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The H. Lavity Stoutt Community College (HLSCC) Catalogue is published every two years. 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. 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. Neither will there be any refund in the event the operations of the College are temporarily suspended as a result of any act of God or nature, strike, riot, disruption, or any other reason beyond its control.

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.

ACADEMIC CALENDAR

2016 Fall Semester

Festival Holidays (Public Holidays)*

Faculty Return to Office
New Student Orientation & Registration
Registration for Returning Students
Late Registration Begins (Late Fee Applied)
Classes Begin
Last Day to Add Classes

Census Day

Last Day for Regular Withdrawal
General Assembly – Paraquita Bay Campus
General Assembly – Virgin Gorda Centre
Spring Application for Admission Deadline (International Students)

Mid-Term Grades Due

Fall Break

Last Day for Late Withdrawal

St. Ursula's Day (Public Holiday)*

Student Evaluation of Faculty

Student Advising

Pre-Registration for Spring 2017 Semester

Graduation Application Deadline

Spring 2017 Application Deadline (Local Residents)

Final Exams

Final Grades Due

Christmas Day*

Boxing Day*

Christmas Recess (Offices Closed)

August 1-3

August 8
August 15-16
August 17-19
August 22-25
August 22
August 26

September 1

September 23
September 27
September 28
October 13

October 14

October 14

October 28

October 21

October 19-27

November 7-11

November 14-25

November 25

December 2

December 5-12

December 15

December 26

December 27

December 28-31

2017 Spring Semester

Faculty & Staff Return to Office
New Student Orientation & Registration
Registration for Returning Students
Late Registration Begins (Late Fee Applied)
Classes Begin
Last Day to Add Classes

Census Day

Last Day for Regular Withdrawal
General Assembly – Paraquita Bay Campus
General Assembly – Virgin Gorda Centre

H. Lavity Stoutt Memorial Holiday*

Commonwealth Day (Public Holiday)*

Spring Break

Mid-Term Grades Due

Student Evaluation of Faculty

January 3
January 10-11
January 12-13
January 16
January 18
January 24

January 30

February 14

February 21

February 22

March 6

March 13

March 14-17

March 20

March 27-31

Last Day for Late Withdrawal	April 4
Good Friday (Public Holiday)*	April 14
Easter Monday (Public Holiday)*	April 17
Pre-Registration for Summer 2017 and Fall 2017 Semesters	April 3-14
Revision for Final Examinations	May 10-11
Final Exams	May 12-19
Final Grades Due	May 26
Whit Monday (Public Holiday)*	June 5
Graduation	June 8
Fall Application for Admission Deadline (International Students)	June 30

Notes:

1. **Dates to be confirmed**
2. **This academic calendar is subject to periodic review and revision. Please check with the Registry at 852-7226 or the College's website, www.hlscc.edu.vg, to determine if changes have been made.**

CURRICULAR AUTHORIZATION

H. Lavity Stoutt Community College was established under the British Virgin Islands Community College Act of 1990 and is authorized 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 authorized by the Act, that is to say:

Arts and Science 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.

INSTITUTIONAL MEMBERSHIPS

H. Lavity Stoutt Community College is a member of the Association of Caribbean Tertiary Institutions (ACTI) and the American Association of Community Colleges (AACC). In addition, the College maintains memberships in the following business, educational and learned organisations: National Institute for Staff and Organisational Development (NISOD), American Council on International Intercultural Education, Association of Caribbean University Research and Institutional Libraries, Caribbean Hotel Association, BVI Chamber of Commerce and Hotel Association, American Society for Training and Development, American Association of Collegiate Registrars and Admissions Officers (AACRAO), Association for Institutional Research (AIR), National Association of College and University Business Officers (NACUBO), Council for Advancement and Support of Education (CASE), Caribbean Council of Higher Education in Agriculture and EDUCAUSE.



VISION STATEMENT

H. Lavity Stoutt Community College will be a regional college of choice for higher education and lifelong learning. It will aid in the improvement of life, a vibrant economy, and nation building.

MISSION OF THE COLLEGE

H. Lavity Stoutt Community College provides quality higher education and lifelong learning that is responsive to changing community needs, the global economy and evolving technology. The offerings promote individual growth, economic, social, and cultural development.

PRECEPTS

H. Lavity Stoutt Community College strives to fulfil its mission through adherence to the following precepts:

1. To involve students in the richness and diversity of ideas in order to broaden their understanding of themselves and the world.
2. To lead students in examining the value of knowledge for its own sake and in developing an appreciation for the scholarly pursuit of truth.
3. To provide learning experiences designed to enable students to develop their abilities to think critically; to analyse, synthesize and integrate knowledge; to undertake self-directed and life-long learning; and to engage in scholarly inquiry and problem-solving strategies.
4. To help students build their skills in effective communication; enhance their appreciation of the cultural and the aesthetic; and to realize a sense of self-worth, self-confidence and citizenship.
5. To provide educational opportunities leading to the acquisition of knowledge and skills which will allow students to compete successfully and find meaningful employment in an ever-changing world.

PRESIDENT'S MESSAGE



Welcome to the H. Lavity Stoutt Community College! You are now officially a part of the Stingray Nation. I trust that the time you spend at this institution will be a significant stepping stone as you seek to achieve your goals in education, career, and life in general.

This catalogue provides a summary of our programmes and courses, our activities and events, our student services, and our history as an institution. I encourage you to take time to familiarize yourself with it and other College publications to ensure that you derive maximum benefit from your time with us and that you are aware of all privileges and responsibilities. Over the years our dedicated faculty and staff have continued to work tirelessly and with great dedication and personal commitment to ensure you are provided with all the tools needed to obtain a first class education in your quest for excellence.

Many of our students go on to study at four-year institutions overseas and the College is always ready to assist with this transition. You will also be pleased to know that HLSCC has collaborative arrangements with several overseas institutions, and continues to pursue more, in order to make it easier for you to earn further degrees after leaving the College. We provide support for those of you hoping to enter the local workforce directly or are already in it and seeking advancement. We are increasing our opportunities for technical and professional certification. Our range of offerings via the Workforce Training Division also continues to expand through the Centre for Applied Marine Studies, the Financial Services Institute, the Chartered Management Institute and the Culinary Arts Centre. Please pay attention to the offerings from the Centre for Professional Development and Community Education as many students use the short courses offered there to supplement other areas they may be pursuing at HLSCC.

We are committed to your success and I encourage you to take advantage of the many services we have available through our Student Success Centre and to dedicate time for your work on campus and, particularly, for your studies and assignments when you are at home or elsewhere. We are constantly taking steps to enhance your HLSCC experience, but your support, your desire and your drive to succeed will be a crucial part of this process and without which neither side will end up successful.

As the College continues to develop, we continuously review our programmes and courses to meet the demands of rapidly changing times in what is now a global community. Your tomorrow indeed begins today at HLSCC, as our overarching goal is that your studies here at the College will mark the beginning of a lifelong relationship with this institution, one which will bring with it a lifelong process of learning, and indeed fun while doing so. I encourage you to be a part of the improvement process by using every opportunity given to give us feedback on your experiences with us. Feel free to stop by my office and speak to me directly.

As a student, you will never be alone or isolated. With our relatively small campus and classrooms, members of faculty and staff and other students are always close by to assist with making your time a richly rewarding one. There will be many opportunities for getting involved in the various student clubs on campus, the honour society and the Student Government Association. Make good use of these opportunities.

HLSCC BOARD OF GOVERNORS

Dr. Charles Wheatley, OBE	Chairman
Mrs. Eileene L. Parsons	Deputy Chairperson
Dr. Karl Dawson	President, HLSCC
Mrs. Denise Sargeant-James	Secretary
Professor Arthur Richardson	Member
Mr. Derek Dunlop	Member
Mrs. Lorna Smith	Member
Dr. Lydia Pickering	Member
Dr. Marcia Potter	Member
Mr. Wendell Gaskin	Member
Mr. Lester Hyman	Member
Dr. Henry Jarecki	Member
Ms. Coleen Farrington	Member
Mrs. Jennifer Potter-Questelles	Member
Mr. Cromwell Smith	Member
Mrs. Erlin Vanterpool	Member

Whether you choose to embark on further study, seek advancement on your job, or enter the workforce for the first time, your stay at HLSCC will help prepare you for future opportunities. Again, I commend you for choosing HLSCC and we look forward to playing our part in preparing you for the future.

