

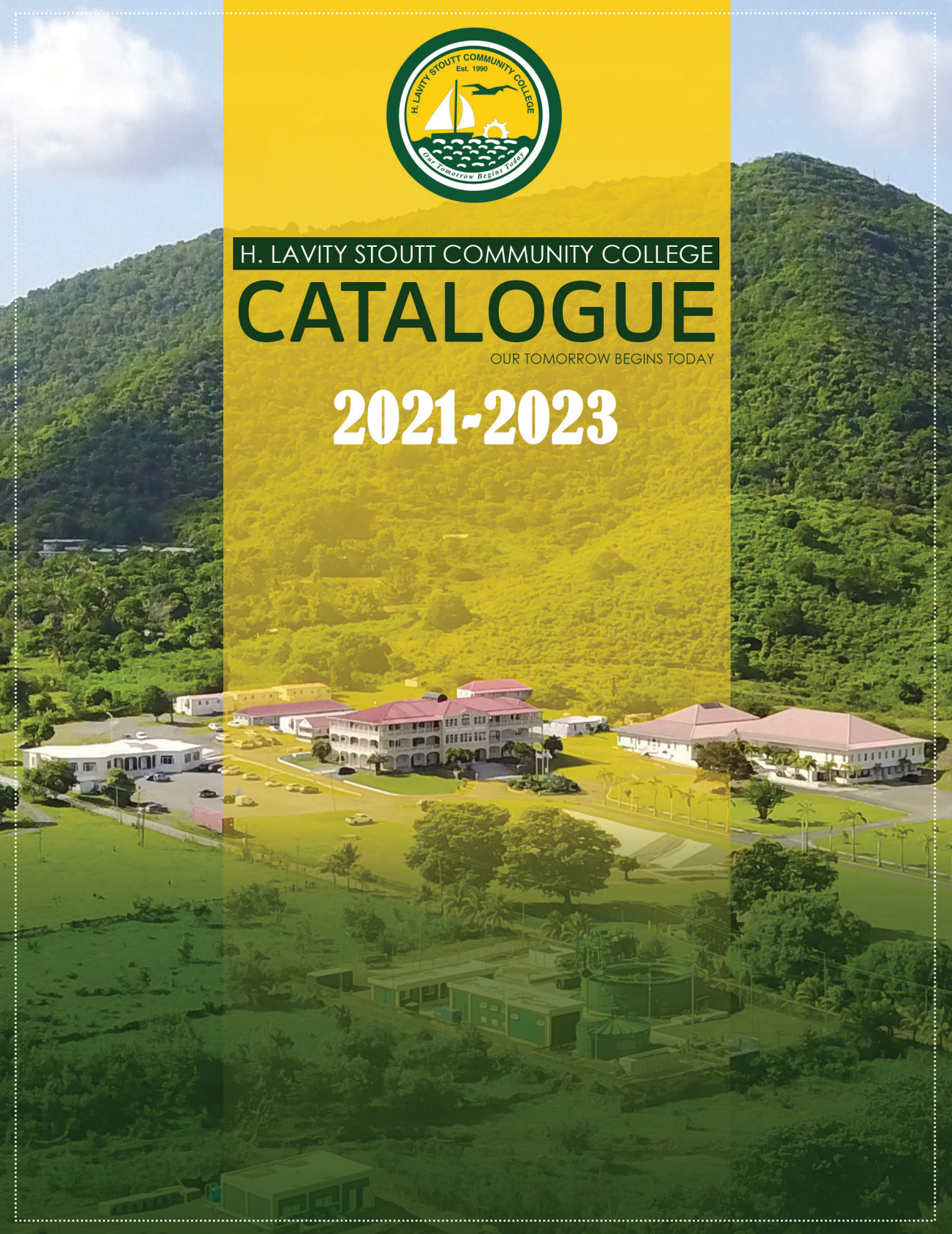


H. LAVITY STOUTT COMMUNITY COLLEGE

CATALOGUE

OUR TOMORROW BEGINS TODAY

2021-2023







STUDENTS AT HLSCC

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HLSCC CATALOGUE

The H. Lavity Stoutt Community College (HLSCC) catalogue is generally published every two years, although in some instances a catalogue may be published for one year. The information in this catalogue was current as of date of publication. Courses and curricular changes, course offerings, modifications of tuition and fees, requirements for graduation, plus unforeseen changes in other aspects of HLSCC's life sometimes occur after the catalogue has been printed. These changes may be incorporated in a later edition of the same publication or by addendum. This catalogue is therefore for informational purposes only and does not constitute an offer of a contract that may be accepted by students through enrolment at the College.

The College reserves the right to make changes at any time to course offerings, programme requirements, regulations, procedures, tuition, fees, and expenses that are considered desirable or necessary. Students should consult their academic advisors on matters that are related to academic programmes.

The College further reserves the right to impose probation, suspension, or expulsion on any student whose conduct or achievement is unsatisfactory. When a student is dismissed or suspended with cause, there will be no refund of tuition or fees paid.

Students by matriculating, and faculty and staff by accepting employment, agree to comply with and be governed by all current and future regulations. The information in this catalogue supersedes all previous regulations, including tuition and fees, previously published. Failure to read this catalogue does not excuse students, faculty, and staff from requirements and regulations described herein.

GENERAL INQUIRIES

All offices may be contacted at
(284) 494-4994 or (284) 541-3052 or (284) 852-7000

The switchboard is equipped to handle routine inquiries.
Should you require more specific information, you may be referred to the appropriate office.

Paraquita Bay Campus
P.O. Box 3097
Road Town, Tortola, VG 1110
British Virgin Islands
E-mail: info@hlsc.edu.vg

TELEPHONE NUMBERS

Centre for Professional Development (284) 852-7191

Dean of Arts, Science, and General Studies (284) 852-7192

Dean of Workforce Training Division (284) 852-7176

Facilities (284) 852-7157

Fiscal Services (284) 852-7096

Health Services Unit (284) 541-7187

Human Resources Department (284) 852-3106

Learning Resource Centre (Library) (284) 852-7038

President's Office (284) 852-7026

Registrar's Office (284) 542-8302

Student Success Centre (284) 852-7034

Virgin Gorda Centre (284) 542 4512 and 852-7054

EVENT

DATE

FALL SEMESTER 2022

Festival Holidays (Public Holidays)

Faculty & Staff Return to Office

New Student Orientation

New Student Registration

New Student E Learning and IT Learning

Registration for Returning Students-Online and Face-to-Face

Late Registration (Late Fee Applied)

Classes Begin

Last Day to Add Classes

Census Day

Last Day for Regular Withdrawal

General Assembly, Paraquita Bay

General Assembly, Virgin Gorda

Mid-Term Grades Due

Mid-Term Break

Heroes' and Forefathers Day (Public Holiday)

Student Evaluation of Faculty

Last Day for Late Withdrawal

Spring Application for Admission Deadline Int'l

Graduation 2022 Application Deadline

The 1949 Great March and Restoration Day

Pre-Registration Spring 2022-Online & Face-to-Face

Final Exams

Final Grades Due

Christmas Recess (Offices Closed)

Aug 02-04

Aug 05

Aug 10

Aug 11

Aug 12-13

Aug 16-23

Aug 24-27

Aug 25

Aug 31

Sept 10

Sept 22

Sept 28

Sept 29

Oct 08

Oct 15

Oct 18

Oct 19-21

Oct 26

Oct 29

Oct 29

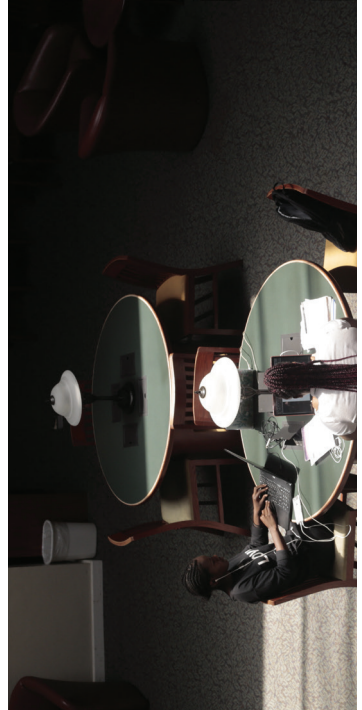
Nov 22

Nov 10-23

Dec 08-17

Dec 21

Dec 27-31



EVENT

DATE

SPRING SEMESTER 2023

Faculty and Staff Return to Office	Jan 03
New Student Orientation	Jan 10
New Student Registration	Jan 11
New Student E Learning Training	Jan 12 -13
Registration for Returning Students	Jan 12-20
Late Registration Begins (Late Fee Applied)	Jan 23-27
Classes Begin	Jan 23
Last Day to Add Classes	Jan 27
Census Day	Feb 10
Graduation Application Deadline (Late Fee Applied)	Feb 17*
Last Day for Regular Withdrawal	Feb 17
General Assembly, Paraquita Bay	Mar 01
General Assembly, Virgin Gorda	Mar 02
H. L. Stouff Memorial Holiday*	Mar 06
Mid-term Grades Due	Mar 17
Spring Break	Mar 20-24
Last Day for Late Withdrawal	Mar 24
Student Evaluation of Faculty	Apr 03-14
Good Friday (Public Holiday)*	Apr 07
Easter Monday (Public Holiday)*	Apr 10
Pre-Registration Fall 2023	April 03-14
Fall Application for Admission Deadline (Int'l)	April 28
Final Exams	May 08-17
Final Grades Due	May 19
Whit Monday (Public Holiday)*	May 29
Graduation	June 08
Fall Application for Admission Deadline	Jul 31*

SUMMER SEMESTER 2023

Classes Begin	Jun 07
Last Day to Add Summer Classes	Jun 09
Sovereign's Birthday (Public Holiday)	Jun 10
Last Day for (Reg) Withdrawal of Classes	Jun 17
Virgin Islands Day (Public Holiday)	Jul 04
Last Day for Late Withdrawal of Classes	Jul 05
Final Exams—Summer	Jul 19-20
Final Grades Due	Jul 27
Fall Application for Admission Deadline	Jul 29
*Dates to be confirmed	

Note: The academic calendar is subject to periodic review and revision. Please check with the Registry or the College's website to determine if changes have been made.

CURRICULAR AUTHORISATION

H. Lavity Stoutt Community College was established under the British Virgin Islands Community College Act of 1990 and is authorised by action of its Board of Governors, pursuant to Section 16, to confer such academic degrees and other qualifications as are usually conferred by similar institutions in those fields of education authorised by the Act, that is to say:

Arts, Sciences and General Studies

Business and Management Studies

Computer Studies

Health Sciences

Marine Studies

Hospitality Management

Teacher Education and Educational Administration

Technical Education and Management Studies

Virgin Islands Studies

And in such other fields of education as the Minister may from time to time determine.

ACCREDITATION AND MEMBERSHIPS

The H. Lavity Stoutt Community College is regionally accredited by the Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801. (267) 284-5000.

HLSCC is a member of or maintains memberships in the following organisations:

- American Education Certification Association (AECA)
- American Boat and Yacht Council (ABYC)
- American Hotel Lodging Educational Institute (AHLEI)
- Association of Caribbean Tertiary Institutions (ACTI)
- Association of Community Colleges Trustees (ACCT)
- Association of Certified Chartered Accountants (ACCA)
- Association for Institutional Research (AIR)
- BVI Chamber of Commerce and Hotel Association (BVICCHA)
- Chartered Management Institute (CMI)
- Chartered Governance Institute UK & Ireland (CGI)
- College and University Professional Association of Human Resources (CUPA.HR)
- Council on Higher Education (CHEA)
- EDUCAUSE
- National Association of College and University Business Officers (NACUBO)
- National Centre for Construction Education and Research (NCCER)
- National Technical Honour Society (NTHS)
- North American Board of Certified Energy Practitioners (NABCEP)
- Phi Theta Kappa (PTK) International Honour Society for the Two-Year Colleges
- Royal Yachting Association (RYA)
- The US-UK Fulbright Commission
- UK Maritime Coastguard Agency (MCA)

BOARD OF GOVERNORS

Professor Emeritus Arthur Richardson	<i>Chairman</i>
Dr. L. Sauda Smith	<i>Deputy Chairman</i>
Dr. Richard Georges, <i>ex-officio</i>	<i>President</i>
Mr. Kenneth Baker	<i>Member</i>
Mrs. Adenike Sicard-Flax	<i>Member</i>
Mrs. Lynette Harrigan	<i>Member</i>
Mr. Hakim Creque	<i>Member</i>
Mrs. Paula Trotman-Hastings	<i>Member</i>
Mr. Derek Dunlop	<i>Member</i>
Ms. Deann Parsons	<i>Member</i>
Mr. Colin O'Neal	<i>Member</i>
Dr. Anthony Layne	<i>Member</i>
Mrs. Shanica Maduro-Christopher	<i>Member</i>
Dr. Marcia Potter, <i>ex-officio</i>	<i>PS MECYAS</i>
Mr. John Williams	<i>Member</i>
Mrs. Florence Phillips	<i>Board Secretary</i>

PRESIDENT'S CABINET

Richard Georges, Ph.D., <i>President</i>
LuVerne Baptiste, Ed.D., <i>Vice President, Operations and Quality Assurance</i>
Arlene Smith-Thompson, Ed.D., <i>Vice President, Academic Affairs</i>
Elenore George, MBA, <i>Bursar</i>
Janice Dawson, BSc., <i>Registrar</i>
Patricia Johnson, Ph.D., <i>Director of Planning and Institutional Research</i>
Steve Lennard, Ph.D., <i>Director of the Virgin Gorda Centre</i>
Marva Wheatley-Dawson, MBA, <i>Dean of Workforce Training</i>
Jasmattie Yamraj, Ph.D., <i>Dean of Arts, Sciences, and General Studies</i>
Alesia Hamm, MBA, <i>Human Resources Manager</i>
Debra Hodge, BSc, <i>Director of Student Life</i>
Andrea Hamm, MS, <i>Director of Student Affairs</i>
Billy Lettsome, BSc, <i>Director of Information Technology</i>
Harmony Turnbull, MA, <i>Director of Communications, Marketing and Public Relations</i>
Sherrine Augustine, DBA, <i>President of the Faculty Association</i>
Marquese Maduro, BSc, <i>Director of Facilities</i>
Sarai Smith, BA, <i>Cabinet Secretary</i>



HLSCC AT A GLANCE

Serving primarily the residents of the British Virgin Islands, the H. Lavity Stoutt Community College (HLSCC) is a Government-sponsored, comprehensive, degree-granting community college with one main campus on the larger island of Tortola and a smaller centre on Virgin Gorda. With a range of degree and certificate programmes, affordable tuition, and outreach, HLSCC offers educational opportunities to the citizens of the British Virgin Islands. By attending HLSCC, students receive the quality education and training necessary to obtain good jobs, transfer to four-year institutions, upgrade skills, or acquire new ones to be competitive in the global marketplace. The College's Centre for Professional Development (CPD) partners with local businesses and industries to offer cost effective, state of the art contract and customised training, other workforce development training, industry certifications, and lifelong learning opportunities. The Robert Mathavious Institute (RMI) for Financial Services offers certification with external bodies to prepare industry professionals for work placement. HLSCC also offers English as a Second Language (ESL) instruction to students wanting to strengthen their language skills and Adult Basic Education to those wanting to gain literacy skills. These programmes contribute significantly to the British Virgin Islands economic and workforce development initiatives.



A SHORT HISTORY

H. Lavity Stoutt Community College (HLSCC) was established in 1990 as the British Virgin Islands Community College under the College Act of that year. The institution was subsequently renamed in honour of the founding Chairman of the College, the late Chief Minister, Hon. Hamilton Lavity Stoutt.

The concept of the British Virgin Islands Community College had been developed as far back as 1982 by the founding Chairman. A Focus Committee, chaired by the late Dr. Norwell Harrigan, was organised to hold discussions with the general public and to obtain feedback on the viability of an institution of tertiary education for the British Virgin Islands. Preceding the establishment of the College, a College Project Office was opened in January 1989 and staffed by Mrs. Eileene Parsons, who later became the Registrar/Bursar of the College. Dr. Nolen Ellison, President of Cuyahoga Community College, in consultation with Dr. Janet Smith also of Cuyahoga, used the report of the Focus Committee as a critical component of the resource materials necessary to get the College Project off the ground. On recommendation of Drs. Smith and Ellison, four Task Forces were instituted to begin the preliminary planning stages at the College.

The inaugural meeting of the first Board of Governors took place on 10th March 1989. At that meeting, an Executive Committee was appointed to manage the daily operations of the College. That same year saw the appointment of Dr. Theodore Provo as President, rental of classroom space, and approval of the College's initial curriculum. Dr. Charles Wheatley succeeded Dr. Theodore Provo as President on 1st February 1991. Dr. Michael E. O'Neal was appointed third President on 1st August 2005 and served until 31st December 2008. Dr. Karl Dawson was appointed fourth President on 1st August 2009. Dr. Janet Smith was appointed fifth President on 1st August 2016. Mrs. Judith Vanterpool, MSc, MBA was appointed sixth President on 1st August 2018. The current President, Dr. Richard Georges, was appointed on 1st October 2020.

On 15th August 1993, the College moved from its original location in Road Town to its current campus at Paraquita Bay. The College is now in its third decade and continues to exhibit

steady growth. Whereas it began its operations in 1990 with 135 students, steady increases have brought the number enrolled to 617 students as of Spring 2021. The College's growth is also reflected in the continuing development of existing academic programmes and the creation of new offerings to address identified needs. In the hospitality studies area, the College launched a Culinary programme in collaboration with the New England Culinary Institute in 2000. Recognising that the financial services sector of the economy is a particularly dynamic one, HLSCC launched the Financial Services Institute in 2002 now known as the Robert Mathavious Institute for Financial Services. In November 2004, the College, in collaboration with the UK-based Chartered Management Institute, began offering their Certificate, Diploma and Executive Diploma in Management.

The College's Virgin Islands Studies Institute, established in 1997 to serve as a source of information and analysis on the Virgin Islands, continues to encourage and stimulate research on Virgin Islands heritage. In keeping with its commitment to enhancing appreciation of the cultural and the aesthetic, the College mounts a vibrant Performing Arts programme, incorporating "Classics in the Atrium," "Jazz Showcase," and the annual British Virgin Islands Summer Arts Institute. Through articulation and other collaborative arrangements with external tertiary institutions such as the University of the Virgin Islands, Wright State University, Missouri Southern State University, and the State University of New York at Buffalo, the College has delivered Baccalaureate and Master's degree programmes in such areas as Education, Business Administration, and Nursing.

COLLEGE'S VISION

As a premier regional institution, H. Lavity Stoutt Community College empowers students to pursue meaningful lives and careers and to value empathy, honesty, and integrity.



COLLEGE'S MISSION

H. Lavity Stoutt Community College changes lives by providing a learning experience that cultivates excellence, intellectual curiosity, community, and a spirit of stewardship.



HLSCC fulfills its mission by:

- Providing high quality academic programmes, courses, and instruction.
- Offering high-quality continuing education programmes and courses.
- Providing services and activities that support individual student success.
- Cultivating community connections that not only support the college but also create opportunities for the college to serve the community.
- Cultivating a college culture that uses assessment results to improve institutional effectiveness.

CORE VALUES

These core values represent current and desired beliefs that are shared among the employees at the College. They represent ideals that are expected to guide the behaviour of all College employees, hence the conduct of all areas of operations at the College. These core values are:



Student Centredness

By honouring the needs, goals, learning styles, and unique experiences of our students.

Responsiveness

By identifying and responding to education and training needs and opportunities.

Respect and Tolerance

By embracing ethnic, cultural, and national diversity, inclusivity, and mutual respect.

Accountability

By disclosing how well and in what ways we are accomplishing our mission.

Integrity

By encouraging the free exchange of ideas and embracing honesty, fairness, personal responsibility, and ethical behaviour.

High Standards

By providing high quality, innovative, and flexible teaching and learning opportunities.

Data Driven Decisions

By valuing objective decision making.

Cooperation

By valuing and encouraging teamwork, resource sharing, and internal as well as external partnerships.



PRESIDENT'S MESSAGE

H. Lavity Stoutt Community College started with a vision – a vision that continues to be realised with each passing day that HLSCC opens its doors to students and the wider community of the British Virgin Islands. We remain committed to that vision and to preparing our students to enter the working world or transfer to complete their baccalaureate degrees.

We are delighted that you have chosen HLSCC as the next step in your academic journey and pledge to work with you in the pursuit and achievement of your professional and personal goals. With a range of degree and certificate programmes, a dedicated faculty and staff, affordable tuition, and beautiful serene surroundings, HLSCC offers educational opportunities to all citizens of the British Virgin Islands. By attending this institution, you will receive the quality education and training necessary to seek employment, further your education at four-year institutions, improve your skills, or acquire new ones to compete in the global marketplace.

As a proud alumnus and former lecturer, I am honoured to build upon this institution's impressive legacy. We will continue to focus on maintaining and improving the high-quality instruction found in our programmes, and expanding the services we offer to our students.

In this catalogue, you will read about our admissions process, programmes of study, student support services, workforce development initiatives, and what expectations are held by the institution for your time with us. We encourage you also to visit our website or contact us directly at any time that you may have questions.

Thank you for considering HLSCC. We are excited to welcome you to the place where your tomorrow begins today.

Richard Georges, Ph.D.
President



CAMPUS FACILITIES

H. Lavity Stoutt Community College has a Main Campus which is located at Paraquita Bay, Tortola. Buildings on the Main Campus include the Main Building, Academic Services, Health Services, the Learning Resource Centre (Library), Student Success Centre, Eileene L. Parsons Auditorium, Cafeteria, the Centre of Applied Marine Studies and the Culinary Arts Centre. HLSCC is easily accessible by public transportation.

The Main Building houses administrative offices, information technology, facilities, classrooms, computer laboratories, science laboratories, faculty lounge, a conference room, distance learning facilities, and an Atrium.

The Academic Support Building houses the Registry Office, Fiscal Services, cashier, faculty offices, academic administrative offices, desktop publishing, a photocopying room and the media room.

The Health Services Building houses classrooms, faculty offices, and the healthcare unit.

The Centre for Applied Marine Studies houses a Maritime Museum, marine laboratories, technical laboratories/workshops, classrooms, workforce administrative offices, the Robert Mathavious Institute, and a conference room.

The Culinary Arts Centre houses faculty offices, kitchen laboratories, and a classroom.

The Learning Resource Centre (Library)

Located at the HLSCC Paraquita Bay Campus, the Learning Resource Centre (LRC) serves as the main college library and houses approximately 25,603 books and other information resources and carries over 2,027 periodical subscriptions. Its holdings provide support



for both academic and technical programmes. The HLSCC LRC services include: general lending, reference and referral services, a small collection on Virgin Islands History, Caribbean materials, the Island Resources Foundation Collection (environmental and social sciences topics) and a Special Collection named in memory of the College's founder the Hon. H. Lavity Stoutt.

In addition to traditional library facilities, the LRC also offers access to electronic resources via cyberspace, photocopying, conference room facilities and audio-visuals for individual and class use.

Virgin Gorda Centre

The Virgin Gorda Centre is the arm of the H. Lavity Stoutt Community College that exists primarily to serve the Virgin Gorda community. It is located in The Valley, Virgin Gorda in the Enid Pickering Building. The Centre regularly offers courses from among the General Education section of the College's curriculum and other programmes as demand requires. The Centre is also responsible for general community outreach in that location.

The Centre is staffed by a Director and a small team of administrators and faculty. All College students can access the facility, which includes classrooms, a computer laboratory, library/bookstore, multi-media room, distance learning facilities and a student centre. Most courses are taught in the classroom or via blended learning.

Linkages with External Organisations and Institutions

Over the years, HLSCC has worked with several external organisations and institutions to facilitate a smooth transfer of credits for our students who desire to pursue further education. These linkages have occurred regionally, as well as in the United States, Canada, and the United Kingdom. While accreditation by the Middle States Commission on Higher Education has greatly helped this process, HLSCC remains committed to assisting our students, and continues to maintain existing linkages and build new ones.



TERMS AND DEFINITIONS

ACADEMIC YEAR

The academic year at the H. Lavity Stoutt Community College runs from 1 August to 31 July and is made up of two semesters i.e. Fall Semester and Spring Semester. Each semester comprises sixteen (16) weeks of instruction - inclusive of holidays and examinations. H. Lavity Stoutt Community College also offers a Summer semester of six (6) weeks of instruction.

PROGRAMMES OF STUDY

This is an area of knowledge in which college courses are studied; for example, Business Administration, Human Services, and General Sciences. A programme of study is comprised of a series of courses designed to qualify the successful student for a certificate or degree.

ASSOCIATE OF ARTS (AA) DEGREE

This type of degree is best suited for transfer to a four-year college for many majors. In addition, the AA degree provides the most flexibility for students that are undecided about a transfer college or major. Depending on the area of concentration, the AA degree typically requires 45 credits of core (general education) coursework.

ASSOCIATE OF SCIENCE (AS) DEGREE

The Associate of Science (AS) degree is usually designed for students who plan to transfer to science programmes at universities after completing the first two years of study at the community college. The degree enables students to fulfil the undergraduate general education requirements of most four-year science degree programmes. Students who wish to focus on baccalaureate degrees in biological and environmental sciences, geology, natural science, chemistry or physics or engineering may consider this area of study.

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

This type of degree is designed for students who intend to enter the workforce immediately following graduation from their programme. Consequently, most AAS degrees require students to choose an area of emphasis or specialty early, so they are adequately prepared for entry-level career positions within a specific field following their graduation. However, since an AAS is intended to prepare students for a career, the degree typically requires the completion of a slightly larger number of credits than for an AA or AS degree. Additionally, much greater emphasis is placed on technical and career training throughout the programme.

CERTIFICATE PROGRAMME

A Certificate of Achievement is designed for students who plan to seek employment based upon the competencies and skills attained through these programmes of study. Certificate programmes require fewer courses than an AA or AS degree.

COURSE

An organised series of educational experiences planned within a field of study which may include lectures, discussions, demonstrations, laboratory exercises, field trips, on-the-job-training; for example, MAT204 – Further Algebra, Probability and Further Calculus.

GENERAL EDUCATION COURSES

These courses are designed to help students master basic skills that are important for both personal and professional development. General education courses will help students to develop critical thinking, problem solving, communication, and foundational computing skills, as well as the ability to efficiently process quantitative data. Areas of study typically include computer literacy, mathematics, oral and written communication, natural sciences, and social sciences.

SEMESTER HOUR/REGISTERED CREDIT (CR)

The semester hour is a unit of measurement for college work. Fifteen (15) contact hours of instruction are equivalent to one (1) semester hour.

NON-CREDIT COURSE

A course in which the semester hours completed do not result in the awarding of college-level credit.

EARNED CREDITS

Number of semester hours obtained if a credit course is completed successfully.

CREDIT COURSE

A credit course is one in which the semester hours completed are at the college level and successful completion results in the awarding of college-level credit.

QUALITY POINTS (Q.P.)

The result of Grade Points multiplied by the number of semester hours for one course.

GRADE POINTS (G.P.) 1.0-4.0

The numerical value of 1.0 – 4.0 is assigned to the letter grades D - A+. Letter Grades or Grade Points represent the achievement of a student within a credit course.

GRADE POINT AVERAGE (G.P.A.)

The result of the sum of quality points divided by the sum of semester hours in one semester provides the Grade Point Average (GPA). This figure represents the average achievement of a student within one semester and is shown within the SEMESTER TOTALS of the Student Grade Report. (The average achievement of the overall study is shown as TOTALS TO DATE in the Student Grade Report.)

Course	Grade	Grade Point	Credit Hours	Earned Credits	Quality Points	Grade Point Average
Semester 1						
BUS 110	B+	3.0	3	3	9	
ENG 104	C+	2.0	3	3	6	
MAT 110	A	4.0	4	4	16	
Totals			10	10	31	3.10
Semester 2						
SPA 100	A	4.0	3	3	12	
BUS 100	B	3.0	3	3	9	
Totals			6	6	21	3.50
Cumulative	Totals		16	16	52	3.25

ADMISSIONS

CRITERIA FOR ADMISSION AND OPTIONS FOR PARTICIPATION IN INSTRUCTIONAL OFFERINGS

The administration and faculty of the H. Lavity Stoutt Community College wish to ensure that all residents of the British Virgin Islands have access to avenues that assist in academic and career success through the provision of varying opportunities. The College has therefore established standards of admission to address a variety of educational backgrounds. The standards ensure that students are able to earn an Associate degree and transfer to a four-year school (general studies or transfer programmes), earn an Associate degree, certificate, or diploma in a field that prepares them for immediate employment upon completion of course requirements, benefit from college courses while enrolled in high school, or enrol in individual classes for personal enrichment.

ELIGIBILITY FOR ADMISSION

All applicants are strongly urged and encouraged to complete their high-school education before seeking admission to the College. The following options are available:

ASSOCIATE DEGREE PROGRAMMES

– AA, AS, AAS: Applicants can participate in associate degree programmes through several entry options:

- A student who has earned a high school diploma or equivalent is eligible to enter any associate degree programme, although the student may have to take a test to determine Mathematics and English placements;
- A student who has not earned or is unable to produce high school completion documentation can enter an Associate degree-level programme by enrolling in one of the College's Certificates of Achievement programmes. The student must sit placement tests in Mathematics and English and complete all pre-college courses indicated before taking any college-level course work. Once the student has completed all the programme requirements for the certificate programme with a minimum grade of 'C', the student then becomes eligible to pursue an Associate Degree of choice.
- Alternatively, a student without high school completion documentation wishing to enter an Associate Degree-level programme can apply as an Enrichment Student and enrol and complete 12 General Education credits with a minimum grade of 'C'. Once the student has completed the 12 credits, the student then becomes eligible to pursue an Associate Degree of choice.

International Students will have to submit a signed statement verifying adequate financial support to the College and may be required to submit TOEFL scores. A demonstration of proficiency in English may also be required.

• Certificate/ Diploma Workforce Programmes

Students who have not earned a high school diploma, and who wish to earn a certificate by

completing a group of courses that lead to, or enhance their immediate employment, will also be tested in reading, writing, and mathematics. They will be required to complete appropriate pre-college level courses to enrol in any course that is also part of a degree programme. In the case of short-term customised certificate programmes, there is no testing process unless the student wishes to enrol in a credit-bearing programme.

• Re-admitted Students

A re-admitted student is defined as any student who has not taken classes at HLSCC for two or more consecutive semesters (excluding the Summer Term). To return to the College to resume studies, the student must be in good standing and must submit a letter requesting to return to the College to resume studies. If a student has not taken classes for more than four consecutive semesters, the student will have to complete the College's application form. A re-admittance fee is charged.

• Students Transferring from Other Colleges

Students transferring from a post-secondary institution must have a minimum cumulative grade point average of 2.00. Courses recorded on an official transcript will be evaluated for acceptance as part of the student's desired educational goal at the College. To aid in this process, course syllabi are requested. A student must successfully complete a minimum of 50% of the required courses at the College to receive a degree from the College.

• High School Dual Enrolment

Students enrolled in high school may also qualify for concurrent enrolment at the College. Such students must be seniors and must be recommended by the designated high school official based on their academic performance and potential to benefit from advanced instruction.

• **Class Audit Provisions**

Residents of the community may register to “audit” any class that is offered for college credit without meeting the requirements stated above for admission to the college. Preference for credit classes is given to students registering for credit, and the cost of the class is the same for students wishing to audit. Registration to audit a class is made on an 'audit space-available basis'. College credit will not be available to the student who audits a course; and under no circumstances can a class completed for audit purposes subsequently be awarded college credit.

• **Enrichment Classes**

From time to time, the College offers classes that provide for personal enrichment. These non-credit classes do not require that participants meet any of the formal admission standards described above.

• **Lifelong Learning**

The College encourages individuals to continue the pursuit of knowledge throughout the life cycle and offers courses and programmes for personal, civic, and social purposes as well as for employment enhancement. These courses may take place in a variety of settings and may occur in or outside the formal education and training arenas. As these courses are designed to provide individuals with continuing educational opportunities, admission and participation standards may vary. Individuals who wish to change educational objectives after initial admission may be required to meet additional admission standards and follow additional procedures if appropriate to their revised intent.

A student who changes an area of study after being granted permission to enrol based on the intent recorded on their application will be required to respond to the admission standards and procedure appropriate to the revised intent.

WHEN TO APPLY

Fall Semester

International Applicants - August 25

Local Applicants - August 15

Spring Semester

International Applicants - January 20

Local Applicants - January 15

All applicants must:

- Submit a completed application form
- Pay a non-refundable application fee of \$25.00 USD for local students and \$35.00 USD for international students.
- Submit official documentation that verifies residency status. In the absence of appropriate documentation, applicants will be classified as non-residents.

APPLICATION PROCEDURE

The H. Lavity Stoutt Community College's Application for Admission Form should be completed and submitted to the Paraquita Bay Campus or the Virgin Gorda Centre with supporting documentation that verifies residency status and educational attainment, along with the non-refundable application fee.

It should be returned by the prescribed date for the attention of the Registrar's Office in person or via mail to P.O. Box 3097, Road Town, Tortola, British Virgin Islands VG1110 or P.O. Box 1201 The Valley, Virgin Gorda VG1150.

Once the Letter of Acceptance has been received, students may register in the approved semester according to the Registration schedule. Students may defer their application by notifying the Registrar in writing. Students may transfer from one College programme to another but must complete a Change of Programme Form with requisite approvals.

HLSCC reserves the right to accept or reject any student's Application for Admission without reason. Application Fees are non-refundable.

MATRICULATION CERTIFICATE

To be "officially" admitted to the College to pursue a degree or certificate, an applicant must meet the standards described above. The "Certificate of Matriculation" or letter of acceptance indicates that the standards have been met. Certain short-term, 'customised' certificate programmes that offer adults the opportunity to meet specific industry certification requirements do not provide a certificate of matriculation. In such instances, this information is noted in descriptions of the training materials along with other conditions of participation.

Under special circumstances, particularly where there may be a reasonable cause for suspicion that the security of members of the College community might be knowingly compromised, the College reserves the right to deny student admission to its programmes and services.

PLACEMENT TESTING

Placement tests in Math and English are administered to ensure students are placed in a course corresponding to their skill and knowledge level. Testing schedule information is provided to all students who are required to take them following receipt of their application. The test is administered through the Registry and Enrolment Management Office. Test performance results are shared with students as part of the course placement and advising process and are subsequently maintained as part of each student's record in accordance with the Registry's Record Retention Schedule.





REGISTRATION PROCESS

Once accepted to the College, and/or all outstanding financial obligations have been cleared, students may register for courses, following the 3-step registration process: Advisement, Registration, and Payment.

STEP 1 – ADVISEMENT

- View the Course Section Schedule to determine the availability of required courses and courses of interest.
- Discuss your semester preferences that correspond with your approved programme or degree audit with your academic advisor, inserting first choices and alternatives on your registration form, and acquiring your advisor's signed approval.
- The normal course load for a full-time student is 12 to 16 semester hours. Students who wish to enrol in more than 16 hours must obtain the written approval of the relevant Dean.

STEP 2 – REGISTRATION

- Register for approved courses during published registration dates.
- Registration takes place on a first-come-first-serve basis; where preferred courses are full, students should choose approved alternate courses, or request to be added to the waitlist.

- Waitlisted students will have the first preference if seats become available. However, a wait listing does not guarantee entry to a course. Only students who obtain course entry from the wait list will be notified.

STEP 3 – PAYMENT

Registration is not complete unless tuition and fees are paid. Tuition and fees are separate charges, both of which are payable at the time of registration. (For students who pre-register, payments are due two weeks before normal registration.) For students who register during regular and or late registration, tuition and fees must be paid by the second business day after the end of the ADD period. For students who register for a summer class, payment is due one week before the start of the summer class. Failure to do so will void the registration. Students with outstanding tuition balances and financial concerns can contact the Fiscal Services Department before the first day of classes. **Student Fees are non-refundable.**

TUITION AND FEES

Tuition and Fees are separate charges. All students are assigned to a specific category, which specifies which level of tuition the student is charged. Fees are standard for all students. Some fees, such as Science Lab Fees are refundable if a student withdraws from a class. Student Fees, however, are non-refundable.

Tuition, Fees and Classifications

	Category IA	Category IB	Category II	Category III
Tuition	TAP	\$55.00 per credit	\$105.00 per credit	\$110.00 per credit
Culinary Arts Tuition plus fees for General Education courses		\$147.00 per credit (68 Credits)	\$284.00 per credit (68 Credits)	\$318.00 per credit (68 Credits)
Criteria	BVIslanders Belongers Naturalised Citizens	HLSCC Employee (Student Fees only) HLSCC Employee's Spouse HLSCC Employee's Dependent Child under 18 years of age. Government Employees.	Individuals residing in the British Virgin Islands for seven years or more. Dependent child under the age of 18 whose parent has been residing in the BVI for seven plus (7+) years.	Individuals residing in the BVI for less than seven (7) years. Individuals in the Territory for the expressed purpose of attending HLSCC.

Application Fee:	
Local	\$ 25.00 (<i>one time</i>)
International	\$ 35.00 (<i>one time</i>)
Late Application (<i>Admission</i>) Fee	\$ 50.00 (<i>per application</i>)
Re-Admittance Fee (<i>Local</i>)	\$ 20.00 (<i>after absence of 4 consecutive semesters</i>)
Re-Admittance Fee (<i>International</i>)	\$ 30.00 (<i>after absence of 4 consecutive semesters</i>)
Registration Fee:	
New Students	\$ 215.00 (<i>one-time</i>)
Returning Students	\$ 135.00 (<i>per semester</i>)
Educational Resource Fee	\$ 250.00 (<i>per semester</i>)
Late Registration Fee	\$ 50.00 (<i>per semester</i>)
Replacement ID Fee	\$ 20.00 <i>per replacement</i>
Culinary Lab Fees:	
Year 1/Semester 1	
Knives	\$ 400.00 (<i>per year</i>)
Uniforms	\$ 300.00 (<i>per year</i>)
Food Lovers' Manual	\$ 50.00 (<i>per year</i>)
Internship	\$ 500.00 (<i>per year</i>)
Year 1/Semester 2 & Year Two	\$ 1,500.00 (<i>per semester</i>)
Science Lab Fee	\$ 40.00 (<i>per science course</i>)
Food Production Lab Fee	\$ 45.00 (<i>per relevant course</i>)
Payment Plan Late Fee	\$ 20.00 (<i>per month</i>)
Field Trip	Fee varies according to departments
Teaching Practice Fee	\$ 50.00 (<i>one term</i>)
Graduation Application Fee	\$ 90.00 (<i>includes regalia and one certificate</i>)
Late Graduation Application Fee	\$ 20.00 (<i>per application</i>)
Diploma Replacement Fee	\$ 100.00
Transcripts	
pick-up (<i>first one is free</i>)	\$ 15.00 (<i>each</i>)
on demand	\$ 20.00 (<i>each</i>)
E-Transcript	\$ 20.00 (<i>each</i>)
Mailed	\$ 18.00 (<i>each</i>) plus shipping
Letters	\$ 5.00 (<i>each</i>)
Copies of documents from file	\$ 2.00 (<i>per copy</i>)

REFUND POLICY

When a student withdraws from a course after the start of classes, only a portion of the tuition is refunded. The schedule for refunds is as follows:

FALL AND SPRING SEMESTER		SUMMER SEMESTER	
1st week	90% refund	2nd day	90% refund
2nd week	75% refund	3rd day	75% refund
3rd week	50% refund	4th day	50% refund
4th week	25% refund	5th day	25% refund
after 4th week	NO REFUND	after 5th day	NO REFUND

OFFICIAL REGISTRATION AND COURSE MEMBERSHIP

An official registration is the acceptance by the Registrar and the Bursar of an individual's course registration form with the appropriate amount of tuition and fees. Students are not members in any course or class until their names appear on the official class roster or the lecturer has received official evidence of registration from the Registrar. The students remain members of a class until grades are reported or until they withdraw from the course or until if for any reason, they are suspended from class.

