice installing, wiring computing electrical loads for different structures using HID, systems and other systems.

**E - 107 -Transformer Installation**

Includes the identification, description capacity, polarity protection and installation of transformers.

**E - 107 - Transformer Installation Laboratory**

Includes the practice of installing and electric substation with industrial transformers.

**E - 108 - Renewable Energy**

They discuss the various types of renewable energy production, as well as how to compute, connect and certify a renewable energy system

## E- 109 - Board Examination Review

Consist of reviewing all concepts in preparation for the Board of Electrician.

## REFRIGERATION & AIR CONDITIONING PROGRAM

### OBJETIVE

Upon completion the program it is expected that the student have developed basic skills and have acquired technical knowledge, which will allow him/ her to identify, install, repair, remove, replace, practice trouble shooting, fix and operate different electrical circuits and controls use in the refrigeration fields. The student will be prepared to take the required Examination for this occupation and will enable the student to perform as an entry-level refrigerator's employee.

UNIT	UNIT TITLE	HOURS.
RE AC 100	Introduction & Fundamentals	90
RE AC 101	Electric circuit & controls	40
RE AC 101 Lab.	Electric circuit & controls	50
RE AC 102	Welding	20
RE AC 102Lab.	Welding	70
RE AC 103	Domestic Refrigeration & Air conditioning	55
RE AC 103 Lab.	Domestic Refrigeration & Air conditioning	80
RE AC 104	Commercial /Industrial Refrigeration & A/C	90
RE AC 104 Lab.	Commercial Industrial Refrigeration & A/C	130
RE AC 105	Circuits & Electromagnetic controls	45
RE AC 105 Lab.	Circuits & Electromagnetic controls	65

RE AC 106	Bussines Administration	30
RE AC 107	Refrigeration & Air Coditining Automotive 40	
RE AC 108	Review	55
<b>Total Hours</b>		<b>850</b>

### **Course Description**

**REAC 100 - Introduction and fundamentals in Refrigeration and Air Conditioning**

The students will learn about this occupation, the job opportunities and possible advancement in this field, safety in the job, source of environment contamination and ways to prevent them, environmental laws, electric circuits and controls and techniques in detecting and repairing circuits and controls.

**REAC 101 - Electric Circuit & Controls**

The students will learn to identify different types of electric controls, parts and accessories, the tools and equipment used in detecting failures and to repairing circuits and controls.

**REAC 101- Electric Circuit & Controls, Lab**

The student will perform and practice by operating electrical circuits and controls used in refrigeration. They learn how to protect systems to improve or laterals regulators and different reducers. The student will use appropriate tools and equipment.



### **REAC 102 – Welding**

The students will identify different welding equipment and materials and will learn how to use these machine.

### **REAC 102 - Welding Lab.**

The students will perform different types of welding using gas, oxygen, will also cut metals, and will adjust and calibrate equipment and accessories used in welding.

### **REAC 103 - Domestic Refrigeration and Air Conditioning**

The students will identify tools, accessories and equipment used to install, repair, replace parts in windows air conditioning and will learn the proper use of these. They will also learn the norm of refrigeration.

### **REAC103 - Domestic Refrigeration and Air Conditioning Lab.**

The students will practice by installing windows air conditioners, they will detect failures in the systems and the appliance; they will repair compressors, condensers, verify circuits and will correct gas leaks and other failures.

### **REAC 104- Commercial /Industrial Refrigeration and Air conditioners**

The students will learn the installation and repairing commercial /industrial air conditioners. They will learn to provide maintenance service. The students will learn to identify and repair water coolers, and industrial scale air conditioners.

### **REAC 104- Commercial / Industrial Refrigeration and Air conditioners, Lab.**

The students will practice the removing, testing, installing, thermostatic expansion valves, temperatures valves. They will learning how to resolve trouble shoot in air

conditioners and will verify electrical circuits. The students will practice by using different tools and equipment to repair condensers, and units, different components of coolers, freezers, etc.

**REAC105- Electrical Circuits & Electromagnetic Controls**

The students will learn the use, functions and specifications of the different electrical circuits and electromagnetic controls.

**REAC105- Electrical Circuit & Electromagnetic Controls Lab.**

The students will practice drawing; diagrams of magnetic simple installation double control two stations.

**REAC 106- Business Administration**

The students will prepare estimates, budgeting, compare cost, prepare service cost, and will learn about good manners and ethics in business.

**RE AC107- Refrigeration & Air Conditioning Automotive**

The students will be able to inspect, diagnose, and repair air-conditioning of auto.

**REAC 108 – Review**

Consist of reviewing all concepts in preparation for the Examining State Board .

**TUITION AND OTHER EXPENSES**

Admission fee.....	\$25.00
Readmission fee.....	\$20.00
Transcription of Credits.....	\$15.00
Study Certification.....	\$10.00

PROGRAMS	COST
ELECTRICITY	\$9,100.00
REFRIGERATION & AIR CONDITIONING	\$7,800.00

## COMPLAINT PROCEDURES

If any student, instructor or staff member has reasons to complaint, this complaint shall be submmitted by writing to the Academic School Director, It must include a narrative report explaining the reason for the complaint, time and place of origin and the names of all persons involved.

The Academic Director will call all persons involved and will reach a decision after (10) ten working days of received.

If the complainant is not satisfied with the decision he/she may appeal to the school president within (10) working days.

The President will evaluate the situation and will decide and report his/her decision within (10) ten working days.

If the complainant is still not satisfy with the decision made by the President he/she may write to the following address and state his/her complaint to:

DEPARTAMENTO DE ESTADO  
OFICINA DE REGISTRO Y LICENCIAMIENTO DE INSTITUCIONES DE EDUCACION  
P.O. BOX 9023271  
SAN JUAN, PUERTO RICO 00902 -3271  
787-722-2121  
WWW.CE.PR.GOV

**STUDENT COMPLAINT PROCEDURE** Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 [www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org) A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at [https://www.accsc.org/Student Corner/Complaints.aspx](https://www.accsc.org/Student_Corner/Complaints.aspx). The following is an outline of the Commission's proce

## **BOARD OF DIRECTORS**

Héctor E. Galloza Santiago  
President

Rosa N. Rivera González  
Vice-President

## **ADMINISTRATION**

Francisco Medina  
Administrative Director

Enrique Muñiz Mejías  
Academic Director

Aida L. Perez  
Register and Finance

Sonia Santiago  
Financial Aid Officer

## FACULTY

Francisco Medina Vazquez  
Electrician

Juan M. Balbuena  
Electrician

Alesmi Vazquez  
Electrician

Ivan Rodriguez Ortiz  
Refrigeration Technician

PRESIDENT CERTIFICATION

I certify that the content information on the present catalog is correct and has been approved by the Board of Directors of the Institution.

Certify Corectly,

*Héctor E. Galloza Santiago*

Héctor E. Galloza Santiago  
President