Karl Dawson, Ph.D.
President



H. Lavity Stoutt Community College

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. H. Lavity Stoutt.

The inaugural meeting of the first Board of Governors took place on March 10, 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 February 1, 1991. Dr. Michael E. O'Neal was appointed third President on August 1, 2005 and served until December 31, 2008. Dr. Karl Dawson was appointed the college's fourth President on August 1, 2009. On August 15, 1993, the College moved from its original location in Road Town to its current campus at Paraquita Bay.

The College is now in its second decade and continues to exhibit steady growth. 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. Recognizing that the financial services sector of the economy is a particularly dynamic one, HLSCC launched the Financial Services Institute in 2002. In November 2004 the College, in collaboration with the U.K.-based Chartered Management Institute, began offering their Certificate, Diploma and Executive Diploma in Management.

In keeping with its commitment to enhancing appreciation of the cultural and the aesthetic, the College mounts a vibrant Performing Arts programme, incorporating the HLSCC Performing Arts Series. 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.

GENERAL INQUIRIES

The General Office is equipped to handle routine inquiries regarding programmes and financial matters. Should you require more specific information, you may be referred to the offices indicated below:

Request for catalogue or application form
Information regarding admission
Courses and programmes of study
Payment of tuition and fees
Refund policy
Student programmes and organisations
Transcripts and academic records

Registry
Registry
Offices of Academic Deans
Fiscal Services
Fiscal Services
Student Success Centre
Registry

All offices may be contacted at:

Paraquita Bay Campus
P.O. Box 3097
Road Town, Tortola
British Virgin Islands
Telephone: (284) 494-4994 or (284) 852-7000
Facsimile: (284) 494-4996 E-mail: info@hlsc.edu.vg

VIRGIN GORDA CENTRE

The Virgin Gorda Centre is the arm of the H. L. Stoutt Community College that exists primarily to serve the Virgin Gorda Community. It is located in the Enid Pickering Building in the Valley, Virgin Gorda. 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. Selected courses are delivered via video-conferencing but most courses are taught in the classroom by full-time and adjunct faculty.

The Centre can be reached at:

Telephone: (284) 495-5251, (284) 494-4994
or (284) 852-7000 Ext. 2100
Facsimile: (284) 495-6686

LEARNING RESOURCE CENTRE

Located at the HLSCC Paraquita Bay Campus, the Learning Resource Centre (LRC) serves as the main college library and houses approximately 17,000 books and other information resources and carries over 50 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 audiovisuals for individual and class use.

LINKAGES WITH EXTERNAL ORGANISATIONS & INSTITUTIONS



Acadia University – Nova Scotia, Canada



Arkansas Tech University – Russellville, Arkansas, USA



Bethune-Cookman University – Daytona Beach, Florida, USA



Chartered Management Institute (CMI) – United Kingdom



City and Guilds – United Kingdom



Missouri Southern State University – Joplin, Missouri, USA



New England Institute of Technology – Warwick, Rhode Island, USA



Potomac College – Washington, District of Colombia and Herndon, Virginia, USA



Saint Augustine's College North Carolina – Raleigh, North Carolina, USA



Syracuse University – Syracuse, New York, USA



University of the Virgin Islands – St. Thomas, US Virgin Islands



University of the West Indies – Open Campus (Paraquita Bay, BVI)



Wright State University – Dayton, Ohio, USA

CERTIFICATE AND ASSOCIATE DEGREE PROGRAMMES

ENTRY REQUIREMENTS

A Four subjects including English CXC general grades 1, 2 or 3 equivalent

B High School Certificate or equivalent

Programmes	Entry Requirements	Award	Examination Body	Duration
<i>Business Administration</i>				
Business Administration	B	Certificate of Achievement	HLSCC	1½ yrs
Business Administration (for transfer)	A, B	Associate Degree	HLSCC	2 yrs
Accounting Concentration	A, B	Associate Degree	HLSCC	2-2½ yrs
Finance Concentration	A, B	Associate Degree	HLSCC	2-2½ yrs
Small Business Concentration	A, B	Associate Degree	HLSCC	2-2½ yrs
Food and Beverage Management Concentration	A, B	Associate Degree	HLSCC	2-2½ yrs
Hotel Management Concentration	A, B	Associate Degree	HLSCC	2-2½ yrs
<i>Office Assistance</i>				
Office Assistance	B	Certificate of Achievement	HLSCC	1-1½ yrs
<i>Supervisory Management</i>				
Supervisory Management	B	Certificate of Achievement	HLSCC	1-1½ yrs
<i>Computer Studies</i>				
Computer Studies	A, B	Associate Degree	HLSCC	2-2½ yrs
Computer Studies	B	Certificate of Achievement	HLSCC	1-1½ yrs
<i>Disaster Management</i>				
Disaster Management	A, B	Associate Degree	HLSCC	2-2½ yrs
Disaster Management	B	Certificate of Achievement	HLSCC	1-1½ yrs
<i>General Studies</i>				
A-Level Option	A, B	Associate Degree	HLSCC	2-2½ yrs
Non A-Level Option	A, B	Associate Degree	HLSCC	2-2½ yrs
<i>Human Services</i>				

Human Services	A, B	Associate Degree	HLSCC	2-2½ yrs
Human Services	B	Certificate of Achievement	HLSCC	1-1½ yrs
<i>Marine Studies</i>				
Maritime Studies	B	Certificate of Achievement	HLSCC	1-1½ yrs
<i>General & Natural Sciences</i>				
General Science Concentration	A, B	Associate Degree	HLSCC	2-2½ yrs
Natural Science Concentration	A, B	Associate Degree	HLSCC	2-2½ yrs
Physical Science Concentration	A, B	Associate Degree	HLSCC	2-2½ yrs
<i>Teacher Education</i>				
Education (Primary)	A, B	Associate Degree	HLSCC/UWI	2-2½ yrs
Automotive Engineering Technology	B	Certificate of Achievement	HLSCC	1-1½ yrs
Construction Technology	B	Certificate of Achievement	HLSCC	1-1½ yrs
Electrical and Mechanical Concentration	B	Certificate of Achievement	HLSCC	1-1½ yrs
Electronic Engineering	B	Certificate of Achievement	HLSCC	1-1½ yrs
Land Surveying	B	Certificate of Achievement	HLSCC	1-1½ yrs
Culinary Arts	A, B	Associate Degree in Applied Science	HLSCC	2 yrs

ENRICHMENT PROGRAMMES

Enrichment programmes are courses and seminars for the purpose of personal improvement and not in pursuit of a Degree or Certificate Programme.

COURSE CODES

ACC	Accounting
AMS	Applied Marine Science
ANT	Anthropology
ART	Art
AUT	Automotive Technology
BIO	Biology
BUS	Business Administration
CHE	Chemistry
COM	Personal Development for College Success
CSC	Computer Studies
CUL	Culinary
ECN	Economics
EDU	Education
EET	Electronic Engineering Technology
ENG	English and Communications
ENV	Environmental Science
FRE	French
FSI	Financial Services
GAP	Government and Politics
GPR	General Paper
HIS	History
HRM	Hospitality Management
HUM	Humanities
MAT	Mathematics
MUS	Music
OAA	Office Assistance and Administration
PAD	Public Administration
PHI	Philosophy
PHY	Physics
PSY	Psychology
SEM	Seminars
SOC	Social Sciences
SCI	Science Skills
SPA	Spanish
TCS	Technical Studies
VIS	Virgin Islands Studies

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.

Students must earn a grade of C- or above in each of the programme requirements.

Code	Course	Credit Hours
BIO/CHE/PHY	Any 100 Level Science Course	3 or 4 CR
COM 100	Personal Development for College Success	1 CR
CSC 104	Microcomputer Application Software	3 CR
ENG 104	English Composition I	3 CR
ENG 105	English Composition II	3 CR
ENG 106	Speech Communication	3 CR
HIS 1XX or	Any 100 Level History Course	3 CR
VIS 110 or	Virgin Islands History	3 CR
MUS 100 or	Music Appreciation	3 CR
MUS 101	Introduction to Jazz History	3 CR
MAT 1XX	Any 100 Level Mathematics Course (MAT 108 and MAT 109 will count as a single course) <i>MAT 102 is for Teacher Education students only</i>	4 CR
PSY 100 or	Introduction to Psychology	3 CR
SOC 100 or	Introduction to Sociology	3 CR
PHI 100	Introduction to Philosophy	3 CR
SPA 100 and	Elementary Spanish	3 CR
SPA 101 or	Intermediate Spanish	3 CR
FRE 100 and	Elementary French	3 CR
FRE 101	Intermediate French	3 CR
Total Credits		32 or 33 CR

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 synthesizing their own ideas (reasons, evidence, and/or argument) with the ideas of others.
- Organize 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, and 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 organizational 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

- Analyze 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, program 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 program 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, organize, 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.
- Recognize ethical issues when they are presented in a complex, multilayered (gray) context and can recognize cross-relationships among the issues.
- Apply ethical perspectives/concepts to an ethical question and is able to consider the full implications of the application.
- Evaluate different ethical perspectives/concepts.