ADDING/DROPPING A COURSE

Students who have registered for a course(s) may subsequently require a change. To add a new class to their current schedule, students must meet with the assigned advisor for approval. If a student desires to drop a class from the current schedule prior to the commencement of classes, only the signature of the advisor is needed. If, however, classes have already been in session, the student will require the signature of the lecturer. Students are advised to monitor and adhere to the stated deadlines.

STUDENT ADVISORS

Each student shall have an advisor assigned by the appropriate Dean. The number of students assigned to a lecturer as advisees should be decided by the appropriate Dean in consultation with the Department Head and lecturer after the lecturer's instructional, committee, sponsors and other loads have been determined. The advisor should in all cases be informed before the student is subjected to major discipline and consulted before registration is changed. On the request of either the lecturer or the student, or for some other reason, the Relevant Dean may change the student's advisor.

STUDENT REGISTRATION ASSISTANCE

In selecting courses, students can benefit by contacting at least the following representatives of the College: (a) the student's advisor who should be consulted before registration and before any change in registration, and whose approval is necessary in each case; (b) the Registrar whose approval is necessary in connection with the registration and each change; (c) the student may appeal the advisor's or the Registrar's decision to the relevant Dean.

GRADUATION

The College holds an annual graduation in the month of June, and prospective graduates must apply by November of the previous year. Students are required to see their academic advisors during this process.

GRADUATION REQUIREMENTS

Students enrolled in certificate and degree programmes must satisfy certain requirements to qualify for graduation. In addition to the academic qualifications outlined below, students must meet other obligations, as determined by the College, to participate in graduation activities, and/or receive their degrees or certificates. Typical examples include fulfilment of all financial obligations, return of library material, and completion of required tests and surveys.



ASSOCIATE DEGREE PROGRAMMES

- Sixty (60) credit hours are required as a minimum for the Associate Degree. The student must successfully complete all courses for the degree, having obtained no grade lower than a C for the programme requirements, as outlined in the College catalogue.
- The student must attain an HLSCC cumulative grade point average of at least 2.0.
- A student must complete a minimum of 50% of the required courses at HLSCC to receive a degree from the College.

CERTIFICATE OF ACHIEVEMENT PROGRAMMES

- Fifteen (15) credit hours are required as a minimum for the Certificate of Achievement. The student must successfully complete all courses for the certificate, having obtained no grade lower than a C-.
- The student must attain an HLSCC cumulative grade point average of at least 2.0.
- A student must complete a minimum of 50% of the required courses at HLSCC to receive a certificate from the College.

CANDIDACY FOR DEGREES

During the Fall Semester, students are invited to apply for graduation at the Registry. When students apply for graduation, the Registrar receives the applications and prepares, after the deadline, a list of applicants and the certification sought. At the beginning of the Spring Semester, the Deans, in collaboration with Department Heads, prepare a preliminary list of potential candidates for graduation. This list comprises all candidates that have completed or are due to complete requirements for graduation from their respective programmes. Each applicant is then informed, by letter from the respective Dean, of his or her status regarding eligibility for graduation. The Relevant Dean then presents the list of acceptable candidates to the President's Cabinet for conditional approval at least eight weeks before graduation. The final graduation candidate list is submitted to the President's Cabinet for final approval one week before graduation. The approved list of candidates is then posted, using Student ID numbers only, on campus bulletin boards and the Intranet.

ACADEMIC HONOURS

In recognition of superior academic standing, the College awards honours to students at the end of each semester, and at graduation.

SEMESTER HONOURS

A Deans' List, issued at the end of each semester, contains the names of **full-time students** who have earned a 3.40-3.74 grade point average and earned a minimum of 12 or more credits.

A Presidents' List, issued at the end of each semester, contains the names of **full-time students** who have earned a 3.75-4.0 grade point average and earned a minimum of 12 or more credits.

A Deans' List, issued at the end of each semester, contains the names of **part-time students** who have earned a 3.40-3.74 grade point average and earned 6-11 credits.

A Presidents' List, issued at the end of each semester, contains the names of **part-time students** who have earned a 3.75-4.0 grade point average and earned 6-11 credits.



GRADUATION HONOURS

In recognition of superior academic standing, the College awards honours to graduates. Graduating students are awarded the following based on a cumulative grade point average;

- *Cum Laude: 3.40 – 3.74*
- *Magna Cum Laude: 3.75 – 3.89*
- *Summa Cum Laude: 3.90 – 4.0*

PHI THETA KAPPA HONOUR SOCIETY

The Beta Omicron Sigma Chapter of the Phi Theta Kappa Honour Society was chartered on May 28, 2006 with 31 students. Today, the Beta Omicron Sigma Chapter has four advisors and over 500 members. The Chapter requires members to have at least 12 hours of degree course work and a minimum cumulative GPA of 3.4. However, to sustain membership, students must maintain a minimum GPA of 3.4. In addition to receiving the Golden Key membership pin and having membership noted on their

transcripts, members can apply for transfer scholarships to many educational institutions affiliated with Phi Theta Kappa.

NATIONAL TECHNICAL HONOUR SOCIETY

The H. Lavity Stoutt Community College's National Technical Honour Society was chartered on 12 October 2021. The first induction of members was held on 21 May, 2022 with 52 students.

Having served over 1 million member since its founding in 1984, the National Technical Honour Society is one of the highest accomplishments that can be bestowed upon a Career and Technical Education student. From celebrating these students to awarding nearly \$300,000 in scholarships each year, the National Technical Honour Society believes in rewarding excellence in workforce education and empowering and supporting students in their quest to master a skill and embark in a career that they love.

To be inducted into the honour society, students must maintain a grade point average of 3.00 or higher in their programme requirement courses and must complete 12 or more credits while pursuing an Associate's

ACADEMIC REGULATIONS AND POLICIES

LIMITATION OF COURSEWORK

In areas of study where the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. In certain subject areas where a pre-requisite is required, a time limit is needed to ensure the ability of the student to recall and understand material from the pre-requisite course. As such, HLSCC reserves the right to review courses for age relevance and to use discretion in their application towards degree/certificate requirements and the taking of subsequent courses.

LIMITATION OF PROGRAMME

All Associate Degree programmes must be completed within six years of the start date to ensure validity of credits for graduation. Students who exceed this time limit would be required to take or challenge the required courses to qualify for graduation.

LIMITATION OF CATALOGUE

Academic catalogues are typically revised every two years. Students shall not be allowed to graduate under any one catalogue if more than two revisions to a standard two-year catalogue have taken place since the student's initial entrance to the College. Students registering for the first time would be required to follow the current catalogue during the calendar year of their entrance to the College. When students change their programmes, the most current catalogue in effect at the time of the change would apply.

TRANSCRIPTS

An official transcript shall be issued upon written request of the student and payment of the necessary fee, provided the student's account is up to date. Official transcripts shall be sent directly to other colleges and

universities, employers, agencies, etc. A student copy will be issued upon request and payment of the requisite fee but will be stamped as "released to student."

TRANSFER OF CREDITS - IN

Students who have completed college course work at accredited or recognised post-secondary institutions may receive credit toward a certificate or degree from HLSCC. Students who wish a transfer credit evaluation must apply for admission to HLSCC and request that an official copy of their previous academic transcripts be sent to the Office of the Registrar. Official course outlines maybe requested to determine equivalency of courses.

TRANSFER OF CREDITS - OUT

H. Lavity Stoult Community College has linkages with many colleges and universities. Transfer students possessing an Associate Degree from HLSCC have been awarded up to two years advanced placement in their programmes by many US colleges and universities. Students wishing to apply for transfer to colleges and universities overseas may normally expect that their applications will be considered on merit on a course-by-course assessment of courses completed at the H. Lavity Stoult Community College. It must be borne in mind, however, that institutions differ with respect to their policies regarding credit transfer. Each institution will, therefore, determine the transferability of credits, depending upon the contents of the applicant's transcript and the requirements of the programme for which application is being made. Applicants should expect to supply the course descriptions (as they appear in the HLSCC catalogue) of those courses for which they wish to have credits transferred. Some institutions may require

additional information in the form of course syllabi, bibliographies, or samples of final examinations. These may be supplied upon receipt of written request to the College.

COURSE CANCELLATIONS

HLSCC builds its schedule of courses based on enrolment trends, economic development and community needs. The College may cancel any course at its sole discretion. Students affected by course cancellations should be notified and any tuition and fees paid by the student for a course cancelled by the College shall be refunded.

STUDENT CLASS ATTENDANCE

All students are required to attend and participate in all class meetings and laboratory sessions. It is the responsibility of students to know the College's attendance policy. Failure to attend class can result in dismissal from class. Drops or withdrawal must be processed through the Registrar's Office. Any student who stops attending a class without officially withdrawing may receive the grade of "F".

The College's mandatory attendance policy requires that attendance be recorded from the first day of class through the final exam and each class shall incorporate as part of its grading scheme an attendance component of no less than 5% and not to exceed 10% OR assess a penalty of no less than 5% and no more than 10% at the end of the semester. A student should maintain attendance of 80%. Special circumstances may arise and in all such cases it is the student's responsibility to contact his/her lecturer or Head of Department and the Student Success Centre.

DETERMINATION OF GRADES

The authority to determine grades rests with the lecturer of the course. For a student to pass any course taken he/she must complete

at least sixty percent of the continuous assessments given. The official grading system of the College should be adhered to at all times and courses should be taught for the specified number of hours within the semester. The Head of the Department and the relevant Dean of the College may counsel the lecturer regarding grading. In the cases where the Department Head is the lecturer, the relevant Dean may counsel the Department Head.

ACADEMIC APPEAL

Students who believe that they have been unfairly graded in a course or that they deserve an adjustment in their academic status may appeal, providing they follow proper procedure. A student's first step in such an appeal must always be to confer with the lecturer. If further steps are necessary, the student should consult with the Department Head. If the issue is not resolved the student should appeal to the relevant Dean, who may convene a committee to review the script and recommend a course of action. The relevant Dean's decision shall be final. Please note, however, that the relevant Dean must approve grades before they are official. Final examination scripts are the property of the College and shall not be returned to the student. However, all students have the right to view their graded final examination scripts.

CLASSROOM MANAGEMENT AND SUSPENSION OF STUDENTS FROM CLASS

Maintenance of classroom discipline is the responsibility of the lecturer. Problems of discipline which are particularly serious or involve an area wider than the classroom should be referred to the Director of Student Success Centre after consultation with the Department Head and the relevant Dean. In a case of serious or repeated

disorderliness, the lecturer who shall report the action to the Department Head shortly thereafter may suspend a student from the class. The Department Head should take the appropriate action and immediately refer the matter to the relevant Dean. The relevant Dean may not allow the student to continue class and if necessary, notify the Vice President.

REPORTING REVISION OF GRADES

Grades are due within seven days after the close of the regular scheduled examination period at the end of each semester under normal circumstances. Grades shall be validated and made official by the relevant Dean. Students can view official grades online via SONIS GradeBook.

In cases where a revision of a grade is needed, the lecturer must complete a Change of Grade Form and attach a written statement of the facts in the case for submission to the relevant Dean. A copy of the statement is forwarded to the Registry and should be placed in the student's file. This new information should be the basis for a corresponding correction in the record. Grades will not be revised after the end of the subsequent semester in which the examination was given.



ACADEMIC WARNING, ACADEMIC PROBATION, AND ACADEMIC SUSPENSION

All students are required to meet certain academic standards. Academic warning, academic probation, and academic suspension policies are designed to provide careful supervision of the programme of study and progress of the student. Failure to meet standards will result in a student being placed on academic warning, academic probation, or academic suspension. The minimum satisfactory grade point average at the College for normal progress and graduation is an overall "C" average (2.00 GPA) on all work taken at the College.

Academic Warning

Students will be placed on Academic Warning if they have attempted at least nine credit hours at the College and their cumulative HLSCC grade point average falls below 2.00. Students may be placed on Academic Warning only once during their matriculation at HLSCC. Academic Warning shall not become part of the official transcript.

Academic Probation

Students who have been placed on Academic Warning at any time during their matriculation at HLSCC will be subject to Academic Probation if they fail to maintain a 2.00 cumulative grade point average at HLSCC in any subsequent semester of attendance. Academic Probation shall become part of the official transcript.

Academic Suspension

Students who have been placed on Academic Probation at any time during their matriculation at HLSCC will be subject to academic suspension if they fail to maintain a 2.00 cumulative grade point average at HLSCC in any subsequent semester of attendance. Academic Suspension shall become part of the official transcript. Students who are subject to academic suspension will have their academic progress reviewed by the appropriate relevant Dean and will be notified in writing. A student's suspension may be for

a single semester or for a full academic year and may or may not include summer terms at the discretion of the appropriate relevant Dean. A second suspension will be for a minimum of a full academic year. Following academic suspension, the student must apply for readmission to the College. Readmission requires the permission from the appropriate Dean.

Students returning to the College following academic suspension are automatically placed on Academic Probation until they achieve a cumulative GPA of 2.0 or higher.

ACADEMIC FORGIVENESS

The Academic Forgiveness Policy allows for the calculation of a student's grade point average toward graduation to be based on work completed after returning to College and any previous qualifying credits. Credits may be transferred forward from previous work if they carry at least a 2.0 grade point average and qualify as pre-requisites toward programme and graduation requirements. Any HLSCC student not under citizenship suspension may apply to return to school at the end of a (4) four-year absence from the institution. Upon application to the programme, an audit will be conducted of the student's transcript and a course of study will be established. A special advisor will be assigned to the student to monitor progress and guide the student's re-entry into the college environment.

A student applying for Academic Forgiveness will be admitted on Academic Probation, and Academic Forgiveness will take effect only after successful completion of nine (9) credit hours and the attainment of a grade point average of 2.5 or higher. Although all prior grades will appear on the official transcript, only previous classes with a grade point average of 2.0 or higher that

meet College programme requirements will be calculated in the cumulative grade point average and carried forward for credit. Students who have successfully met the requirements of Academic Forgiveness will be eligible for all academic honours for which they qualify. The Academic Forgiveness Policy is applicable for a total of four courses, or a maximum of 16 credits.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are responsible for:

1. Awareness of all College Rules and Processes

- Students should seek advice from the Director of Student Affairs if they have any questions about the purposes or intent of College rules and processes.

2. Civil Conduct

- Students are expected to conduct themselves in a manner that is civil and reflects openness to educational experiences.

3. Academic Discipline

- Students are expected to give due time and attention to prompt and regular attendance at class meetings and activities, and ensure adequate preparation for meetings and assessments

4. Academic Honesty

- Students are expected to conduct academic affairs in an honest manner.
- Students are expected to refrain from dishonesty in academic issues and other misconduct that is seriously harmful to the objectives and ideals of other students or the institution.

5. Financial Obligations

- Students are expected to pay monies owed to the College in a timely manner.

Students have the right to:

1. A quality educational experience

- Students have a right to expect the H. Lavity Stoutt Community College to deliver educational experiences that enlighten, challenge, and prepare them for transfer to other colleges and universities and to lead lives of significance in changing global communities in accordance with the College's mission.

- Students should be given due time and attention to the prompt and regular meeting of classes and appointments as an ethical obligation of effective teaching and service and ensure adequate preparation and the delivery of current subject matter in the most effective manner.

2. Fair assessment of their work

- Students should be given a timely, just and unprejudiced appraisal of all their work in terms of whatever grading system may be commonly accepted throughout the institution and given the right to request a review of work and grades with faculty given as allowed by policy.

3. Professional working relationships

- Faculty, staff, and administrators should foster professional relationships with other students and faculty.

4. Credit for their contributions to academic work

- Students should be given credit for the use of student contributions in lectures and publications as well as for borrowed material from other sources, and under no circumstance should students be exploited.

5. Freedom of Expression

- Students should be able to express divergent views within the academic setting.

6. Freedom from Discrimination

- Students shall not be discriminated against because of age, sex, race, colour; religion, physical or mental disability, national origin, marital status, sexual orientation, pregnancy, familial relationship, expunged juvenile record, nor association with anyone of a particular race, colour, sex, national origin or economic status.

7. Privacy of Student Records

- Students have the right to expect that the College will abide by the regulations set out by local laws and accrediting bodies to maintain the privacy of their records and to regulate access to them.

- Students have the right to expect faculty and staff members to respect confidential information acquired about them during the course of work.

PREREQUISITES

There are certain prerequisite requirements for most courses. Requests to modify or waive these requirements should be made with the Head of the Department who shall consult with the relevant Dean.

COURSE EVALUATIONS

Continuous assessment shall take place throughout the semester. The final examination accounts for 25-40% of the course grade. There will be a final oral, written, or practical assessment for every course.

SUPPLEMENTAL EXAMINATIONS

A student who completes a course satisfactorily but fails to obtain a passing grade on the final examination which leads to an overall failure, may apply to take a final supplemental examination. The supplemental examination should be given and scored before the beginning of the ensuing semester. The Academic Department Head is responsible for the supplemental examination process.



GRADING SYSTEM

	GRADE	GRADE POINTS	PERCENT RANGE
Superior	A+	4.0	100
Outstanding	A	4.0	95-99
Excellent	A-	4.0	90-94
Very High	B+	3.0	85-89
High	B	3.0	80-84
Good	B-	3.0	75-79
Above Average	C+	2.0	70-74
Average	C	2.0	65-69
Below Average	C-	2.0	60-64
Weak	D	1.0	54-59
Failure	F	0.0	53 and under
Incomplete	I	0.0	
Withdrawn	W	0.0	
Withdrawn Passing	WP	0.0	
Withdrawn Failing	WF	0.0	
Administrative Withdrawal	WA		
Dropped by President's Permission	Q	0.0	
Audited	AU	0.0	



“I” is permitted if a student is unable to complete the work of the course within one semester for a valid reason such as illness, death in the family, an emergency, etc. It is not intended as a substitution for an **“F”** and does not entitle the student to attend a class during a subsequent semester. An incomplete must be made up by the end of the subsequent semester or it will be converted to an **“F”** automatically.

“W” indicates withdrawal from the course.

“WP” indicates the student is doing work that qualifies for a passing grade at time of withdrawal.

“WF” indicates the student is failing at time of withdrawal.

“AU” indicates the student audited the course and was not required to participate

in taking exams in the course. All required fees must be paid, regular attendance and completion of class assignments expected. No grades or credits will be issued. On transcript and cumulative records only **“AU”** will be recorded, and this will only be done after requirements are fulfilled.

Non-Credit Courses

Skills and Enrichment courses which are non-credit are given:

P - Pass or Permission to move to credit course, or

F - Failure

REPEATED COURSES

Students receiving an unsatisfactory grade in a course are allowed to repeat the course two times. Repeated unsuccessful attempts affect the student's GPA and may make the student subject to academic warning, academic probation, and academic suspension. If a course taken at the College is repeated at the College, the official grade is the highest letter grade earned although all grades appear on the academic transcript. The student is responsible for notifying the Office of the Registrar when a course is repeated. Only the highest letter grade earned in the repeated course will be used in computing the revised cumulative grade point average.

STUDENT WITHDRAWAL

Following the add/drop period and ending on the last day of the fifth week of classes during the Fall and Spring semesters, or a comparable period during a shorter term, students may elect to withdraw from any course by following the established procedures. The date of withdrawal for all purposes, including tuition adjustment, shall be the date of official withdrawal by the Registry. A withdrawal during this period will be reflected by a "W" on the student's transcript. If a student withdraws during the sixth through tenth week of the Fall and Spring semesters, or a comparable period during a shorter term, a grade of "WP" or "WF" will be recorded on the transcript. "WP" indicates that the student was doing work that qualifies or will qualify for a passing grade at the time of withdrawal. "WF" indicates that the student was failing at the time of withdrawal. There will be no withdrawals after the end of the tenth week of classes during the Fall and Spring semesters, or a comparable period during a shorter term.

Any student who experiences unusual hardship such as a serious medical condition may seek special consideration through a written petition to the President. Petitions should, where possible, be documented with supporting statements from a doctor, counsellor, or family member who has knowledge of the situation. "Q" indicates that if in the opinion of the President, the request is justified, a grade of "Q" (dropped by the President's permission) will be recorded on the student's transcript.

Students are reminded that they MUST follow the official withdrawal process if they do not wish to complete a course. Failure to do so may result in a grade of "F" on the student's official transcript.

A student who registers for a class but does not attend class up to the midterm period will be administratively withdrawn. No tuition or fees will be refunded.

STUDENT RECORDS AND INFORMATION -CONFIDENTIALITY AND RELEASE

The College supports the privacy of students by protecting information that is created, maintained, and used by its departments, and limits access to those administrative, faculty, and academic support staff who are deemed to require access to the information contained in student records in the course of their normally assigned duties. Students have the right to inspect their official records and authorise their release to an outside source by signing the Authorisation of Release of Information Form, available from the Registry. Using this form, a student can specify to whom the information is to be released. Without this authorisation, the College will not provide confidential student information, except for "directory information" and in special circumstances as enumerated below.

The only information the College makes publicly available from student records is that classified as “directory information” – that is, information that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes the following: student’s name, honours and awards, major field of study, dates of attendance, admission or enrolment status, campus, department, activities, and sports or athletic information. This information may be released freely unless the student files the Directory Withholding Information Form, available from the Registry, requesting their directory information not be released. There are certain conditions under which the College will release confidential student information, which are detailed in the Student Handbook.

Use of Student Photographs and Images

Recording major events is an important part of the life of any school. HLSCC captures information to maintain a visual record of its history and achievements. Part of this involves taking photographs, videos and voice recordings of students as part of the curricular and co-curricular activities provided by the College. The College assumes a student’s consent to group images that do not provide names unless the student notifies HLSCC in writing requesting not to be included in such images. Any images used on the College website will not give the full name of the individual student without seeking the approval of the student. It is each student’s individual decision whether or not to give his/her name to a member of the media who attends a school event.



STUDENT SUCCESS CENTRE

The Student Success Centre provides support services that promote and enable student success. The purpose of the Centre is to advocate for, provide, and facilitate the delivery of services designed to meet the academic support, and personal, and career development needs of students. Students will be served through a personalised and structured approach that includes:

- Basic Skills Assessment and Course Placement
- Academic Advising and Academic Tutoring
- Transfer Information and Planning
- Personal Counselling
- College and Life Skills Development
- Career Assessment and Counselling
- Health Care and Information
- Time Management Skills
- Resolution to Personal Difficulties
- Joining or Forming a Student Organisation
- Organising Student Activities
- Developing Leadership Skills
- Career Planning

Through the Student Success Centre, there will be overall access to information, social, leadership, and personal development activities offered through workshops, organisation, and other student-related opportunities.

SERVICES OFFERED

Academic Support Services

- Student Orientation
- Peer Mentor Programme
- Tutoring and Study Skills
- Student Advising

- Transfer Counselling

Personal Growth and Development

- Personal Counselling
- Transfer Counselling
- Student Activities and Special Events
- Student Success Seminars

Career Development

- Career Assessment
- Career Planning and Counselling

COUNSELLING SERVICES

Counselling services facilitate students' personal and academic growth and development. Professional services are available through personal and group counselling to help students explore effective ways to manage the problems and pressures in their personal lives.

Records that are the result of private counselling sessions shall be kept confidential and secure by the Student Success Centre. The Centre retains these confidential records for three years, at which time they are destroyed. Access to the information contained within these records must be granted by the Director of Student Affairs, who makes every effort to protect privacy rights unless in his/her professional judgment one or more of the following conditions exists:

- There is a risk of the student harming him/herself or being harmed.
- There is a risk of another person being harmed.
- There is a risk of a serious crime being committed.

TRANSFER/CAREER SERVICES

Student Success Centre provides transfer counselling services to students who plan to transition to four-year colleges, particularly those colleges that are in the United States, Canada, and the United Kingdom. The goal of providing this service is to assist students in successfully selecting and applying for matriculation at four-year institutions that will help the students to achieve their long-term goals, cater to their unique talents, and provide the collegiate experience that the students seek. The counsellor assists students with meeting transfer requirements by guiding them through the application process, giving keen attention to general education requirements and other standards that exist at foreign institutions.

THE OFFICE OF STUDENT LIFE AND SPECIAL EVENTS

The office of Student Life and Special Events, in support of the Student Success Centre is committed to providing each student with the essential support services required to ensure total student development and success. By working closely with the academic and administrative areas, as well as the Student Government Association, the Office of Student Life and Special Events aims to enrich the lives of our students, our college, and our community.

VICE PRESIDENT OF OPERATIONS

Campus Health Services

- Acute Illness Care
- Health Promotion and Wellness Care
- Health Maintenance Monitoring
- Weight and Height
 - Body Mass Index (BMI)
 - Blood Pressure
 - Blood Sugar
 - Urinalysis



- Women's Health
- General Health Counselling and Referrals
- Immunisation Referrals
- Self-Care Station
- Self-Monitoring, Education, and Support
- Other services sourced as needed.

NEW STUDENT ORIENTATION

New Student Orientation includes:

- Campus Tours
- Seminars
- Social Activities
- Parent Orientation
- Discussions with Faculty and Administration

STUDENT ORGANISATIONS AND ACTIVITIES

The following student organisations are available to students:

Archery Club
Computer Technology Club
Debating Club
Drama Club
Hospitality Club
Male Basketball Club
Newsletter Club
Media Club
Renewable Energy Club/Environmental Club
Spanish Club (Paraquita Bay and Virgin Gorda Centre)
Stingray Singers
Student Government Association
Teacher Education Club
Women of Power and High Potential (WOPAH)

OTHER SERVICES AND ACTIVITIES

Cultural programmes and community outreach such as the Performing Arts Series, Race Series, and the College Talent Extravaganza enrich campus life and are an important part of the college experience. Students who would like to join or form a student organisation should visit the Student Success Centre.

COURSE CODES

CODE MEANING

ACC	Accounting
AMS	Applied Marine Science
ANT	Anthropology
AUT	Automotive Technology
BIO	Biology
BUS	Business Administration
CHE	Chemistry
COM	Personal Development for College Success
CSC	Computer Studies
CUL	Culinary Arts
DAN	Dance
DMT	Disaster Management
DRA	Drama
ECN	Economics
EET	Electronic Engineering Technology
ENG	English and Communications
FLM	Film
FRE	French
HIS	History
HRM	Hospitality Management
HUM	Humanities
MAT	Mathematics
MUS	Music
OAA	Office Assistance and Administration
PAD	Public Administration
PER	Performing Arts
PHI	Philosophy
PHY	Physics
PSY	Psychology
SCI	Science
SEM	Seminars
SOC	Social Sciences
SPA	Spanish
TCS	Technical Studies
VIS	Virgin Islands Studies

CERTIFICATE AND ASSOCIATE DEGREE PROGRAMMES (credit programmes)

ENTRY REQUIREMENTS

Certificate programmes are open to all applicants even if they do not have or cannot produce high school completion documentation.

For Associate Degree Programmes, the following is required:

High School Certificate or equivalent OR

Completion of placement testing, precollege courses (if indicated) and Certificate of Achievement OR

Completion of placement testing, precollege courses (if indicated) and twelve (12) General Education credits.

SUMMARY OF PROGRAMMES

PROGRAMME / CONCENTRATION	DEGREE /CERTIFICATION	PRIMARY PURPOSE	CREDITS	DURATION for Full-Time Students
Accounting	Associate of Science	Workplace	60	2 years
Automotive Engineering Technology	Associate of Science	Workplace	65	2 - 2½ years
Business Administration	Associate of Arts	Transfer	63-65	2 years
Computer Studies	Associate of Science	Workplace	64-67	2 - 2½ years
Construction Technology	Associate of Science	Workplace	66	2 - 2½ years
Culinary Arts	Associate of Applied Science	Workplace	68	2 years
Disaster Management	Associate of Science	Workplace	68	2 - 2½ years
Electronic Engineering Technology	Associate of Science	Transfer	63	2 years
Engineering/Architectural Technology	Associate of Science	Workplace/ Transfer	67-68	2 - 2½ years
English	Associate of Arts	Transfer	61-62	2 years
Finance	Associate of Science	Workplace	66-67	2 - 2½ years
Food and Beverage Management	Associate of Science	Workplace	67	2 - 2½ years
General Science	Associate of Science	Transfer	62	2 years
History	Associate of Science	Transfer	63-64	2 years
Hotel Management	Associate of Science	Workplace	68	2 - 2½ years
Human Services	Associate of Science	Transfer	65	2 years
Humanities	Associate of Arts	Transfer	61-62	2 years
Land Surveying	Associate of Science	Workplace	64	2 years
Marine Technology	Associate of Science	Transfer	62	2 years
Mathematics	Associate of Science	Transfer	60	2 years
Mechanical Engineering Technology	Associate of Science	Transfer	62-63	2 - 2½ years
Performing Arts (Music, Drama, Dance)	Associate of Arts	Transfer	60-62	2 years
Small Business and Entrepreneurship	Associate of Science	Workplace	68	2 - 2½ years
PROGRAMME / CONCENTRATION	DEGREE /CERTIFICATION	PRIMARY PURPOSE	CREDITS	DURATION for Full-Time Students
Automotive Engineering Technology	Certificate of Achievement	Workplace	24	1 -1½ years
Business Administration	Certificate of Achievement	Workplace	21	1 year
Computer Studies	Certificate of Achievement	Workplace	18	1 year

Construction Technology	Certificate of Achievement	Workplace	21	1 -1½ years
Culinary - Baking and Pastry	Certificate of Achievement	Workplace	23	1 year
Culinary - Professional Cooking	Certificate of Achievement	Workplace	23	1 year
Disaster Management	Certificate of Achievement	Workplace	24	1 -1½ years
Electronic Engineering Technology	Certificate of Achievement	Workplace	22	1 -1½ years
Engineering/Architectural Technology	Certificate of Achievement	Workplace	21	1 year
Foreign Language	Certificate of Achievement	Workplace	15	1 year
Human Services	Certificate of Achievement	Workplace	15	1 year
Land Surveying	Certificate of Achievement		22	1 -1½ years
Marine Management and Safety	Certificate of Achievement	Workplace	21	1 -1½ years
Marine Management and Safety - Licensing	Certificate of Achievement	Workplace	21	1 -1½ years
Marine Studies	Certificate of Achievement	Workplace	21	1 year
Marine Technology -Boat Building, Repairs and Maintenance	Certificate of Achievement	Workplace	21	1 year
Mechanical Engineering Technology	Certificate of Achievement	Workplace	21	1 -1½ years
Office Assistance	Certificate of Achievement	Workplace	18	1 year
Supervisory Management	Certificate of Achievement	Workplace	21	1 year
Virgin Islands Studies	Certificate of Achievement	Workplace	18	1 year

GENERAL EDUCATION REQUIREMENTS

The General Education requirements are designed to develop and nurture certain habits of mind that reach beyond a student's area of academic emphasis and enable the student to meet critically, objectively and successfully the challenges of education, work and life.

All students pursuing the Associate Degree Programme must complete all the General Education Requirements listed below, in addition to the specific requirements of the programme of study. No course(s) taken as general education requirements will be counted as programme requirements. All Associate Degree Programmes require between 32–33 General Education credits.



Note:

All first-time, full-time and part-time degree seeking students are required to complete the **COM 100** course within their first year. Grades of C or higher are required for **MAT 108**. Otherwise a grade of C- will suffice. Kindly note that no D grades are allowed for programme required courses.

CORE COMPETENCIES	COURSES	CREDITS
Scientific Reasoning	BIO 104, BIO 106, BIO 110, CHE 110, PHY 110	3 or 4 credits
Personal Development for College Success	COM 100	1 credit
Technological Skills	CSC 104	3 credits
Written Communication	ENG 104	3 credits
Information Literacy	ENG 105	3 credits
Oral Communication	ENG 106	3 credits
Quantitative Reasoning	MAT 102, MAT 107, MAT 110, MAT 113, MAT 112, MAT 115	3 or 4 credits
Historical and Cultural Awareness	ANT 100, HIS 100, or HIS 120, or HIS 121, VIS 110	3 credits
Ethical Reasoning	PSY 100, or PHI 100 or SOC 100	3 credits
Foreign Language Oral Communication	SPA 100 or FRE 100 and SPA 101 or FRE 101	6 credits

Notes:

- Where students are required to take a pre-college English or Mathematics course, they should seek the guidance of the academic advisor.
- Students with CXC/CSEC Grades 1-3 or equivalent passes in Spanish may challenge the SPA 100 Final Exam, receive the credits and be exempted from the course. This should be done at the beginning of the semester.
- Students may be advised to take the MAT 110 course over two semesters. This can be done by taking MAT 108 and MAT 109.

GENERAL EDUCATION – BROAD PROFICIENCIES AND LEARNING OUTCOMES

Written Communication

- Formulate a thesis statement based in part on analysis and evaluation of appropriate source material.
- Support a thesis by synthesising their own ideas (reasons, evidence, and/or argument) with the ideas of others.
- Organise the supporting details logically, according to the demands of content.

- Select the most appropriate rhetorical strategy for audience and purpose.

- Express their ideas in writing that is readable - clear, concise, coherent and correct -relatively free of distracting errors of grammar, usage, and mechanics.

Oral Communication

- Choose and narrow a topic appropriately for the audience, occasion and assignment.

- Communicate the thesis/specific purpose in a manner appropriate for audience and occasion.
- Research, select, provide and cite appropriate supporting details/evidence appropriate for audience and occasion.
- Use an introduction, an organisational pattern and a conclusion appropriate to topic, audience, occasion and purpose.
- Present the speech extemporaneously, using: Language style appropriate to audience, subject matter and situation. Visual and vocal elements of delivery that are expressive, natural and conversational in effect; that reinforce message content and that are appropriate to subject matter, audience and situation.

Foreign Language Communication

- Engage in conversation, provide and obtain information, express feelings and emotions and exchange opinions.
- Interpret and respond appropriately to written and spoken language on a variety of topics.
- Present information, concepts, and ideas to an audience of listeners or readers on a variety of topics.
- Demonstrate understanding of the nature of language by comparing the language studied with their native language.
- Demonstrate understanding of the concept of culture and cultural practices by comparing the cultures studied with their own culture.

Critical Thinking

- Analyse questions and problems from multiple perspectives and points of view.
- Evaluate relevant evidence to draw sound conclusions from information provided to them in their general education courses, programme of study and everyday lives.
- Properly construct arguments from information provided to them.

- Approach questions with an open-minded and curious attitude, be informed by multiple relevant perspectives and be willing to examine questions in a fair-minded way.
- Apply critical thinking skills, with consideration of the evidence, to thinking about issues in general education courses, a programme of study and everyday life.
- Reflect on how best to answer questions, solve problems and make decisions in academic and everyday settings.

Quantitative Reasoning

- Interpret mathematical models such as formulas, graphs, and tables and draw inferences from them.
- Communicate mathematical information symbolically, visually, numerically and verbally.
- Use arithmetical, algebraic, geometric and/or statistical methods to solve problems.
- Estimate and check answers to mathematical problems in order to determine reasonableness.

Scientific Reasoning

- Make observations
- Identify a problem/pose a question/state an aim
- Develop a hypothesis
- Design/conduct experiments
- Collect, organise and describe data
- Interpret data and draw conclusions

Ethical Reasoning

- Demonstrate ethical self-awareness through discussion and analysis of both their core beliefs and the origin of the core beliefs.
- Demonstrate an understanding of different ethical perspectives/concepts by explaining the theory or theories used to resolve ethical dilemmas.

- Recognise ethical issues when they are presented in a complex, multi-layered (grey) context and can recognise cross-relationships among the issues.
- Apply ethical perspectives/concepts to an ethical question and can consider the full implications of the application.
- Evaluate different ethical perspectives/concepts.

Historical and Cultural Awareness

- Analyse relationships among ideas, events and people.
- Analyse the causes and effects of events and changes.
- Make balanced judgments about the value of differing interpretations of events and developments.
- Articulate insights into their own cultural rules and biases.
- Interpret cultural events from the perspective of their own and other worldviews.
- Recognise events, whether social, economic, or political, that impact shifts in cultural identity.

Information Literacy

- Determine the nature and extent of the information needed.
- Access needed information effectively and efficiently.
- Evaluate information and its sources critically.
- Use information effectively to accomplish a specific purpose.
- Access and use information ethically and legally.

Technological Competence

- Use the common functions of a personal computer and its operating system to manage and organise files and folders.

- Use a word processing application to accomplish everyday tasks associated with creating, formatting and finishing word processing documents.
- Accomplish tasks associated with developing, formatting, and modifying a spreadsheet application, in addition to using standard functions and formulas and creating and formatting graphs and charts.
- Use presentation tools to accomplish tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.
- Use the Internet effectively to communicate with individuals and groups, retrieve information and access products and services.



**PROGRAMME OFFERINGS
ASSOCIATE DEGREES**

ACCOUNTING

Associate of Science (AS) Degree

This programme seeks to prepare students with workplace ready skills. Students new to accountancy or already working in accounting or finance but have no qualifications can benefit from this programme and have an opportunity to progress towards external certification through the Association of Certified Chartered Accountants (ACCA). Students will be encouraged to take the certifying external exam.

Accounting software and tutorials are included in this programme.

Certification Opportunities: Students are encouraged to register with ACCA and take the external exams. At the end of each course students will be encouraged to take the corresponding external ACCA exam. The external body, ACCA, will award students for the successful completion of the first four courses in this programme. Additional fees apply.

Career Opportunities: Upon graduation, students can seek careers as bookkeepers or cost clerks in a small to medium-sized organisation or a range of accounting administration roles such as Junior Auditors and Junior Accountants within an accounting department or a larger organisation or financial shared service centre.

Note: Prerequisites **BUS 110** and **ECN 100** are waived for **BUS 241** in this programme.