Historical and Cultural Awareness

- Analyze relationships among ideas, events, and people.
- Analyze 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.
- Recognize 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 organize 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.

BUSINESS STUDIES

Certificate of Achievement – Business Administration

This certificate programme is designed for entry level business positions and for students who desire to pursue higher degrees in business.

Note: MAT 051 or higher is required for this programme.

Programme Requirements

Code	Course	Credit Hours
ACC 100	Principles of Accounting I	3 CR
BUS 110	Fundamentals of Business	3 CR
BUS 120	Marketing I	3 CR
BUS 140	Supervision	3 CR
CSC 104	Microcomputer Applications	3 CR
ENG 104	English Composition I	3 CR
ENG 114	Effective Business Writing	3 CR
Total Credits		21 CR

Associate in Science Degree – Business Administration (for transfer)

This **transfer programme** prepares students with foundation courses for upper level baccalaureate business programmes at other colleges and universities.

Experiential learning opportunities are incorporated into the programme through the many courses offered. Students completing this programme will be able to write business and marketing plans, conduct interviews with business persons, make class presentations, analyse the economy, and solve problems using computer-based programmes.

Students are not advised to use this programme for entry-level jobs in the workforce.

Programme Requirements

Code	Course	Credit Hours
ACC 100	Principles of Accounting I	3 CR
ACC 101	Principles of Accounting II	3 CR
BUS 100	Business Law I	3 CR
	or Elective Course	
BUS 110	Fundamentals of Business	3 CR
BUS 120	Marketing I	3 CR
BUS 203	Management Principles	3 CR
ECN 100	Principles of Micro-Economics	3 CR
ECN 105	Principles of Macro-Economics	3 CR
ENG 114	Effective Business Writing	3 CR
MAT 113	Introduction to Statistics	4 CR
Total Credits		31 CR

Associate in Science Degree – Business Administration (Applied)

These programmes are designed to prepare students with skills that are necessary **for placement in the workplace**. Students are expected to master business concepts in a concentration area of either Accounting, Finance or Small Business Management.

NOTE: In addition to completing the programme requirements for the desired concentration area, students are required to complete the programme requirements for the Business Administration (for transfer) degree.

Small Business Administration Concentration

Students who are enrolled in this program will demonstrate the ability to use the management process in a business environment. They are expected to apply strategies to promote critical thinking and active learning in business or entrepreneurial situations.

Code	Course	Credit Hours
BUS 101	Business Law II	3 CR
BUS 111	Small Business Management	3 CR
BUS 201	Human Resource Management	3 CR
BUS 241	Principles of Finance	3 CR

Elective – Select one (1) course listed below:

ACC 201	Auditing	3 CR
ACC 210	Cost Accounting	3 CR
BUS 242	Financial Management I	3 CR
BUS 243	Financial Markets and Institutions	3 CR
HUM 205	Advanced Leadership Studies	3 CR

Other Elective ***See Department Head and Academic Dean for approval***

Total Credits 15 CR

Finance Concentration

Students who are pursuing the Finance Program are expected to demonstrate the ability to apply financial planning, working capital management, and break-even analysis techniques to evaluate the financial performance of a company.

Code	Course	Credit Hours
BUS 241	Principles of Finance	3 CR
BUS 242	Financial Management	3 CR
BUS 243	Financial Markets and Institutions	3 CR
BUS 250	Investments and Securities Markets	3 CR

Elective – Select one (1) course listed below:

ACC 210	Cost Accounting	3 CR
ACC 220	Tax Accounting	3 CR
BUS 101	Business Law II	3 CR
BUS 201	Human Resource Management	3 CR

HUM 205	Advanced Leadership Studies	3 CR
<i>Other Elective</i>	<i>See Department Head and Academic Dean for approval</i>	
Total Credits		15 CR

Accounting Concentration

Students who are pursuing the Accounting Programme are expected to demonstrate the ability to prepare and use accounting information for making management decisions in a business environment. Students will be able to use accounting software to prepare and produce accounting information.

Code	Course	Credit Hours
ACC 201	Auditing	3 CR
ACC 210	Cost Accounting	3 CR
ACC 220	Introduction to Tax Accounting	3 CR
BUS 101	Business Law II	3 CR
BUS 241	Principles of Finance	3 CR

Elective – Select one (1) course listed below:

BUS 111	Small Business Management	3 CR
BUS 242	Financial Management I	3 CR
BUS 243	Financial Markets and Institutions	3 CR
BUS 250	Investments and Securities Markets	3 CR
HUM 205	Advanced Leadership Studies	3 CR
<i>Other Elective</i>	<i>See Department Head and Academic Dean for approval</i>	

Total Credits 18 CR

Business Administration – Hospitality Programmes

Hospitality Studies

These programmes prepare students for the hospitality industry by exposing them to essential courses required for the field. Students can select an area of concentration in Food and Beverage Management or Hotel Management.

General Programme Requirements

Code	Course	Credit Hours
ACC 100	Principles of Accounting I	3 CR
BUS 100	Business Law I	3 CR
	or Elective course	
BUS 110	Fundamentals of Business	3 CR
BUS 120	Marketing I	3 CR
BUS 140	Supervision	3 CR
ECN 100	Principles of Micro-Economics	3 CR
ENG 114	Effective Business Writing	3 CR
Total Credits		21 CR

Food & Beverage Management Concentration

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

Code	Course	Credit Hours
HRM 151	Principles of Food Production I	4 CR
HRM 152	Introduction to Food & Beverage Management	3 CR
HRM 210	Food, Beverage & Labour Cost Control	3 CR
HRM 251	Food Production II	4 CR
HRM 260	Applications in Food & Beverage	3 CR
Total Credits		17 CR

Hotel Management Concentration

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.

In this programme, 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, analyze trends that measure changing consumer travel and lodging needs, conduct research to analyze 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 in order 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 will complete a 300hr internship as part of the HRM 254 course.

Code	Course	Credit Hours
HRM 100	Front Office Management	3 CR
HRM 110	Introduction to Travel and Tourism	3 CR
HRM 152	Introduction to Food and Beverage Management	3 CR
HRM 215	Management Accounting for Hospitality Industry	3 CR
HRM 254	Rooms Management and Maintenance	3 CR

Total Credits 15 CR

Certificate of Achievement – Office Assistance

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.

Code	Course	Credit Hours
BUS 110	Fundamentals of Business	3 CR
BUS 140	Supervision	3 CR
CSC 104	Microcomputer Applications Software	3 CR
CSC 108	Desktop Publishing	3 CR
ENG 104	English Composition I	3 CR
ENG 114	Effective Business Writing	3 CR
Total Credits		18 CR

Certificate of Achievement – Supervisory Management

This certificate programme is designed primarily for middle managers who are already in, or are being prepared for supervisory positions.

Code	Course	Credit Hours
BUS 110	Fundamentals of Business	3 CR
BUS 140	Supervision	3 CR
CSC 104	Microcomputer Applications' Software	3 CR
ENG 104	English Composition I	3 CR
ENG 106	Speech Communications	3 CR
ENG 114	Effective Business Writing	3 CR
PSY 100	Introduction to Psychology	3 CR
Total Credits		21 CR

COMPUTER STUDIES

Certificate of Achievement – Microcomputer Studies

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.

Code	Course	Credit Hours
BUS 110	Fundamentals of Business	3 CR
CSC 104	Microcomputer Applications’ Software	3 CR
CSC 108	Desktop Publishing	3 CR
CSC 114	Database Design and Applications	3 CR
CSC 121	Introduction to E-Commerce	3 CR
ENG 104	English Composition I	3 CR
Total Credits		18 CR

Associate in Science Degree – Computer Studies

This programme is geared towards Computer Information Systems. Emphasis is on systems design, implementation, and maintenance. Action-oriented learning opportunities are incorporated into the many courses that make up the programme. Experiential learning with business organisations is enhanced through project work in a capstone course. Students majoring in this area will acquire a firm foundation for further studies in Computer Information Systems or a related discipline and for entry-level employment upon graduation.

Code	Course	Credit Hours
ACC 100	Principles of Accounting I	3 CR
BUS 110	Fundamentals of Business	3 CR
CSC 103	Programming Techniques	3 CR
CSC 106	Introduction to Web Page Design	3 CR
CSC 121	Introduction to E-Commerce	3 CR
CSC 213	Systems Analysis and Design	3 CR
CSC 215	Applications of Computer Studies	3 CR
ENG 115	Technical Report Writing	3 CR

CHOOSE ONE TRACK BELOW

Business Information Systems (BIS)

CSC 114	Database Design and Applications	3 CR
CSC 211	Information Systems	3 CR
CSC 214	Introduction to Networking	3 CR
Total Credits		33 CR

Computer Information Systems (CIS)

CSC 113	Programming Language I	4 CR
CSC 203	Programming Language II	4 CR
Total Credits		32 CR

Graphic Information Technology (GIT)

CSC 108	Desktop Publishing	3 CR
CSC 206	Intermediate Web Page Design	3 CR
CSC 208	Graphic Art	3 CR
Total Credits		33 CR

DISASTER MANAGEMENT

The field of disaster management is becoming increasingly important as governments and industries seek to ensure that there is minimal damage, rapid response capability and return to normalcy after natural or manmade disasters.

Certificate of Achievement – Disaster Management

The curriculum in this programme is designed in a multidisciplinary 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.

Code	Course	Credit Hours
DMT 120	Introduction to Disaster Management	3 CR
DMT 122	Community Preparedness	3 CR
DMT 126	Emergency Care and Treatment	3 CR
DMT 128	Hazardous Materials	3 CR
DMT 220	Disaster Planning	3 CR
ENG 104	English Composition I	3 CR
PAD 102	Principles of Public Administration I	3 CR
PHY 106	Natural World of the Caribbean	3 CR
Total Credits		24 CR

Associate in Science Degree – Disaster Management

This programme is designed to accommodate those students who wish to continue their studies beyond the certificate of achievement level. This programme articulates with the Bachelors of Science Degree in Emergency Administration Management (EAM) offered by Arkansas Technical University.

Code	Course	Credit Hours
DMT 120	Introduction to Disaster Management	3 CR
DMT 122	Community Preparedness	3 CR
DMT 126	Emergency Care & Treatment	3 CR
DMT 128	Hazardous Materials	3 CR
DMT 142	Public Infrastructure	3 CR

DMT 144	Public Information and Crisis Communication	3 CR
DMT 220	Disaster Planning	3 CR
DMT 230	Mitigation	3 CR
DMT 246	Response and Recovery	3 CR
ENG 104	English Composition I	3 CR
PAD 102	Principles of Public Administration I	3 CR
PAD 103	Principles of Public Administration II	3 CR
PHY 106	Natural World of the Caribbean	3 CR
Total Credits		39 CR

GENERAL STUDIES

These programmes are designed with the flexibility to enable students to obtain an Associate Degree in General Studies, with a combination of courses that cater to the particular interests/needs of the student. The primary area of study will constitute the “core” or concentration within the student’s General Studies programme. A student in consultation with their advisor may opt to create a specialized concentration within the General Studies programme which will meet their desired educational goal. All specialized General Studies degree programmes must include an area of concentration. Similar to our other offerings at the College, all specialized degree programmes must be approved by the appropriate Head of Department and Dean.

All students pursuing an Associate Degree in General Studies must complete the appropriate general education requirements. No course/s taken as programme requirements will be counted as general requirements. Students must earn a grade of C- or above in each of the programme requirements.

Associate in Science Degree

Biology Concentration

This concentration will give students a broad understanding of the various areas in the field of biology, including critical thinking, laboratory techniques, data collection and analysis, report writing, and oral presentations. The areas covered in the various courses will make it easier for them to make career choices in the biological sciences. This concentration will prove useful to those students who wish to study Medicine, Dentistry, Molecular Biology, Genetic Engineering, Environmental Science, Forensic Science or Marine Sciences.

Code	Course	Credit Hours
BIO 110	General Biology	4 CR
BIO 112	General Biology II	4 CR
BIO 260	Research in Biology	3 CR
MAT 113	Introduction to Statistics	4 CR
SCI 235	Seminar in Science	1 CR
	Biology Electives (200 Level)	8 CR (minimum)
Total Credits		24 CR

Chemistry Concentration

This concentration will provide, through well designed studies of practical and theoretical chemistry, knowledge in scientific phenomena, facts, laws, definitions, theories, scientific instruments and environmental awareness. Students can use this concentration as a basis for further studies in Medicine, Nursing, Dentistry, Engineering and Earth Sciences

Code	Course	Credit Hours
CHE 110	General Chemistry I	4 CR
CHE 112	General Chemistry II	4 CR
CHE 210	Organic Chemistry I	4 CR
CHE 212	Organic Chemistry II	4 CR
PHY 110	General Physics I	4 CR
SCI 235	Seminar in Science	1 CR
Total Credits		21 CR

Mathematics Concentration

The Mathematics Concentration 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 Computer Science, Engineering, Actuarial Science, Finance, Economics or Mathematics Education.

Code	Course	Credit Hours
MAT 110	College Algebra	4 CR
MAT 113	Introduction to Statistics	4 CR
MAT 120	College Trigonometry	4 CR
MAT 210	Survey of Calculus	4 CR
MAT 220	Further Topics in Calculus	4 CR
PHY 110	General Physics I	4 CR
Total Credits		24 CR

Associate in Arts Degree

English Concentration

This concentration emphasizes 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.

Code	Course	Credit Hours
ENG 107	The Elements of Literature	3 CR
ENG 125	Shakespeare and Other Authors	4 CR
ENG 200	Selected Topics I	4 CR
ENG 205	Caribbean Literature	4 CR
ENG 208	Literature of the Black Diaspora	4 CR
ENG 210	Selected Topics II	4 CR
ENG 222	Selected Topics-Linguistics Series	4 CR

Electives – Select three (3) courses listed below:

ANT 100	Introduction to Anthropology	3 CR
HUM 205	Advanced Leadership Studies	3 CR
PHI 100	Introduction to Philosophy	3 CR
ENG 220 or	Introduction to Linguistics I	4 CR
MUS 160 or	Drama and Musical Theatre Workshop	3 CR
SOC 1XX	Any 100 level Sociology Course	3 CR
Total Credits		36 or 37 CR

Education Concentration

This concentration is designed for persons who have an interest in education. It provides students with a theoretical, philosophical and historical framework for exploring a wide variety of traditional and contemporary issues in education formation. They acquire skills in curriculum planning and development, classroom management, and student assessment. They are also exposed to important psychological principles related to teaching and learning. Although students completing this concentration are not trained teachers, it does provide them with a sound theoretical base for pursuing further studies in education.

Code	Course	Credit Hours
EDU 105	Educational Psychology	3 CR
EDU 110	Foundations of Education	3 CR
EDU 115	School and Society	3 CR
EDU 125	Curriculum Development and Instruction	3 CR
EDU 210	Classroom Management	3 CR
EDU 215	Measurement and Evaluation	3 CR
ENG 106	Speech Communication	3 CR
ENG 107	Elements of Literature	3 CR
	Elective Courses (as approved by the advisor)	9 CR minimum
Total Credits		33 CR

History Concentration

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.

Code	Course	Credit Hours
HIS 100	Caribbean History	3 CR
HIS 120	Western Civilization	3 CR
HIS 121	World History	3 CR
HIS 125	Introduction to Africa	3 CR
HIS 200	Selected Topics	3 CR
HUM 205	Advanced Leadership Studies	3 CR
PHI 100	Introduction to Philosophy	3 CR
SOC 125	Gender Studies	3 CR
VIS 110	Virgin Islands History	3 CR
	Elective Courses (as approved by the advisor)	6 CR minimum
Total Credits		33 CR

Humanities Concentration

This concentration has its focus on the concepts central to human existence while exposing students to the diversity reflected in humanity. Students will become familiarized 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.