Upon completion of this programme, students will be able to:

1. Apply accounting standards and regulations in preparing financial statements;
2. Demonstrate the ability to use financial statements for making management decisions in a business environment;
3. Prepare, analyse, and interpret business financial statements for both internal and external use;

4. Prepare a cash flow statement; analyze and communicate the results;

5. Use accounting software and computer programme effectively to communicate and analyse information related to accounting and business;

6. Use critical thinking skills to solve accounting problems in business situations;

7. Communicate effectively in written and oral form in business situations using accounting reports; and

8. Apply ethical conduct in the accounting profession.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
CSC 104 *	Microcomputer Applications	3
ENG 104 *	English Composition I	3
MAT 112 *	College Algebra for Business/ Social Science	4
ACC 100/FA1	Recording Financial Transactions	3
Total		14

**TOTAL
CREDITS
60**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

SEMESTER 2		CREDIT
ENG 105*	English Composition II	3
ACC 120/MA1	Managing Information	3
MAT 113	Introduction to Statistics	4
ACC 101	Maintaining Financial Records	3
SPA/FRE 100*	Elementary Spanish/French	3
Total		16

SEMESTER 3		CREDIT
BUS 100	Business Law I	3
BIO/CHE/PHY*	Any 100-Level Science Course	3
ACC 210/MA2	Managing Costs and Finances	3
ACC 235/FAB	Fundamentals of Accountancy in Business	3
SPA/FRE 101*	Intermediate Spanish/French	3
Total		15

SEMESTER 4		CREDIT
BUS 241	Principles of Finance	3
ENG 106*	Speech Communication	3
ANT/PHI/PSY/SOC	Any 100-Level Social Science Course	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
ACC 225	Accounting Software Applications	3
Total		15

AUTOMOTIVE ENGINEERING TECHNOLOGY

(Also offered in a Certificate of Achievement)

Associate of Science (AS) Degree

This programme is designed to provide knowledge and skills for anyone pursuing a career in the Automotive Service Industry. It aims at developing technical skills in servicing, diagnosing and mechanical repairs. Content areas include knowledge of engines, electrics, electronics, chassis systems and engineering science. Emphasis is placed on various practical areas to demonstrate competency. Students are adequately prepared to write international automotive exams with City and Guilds of London and Automotive Service Excellence in the United States of America.

Notes: A summer course is recommended for this programme.

Career Opportunities: Graduates can qualify for entry-level jobs in car dealerships, transmission shops, fleet services, or independent auto repair shops. In addition to self-employment, other career opportunities for graduates of this programme include Automotive Technician (Entry Level), Automotive Service Technician, Automotive Engineer Technician, Auto Service Manager, Mechanic Helper, and Tools Storeman.

Upon completion of this programme, students will be able to:

1. Diagnose and repair electrical and electronic systems;
2. Diagnose and repair automotive engines;
3. Diagnose and repair suspension, steering, and brake systems;
4. Diagnose and repair electrical and electronic systems;
5. Use tools and equipment properly when executing repair tasks;
6. Practice and adhere to all health and safety rules for the automotive industry;
7. Demonstrate work habits and attitudes necessary to work in a highly competitive field;
8. Apply appropriate scientific and mathematical concepts and principles in the solution of automotive-related problems;
9. Use and manipulate diagnostic scanners to effectively solve vehicle electronic malfunctions; and
10. Demonstrate techniques in the service and repairs of automotive engines.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
AUT 100	Workplace Occupational Health and Safety	3
AUT 101	Automotive Engineering Technology and Science	3
COM 100*	Personal Development for College Success	1
CSC 104*	Microcomputer Applications	3
ENG 104*	English Composition I	3
SPA/FRE 100*	Elementary Spanish/French	3
Total		16

**TOTAL
CREDITS
66**

**DURATION
2 - 2½ YEARS**

***GENERAL
EDUCATION
COURSES**

SEMESTER 2		CREDIT
AUT 102	Engine Overhaul and Repairs	4
AUT 103	Chassis Brakes and Suspension Systems	3
AUT 104	Automotive Transmission and Power Train Systems	3
SPA/FRE 101*	Intermediate Spanish/French	3
ENG 106*	Speech Communication	3
MAT 115*	Technical Mathematics I	3
Total		19

SEMESTER 3		CREDIT
BIO/CHE/PHY	Any 100-Level Science Course	4
AUT 109	Chassis Electrical Wiring and Ancillaries	3
AUT 110	Automotive Electrical Wiring and Ignition	3
ENG 105*	English Composition II	3
ANT/PHI/PSY/ SOC	Any 100-Level Social Science Course	3
Total		16

SEMESTER 4		CREDIT
AUT 105	Electronic Fuel Injection	3
AUT 107	Automotive Diagnostic, Scanners and Lab Scopes	3
AMS 120	Introduction to Welding	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
EET 100	Electronic Technology	3
Total		15

BUSINESS ADMINISTRATION (Transfer)

Associate of Arts (AA) Degree

This transfer programme prepares students with foundation courses for upper-level baccalaureate business programmes at other colleges and universities. The programme prepares students for majors in such areas as accounting, finance, management, marketing, human resources, economics, entrepreneurship, E-Business, small business management, and other business-related fields. Experiential learning opportunities are incorporated into the programme. Students completing this programme will be able to write business and marketing documents, conduct various interviews, make presentations, analyze basic economic situations, and solve problems using computer-based programmes.

Transfer Opportunities: This programme is designed as the first step toward earning a Bachelor's degree. Students are not advised to use this programme as a qualification for entry-level jobs in the workplace.

Notes: a) Students are encouraged to take the **MAT 112** course which prepares them for other business-related mathematics courses. b) An articulation agreement is in effect with the New England Institute of Technology in the USA.

Upon completion of this programme, students will be able to:

1. Apply basic legal systems and practices that guide how business is conducted;
2. Demonstrate the ability to use the management process in a business environment;
3. Analyse trends that measure consumer needs, wants, and desires and show how they influence business practices;
4. Use technology effectively to communicate and analyse information related to business;
5. Use critical thinking skills to solve problems embedded in business situations;
6. Communicate effectively in written and oral form in business situations;
7. Analyse financial data and trends as they relate to everyday business;
8. Apply ethical principles and standards that are accepted in the business world; and
9. Utilise internal control methodologies to enhance the reliability of the accounting function.



SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
ENG 104*	English Composition I	3
COM 100*	Personal Development for College Success	1
CSC 104*	Microcomputer Applications	3
BUS 110	Fundamentals of Business	3
MAT 110*	College Algebra	4
SPA/FRE 100*	Elementary Spanish/French	3
		Total 17

**TOTAL
CREDITS
63/64**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

SEMESTER 2		CREDIT
ACC 100/FA1	Recording Financial Transactions	3
ECN 100	Principles of Micro Economics	3
ENG 105*	English Composition II	3
MAT 113	Introduction to Statistics	4
SPA/FRE 101*	Intermediate Spanish/French	3
		Total 16

SEMESTER 3		CREDIT
ACC 101/FA2	Maintaining Financial Records	3
BUS 100	Business Law	3
BUS 120	Principles of Marketing	3
ECN 105	Principles of Macro Economics	3
ANT/PHI/PSY/ SOC	Any 100-Level Social Science Course	3
		15

SEMESTER 4		CREDIT
BIO/CHE/PHY	Any 100-Level Science Course	3/4
BUS 203	Management Principles	3
ENG 114*	Effective Business Writing	3
ENG 106*	Speech Communication	3
HIS 100/120/121*	Any 100-Level History Course	3
		Total 15/16

COMPUTER STUDIES

(Also offered in a Certificate of Achievement)

Associate of Science (AS) Degree

This programme offers students three areas of specialisation of which they can choose ANY one. Action-oriented learning opportunities are incorporated into many courses for each area of specialisation. Students work with real business organisations to help them solve Information Technology-related problems and present workable solutions. Acquired skills are demonstrated in a capstone course.

Areas of Specialisation:

1) Business Information Systems (BIS) which focuses on merging technology with business to provide computing solutions to real-world business problems.

2) Computer Information Systems (CIS) which focuses on programming and prepares students with skills that are necessary to create Java Applications to solve real-world computing problems.

3) Graphic Information Technology (GIT) where the students learn how to create and present content using graphic technology for real-world businesses.

Notes: CSC 215, CSC 214, and CSC 108 are offered in the Spring semester only. CSC 208, CSC 206, and CSC 114 are offered in the Fall semester only.

Articulation Agreement: An articulation agreement is in effect with the New England Institute of Technology, USA.

BUSINESS INFORMATION SYSTEMS (BIS) SPECIALISATION

Career opportunities for graduates with Business Information Technology include entry-level Information Technology positions in general.

Upon completion of these programmes, students will be able to:

1. Analyse real-world situations and identify the appropriate software solutions;

2. Demonstrate knowledge of, and ability to use, current technology, terminology, and concepts in the computer field;

3. Analyse a problem, design a computing solution, and implement the solution, using accepted industry standard techniques at each stage;

4. Demonstrate the ability to effectively plan and manage time in the execution of computing projects;

5. Demonstrate awareness of the usefulness of emergent computer technologies in the business domain;

6. Present a report on project work in written and oral forms; and

7. Demonstrate an awareness of the ethical and societal issues relating to the use of computers in society.

BUSINESS INFORMATION SYSTEMS (BIS) SPECIALISATION

Career opportunities for graduates with Business Information Technology include entry-level Information Technology positions in general.

**TOTAL
CREDITS
65/66**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
ENG 104*	English Composition 1	3
CSC 104*	Microcomputer Applications	3
MAT 110/112*	College Algebra or College Algebra for Business/Social Science	4
BUS 110	Fundamentals of Business	3
SPA/FRE 100*	Elementary Spanish/French	3
Total		17

SEMESTER 2		CREDIT
SPA/FRE 101*	Intermediate Spanish/French	3
CSC 106	Introduction to Web Page Design	3
CSC 121	Introduction to E-Commerce	3
CSC 103	Programming Techniques	3
ACC 100/FA1	Recording Financial Transactions	3
Total		15

SUMMER		CREDIT
ANT/PHI/PSY/ SOC 100*	Any 100-Level Social Science Course	3
Total		3

SEMESTER 3		CREDIT
CSC 114	Database Design and Applications	3
ENG 115	Technical Report Writing	3
CSC 211	Information Systems	3
CSC 213	Systems Analysis and Design	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
Total		15

SEMESTER 4		CREDIT
BIO/CHE/PHY	Any 100-Level Science Course	3/4
ENG 105	English Composition II	3
ENG 106*	Speech Communication	3
CSC 214	Introduction to Networking	3
CSC 215	Applications of Computer Studies	3
Total		15/16

COMPUTER INFORMATION SYSTEMS (CIS) SPECIALISATION

Career opportunities include entry level programmers.

TOTAL CREDITS 64/65

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
ENG 104*	English Composition 1	3
CSC 104*	Microcomputer Applications	3
MAT 110*	College Algebra	4
CSC 103	Programming Techniques	3
Total		14

SEMESTER 2		CREDIT
SPA/FRE 100*	Elementary Spanish/French	3
CSC 106	Introduction to Web Page Design	3
CSC 121	Introduction to E-Commerce	3
CSC 113	Programming Language I	4
BUS 110	Fundamentals of Business	3
Total		16

SUMMER		CREDIT
ENG 105	English Composition II	3
Total		3

SEMESTER 3		CREDIT
ACC 100/FA1	Recording Financial Transactions	3
SPA/FRE 101*	Intermediate Spanish/French	3
ENG 115	Technical Report Writing	3
CSC 213	Systems Analysis & Design	3
CSC 203	Programming Language II	4
Total		16

SEMESTER 4		CREDIT
BIO/CHE/PHY	Any 100-Level Science Course	3/4
ENG 106*	Speech Communication	3
CSC 215	Applications of Computer Studies	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
ANT/PSY/SOC/PHI	Any 100-Level Social Science Course	3
Total		15/16

GRAPHIC INFORMATION TECHNOLOGY (GIT)

SPECIALISATION

Career opportunities for graduates who follow the Graphic Information Technology track include: Web designers and developers, desktop publishers, and graphic artists.

**TOTAL
CREDITS
64/65**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
ENG 104*	English Composition I	3
CSC 104*	Microcomputer Applications	3
MAT 110*	College Algebra	4
BUS 110	Fundamentals of Business	3
SPA/FRE 100*	Elementary Spanish/French	3
Total		17

SEMESTER 2		CREDIT
SPA/FRE 101*	Intermediate Spanish/French	3
CSC 106	Introduction to Web Page Design	3
CSC 121	Introduction to E-Commerce	3
CSC 103	Programming Techniques	3
CSC 108	Desktop Publishing	3
Total		15

SUMMER		CREDIT
ENG 105*	English Composition II	3
Total		3

SEMESTER 3		CREDIT
CSC 206	Intermediate Web Page Design	3
ENG 115	Technical Report Writing	3
CSC 208	Graphic Art	3
CSC 213	Systems Analysis and Design	3
ACC 100/FA1	Recording Financial Transactions	3
Total		15

SEMESTER 4		CREDIT
BIO/CHE/PHY	Any 100-Level Science Course	3/4
ANT/PSY/SOC/PHI100*	Any 100-Level Social Science Course	3
ENG 106*	Speech Communication	3
CSC 215	Applications of Computer Studies	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
Total		15/16

CONSTRUCTION TECHNOLOGY

(Also offered in Certificate of Achievement)

Associate of Science (AS) Degree

This programme is designed to prepare students to enter the profession of Construction Technology. Upon completion, students should be able to function in a range of construction-related jobs. Practical skills include preparation of bill of quantities, contract administration, building inspection, specifications, building site layout, building codes, energy efficiency, and sustainable construction practices.

Note: Upon completion of the **TCS 125** and **TCS 225** courses, students can attain a trade license to practice construction work.

Career Opportunities: Students may start their career with job titles such as Construction Maintenance Officer, Clerk of Works, Foreman, Site Office Manager, Superintendent, First-Line Supervisor, Construction and Building Inspector, Building Materials Sales Representative, and School Maintenance Officer.

Upon completion of this programme, students will be able to:

1. Demonstrate an understanding of the theory, conventions, standards, and procedures associated with the preparation of architectural and structural drawings;
2. Demonstrate an understanding of the procedures and practices used in the construction industry;
3. Apply the foundational skills necessary for the graphic communication of engineering ideas;
4. Interpret plans, drawings, specifications, lines, symbols, and abbreviations on working drawings or blueprints;
5. Prepare preliminary architectural working drawings and sketches using computer-assisted drafting techniques; and
6. Present design concepts and solutions through graphic and verbal presentations.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
ENG 104*	English Composition I	3
MAT 115*	Technical Mathematics I	3
SPA/FRE 100*	Elementary Spanish/French	3
TCS 102	Computer Aided Drafting	3
TCS 103	Technical Drawing	3
Total		16

SEMESTER 2		CREDIT
ANT/PHI/PSY/SOC	Any 100-Level Social Science	3
CSC 104*	Microcomputer Applications	3
SPA/FRE 101*	Intermediate Spanish/French	3
TCS 100	Blueprint Reading and Construction Specifications	3
TCS 101	Introduction to Engineering	3
TCS 125	Safer Building Level I	1
Total		15

SEMESTER 3		CREDIT
PHY 110*	General Physics I	4
HIS 1XX/VIS 110*	Any 100-Level History Course	3
TCS 110	Surveying Level 1	4
TCS 113	Orthographics	3
TCS 225	Safer Building Level II	1
Total		15

SEMESTER 4		CREDIT
ENG 105*	English Composition II	3
ENG 106*	Speech Communication	3
TCS 105	Construction Inspection and Project Management	3
TCS 210	Surveying Level II	4
TCS 215	Quantity Surveying	3
Total		16

SEMESTER 5		CREDIT
TCS 203	Computer Assisted Drafting	3
TCS 201	Blueprint Reading II	3
Total		6

**TOTAL
CREDITS
66**

**DURATION
2 ½ YEARS**

***GENERAL
EDUCATION
COURSES**



CULINARY ARTS

(Also offered in Certificate of Achievement)

Associate of Applied Science (AAS) Degree

This programme is designed to prepare students for potential success in Front and Back-of-the-House operations in the fast-growing and competitive Tourism and Hospitality industry. It will offer several hours of interactive hands-on experience combined with theory allowing students who successfully complete this training to obtain a strong culinary foundation and kitchen management skills. (An Internship is included.)

Career Opportunities: In addition to self-employment, other careers for graduates of this programme include Chef de Partie, Crewed Yacht Chef, Sous Chef, Line Cooks, Wholesale Food Procurement Officer, Assistant Pastry Chef, Assistant Baker, Catering Chef, Wait Staff Supervisor, and Pantry Chef.

Note: Students are expected to purchase a chef's uniform and chef tools for the culinary courses. Additional fees apply to lab-based courses.

Upon completion of this programme, students will be able to:

1. Demonstrate proficiency in basic terminology and techniques for culinary arts and baking and pastry arts to include food preparation, presentation, and service;
2. Communicate clearly and professionally, both verbally and in writing;
3. Develop skills integral to success in the industry including guest service, supervisory management, the ability to work with others, and handling multiple tasks simultaneously;

4. Identify and demonstrate the concepts of recipe costing, purchasing, receiving, and issuing practices in food service operations; and

5. Practice standards in behaviour, grooming, and dress that reflect the mature work attitude expected of industry professionals.



SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
BIO 105*	Introduction to Nutrition	1
CSC 104	Microcomputer Applications Software	3
CUL 101	Food Safety Operation and Sanitation	2
SPA/FRE 100*	Elementary Spanish/French	3
ENG 104*	English Composition I	3
MAT 107*	Culinary Mathematics	4
Total		17

**TOTAL
CREDITS
68**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

SEMESTER 2		CREDIT
ENG 105	English Composition II	3
BUS 110	Fundamental of Business	3
ACC 100	Recording Financial Transactions	3
SPA/FRE 101*	Elementary Spanish/French	3
ANT/PHI/PSY/SOC	Any 100-Level Social Science Course	3
ENG 106*	Speech Communication	3
Total		18

SEMESTER 3		CREDIT
CUL 111	Introduction to Culinary Foundation	3
HRM 152	Introduction to Food and Beverage Management	3
CUL 131	Quality Food Production	3
CUL 115	A.M. A La Carte Cooking	3
CUL 135	Garde Manager	3
CUL 109	Cultural Dimensions of Food	3
Total		18

SEMESTER 4		CREDIT
HRM 210	Food Beverage and Labor Cost Control	3
CUL 205	Baking and Introduction to Prepared Foods	3
CUL 215	P.M. A la Carte Cooking (Fine Dining)	3
CUL 209	Cakes and Pastry	3
CUL 239	Internship	3
Total		15

DISASTER MANAGEMENT

(Also offered in Certificate of Achievement)

Associate of Science (AS) Degree

The field of disaster management is becoming increasingly important as government and industries seek to ensure that there is minimal damage, rapid response capability, and return to normalcy after natural or man-made disasters. This programme is designed to accommodate those students who wish to continue their studies beyond the Certificate of Achievement level.

Articulation Agreement: This programme articulates with the Bachelor of Science Degree in Emergency Administration Management (EAM) offered by Arkansas Technical University. Students must earn a grade of C or above in each of the programme requirements.

Career Opportunities: On successful completion of this programme, students should be able to pursue opportunities in the following career areas: Disaster Programme Officer, Emergency Management Coordinator and Maintenance Officer.

Upon completion of this programme, students will be able to:

1. Demonstrate skills as a first responder in emergency care and treatment;
2. Develop plans and procedures for dealing with various emergency situations;
3. Demonstrate knowledge of mitigation techniques for preventing or reducing loss from natural or manmade disasters;
4. Demonstrate knowledge of the basic concepts and operations applicable during and after disaster events;
5. Demonstrate a working knowledge of the various aspects of mass casualty management;

6. Demonstrate the ability to interpret, analyse, and solve problems related to disasters while working as part of a team;

7. Implement principles and best practices in incident management; and

8. Communicate effectively in written and oral form in disaster management situations.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
CSC 104*	Microcomputer Applications	3
ENG 104*	English Composition I	3
PAD 102	Principles of Public Administration	4
DMT 122	Community Preparedness	3
DMT 120	Introduction to Disaster Management	3
Total		17

SEMESTER 2		CREDIT
PHY 106*	Natural World of the Caribbean	3
MAT 113*	Introduction to Statistics	4
DMT 126	Emergency Care and Treatment	3
DMT 128	Hazardous Materials	3
SPA/FRE 100*	Elementary Spanish/French	3
Total		16

SUMMER		CREDIT
ENG 105*	English Composition II	3
Total		3

SEMESTER 3		CREDIT
DMT 142	Public Infrastructure	3
DMT 144	Public Information and Crisis Communication	3
ENG 106*	Speech Communication	3
PHI/SOC/PSY	Any 100-Level Social Science Course	3
SPA/FRE 101*	Intermediate Spanish/French	3
Total		15

SEMESTER 4		CREDIT
DMT 220	Disaster Planning	3
DMT 220	Mitigation	3
DMT 246	Response and Recovery	3
DMT 264	Mass Casualty Management	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
TCS 105	Construction Inspection and Project Management	3
Total		18

**TOTAL
CREDITS
68**

**DURATION
2 ½ YEARS**

***GENERAL
EDUCATION
COURSES**

ELECTRONIC ENGINEERING TECHNOLOGY

Associate of Science (AS) Degree

This programme is designed to provide students with knowledge and practical skills in Electrical and Electronic engineering technology. Upon completion, students should be able to function as Electrical technicians in Installation and Maintenance or operators in the domestic and commercial sectors. Emphasis is placed on practical applications to meet industrial requirements.

Career Opportunities: Upon completion of this programme, graduates are prepared for a wide array of entry-level positions in the electrical industry. Job opportunities include Field Service Technician, Electrical Engineering Technologist, Electrical Design Assistant, Construction Electrician, and Technical Support Officer.

Upon completion of this programme, students will be able to:

1. Demonstrate a working knowledge of the principles and practices of the electrical power industry regarding generation, transmission, distribution, and controls;
2. Demonstrate working knowledge of electrical construction procedures in residential and commercial installations;
3. Read and interpret plans, drawings, specifications, and other documents used for electrical installations;
4. Demonstrate basic techniques used to install, trouble shoot, repair, and service electronic appliances;
5. Practice safe work habits, identify and eliminate work hazards, and meet minimum work quality standards;
6. Demonstrate basic knowledge of electrical equipment and systems commonly used for electronic communication;

7. Demonstrate knowledge of basic electronic control circuitry, devices, and schematic diagrams; and

8. Apply appropriate scientific and mathematical concepts and principles in the design, development, and analysis of electrical and electronic circuits and systems.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
EET 100	Electrical Technology	3
ENG 104*	English Composition I	3
MAT 115*	Technical Mathematics I	4
SPA/FRE 100*	Elementary Spanish/French	3
TCS 100	Blueprint Reading and Construction Specs.	3
Total		17

**TOTAL
CREDITS
63**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

SEMESTER 2		CREDIT
EET 107*	Analog Circuit and Devices Applied	3
EET 104*	Applied Electricity with Practical Project	4
ANT/PHI/SOC/PSY	Any 100-Level Social Science Course	3
SPA/FRE 101	Intermediate Spanish/French	3
CSC 104	Microcomputer Applications	3
Total		16

SEMESTER 3		CREDIT
AUT 109	Chassis Electrical Wiring and Ancillaries	3
BIO/CHE/PHY*	Any 100-Level Science Course	4
EET 101	Electronic Circuits and Devices	3
ENG 105*	English Composition II	3
EET 106	Residential and Commercial Electrical Wiring	3
Total		16

SEMESTER 4		CREDIT
AUT 110	Automotive Electrical Electronics	3
EET 102	Electronic Communication	3
EET 103	Electric Power Systems and Controls	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
ENG 106*	Speech Communications	3
Total		15

ARCHITECTURAL ENGINEERING TECHNOLOGY

Associate of Science (AS) Degree

This programme is designed to prepare students to enter the Architecture and Engineering professions as technicians and middle management personnel. Students will be capable of delineating multi-view images, understanding an architect's and engineer's scale, developing construction drawings, and detailing and understanding the purpose and use of specifications. Students are also prepared to further studies leading to the Bachelor of Science Degree in Architectural Technology and Engineering. Upon graduation, students may enter the workplace or choose to continue their studies abroad.

Note: For certification opportunities, students are encouraged to take the external exams and apply for membership. External awards that can be obtained are the REVIT Architecture Certificate of Completion and the AutoCAD Certificate of Completion.

Career Opportunities: Students who attain the certification have proven that they have the knowledge and ability necessary to perform work in an architectural/engineering office producing building models and working drawings. Professions include the following: CAD Trainee, Planning Trainee, Trainee Engineer, Computer Technician 1, Trainee Draftsman, CAD Technician 1, and Draftsman 1.

Upon completion of this programme, students will be able to:

1. Demonstrate an understanding of the theory, conventions, standards, and procedures associated with the preparation of architectural and structural drawings;
2. Interpret plans, drawings, specifications, lines, symbols, and abbreviations on working drawings or blueprints;
3. Apply the foundational skills necessary for the graphic communication of engineering ideas;
4. Create orthographic drawings of mechanical components, manufactured parts, and buildings;
5. Create three-dimensional pictorial representations to include isometric, oblique, and perspective views from orthographic projections;
6. Prepare preliminary architectural working drawings and sketches using computer-assisted drafting techniques; and
7. Present design concepts and solutions through graphic and verbal presentations.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
ENG 104*	English Composition I	3
MAT 115*	Technical Mathematics I	3
SPA/FRE 100*	Elementary Spanish/French	3
TCS 102	Computer Aided Drafting	3
TCS 103	Technical Drawing	3
Total		16

**TOTAL
CREDITS
66/67**

**DURATION
2 - 2½ YEARS**

***GENERAL
EDUCATION
COURSES**

SEMESTER 2		CREDIT
CSC 104*	Microcomputer Applications	3
TCS 100	Blueprint Reading and Construction Specifications	3
TCS 110	Surveying Level 1	4
TCS 113	Orthographics	3
SPA/FRE 101*	Intermediate Spanish/French	3
Total		16

SEMESTER 3		CREDIT
ANT/PHI/SOC/PSY	Any 100-Level Social Science Course	3
PHY 110*	General Physics I	4
ENG 105*	English Composition II	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
TCS 104	Freehand Drawing and Sketching	3
TCS 203	Computer Assisted Drafting	3
Total		19

SEMESTER 4		CREDIT
ENG 106*	Speech Communication	3
TCS 101	Introduction to Engineering	3
TCS 105	Construction Inspection and Project Management	3
TCS 205	Advance Computer Aided Design	4
TCS 210	Surveying Level II	4
TCS 214	Design Project	3
TCS 215	Quantity Suveying	3
Total		15/16

ENGLISH

Associate of Arts (AA) Degree

This concentration emphasises skills in writing and the critical appreciation of literature and the English language. Students will develop the skills necessary for careers which rely heavily on the ability to write critically, analytically, clearly, and persuasively.

This concentration will prove useful to students who wish to further their studies in English Literature, Linguistics, Journalism, Media, Communications, and Law.

Note: Students are encouraged to take **MAT 113** to satisfy the General Education Mathematics requirement. **PSY 100** will count as a General Education requirement.

Upon completion of this programme, students will be able to:

1. Produce and communicate clear and effective arguments and ideas formed independently;
2. Demonstrate the ability to critique literary texts from multiple perspectives;
3. Develop an appreciation and understanding of literature's personal, cultural, and historical significance;
4. Explicate a piece of literature and deconstruct the use of craft elements specific to certain genres of writing;
5. Demonstrate an understanding of the theoretical and systematic framework used for the study of language; and
6. Demonstrate an understanding of literary forms through studying the elements, structures, and characteristics of different types of literature.



SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
ENG 104*	English Composition I	3
ENG 107	The Elements of Literature	3
COM 100*	Personal Development College for College Success	1
SPA/FRE 100*	Elementary Spanish/French	3
CSC 104*	Microcomputer Applications	3
BIO/CHE100/PHY	Any 100-Level Science Course	3/4
Total		16/17

**TOTAL
CREDITS
62/63**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

SEMESTER 2		CREDIT
ENG 125	Shakespeare and Other Authors	4
MAT 113*	Introduction to Statistics	4
ENG 106*	Speech Communication	3
SPA/FRE 101*	Intermediate Spanish/French	3
ENG 105*	English Composition II	3
Total		17

SEMESTER 3		CREDIT
ENG 200	Selected Topics I (Literature Series)	4
ENG 208	Literature of the Black Diaspora	4
ANT/PHI/PSY/SOC	Any 100-Level Social Science Course	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
Total		14

SEMESTER 4		CREDIT
ENG 205	Caribbean Literature	4
ENG 210	Selected Topics II	4
ELECTIVE	Elective	3
ENG 222	Literary and Cultural Theory	4
Total		15

FINANCE

Associate of Science (AS) Degree

This programme is designed to prepare students for entry-level positions in accounting and finance, and to establish a foundation for further studies in finance and related fields. Students are expected to demonstrate the ability to apply financial planning, working capital management, make financial decisions, and breakeven analysis techniques to evaluate the financial performance of a company. Students work on projects related to courses to enhance learning, they can gain entry-level employment or broaden their career opportunities. (To be successful in this programme, students should pay close attention to details, possess good organisational skills, maintain a high degree of accuracy, be able to analyse detailed information and to follow procedures. Students will also learn how to use an accounting software.)

Career Opportunities: Graduates will have a solid foundation for entry-level opportunities with banks, credit unions, insurance and consumer finance companies, finance departments and government offices. Some job titles can include: Collections Representative, Customer Service Representative, Insurance Sales Agent, Personal Banker, Credit Officer, Financial Specialist, Loan Officer, Sales Assistant, and Compliance and Risk Reporting Officer.

Notes: A grade of C or higher is required for **ACC 100** and **BUS 241**. **ECN 100** is waived as a prerequisite for **BUS 241** for this programme. A General Education course is recommended to be taken in the summer to avoid a semester overload.

Upon completion of this programme, students will be able to:

1. Apply basic knowledge related to financial management including financial statement analysis, financial markets, interest rates, return and risk in investments, bond and stock valuation and working capital management;
2. Evaluate the roles and functions of financial intermediaries and financial markets at the international and domestic levels;

3. Analyse the functioning of financial markets to track and evaluate the financial performance of investments;
4. Analyse how fluctuating economic variables affect financial situations and information. Use technology effectively to communicate, analyse and conditions and government;
5. Analyse the risk and returns of investment strategies, as well as the operation and within the context of investment portfolio management;
6. Communicate effectively in both written and oral forms, various financial situations and information. Use technology effectively to communicate, analyse and value financial information;
7. Use analytical and critical thinking skills to solve problems in financial management situations; and
8. Apply corporate governance and ethical principles and practices that are accepted in the financial world.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
ENG 104*	English Composition I	3
CSC 104*	Microcomputer Applications	3
MAT 112*	College Algebra for Business/Social Science	4
BUS 110	Fundamentals of Business	3
ACC 100/FA1	Recording Financial Transactions	3
	TOTAL	17
SEMESTER 2		
ENG 105*	English Composition II	3
ECN 100	Principles of Microeconomics	3
ACC 101/MA1	Maintaining Financial Records	3
SPA/FRE 100*	Elementary Spanish/French	3
BUS 241	Principles of Finance	3
ENG 106*	Speech Communication	3
	TOTAL	18
SEMESTER 3		
BUS 242	Financial Management I	3
PSY/SOC/PHI	Any 100-Level Social Science Course	3
SPA/FRE 101*	Intermediate Spanish/French	3
BUS 100	Business Law I	3
ACC 225	Accounting Software Applications	3
	TOTAL	15
SEMESTER 4		
BUS 243	Financial Markets and Institutions	3
BUS 250	Investments and Securities Markets	3
BIO/CHE/PHY	Any 100-Level Science Course	3/4
HIS 1XX/VIS 110*	Any 100-Level History Course	3
MAT 113	Introduction to Statistics	4
	TOTAL	16/17

**TOTAL
CREDITS
66/67**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

FOOD AND BEVERAGE MANAGEMENT

Associate of Science (AS) Degree

This programme is designed to provide students with skills for back-of-the house management in the Food and Beverage Industry. (It also provides students with a sound foundation to transfer into the upper divisions of a baccalaureate programme in Food and Beverage Management.)

In this programme, students develop cooking and entrepreneurial skills that can prepare them for the positions in the workforce. Experiential learning opportunities are incorporated into the programme through the many courses offered. Students learn food science, acquire knife skills, practice kitchen safety, prepare foods, learn about international cuisine and cultures, cook with wines, develop mixology techniques and learn wine technology. (Our students are also given the opportunity to enhance their communication skills through written projects and oral presentations.)

The programme culminates with a graded practical course with a cooking component that allows students the opportunity to utilise the numerous skills learnt to develop a menu, plan and prepare foods and beverages for patrons. Additionally, entrepreneurial skills are developed whereby students are expected to prepare a business plan for a 65-seat restaurant. Student internship will be included in a capstone course.

Career Opportunities: Graduates may pursue jobs as: Café Supervisor, Casual Restaurant Supervisor, Catering Supervisor, Dining Room Supervisor, Food and Beverage Supervisor, Purchasing Supervisor, and Assistant General Supervisor.

Upon completion of this programme, students will be able to:

1. Demonstrate working knowledge of Hazard Analysis & Critical Control Points (HACCP) guidelines and applications;
2. Demonstrate a solid foundation of techniques for food preparation, presentation, service, work ethic attitudes and professional business communication;

3. Demonstrate working knowledge of menu planning, recipe development, purchasing, and facilities design that maximise guest satisfaction and financial profitability; and

4. Apply accounting knowledge and skills, including cost control techniques, use marketing tools and apply basic legal systems and practices to the hospitality enterprise.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
ENG 104*	English Composition I	3
CSC 104*	Microcomputer Applications	3
MAT 110*	College Algebra	4
BUS 110	Fundamentals of Business	3
ACC 100/FA1	Recording Financial Transactions	3
	TOTAL	17
SEMESTER 2		
ENG 105*	English Composition II	3
ECN 100	Principles of Micro Economics	3
SPA/FRE 100*	Elementary Spanish/French	3
HRM 151	Principles of Food Production 1	4
HRM 152	Introduction to Food and Beverage Management	3
	TOTAL	16
SUMMER		
ENG 106*	Speech Communication	3
	TOTAL	3
SEMESTER 3		
BUS 120	Marketing I	3
HRM 251	Food Production II	4
BUS 140	Supervision	3
SPA/FRE 101*	Intermediate Spanish/French	3
ANT/PHI/PSY/SOC 100*	Any 100-Level Social Science Course	3
	TOTAL	16
SEMESTER 4		
BIO/CHE/PHY	Any 100-Level Science Course	3
ENG 114	Effective Business Writing	4
BUS 100	Business Law I	3
HRM 260	Applications in Food and Beverage	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
	TOTAL	15

**TOTAL
CREDITS
67**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

GENERAL SCIENCE

Associate of Science (AS) Degree

The Associate of Science in General Science degree will provide students with a solid foundation in biology, chemistry, and mathematics. Upon completion of this programme, graduates will have acquired knowledge and skills for jobs that require two years of college-level science and mathematics such as entry-level laboratory assistants, medical or hospital support staff, environmental officers, and research assistants.

Students can also continue their studies at four-year institutions in areas such as dentistry, medicine, pharmacy, optometry, biochemistry, marine biology, veterinary science, forensic science, engineering or environmental science.

Notes:

1. General Education Requirements (33 credits)

2. Programme Courses (21 credits)

3. Programme Electives** - Select at least 7 credits from the listing (See your advisor for guidance):

BIO 212 – Anatomy and Physiology I

BIO 214 – Anatomy and Physiology II

BIO 220 – Ecology

BIO 230 – Genetics

BIO 240 – Marine Biology

BIO 260 – Research in Biology

BIO 270 – Nutrition

CHE 210 – Organic Chemistry I

CHE 212 – Organic Chemistry II

MAT 210 – Calculus I

MAT 220 – Calculus II

PHY 110 – General Physics I

PHY 112 – General Physics II

4. Credit can be obtained for CAPE courses transferred.

Upon completion of this programme, students will be able to:

1. Prepare students for entry-level jobs in the field of science and for transfer to Baccalaureate programme;

2. Provide students with a solid foundation in the concepts and methods of a variety of

science and mathematics disciplines;

3. Enhance the development of students' competency in scientific enquiry, writing, and oral presentation; and

4. Develop analytical and critical thinking skills.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
BIO 110*	General Biology I	4
CHE 110	General Chemistry I	4
COM 100*	Personal Development for College Success	1
ENG 104*	English Composition I	3
MAT 110*	College Algebra	4
	TOTAL	16
SEMESTER 2		
BIO 112	General Biology II	4
CHE 112	General Chemistry II	4
ENG 105*	English Composition II	3
MAT 120	College Trigonometry	4
	TOTAL	15
SEMESTER 3		
ENG 106*	Speech Communication	3
MAT 113	Introduction to Statistics	4
SCI 235	Seminar in Science	1
SPA/FRE 100*	Elementary Spanish/French	3
ELECTIVE	Programme Elective	4
	TOTAL	15
SEMESTER 4		
CSC 104*	Microcomputer Applications	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
SPA/FRE 101*	Intermediate Spanish/French	3
ANT/PSY/SOC/PHI	Any 100-Level Social Science Course	3
ELECTIVE*	Programme Elective	4
	TOTAL	16

**TOTAL
CREDITS
62**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

HISTORY

Associate of Arts (AA) Degree

This concentration is designed for the student with a keen interest in developing an understanding of the diverse traditions of the world and the individual's place in the cosmos. Special attention will be given to the development of the skills necessary for careers which emphasize analysis, evaluation, and application.

This concentration will prove useful to those students who wish to study Law, History, Philosophy, Political Science or Public Administration in the future.

Note: The courses **ANT 100, SOC 100, HIS 120, HIS 121** and **HIS 125** will be used as Programme Requirements for this programme. Students are encouraged to take General Education courses in the summer to avoid semester overload.