Code	Course	Credit Hours
ENG 106	Speech Communication	3 CR
ENG 107	The Elements of Literature	3 CR
ENG 125	Shakespeare and Other Authors	4 CR
HIS 120	Western Civilization	3 CR
HIS 121	World History	3 CR
HIS 125	Introduction to Africa	3 CR
HUM 205	Advanced Leadership Studies	3 CR
PHI 100	Introduction to Philosophy	3 CR
SOC 100	Introduction to Sociology	3 CR
	Elective Courses (as approved by Advisor)	6 CR minimum
Total Credits		34 CR

Associate in Science Degree General Studies -Technical Option

Construction Technology Concentration

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

Code	Course	Credit Hours
TCS 100	Blueprint Reading and Construction Specifications	3 CR
TCS 101	Introduction to Engineering	3 CR
TCS 102	Computer Aided Drafting	3 CR
TCS 103	Technical Drawing	3 CR
TCS 105	Construction Inspection and Project Management	3 CR
TCS 110	Surveying Level 1	4 CR
TCS 201	Blueprint Reading II	3 CR

Electives – Select three (3) courses listed below:

EET 100	Electrical Technology	3 CR
TCS 203	Computer Assisted Drafting (CAD)	3 CR
TCS 205	Advanced Computer Aided Design	4 CR
TCS 210	Surveying Level 2	4 CR
Total Credits		32-33 CR

Engineering/Architectural Drawing Concentration

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 prepared to further studies leading to the Bachelor of Science Degree in Architectural Technology and Engineering.

Code	Course	Credit Hours
TCS 100	Blueprint Reading and Construction Specifications	3 CR
TCS 102	Computer Aided Drafting	3 CR
TCS 103	Technical Drawing	3 CR
TCS 104	Freehand Drawing and Sketching	3 CR
TCS 105	Construction Inspection and Project Management	3 CR
TCS 110	Surveying Level 1	4 CR
TCS 113	Orthographic	3 CR
TCS 201	Blueprint Reading II	3 CR

Electives – Any three (3) courses; two (2) of which must be a 200 level course:

EET 100	Electrical Technology	3 CR
TCS 101	Introduction to Engineering	3 CR
TCS 203	Computer Assisted Drafting (CAD)	3 CR
TCS 205	Advanced Computer Aided Design	4 CR
TCS 210	Surveying Level 2	4 CR
TCS 214	Design Project	4 CR
Total Credits		34-37 CR

Electronic Engineering Technology Concentration

This programme is designed to provide students with advance studies 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. More emphasis is being placed on practical applications to meet industrial requirements.

Code	Course	Credit Hours
EET 100	Electrical Technology	3 CR
EET 101	Electronic Circuits and Devices	3 CR
EET 102	Electronic Communication	3 CR
EET 103	Electrical Power Systems and Controls	3 CR
EET 104	Applied Electricity with Practical Project	3 CR
EET 105	Appliance and Computer Hardware	3 CR
EET 106	Residential and Commercial Electrical Wiring	3 CR

Electives – Select two (2) courses listed below:

AMS 101	Introduction to Marine Electrical Systems	3 CR
AUT 109	Chassis Electrical Wiring and Ancillaries	3 CR
AUT 110	Automotive Electrical and Electronics	3 CR
EET 100	Electrical Technology	3 CR
TCS 100	Blueprint Reading and Construction Specifications	3 CR
TCS 214	Design Project	4 CR
Total Credits		27 or 28 CR

Automotive Engineering Technology Concentration

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 includes 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 U.S.A

Code	Course	Credit Hours
AUT 100	Occupational Health and Safety	3 CR
AUT 101	Automotive Technology and Science	3 CR
AUT 102	Engine Overhaul and Repairs	4 CR
AUT 103	Chassis Brakes and Suspension Systems	3 CR
AUT 104	Automotive Transmission and Power Train System	3 CR
AUT 105	Electronic Fuel Injection	3 CR
AUT 107	Automotive Diagnostic and Scanners	3 CR
AUT 109	Chassis Electrical Wiring and Ancillaries	3 CR
AUT 110	Automotive Electrical and Electronics	3 CR

Electives – Select three (3) courses listed below:

AMS 110	Basic Marine Diesel Systems and Trouble Shooting	3 CR
AMS 120	Introduction to Welding	3 CR
AUT 115	Small Engine Mechanics	3 CR
EET 101	Electronic Circuit and Devices	3 CR
Total Credits		37 CR

Mechanical Engineering Technology Concentration

This programme provides the students with theoretical knowledge in the mechanical sciences and workshop technology. Practical skills include diagnosis, repair of mechanical components, welding and machining. Background information is also provided in the fundamentals of electricity and safety allowing the students to develop Industrial experience.

Code	Courses	Credit Hours
AMS 120	Introduction to Welding	3 CR
AMS 121	Machine Shop Technology and Practice	3 CR
AUT 100	Occupational Health and Safety	3 CR
AUT 101	Automotive Technology and Science	3 CR
AUT 109	Chassis Electrical Wiring and Ancillaries	3 CR
EET 100	Electrical Technology	3 CR
TCS 100	Blueprint Reading and Construction Specifications	3 CR
TCS 101	Introduction to Engineering	3 CR

Electives – Select two (2) courses listed below:

AMT 100	Engineering Science and Technology	3 CR
AUT 110	Automotive Electrical and Electronics	3 CR
TCS 102	Computer Aided Drafting	3 CR
TCS 218	Heating, Ventilation and Air Conditioning	3 CR
Total Credits		30 CR

Land Surveying Concentration

This programme is designed to prepare students to enter into the profession of Surveying. Students will be capable of using 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.

Code	Courses	Credit Hours
TCS 100	Blueprint Reading and Construction Specification	3 CR
TCS 101	Introduction to Engineering	3 CR
TCS 102	Computer Aided Drafting (CAD)	3 CR
TCS 103	Technical Drawing	3 CR
TCS 105	Construction Inspection and Project Management	3 CR
TCS 110	Surveying Level I	4 CR
TCS 113	Orthographic	3 CR
TCS 210	Surveying Level II	4 CR

Electives – Select two (2) courses listed below:

EET 100	Electrical Technology	3 CR
TCS 201	Blueprint Reading II	3 CR
TCS 203	Computer Assisted Drafting	3 CR
TCS 205	Advanced Computer Aided Design	4 CR
Total Credits		32 or 33 CR

Marine Technology Concentration

This programme is designed to train students in the operation and maintenance of marine propulsion and auxiliary systems, found on small to medium size 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.

Code	Courses	Credit Hours
AMS 101	Introduction to Marine Electrical Systems	3 CR
AMS 103	Basic Marine Refrigeration	3 CR
AMS 112	Introduction to Outboard and Gasoline Engines	3 CR
AMS 110	Basic Marine Diesel Systems & Troubleshooting	3 CR
AMS 111 or	Marine Diesel Engines I	3 CR
AMS 113	Outboard Engines I	3 CR
AMS 175	Introductory Seamanship	3 CR
AMS 176	Chart Reading and Basic Navigation	3 CR
AMS 100	Engineering, Science and Technology	

Electives – Select two (2) courses listed below:

AMT 131	STCW Basic Course	3 CR
AMT 132	Caribbean Boat Masters Grade 2/3	3 CR
AMS 170	Sailboat Theory and Practice	3 CR
Total Credits		27 CR

HUMAN SERVICES

Students seeking an Associate Degree must complete the general education requirements as well as the programme requirements listed. No course/s taken as programme requirements will be counted as general requirements. Students must earn a grade of C- or above in each of the programme requirements.

Certificate of Achievement

This certificate programme is designed with the human services in mind. Persons who are desirous of working or pursuing further studies in the social sciences or related field should find this programme relevant and useful.

Code	Courses	Credit Hours
ENG 104	English Composition I	3 CR
PSY 100	Introduction to Psychology	3 CR
PSY 215	Counselling (Theory & Practice)	3 CR
SOC 100	Introduction to Sociology	3 CR
SOC 120	Social Issues	3 CR
Total Credits		15 CR

Associate in Science Degree

The Associate in Science Degree in Human Services 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.

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

Note: PSY 100 will count as a General Education requirement.

Code	Courses	Credit Hours
PSY 100	Introduction to Psychology	3 CR
PSY 210	Human Growth and Development	3 CR
PSY 215	Counselling (Theory & Practice)	3 CR
PSY 205	Social Psychology	3 CR
PSY 220	Addiction Management and Counselling	3 CR
SOC 100	Introduction to Sociology	3 CR
SOC 104	Sociology of Deviant Behaviour	3 CR
SOC 110	Social Research Methods	3 CR
SOC 120	Social Issues	3 CR
SOC 200	Social Policy	3 CR
SOC 205	Introduction to Aging	3 CR
Total Credits		33 CR

MARINE STUDIES

The Marine Studies programmes were developed in response to the rapidly expanding marine industry that, throughout the Caribbean, is in need of trained and qualified personnel. The training needs of young people and persons active in the marine industry are addressed through the Maritime Studies and the Marine Technology programmes.