Upon completion of this programme, students will be able to:

1. Evaluate historical questions with an understanding of the roles played by multiple causes and consequences;
2. Recognise that interpretations of the past change and evaluate the basic strengths and weaknesses of competing interpretations;
3. Demonstrate competence in oral and written communication through a variety of means such as research essays, presentations, and class discussions;
4. Demonstrate a critical understanding of the collective past of the people of the world;
5. Recognise the inclusive and exclusionary distinctions of diverse heritages, based on race, gender, class, creed, or other conditions;
6. Examine historical events in Virgin Islands history, as well as major trends and themes up to the present time;

7. Examine historical events in Caribbean history, as well as major trends and themes up to the present time; and

8. Examine historical events in western and other civilisation, as well as major trends and themes up through 1500.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
ENG 104*	English Composition I	3
COM 100*	Professional Development for College Success	1
CSC 104*	Microcomputer Applications	3
SPA/FRE 100*	Elementary Spanish/French	3
MAT 110/113 *	College Algebra/Introduction to Statistics	4
BIO/CHE/PHY*	Any 100-Level Science Course	3/4
	TOTAL	17/18
SEMESTER 2		
HIS 120*	Western Civilization	3
HIS 121*	World History	3
HIS 125	Introduction to Africa	3
SOC 100*	Introduction to Sociology	3
SPA/FRE 101*	Intermediate Spanish/French	3
ENG 105*	English Composition II	3
	TOTAL	15
SEMESTER 3		
VIS 110*	Virgin Islands History	3
ANT 100	Introduction to Anthropology	3
SOC 125	Introduction to Gender Studies	3
HIS 200	Selected Topics I (History Series)	3
PHI 100*	Introduction to Philosophy	3
	TOTAL	15
SEMESTER 4		
HIS 220	Selected Topics II (History Series)	3
ENG 222	Literary and Cultural Theory	4
HUM 205	Advanced Leadership Studies	3
ENG 106*	Speech Communication	3
ELECTIVE	Elective	3
	TOTAL	16

**TOTAL
CREDITS
63/64**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

HOTEL MANAGEMENT

Associate of Science (AS) Degree

This programme prepares students with skills for front-of-the house management in the lodging industry. It also provides students with a sound foundation to transfer into the upper divisions of a baccalaureate programme in Hotel/Motel Management. Students learn about guest relations and service that is demanded in today's dynamic travel & lodging industry. Our students learn to apply guest record-keeping skills, analyse trends that measure changing consumer travel and lodging needs, conduct research to analyse business situations, seek out business opportunities relating to the industry, apply management skills to situations, and apply ethical practices in guest relations. They are also given opportunities to develop communication and interpersonal skills to enhance their interaction with their colleagues and industry persons. Field trips are incorporated into many of the courses offered in the programme to enhance student learning.

Students may either transfer to pursue further studies in Hotel Management abroad or go directly to the workplace.

Career Opportunities include Events Manager, Conference Manager, Executive Housekeeper, Front Office Supervisor, Sales and Marketing coordinator, Guest Services Manager, and Guest Services Representative.

Note: Students are encouraged to take General Education Courses in the summer to complete this programme in two years. A 150-hour Internship is included in the **HRM 254** course. Students will make the arrangements with one of our industry partners to arrange work schedule and work closely with the instructor.

Upon completion of this programme, students will be able to:

1. Apply basic laws and practices to guest relations in the hospitality industry;
2. Apply accounting techniques that are specific to the hospitality industry;
3. Analyse trends that measure changing consumer travel and lodging needs that influence business practices;
4. Demonstrate knowledge of technology skills needed to communicate effectively and solve problems in the hospitality industry;
5. Develop oral presentation skills that demonstrate analysis, relevance, and visual effectiveness;
6. Conduct research to analyse business situations and to seek out business opportunities in the hospitality industry;
7. Apply property management and administrative functions to situations managers face in the lodging industry; and
8. Apply maintenance techniques for property and for guest safety.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
CSC 104*	Computer Applications	3
COM 100*	Personal Development for Success	1
BUS 110	Fundamentals of Business	3
ENG 104*	English Composition I	3
MAT 110*	College Algebra	4
SPA/FRE 100*	Elementary Spanish/French	3
	TOTAL	17
SEMESTER 2		
SPA/FRE 101	Intermediate Spanish/French	3
ACC 100/FA1	Recording Financial Transactions	3
ECN 100	Principles of Micro-Economics	3
ENG 105*	English Composition II	3
BUS140	Supervision	3
	TOTAL	15
SUMMER		
ANT/PSY/SOC/PHY*	Social Science 100 Level	3
ENG 106*	Speech Communication	3
	TOTAL	6
SEMESTER 3		
BUS 100	Business Law I	3
BUS 120	Principles of Marketing	3
HRM 100	Front Office Management	3
HRM 110	Introduction to Travel and Tourism	3
HRM 152	Introduction to Food and Beverage Management	3
	TOTAL	15
SEMESTER 4		
BIO/CHE/PHY	Any 100-Level Science Course	3
ENG114*	Effective Business Writing	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
HRM 215	Management Accounting for Hospitality Industry	3
HRM 254	Rooms Management and Maintenance	3
	TOTAL	15

**TOTAL
CREDITS
68**

**DURATION
2-2½ YEARS**

***GENERAL
EDUCATION
COURSES**

HUMAN SERVICES

(Also offered as a Certificate of Achievement)

Associate of Arts (AA) Degree

This programme is designed to provide students with relevant and current knowledge in some areas of the behavioural sciences, and to enable those students to apply that knowledge effectively in a wide range of social contexts. It is hoped that persons completing this programme would be able to serve the community in areas such as Social Welfare services, Guidance and Counselling, and Human Resource Management.

Students are prepared to transfer to other colleges/universities.

Note: Students are encouraged to take **MAT 113** to satisfy the General Education Mathematics requirement.

SOC 100 will count as a programme specific requirement.

Upon completion of this programme, students will be able to:

1. Understand and critically apply psychological theories to rationalise individual development and behaviour across the lifespan and interaction among individuals;
2. Examine the impact of social attitudes on individuals, groups, and families;
3. Apply entry-level counselling skills to facilitate individuals, groups, and families;
4. Demonstrate the knowledge and basic skills necessary to conduct social research;
5. Analyse the impact of social issues on people, agencies, communities, and service systems; and
6. Communicate effectively in written and oral form in human services settings.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
ENG 104*	English Composition I	3
BIO/CHE/PHY*	Any 100-Level Science Course	3/4
COM 100*	Personal Development for College Success	1
SPA/FRE 100*	Elementary Spanish/French	3
CSC 104*	Microcomputer Applications	3
MAT 113*	Introduction to Statistics	4
	TOTAL	17/18
SEMESTER 2		
ENG 105*	English Composition II	3
PSY 100*	Introduction to Psychology	3
SOC 100	Introduction to Sociology	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
SPA/FRE 101*	Intermediate Spanish/French	3
	TOTAL	15
SEMESTER 3		
ENG 106*	Speech Communication	3
SOC 110	Social Research Methods	3
PSY 210	Human Growth and Development	3
PSY 215	Counselling Theory and Practice	3
SOC 120	Social Issues	3
	TOTAL	15
SEMESTER 4		
SOC 104	Sociology of Deviant Behaviour	3
SOC 205	Introduction to Gerontology	3
SOC 200	Social Policy	3
PSY 205	Social Psychology	3
PSY 220	Addiction Management and Counselling	3
SOC 210	Introduction to Social Work	3
	TOTAL	15

**TOTAL
CREDITS
62/63**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

HUMANITIES

Associate of Arts (AA) Degree

This concentration has its focus on the concepts central to human existence while exposing students to the diversity reflected in humanity. Students will become familiarised with essential theories regarding the nature of philosophy, anthropology, music, literature, and historical investigation.

This concentration will prove useful to those students who wish to study Law, History, Philosophy, and Anthropology.

Note: Students are encouraged to take **MAT 113** to satisfy the General Education Mathematics requirement.

PSY 100 will count as a General Education requirement.

Upon completion of this programme, students will be able to:

1. Produce and communicate clear and effective arguments and ideas formed independently;
2. Develop an appreciation and understanding of literature's personal, cultural, and historical significance;
3. Demonstrate an understanding of literary forms through studying the elements, structures, and characteristics of different types of literature;
4. Examine historical events in world civilisations, as well as large trends and themes up through 1500;
5. Demonstrate an understanding of how societies change over time and the implications for today;
6. Demonstrate an understanding of the political systems of Britain and the U.S.A.; and
7. Demonstrate the ability to think critically about various theories and ideas in philosophy;

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
ENG 104*	English Composition I	3
ENG 107	Elements of Literature	3
COM 100*	Personal Development for College Success	3
CSC 104*	Microcomputer Applications	3
SPA/FRE 100*	Elementary Spanish/French	3
BIO/CHE/PHY	Any 100-Level Science Course	3/4
	TOTAL	16/17
SEMESTER 2		
ENG 105*	English Composition II	3
ENG 125	Shakespeare and Other Authors	4
HIS 1XX/VIS 110*	Any 100-Level History Course	3
SPA/FRE 101*	Intermediate Spanish/French	3
PSY 100*	Introduction to Psychology	3
	TOTAL	16
SEMESTER 3		
HIS 120	Western Civilization	3
PHI 100	Introduction to Philosophy	3
SOC 100	Introduction to Sociology	3
ENG 106*	Speech Communication	3
MAT 113*	Introduction to Statistics	4
	TOTAL	16
SEMESTER 4		
HIS 125	Introduction to Africa	3
HIS 121	World Civilization	3
HUM 205	Advanced Leadership Studies	3
ENG 222	Literary and Cultural Theory	4
	TOTAL	13

**TOTAL
CREDITS
61/62**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

LAND SURVEYING

(Also available as a Certificate of Achievement)

Associate of Science (AS) Degree

This programme is designed to prepare students to enter the profession of Surveying. Students will be able to use open and closed traverses, location of topographic detail for the preparation of plans, layout of construction works, and the invert level installation for civil works. The students will be exposed to the uses and precision of surveys, distance measurement, the level, the transit, angular measurement, differential and profile levelling and fundamentals of construction surveys. Emphasis is placed on experience with EDM and electronic tachometer instruments and processing field data from data collectors through the computer to print media. Students are prepared to further studies leading to the Bachelor of Science Degree in Surveying.

Licensing Opportunities: Successful students are encouraged to take the local Surveying Licensing exam at the Survey Department of the Government of the Virgin Islands which will qualify them to demarcate property and perform topographical surveys.

Career opportunities include: Assistant Surveyor, Surveyor I, Quantity Surveyor II, and Senior Lands Officer.

Note: If required to take pre-college English and Mathematics courses, students should seek guidance from their academic advisor.

Upon completion of this programme, students will be able to:

1. Demonstrate an understanding of the theory, convention, standards, and procedures associated with the preparation of architectural and structural drawings;
2. Prepare preliminary architectural working drawings and sketches using computed assisted drafting techniques;
3. Create orthographic drawings of mechanical components, manufactured parts, and buildings;

4. Create three-dimensional pictorial representations to include isometric, oblique, and perspective views from orthographic projections;
5. Demonstrate an understanding of and proper usage of survey field equipment;
6. Process and analyse field and computed data as related to surveying; and
7. Demonstrate the proper interpretation of surveying data used within the construction application.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM100*	Personal Development for College Success	1
CSC104*	Micro-Computer Applications	3
MAT115*	Technical Mathematics I	3
SPA/FRE100*	Elementary Spanish/French	3
TCS102	Computer Aided Drafting	3
TCS103	Technical Drawing	3
TOTAL		16
SEMESTER 2		
ENG 104*	English Composition I	3
SPA/FRE 101*	Intermediate Spanish/French	3
TCS 100	Blue print Reading and Construction Specifications	3
TCS 104	Freehand Drawing	4
TCS 113	Orthographic	4
TOTAL		17
SEMESTER 3		
ANT/PHI/PSY/SOC 100*	Any 100-Level Social Science	3
ENG 105*	English Composition II	3
HIS 1XX/VIS 110*	Any 100-Level History course	3
BIO/CHE/PHY*	Any 100-Level Science Course	4
TCS 110	Surveying Level 1	4
TOTAL		17
SEMESTER 4		
EET 100	Electrical Technology	3
ENG 106*	Speech Communication	3
TCS 101	Introduction to Engineering	3
TCS 105	Construction Inspection and Project Management	3
TCS 210	Surveying Level II	4
TOTAL		16

**TOTAL
CREDITS
64**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

MARINE TECHNOLOGY

Associate of Science (AS) Degree

This programme is designed to train students in the operation and maintenance of marine propulsion and auxiliary systems, found on small to medium-sized sail and power yachts, and their tenders. Upon completion, students will have the entry level qualifications required for the local marine industry, especially the bareboat charter business.

Careers in this field include: Outboard Engine Technicians, Marine Surveyors, Marine Engine Repair Technician, Engine Room Mechanic, and Marine Electronics Installers (on recreational and commercial seafaring vessels).

Note: Electives: Select any two from the following:
AMS 170, Sailboat Theory and Practice,
AMT 131, STCW Basic Course, or
AMT 132, Caribbean Boat Masters Grade 2/3.

Upon completion of this programme, students will be able to:

1. Distinguish between the different engine designs and operating principles used in marine propulsion and auxiliary systems;
2. Demonstrate competent use of technology-based engine diagnostic equipment;
3. Select and safely operate hand and power tools;
4. Demonstrate safe working practice and safe handling of hazardous materials;
5. Demonstrate competent use of marine refrigeration equipment;
6. Demonstrate competent use of marine electrical equipment; and
7. Demonstrate an understanding of technical mathematics.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
ENG 104*	English Composition I	3
MAT 115*	Technical Mathematics	3
CSC 104*	Microcomputer Applications	3
AMT 100	Engineering, Science and Technology	3
AMS 103	Basic Marine Refrigeration	3
	TOTAL	16
SEMESTER 2		
ENG 105*	English Composition II	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
AMS 101	Introduction to Marine Electrical Systems	3
AMS 110	Basic Marine Diesel Systems and Troubleshooting	3
AMS 175	Introductory Seamanship	3
	TOTAL	15
SEMESTER 3		
ENG 106*	Speech Communication	3
SPA/FRE 100*	Elementary Spanish/French	3
BIO/CHE/PHY*	Any 100-Level Science Course	4
AMS 176	Chart Reading and Basic Navigation	3
AMS 112	Introduction to Outboard and Gasoline Engines	3
	TOTAL	16
SEMESTER 4		
SPA/FRE 101*	Intermediate Spanish/French	3
ANT/PHI/PSY/SOC	Any 100-Level Social Science Course	3
AMS 113	Outboard Engines I	3
ELECTIVE	Elective (see note above)	3
ELECTIVE	Elective (see note above)	3
	TOTAL	15

**TOTAL
CREDITS
62**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

MATHEMATICS

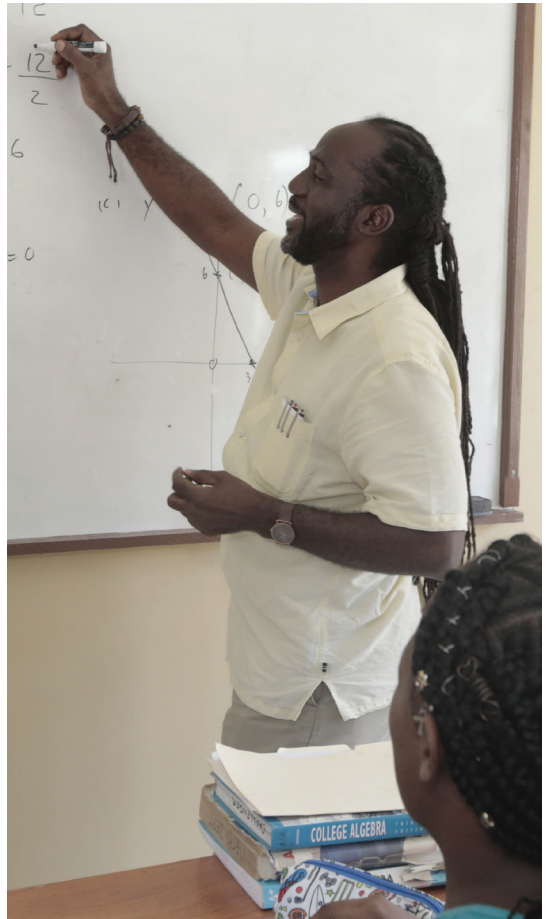
Associate of Science (AS) Degree

This Associate Degree in Mathematics can be the first half of an equation that adds up to a four-year mathematics Bachelor's degree. It is intended for students who enjoy Mathematics and wish to get a solid foundation in the core areas of Mathematics. Emphasis is on developing computational and applied problem-solving skills rather than mathematical theory.

Students who transfer to four-year colleges or universities can pursue a Bachelor's Degree in Mathematics or in areas that rely heavily on Mathematics such as Engineering, Actuarial Science, Finance, Economics, Computer Science, or Mathematics Education.

Upon completion of this programme, students will be able to:

1. To develop skills in reasoning, problem-solving, critical thinking and analysis, oral and written communication, and use of appropriate technology.
2. To develop an awareness of, and abilities in, applications of Mathematics in other disciplines and real-life situations.
3. To prepare our students for meaningful employment in teaching, business, industry, government, or further study in Mathematics or related fields.



SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for College Success	1
ENG 104*	English Composition I	3
MAT 110*	College Algebra	4
CSC 104*	Microcomputer Applications	3
PHY 110*	General Physics I	3
TOTAL		16
SEMESTER 2		
ENG 105*	English Composition II	3
MAT 113	Introduction to Statistics	4
MAT 120	College Trigonometry	4
PHY 112	General Physics II	4
TOTAL		15
SEMESTER 3		
ENG 106*	Speech Communication	3
MAT 210	Calculus I	4
MAT 213	Further Topics in Inferential Statistics and Regression Analysis	4
SPA/FRE 100*	Elementary Spanish/French	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
TOTAL		17
SEMESTER 4		
MAT 220	Calculus II	4
MAT 217	Linear Algebra	4
SPA/FRE 101*	Intermediate Spanish/French	3
ANT/PHI/PSY//SOC	Any 100-Level Social Science Course	3
TOTAL		14

**TOTAL
CREDITS
60**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

PERFORMING ARTS- DANCE

Associate of Arts (AA) Degree

Students pursuing the Associate of Arts in Performing Arts with a Dance Concentration are expected to demonstrate the ability to discuss the histories of world dance and the various influences on the Caribbean region. They must also demonstrate the technical skills and body awareness necessary for creative choreography and performance.

Ensemble Requirement: Performing Arts students are required to be members of at least one ensemble for the duration of their academic studies with the institution. Those ensembles will grant 1 credit per semester towards graduation.

Electives: Students may choose any one of the following courses:

DAN 1xx, Any 100-Level Dance course,

ENG 107, Elements of Literature,

FLM 100, Intro. To Film Studies,

HUM 205, Advanced Leadership Studies,

MUS 1xx, Introduction to Sound Engineering,

MUS 160, Drama and Musical Theatre Workshop or **DRA 1xx**, Any 100-Level Drama course.

Upon completion of this programme, students will be able to:

1. Demonstrate the ability to evaluate and make judgments about aesthetic quality and to critique performances from multiple perspectives;
2. Develop an understanding of the spiritual, moral, ethical, social, and cultural issues linked with the performing arts;
3. Demonstrate effective communication skills, intellectual discipline, imaginative thinking, and effective time management in managing the process involved in realising an idea;
4. Produce and communicate clear and effective arguments and ideas formed independently;
5. Demonstrate the ability to utilise appropriate technology in discussing their discipline; and

6. Demonstrate an understanding of the terms and forms of their chosen concentration through studying the elements, structures, and characteristics of each particular art form.



SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
ENG 104*	English Composition I	3
COM 100*	Personal Development for College Success	1
PER 100	Creative Entrepreneurship I	3
DAN 020	Dance Ensemble	1
SPA/FRE 100*	Elementary Spanish/French	3
CSC 104*	Microcomputer Applications	3
BIO/CHE/PHY 110*	Any 100-Level Science Course	3/4
	TOTAL	17/18
SEMESTER 2		
ENG 105*	English Composition II	3
PER 101	Creative Entrepreneurship II	3
DAN 100	Dance Seminar	3
DAN 105	Ballet and Modern Dance	3
SPA/FRE 101*	Intermediate Spanish/French	3
	TOTAL	15
SEMESTER 3		
ENG 106*	Speech Communication	3
ANT/PHI/SOC 100	Any 100-Level Social Science	4
DAN 110	Jazz and Afro Caribbean Dance	4
DAN 115	History and The Dancing Body	3
HIS 1XX/VIS 110*	Any 100-Level History Course	3
	TOTAL	17
SEMESTER 4		
DAN 200	Dance Seminar II	3
DAN 201	Composition and Performance	3
MAT 113*	Introduction to Statistics	4
ELECTIVE	Elective Course	3/4
	TOTAL	13/14

**TOTAL
CREDITS
60/61**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

PERFORMING ARTS- DRAMA

Associate of Arts (AA) Degree

Students pursuing the Associate of Arts in Performing Arts with a Drama Concentration are expected to “understand the elements of play construction and the development of Caribbean theatre as a consequence of historical moments in the Caribbean;” (CAPE Performing Arts Syllabus, 2014) demonstrate the ability to discuss the development of Caribbean drama; explain the characteristics of drama of different periods and analyse scripts; and critique productions. This programme prepares students for careers or further study in film and theatre.

Ensemble Requirement: Performing Arts students are required to be members of at least one ensemble for the duration of their academic studies with the institution. Those ensembles will grant 1 credit per semester towards graduation.

Notes: Applicants holding a CSEC Theatre Arts Certificate will be allowed to challenge certain introductory courses.

Electives: Students may choose any one of the following courses:

Any 100-Level, DAN 1xx Dance Course,
Any 100-Level, DRA 1xx Drama course,
ENG 222, Literary and Cultural Theory,
FLM 100, Intro to Film Studies,
HUM 205, Advanced Leadership Studies,
MUS 1xx, Any 100-Level Music Course or
MUS 160, Drama and Musical Theatre Workshop.

Upon completion of this programme, students will be able to:

1. Demonstrate the ability to evaluate and make judgments about aesthetic quality; to critique performances from multiple perspectives;
2. Develop an understanding of the spiritual, moral, ethical, social, and cultural issues linked with the performing arts;
3. Demonstrate effective communication skills, intellectual discipline, imaginative thinking, and effective time management in managing the process involved in realising an idea;

4. Produce and communicate clear and effective arguments and ideas formed independently;

5. Demonstrate the ability to utilise appropriate technology in discussing their discipline; and

6. Demonstrate an understanding of the terms and forms of their chosen concentration through studying the elements, structures, and characteristics of each particular art form.



SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
ENG 104*	English Composition I	3
COM 100*	Personal Development for College Success	1
PER 100	Creative Entrepreneurship I	3
DRA 030	Theatre Ensemble	1
SPA/FRE 100*	Elementary Spanish/French	3
CSC 104*	Microcomputer Applications	3
BIO/CHE/PHY 110*	Any 100-Level Science Course	3/4
	TOTAL	17/18
SEMESTER 2		
ENG 105*	English Composition II	3
PER 101	Creative Entrepreneurship II	3
ENG 107	Elements of Literature	3
DRA 100	Performance Technique and Research	3
SPA/FRE 101*	Intermediate Spanish/French	3
	TOTAL	15
SEMESTER 3		
ENG 106*	Speech Communication	3
ANT/PHI/PSY/SOC*	Any 100-Level Social Science Course	3
DRA 101	Forming the Performer	3
ENG 125	Shakespeare and Other Authors	4
HIS/VIS	Any 100-Level History	3
	TOTAL	17
SEMESTER 4		
DRA 201	Art of the Performance	3
DRA 205	Caribbean Theatre and The World	3
MAT 113*	Introduction to Statistics	4
ELECTIVE	Elective Course	3
	TOTAL	14

**TOTAL
CREDITS
61/62**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

PERFORMING ARTS – MUSIC

Associate of Arts (AA) Degree

Students pursuing the Associate of Arts in Performing Arts with a Music Concentration are expected to demonstrate the ability to listen and appraise, perform, compose, and arrange music. The goal of the programme is to enhance the student's performance and creation of music.

Ensemble Requirement: Performing Arts students are required to be members of at least one ensemble for the duration of their academic studies with the institution. Those ensembles will grant 1 credit per semester towards graduation.

Notes: Applicants holding a CSEC Theatre Arts Certificate or a Royal School of Music will be allowed to challenge certain introductory courses.

Electives: Students may choose from any one of the following courses:

DAN 1xx, Any 100-Level Dance Course,

DRA 1xx, Any 100-Level Drama Course,

ENG 107, Elements of Literature,

FLM 100, Introduction to Film Studies,

HUM 205, Advanced Leadership Studies, or

MUS 160, Drama and Musical Theatre Workshop.

Upon completion of this programme, students will be able to:

1. Demonstrate the ability to evaluate and make judgments about aesthetic quality; to critique performances from multiple perspectives;
2. Develop an understanding of the spiritual, moral, ethical, social, and cultural issues linked with the performing arts;
3. Demonstrate effective communication skills, intellectual discipline, imaginative thinking, and effective time management in managing the process involved in realising an idea;
4. Produce and communicate clear and effective arguments and ideas formed independently;

5. Demonstrate the ability to utilise appropriate technology in discussing their discipline; and

6. Demonstrate an understanding of the terms and forms of their chosen concentration through studying the elements, structures, and characteristics of each particular art form.



SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
ENG 104*	English Composition I	3
COM 100*	Personal Development for College Success	1
PER 100	Creative Entrepreneurship I	3
MUS OXX	Any Music Ensemble	1
SPA/FRE 100*	Elementary Spanish/French	3
CSC 104*	Microcomputer Applications	3
BIO/CHE/PHY 110*	Any 100-Level Science Course	3/4
	TOTAL	17/18
SEMESTER 2		
ENG 105*	English Composition II	3
PER 101	Creative Entrepreneurship II	3
MUS 101	Jazz History	3
MUS 130	Introduction to Music Theory	3
SPA/FRE 101*	Intermediate Spanish/French	3
	TOTAL	15
SEMESTER 3		
ENG 106*	Speech Communication	3
MUS 110	Creative Music Conducting and Directorship	3
MUS 210	Principles of Applied Performance I	3
ANT/SOC/PHI/PSY 110*	Any 100-Level Social Science Course	4
HIS 1XX/VIS 110*	Any 100-Level History Course	3
	TOTAL	16
SEMESTER 4		
MUS 131	Jazz Music Theory	3
MUS 220	Principles of Applied Performance II	4
MAT 113*	Introduction to Statistics	4
ELECTIVE	Elective Course	3
	TOTAL	14

**TOTAL
CREDITS
62/63**

**DURATION
2 YEARS**

***GENERAL
EDUCATION
COURSES**

SMALL BUSINESS AND ENTREPRENEURSHIP

Associate of Science (AS) Degree

This programme will offer hands-on experience designed to help small business owners and entrepreneurs develop the skills needed to start, run, and grow a business. Basic business skills such as accounting, using an accounting software, creating marketing plans, developing employee manuals, and developing business plans are included. Students will develop a real business idea in a capstone course. Workshops will cover additional topics in customer service, sales techniques, ethics, project management, and team building with industry professionals. Students can take classes in a blended learning environment which is (face-to-face and online). A 50-hour work attachment will be included to help students gain industry experience.

Career Opportunities: Besides self-employment, some job possibilities for graduates include Food Service or Catering Management, Retail Sales Management, Administrative Services or Office Management, and Supervisory jobs.

Notes: Students are encouraged to take General Education courses in the summer to avoid an overload of credits.

Upon completion of this programme, students will be able to:

1. Apply basic legal systems and practices that guide how business is conducted;
2. Apply general business and management strategies to real-life in small business settings;
3. Analyse trends that measure consumer needs, wants, and desires and show how they influence business practices;
4. Demonstrate how an organisation can gain a sustainable competitive advantage through effective management of its human resources;
5. Communicate effectively in written and oral form in business situations;

6. Use technology effectively to communicate and analyse information related to business;

7. Analyse financial data and trends as they relate to everyday business;

8. Apply ethical principles and standards that are accepted in the business world; and

9. Utilise internal control methodologies to enhance reliability of the accounting function.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM 100*	Personal Development for Success	1
ENG 104*	English Composition 1	3
CSC 104*	Microcomputer Applications	3
MAT112*	College Algebra for Business/Social Science	4
BUS 110	Fundamentals of Business	3
ACC 100/FA1	Recording Financial Transactions	3
	TOTAL	17
SEMESTER 2		
BUS 120	Principles of Marketing	3
ECN 100/105	Principles of Micro or Macro-Economics	3
BUS 100	Business Law I	3
SPA/FRE 100*	Elementary Spanish/French	3
ENG 105*	English Composition II	3
	TOTAL	15
SUMMER		
ANT/PHI/PSY/SOC	Any 100-Level Social Science Course	3
ENG 106*	Speech Communication	3
	TOTAL	6
SEMESTER 3		
BUS 203	Management Principles	3
BUS 211	Small Business and Entrepreneurship I	3
ENG 114	Effective Business Writing	3
SPA/FRE 101*	Intermediate Spanish/French	3
ACC 225	Accounting Software Applications	3
	TOTAL	15
SEMESTER 4		
BUS 221	Small Business and Entrepreneurship II	3
BIO/CHE/PHY	Any 100-Level Science Course	3/4
HIS 1XX/VIS 110*	Any 100-Level History Course	3
BUS 210	Human Resource Management	3
BUS 241	Principles of Finance	3
BUS 101	Business Law II	3
	TOTAL	15/16

**TOTAL
CREDITS
68/69**

**DURATION
2-2½ YEARS**

***GENERAL
EDUCATION
COURSES**

**PROGRAMME OFFERINGS
– CERTIFICATE OF ACHIEVEMENT**

AUTOMOTIVE ENGINEERING TECHNOLOGY (SERVICE)

Certificate of Achievement

This programme is designed to develop scientific aptitude and technical skills in auto-mechanics. It will enable students to follow relevant and fairly advanced repairing procedures in the fixing of modern automobiles and will also help prepare students for City and Guilds of London examinations as well as the Automotive Service

Excellence examinations (ASE) of the USA. This programme prepares students for work placement.

Career Opportunity: Auto mechanic

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
25**

**DURATION
1 YEAR**

***GENERAL
EDUCATION
COURSES**

SEMESTER 1		CREDIT
AUT 101	Automotive Engineering Technology and Science	3
AUT 102	Engine Overhaul and Repairs	4
AUT 103	Chassis Brakes and Suspension Systems	3
MAT 115*	Technical Mathematics I	3
TOTAL		13
SEMESTER 2		
AUT 109	Chassis Electrical Wiring and Ancillaries	3
AUT 110	Automotive Electrical and Electronics	3
AUT 115	Small Engine Mechanics	3
ENG 104*	English Composition I	3
TOTAL		12

BOAT BUILDING, REPAIRS, AND MAINTENANCE

Certificate of Achievement

This programme offers practical experience in the varied skills necessary for building, repairing and general maintenance of small recreational and commercial vessels. Vessels used in the recreational yachting industry require high standards of repair and maintenance. Many of the courses in this programme provide entry level skills in specialised fields. Only with hands-on experience will students gain the skills to master these subjects. Students may elect to continue studies toward an Associate Degree or beyond. This programme prepares students for work placement.

Career Opportunities: There are many opportunities for jobs in these fields which include: marine electrical work, yacht plumbing design and service, wastewater treatment and disposal, fiberglass construction and repair, wood working: hull and yacht interior, dinghy building and restoration, sailing yacht rigging, sail design, fabrication and repair, and marine welding.

SUGGESTED SEQUENCE OF COURSES

TOTAL CREDITS 21	SEMESTER 1		CREDIT
	AMS 190	Introduction to BVI Marine Industry	3
	AMS 101	Introduction to Marine Electrical Systems	3
	AMS 105	Marine Plumbing Systems	3
	AMS 123	Fiberglass Maintenance and Repair	3
		TOTAL	12
DURATION 1 YEAR	SEMESTER 2		
	AMS 126	Marine Carpentry I	3
	AMS 128	Sailboat Rigging	3
	AMS 129	Sail Making and Repair	3
	AMS 120	Introduction to Welding	3
		TOTAL	9
*GENERAL EDUCATION COURSES			

BUSINESS ADMINISTRATION

Certificate of Achievement

This certificate programme is designed to address a wide range of business administrative skills which are applicable within the workplace. This includes the core business administration classes found in associate degree programmes but would omit an excessive amount of general education courses.

The main courses of this programme would be fundamentals of business, leadership, accounting, marketing, and business technology.

Students completing this programme are prepared for entry-level business administration

jobs. A junior business administrator is responsible for working independently with limited instructions. The expected duties will vary from organisation to organisation. However, one significant component is that of communicating effectively with the public, co-workers, and levels of junior, middle, and senior management.

Career Opportunities: Customer Service Representatives, Administration Clerical Officers, Small Business Owners, and Office Administrators.

SUGGESTED SEQUENCE OF COURSES

TOTAL CREDITS 21	SEMESTER 1		CREDIT	
	DURATION 1 YEAR	CSC 104*	Microcomputer Applications	3
ENG 104*		English Composition I	3	
BUS 110		Fundamentals of Business	3	
ACC 100		Recording Financial Transactions	3	
		TOTAL	12	
SEMESTER 2				
*GENERAL EDUCATION COURSES	BUS 120	Principles of Marketing I	3	
	BUS 140	Supervision	3	
	BUS 141	Introduction to Leadership	3	
	ENG 114	Effective Business Writing	3	
			TOTAL	9

COMPUTER STUDIES- MICROCOMPUTER

Certificate of Achievement

This certificate programme is designed to enhance the computer skills of persons having an interest in the field of computing. This programme also serves as a 'stepping stone' for students who desire to pursue further studies in Computer Science or gain entry-level positions.

Careers Opportunities: Upon completion of this certificate persons may seek careers as data processors, intranet programmers and entry-level stationery designers.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
8**

**DURATION
1 YEAR**

***GENERAL
EDUCATION
COURSES**

SEMESTER 1		CREDIT
CSC 104*	Microcomputer Applications	3
ENG 104*	English Composition 1	3
BUS 110	Fundamentals of Business	3
	TOTAL	9
SEMESTER 2		
CSC 108	Desktop Publishing	3
CSC 114	Database Design and Applications	3
CSC 121	Introduction to E-Commerce	3
	TOTAL	9

CONSTRUCTION TECHNOLOGY

Certificate of Achievement

This programme is designed to provide students with the basic technical knowledge required to develop and understand construction drawings and specifications. The focus is on being knowledgeable about the creation and the interpretation of architectural/engineering drawings. All aspects of these documents will be covered including site layout, elevations, floor plans, structural details, heating/ air-conditioning, electrical and plumbing systems

and all appropriate symbols will be explained. The relevant aspects of design and construction drawings and construction specifications will be covered. This programme is designed for work placement.

Career Opportunities: Graduates of this programme may seek jobs as: Assistant Maintenance Worker, Survey Helper, CAD Trainee, Trainee Engineer, and Trainee Draftsman.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
21**

**DURATION
1 YEAR**

***GENERAL
EDUCATION
COURSES**

SEMESTER 1		CREDIT
CSC 104*	Microcomputer Applications	3
MAT 115*	Technical Mathematics I	3
TCS 100	Blueprint Reading and Construction Specifications	3
TCS 102	Computer Aided Drafting	3
	TOTAL	12
SEMESTER 2		
ENG 104*	English Composition I	3
TCS 103	Technical Drawing	3
TCS 105	Construction Inspection and Project Management	3
	TOTAL	9

CULINARY – PROFESSIONAL BAKING AND PASTRY MAKING

Certificate of Achievement

This programme gives students the leading edge for advancement and progression in the baking and pastry profession. It also provides students with the knowledge and experience in the science and production of bakery items. Emphasis is placed on traditional and artisan baking methods as applied to modern international trends. The training includes cake decoration wedding and special occasion cakes, desserts, chocolate and sugar work. This programme prepares students for work placement.

Career Opportunities: In addition to self-employment, other job opportunities for graduates of this programme include: patisserie shops, hotels, retail and wholesale bakeries, supermarkets, restaurants, caterers, and other food-related businesses.

Note: Additional fees apply to lab based courses.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
22**

**DURATION
1 YEAR**

SEMESTER 1		CREDIT
CUL 101	Food Safety Operations and Supervision	2
CUL 110	Food Service Theory and Basic Skills	3
CUL 124	Bread and Breakfast Pastry Arts	3
CUL 205	Baking and Introduction to Prepared Foods	3
	TOTAL	11
SEMESTER 2		
CUL 137	Chocolate and Confections	3
CUL 145	Bakeshop Operations	3
CUL 209	Cakes and Pastry	3
CUL 151	Caribbean Desserts	2
	TOTAL	11

CULINARY – PROFESSIONAL COOKING

Certificate of Achievement

This programme is designed for industry professionals and food enthusiasts who seek to enhance their skills and knowledge in professional cooking, while earning a certification from an accredited institution. This course provides students with an opportunity to obtain experience and exposure in a wide range of specialised areas such as Kitchen Operations, Health and Safety, International Cuisine and Culinary Proficiency while attaining focused general knowledge in areas needed to function in the hotel, catering

and food service environment. This programme prepares students for work placement.

Career Opportunities: In addition to self-employment, other job opportunities for graduates of this programme include: Crewed Yacht Cooks, Station Cooks, Pastry Chef Assistant, Baker Assistant, Catering Steward, Wait staff and Prep Cook.

Note: Additional fees apply to lab based courses.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
23**

**DURATION
1 YEAR**

SEMESTER 1		CREDIT
CUL 101	Food Safety Operations and Supervision	2
CUL 109	Cultural Dimensions of Food	3
CUL 111	Culinary Proficiency I	3
CUL 129	International Cuisine	3
	TOTAL	11
SEMESTER 2		
CUL 135	Garde Manger	3
CUL 201	Menu Policy, Planning and Development	3
CUL 215	P.M. A la Carte Cooking (Fine Dining)	3
CUL 229	Vegetarian/Vegan/ Cookery	3
	TOTAL	12

DISASTER MANAGEMENT

Certificate of Achievement

This programme is designed in a multi-disciplinary and integrated fashion to focus on the principles of preparedness, response mitigation, and recovery. Participants in this programme can use the qualification as a starting point in disaster management studies and careers or to augment their expertise in other relevant areas of service. This programme is geared towards work placement.

Career Opportunities: On successful completion of the Certificate in Disaster Management, students should be able to pursue opportunities at the entry level in the following careers: - Emergency Dispatcher, Maintenance Officer, and Disaster Planner.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
24**

**DURATION
1 YEAR**

***GENERAL
EDUCATION
COURSES**

SEMESTER 1		CREDIT
ENG 104*	English Composition I	3
DMT 120	Introduction to Disaster Management	3
DMT 122	Community Preparedness	3
PAD 102	Principles of Public Administration I	3
	TOTAL	12
SEMESTER 2		
DMT 128	Hazardous Materials	3
DMT 126	Emergency Care and Treatment	3
DMT 220	Disaster Planning	3
PHY 106	Natural World of the Caribbean	3
	TOTAL	12

ELECTRONIC ENGINEERING TECHNOLOGY

Certificate of Achievement

This programme is designed to provide students with studies in Electrical and Electronic engineering technology. Upon completion, students should be able to function as an electrician assistant in installation and maintenance or operators in the domestic and commercial sectors. More emphasis is being placed on practical applications to meet industrial requirements. This programme prepares students for work placement.