Students seeking a Certificate of Higher Education must complete the appropriate general education requirements as well as the programme requirements listed. No course/s taken as programme requirements will be counted as general requirements. Students must earn a grade of C- or above in each of the programme requirements.

Certificate of Achievement Maritime Studies

Globally the shipping and yachting industries are requiring that vessel operators be properly trained in accordance with international standards. This programme will introduce students to the various aspects of the maritime industry. Upon completion, students will have the necessary proficiency to test for U.S. Coast Guard (USCG) Royal Yachting Association (RYA) qualifications.

Code	Courses	Credit Hours
AMS 131	STOW Basic Courses	2.5 CR
AMS 132	Caribbean Boatmaster's 2/3	3 CR
AMS 133	Caribbean Boatmaster's 1	3 CR
AMS 134	RYA Short Radio Course	0.5 CR
AMS 170	Sailboat Theory and Practice	3 CR
AMS 175	Introductory to Seamanship	3 CR
AMS 176	Chart Reading and Basic Navigation I	3 CR
ENG 060	Writing for Technicians I	3 Non-CR
ENG 061	Writing for Technicians II	3 Non-CR
VIS 110	Virgin Islands History	3 CR
Total Credits		21 CR

Note: Students who wish to pursue either the United States Coast Guard (USCG) or the Royal Yachting Association (RYA) qualification must do so through their own initiative and must fulfil the necessary requirements set by the licensing agency. The College will advise the students in procedural matters and where possible facilitate the sitting of the required examination.

Certificate of Achievement Marine Technology

These programmes are designed to train students as entry level technicians for the marine industry. Students can specialize in Marine Electrical and Mechanical Studies or Yacht Maintenance.

Marine Electrical and Mechanical Studies Specialization

Code	Courses	Credit Hours
AMS 101	Introduction to Marine Electrical Systems	3 CR
AMS 103	Basic Marine Refrigeration	3 CR
AMS 110	Basic Marine Diesel Systems & Troubleshooting	3 CR
AMS 111	Marine Diesel Engines	3 CR
AMS 112	Introduction to Outboard and Gasoline Engines	3 CR
AMS 113	Outboard Engines I	3 CR
AMT 100	Engineering Science and Technology	3 CR
ENG 060	Writing for Technicians I	3 Non-CR
ENG 061	Writing for Technicians II	3 Non-CR
Total Credits		21 CR

Yacht Maintenance Specialization Programme Requirements

Code	Courses	Credit Hours
AMS 101	Introduction to Marine Electrical Systems	3 CR
AMS 105	Marine Plumbing Systems	3 CR
AMS 123	Fibreglass Maintenance and Repair	3 CR
AMS 126	Marine Carpentry I	3 CR
AMS 128	Sailboat Rigging	3 CR
AMS 129	Sail Making and Repair	3 CR
ENG 060	Writing for Technicians I	3 Non-CR
ENG 061	Writing for Technicians II	3 Non-CR
or		
AMS 120	Introduction to Welding	3 CR
AMS 190	Introduction to the BVI Marine Industry	3 CR
ENG 060	Writing for Technicians I	3 Non-CR
ENG 061	Writing for Technicians II	3 Non-CR
Total Credits		18 CR

GENERAL AND NATURAL SCIENCES

Students seeking an Associate in Science Degree must complete the appropriate general education requirements as well as the programme requirements listed. No course/s taken as programme requirements will be counted as general requirements. Students must earn a grade of C- or above in each of the programme requirements.

Note: For both science programmes (General and Natural Science), MAT108 and MAT109 or MAT 110 should be taken as the General Education Mathematics requirement.

Associate in Science Degree – General Science Concentration

This programme is for students with an interest in science who are undecided on a specific science-related career. It provides the student with a solid foundation, preparing them for further studies in Natural Science, Marine Science and Mathematics, and careers in Engineering and the medical field.

Code	Courses	Credit Hours
BIO 110	General Biology I	4 CR
BIO 112	General Biology II	4 CR
CHE 110	General Chemistry I	4 CR
CHE 112	General Chemistry II	4 CR
MAT 113	Introduction to Statistics	4 CR
MAT 120	College Trigonometry	4 CR
PHY 110	General Physics I	4 CR
PHY 112	General Physics II	4 CR
SCI 235	Seminar in Science	1 CR
Biology and/or Chemistry electives (200 Level Courses)		8 CR minimum
Total Credits		41 CR

Associate in Science Degree – Natural Science Concentration

This programme prepares students for transfer into bachelor degree programmes leading to careers in Medicine, Dentistry, Nursing, Biotechnology, Pharmacy, Agriculture, Veterinary Science, Environmental Science, Marine Biology, Industrial and Pharmaceutical Chemistry, Chemical and Pharmaceutical Sales and Services, and all areas of research in the Natural Sciences.

Code	Courses	Credit Hours
BIO 110	General Biology I	4 CR
BIO 112	General Biology II	4 CR
CHE 110	General Chemistry I	4 CR
CHE 112	General Chemistry II	4 CR
MAT 113	Introduction to Statistics	4 CR
MAT 120	College Trigonometry	4 CR

SCI 235	Seminar in Science	1 CR
Two Biology electives (200 Level Courses)		8 CR minimum
Two Chemistry electives (200 Level Courses)		8 CR minimum
Total Credits		41 CR

TEACHER EDUCATION

Students seeking the Associate in Arts Degree must complete the appropriate general education requirements as well as the programme requirements listed. No course/s taken as programme requirements will be counted as general requirements. Students must earn a grade of C- or above in each of the programme requirements.

Associate in Arts Degree Education (Primary)

This programme is designed to provide individuals with the academic and professional skills needed to perform successfully as primary school teachers. It also provides a sound theoretical base for the Bachelor of Arts or Bachelor of Science Degree in Education.

Teachers are prepared to teach the core courses in the primary school curriculum such as English Language, Mathematics, Science, Social Studies and Health. They develop proficiency in classroom management, research methods, and the use of technology. The programme exposes teachers to important learning and teaching theories and the implementation of such theories in the classroom situation. Teachers acquire and are expected to utilize a wide range of instructional techniques and approaches, in order to develop critical thinking and problem-solving skills among their students. They are also introduced to a variety of methods to assess and evaluate student learning. They are given opportunities to develop communication and interpersonal skills in order to enhance their interaction with students, colleagues, parents and the wider community. This comprehensive programme culminates with a graded, practical teaching component which allows individuals the opportunity to utilize the numerous skills, strategies and theories learned.

Code	Courses	Credit Hours
EDU 105	Educational Psychology	3 CR
EDU 110	Foundations of Education	3 CR
EDU 115	School and Society	3 CR
EDU 125	Curriculum Development and Instruction	3 CR
EDU 127	Teaching Elementary Mathematics I	3 CR
EDU 128	Teaching Elementary Social Studies I	3 CR
EDU 129	Teaching Elementary Science I	3 CR
EDU 135	Teaching Elementary Language Arts I	3 CR
EDU 140	Health and Family Life Education	3 CR
EDU 150	Educational Technology	3 CR
EDU 210	Classroom Management	3 CR
EDU 215	Measurement and Evaluation	3 CR

EDU 220	Research Methods in Education	3 CR
EDU 225	Student Teaching	4 CR
EDU 227	Teaching Elementary Mathematics II	3 CR
EDU 228	Teaching Elementary Social Studies II	3 CR
EDU 229	Teaching Elementary Science II	3 CR
EDU 235	Teaching Elementary Language Arts II	3 CR
Total Credits		55 CR

TECHNICAL AND VOCATIONAL STUDIES

Students seeking a Certificate of Higher Education must complete the appropriate general education requirements as well as the programme requirements listed. No course/s taken as programme requirements will be counted as general requirements. Students must earn a grade of C- or above in each of the programme requirements.

Certificate of Achievement in Occupational Studies

Construction Technology

This programme is designed to provide the student with the basic technical knowledge required to develop and understand construction drawings and specifications. The focus of this programme is to make the student conversant with the creation of 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.

Code	Courses	Credit Hours
CSC 104 or	Microcomputer Applications Software	3 CR
TCS 102	Computer Aided Drafting	3 CR
ENG 060	Writing for Technicians I	3 Non-CR
ENG 061	Writing for Technicians II	3 Non-CR
TCS 100	Blueprint Reading and Construction Specifications	3 CR
TCS 103	Technical Drawing	3 CR
TCS 105	Construction Inspection and Project Management	3 CR
TCS 203	Computer Assisted Drafting (CAD)	3 CR
Total Credits		15 CR

Certificate of Achievement in Occupational Studies

Electronic Engineering Technology

This programme is designed to provide the student with knowledge of theoretical and practical concepts in electronic engineering technology. On completion of this programme, students should be able to function as competent technicians (Installation and Maintenance) or operators in the

industrial, commercial and domestic sectors. This programme provides a foundation for those interested in furthering their studies and also for those interested in working in the power and telephone industry, radio and television repair, computers and other related fields.

Code	Courses	Credit Hours
EET 100	Electrical Technology	3 CR
EET 101	Electronic Circuits and Devices	3 CR
EET 102	Electronic Communication	3 CR
EET 103 or	Electrical Power Systems and Controls	3 CR
EET 104	Applied Electricity with Practical Project	4 CR
EET 105 or	Small Appliance Repairs	3 CR
EET 106	Residential and Commercial Wiring	3 CR
ENG 060	Writing for Technicians I	3 Non-CR
ENG 061	Writing for Technicians II	3 Non-CR
MAT 051	Beginning Algebra	3 Non-CR
Total Credits		15 or 16 CR

Certificate of Achievement in Occupational Studies

Engineering/Architectural Drawing

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. An integral part of this programme is a one-semester internship with a local architectural or engineering firm.

Code	Courses	Credit Hours
CSC 101 or	Introduction to Computers	3 CR
CSC 104	Microcomputer Applications Software	3 CR
ENG 060	Writing for Technicians I	3 Non-CR
ENG 061	Writing for Technicians II	3 Non-CR
TCS 100	Blueprint Reading and Construction Specifications	3 CR
TCS 103	Technical Drawing	3 CR
TCS 113	Orthographics	3 CR
TCS 203 or	Computer Assisted Drawing (CAD)	3 CR
TCS 214	Design Project	3 CR
Total Credits		15 CR

Certificate of Achievement in Occupational Studies

Automotive Engineering Technology

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 as well as the Automotive Service Excellence examinations of the USA.

Code	Courses	Credit Hours
AUT 101	Automotive Technology and Science	3 CR
AUT 102	Engine Overhaul and Repairs	4 CR
AUT 103 or	Chassis Brakes and Suspension Systems	3 CR
AUT 104	Automotive Transmission and Power Train System	3 CR
AUT 109 or	Chassis Electrical Wiring and Ancillaries	3 CR
AUT 110	Automotive Electrical and Electronics	3 CR
AUT 115	Small Engine Mechanics	3 CR
ENG 060	Writing for Technicians I	3 Non-CR
ENG 061	Writing for Technicians II	3 Non-CR
Total Credits		16 CR

Certificate of Achievement in Occupational Studies

Mechanical Engineering Technology

This programme provides the students with fundamental practical and theoretical knowledge in the mechanical sciences: thermo fluids, materials, and mechanics. Practical skills necessary for operation, diagnosis and repair of mechanical components are also included. Background information is also given in the fundamentals of electricity and electronics, allowing the students to develop insight into control systems.

Code	Courses	Credit Hours
AUT 100	Workshop Occupational Health and Safety	3 CR
CSC 104	Microcomputer Applications Software	3 CR
ENG 060	Writing for Technicians I	3 Non-CR
ENG 061	Writing for Technicians II	3 Non-CR
EET 100	Electrical Technology	3 CR
TCS 100	Blueprint Reading and Construction Specifications	3 CR
TCS 101	Introduction to Engineering	3 CR
TCS 216	Fluid Mechanics and Plumbing Technology	3 CR
TCS 218 or	Heating, Ventilation and Air Conditioning (HVAC)	3 CR
AMS 120	Introduction to Welding	3 CR
Total Credits		21 CR

Certificate of Achievement in Occupational Studies

Land Surveying

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, organized 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.

Code	Courses	Credit Hours
ENG 060	Writing for Technicians I	3 Non-CR
ENG 061	Writing for Technicians II	3 Non-CR
CSC 104	Microcomputer Applications Software	3 CR
TCS 100	Blueprint Reading and Construction Specifications	3 CR
TCS 102	Computer Assisted Drafting (CAD)	3 CR
TCS 110	Surveying Level I	3 CR
TCS 113	Orthographics	3 CR
TCS 210	Surveying Level II	4 CR
Total Credits		19 CR

Associate Degree in Applied Science

Culinary Arts

Students who successfully complete this programme will have a strong culinary foundation and management skills in Front and Back-of-the-House operations preparing them for success in the fast-growing and competitive Tourism and Hospitality industry. Training in the Culinary Arts Programme at HLSCC will enable students to pursue careers as Executive Chefs, Sous Chefs, Kitchen Mangers, Dining Room Mangers, Food Designers, Food Critics and many more exciting jobs being offered in the industry.

General Education Requirements

Code	Courses	Credit Hours
BIO 105	Introduction to Nutrition	1 CR
COM 100	Personal Development for College Success (PDCS)	1 CR
CSC 104	Microcomputer Applications Software	3 CR
CUL 101	Food Safety Operations and Supervision	2 CR
CUL 105	Introduction to Gastronomy	1.5 CR
CUL 109	Cultural Dimension of Food	1.5 CR
ENG 104	English Composition I	3 CR
ENG 105	English Composition II	3 CR
MAT 107	Culinary Math	4 CR
PHI 100 or	Introduction to Philosophy	3 CR
PSY 100 or	Introduction to Psychology	3 CR
SOC 100	Introduction to Sociology	3 CR
SPA 100	Elementary Spanish	3 CR

SPA 101	Intermediate Spanish	3 CR
Total Credits		29 CR

Programme Requirements

Code	Course	Credit Hours
CUL 111	Culinary Proficiency I	3 CR
CUL 115	A La Carte Cooking (Breakfast and Lunch)	3 CR
CUL 119	Meat and Seafood Identification and Fabrication	3 CR
CUL 121	Culinary Proficiency II	3 CR
CUL 125	Caribbean Cuisine	3 CR
CUL 129	International Cuisine	3 CR
CUL 131	Quantity Food Production	3 CR
CUL 135	Garde Manger	3 CR
CUL 139	Internship	3 CR
CUL 201	Menu Development	1.5 CR
CUL 205	Baking and Introduction to Prepared Foods	3 CR
CUL 209	Cakes and Pastry	3 CR
CUL 211	Banquet Cuisine	3 CR
CUL215	A La Carte Cooking (Fine Dining)	3 CR
CUL219	Wine Studies	3 CR
CUL 221	Introduction to Catering Management	1.5 CR
CUL 225	Restaurant Service and Management	3 CR
CUL 229	Vegetarian /Vegan Cookery	3 CR
CUL 240	Restaurant Apprenticeship	3 CR
HRM 152	Introduction to Food and Beverage Management	3 CR
HRM 210	Purchasing, Cost, Budgets and Controls	3 CR
Total Credits		60 CR

TERMS AND DEFINITIONS

ACADEMIC YEAR

The academic year at H. L. Stouff Community College runs from August 1 to July 31 and is made up of two semesters i.e. Fall Semester and Spring Semester. Each semester comprises seventeen (17) weeks of instruction - inclusive of holidays and examinations. H. L. Stouff Community College also offers a summer session of six (6) weeks instruction.

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, MAT 204 – Further Algebra, Probability and Further Calculus.

PROGRAMME OF STUDY

This is an area of knowledge in which college courses are studied; for example, Business, Computer Studies. A programme of study will be comprised of a series of courses designed to qualify the successful student for a certificate or degree.

CERTIFICATE PROGRAMME

A series of related integrated courses which require a minimum of fifteen (15) semester hours according to the programme of study. Upon successful completion of the requirements stipulated for the programme, the successful student will be awarded either a Certificate of Achievement or a Certificate of Higher Education.

APPLIED SCIENCE/ARTS ASSOCIATE DEGREE

This type of programme will include a series of courses designed to prepare the student for immediate employment, job advancement, or progression to a Bachelor's Degree.

ARTS/SCIENCE ASSOCIATE DEGREE OR A LEVEL

This programme seeks to prepare students for more advanced academic work at universities.

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.

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.