Career Opportunity: Assistant Electrical Technician.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
22**

**DURATION
1 YEAR**

***GENERAL
EDUCATION
COURSES**

SEMESTER 1		CREDIT
EET 100	Electrical Technology	3
ENG 104*	English Composition I	3
MAT 115*	Technical Mathematics I	3
TOTAL		9
SEMESTER 2		
EET 101	Electronics Circuits and Devices	3
EET 103	Electrical Power Systems and Controls	3
EET 104	Applied Electricity with Practical Project	4
CSC 104*	Microcomputer Applications	3
TOTAL		13

ENGINEERING/ARCHITECTUAL TECHNOLOGY

Certificate of Achievement

This programme is designed to prepare students for entry-level drafting positions in either the engineering or architectural professions. Students will be capable of delineating orthographic or multi-view images and axonometric images (isometric, biometric, perspectives), understanding an architect's and engineer's scale, developing construction drawings, and detailing and understanding the purpose and use of specifications.

Career Opportunities: Computer Aided Design Trainee, Trainee Engineer, Trainee Draftsman, Building Foreman, and School Maintenance Officer.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
21**

**DURATION
1 YEAR**

***GENERAL
EDUCATION
COURSES**

SEMESTER 1		CREDIT
CSC 104*	Microcomputer Applications	2
TCS 100	Blueprint Reading and Construction Specifications	3
MAT 115*	Technical Mathematics I	3
TCS 103	Technical Drawing	3
	TOTAL	12
SEMESTER 2		
ENG 104*	English Composition I	3
TCS 113	Orthographics	3
TCS 203	Computer Assisted Drafting	3
	TOTAL	9

FOREIGN LANGUAGE

Certificate of Achievement

The Certificate in Foreign Language is primarily to provide instruction and certification for individuals in the workforce to improve their employment opportunities. Secondly, it will provide recognition for HLSCC students who have a strong interest in studying and speaking French or Spanish. All students will receive scholarly and practical instruction in a foreign language that will provide opportunities to speak, listen to, read, and write in the language, and provide exposure to cultural practices of the countries where the language is spoken.

Note: In order to qualify for graduation, a student must have achieved a Grade of C in each course within the Certificate. While the Certificate is not designed for transfer purposes, courses may transfer as one or more components of a foreign language requirement at a university and may even enable full exemption from further language courses at a university.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
16**

**DURATION
1 YEAR**

***GENERAL
EDUCATION
COURSES**

SEMESTER 1		CREDIT
SPA/FRE 100*	Elementary Spanish/French	3
SPA/FRE 101*	Intermediate Spanish/French	3
	TOTAL	6
SEMESTER 2		
SPA/FRE 200	Spanish/French Usage	3
SPA/FRE 201	Conversational Spanish/French	3
ENG 220	Introduction to Linguistics	4
	TOTAL	10

HUMAN SERVICES

Certificate of Achievement

This certificate programme is designed to introduce individuals who are desirous of working in behavioural science related fields or pursuing further studies in the social sciences or related fields.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
15**

**DURATION
1 YEAR**

***GENERAL
EDUCATION
COURSES**

SEMESTER 1		CREDIT
ENG 104*	English Composition I	2
PSY 100*	Introduction to Psychology	3
SOC 100*	Introduction to Sociology	3
	TOTAL	9
SEMESTER 2		
PSY 215	Counselling (Theory and Practice)	3
SOC 120	Social Issues	3
	TOTAL	6

LAND SURVEYING

Certificate of Achievement

This programme is designed to provide the students with both the theoretical and practical knowledge of land surveying. It provides a sound foundation for students to pursue diplomas in surveying and licensing from regional and U.K. institutes. General computing skills are introduced as well as training on specific drafting and surveying software. Surveying instruments including GPS and electronic total station are used in the acquisition of field data. Data logging is taught in a uniform, organised, and complete manner. Students are also instructed in the

calculation of measuring errors and accounting for the precision in the instrumentation being used. Other topics include uses and precision of surveys, distance measurement, preliminary surveys, construction surveys, elevation measurement, angular measurement, differential and profile levelling and highway survey. This programme prepares students for work placement.

Note: Licensure opportunity with regional survey body can be attained.

SUGGESTED SEQUENCE OF COURSES

TOTAL CREDITS 22	SEMESTER 1		CREDIT
	MAT 115*	Technical Mathematics I	3
	TCS 100	Blueprint Reading and Construction Specifications	3
	TCS 103*	Technical Drawing	3
DURATION 1 YEAR	TCS 101	Introduction to Engineering	3
	TOTAL		12
	SEMESTER 2		
GENERAL EDUCATION COURSES	ENG 104	English Composition I	3
	TCS 102	Computer Aided Drafting	3
	TCS 110	Surveying Level I	4
	TOTAL		10

MARINE STUDIES

Certificate of Achievement

This one-year programme provides a basic introduction to marine technical systems. The topics are fundamental to mechanical systems aboard most pleasure vessels. These subjects are essential to work as an entry level mechanic in the marine recreational boating sector. The courses are designed with practical applications and hands-on experience as may be encountered aboard a modern yacht. This Certificate programme will enable the student to enter the industry with basic skill sets and begin working. Students may wish to specialise in various types

of mechanical studies. Background gained in these technical courses may be applied toward an Associate Degree or more advanced studies.

Career Opportunities: Job opportunities are varied aboard vessels or in a mechanical workshop. Sample jobs include: Marine engine maintenance and overhaul, Basic Charter yacht mechanical service personnel, Workshop assistant, Engine and mechanical system installer, and Engineer assistant aboard sea going vessels.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
21**

**DURATION
2 YEARS**

SEMESTER 1		CREDIT
AMS 190	Introduction to BVI Marine Industry	3
AMT 100	Engineering, Science and Technology	3
AMS 103	Basic Marine Refrigeration	3
	TOTAL	9
SEMESTER 2		
AMS 112	Introduction to Outboard and Gasoline Engines	3
AMS 110	Basic Marine Diesel Systems and Troubleshooting	3
AMS 111	Marine Diesel Engines I	3
AMS 113	Outboard Engines I	3
	TOTAL	12

MARINE TRANSPORT MANAGEMENT AND MARITIME LICENSING

Certificate of Achievement

The objective of the Certificate is to provide students with an introduction to the basic seamanship required in the recreational and commercial boating sector. Courses will cover the major seamanship and boat handling skills required for licensing and safe boat operations which are necessary for the further development of a vibrant maritime/marine sector.

Career Opportunities: These may include: Ferry boat deckhands, Sailboat crew and skippers, Navigators on larger yachts, Radio operator on

larger yachts, Vessel safety personnel, Marina operations, Boat safety instructors, Skippers for offshore sailing yachts and Captain and Deckhand on commercial vessels.

Note: On completion of this Certificate, students will acquire skills sets to enable them to obtain the licenses through the STCW and Boat-Master's Certificate required in the commercial and passenger carrying maritime sector.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
21**

**DURATION
2 YEARS**

SEMESTER 1		CREDIT
AMS 131	STCW Basic Course	2.5
AMS 132	Caribbean Boat Masters 2/3	3
AMS 133	Caribbean Boat Masters Grade I	3
AMS 172	Small Boat Handling	3
	TOTAL	11.5
SEMESTER 2		
AMS 134	RYA Short Radio Course (VHF)	0.5
AMS 175	Introductory Seamanship	3
AMS 176	Chart Reading and Basic Navigation I	3
AMS 185	Introduction to Marine Transportation	3
	TOTAL	9.5

MARINE TRANSPORTATION MANAGEMENT AND SAFETY

Certificate of Achievement

Students completing the Certificate will have a working knowledge of charts and navigation systems and be proficient in handling recreational and small commercial vessels. These are basic skills in demand by the yachting industry in the BVI and beyond.

Career Opportunities: These may include: Basic boat handling operator, Sailboat deckhand and skippers, Navigators on larger yachts, Basic maintenance technician for safety at sea, Marine safety officers for shore-based installations, Seamanship skilled technician for offshore sailing yachts, Deckhand on ferries and commercial vessels.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
21**

**DURATION
1 YEAR**

SEMESTER 1		CREDIT
AMS 175	Introductory Seamanship	3
AMS 190	Introduction to BVI Marine Industry	3
AMS 170	Sailboat Theory and Practice	3
TOTAL		9
SEMESTER 2		
AMS 172	Small Boat Handling	3
AMS 176	Chart Reading and Basic Navigation I	3
AMS 171	Small Boat Safety and Maintenance	3
AMS 185	Introduction to Marine Transportation	3
TOTAL		12

MECHANICAL ENGINEERING TECHNOLOGY

Certificate of Achievement

This programme is designed to provide the student with fundamental practical and theoretical knowledge in the mechanical sciences: thermo fluids, material and mechanics. Instruction in the principles of science governing media behaviour as well as the practical skills necessary for operation, diagnosis and repair of mechanical components. Background

information is also given in the fundamentals of electricity and electronics, allowing the students to develop insight into control systems.

Career Opportunities: Assistant Mechanic Worker, Auto Helper and CAD Trainee.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
21**

**DURATION
1 YEAR**

SEMESTER 1		CREDIT
AMS 120	Introduction to Welding	3
AUT 100	Workshop Occupational Health and Safety	3
MAT 115*	Technical Mathematics I	3
TCS 101	Introduction to Engineering	3
		TOTAL 12
SEMESTER 2		
AUT 101	Automotive Engineering Technology and Science	3
ENG 104*	English Composition I	3
TCS 100	Blueprint Reading and Construction Specifications	3
		TOTAL 9

OFFICE ASSISTANCE

Certificate of Achievement

This certificate programme is designed for clerical support staff who require more detailed knowledge of the operational aspects of office work in order to enhance their on-the-job effectiveness. Students learn business writing techniques, supervisory skills, organisation skills, problem-solving skills, and technology skills that are required by today's clerical staff.

Career Opportunities: These may include: Administrative Assistant, Clerk, Personal Assistant, Receptionist, Library Assistant and Law Clerk.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
18**

**DURATION
1 YEAR**

SEMESTER 1		CREDIT
ENG 104*	English Composition I	3
BUS 110	Fundamentals of Business	3
CSC 104*	Microcomputer Applications	3
	TOTAL	9
SEMESTER 2		
BUS 140	Supervision	3
CSC 108	Desktop Publishing	3
ENG 114	Effective Business Writing	3
	TOTAL	9

SUPERVISORY MANAGEMENT

Certificate of Achievement

This certificate programme is designed to prepare individuals for supervisory positions. The programme will help the supervisor improve skills and acquire new ones demanded by an increasingly diverse workforce and changing workplace.

of office and administrative support workers, customer service representatives, junior analysts, assistant managers, and assistant retail managers.

Career Opportunities: First-level supervisors

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
21**

**DURATION
1 YEAR**

SEMESTER 1		CREDIT
CSC 104*	Microcomputer Applications	3
BUS 114	Business Communication	3
BUS 110	Fundamentals of Business	3
TOTAL		9
SEMESTER 2		
BUS 109	Budgeting	3
BUS 141	Introduction to Leadership	3
PSY 100*	Introduction to Psychology	3
BUS 140	Supervision	3
TOTAL		12

VIRGIN ISLANDS STUDIES

Certificate of Achievement

This programme is primarily to provide teachers who are employed throughout the Territory, at the primary and secondary levels, a scholarly and practical grounding in Virgin Islands' content and knowledge, from the perspective of several critical disciplines. These disciplines include cultural studies, sociology, geography, citizenship and governance, economics, and literature. (The specific pedagogical methodologies required for each discipline will also be integrated into the programme.) The Certificate will also be of interest to other working professionals who require this specific content knowledge, as well as to any individual with a personal interest. (Courses will be taught using a blend of e-learning and face-to-face instruction.)

This certificate is not designed for transfer purposes however courses may transfer as electives at a university or may even be considered in meeting transfer requirements as writing intensive courses.

Notes: In order to qualify for graduation, a student must have achieved a B grade, or higher, in each course within the Certificate Programme. Students should have taken **ENG 104** English Composition 1 or its equivalent as a pre-requisite for the certificate programme.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
15**

**DURATION
1 YEAR**

SEMESTER 1		CREDIT
VIS 110	Virgin Islands History	3
VIS 115	Literature of the Virgin Islands	3
	TOTAL	6
SEMESTER 2		
VIS 125	Geography and Economics of the Virgin Islands	3
VIS 127	Citizenship and Governance in the Virgin Islands	3
VIS 121	Virgin Islands Culture and Society	3
	TOTAL	9

CERTIFICATION AND NON-CREDIT PROGRAMMES



MARINE PROFESSIONAL TRAINING PROGRAMME

This course provides competency-based training (CBT) opportunities to persons seeking entry-level positions within the Marine Industry, for the BVI and/or elsewhere. CBT workshops cover BVI Marine Industry required skills and disciplines including marine service technologies, maritime commercial licensing, small boat navigation, sailing and handling, environmental best management practices, swimming proficiency, Standards of Training, Certification and Watchkeeping for Seafarers (STCW) certification and customer service/hospitality skills training. This course is 2 months of college workshops/courses and an additional 2 months of apprenticeship.

Career Opportunities

Participants can qualify for jobs based on the Level 1 Marine Hand training as listed below:

Deck Hand - Charter Yacht Steward, Flotilla Host or Engineer, Ferry/Excursion Boat Assistant;

Dock Hand - Marina or Fuel Dock Attendant, Yacht Cleaner and/or Briefer;

Boatyard Hand - Technical Assistant or Chandlery/Shop Assistant;

Port Hand - BVI Pilot Vessel/RVIPF Marine Division/HM Customs Vessel Assistant, BVI Ports Authority, Shipping Registry or Parks Trust Assistant.

Course Prerequisites/Corequisites

High-school level literacy and numeracy/High school diploma/certificate or equivalent.

Notes: This programme is not covered by the government tuition assistance programme (TAP). Classes are all day and students must attend 95% of classes.

Upon completing the programme, students will be able to:

1. Select, apply, and maintain all safety appliances and personal protective equipment relevant to marine work, both on board the vessel and on shore (workshop or boatyard);
2. Select, apply, and maintain all tools, materials and equipment relevant to marine work;
3. Comply with all workplace and environmental safety, health and quality requirements relevant to handling marine materials and performing marine work;
4. Perform basic measurements and calculations relevant to marine work;
5. Perform basic marine workshop tasks such as splicing, fibreglass & painting, servicing an engine, inspecting a marine electrical or plumbing system;
6. Perform basic marine 'on-board' tasks such as cleaning & polishing a vessel, inspecting vessel inventory and equipment, quality checking a vessel for customer or charter usage;
7. Perform to the requirements of the following Certificate Courses:
 - Standards of Training, Certification and Watchkeeping for Seafarers (STCW);
 - Essential Navigation and Seamanship Theory (ENAS);
 - Basic Keelboat Sailing (BKB 101).
8. Perform basic swimming proficiency;
9. Complete successful Apprenticeship of 2 months with Marine Industry Partner.

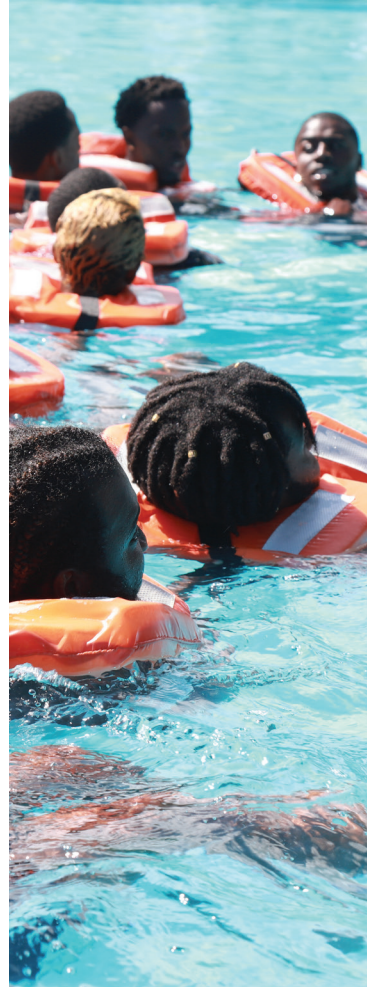
SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
16**

**DURATION
4 MONTHS**

SEMESTER 1		CREDIT
MPT 101	American Boating and Yacht Council Lab (ABYC)	6
MPT 105	Introduction to Swimming	1
MPT 107	Essential Navigation and Seamanship Theory (ENAS)	1
MPT 115	Introduction to Sailing BKB101	1
HRM 105	Introduction to Customer Service	1
AMS 131	Standards of Training, Certification and Watchkeeping	3
MPT 139	Apprenticeship	3
TOTAL		16

CERTIFICATIONS UPON SUCCESSFUL COMPLETION: STCW, ABYC, RYA





CONSTRUCTION HAND PROGRAMME

This programme provides competency-based training (CBT) opportunities to persons seeking entry-level positions in the Construction Industry. CBT places an emphasis on the application of knowledge and skills needed for the workplace. Students will learn and understand the skills and tasks needed to work effectively in the construction field, as well as the workplace language and methods to complete a task to an acceptable level. Focus will be on assisting students to develop, practice, and demonstrate skills, knowledge, and behaviors relative to basic carpentry, construction, masonry, reinforcement, plumbing, and electrical. An external certification is provided for NCCER core training through the National Council of Construction Education Research.

Career Opportunities

Participants can qualify for jobs as listed below:

Apprentice - Construction Maintenance Helper, Junior Building Materials, Salesperson, School Maintenance Helper and Tools Store Person

Field Assistant - Construction Helper, a Junior Technical Support person in the chosen trade

Notes: This programme is not covered by the government tuition assistance programme (TAP). Classes are all day and students must have 95% attendance.

Upon completion of this programme students will be able to:

1. Select, apply, and maintain all safety appliances and personal protective equipment (PPE) relevant to construction work;
2. Select, apply, and maintain all tools, materials and equipment relevant to construction work;
3. Comply with all workplace and environmental safety, health and quality requirements relevant to construction sites.
4. Handling construction materials and performing construction related types of work;
5. Perform basic measurements and calculations relevant to various types of construction work;
6. Perform basic tasks such as carpentry, reinforcement, electrical, masonry and plumbing;
7. Perform the requirements of core curriculum for NCCER;
8. Complete successful apprenticeship of 4 months with Construction Industry Partner.

SUGGESTED SEQUENCE OF COURSES

**TOTAL
CREDITS
18**

**DURATION
6 MONTHS**

SEMESTER 1		CREDIT
CTP100	Basic Safety, Communication and Employability Skills	2
CTP103	Intro. to Hand and Power Tools and Materials Handling	2
CTP104	Intro. to Construction Math, Drawings and Rigging	2
CTP 108	Basic Carpentry	3
CTP109	Basic Reinforcement	2
CTP 110	Basic Electrical	2
CTP 112	Basic Masonry	3
CTP 115	Basic Plumbing	2
	TOTAL	18





CENTRE FOR PROFESSIONAL DEVELOPMENT

The Centre for Professional Development (CPD) provides leadership in addressing the professional development and community education needs of the Territory and by extension, the Caribbean Region. It forms part of the Workforce Training Division at the H. Lavity Stoutt Community College.

MISSION

The Mission of CPD is to develop and deliver training, career enhancement, personal enrichment, and continuing education courses, programmes and services to address the new, existing and changing needs of employers within the public and private sectors, as well as individual clients within the BVI community.

VISION

The Vision of CPD is to provide leadership in addressing the professional development and community education needs of the Territory and by extension, the Caribbean Region in support of sustainable development standards.

PROFESSIONAL DEVELOPMENT GOALS

On completion of professional development training or services, participants should be able to perform at least one of the following:

- Modify job performances to support innovative and technological changes in their field;
- Display competent technical written and oral communication skills in a variety of settings;
- Perform superior customer relation skills that enhance continuing business relationships and referrals;

- Construct adequate solutions to address situational problems at the workplace;
- Practice safety precautions inside and outside of the workplace; and
- Demonstrate personal responsibility and ethical values as attributes to professionalism.

COMMUNITY EDUCATION GOALS

On completion of community education instruction or services, participants should be able to perform at least one of the following:

- Display competencies when performing procedures and practices within a given area or discipline;
- Manipulate or adapt theories, concepts or models, as part of technical and vocational studies and awareness;
- Adapt to new viewpoints on subject matter with the intent of achieving personal enrichment;
- Imitate skill sets that promote proficiencies toward the attainment of personal development objectives;
- Communicate effectively in a variety of forms using written, oral and virtual formats; and
- Manipulate problems and apply solutions to improve systems, processes or procedures in everyday settings.

THE ROBERT MATHAVIOUS INSTITUTE FOR FINANCIAL SERVICES

The Robert Mathavious Institute for Financial Services at HLSCC serves as a facilitator for capability building and human resource development within the financial services industry of the British Virgin Islands. The Robert Mathavious Institute for Financial Services courses provide participants an opportunity to sharpen their knowledge and skills of the financial services sector, and to obtain an internationally recognised industry qualification. While many Robert Mathavious Institute for Financial Services students are already employed in the financial services industry, other students undertake the Robert Mathavious Institute for Financial Services courses as a pathway to enter the industry. The Robert Mathavious Institute for Financial Services courses are often studied after one has completed an Associate Degree at HLSCC, or as part of career change from another private or public sector vocation.

The Robert Mathavious Institute for Financial Services delivers courses and provides examinations for the following professional bodies: Coporate Governance Institute CGI, the International Compliance Association (ICA), and the Association of Chartered Certified Accountants (ACCA).

The Corporate Governance Institute (CGI)

The Robert Mathavious Institute for Financial Services is a registered tuition provider. The Governance Institute, qualifications prepare persons for a variety of careers in international finance administration and governance, and to function as a chartered secretary. The Robert Mathavious Institute for Financial Services is the only registered tuition provider in the Caribbean to offer courses that comprise the Chartered Secretary Qualifying Prohramme (CSQP). Qualifications at the Robert Mathavious Institute for Financial Services include:

- CGI Level 4 Certificate in International Finance Administration
- CGI Level 5 Diploma in International Finance Administration
- CGI Advanced Certificate in Corporate Governance
- CGI CSQP (Selected Courses)

The International Compliance Association (ICA)

ICA qualifications are a globally recognised as benchmarks for competence and excellence in the areas of anti-money laundering, compliance, and financial crime prevention. Though its partnership with International Compliance Training (ICT), UK, the Robert Mathavious Institute for Financial Services offers the following ICA professional qualifications:

- ICA International Advanced Certificate in Compliance
- ICA International Advanced Certificate in Anti Money Laundering
- ICA International Diploma in Governance Risk and Compliance
- ICA International Diploma in Anti Money Laundering

Association of Chartered Certified Accountants (ACCA)

ACCA is the global body for professional accountants, and ACCA qualifications are internationally recognised by employers as a mark of professional excellence. The Robert Mathavious Institute for Financial Services became an ACCA Silver Learning Partner in 2016 and is also an approved centre for ACCA Computer Based Examinations (CBE). ACCA courses offered at the Robert Mathavious Institute for Financial Services include:

- ACCA Foundations in Accountancy Courses (all)
- ACCA Professional Courses (selected)

ENTRY REQUIREMENTS

The Robert Mathavious Institute for Financial Services courses lead to non-credit professional qualifications, and as such are open enrolment. However, it is assumed that persons studying the Robert Mathavious Institute for Financial Services course at the Certificate level will have the ability to undertake coursework at the level of an Associate Degree. Persons studying an the Robert Mathavious Institute for Financial Services Diploma level course should have the ability to engage coursework at the level of a Bachelors' Degree.

It is recommended that persons new to the financial services industry undertake a Certificate level course, prior to studying at the Diploma level.

Professional Programme	No. of Courses	Certification (Post-nominal)	Mode of Delivery	Approx. Completion Time
ICSA L4 Certificate International Finance Administration	3 modules	Certificate (Cert. ICSA)	Face-to-Face	1.5 years (6-month modules)
ICSA L5 Diploma in International Finance Administration	4 modules	Diploma (Dip. ICSA)	Face-to-Face	2 years (6-month modules)
ICSA Advanced Certificate in Corporate Governance	1	Certificate	Face-to-Face	6 months
STEP Certificate in International Trust Management	1	Certificate	Blended (Face-to-Face and online)	6 months
STEP Diploma (Trust Creation: Law and Practice)	1	Diploma	Blended (Face-to-Face and online)	6 months
STEP Diploma (Company Law and Practice)	1	Diploma	Blended (Face-to-Face and online)	6 months
ICA International Advanced Certificate in Compliance	1	Certificate (AICA, with membership)	Blended (Face-to-Face and online)	6 months
ICA International Advanced Certificate in Anti Money Laundering	1	Certificate (AICA w/embership)	Blended (Face-to-Face and online)	6 months
ICA International Diploma in Governance, Risk, and Compliance	1	Diploma (MICA w/embership)	Blended (Face-to-Face and online)	7-8 months
ICA International Diploma in Anti- Money Laundering	1	Diploma (MICA w/embership)	Blended (Face-to-Face and online)	8-months
ACCA Foundation in Accountancy Intro Certificate in Financial & Management Accounting	2	Certificate	Face-to-Face	6 months
Intermediate Certificate in Financial and Management Accounting	2	Certificate	Face-to-Face	6 months
Diploma in Accounting and Business	3	Diploma	Face-to-Face	6 months
Certified Accounting Technician (follows completion of Intro, Intermediate, and Diploma courses)	Above + 2	Certified Accounting Technician (CAT)	Face-to-Face	Above + 6 months
ACCA Professional Level Courses	Varied	Full ACCA Certification	Face-to-Face	6 months

COMPUTER LAB & TESTING CENTRE



COURSE DESCRIPTIONS

Courses are listed alphabetically. Courses numbered 100 and above are credit courses and can be used to satisfy certificate and degree requirements. Courses numbered 001 to 099 are non-credit courses and are to be used:

- to satisfy entry requirements to college level courses;
- for general enrichment; and
- for preparation for high school equivalence diploma.

Students enrolled in computer courses must spend at least the specified lab hours/exercise unsupervised.

Note: Courses requiring CXC as prerequisites for students who took the examination through 1997; Grade I and Grade II General and Technical are considered Pass, and from 1998; Grades I, II and III are considered Pass.

In the descriptions below:

- F – Courses offered during the Fall semester
- S – Courses offered during the Spring semester
- Su – Courses offered during the Summer session

ACCOUNTING (ACC)

ACC 050 *2 hours/non-credit* *Introduction to Accounting (F, S, Su)*

This course is intended for the student who has no previous exposure to accounting or for the student who needs a refresher course in the basic principles of accounting such as the accounting equation, double entry, journalizing, the worksheet and basic financial statements.

ACC 100/FA1 *3 credits* *Recording Financial Transactions (F, S)*

This is an introductory course which is design to give students an opportunity to develop knowledge and understanding of the main types of business transactions and documentation and how these are recorded in an accounting system up to the trial balance stage. It covers topics such as types of business transactions and documentation, double entry system for accounting, treatment of cash, bank and credit transactions, reconciliation, and preparing trial balance. This course is equivalent to ACCA FA1. On the completion of this course, students can take the examination with the Association of Chartered Certified Accountants (ACCA).

ACC 101/FA2 *3 credits* *Maintaining Financial Records (F, S)*

This course is designed to develop knowledge and understanding of the underlying principles and concepts relating to maintaining financial records and technical proficiency in the use of double-entry accounting techniques including the preparation of final accounts for unincorporated entities. Topics includes: general accepted accounting principles and concepts, recording inventory, tangible non-current assets and depreciation, Accruals and prepayments, correction of errors, reconciliation, extended trial balance and partnership. This course is equivalent to ACCA FA2. On the completion of this course, students can take the examination with the Association of Chartered Certified Accountants (ACCA). **(Prerequisite ACC 100)**

ACC 110 *3 credits* *Financial Accounting (ICSA) (F)*

This course is intended to familiarise the students with the kind of accounting information required by managers and outside interests such as shareholders, bankers, creditors, government

agencies and the public. The ground rules for the preparation and interpretation of these statements are also explored. Some key areas include the preparation of accounting statements including Cash Flows, accounting for long lived assets and inventories, consolidated financial statements, analysis of financial statements and the regulatory framework of accounting. **(Prerequisite: as per ICSA Standard)**

ACC 120/MA1 *3 credits* *Managing Information (F, S)*

Management Information introduces candidates to basic costing principles, techniques and the tools with which to use these principles and techniques. It provides basic management information in an organisation to support management in planning and decision making. Topics includes: the nature and purpose of cost and management accounting, source documents and coding, cost classification and measurement, recording cost, use of speed sheets in cost and management accounting. This course is equivalent to ACCA MA1. On the completion of this course, students can take the examination with the Association of Chartered Certified Accountants (ACCA). **(Prerequisite: ACC 100)**

ACC 201 *3 credits* *Auditing (F)*

The principles procedures and standards of auditing are explored together with the duties, responsibilities and ethical standards required of the auditor. Analysis and interpretation of financial statements, audit reports and the legal requirements are also examined. **(Prerequisite: ACC 101)**

ACC 210/MA2 *3 credits* *Managing Costs and Finances(S)*

Managing Costs and Finances (S) 3 credits This course involves a comprehensive study of the principles of cost and managerial accounting. It emphasizes the use of cost data to provide relevant information to management for planning and It covers topics such as management information, cost recording, costing techniques, decision making and cash management. This course is equivalent to ACCA MA2. On the completion of this course, students can take the examination with the Association of Chartered Certified Accountants (ACCA). **(Prerequisite: ACC 120)**

ACC 220

3 credits

Introduction to Tax Accounting (S)

This course covers local and international tax laws. Students learn how to prepare returns and record keeping for tax purposes, compute payroll taxes, and solve tax related problems for individuals and businesses. **(Prerequisite: ACC 101)**

ACC 225

3 credits

Accounting Software Applications (F,S)

This course provides essential coverage of topics which include an introduction to the QuickBooks software, basic accounting principles, backing up files, creating companies, working with vendors, customers, banking, physical inventory, Payroll, financial statements and exporting information from QuickBooks to Microsoft Excel for reporting purposes. **(Prerequisite: ACC 100)**

ACC 235/FAB

3 credits

Fundamentals of Accountancy in Business (S)

This course introduces knowledge and understanding of the business and its environment and the influence this has on how organisations are structured and on the role of the accounting and other key business functions in contributing to the efficient, effective and ethical management and development of an organisation and its people and systems. Topics included are: The business organisation, its stakeholders and the external environment, Business organisational structure, functions and governance, Accounting and reporting systems, controls and compliance, Leading and managing individuals and teams, and Professional ethics in accounting and business. **(Prerequisites: ACC 101 and ACC 210)**

APPLIED MARINE SCIENCE (AMS)**AMS 101**

3 credits

Introduction to Marine Electrical Systems (F)

This course introduces students to the electrical systems typically found on small to medium sized sail and power yachts. Topics covered include: theory of electricity, AC and DC, wiring systems, pumps and motors, circuits, batteries and chargers, shore power connections, inverters and electrical generating devices. Practical experience

in the workshop and aboard boats will provide training in trouble shooting problems, design, analysis and safety.

AMS 102

3 credits

Marine Electrical Systems I (S)

A continuation of AMS 101, this course covers more complex aspects of DC and AC electrical systems found on sail and power yachts. Emphasis will be placed on advanced AC systems powered from shore connections and on-board power generation equipment. Topics will include advanced wiring schemes, large capacity motors, inverters and AC power generators. Practical experience in the workshop and aboard yachts will be included. **(Prerequisite: AMS 101 or Instructor's permission)**

AMS 103

3 credits

Basic Marine Refrigeration (F)

An introduction to refrigeration theory and application as it relates to smaller vessels. This course will cover some of the primary refrigeration processes found in the marine field and discuss the systems and refrigerants commonly used. Some basic maintenance and repair of refrigeration systems will be introduced.

AMS 104

3 credits

Marine Refrigeration and Air Conditioning I (S)

A continuation of AMS 103, this course will focus on the design and installation of ice boxes, holding plates, compressors, condensers, dryers, power sources and electrical controls. Practical training in the workshop and aboard boats will be included. The repair of refrigeration systems will be continued. **(Prerequisite: AMS 103 or Instructor's permission)**

AMS 105

3 credits

Marine Plumbing Systems (S)

Designed for students interested in small to medium sized sail and power yachts. Theory and practical design of plumbing systems receive considerable attention. Topics covered include: selection and uses of pipes and hoses, connectors and fittings appropriate for marine use, design and placement of water tanks, pumps, filters, shore side connections, marine toilets and waste systems. This course includes practical experience in the workshop and aboard boats.

AMS 110 3 credits***Basic Marine Diesel Systems and Troubleshooting (F, S)***

This introductory level course familiarizes the student to the theory and workings of diesel engines. Beginning with an introduction to the internal combustion engine, this course traces the development of marine diesel applications in modern day yachts. The various types of small diesels are discussed, and workshop experiences reinforce classroom theory. Basic maintenance and troubleshooting are part of the workshop.

AMS 111 3 credits***Marine Diesel Engines I (S)***

A prerequisite for AMS 210, this course introduces the student to the principles of troubleshooting diesel engines. This course covers the workings of the various systems that make up the diesel engine, including the lubricating, cooling, air intake and fuel systems. Basic maintenance and troubleshooting are part of the workshop. (Prerequisite: AMS 110 or Instructor's permission)

AMS 112 3 credits***Introduction to Outboard and Gasoline Engines (F, S)***

This course introduces the student to the theory of basic two stroke engines and introduces a wide range of outboard motors and gasoline engines commonly encountered on small boats: Basic preventative maintenance and troubleshooting will be covered.

AMS 113 3 credits***Outboard Engines I (F)***

Designed to provide a practical working knowledge of a wide range of outboard motors and gasoline engines commonly encountered on small boats: General theory of 2 stroke and 4 stroke outboards. Topics covered will include: power heads, lower units, I/O units, electrical systems, cooling systems, tuning, trouble shooting, remote controls and proper installation. Practical experience in the workshop and aboard boats will be provided. Students will gain experience using manufacturers' literature. (Prerequisite: AMS 112 or Instructor's permission)

AMS 120 3 credits***Introduction to Welding (F)***

This introductory level course familiarizes the student with the principles and operations of arc welding and oxyacetylene cutting. Safety aspects and proper workshop practices are stressed. Practical workshops will emphasize theory.

AMS 121 3 credits***Machine Shop Technology and Practices (S)***

This course will introduce students to the hand, electric and pneumatic power tools, as well as the precision measuring tools and other equipment often found in machine shops. Theory and practical application of these instruments will be stressed. The maintenance of tools and proper workshop practices will also be covered.

AMS 123 3 credits***Fibreglass Maintenance and Repair (F)***

An introduction to modern fibreglass and composite yacht construction. Special emphasis is placed on maintenance and minor repairs to damage. This course covers the use of epoxy resins west system, gel coat repair and various types of materials used in the yachting industry. Practical experience in the workshop is included.

AMS 124 3 credits***Introduction to Fibreglass Boatbuilding (S)***

This course introduces the student to the construction of fibreglass vessels. The proper use of fabrics and resins is stressed, and the various tools used for fibreglass lay-up are also introduced. A class project will include the construction of a small fibreglass dinghy. (Prerequisite: AMS 123 or Instructor's permission)

AMS 126 3 credits***Marine Carpentry I (S)***

An introduction to the selection, care and maintenance of marine hardwoods currently used in small boat construction. The course will cover hull design and construction as well as interior yacht carpentry. Refinishing and varnishing of bright76 work will be covered. Consideration will be given to yacht design with reference to traditional BVI boats. The tools used for marine carpentry will be introduced.

AMS 128 3 credits***Sailboat Rigging (F)***

A basic introduction to the standing and running rigging commonly encountered on modern sailing yachts. Topics include proper selection and installation of various fittings, chain plates, roller furling gear, lifelines and more. Practical experience in swage and nicorpress fittings, various braids, knots and splices will be included.

AMS 129 3 credits***Sail Making and Repair (S)***

This course begins with the theoretical analysis of how a sailing yacht works. Sail type, design, selection and use will be covered. Consideration will be given to the various fabrics and modern materials used in sail construction. Special attention will focus on the modern sails used on today's racing yachts. Sail construction, alteration and repair will be part of the workshop experience.

AMS 131 3 credits***STCW Basic Courses (5 days)***

This includes four separate courses; Personal Safety and Social Responsibilities (PSSR), Elementary First Aid (EFA), Fire Prevention and Fire Fighting (FPFF) and Personal Survival Techniques (PST). These certificates meet international standards and collectively provide the holders with the minimum qualifications to seek employment on a Commercial vessel. A research paper is required for students perusing this course for credit.

AMS 132 3 credits***Caribbean Boat Masters Grade 2/3 (5 days)***

AMS 132 is principally designed as a 'prep' course for those wishing to sit the Virgin Islands Shipping Registry (VISR) examination and to obtain a Caribbean Boat Master's License (**Pre-requirements of the Small Commercial Vessel (SCV) and Code**). A research paper is required for students perusing this course.

AMS 133 3 credits***Caribbean Boat Master's Grade 1 (5 days)***

This course is a continuation of the Grade 2/3 course and includes a two (2) day module on Radar Navigation. The same topics are as in Grade 2/3 but with more detail (per SCV Code syllabus). A research paper is required for students perusing this course.

AMS 134 3 credits***RYA Short Course (VHF) (1-2 days)***

This is a Royal Yachting Association (RYA) course intended to develop student competency in operating marine VHF/DSC radio equipment with emphasis on distress and safety at sea. This qualification is also recognised by the Virgin Islands Shipping Registry (VISR) as meeting the radio requirements for issue of a Caribbean Boat Master's License.

AMS 135 2 credits***Radar and Navigation Aids***

This two-day course is required by those seeking to obtain a Grade 1 Caribbean BoatMaster licence issued by the Virgin Islands Shipping Registry (VISR). The course is based on the theory aspect of the International Maritime Organisation (IMO) model course and includes: Radar Theory; Safe Operation and Understanding its Limitations; and Radar Plotting for Collision Avoidance. Additionally, other navigational aids are covered including: compasses, speed logs, echo sounder, Racon, GPS, chart plotters and Automatics Identification System (AIS).

AMS 170***Sailboat Theory and Practice (F)***

An introduction to the basic principles of wind power to drive a vessel. Sailboat designs throughout history will be used to trace the development of sailing theory. Designs of sailing craft from small prams to the largest sailing ships will be covered. Basic sailing manoeuvres such as tacking, jibbing, reaching and running will be taught in class and aboard small sailing craft. Special attention will be given to the history of the Tortola Sloops.

AMS 171 3 credits***Small Boat Safety and Maintenance (S)***

This course covers the various safety requirements for small craft operated in coastal areas. Use and maintenance of PFD'S, fire extinguishers, horn, whistles and other safety equipment will be considered. Emphasis shall be placed on basic maintenance procedures necessary for safe operation of vessels. Inspection of seacocks, stuffing boxes, rudder posts and other thru hull fittings will receive special attention. (**Prerequisite: AMS 175 or Instructor's permission**)

AMS 172 3 credits***Small Boat Handling (S)***

A mix of theoretical and practical lessons on safe handling of a variety of small vessels in coastal areas and confined spaces. Procedures such as docking, manoeuvring in tight quarters, anchoring and meeting other vessels will be discussed in the classroom and then practiced in the field. Experience will be provided on a variety of small vessels from dinghies to powerboats. (**Prerequisite: AMS 170 or Instructor's permission**)

AMS 175 3 credits**Introductory Seamanship (F, S)**

An introductory course designed to give a broad overview of various aspects related to small boat operation in coastal waters. Topics explored will include: chart reading, operation of marine radios, piloting, safety at sea, safety equipment aboard small boats, emergency procedures, anchoring and basic small boat operation. This course is intended to be an introduction to a programme of study ultimately leading to a BVI Captain's License.

AMS 176 3 credits**Chart Reading and Basic Navigation I (F, S)**

An introduction to the use of nautical instruments, charts and nautical publications. Coastal navigation is emphasized in this course. Basic chart plotting exercises will help the students determine dead reckoning, estimated and fixed positions. Charts will be used to determine set and drift of currents and their effect on compass headings. Converting from true to compass headings and bearings will also be covered. **(Prerequisite: AMS 175 or Instructor's permission)**

AMS 179 3 credits**Navigational Rules I (S)**

This course introduces the student to the international and inland rules for preventing collisions at sea. The application of the rules as well as the general definitions will be stressed, and the student will through practical on-board experience and simulation exercises become familiar with the steering and sailing rules, lights and shapes as well as sound and light signals. **(Prerequisite: AMS 175 or Instructor's permission)**

AMS 185 3 credits**Introduction to Marine Transportation (F)**

This course will review the development of commercial shipping operations from the small inter-island bulk cargo carriers to the recent developments in the integrated transportation systems such as containerisation and the related port operations. This course will also review the principles of stowage as well as ship loading procedures to ensure vessel stability.

AMS 190 3 credits**Introduction to the BVI Marine Industry (F)**

An introduction to the historical development of marine tourism in the BVI. This course traces the yachting industry from its inception to its current position of leadership in the tourist sector. Consideration is given to yacht crewed

charter, bareboat agencies, marinas, boatyards, chandleries and associated support businesses. The contribution of the marine industry to the economy of the BVI will receive special attention.

AMS 191 3 credits**Marine Supervision (S)**

This course is specially developed to prepare individuals for middle management positions within the marine industry. This course will investigate the ways in which leadership can be effectively exercised within the marine industry and cover topics such as planning, staffing and work evaluation. The tools necessary for supervision such as communication, controlling and management systems will be applied. **(Prerequisite: CSC 101 or Instructor's permission)**

AMS 204 3 credits**Marine Refrigeration and Air Conditioning II (F)**

An advanced course in marine refrigeration and air conditioning. Emphasis will be placed on designing new systems and adapting older systems to incorporate new environmentally safer refrigerants. Practical training in the workshop and aboard boats will be included. Trouble shooting problems in existing systems will be stressed. **(Prerequisite: AMS 104)**

AMS 205 3 credits**Marine Electronics (F)**

This course introduces the student to the theory of modern marine electronic components. Consideration is given to the selection, installation and use of VHF radios, GPS, loran, depth sounder, radar and other electronic equipment. Application to yachts and the marine environment is stressed. Basic problem troubleshooting is covered. **(Prerequisite: AMS 101)**

AMS 211 3 credits**Marine Diesel Engines II (F)**

An advanced course following AMS 111. This course stresses diesel engine maintenance, operation and installation. The proper use of tools and workshop safety are stressed. Selection of proper engines for yacht propulsion and power generation will be considered. Practical exercises aboard yachts and in the workshop will reinforce classroom theory. Engine maintenance, repair and over haul will be the central focus of this course. **(Prerequisite: AMS 111)**

AMS 213

3 credits

Outboard Engines II (F)

An advanced course in outboard maintenance and repair. Students will work on larger outboard engines and evaluate the various factors affecting engine performance. This course focuses on the trouble shooting of various systems as well as familiarizing students with developments in fuel injection systems. Practical experience in the workshop and on-board boats will be provided. **(Prerequisite: AMS 113)**

AMS 220

3 credits

Marine Welding (S)

An advanced technical course covering a range of welding procedures applicable to the marine industry. Selection and preparation of metals for various types of welding will be covered. Use of silver solder techniques in marine refrigeration systems will be emphasized. Additional types of welding considered include mig welding, tig welding, brazing, arc welding and oxygen-acetylene welding. Constraints of space and safety aboard small yachts will be stressed. **(Prerequisite: AMS 120)**

AMS 226

3 credits

Marine Carpentry II (F)

This advanced marine carpentry course is a continuation of AMS 126 and stresses the fabrication of wooden accessories and introduces the construction and repair of wooden vessels. The proper use and care of woodworking tools will be covered. A class project will include the construction of a small wooden dinghy or fitted cabinets. **(Prerequisite: AMS 126)**

AMS 275

3 credits

Electronic Navigation I (F)

An introduction to electronic navigation, this course introduces the theory and application of hyperbolic navigation, the theory and operation of RDF, Loran-C and GPS systems with the related integrated computer systems will be introduced. The operation of radars and radar plotting will also be covered. **(Prerequisite: AMS 176)**

AMS 276

3 credits

Chart Reading and Basic Navigation II (S)

A continuation of AMS 176 this course covers tides and course plotting with tidal stream information. Position fixing is also determined using compass, RDF, GPS, radar and sextant. Radio and electronic aids to navigation are also introduced. All theory is emphasized through practical chart plotting exercises. **(Prerequisite: AMS 176)**

AMT 100

3 credits

Engineering Science and Technology (F)

A core course for students pursuing the Certificate of Achievement in Automotive or Marine technology. This course covers some of the engineering knowledge and practices used by both automotive and marine technicians in carrying out their duties.

ANTHROPOLOGY (ANT)**ANT 100**

3 credits

Introduction to Anthropology (F)

The course will introduce the discipline of Anthropology and the concept of culture as a way to stimulate critical questions about one's own cultural assumptions while providing insight into those of others. Emphasis will be placed on contemporary issues.

AUTOMOTIVE (AUT)**AUT 100**

3 credits

Workplace Occupational Health and Safety (F, S)

This course in health and safety is relevant, as it encourages students to adhere to all safety practices, as it relates to personal safety and the safety of others at all times. Topics include Fire Safety, Electrical Safety, First Aid Principles and Risk assessment.

AUT 101

3 credits

Automotive Engineering Technology and Science (F, S)

This course starts with review of vehicle design construction and operation automotive engines principles, and then progresses through more technical and scientific approach to vehicle and engine technology in theory and practice. Coverage of engine measurements, shop operations, tools and equipment, fasteners, hydraulics, lubrication fuels and cooling are emphasized.

AUT 102

4 credits

Engine Overhaul and Repairs (S)

This course starts with the introduction and exploration to reciprocating internal combustion engines. It covers all engine components and their functions. This highly detail course also includes teardown, inspection, rectification and assembly of engines. Diagnosing and troubleshooting most types of internal combustion engines are included. **(Prerequisite: AUT 101)**

AUT 103 3 credits***Chassis, Brakes and Suspensions Systems (F)***

This course designed to teach the principles and practices of braking systems including antilock braking systems (ABS), seat restraint systems and airbags. Suspension and steering, Chassis Systems, Undercarriage mechanisms are also covered.

AUT 104 3 credits***Automotive Transmission and Power Train Systems (S)***

A course designed to teach the principles and practice of standard and automatic transmission, differentials and four-wheel drive systems. There are also sections on electronic transmission diagnostic. Students are involved with the tear down, diagnostics and rebuilding of transmissions (Co-requisite: AUT 101)

AUT 105 3 credits***Electronic Fuel Injection (S)***

A course designed to teach the principles of Fuel systems, emission control systems, advancements in gasoline and diesel fuel system technologies. Troubleshooting and repairing modern electronic fuel Injection systems are all part of workshop activities that make this an exciting course. (Prerequisite: AUT 110)

AUT 107 3 credits***Automotive Diagnostic and Scanners (S)***

This course covers the function and use of automotive scanners used in today's automotive industry. Various diagnostic equipment will be used in vehicle diagnostic procedures. (Prerequisite: AUT 109 or AUT 110)

AUT 109 3 credits***Chassis Electrical Wiring and Ancillaries I (F)***

This technical course is a must for all mechanics who wish to master the areas of Automotive Electrical and Electronics. It starts with the basics of electricity including circuit principles, Ohm's law, electrical wiring and schematic, modern ignition systems, batteries, starters and alternators. This course advances to automotive electronics and provides the opportunity to work with modern automotive computerised vehicles and fuel injection systems diagnostics and repairs.

AUT 110 3 credits***Automotive Electrical and Electronics (F)***

The course is designed to teach principles and operations of Automotive Electrical Systems and related ancillaries. It provides in depth

information in the proper diagnostics and repair of electrical malfunctions and faults. Coverage of the principles of electrical technology, Ignition systems, Instrumentations, Air conditioning and Electronics fundamentals are covered. Sections on electrical and electronic diagnostics forms an integral component of this course.

AUT 115 3 credits***Small Engine Mechanics (F)***

A course designed to teach the principles and practice of Small Engines Technology. Its objective is to cover fundamental principles and practice on two and four stroke engines, cycle engines found in lawn and garden equipment, motorcycles and outboard engines.

BIOLOGY (BIO)

BIO 104 3 credits***Environments of the BVI (F, S)***

This course introduces students to the British Virgin Islands (BVI) habitats, and the organisms present within them. It also highlights the benefits of these ecosystems to the economy and the ecology of the BVI. Field sessions may be scheduled throughout the semester. (Prerequisite: Successful completion of secondary/pre-college English and Mathematics).

BIO 105 1 credit***Introduction to Nutrition (F)***

This course is designed to introduce students to the science of nutrition. It explores several fundamental topics related to the nutrient content of food (i.e. carbohydrates, lipids (fats), protein, vitamins, minerals and water), the digestive process and how nutrition/diet affects health. Students are required to complete a personal dietary analysis and assessment and create balanced meals. (Prerequisite: Successful completion of secondary/pre-college English and Mathematics).

BIO 106 3 credits***Human Health and Nutrition (F, S)***

The following course is designed to familiarize students with the functioning of the human body and the fundamentals of nutrition. The first part of the course explores human physiology, including the functioning of the major systems and the mechanisms used by the body for

defense against disease. Special emphasis will be on those diseases prevalent in the British Virgin Islands. The second part of the course explores the fundamentals of nutrition and the ways in which nutrition affects health. **(Prerequisite: Successful completion of secondary/pre-college English and Mathematics).**

BIO 110 4 credits.

General Biology I (F, S)

This is the first of two courses in General Biology. It introduces students to areas such as biological chemistry, cellular biology, metabolism, genetics and inheritance. Laboratory exercises are conducted to reinforce course material. (Prerequisite: SCI 050 or CSEC Biology or Human and Social Biology or Integrated Science, minimum General grade III in each course or equivalent. Also, successful completion of secondary/pre-college English and Mathematics)

BIO 112 4 credits

General Biology II (F, S as needed) This course is the second of two courses in General Biology. It introduces students to areas such as variation, evolution, ecology and a survey of the different taxonomic kingdoms. Laboratory and field exercises are conducted to reinforce course material. **(Prerequisite: BIO 110, minimum grade C)**

BIO 121 5 credits

Principles of General Biology I (F)

This course explores aspects of biochemistry, cell structure and function, and the role of enzymes. The processes of cell division, DNA replication, transcription and translation as well as patterns of inheritance and aspects of genetic engineering are also examined. The laboratory portion of the course provides students with practical experience in the topics covered. Students can take this course as part of their preparation for the CAPE Biology Unit 1 examination. **(Prerequisite: CSEC General Biology, minimum grade II or equivalent)**

BIO 125 5 credits

Principles of General Biology II (S)

This course explores aspects of variation and natural selection and the processes of asexual and sexual reproduction within living things. The laboratory portion of the course provides students with practical experience in the topics covered. Students can take this course as part of their preparation towards taking the CAPE Biology Unit 1 examination. **(Prerequisite: BIO 121 minimum grade C)**

BIO 212 4 credits

Anatomy and Physiology I (F)

This is the first of a two-course sequence in Anatomy and Physiology which explores the structure and function of the human body and related homeostatic mechanisms. Topics covered include body organisation and the integumentary, skeletal, muscular and nervous systems. The laboratory portion focuses largely on anatomical identification, dissection and microscopy skills. This course prepares students for further studies in health-related fields and physical education. **(Prerequisite: BIO 110 and either BIO 106 or BIO 212, minimum grade C in each course)**

BIO 214 4 credits

Anatomy and Physiology II (S)

This is the second of a two-course sequence in Anatomy & Physiology with continued study of the structure and function of the human body and related homeostatic mechanisms. Topics covered include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. The laboratory portion focuses largely on anatomical identification, dissection, and microscopy skills. This course prepares students for further studies in health-related fields and physical education. **(Prerequisite: BIO 212 minimum grade C)**

BIO 220 4 credits

Ecology (F)

This course covers population ecology, community interactions, animal behaviour, ecosystems ecology, the biosphere, and human impacts on ecosystems. Contemporary issues such as population growth, deforestation, pollution, atmospheric changes, and sustainable agriculture are discussed. The laboratory portion of this course affords students practical experiences in topics covered. Most exercises take place in the field. Students are required to apply statistical methods to their study of ecological problems. A variety of BVI ecosystems will be studied in depth. **(Prerequisites: BIO112 minimum grade C, and completion or concurrent enrolment in MAT 113)**

BIO 221 5 credits

Additional Principles of General Biology I (F)

This course explores the role of photosynthesis in energy conversion, the production of ATP during cellular respiration and transport and control systems in plants and animals. The laboratory portion of the course provides

students with practical experience in the topics covered. Students can take this course as part of their preparation for the CAPE Biology Unit 2 examination. **(Prerequisite: Unit 1- CAPE Biology minimum grade IV)**

BIO 225 5 credits

Additional Principles of General Biology II (S)

This course explores ecological systems, biodiversity and conservation as well as immunology, health and disease, and aspects of social and preventative medicine. The laboratory portion of the course provides students with practical experience in the topics and requires them to present on researched material. Students can take this course as part of their preparation for the CAPE Biology Unit 2 examination. **(Prerequisite: BIO 221, minimum grade C)**

BIO 230 4 credits

Genetics (S as needed)

This upper-level course deals with the processes by which traits are inherited and DNA changes over time. The historical development of the field, molecular structures, genetic evolution and modern advances in biotechnology and gene manipulation are studied. Contemporary issues such as genetic diseases, the effect of environmental changes on mutation rate and social consequences of genetic engineering will be discussed. The laboratory portion of this course affords students practical experiences concerning topics covered in the classroom. **(Prerequisites: BIO 112 minimum grade C, and completion or concurrent enrolment in MAT 113)**

BIO 240 4 credits

Marine Biology (F)

This upper level course explores global marine and littoral habitats including the physical and chemical properties of these areas and the organisms that dwell in these environments. It also investigates fisheries biology and concepts related to conservation and resource management. Laboratory and field exercises reinforce course material. **(Prerequisites: BIO 112, minimum grade C and completion or concurrent enrolment in MAT 113)**

BIO 260 3 credits

Research in Biology (S as needed)

This is an independent-study course in which upper-level Biology students perform their own research projects with guidance from the instructor. Students design analyze results of

and discuss findings from an investigation into a specific question in Biology. Projects may include experimental research and/or literature reviews. **(Prerequisites: Any 200-level Biology course, SCI 235, ENG 105 and MAT 113)**

BIO 270 3 credits

Nutrition (F, S as needed)

This course is designed to acquaint students with the field of human nutrition as it relates to health and disease. This course will deal mainly with the physiology and biochemistry of nutrition. Vitamins will be studied with respect to their roles as coenzymes for biological reactions. Special emphasis will be placed on the relationship between lifestyle choices and general health. Preventative measures, that can delay or prevent the onset of hereditary diseases, will be discussed. All students are required to perform a personal diet analysis to learn the technique. **(Prerequisite: BIO 112 minimum grade C)**

BUSINESS (BUS)

BUS 100 3 credits

Business Law I (F, S)

An introduction to the study of the origin of law, its place in and effect upon society, the history and development of law, the system of courts and legal procedure. Also offers an extensive study of business organisations of the law of contracts as the basic law affecting business transactions, relationship between principal and agent, master and servant, employee, and aspects of the law of negligence. **(Prerequisite: ENG 104)**

BUS 101 3 credits

Business Law II (S)

A study of the partnership and corporate forms of business entities including the methods of creating the relationship, and the law developed to regulate and control these organisations and their members. Also, a study of the basic concepts and principles of constructive trust, secret and half secret trusts, sales of goods, negotiable instruments, agency, torts and contract. **(Prerequisite: BUS 100)**

BUS 109 3 credits

Budgeting (F)

The use of budgets to show anticipated revenues, expenses and financial position of a business at some future point in time will be explored. Its

use in disclosing areas of the business requiring corrective action, its evaluating performance and its human relations aspects will also be examined. Specific topics will include cash budget, capital budget, master budget, financial budget, flexible budgets, operating budget, human relation aspect of budgets and continuous budgets. (Prerequisite: ACC 050 or CXC Accounting General Proficiency Pass Grade 1-3)

BUS 110 3 credits
Fundamentals of Business (F, S, Su)

This course provides a conceptual framework for the functioning of the business enterprise within economic systems, thus building a solid foundation for further study in various business disciplines. Key topics include globalisation of business, forms of business organisation, organisational theory and behaviour, marketing relationships, information management, and finance and accounting. Minimum grade of C is required for this course. (Co-requisites: ENG 104)

BUS 120 3 credits
Marketing I (F, S)

To introduce students to the many concepts within the Marketing arena so they can recognise and use marketing to succeed in business and personal situations. Students will gain a basic understanding of the process of turning ideas into profit making businesses. Topics include marketing management and analysis distribution, promotion, pricing, product and marketing research. (Prerequisites: BUS 110 and ENG 104)

BUS 123 3 credits
Retail Management (S)

To introduce students to the inter-relationship that retailers face in today's fast paced environment. It focuses on major aspects of organisational structure, store locations, the buying function, merchandising, advertising & promotion, direct retailing, accounting, expenses and research. (Prerequisites: ACC 100 and BUS 120)

BUS 140 3 credits
Supervision (S)

This course is designed for managers or supervisors who have employees reporting directly to them. It explores the basic principles of management with strong emphasis on their application to real on-the-job situations. This "how to" course focuses on the development of strong interpersonal skills, and

on supervising a diverse workforce using dynamic issues affecting management today. Overall, this Supervision Course provides students with the tools necessary to make the transition towards becoming an effective supervisor. (Prerequisites: ENG 104 and BUS 110)

BUS 141 2 hours
Introduction to Leadership (S)

This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory, assists participants in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership. It provides the opportunity to develop essential leadership skills through study and observation of the application of those skills. The course is for individuals who wish to develop their leadership skills. It is designed to aid students in increasing their understanding of themselves, and the theories and techniques of leadership and group process. The course integrates theoretical concepts with the reality of application within a group setting (Prerequisites: ENG 051 and 052)

BUS 203 3 credits
Management Principles (F, S)

This course focuses on the dynamic roles of management and its administration functions. It reflects on historical approaches to management and examines new paradigms that may be applied to situations managers' face in an everchanging environment. Areas such as employee development, creativity, finding a shared vision and information, teamwork, and collaboration among employees are encouraged. Students will learn how to write a business plan as part of team development. (Prerequisite: ACC 100, BUS 110 and 120, ENG 104 and 106, ECN 100 or the consent of the Department Head)

BUS 205 3 credits
Issues in Leadership (S)

The emphasis in this course will be the exploration of the various Theories of Leadership and current thinking on the subject. It will also examine the purpose of leadership and attitudes to it; the qualities of a good leader, important leadership roles in business and informal leadership and its influence on the working of a business. (Prerequisite: BUS 211 or BUS 141 or BUS 201 or BUS 203)

BUS 210 3 credits**Human Resource Management (F)**

This course examines the programmes, policies and practices for managing an organisation's workforce. It focuses on techniques geared towards attracting and keeping employees in the organisation. It examines the processes of: planning for a future workforce in the midst of constant change, staffing issues, evaluating and compensating employees, improving the workplace, and maintaining effective relationships. **(Prerequisite: BUS 203 or the consent of the Department Head)**

BUS 211 3 credits**Small Business and Entrepreneurship I (F)**

This course is designed to provide the participants with an introduction to the world of small business. It focuses on the need for organizing, financing and managing the small business. Topics to be covered include: the entrepreneurial life, ethics and integrity, developing a business plan including marketing, organizational, financial, location and harvesting plan and other specific current concerns of a small business operation. Students are expected to prepare a comprehensive business plan in preparation for BUS 221. Students are also expected to complete a work attachment for industry experience. **(Prerequisite: ACC 100, BUS 100 and BUS 120; Co-requisite BUS 203)**

BUS 221 3 credits**Small Business and Entrepreneurship II (S)**

This course is intended to teach advance entrepreneurship management concepts. Topics include principles of building customer relationships, product development and supply chain management, pricing and credit decisions, promotional planning, human resource, as well as operational and asset management while looking at strategies to minimize risk. **(Prerequisites: BUS 211 and BUS 203. Co-requisite BUS 201 ACC 225)**

BUS 223 3 credits**Consumer Behaviour (F)**

This course is designed to help the student better understand marketing strategy by emphasizing how consumers behave in our incredibly dynamic, high-tech global environment. Consumer Behaviour is an analysis of individual, social and cultural influences that affect consumer buying habits. The disciplines of Marketing, Psychology and Sociology are examined as determinants of consumer behaviour. **(Prerequisite: BUS 120)**

BUS 225 3 credits**Advertising and Promotional Strategies (S)**

An examination of those advertising and promotional strategies directed towards the consumers of goods and services with emphasis on planning, developing and executing an effective campaign to achieve targeted goals and objectives. **(Prerequisite: BUS 120)**

BUS 231 3 credits**Corporate Administration II (Trusts) (S)**

This course is designed to introduce students to the law of trust and in particular to the role of trusts in the protection of personal assets. Consequently, topics will include purpose and formation of trusts, rights duties and responsibilities of trustee, settler, protector, beneficiary, types of trusts. **(Prerequisites: BUS 100 and ENG 104)**

BUS 241 3 credits**Principles of Finance (F)**

This course is designed to provide students with foundation knowledge of finance and the functions of financial intermediaries. Topics include financial assets(instruments), financial markets and the investment banking process, the cost of money (interest rates), Analysis of financial statement. The evaluation of financial decisions will be done by assessing the implications of the time value of money. **(Prerequisite: ACC 100, MAT 112, MAT 110)**

BUS 242 3 credits**Financial Management I (F)**

The major objective of this course is the development of financial analytical and decision-making skills, critical to the financial manager's performance with investing, asset management, and financing decisions. Determining interest rates, evaluating the risks and returns on investments. Applying bond and stock valuation techniques and working capital management. **(Prerequisite: BUS 241)**

BUS 243 3 credits**Financial Markets and Institutions (S)**

This course provides a conceptual understanding of depository and non-depository institutions and their regulatory obligations, both locally and internationally. Students will apply the requirements of international banking regulations in the calculation of regulatory capital, and analyze the functioning of financial markets by tracking and evaluating the performance of financial instruments. **(Prerequisites: BUS 242, Co-requisite ECN 100)**

BUS 250 3 credits

Investments and Securities Markets (S)

This course is designed to orient the student to the technical aspects of investing in the financial markets. Students will select securities for their portfolios, actively buy and sell securities and derivatives. **(Prerequisite: BUS 241)**

CHEMISTRY (CHE)

CHE 110 4 credits

General Chemistry I (F)

This course introduces the student to the modern concepts of the nature of the atom, chemical bonding and molecular structure, chemical equations, stoichiometry, the mole concept, thermochemistry, the periodic table, periodicity, gases and the gas laws. In the laboratory, the student is introduced to modern practices and techniques related to topics discussed in class. **(Prerequisite: SCI 050 or CSEC General Chemistry and Mathematics, minimum grade III in each subject or equivalent)**

CHE 112 4 credits

General Chemistry II (S)

This course is a continuation of CHE110. Topics covered include solids and liquids, solutions, acids and bases, rate of reaction, acid-base equilibria, solubility product equilibria, complex ion equilibria, chemical thermodynamics and kinetics, introduction to organic. The laboratory portion of this course is a practical introduction to qualitative and quantitative (volumetric and gravimetric) analysis. **(Prerequisite: CHE 110 minimum grade C)**

CHE 121 5 credits

Chemical Principles and Application I (F)

Students embrace the current theories of atoms, their structure and the periodic classification of elements. Concepts such as the mole, redox reactions, chemical bonding and intermolecular forces, nuclear energy, kinetic theory, enthalpy and energy are explored in conjunction with related calculations. Students can take this course as part of their preparation for the CAPE Chemistry Unit 1 examination. **(Prerequisites: CSEC General Chemistry grades I or II and CSEC General Mathematics, minimum grade III or equivalent)**

CHE 125 5 credits

Chemical Principles and Application II (S)

Students explore concepts associated with

reaction rates, chemical equilibrium and their application to industrial and biological concepts. Students also discover the fundamentals of elements and compounds with respect to their physical and chemical properties, their uses and the formation of anions and cations. Students can take this course as part of their preparation for the CAPE Chemistry Unit 1 examination. **(Prerequisite: CHE 121, minimum grade C)**

CHE 210 4 credits

Organic Chemistry I (F)

This systematic and mechanistic approach to the chemistry of the compounds of carbon covers the following areas: structure and bonding; bonding and molecular properties; alkanes and cycloalkanes; stereochemistry; alkenes structure, reactivity, reactions and synthesis; alkynes; alkyl halides; nucleophilic substitutions and eliminations. The laboratory portion of this course is an introduction to the practices and techniques of the contemporary organic laboratory. **(Prerequisite: CHE 112, minimum grade C)**

CHE 212 4 credits

Organic Chemistry II (S)

A continuation of CHE 210 Topics covered include alcohols, carbonyl compounds, aromaticity, electrophilic aromatic substitution, amines ethers, heterocyclic compounds. Structure determination—mass spectroscopy, infrared spectroscopy, nuclear magnetic resonance spectroscopy. The laboratory portion of this course includes multi-step syntheses and an introduction to the spectrophotometric identification of organic compounds. **(Prerequisite: CHE 210, minimum grade C)**

CHE 221 5 credits

Additional Chemical Principles and Application I (F)

Students are exposed to the fundamentals of organic chemistry by exploring carbon compounds and the processes involved in their formation. Students learn the reactions of functional groups as well as the impact of carbon compounds on everyday life. Students can take this course as part of their preparation for the CAPE Chemistry Unit II examination. **(Prerequisite: Unit 1- CAPE Chemistry, minimum grade IV)**

CHE 225 5 credits

Additional Chemical Principles and Application II (S)

Students explore analytical methods and separation techniques as well as the industrial importance of chemicals. Students learn to appreciate degrees of uncertainty of

measurements as well as about equipment used in analysis and separation procedures. Students also explore the manufacture and importance of certain chemicals in industries and the impact of industrial processes on the environment as well as social and economic life. Students can take this course as part of their preparation for the CAPE Chemistry Unit II examination. **(Prerequisite: CHE 221, minimum grade C)**

COMMUNICATIONS (COM)

COM 100 1 credit

Personal Development for College Success (F, S)

The objective of this course is two-fold: (1) to orient all entering students to the regulations, and expectations of HLSCC and (2) to provide them with the opportunity to develop their academic performance through successful study habits and active learning strategies. Topics include time management, test taking strategies and research techniques. All entering students are required to complete the course within their first year.

COMPUTER STUDIES (CSC)

CSC 049 3 hours/non-credit

Computer Skills I (F)

This course introduces students to the nature of information processing and the broad range of computer applications. Students investigate the components of a computer system and are introduced to the basic techniques required to operate computer applications such as word processors and spreadsheets.

CSC 050 3 hours/non-credit

Computer Skills II (S)

This course aims to demonstrate the role computers play in society and issues that result from its implementation. Students are shown how computers can be configured in order to solve specific problems. This course also provides students with a firm understanding of the basic techniques and knowledge required for using the World Wide Web.

CSC 101 3 credits

Introduction to Computers (F, S)

This course serves as an introduction to computer science. Topics covered include computer

software, data storage, the Internet, computer architecture, data security and local area networks. **(Prerequisites: ENG 051 and 052 or equivalent)**

CSC 103 3 credits

Programming Techniques (F, S)

This course allows students the opportunity to understand and use the methods and logic involved in solving programming problems. Areas to be studied include the programme development life cycle, problem elements; input, and output requirements; mathematics, and logic procedures; and design methodologies. Students will be taught how to specify algorithms using tools like pseudo code and structure charts. (Prerequisite: MAT 108 or MAT 110)

CSC 104 3 credits

Microcomputer Applications' Software (F, S, Su)

This course familiarises students with the most popular applications software used in business. The two most often used software packages-word processors and spreadsheets will be covered in detail. The course also teaches students how to use the internet and the operating system.

CSC 106 3 credits

Introduction to Web Page Design (F, S)

This course introduces students to the tools, techniques, and languages for designing and implementing web pages and websites. Students will be presented with the methods and techniques that lead them step by step from the conception of a web design project through the design of the website and finally its implementation. This course will introduce students to the hypertext mark-up language (HTML), Cascading Style Sheets (CSS), and other web design tools and techniques. (Prerequisite: CSC 104 (for all students); Co-requisite: CSC 121 is suggested for Associate of Science in Computer Studies)

CSC 108 3 credits

Desktop Publishing (S)

This course introduces students to desktop publishing using PC based desktop publishing applications. By the end of the course students will have prepared camera-ready artwork for business cards, letterheads and a four-page newsletter using the software package. The course also introduces techniques for design, layout, and printing. (Pre-requisite: CSC 104)

CSC 113 4 credits***Programming Language I (S)***

This course introduces students to object oriented programming concepts, and the benefits associated with object-oriented programming. Students are introduced to the object-oriented programming language Java. They are taught the syntax and semantics of the Java programming language and how to construct solutions to common programming problems using Java. Students will also have the opportunity to apply their knowledge of Java by writing a programme that solves a problem of their choosing as part of their semester project. Students are also taught how to use CRC and UML to document their applications' design. **(Prerequisites: CSC 103 and MAT 110 or equivalent)**

CSC 114 3 credits***Database Design and Applications (F)***

This course introduces students to database technology, with specific attention being paid to the design and implementation of relational databases. Students are taught how to design a relational database given a specification of a problem that requires a database solution. They are then taught how to implement their design on a real live relational database (MS Access). **(Prerequisite: MAT 108, or MAT 110, and CSC 103, or CSC 121)**

CSC 117 4 credits***Computer Concepts and Programming (F)***

Computer concepts and programming examines the fundamentals of the field of computing by introducing topics such as, the applications of computers and their social and economic impact, programming language development, algorithm design and programming. This course may count as the first of four courses in preparation for the GCE Advanced Level Examination in Computing or CAPE.

CSC 118 4 credits***Database Organisation and File Design (S)***

Database organisation and file design covers the principles and the standard methods of organising and representing data for storage and processing by computers. Through the study of various applications students will learn how the design and use of appropriate data organisations and representations enables satisfactory system design. This course may count as the second of

four courses in preparation for the GCE Advanced Level, or CAPE Examination in Computing. **(Prerequisite: CSC 117)**

CSC 121 3 credits***Introduction to E-Commerce***

This course provides an in-depth overview of technology, the business environment, electronic commerce, and issues associated with e-business. The knowledge gained in this course will facilitate more comprehensive and contemporary exploration of how E-business is done today. Students will learn database management, web site management skills, and discuss other challenges and opportunities that are associated with electronic business. **(Co-requisite: ENG 104)**

CSC 203 4 credits***Programming Language II (F)***

This course is a continuation of the **CSC 113**, Programming Language I course, where students are introduced to the Java programming language. **CSC 203**, Programming Language II builds on that foundation and teaches the advanced concepts of the Java programming language in addition to teaching students how to use the GUI to create simple but professional looking Java applications. **(Prerequisite: CSC 113)**

CSC 204 3 credits***Database Organisation and Management (S)***

This course exposes students to the concepts of file and database management systems, types of data relationships in database environments and data modelling tools like entity-relationship diagrams. The course also introduces the relational model, relational algebra and normalisation. **(Prerequisites: CSC 114 and ENG 104)**

CSC 206 3 credits***Intermediate Web Page Design (F, S)***

This course builds on the content of the Introduction to Web Page Design course CSC106 by adding web page design industry tools and techniques to the knowledge base and skill set of students. A comprehensive project involving designing an industry standard website will be required. Students must achieve a minimum grade of C. **(Prerequisites: CSC 103 and CSC 106)**

CSC 208 3 credits***Graphic Art (F)***

This course is designed to communicate ideas,

inspire emotion, and transform the world around us through visual arts. When students learn how to connect art with technology, they can bring their ideas to life and open themselves to a vast world of creative career opportunities. In this course, students are taught about design, typography, and color theory. They will also have an opportunity to develop skills in design, composition, and learn in a hands-on environment, using industry-related technology and software. Students must achieve a minimum grade of C. (Prerequisite: CSC 108)

CSC 210 3 credits

Introduction to Computer Architecture (S)

This course introduces students to the principles behind the design of computer chips. It looks at how complex circuits can be built using simple logic gates and demonstrates how circuits are derived and simplified using Boolean algebra and Karnaugh maps. The course also examines the features of microprocessors and how they function. (Prerequisites: CSC 121 and MAT 110 or equivalent)

CSC 211 3 credits

Information Systems (F)

The objective of this course is to provide coverage of the principles, application, design, and impact of the information system in the workplace and society. Areas such as the objectives of an information system, types of information systems, management of information systems, the system development life cycle, and the impact of computers on society will be covered. (Prerequisite: BUS 110 or CSC 121)

CSC 213 3 credits

Systems Analysis and Design (F)

The objective of this course is to introduce students to the system development life cycle by examining the tools and techniques used to carry out systems analysis. Students will cover topics such as system analysis, design, development and implementation. The course also introduces students to system development tools like data flow diagrams, entity relationship diagrams and pseudo code. (Prerequisites: ENG 115 and BUS 110; Co-requisite: CSC 114 or CSC 203 or CSC 206 or CSC 208)

CSC 214 3 credits

Introduction to Networking (S)

The objective of the course is to introduce students to the principles of networking by examining

different types of network, network operating systems and network administration. Topics will include communications hardware, communications media network topologies and network protocols. (Prerequisite: CSC 104 or CSC 121)

CSC 215 3 credits

Applications of Computer Studies (F, S)

This is a practical project to be carried out by the student over one semester. Students are given the opportunity to demonstrate their skills and/or knowledge in one of the following areas of computer studies: Information Systems, Systems Analysis and Design, Application Development, or Website Development. A student can choose to write a research paper or produce a software application or website on their chosen topic. (Prerequisite: CSC 213)

CONSTRUCTION PROFESSIONAL TRAINING (CTP)

CTP 100 2 credits

Basic Safety, Communication and Employability Skills

This module applies to jobsite safety and how to prepare workers for the construction environment. Common causes of workplace incidents and accidents and how to avoid them are discussed. It examines effective communication, teamwork, organisation, critical thinking and problem solving for the construction industry. Social skills and their value in the workplace are also discussed.

CTP 103 2 credits

Intro. to Hand & Power Tools and Materials Handling

This module applies to the selection, application, care, and maintenance of hand and power tools used in a variety of construction crafts. How to use tools according to manufacturer's specifications and site procedures is included. Prerequisite CTP 100.

CTP 104 2 credits

Intro. to Construction Math, Drawings & Basic Rigging

In this module, students will review basic math skills for the construction trades. They will learn to apply accurate measurement and calculation for linear, area, and volume problems and the interpretation of basic construction drawings. Information related to rigging and hardware used are explored while emphasizing safe working habits. (Prerequisite CTP 100)

CTP 108 3 credits**Basic Carpentry**

This module applies to the basic carpentry tasks that are applied throughout the occupation including selection of materials, measuring, marking, cutting, squaring, planning of timber and the joining of timber using manual fixing methods such as nailing, gluing and screwing. Competency are based on specifications of the BVI/UK construction industry. Prerequisite CTP 100 and CTP 103.

CTP 109 2 credits**Basic Reinforcement**

This module applies to the identification, cutting, and tying of reinforcement and the batching, mixing, and testing of concrete according to a given mix design. Selecting types and thickness of steel, joining and splicing of rebars are included. Prerequisites CTP 100 and CTP 103.

CTP 110 2 credits**Basic Electrical House Wiring**

This module applies to the selection of electrical components, the construction of basic series and parallel circuits and the joining and soldering of electrical cables. Prerequisites CTP 100 and CTP 103

CTP 112 3 credits**Basic Masonry**

This module applies to the preparation of a block laying work area, mixing of mortar, and laying of blocks for a straight wall and corner to industry standards in compliance with regulations. Selecting materials for block laying structures, plastering and related activities are included. Prerequisites CTP 100 and CTP 103.

CTP 115 2 credits**Basic Plumbing**

This module applies to performing basic plumbing tasks according to drawings and specifications. Selecting, cutting, threading, bending, soldering and joining of various types of pipes are included. Prerequisites CTP 100 and CTP 103.

CULINARY ARTS (CUL)**CTP 101** 2 credits**Food Safety Operation and Sanitation (F, S)**

An introduction to food production practices governed by changing US federal and state, and British Virgin Islands regulations. Topics to be

covered include prevention of food-borne illness through proper handling of potentially hazardous foods, HACCP procedures, legal guidelines, kitchen safety, facility sanitation, and guidelines for safe food preparation, storing and reheating. Students will also take the National Restaurant Association SERV Safe examination for certification.

CUL 109 3 credits**Cultural Dimensions of Food (S)**

In this course, students examine the relationship between food and culture with a focus on the cultural rules of food consumption and how they can be compared to the rules of music, dancing, and poetry. Course topics include the relationships between food and religion, gender, folkways, mores, and life-cycle rituals. Emphasizing critical reading and writing, this course gives students theoretical and empirical exposure to food research in anthropology, folklore, history, and sociology.

CUL 110 3 credits**Food Service Theory and Basic Skills**

This course is designed to provide students with the foundation skills required to work in a commercial bakeshop setting. Students will be introduced to the primary methods of preparation for products such as cookies, pies, cakes, cheesecakes, pate a choux, phyllo, fillings, icings, meringues, sauces and custards, with variation from seasonal local products. Strong emphasis will be placed on understanding the function of ingredients and their interactions. The proper and safe use of professional equipment will also be covered.

CUL 111 3 credits**Introduction to Culinary Foundations (S)**

Students will be introduced to the application of fundamental cooking theories and techniques. Topics of study include tasting, kitchen equipment, knife skills classical vegetable cuts, stock production, thickening agents, soup preparation, grand sauces, timing, station organisation, plate development, culinary French terms, and food costing.

CUL 115 3 credits**A.M. A La Carte Cooking (S)**

Students will practice classical techniques of egg cooker, classical breakfast sauces, and traditional breakfast recipes, while utilising local ingredients and menus that emphasize Caribbean cuisine. They will also have continued development and

assessment in knife and organisational skills, Product Identification and Safety & Sanitation.

CUL 124 3 credits

Bread and Breakfast Pastry Arts

This course is designed to provide students with the foundation skills required to work in a commercial bakeshop setting. Students will be introduced to the primary methods of preparation for products such as cookies, pies, cakes, cheesecakes, pate a choux, phyllo, fillings, icings, meringues, sauces and custards, with variation from seasonal local products. Strong emphasis will be placed on understanding the function of ingredients and their interactions. The proper and safe use of professional equipment will also be covered.

CUL 129 3 credits

International Cuisine (S)

This course offers students an introduction to international cuisine. Techniques and skills unique to ethnic cooking are presented. Emphasis will be placed on principal characteristics of cuisines from places such as Caribbean, Western Europe, Southeast Asia, South America, and the Middle East. The historical influences of the classical French tradition on contemporary dishes are discussed.

CUL 131 3 credits

Quantity Food Productions (S)

This course focuses on high volume food production, station set up, timing, service, menu concept development and execution. Skills specific to quantity production preparation and service will be taught. Lecture topics may include the organisation and structure of contract food service providers, production layouts and facility design. Menu items will be consistent with local, regional and international retail and non-commercial segments and dining trends. Cooking competencies include egg cookery, grain cookery, sandwich preparation, pasta cookery, simple composed salads, quick breads, moderate-cost entrees and cooking for special dietary restriction and needs.

CUL 135 3 credits

Garde Manger (S)

This course is designed to expose the student to the study and preparation of cold food preparation, with the emphasis on pâtés, galantines, terrines, chaud froid, ice carving, buffet presentation, and smoke cookery. The identification and proper handling of salad greens and fresh herbs is also

part of the instruction. Students will prepare a variety of salads, cold canapés, hors d'oeuvres, appetizers, cold entrees, cold soups, cold sauces, sandwich platters, and dressings. Vegetable centrepiece and ice carving is taught, as well as fruit and cheese displays.

CUL 137 3 credits

Chocolate and Confections

Students will use traditional and contemporary production methods to prepare chocolates and other confections such as by hand and with special equipment. Techniques include; chocolate tempering methods, sugar cooking techniques, hand dipping centres, and shell moulding.

CUL 145 3 credits

Bakeshop Operations

Students will Develop and market productions in an actual bakery café with retail customers and analyse sales, service and operations.

CUL 151 2 credits

Restaurant Desserts

Students will cover the preparation of hot and cold desserts with a focus on individual desserts, a la minute preparations and numerous components within one preparation, as well as station organisation, timing and service coordination for functions and banquets.

CUL 201 2 credits

Menu Policy, Planning and Development (S)

An analysis of menu development for foodservice establishments. Topics to be covered include: menu development, descriptions, layout, design, and pricing; sales mix; and station balance. Students will be involved in critiquing and creating menus from the perspective of concept, clarity, cost, price, and efficiency.

CUL 205 3 credits

Baking and Introduction to Prepared Foods (F)

This course instructs students in the fundamentals of baking science, terminology, and equipment. Students are introduced to yeast breads, rolls, and quick breads. Special attention is given to exact weights and measurements, types of flour, and basic bakeshop ingredients used in production.

CUL 209 3 credits***Cakes and Pastries (S)***

Assemble and decorate Cakes and Pastries with a modern approach using the latest technology and equipment. Students will use specialist equipment, practice new presentation methods, simplicity of style and production.

CUL 215 3 credits***P.M. A la Carte Cooking (Fine Dining)***

In this course students will concentrate on previously learned cooking fundamentals and techniques utilizing a la carte menu preparation that may be used in a contemporary restaurant setting. Students will further develop their ability to organise an assigned station based on preparation methods while focusing on the production of menu items, plate presentations, and cooking techniques as applied to specific cuisines. Emphasis will be placed on sourcing, storage, uses, and nutritional aspects of key ingredients.

CUL 221 1 credit***Introduction to Catering Management (F)***

This course provides students comprehensive knowledge and skills training to pursue a career in catering management. Introduces students to various venues in which catering services can be offered, and presents an overview of the functions, processes, and controls found in successful catering management and operations; emphasis is placed on the sales/marketing aspects of the business.

CUL 225 3 credits***Restaurant Service and Management (S)***

Students will explore principles of table service and skills with a concentration on customer service in a restaurant. Focus will also be placed on wine, beer coffee, tea and non-alcoholic beverage service. Topics will include guest relations, professional communications, order taking in an a la carte environment, service sequence, point of sales systems (POS), cash handling, beginning merchandising, and dining room preparations.

CUL 229 3 credits***Vegetarian/ Vegan Cookery (S)***

In this course students will focus on using skillful cooking from previous classes, to create and prepare healthy meat-free meals using majority local garden-fresh ingredients. Using a large

selection of vegetables, beans, pulses and unusual grains like bulghar, quinoa and buckwheat students will create delicious and sophisticated dishes in the course. Starters, salads, soups and main courses will be covered along with some unusual puddings and cakes using veggies. Students will also learn how to combine and use fresh herbs, and spices to create flavourful vegetarian dishes. This course is an ideal way of improving vegetarian cookery throughout the local and regional restaurant industry.

CUL 239***Internship (S)***

A supervised work experience designed to expand student's career knowledge while increasing speed, timing, organisation, and ability to handle cooking in an approved foodservice and hospitality establishment. Each student is required to complete 300 working hours during the training period.

CUL 240 90 hours/3 credits***Restaurant Apprenticeship***

Apprenticeships are another option to help you break into the restaurant industry it, it is a great way for students to gain and improve on their skills as they get more exposure to real world experiences. Students must complete ninety (90) hours to be successful in this course, and will be encouraged to use this opportunity to network with other professionals, in efforts of gaining employment soon after graduation. Each week students will be required to work in various restaurant positions from Back of the house, Front of the house and Top the house and give weekly written reports on ways to improve service or help lower cost in each department. The chef or restaurant manager will be able to start the student at any level of service depending on their interview.

DANCE (DAN)**DAN 020** 1 credit***Dance Ensemble***

This course is designed to accommodate performing arts students by giving them an opportunity to work on upcoming projects. It is time allotted for rehearsal and group creative exploration.

DAN 100 3 credits***Dance Seminar I***

This course focuses on the study or practice of selected works through rehearsal and performance. Students will progress through the rehearsal process to develop performance experience.

DAN 105 3 credits***Ballet and Modern Dance***

This course will introduce students to the fundamental skills required for dance. These will include principles of alignment, body articulation, spatial awareness, and musicality. Students will learn to appreciate the expressive potential and clarity of their dancing bodies. In addition, they will differentiate between style and technique as regards dance and understand the varying technical and performance needs of Modern and Classical Ballet Dance. **(Prerequisite: DAN 100)**

DAN 110 3 credits***Jazz and Afro Caribbean Dance***

This course will require students to demonstrate the fundamental skills required for dance. Students will learn about the international and regional influences in the development of Caribbean dance techniques and styles. Students will explore the Caribbean Region's influence on Modern and Jazz Dance. **(Prerequisite: DAN 100)**

DAN 115 3 credits***History and The Dancing Body***

This course will introduce students to various histories of the development of dance. Of particular focus will be: Pre-15th Century Dance in Africa, Europe, India, and the Caribbean; 15th-18th Century dance in the Caribbean, Europe, Asia, and the United States; 19th Century dance to Present in the Caribbean, Europe, and the United States. The content will be approached through the themes of: Dance and Spirituality; Dance and Community; Dance and Culture; Dance and Politics; and Dance and Self Expression. **(Prerequisite: ENG 104)**

DAN 200 3 credits***Dance Seminar II***

This course focuses on the study or practice of selected works through rehearsal and performance. Students will progress through the rehearsal process to develop performance experience and apply their knowledge through preparation for live performances. **(Prerequisite: DAN 100)**

DAN 201 3 credits***Composition and Performance***

This course focuses on the analysis of dance movements through the art of choreography. This includes introductory study of various choreographic approaches and movement explorations. **(Prerequisite: DAN 100 or Audition or Department Approval)**

DISASTER MANAGEMENT (DMT)**DMT 120** 3 credits***Introduction to Disaster Management (F, S, or as needed)***

This course introduces students to the management of natural, technological, civil and environmental hazards. Various methods of managing disaster events, including mitigation, preparedness, response, recovery and incident management systems are addressed in this course. The roles and responsibilities of government, business, and non-governmental organisations are also covered.

DMT 122 3 credits***Community Preparedness (F, S, or as needed)***

Design and development of programmes leading to the formation of disaster-resistant communities is presented to the student. Sociological and political perspectives are also considered in the content for this course. Identification and selection of general public educational and preparedness programmes and strategies to reduce hazard impact.

DMT 126 3 credits***Emergency Care and Treatment (F, S, or as needed)***

This course offers instruction in the duties and responsibilities during initial response. Topics include scene assessment, first aid, cardiopulmonary resuscitation (CPR) victim triage and responder safety. On scene assessment including identification of needed resources and pre-planning of available assets.

DMT 128 3 credits***Hazardous Materials (F, S, or as needed)***

Problems of chemically active and hazardous materials in emergency situations are presented to the student. Their identification, transportation, storage, usage and management are discussed. **(Prerequisites: DMT 120 and 122)**

DMT 142 3 credits
Public Infrastructure (F, S, or as needed)
This course examines the technological public life support systems at risk during disaster. Topics include water supplies, public sanitation, telecommunications, transportation systems and building construction systems. **(Prerequisites: DMT 120 and 122)**

DMT 144 3 credits
Public Information & Crisis Communication (F, S, or as needed)
Theoretical and practical studies in crisis communications strategies, and public relations. Individual, group and mass media methods for communicating with selected audiences. Basic skills, including oral and written communications, information dissemination, media interface, and public information planning will be covered. **(Prerequisites: DMT 120 and 122)**

DMT 220 3 credits
Disaster Planning (F, S, or as needed)
This course presents to students planning concepts and planning processes. Writing plans and exercises, development and maintenance of hazard resource management systems, vulnerability analysis and understanding public policy considerations are skills that are developed. **(Prerequisites: DMT 120 and 122)**

DMT 230 3 credits
Mitigation (F, S, or as needed)
The use of long-term structural and non-structural methods of preventing or reducing loss from natural and manmade disaster is examined. Integration of mitigation techniques during development, post-disaster redevelopment, and maintenance are also discussed in this course. **(Prerequisites: DMT 120, 122 and 142)**

DMT 246 3 credits
Response and Recovery (F, S, or as needed)
Basic concepts and operations applicable during and after disaster events. Roles and responsibilities of loss emergency officials, national government officials, and non-governmental agencies are examined. Emphasis is placed on problem solving aspects of post disaster operations and associated coordination requirements. Damage assessment procedures will be identified. Effective allocation of scarce resources and accessing national, regional and international assets will also be addressed. **(Prerequisites: DMT 120, 122 and 144)**

DMT 264 3 credits
Mass Casualty Management (F, S, or as needed)
In this course the basic principle of dealing with mass casualty management issues in small states with scarce medical resources is examined. **(Prerequisites: DMT 120, DMT 122 and DMT 126)**

DRAMA (DRA)

DRA 030 1 credit
Theatre Ensemble
This course is designed to accommodate performing arts students by giving them an opportunity to work on upcoming projects. It is time allotted for rehearsal and group creative exploration.

DRA 100 3 credits
Performance Technique and Research
This course introduces students to the fundamental elements of performance art. Students will be encouraged to recognise their environment as a creative space and be equipped to utilise this space, culminating with a public performance.

DRA 101 3 credits
Forming the Performer
This course introduces students to the components of characterisation work, spatial awareness, and the skills required in both movement and voice. Students will be able to apply the skills learned through various creative mediums such as film, animation, abstract theatre, and live art. Students will be expected to create their own short studio performances. **(Prerequisite: DRA 100)**

DRA 201 3 credits
Art of the Performance
This course is a continuation of Forming the Performer. Students will apply their knowledge and perform in a public production. They are expected to demonstrate creativity and work with a director. **(Prerequisite: DRA 101)**

DRA 205 3 credits
Caribbean Theatre and the World
This course will broaden students' cultural, historical, social, and economic awareness as it pertains to the Caribbean's unique experience of a multicultural scope of creative influences explored through the stage. **(Prerequisite: ENG 107)**

ECONOMICS (ECN)

ECN 100 3 credits

Principles of Micro-Economics (F, S)

The course focuses on the behaviour of individual economic units particularly consumers and firms. As a consequence, emphasis will be placed on demand, supply, prices and market structure with in-depth treatment of such concepts as the price mechanism, elasticities, objectives of firms, investment decisions, competition and monopoly. A minimum grade of C is required for this course. **(Prerequisites: BUS 110 and MAT 108 or MAT 110)**

ECN 105 3 credits

Principles of Macro-Economics (F, S)

The course is structured to assist students in understanding the basic concepts and practices of economics from a macro perspective, focusing on demand and supply in the market. Emphasis is being placed on such issues as unemployment and inflation, the role of government and international trade. The significance of money and financial institutions in economies will be addressed also, with a view of understanding money creation, monetary theory and monetary policy. **(Prerequisites: BUS 110 and MAT 108 or MAT 110)**

TEACHER EDUCATION (EDU)

EDU 105 3 credits

Educational Psychology (S)

This course is designed to enable students to understand and apply the relevant psychological principles to the teaching and learning process. Human development, individual differences and learning are some of the key areas examined in this course. **(Prerequisite: ENG 104)**

EDU 110 3 credits

Foundations of Education (S)

This course is designed to examine the philosophical and historical bases of education, with special emphasis on the history of education in the British Virgin Islands and the Caribbean region. From these bases conclusions are drawn for today's classroom. **(Prerequisite: ENG 104)**

EDU 115 3 credits

School and Society (S)

Examines current trends and issues in Caribbean

Primary Education. Materials will be drawn from the historical, social and cultural foundations of education. **(Prerequisite: ENG 104)**

EDU 125 3 credits

Curriculum Development and Instruction (F)

This course is designed to expose students to several theories in Curriculum Development and Instruction. It also seeks to enable students to write appropriate instructional objectives, select relevant experiences and activities for students at various ages, and to plan and execute instruction so that retention and transfer are maximized. **(Prerequisite: ENG 104)**

EDU 127 3 credits

Teaching Elementary Mathematics I (F)

This course is designed to provide the pedagogical knowledge, skills and competencies necessary for successful and competent elementary mathematics teaching. **(Co-requisite: EDU 125; Prerequisite: EDU 105 and MAT 102)**

EDU 128 3 credits

Teaching Elementary Social Studies I (F)

This course is designed to give students an understanding of the nature and scope of Social Studies and methods for planning and teaching the subject in relation to concepts, generalisations, skills, and attitudes. This course entails the study of psychological theories related to Social Studies as well as activities and methods for effective delivery and evaluation of Social Studies lessons. The course is very interactive, and students will be involved in a variety of hands-on activities. **(Co-requisite: EDU 125; Prerequisite: EDU 105 and VIS110)**

EDU 129 3 credits

Teaching Elementary Science I (F)

This course is designed to provide elementary school teachers with the skills, knowledge and attitudes that will enable them to teach "good" science in their classrooms. **(Co-requisite: EDU 125; Prerequisite: EDU 105 and any 100-Level Science course)**

EDU 135 3 credits

Teaching Elementary Language Arts I (F)

This course aims at providing an understanding of the perceptual, cognitive, linguistic, and motivational factors involved in language arts development. Areas of study will include the integrated language arts curriculum, instructional

innovation in the language arts classroom, early informal diagnosis, reading in the content areas, developing responses to literature, the composing process, strategies in listening, tasks for speech development, study skills and remedial instruction. **(Co-requisite: EDU 125; Prerequisite: EDU 105)**

EDU 140 3 credits

Health and Family Life Education (F, S)

This course is designed to provide a range of experiences that are essential for the professional preparation of effective teachers in this field. Learning experiences in the classroom, college and community will enable teacher trainees to examine, analyze and make socially responsible choices in relation to their health and personal well-being. **(Prerequisite: ENG 104)**

EDU 150 3 credits

Educational Technology (S)

The purpose of this course is to offer the prospective teacher guidelines in preparing and developing innovative teaching aids as instructional resources in the classroom. The effective use of audio-visual equipment will also be explored. It also provides the teacher with computer skills, which will be applicable to all areas of the school's curriculum, thus helping them to increase productivity and efficiency. **(Prerequisite: CSC 104, EDU 105 and EDU 125)**

EDU 210 3 credits

Classroom Management (F)

This course offers a method for observing, describing and understanding classroom behaviour. This is an important step in developing a teaching style that is both effective and personally satisfying. **(Prerequisites: ENG 104 and EDU 105)**

EDU 215 3 credits

Measurement and Evaluation (S)

This course is meant for elementary as well as secondary teachers. It covers basic educational measurement concepts as applied in the classroom, e.g. preparing, administering and appraising classroom tests. **(Prerequisite: EDU 105 and EDU 125)**

EDU 220 3 credits

Research Methods in Education (F, S)

This course is designed to enable students to

understand the general principles involved in small scale empirical research and to apply those principles in their own educational research. The final evaluation of this course would be through an independent/ individual study due the following Spring semester. **(Prerequisites: ENG 105 and EDU 215)**

EDU 227 3 credits

Teaching Elementary Mathematics II (S)

This course is the second of a two-part course in Teaching Elementary Mathematics. It is more advanced than part one. Students will be involved in a variety of hands-on activities, which will enable them to complete a Mathematics project. **(Prerequisite: EDU 125 and EDU 127)**

EDU 228 3 credits

Teaching Elementary Social Studies II (S)

This course is designed for students who have completed EDU 128. It is the second in a two-part course, and builds on concepts and theories covered in EDU 128. **(Prerequisite: EDU 125 and EDU 128)**

EDU 229 3 credits

Teaching Elementary Science II (S)

This course is an extension of EDU 129. Although it builds on concepts and related issues examined in EDU 129, it goes well beyond the content of EDU 129. **(Prerequisite: EDU 125 and EDU 129)**

EDU 235 3 credits

Teaching Elementary Language Arts II (S)

The purpose of this course is to expose students to more advanced theoretical and practical analysis of situations that foster effective teaching of Language Arts in the elementary school. **(Prerequisite: EDU 125 and EDU 135)**

EDU 237 3 credits

The Teaching of Music (as needed)

This course is designed to provide the student with the knowledge necessary for teaching fundamental and advanced musical concepts. It is also designed to provide the student with a solid foundation for teaching basic music theory and a variety of musical instruments. **(Prerequisite: EDU 125 and EDU 105)**

ELENGINEERING TECHNOLOGY (EET)

EET 100 3 credits

Electrical Technology (F, S)

This course is designed primarily for the electrical technician. This course focuses on applications of electricity. Topics to be covered include: Magnetism and its applications, Generators, Motors, Instruments and measurements, Alternating Current Circuits including RL, RC and RLC circuits and power supplies. Lab included. **(Prerequisite: MAT 051 or CXC Mathematics)**

EET 101 4 credits

Electronic Circuits and Devices (F)

This course is designed primarily for the electronic technician with an emphasis on the study of electronic devices and their applications. Areas to be covered include: Basic electronic devices, Integrated Circuits, Digital Circuits, Filters, Oscillators, Amplifiers and Power Supplies. Lab included. **(Prerequisite: EET 100)**

EET 102 3 credits

Electronic Communication (F)

This course is designed for the electronic technician who will specialise in any of the following fields: Telephone Industry, Computers and Broadcasting (Radio and Television). Topics to be covered include: Radio Wave Transmission, Receivers, Television, Telephones, Fax Machines, Computers, Modems, Printers, and Satellite Communications. **(Prerequisite: EET 107)**

EET 103 3 credits

Electric Power Systems and Controls (F)

This course focuses on the Generation, Transmission and Distribution of electrical energy. The physical laws of science governing electrical energy, materials, devices, operational procedures, system standards are presented to the student to enable them carry out basic analysis on the status of operating devices, communicate to other technical staff and aid in restoring a power system if a fault occurs. **(Prerequisite: EET 100)**

EET 104 4 credits

Applied Electricity with Practical Project (F)

This course focuses on giving students theoretical and practical exposure to the principles and

practice of residential wiring. In this course, students must demonstrate competence in circuit diagrams for residential wiring comprehensive project related to the course content must also be completed. **(Prerequisite: EET 100 and EET 104)**

EET 105 3 credits

Appliance and Computer Hardware (F)

This course focuses on the fundamental of electricity and electronics relating to the service. Repairs and maintenance of appliances such as blenders, coffee makers, microwaves, toasters, vacuum cleaners, washing machines and more.

EET 106 3 credits

Residential and Commercial Electrical Wiring (S)

Installation of electrical, telecommunication and other data cabling are discussed for commercial and residential applications. National Electrical Code (USA) installation and computation methods as well as specifications are used as the foundation for this course. Reading and interpreting electrical drawings and wiring diagrams, elementary system design installation and commissioning, fault diagnostics and repair all constitute a comprehensive experience for both junior and senior technicians. **(Prerequisite: EET 100 and EET 104)**

EET 107 3 credits

Analog Circuit and Devices (S)

This course is a study of semiconductor devices used in analogue electronic circuits. Kirchhoff's Laws and network theorems will be used in the analysis of circuit behaviour which includes devices such as PN junctions diodes, LEDs, bipolar-junction transistors, Field Effect Transistors, SCRs, Triac, operational amplifiers and comparators. Biasing, sine-wave oscillators, amplifiers, and filters are also introduced. This course will be delivered utilizing a balanced approach of theory, virtual simulated circuits, as well as, simple circuits constructed from actual components along with the use of various electronic test equipment. **(Prerequisite: EET 100)**

EET 108 3 credits

Computer Architecture (F, S)

This course focuses on practical work, which allows students the opportunity to demonstrate competence in assembling, single, two three and four way switching lops. Emphasis on electrical meters, measurement and electrical safety. A

final project including an electrical blue print is necessary to complete the course. All Projects must be operating to obtain maximum points.

ENGLISH AND COMMUNICATIONS (ENG)

ENG 050 3 hours/non-credit

Sentence Sense and Mechanics

This course provides intensive practice on improving writing skills with an emphasis on sentence structure, parts of speech, grammar, punctuation, spelling and vocabulary.

ENG 051 3 hours/non-credit

Paragraph Structure and Development

This course will enable students to develop skills necessary for the processing of full-length compositions. Students will move through the initial planning and exploration to employing revision techniques to ensure that the subject is clearly and appropriately developed.

ENG 052 3 hours/non-credit

Reading and Vocabulary

This course provides intensive practice on improving reading skills with an emphasis on vocabulary; retention; pace; note-taking; and literal, critical, and affective comprehension.

ENG 060 3 hours/non-credit

Writing for Technicians I

This course introduces students to technical writing for application in the workplace. Topics include: pre writing strategies; the drafting and editing process; letters, memorandums, and emails; and resumé writing. Students participate in workshops and use specific revision strategies and conferencing to explore various methods of developing their subjects for appropriate audiences.

ENG 061 3 hours/non-credit

Writing for Technicians II

This course provides instruction in technical writing for Workforce students. Students focus on the rhetorical strategies of illustration, causal analysis, comparison, and classification. Students participate in workshops and use specific revision strategies and conferencing to explore various methods of developing their subjects for appropriate audiences.

ENG 104 3 credits

English Composition I (F, S)

This course provides instruction in essay writing with an emphasis on prewriting and revision as well as a focus on engaged, attentive reading. The course is organized into units of the rhetorical strategies of essay composition including: narration, description, illustration, process analysis, causal analysis, comparison, and classification, which will all culminate into one cohesive project at the end of the semester. Students must achieve a minimum grade of C in this course. **(Prerequisite: ENG 050 or 051 or 052 as determined by the English Placement Exam or CXC ENG General Proficiency Grade I, II, or III or GCE O Level A, B, or C)**

ENG 105 3 credits

English Composition II (F, S)

This course reinforces the skills provided in ENG 104 and introduces academic and argumentative writing. It focuses on developing: critical reading skills in order to determine logical from illogical thinking; the ability to gather and process information from various sources; and the ability to produce writing that adheres to the documentation procedures of a recognised citation style (for e.g. MLA, APA, Harvard, or Chicago). **(Prerequisite: ENG 104 minimum grade C)**

ENG 106 3 credits

Speech Communication (F, S)

A practical introduction to the art of public speaking. Students will learn to plan and deliver speeches to inform, entertain, and persuade. **(Prerequisite: ENG 104 minimum grade C)**

ENG 107 3 credits

The Elements of Literature (F)

An introduction to understanding and appreciating fiction, poetry and drama. Selected readings from Caribbean, British, Commonwealth and American Literature serve as basis for comparative study of universal themes. **(Prerequisite: ENG 104 minimum grade C or the consent of the Department Head).**

ENG 114 3 credits

Effective Business Writing (F, S)

This composition course will develop students' proficiency in writing routine business communication - memos, letters and reports. A process approach stresses planning, drafting and

revision strategies to match communication with purpose and audience. **(Prerequisite: ENG 104 minimum grade C)**

ENG 115 3 credits

Technical Report Writing (F, S)

This course uses a similar process approach as ENG 114. Contents of course include research techniques, graphic presentation, reporting proficiency and technical usage. **(Prerequisite: ENG 104 minimum grade C)**

ENG 125 4 credits

Shakespeare and Other Authors (S)

This course is a study of pre-twentieth Century British Literature, with emphasis on the plays and poems of William Shakespeare. **(Prerequisite: ENG 107 minimum Grade C)**

ENG 200 4 credits

Selected Topics I (Literature Series) (F)

ENG 200 provides students with advance literary skills in relation to the interpretation and analysis of prose. This course is also compulsory for students desirous of sitting G.C.E A 'Level Cambridge Examinations. **(Prerequisite: ENG 107 minimum grade C) (English majors should have taken ENG 125)**

ENG 205 4 credits

Caribbean Literature (S)

A detailed study of selections from major Caribbean authors of poetry, prose and drama: Bennett, Naipaul, Lamming, Lovelace, Braithwaite, Kincaid, Rhys, Walcott and others. This course facilitates both the needs of students with a general interest in reading as well as those who specialise in English. **(Prerequisite: ENG 107 minimum grade C or the consent of the Department Head)**

ENG 206 3 credits

Introduction to Mass Media (S)

This course introduces the student to the development and role of the media in the society, with particular reference to the Caribbean. Practical projects provide some insight into investigative techniques, copy writing and basic elements of print and electronic production.

ENG 208 4 credits

Literature of the Black Diaspora (F)

A study of the literary contributions of black writers throughout the Black Diaspora. **(Prerequisite:**

ENG 107 minimum grade C or the consent of the Department Head)

ENG 210 4 credits

Selected Topics II (Literature Series) (S)

The topics may vary and will be announced a semester in advance. Choices available include: a) Literature and gender, b) Postcolonial literature, and c) Literature and ideology. Course will explore writers' choice of form, structure, and language. **(Prerequisite: ENG 107 minimum grade C) (English majors should have taken ENG 125 and ENG 200)**

ENG 220 4 credits

Introduction to Linguistics (S)

ENG 220 presents a theoretical and systematic framework for the study of language, including the purpose and meaning of language, phonetics, lexis, semantics, and grammatical forms and structures, language and changes over time. **(Prerequisite: ENG 104)**

ENG 221 4 credits

Selected Topics – Linguistics Series (S)

An in-depth study of one of the following topics: a) Figurative Language, b) Cohesion, and c) Intonation and Stress. **(Prerequisite: ENG 220)**

ENG 222 4 credits

Literary and Cultural Theory (S)

This course will provide a survey of the major trends in contemporary literary theory and criticism. **(Prerequisite: ENG 125 minimum grade C, or the consent of the Department Head)**

ENG 225 2 hours/non-credit

Writing Workshops (S)

Non-credit summer workshop in poetry, drama, fiction or biography. Students read works of contemporary writers, experiment with various techniques, and are encouraged to read and publish their writing.

FILM (FLM)

FLM 100 3 credits

Introduction to Film Studies

Course Description: Students will learn elements of film and will be introduced to narrative and stylistic techniques used in filmmaking. They will understand how meaning is constructed, conveyed and interpreted in film. They will be

introduced to the history of film through the study of both classic and contemporary films. In this module students will critically analyze a variety of styles, genres and abstract choices. Students will understand the link between the technical and creative aspects of film production while examining the concept of media literacy.

HISTORY (HIS)

HIS 100 3 credits

Caribbean History (F, S)

A survey course of the development of the Caribbean region from pre-Columbus to the present time. It is designed to provide students with an historical background of the Caribbean experience from social, political and economic perspectives, and to enable them to relate those experiences to present day Caribbean realities. **(Prerequisite: ENG 104)**

HIS 120 3 credits

Western Civilization (F)

Trends in the development of Western Civilization to the fall of Byzantium (1453); this course is intended to expose the student to the philosophic thought which has melded human civilizations. The linkage will be drawn between such thought and the social structure and its political economy. **(Prerequisite: ENG 104)**

HIS 121 3 credits

World Civilization (S)

This course surveys the unique heritage of African, Asian, Islamic and Western Civilizations while paying close attention to the role of religious and philosophical traditions. **(Prerequisite: ENG 104)**

HIS 125 3 credits

Introduction to Africa (S)

This course is designed to provide students with an introductory glance at the continent of Africa. A variety of topics will be covered ranging from geography to music and art in Africa. **(Prerequisite: ENG 104)**

HIS 200 3 credits

Selected Topics I (History Series) (F)

Choices available include: a) Advanced Caribbean History, b) Advanced American History, c) History of Modern Europe, and d) Advanced African History. **(Prerequisite: HIS 100)**

HIS 220 3 credits

Selected Topics II (History Series) (S)

Choices available include: a) Advanced Caribbean History, b) Advanced American History, c) History of Modern Europe, and d) Advanced African History. **(Prerequisite: HIS 200)**

HOSPITALITY MANAGEMENT (HRM)

HRM 100 3 credits

Front Office Management (F)

This course addresses the operations and procedures involved in managing the Front Office area of the hotel. Areas covered include an overview of the accommodation industry, with specific reference to topics such as reservations, registration, front office accounting and front office computer programmes. In addition to these technical aspects of front office responsibility, there is also a strong emphasis on customer service and customer relations. Computer simulation and industry placement are included in this course. **(Prerequisites: BUS 110 and 140)**

HRM 105 1 credit

Introduction to Customer Service

In this course, students learn how to meet and greet guests and handle different types of customer situations. This course is aligned with the BVI Tourist Board service standards and local certification.

HRM 110 3 credits

Introduction to Travel and Tourism (S)

In this course the travel industry will be examined from its early days to the present with current relevant factors such as Internet marketing and reservations being discussed. It will cover the various components such as the cruise ship industry, charter boat business, hotel accommodation and airline services. Another factor to be examined will be the impact tourism has on the ecological balance and on the local culture and infrastructure. **(Prerequisites: ACC 100, BUS 110 and BUS 140)**

HRM 151 4 credits

Principles of Food Production I (S)

This course gives an introduction to the running

of a food and beverage operation and develops necessary skills in this area. Topics covered include, food hygiene, food service sanitation and pest control, and basic cooking principles. These principles will be applied in the cooking of meats, poultry, fish, vegetables and starters in a cooking lab. The fundamentals of preparing stocks, sauces and soups are also covered in the module. Students are responsible for providing their uniform and equipment for the course. **(Prerequisite: ACC 100)**

HRM 152 3 credits

Introduction to Food and Beverage Management (F)

Course introduces and develops the skills needed to successfully run a food and beverage operation. It covers an overview of the industry and introduces the student to methods of costing, purchasing, receiving, storing and issuing, food and beverage service, sales income control and bar procedures. Students will be required to fulfil a work attachment. **(Prerequisites: ENG 104, BUS 110 and MAT 051)**

HRM 200 3 credits

Hospitality Internship (F, S, Su)

Students will spend a required amount of time in a hospitality concern. They will involve themselves in day to day operations and carry out basic level and supervisory functions. Internship will be supervised jointly by the Department's faculty and a representative from the property. **(Prerequisite: Department Head's permission)**

HRM 210 3 credits

Food, Beverage and Labour Cost Control (F)

This course gives a general introduction to key terms and concepts, as well as to basic procedures for setting standards and controls. It discusses cost/volume/profit, and the use of cost to monitor food service and beverage operations. It covers the controlling of the main phases of a foodservice or beverage operation, menu planning, purchasing, receiving, storing, issuing, and production. Other topics covered are the calculation of food and beverage costs, control analysis, and sales income. **(Prerequisites: ACC 100 and HRM 152)**

HRM 215 3 credits

Management Accounting for Hospitality Industry (S)

This course seeks to develop in students the ability to use accounting information in the decision-making process in the hospitality industry. Topics covered

include analysis of financial statement, ratio analysis, pricing, cost management and control, cost volume profit analysis and budgeting. **(Prerequisite: ACC 100)**

HRM 251 4 credits

Principles of Food Production II (F)

This course builds upon the basics covered in Food Production I. It further develops cooking skills, and covers full menu planning, food cost control, production planning, nutrition and regional cuisine. Lab will also include production for the public. **(Prerequisite: HRM 151)**

HRM 254 6 credits

Applications in Hotel Management (S)

This course builds on competencies developed in previous related courses. It focuses on the need for maximising the full potential of rooms and demonstrates the relationship between Front Office operations and cooperation with integral areas of Housekeeping, Security, Engineering, Food and Beverage and Maintenance. The practical component of this course will allow students to implement concepts taught in the programmed. Students are required to complete a 300-hour internship with an approved hospitality organisation. They will be involved in the day-to-day operations and carry out basic and supervisory functions. **(Prerequisites: HRM 215, 110, 152, 100 and BUS 140)**

HRM 260 3 credits

Applications in Food and Beverage (S)

This course builds on competencies developed in previous related courses. As a course project, students are required to develop a business plan for a minimum 75-seat restaurant. The project includes the market analysis and marketing strategy, operating budget, sales projections, opening inventories, capital equipment, standardised recipes and costing for all standardised recipes, menu and facilities design. **(Prerequisites: HRM 152, 210, 251 and BUS 120)** Internship is built into this course.

HUMANITIES (HUM)

HUM 205 3 credits

Advanced Leadership Studies (F)

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve

their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. **(Prerequisite: ENG 105)**

MATHEMATICS (MAT)

MAT 050 3 hours/non-credit
Pre-Algebra (F, S)

This is the first of two courses designed to provide the basic mathematical skills necessary to succeed in college-level mathematics. It revises arithmetic and mensuration techniques, with emphasis on problem solving, and introduces the vocabulary and concepts needed for the transition to Algebra.

MAT 051 3 hours/non-credit
Beginning Algebra (F, S)

This is the second of two courses for students preparing for college-level mathematics. It provides an introduction to algebra. Topics include properties of real numbers, operations involving exponents and polynomials, rational expressions, basic linear equations and inequalities, factoring, literal equations, quadratic equations, systems of linear equations, applications, graphing equations and radical simplification. **(Prerequisites: MAT 050 or CSEC General Mathematics grades IV-VI or equivalent)**

MAT 102 3 credits
Mathematics for Elementary Teachers (S)

This course is designed to provide a firm foundation in the theory of mathematics as it pertains to the elementary school curriculum. Extensive use is made of models and visuals to help students in understanding the content. This approach at the same time provides ideas for teaching mathematics to elementary school children. **(Prerequisite: MAT 051 or equivalent)**

MAT 107 4 credits
Culinary Mathematics (F)

Students will use data and examples relevant to the food service industry by using a problem-solving approach to learn mathematical skills relevant to this industry. Topics covered will include geometry and measurement, statistics, estimation, percentages, ratios, yield tests, recipe scaling, recipe and portion costing, menu pricing, labour cost and control techniques, and purchasing and inventory management. **(Prerequisite: Successful**

completion of secondary/pre-college English and Mathematics)

MAT 108 2 credits
College Algebra Part I (F, S)

This course reviews and extends the material taught in secondary/pre-college mathematics. It covers the first half of MAT 110 (College Algebra) and provides the algebra students require to pursue MAT 109 (College Algebra Part I). Topics include simplifying algebraic expressions, exponents, radicals and factoring; solving equations (including applied problems) and inequalities; complex numbers. **(Prerequisite: MAT 051 or CSEC General Mathematics, minimum grade III or equivalent)**

MAT 109 2 credits
College Algebra Part II (F, S)

This course will cover the second half of MAT 110 College Algebra. Topics covered include co-ordinate geometry, variation, remainder and factor theorems, polynomial, rational, exponential and logarithmic functions. Student will also graph functions and solve application problems. **(Prerequisite: MAT 108 minimum grade C)**

MAT 110 4 credits
College Algebra (F, S)

This course provides students with the opportunity to gain algebraic knowledge needed for many fields such as engineering, business, science, computer technology and mathematics. It covers fundamental concepts including factoring, integral and rational exponents, solving equations and inequalities, solving systems of equations and inequalities, and uses the remainder and factor theorems. Also explored are polynomial, rational, exponential and logarithmic functions, with graphs and applications. **(Prerequisite: CSEC General Mathematics, minimum grade II or equivalent)**

MAT 112 4 credits
College Algebra for Business/Social Sciences (F, S)

This is a course in pre-calculus algebra, statistics and probability for students whose major areas are outside mathematics and science. Relevant algebraic foundation concepts are developed to support the practical concepts subsequently covered. Emphasis is on the application and use of topic areas in the fields of business, economics, and social sciences. Application topic areas and/

or specific concepts used in application include equilibrium points, maximum revenue, break-even analysis, piecewise functions in tiered billing processes, exponential growth in finance and in other growth processes, doubling-time and other investment period calculations, investment rate calculations, Gauss-Jordan elimination in solving systems of linear equations, maximisation and minimisation, conditional probability, independence, Bayes' Formula and Markov chains. **(Prerequisites: MAT 051 or CSEC General Mathematics minimum grade III or equivalent).**

MAT 113 4 credits

Introduction to Statistics (F, S)

This course introduces methods associated with obtaining data, organising data, calculating descriptive statistics and accurately interpreting them and using inferential measures to draw conclusions about populations. Sampling techniques, levels of measurement, measures of central tendency, measures of variation, measures of location and skewness, graphical techniques, correlation and regression, continuous and discrete probability distributions and estimation and hypothesis testing are some of the topics that are covered. The use of available technological functions in analysis and graphing are taught throughout the course, and completion of a group research project is mandatory. **(Prerequisite: MAT 051 or CSEC General Mathematics, minimum grades III or equivalent)**

MAT 115 3 credits

Technical Mathematics I (F)

This course is designed to meet the needs of technical-vocational students. Emphasis is on the application of skills to mechanical and technical processes. It begins with a review of fundamental concepts, including arithmetic operations and concepts in measurement. This is followed by several algebraic, trigonometric and statistical topics, including linear equations, factoring, quadratic equations, computational geometry, the trigonometry of right and oblique triangles, trigonometric functions on the unit circle and basic statistics. **(Prerequisite: MAT 051 or CSEC General Mathematics, minimum grade III or equivalent)**

MAT 120 4 credits

College Trigonometry (S)

This course is designed for mathematics, science, engineering and technology students. It covers

fundamental concepts of trigonometry and is a preparation for calculus. Topics include linear and angular speed, trigonometric/circular functions, their inverses and graphs, trigonometric equations and identities, the solution of triangles, vectors and associated applications, De Moivre's theorem and the theorem on n th roots for complex numbers, polar coordinates, polar equations, conic sections and solving non-linear systems of equations. **(Prerequisite: MAT 109 or MAT 110 or MAT 112, minimum grade C in each course)**

MAT 121 5 credits

Integrated Mathematics Part I (F)

This course is designed to enhance topics covered in secondary mathematics. It provides the foundation students require for future success in mathematics with emphasis on critical thinking, problem-solving and mathematical modelling. It covers topics in algebra, coordinate geometry, trigonometry and statistics, with practical objectives including students being able to recognise and develop patterns using tables, graphs and equations. Technology is used to introduce and expand upon some areas of study listed above. This course is ideal for students wishing to take the CAPE Integrated Mathematics examination after Part II is completed. **(Prerequisites: CSEC General and Additional Mathematics, minimum grade II)**

MAT 125 5 credits

Integrated Mathematics Part II (S)

This course is a continuation of Integrated Mathematics Part I. Emphasis continues to be on critical thinking, problem-solving and mathematical modelling. Students will solve problems using equations, graphs and tables and investigate linear relationships using linear regression models. This course covers Permutations and Combinations, Probability, Probability Distributions and Regression, Limits and Continuity Differentiation and its application and Integration. Technology will be used to introduce and expand upon some areas of study listed above. On completion of this course, students can take the CAPE Integrated Mathematics examination. **(Prerequisites: MAT 121 minimum grade C)**

MAT 131 5 credits

Pure Mathematics Part I (F)

Pure Mathematics Part I develops the topics introduced at the secondary level in the areas of algebra and trigonometry, and in concepts such as graphing. This course exposes students to the tools that would expand their understanding of

mathematical ideas, skills, and techniques in a way that promotes confidence and fosters enjoyment. Topics covered include reasoning and logic, basic algebra, exponential and logarithmic functions, cubic functions, cubic equations and trigonometric functions. This course is ideal for students wishing to take the CAPE Unit I Pure Mathematics examination. **(Prerequisites: CSEC General and Additional Mathematics, minimum grade II)**

MAT 135 5 credits

Pure Mathematics Part II (S)

Pure Mathematics Part II builds on the mathematical knowledge gained in Pure Mathematics Part I. It is designed to provide students with the opportunity to deepen their mathematical knowledge and skills. This course provides the mathematical tools required for further study in a variety of subjects including Science and Engineering. Additionally, topics in coordinate geometry, vectors and calculus are discussed. On completion of this course, students can take the CAPE Unit I Pure Mathematics examination. **(Prerequisite: MAT 131 minimum grade C)**

MAT 210 4 credits

Calculus I (F or S as needed)

This course is for mathematics, science and engineering majors. With a focus on algebraic and trigonometric functions, it covers limits, continuity, differentiation, curve sketching, and integration. Applications of differentiation and integration are also explored. **(Prerequisite: MAT 135 or MAT 120, minimum grade C in each course)**

MAT 212 4 credits

Calculus for Business (F or S as needed)

This course introduces students to differential and integral calculus, with emphasis on graphing techniques and applications to business, economics and the social sciences. This course is not equivalent to MAT 210. **(Prerequisite: MAT 109 or MAT 110 or MAT 112, minimum grade C in each course).**

MAT 213 4 credits

Further Topics in Inferential Statistics and Regression Analysis (F)

This course is the second of a two-course sequence in the study of statistics. It focuses on analytic techniques used in organizing and making inferences from data for research purposes. Topics covered include calculating confidence intervals; hypothesis testing using data that follow, for example, a normal distribution or a t-distribution; one-way between-subjects analysis of variance (ANOVA); and multiple regression analysis. The data screening process, as well as the research design, will also be incorporated. Use of Microsoft Excel®

will support analytical procedures. **(Prerequisite: MAT 113, minimum grade C)**

MAT 217 4 credits

Linear Algebra (S)

This branch of mathematics deals with the study of vectors, matrices, and systems of linear equations. Students acquire the fundamental concepts necessary for practical application, as well as the foundation for the support of upper-level mathematics courses that require them. Topics include systems of linear equations and matrices, determinants, Euclidean vector spaces, eigenvalues and eigenvectors, linear transformations, inner products (dot products), orthogonality, cross products, and their geometric applications, as well as subspaces and linear independence. **(Prerequisite: MAT 210 and minimum grade C)**

MAT 220 4 credits

Calculus II (F or S as needed)

This is the second course in Calculus for mathematics, science and engineering majors. Topics covered include inverse functions (including differentiability), transcendental functions, exponential growth and decay, integration techniques, improper integrals, topics in plane analytical geometry, hyperbolic functions, and infinite series. **(Prerequisite: MAT 210, minimum grade C)**

MARINE PROFESSIONAL TRAINING (MPT)

MPT 101 6 credits

Fundamentals of Marine Service Technology

This course examines competencies associated with boat handling that are associated with industry occupational standards. It covers use of hand and power tools, application of materials, safety, cleaning and inspecting boats, basic measurements and calculations, and performing basic marine tasks. This course is also linked to external certification through the American Boat and Yacht Council, (ABYC).

MPT 105 1 credit

Intro to Swimming

In this course, students are expected to use lifesaving equipment aids, swim 50 meters and tread water. This course is linked to UK Lifesaving/ Red Cross Water Safety Instruction standards.

MPT 107 1 credit

Essential Navigation and Seamanship Theory (ENAS)

In this course, students are expected to interpret

features of a nautical chart, identify buoyage, use electronic navigation, use safety aboard a vessel and create a pilotage plan for unfamiliar ports or harbours. This course is aligned with the Royal Yacht Association (RYA)/ ENAS certification. Prerequisite MPT 101/105.

MPT 115 1 credit

Intro to Sailing BKB 101

This course provides students with basic knowledge of sailing, helm commands, trim sails, use basic navigation rules, skipper a sloop-rigged keelboat in favourable sailing conditions. This course is also aligned with US Sailing, Basic Keelboat 101 certification. Prerequisite MPT 105 or persons must be able to swim. MPT 107

MPT 139 3 credits

Apprenticeship

In this course, students apply marine knowledge and skills with an industry partner for 2 months. Skills will include assisting with docking a vessel, preparation for sailing, checking inventory and systems, planning a day trip, meeting and greeting guests, carry out roles aboard a charter vessel, and assist as a deck hand. Students must complete 320 hours of training. Prerequisite MPT 107/115 and HRM 105.

MUSIC (MUS)

MUS 050 1 credit

Community College Chorale (F, S)

Open to students, faculty and members of the community who sing.

MUS 020 1 credit

Brass Ensemble (F, S)

Open to students, faculty and members of the community who play a brass instrument.

MUS 030 1 credit

Jazz Ensemble (F, S)

Open to students, faculty and members of the community who play a jazz instrument.

MUS 040 1 credit

Woodwind Ensemble (F, S)

Open to students, faculty and members of the community who play a woodwind instrument.

MUS 050 1 credit

Chamber Ensemble

This course is open to an array of performers and allows students to develop their appreciation for variant eras, as well as developing their musicianship through performing with others. However, this course is only open to persons that already possess the required standard for entrance.

MUS 100 3 credits

Music Appreciation (F, S)

An introduction to music as an historical art form. The class will cover aspects of Western Music, Caribbean Music and World Music. Other areas being explored will be instruments and their origins, music and politics throughout history, and music and religion.

MUS 101 3 credits

Introduction to Jazz History (F, S)

The introduction and examination of the history and lineage of jazz music. The course will trace the cultural heritage of African and Caribbean music from 1500 through modern times as it contributed to the birth and development of jazz musical idioms; specifically, the amalgamation of African, Caribbean, South American, and American music through Western European influences. Through careful analysis and comparison, the development of jazz will be charted from the time of slavery to the present day. The student will be able to differentiate the varying styles of jazz music, understand the chronological history, and recognise important performers, composers, innovators, and social/economic eras of the music.

MUS 110 3 credits

Music Conducting and Directorship (F, S)

An introduction to basic techniques in part reading and teaching. The class will cover aspects of conducting (patterns), listening as a musician and directorship skills. Music studied will cover a wide variety of musical styles and time periods. Western classical music. The students will focus on the skills of reading and writing music. Development of ear training and basic piano skills will also be key.

MUS 130 3 credits

Introduction to Music Theory (F, S)

The introduction and study of Western tonal music theory. The student will be introduced to symbols, terminology, and concepts that make up

the basic building blocks of a musical vocabulary and understanding. Topics covered will include elements of pitch, rhythm, chord construction, harmonic progressions, history, and important composers. The student will become familiar with all the instruments of the orchestra, repertoire, important periods, and styles of Western classical music. The students will focus on the skills of reading and writing music. Development of ear training and basic piano skills will also be key.

MUS 131 3 credits

Introduction to Jazz Music Theory (F, S)

The introduction and examination of the history, lineage and understanding of the mechanics of jazz music from a theoretical perspective. Students will learn the building blocks of the jazz music vocabulary, symbols, nomenclature, compositional and arranging concepts. The student will develop an understanding of “jazz” scale theory and harmony and how they relate in practical performance and composition. The student will learn how to read and write jazz arrangements, chord charts, lead sheets and be versed in the terminology. Also covered are jazz theoretical concepts as it pertains to instruments in the jazz combo or big band. **(Prerequisite: MUS 130)**

MUS 160 3 credits

Drama and Musical Theatre Workshop (F, S)

The Performance Workshop class focuses mainly on performing in different media. Rehearsals for performances and exhibitions take place during class time as well as other times as needed. In November there will be a Performance Workshop exhibition, which will include dramatic recitation of poetry by Caribbean and International Authors as well as staged dramatic scenes in costume and with sets. Each student enrolled in the Performance Workshop will participate in the exhibition as part of his or her final exam. The main production scheduled for Spring is the Rodgers and Hammerstein musical Carousel. Rehearsals will begin in September. Parts in the Musical will be cast by audition. Auditions will be held the first week of October. Students will learn performance techniques, stagecraft and necessary skills to successfully perform the works they are assigned.

MUS 210 4 credits

Principle Applied Performance I

Students will begin dedicated concentration of a specific instrument in order to build and demonstrate proficiency over two years of study.

They will be expected to apply the knowledge gained in this course to create independent performances and to participate in departmental and college productions. Auditions will be required for students wishing to enrol in this course outside of a Music Concentration.

MUS 220 4 credits

Principle Applied Performance II

In this course, students will be studying repertoire that will prepare them for student recital. This course is designed to acquaint students to the concepts and methods of music selection, as well as, solo, and ensemble performance **(Prerequisite: MUS 210)**

OFFICE ASSISTANCE AND ADMINISTRATION (OAA)

OAA 110 3 credits

Office Administration I (S)

This course is aimed at those students who are seeking certification or want to improve their secretarial/administrative skills. Course content includes: a comparative view of the traditional versus correspondence/administrative secretary, examining the public relations duties of the secretary and various office layouts, and interpreting organisation charts; selecting office supplies and presenting a theoretic overview of data and word processing. **(Prerequisite: ENG 104)**

OAA 111 3 credits

Office Administration II (F)

This course gives the executive assistant background to lend administrative support to today's busy executives; to use judgment and make decision, to work without supervision and to be able to apply work processing principles to process information. Topics to be covered include supervision, public relations duties, interpreting organisation charts, selecting office supplies, the functions of management, and employment practices. **(Prerequisite: BUS 110)**

PUBLIC ADMINISTRATION (PAD)

PAD 101 3 credits

Introduction to Political Institutions (GT 11A) (F)

This course introduces students to the definition

of politics and political science. The course focuses on: basic concepts in political culture, power, authority, the key elements of the state in Anglo-American Democracies, the former Soviet Union, the Third World and the Caribbean. Global and Regional issues which affect politics such as the debt problem are also discussed. **(Prerequisite: ENG 104)**

PAD 102 3 credits
Principles of Public Administration I (GT 423) (F)
This introductory course is designed to provide an understanding of the Caribbean environment, systems of government, and public administration. The course will include discussion of the social, economic and political framework as it relates to the functioning of public administration, the institutional system and the roles of the Legislature, Executive and Judiciary. **(Prerequisite: ENG 104)**

PAD 103 3 credits
Principles of Public Administration II (GT 423) (S)
This course is designed to provide an understanding of the Caribbean environment, systems of government and public administration. It examines the social, economic and political framework as it relates to the functioning of the Administrative machinery and Civil Service system and the role of the Civil Service; financial administration; and Civil servant-clientele relationships. **(Prerequisite: PAD 102)**

PAD 104 3 credits
Administrative Principles and Practices I (GT424) (F)
Through this course, students will develop basic theoretical and practical administrative techniques. Management principles relevant to both the private and public sector are taught. Course outline includes environmental characteristics affecting management, classical and neo-classical approaches to management and planning. **(Prerequisite: ENG 104)**

PAD 105 3 credits
Administrative Principles and Practices II (GT424) (S)
A continuation of Administrative Principles and Practices I. This course focuses on the development of management techniques on an intermediate level. Areas to be covered include the human relations school and process of management. **(Prerequisite: PAD 104)**

PHILOSOPHY (PHI)

PHI 100 3 credits
Introduction to Philosophy (F)
An introduction to the various theories and ideas concerning the nature, extent and limitation of human knowledge, the nature of reality and truth, and the foundation, meaning and purpose of human values. Participants will consider major types of philosophical questions such as the principles of rational belief, the existence of God, the pursuit of the good life, the nature of knowledge, the problem of truth and verification, and the relationship of people to the world. **(Prerequisite: ENG 104)**

PERFORMING ARTS (PER)

PER 100 3 credits
Creative Entrepreneurship I
Students will explore different theoretical approaches to aid in the understanding of the relationships between culture, creativity, and entrepreneurship. Key concepts related to the creative sector both locally and internationally will be explored to develop the skills needed to start a resilient creative business **(Prerequisite: ENG 104)**

PER 101 3 credits
Creative Entrepreneurship II
This course will prepare students for project planning and business development in the arts and culture. Students will have to apply the knowledge learned in Creative Entrepreneurship II (Arts Management) and engage in field work both on a small and large scale. Smaller projects will include managing short productions by the ensemble, while, larger projects will consist of managing a drama festival, exhibition, or any creative event. Students will have the opportunity to draft plans for individual business ideas in addition to learning key elements necessary to materialise these plans **(Prerequisites: ENG 104 and PER 100)**

PHYSICS (PHY)

PHY 106 3 credits
The Natural World of the Caribbean (S)
A topical examination of the natural world of the Caribbean for both science and non-science

majors. Natural phenomena of the Caribbean such as hurricanes, volcanoes, earthquakes and tsunamis will be reviewed and discussed in the context of their roots in the sciences and their impact on life in the Caribbean. This is a survey course which fulfils the College's General Education Science requirement and it will be taught by an interdisciplinary approach using a variety of learning strategies. **(Prerequisites: All pre-college Mathematics and English requirements or equivalent.)**

PHY 110 **4 credits**

General Physics I (F)

General Physics I is the first part of a two-semester sequence in General Physics designed to present concepts and applications of the following topics: mechanics (kinematics in one dimension, forces and Newton's Laws of Motion, work and energy), heat and thermodynamics (temperature and thermal expansion, heat energy and phase changes, transfer of heat energy, the Ideal Gas Law and kinetic theory). Emphasis is placed on problem solving. Laboratory experiments reinforce concepts taught in class. **(Prerequisites: SCI 050 or CSEC General Physics, minimum grade III and MAT 108 or MAT 110 or MAT 115, minimum grade C in each course)**

PHY 112 **4 credits**

General Physics II (S)

A continuation of PHY 110. General Physics II is the second part of a two-semester sequence of General Physics. This course is algebra-based and deals with the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism and light, with emphasis on problem solving. Laboratory experiments reinforce concepts taught in class. **(Prerequisite: PHY 110, minimum grade C)**

PHY 121 **5 credits**

Mechanics, Waves and Oscillations (F)

This course introduces the student to physical quantities, SI units, objects in motion, the effect of forces, the conservation of energy, harmonic motion, properties of waves and physics of the ear and eye. Emphasis is placed on problem solving while laboratory exercises will give the students practical experiences in the topics covered in the course. Students can take this course as part of their preparation towards taking the CAPE Physics Unit I examination. **(Prerequisites: CSEC General Physics and Mathematics, minimum grade II in each course or equivalent)**

PHY 125 **5 credits**

Thermal and Mechanical Properties of Matter (S)

This course is a continuation of PHY 121. Topics covered include thermometers, thermal properties, heat transfer, kinetic theory of gas, thermodynamics and thermal properties of materials. Laboratory exercises will give the students practical experiences in the topics covered in the unit. Students can take this course as part of their preparation towards taking the CAPE Physics Unit I examination. **(Prerequisite: PHY 121, minimum grade C.)**

PSYCHOLOGY (PSY)

PSY 100 **3 credits**

Introduction to Psychology (F, S)

The student should leave this course with a basic understanding of Psychology as a science. Course material should also enable the student to understand personal and inter-personal behaviour within primary and social groups and at work. **(Prerequisite: ENG 104)**

PSY 205 **3 credits**

Social Psychology (S)

This introductory course will focus on learning through the observation of societal mores and norms. **(Prerequisites: PSY 100 and SOC 100)**

PSY 210 **3 credits**

Human Growth and Development (F)

This course is designed to give the student a better understanding of the Human development process from childhood stages to late adulthood. It is also designed to enable students to understand the effects of nature and nurture on one's development at each stage in life. **(Prerequisite: PSY 100)**

PSY 215 **3 credits**

Counselling (Theory and Practice) (F)

Participants in this course will be exposed to an overview of the theoretical framework of counselling. Participants will also be introduced to the strategies, techniques and skills appropriate in helping individuals, groups and families. **(Prerequisite: PSY 100)**

PSY 220

3 credits

Addiction Management and Counselling (S)

This course is designed to introduce students to a broad range of the counselling theories and their subsequent application to a variety of addictions. **(Prerequisites: PSY 100 and SOC 100)**

SCIENCE (SCI)**SCI 050**

3 hours/non-credit

Foundations for Science (F)

This course is designed to prepare students for entrance into college level science courses. It focuses on key components in chemistry and physics such as stoichiometry and Newton's laws of motion. Emphasis will also be placed on mathematical and investigative skills required for science. Laboratory exercises are conducted to reinforce course material. **(Prerequisite: Completion or concurrent enrolment in pre-college English and/or Mathematics).**

SCI 235

1 credit

Seminar in Science (F)

This course will develop the skills and techniques needed to conduct independent research. Students will source and analyze scientific information and present scientific findings in written and oral format. This will include writing literature reviews, annotated bibliographies and making presentations on various topics in the sciences. **(Prerequisites: BIO 112 or CHE 112 or PHY 112 and completion or concurrent enrolment in MAT 113, minimum grade C in each course. Also, ENG 104, minimum grade C-)**

SEMINARS (SEM)**SEM**

3 credits

Seminars

The H. L. Stout Community College organises seminars on a wide range of topics. Interested persons may contact the College office for further information.

SOCIAL SCIENCES (SOC)**SOC 100**

3 credits

Introduction to Sociology (F, S)

The main emphasis in this course is placed on examination of theories and perspectives that attempt to explain human behaviour. Organisation

of human society, processes of change, and society's influence on individual behaviour are of concern here. Students are challenged to develop a keen awareness of the significant forces at work in society, and to understand how these forces impact on individuals and groups. **(Prerequisite: ENG 104)**

SOC 104

3 credits

Sociology of Deviant Behaviour (F)

This course explores the various sociological approaches to the study of deviance and social disorganisation, with emphasis on contemporary sociological theory and research. It examines major types of deviant behaviour, their causes and consequences, and societal reaction to such things as criminality, suicide, drug addiction, and mental disorders. **(Prerequisite: SOC 100)**

SOC 110

3 credits

Social Research Methods (S)

This course is designed to enable students to develop basic social research skills, so that they would be able to conduct simple research in the area of social issues. Emphasis is placed on designing a social research project, collecting and recording data, and simple analysis of the data collected. Students are provided a basic introduction to statistics in order to complete assignments. **(Prerequisite: MAT 051 and SOC 100 minimum grade C)**

SOC 120

3 credits

Social Issues (F)

Designed to heighten the awareness of participants to current social issues and their impact on communities, the course examines issues such as domestic violence, discrimination, drug abuse, prostitution, sexually transmitted diseases, mental illness, poverty transmitted diseases, mental illness, poverty, illiteracy, pollution, crime, and juvenile delinquency. Each participant is expected to do individual field research in a specific problem area in which the student has demonstrated ability and interest. **(Prerequisite: SOC 100 minimum grade C)**

SOC 125

3 credits

Introduction to Gender Studies (S)

This course will help students develop an understanding of gender, its impact on the lives of men and women in the Caribbean, and its relevance to the quest for a balanced society as a part of national development. **(Prerequisite: SOC 100 minimum grade C)**

SOC 200 3 credits**Social Policy (S)**

This course is designed to develop within participants the skills to examine social policy, stressing policy development, relationships of policy, goals and organisational structure, and decision-making patterns and role assignments within social welfare organisations and agencies. It examines political theories and shows how political philosophy can affect social provisions within a community. **(Prerequisite: SOC 120)**

SOC 205 3 credits**Introduction to Gerontology (F)**

This course will examine the aging process from a sociological perspective. Close analysis of the economic, health and familial relations regarding the elderly will also be explored. **(Prerequisites: PSY 100 and SOC 100)**

SOC 210 3 credits**Introduction to Social Work**

This course is designed to introduce students to the field of Social Work. Students will be exposed to professional values and ethics, human behaviour in the environment, social and economic justice, diversity, populations at risk, poverty, and oppressed groups. Furthermore, this course will introduce students to the history and settings in which social workers practice. **(Prerequisite: SOC 100)**

SOC 215 3 credits**Bioethics (S)**

This course will provide a framework for nurses and others to engage in the health professions to understand the varied and complex issues involved in the practice of health care, thus enabling those professionals to make informed decisions which will result in the enhancement of health care services. **(Prerequisite: SOC 100 minimum grade C, or consent of the Department Head)**

SPANISH (SPA)**SPA 090** 3 hours/non-credit**Oral Spanish for Beginners (F, S, Su)**

Follows the functional approach to foreign language teaching. Equips the beginner with necessary oral and written communication skills to enable them to function in everyday situations.

SPA 100 3 credits**Elementary Spanish (F, S)**

Designed for students with little or no background in Spanish. Introducing basic language structure and vocabulary. This course offers students an opportunity to communicate in everyday situations, and appreciate Spanish language and culture. **(Minimum grade of C-)**

SPA 101 3 credits**Intermediate Spanish (F, S)**

This course offers intensive grammar review, drills in translation. Emphasizes practical vocabulary and conversation. Sharpens speaking, listening and writing skills in Spanish. **(Prerequisite: SPA 100 minimum grade C)**

SPA 200 3 credits**Spanish Usage (F)**

Translation exercises, readings from literature, newspapers and magazines, and use of audio and video materials from the basis of this course. Students are provided with opportunity to enlarge vocabulary and improve comprehension. **(Prerequisite: SPA 101 minimum grade C)**

SPA 201 3 credits**Conversational Spanish (S)**

A course for students with some background in and appreciation of Spanish. Activities include conversation, role-playing, interviews, and listening comprehension to promote knowledge and confidence required for usage in productive and receptive communication. **(Prerequisite: SPA 200 minimum grade C)**

TECHNICAL STUDIES (TCS)**TCS 100** 3 credits**Blueprint Reading and Construction Specifications (F, S)**

This course covers the theory, conventions, standards and procedures associated with the preparation of architectural and structural drawings. Topics include floor plans, elevations sections, details, scaling and dimensions, symbols, specifications and structural information. Detailed discussions of orthographic drawings, pictorial drawings, sectional and auxiliary views will help the student to develop the skills necessary to properly read blueprints.

TCS 101 3 credits***Introduction to Engineering (F, S)***

This course is an introduction to the evaluation of structures as it relates to buildings. It will cover fundamental structural design principles in some detail as well as offer insight into the role of the structural engineering profession and its academic and professional requirements. Topics will include introduction to types of loads, load and area calculations, load paths, materials, theory of equilibrium, elementary statics, building codes and design of structural elements and systems

TCS 102 3 credits***Computer Aided Drafting (F)***

This course is designed to enable the student to understand the principles of computer aided drafting. Computers using drafting and graphic software in the field of drafting, architecture and engineering have become widely used for design, analysis and generation of drawings. This course delivers the latest techniques and software and provides students with a sound foundation for doing drafting.

TCS 103 3 credits***Technical Drawing (F)***

This is an introductory course in engineering drawing. Topics include drafting instruments, introduction to computer aided drafting (CAD), drawing materials, geometric constructions, orthographic and pictorial drawing. Emphasis will be placed on drawing presentations using international standards. The main objective will be to develop the student's skills which will be applied to the graphic communication of engineering ideas.

TCS 104 3 credits***Freehand Drawing and Sketching (F, S)***

The course in freehand drawing and sketching is offered to continue the development of hand eye coordination in the graphical representation of ideas. Sketching is taught as a form of documentation as well as technical expression. Principles of 2 dimensional and 3-dimensional drawing are developed primarily pictorial drawing. Architectural and building design elements, mechanical parts, transportation systems and general solid and plane geometry are the focal applications of this course.

TCS 105 3 credits***Construction Inspection and Project Management (F)***

This course deals with the procedures and practices in the construction industry. The topics to be included are: contract documents; working and production drawings; specifications, tendering; quantity surveying; estimating; organizing and controlling construction, construction law, codes and inspections. **(Prerequisite: TCS 100)**

TCS 110 4 credits***Surveying Level I (F, S)***

Introduction to the procedures used to acquire field data with applications in various surveying activities and the use of survey equipment in the field. Topics include: uses and precision of surveys, distance measurement, the level, the transit, the levelling rod, preliminary surveys, elevation measurement, angular measurement, differential and profile levelling. **(Prerequisite: MAT 051 or 115 or CXC Mathematics or Lecturer Permission)**

TCS 113 3 credits***Orthographic (F, S)***

Orthographic is the term used to describe a category of two-dimensional representations in which views are generated by observing lines perpendicular to the line of sight of the viewer. Upon completion of this course students should be able to create orthographic drawings of Mechanical Components, Manufactured Parts, and Buildings as well as Create 3 Dimensional Pictorial Representations including isometric, oblique and perspective views from orthographic projections. **(Prerequisite: TCS 103)**

TCS 115 3 credits***Concrete Cast in situ and Precast Masonry Units (F, S)***

This course is designed to give the student a basic understanding of concrete and its use in building construction. Topics include: types of cement and their place in the construction industry; desirable concrete ingredients and their proper mix for the production of quality concrete; site preparation, form construction, steel reinforcement and its proper placement; the importance of proper finishing and curing; construction procedures for concrete masonry.

TCS 125 1 credit***Safer Building Level I***

This course is organised to provide an introduction to safer building and construction practices applicable to the Caribbean region.

This course covers pre-construction planning, site preparation, access road construction, building layout, foundations, walls, roofs, storage of materials, and post construction maintenance. It also identifies vulnerable building areas and methods that should be used to reduce such vulnerability. This course is the first course requirement with the Department of Trade, to apply for a Contractor's Trade License.

TCS 200 3 credits

Structural Mechanics (Statics) (F)

This subject introduces the student to basic theory of how loads affect static structures. Topics include: load and forces, reactions moments, tension and compression, truss members, vectors and components, Bow's notation, triangle of forces, parallelogram of forces, polygon of forces, equilibrant and resultant, non-concurrent coplanar forces, centre of gravity, laws of equilibrium, point loads, concentrated loads, couples and force diagrams, eccentricity, moment of inertia. **(Prerequisite: MAT 110)**

TCS 201 3 credits

Blueprint Reading II (S)

This course follows on from TCS 100 with buildings of greater complexity. The student will interpret plans elevations and sections in conjunction with pictorial views. The buildings to be studied will include structural steel, reinforced concrete in conjunction with their architectural drawings. Examination of mechanical drawings of heating ventilation, air-conditioning, plumbing systems and electrical details will be covered. **(Prerequisite: TCS 100)**

TCS 203 3 credits

Computer Assisted Drafting (CAD) (F)

This course is designed to enable the student to understand both the principles of drafting and computerisation. It is a hands-on course that introduces computer-aided parametric building information modeling, designed to teach the newest techniques in drafting on personal computers and to provide the student with the technical knowledge required make the student conversant with producing and understanding architectural drawings and specifications. **(Prerequisite: TCS 103)**

TCS 205 4 credits

Advanced Computer Aided Design (S)

This course is an extension of TCS 102, introducing students to more complex tasks

using CAD, including 3-D modelling, rendering and automated project estimating. **(Prerequisites: TCS 102 and 203)**

TCS 210 4 credits

Surveying - Level II (F, S)

This course is an extension of TCS 110. Topics include: open and closed traverses, location of topographic detail for the preparation of plans, layout of construction works, and installation of drainage and sewage systems. The student gains hands on experience with EDM and electronic tachometer instruments and processes field data from data collectors through the computer to plotter output. **(Prerequisites: TCS 110 and MAT 115)**

TCS 214 3 credits

Design Project (S)

This course allows students to explore aspects of independent study coupled with product development and is offered to students by permission only. Students must move from a project proposal through a systematically outlined development schedule culminating with a final design and prototype. Topics are chosen by the student but must be approved and supervised by the assigned project faculty advisor. **(Prerequisite: TCS 205)**

TCS 215 3 credits

Quantity Surveying (S)

This course introduces and covers the fundamentals of quantity surveying, what the discipline entails and its principles and methods. Emphasis will be placed on the major factors of construction cost estimating including construction materials, equipment, labor, company overhead and profit, applying knowledge and application utilizing quantity take off, drawings and specs. This course will also emphasize the definition of a quantity surveyor and the roles performed by a quantity surveyor in relation with other professionals in the construction industry, covering both residential and light commercial construction. **(Prerequisite: TCS 100, CSC 104)**

TCS 216 3 credits

Fluid Mechanics and Plumbing Technology (F, S)

This course offers instruction in the fundamentals of fluid mechanics, examining related physical properties and the laws and governing relationships for incompressible flows. The practical component is directed towards plumbing technology, building skills in reading and interpretation of mechanical

drawings. Cost estimating and bid preparation as well as new plumbing technologies all combine to make this a sound fundamental course for those satisfying the criteria for participation. **(Prerequisite: MAT 110)**

TCS 218 3 credits

Heating, Ventilating and Air-Conditioning (HVAC) (F)

Creation of energy efficient thermally comfortable spaces in which to work recreate and conduct all functions of life is critical to the HVAC technician. This course looks at the fundamental principles of heat and its interaction with the environment and gives the student the skills necessary basic conductive, convective and radiative heat transfer. Students also develop practical techniques in analysis of air conditioning systems. Load analysis, installation and repair techniques are examined for the major commercially available systems. **(Prerequisite: MAT 110)**

TCS 220 3 credits

Strength of Materials (S)

This course introduces the concepts of Stress, Strain and Elasticity and their relationship to the behaviour of various materials used in structures. Topics include: elastic limit, yield point, plastic of ductile behaviour, factor of safety, yield stress, modular ratio, stress, strain Young's Modulus of Elasticity; shear, axial and bending stresses; simple beams-loads, reactions, shear force and bending moment diagrams, deflection and beam formulae; simple column behaviour; floor framing systems; steel reinforcement for concrete. **(Prerequisite: TCS 200)**

TCS 222 3 credits

Thermodynamics (F, S)

Students explore the relation between heat and other forms of energy. The three fundamental laws of thermodynamics, other governing laws, adiabatic, isentropic processes, entropy and relevant technological applications are discussed. Various power-cycles are giving the student the fundamental skills necessary to do thermal analysis of power generation and industrial mechanical and chemical processes. **(Prerequisite: MAT 110)**

TCS 224 3 credits

Welding and Machining I (F)

This course introduces students to the basic theory of material science, tools and materials used in the

metal working industries. Emphasis on workshop processes and safety are also developed. It serves as the first of a two-part course that develops both theoretical knowledge and practical skills in drilling, milling, turning, fitting, soldering and welding. **(Prerequisite: MAT 051)**

TCS 225 1 credit

Safer Building Level II

This course is organised to offer advanced instruction and guidance for safer building and construction practices applicable to the Caribbean region. It covers topics that introduce participants to project (and construction) management and is geared towards raising their awareness and understanding of the importance of proper project management as it relates to safer building. This course is the second course requirement with the Department of Trade, to apply for a Contractor's Trade License.

TCS 226 3 credits

Welding and Machining II (S)

This course continues the exploration of metals using more advanced tools, materials and techniques. High standard of workmanship is developed by emphasising consistency in method and exploring creative projects that incorporate many techniques. All forms of welding are explored oxyacetylene, arc, MIG and TIG. **(Prerequisite: TCS 224)**

TCS 240 3 credits

Reinforced Concrete Design (S)

This subject includes the design of ordinary concrete structures. Also included are introductory topics in pre-stressed concrete and design of form work with emphasis on reinforced concrete. The behaviour of the materials under moments, shears, axial and eccentric loads is investigated. Topics will include: Codes and industry standards, general requirements, investigation and design, behaviour of concrete beams, development of flexure, T-beams, one-way slabs, development of reinforcement; types of columns, axial compression, bending, foundation design, wall footings, column footings, bearing walls, shear walls, retaining walls. **(Prerequisite: TCS 200)**

TCS 260 3 credits

Foundations (S)

In this course, the student is familiarized with the various types of foundations and how they are related to their accompanying structures.

Topics include: Bearing capacity, drainage and dewatering, footings and mat foundations, piles, caissons, retaining walls and anchors. **(Prerequisite: TCS 200)**

TCS 270 3 credits
Soil Mechanics

This subject includes basic soil and rock mechanics and an introduction to foundations. Topics include: flow nets, effective stress, stress distribution, consolidation and settlement analysis, shear strength, strength of bedrock, lateral earth pressure, stability of slopes, bearing capacity of shallow spread footings. **(Prerequisite: TCS 200)**

VIRGIN ISLANDS STUDIES (VIS)

VIS 110 3 credits
Virgin Islands History

This course examines the Amerindian period, plantation era, post emancipation period, and the modern era in the Virgin Islands. The course also emphasises aspects of public history, in particular the historical sites and museums of the Virgin Islands. **(Prerequisite: ENG 104)**

VIS 115 3 credits
Literature of the Virgin Islands

This course studies the work of writers of Virgin Islands origin and interest, paying due attention to the issues of migration, creolisation and hybridity, race, history, and postcolonial theory, as well as their historical and cultural impact in the Virgin Islands. **(Prerequisite: ENG 104)**

VIS 121 3 credits
Virgin Islands Culture and Society

This course engages in socio-cultural theoretical foundations and applies this to the initial formation, maturation, and transformation during the modern period of a Virgin Islands' cultural identity and society. It explores the factors which have influenced modern Virgin Islands' culture such as globalisation and migration. **(Prerequisite: ENG 104)**

VIS 125 3 credits
Geography of the Virgin Islands

This course examines topographical features, climate, transportation, communication and the concept of location. It also examines the laws for protection of the environment and man's impact

on the natural landscape features of the Virgin Islands. **(Prerequisite: ENG 104)**

VIS 127 3 credits
Citizenship and Governance in the Virgin Islands

This course investigates the concept of citizenship in the Virgin Islands and examines the markers of this sense of citizenship. It analyzes important documents such as the Virgin Islands Constitution and also identifies extraordinary Virgin Islands' citizens. In addition, it explores the governmental structure of the Virgin Islands. **(Prerequisite: ENG 104)**

VIS 135 3 credits
Economics of the Virgin Islands

This course analyzes the use of the Virgin Islands' natural resources for economic purposes. It also analyses the components and industries of the economy in the Virgin Islands. The course also incorporates the roles of transportation, communication and technology in the economy. **(Prerequisite: ENG 104)**



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H. LAVITY STOUTT COMMUNITY COLLEGE EMERGENCY GUIDE

The H. Lavity Stoutt Community College Main Administration and Learning Resource Centre buildings are of steel frame construction filled with reinforced concrete and concrete block. In addition to block work, some of the interior partitions are of fire-resistant construction. The roof structure is heavy timber construction with corrugated sheet aluminium cover. In the centre of the main atrium, roofing is a Plexiglas skylight which, in practical terms, represents a sun roof for daytime lighting. This building consists of three floors. The main floor, which is the ground floor, houses the main administration offices, reception and faculty. The second floor houses the science laboratories as well as training and computer labs. The third floor has general classrooms.

The campus buildings are equipped with the following:

- Sprinklers
- Smoke detectors
- Heat detectors
- Pull switches
- Alarms
- Exit signs
- Exits
- Stairs
- Intercom
- Emergency lighting (battery operated)

These systems are in place to provide you with the ultimate in safety while you are here with us. The equipment is located in the following areas:

SPRINKLERS

These are found in the ceiling of every room. They are located at ten feet on centre to provide approximately eight sprinklers per room.

HEAT DETECTORS

These are found mostly in storage areas. Because of the small room size only one heat detector is required in each storage room.

SMOKE DETECTORS

This very sensitive piece of equipment is found in the centre of each ceiling in all classrooms, offices and the conference room.

PULL SWITCHES

These are red stations with a solid red arrow pointing downward most often barred by a thin glass rod. They are located at the end of all verandas, where they meet the landings on each floor.

ALARMS

These are also red with a white rectangular block in the middle. They are found in the ceiling of all the verandas on second and third floors.

EXIT SIGNS

These signs display the word "EXIT" in large red backlit letters, with an arrow pointing in the direction of egress. They are located above all doors and stairways leading to areas of safety.

STAIRS

There are two main stairways leading to and from the second and third floors from the atrium on the ground floor.

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OUR TOMORROW BEGINS TODAY