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.

GRADE POINTS (G.P.) 1.0-4.0

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

QUALITY POINTS (Q.P.)

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

EXAMPLE

Course	Grade	Grade Point	Credit Hours	Earned Credits	Quality Points	Grade Point Average
Semester 1						
ACC 100	B+	3.0	3	3	9	
BUS 100	C+	2.0	3	3	6	
MAT 100	A	4.0	4	4	16	
Totals			10	6	31	3.10
Semester 2						
ACC 101	A-	4.0	3	3	12	
BUS 101	B	3.0	3	3	9	
Totals			6	6	21	3.50
Cumulative	Totals		16	16	52	3.25

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 BVI can be assured some measure of success as they pursue offerings that are available at the College. 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.

APPLICATION REQUIREMENTS:

All applicants must:

- Submit a completed application form
- Pay an application fee
- Submit official documentation that verifies their residency status (In the absence of appropriate documentation, applicants will be classified as non-residents.)

ELIGIBILITY FOR ADMISSION

All applicants are strongly urged and encouraged to complete their high-school education before seeking admission to the College. In order to increase access and opportunity to college offerings the following options are available:

- **Associate Degree Transfer Programmes:** Applicants wishing to earn an Associate degree or take courses designed to transfer to a four-year institution are required to have earned a high school or equivalent (GED) diploma.
- **Associate Degree Workforce Programmes:** Applicants wishing to earn an Associate degree in a programme that prepares them for immediate employment and who have not earned a high-school diploma will be tested and required to complete pre-college level basic skills courses in mathematics, reading, and/or writing as indicated by the test results. A student's certification of matriculation (letter of acceptance to the College) will be provided only after such pre-college pre-requisites have been successfully completed.
- **Certificate/Diploma Workforce Programmes:** Students who have not earned a high school diploma, and who wish to earn a certificate or diploma 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 in order to enrol in any course that is also part of a degree programme. (In the case of short-term customized certificate programmes, the test results will be used to inform the level of reading, writing and/or mathematics that is included as part of the curriculum required for success in the occupation).
- **Students Transferring from Other Colleges:** Students transferring from a post-secondary institution must have a minimum cumulative grade point average of 2.00 along with an official letter indicating that they are otherwise in "good standing" to

continue at that institution. Courses recorded on an *official* transcript will be evaluated for acceptance as part of the student's desired educational goal at the College. A student must successfully complete a minimum of 50% of required courses in order 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 on the basis of 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.
- A student who changes educational objective 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 their revised intent.
- **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.

PLACEMENT TESTING

Placement tests are scheduled during the week preceding new student orientation. 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 office of College Preparation and Academic Support Services. Test performance results are shared with students as part of the course placement and advising process, and are subsequently maintained along with performance results in pre-college courses as part of each student's record.

MATRICULATION CERTIFICATE

In order 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, ‘customized’ 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 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.

APPLICATION PROCEDURE

The H. Lavity Stouff Community College *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 PO 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 seek and receive prior written approval from the Registrar.

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

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, Payment (ARP).

STEP 1 – ADVISEMENT

1. View the Course Section Schedule to determine availability of required courses and courses of interest.
2. Discuss your semester preferences which 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.
3. The normal course load for a full-time student is 12 to 16 semester hours. Students who wish to enroll in more than 16 hours must obtain the written approval of the relevant Dean.

STEP 2 – REGISTRATION

1. Register for approved courses during published registration dates.
2. 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 wait list.
3. Waitlisted student will have first preference if seats become available, however, 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. Any student who has pre-registered and has not paid the tuition and fees by the first day of regular registration will be withdrawn from the classes. Any student who registers during the regular period must make a payment at the time of registration. Failure to do so will void the registration. Students with outstanding tuition balances and financial concerns can contact the Fiscal Services Department prior to 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.

REFUND POLICY

When a student withdraws from a course, 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 by 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. Students are considered present once they have reported to the 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 signatures of the lecturer and the advisor to complete the form. If the advisor declines to grant permission, students may appeal to the Academic Dean for final determination. Students are advised to monitor and adhere to the stated deadlines.

STUDENT ADVISORS

Each student shall have an advisor assigned by the Academic Dean. The number of students assigned to a lecturer as advisees should be decided by the Academic Dean in consultation with the Department Head and lecturer after the lecturer's instructional, research, 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 Academic Dean may change the student's advisor.

STUDENT REGISTRATION ASSISTANCE

In selecting courses, students can benefit by making contact with 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 Academic Dean.

GRADUATION

CANDIDACY FOR DEGREES

During the Fall Semester, students are invited to apply for graduation at the Registry. When a student applies for graduation, the Registrar shall receive the applications, and prepare subsequent to the deadline, a list of students applying for graduation, 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 will comprise all candidates that have completed or are due to complete requirements for graduation from their respective programmes. Applicants are then informed, by letter, of their status regarding their eligibility for graduation. The Academic Dean shall present 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.

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 in order 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

1. 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.
2. The student must attain an HLSCC cumulative grade point average of at least 2.0.
3. A student must complete a minimum of 50% of the required courses at HLSCC in order to receive a degree from the College.

Certificate of Achievement Programmes

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

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 on a cumulative basis:

- *cum laude* 3.40 – 3.74 cumulative grade point average,
- *magna cum laude* 3.75 – 3.89 cumulative grade point average
- *summa cum laude* 3.90 – 4.0 cumulative grade point average

PHI THETA KAPPA

The Beta Omicron Sigma chapter of *Phi Theta Kappa* International Honor Society was chartered on May 28, 2006 with 31 students. Today, the Beta Omicron Sigma chapter has seven advisors and over 50 members. The Chapter requires members to have at least 12 hours of degree course work and a minimum GPA of 3.6. However, to sustain membership, students must maintain a minimum GPA of 3.5. In addition to receiving the golden key membership pin and having membership noted on their transcripts, members have the opportunity to apply for transfer scholarships to a number of educational institutions affiliated with Phi Theta Kappa International.

COURSE 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 in order to qualify for graduation.

LIMITATION OF CATALOGUE

Academic catalogues are revised every two years. Students shall not be allowed to graduate under any one catalogue if more than two revisions 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.

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 recognized 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.

TRANSFER OF CREDITS - OUT

H. Lavity Stoutt 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 a number of 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 Stoutt 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 POLICY

All students are required to attend and participate in all class meetings and laboratory sessions. The College's mandatory attendance policy requires that attendance be recorded from the first day of class through the final exam. Attendance shall be recorded at every class, laboratory or any other scheduled activity that appears as part of the class syllabus. Absences due to late registration for a course shall not be counted as absences for the purposes of this policy.

The Lecturer will monitor class attendance, and any student who is found to be absent 20% of scheduled class time within the first five weeks during the Fall and Spring semesters, or a comparable period during a shorter term, shall be contacted by the Director of Student Success to remind the student of the mandatory attendance policy, and to offer counselling support if circumstances warrant. Should there be no change, and student attendance falls below 80% at any time during the sixth through tenth week of the Fall and Spring semesters, or a comparable period during a shorter term, and reminder by the Director of Student Success does not improve attendance, the student will be withdrawn from class with a "W P" or a "W F". The Lecturer shall award a "W P" if the student was doing work that qualified as a passing grade at the time of withdrawal; if the student is doing failing work at the time of withdrawal a "W F" shall be recorded.

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. The summer term represents an abbreviated class schedule therefore a total of 4 sessions of absence is permitted during the summer session.

To be considered for reinstatement in class, a student must contact the Academic Dean within one week of the withdrawal notification. The student should provide any supporting documentation relating to the circumstances of absence. The Dean shall review all pertinent class records, academic work, and documentation provided by the student before making a decision. The decision of the Academic Dean shall be final.

DETERMINATION OF GRADES

The authority to determine grades rests with the lecturer of the course. In order for a student to pass any course taken he/she must complete at least fifty percent of the continuous assessment assignments 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 Academic Dean of the College may counsel the lecturer regarding grading. In the cases where the Department Head is the lecturer, the Academic 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 Academic Dean, who may convene a committee to review the script and recommend a course of action. The Academic Dean's decision shall be final. Please note, however, that the Office of the Academic 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 Life after consultation with the Department Head and the Academic 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 Academic Dean. The Academic Dean may not allow the student to continue class and if necessary notify any Vice President or the 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 Academic Dean. Once the grades are recorded as official, grade reports or transcripts are issued from the Registry.

In cases where an error has been made and a revision 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 Academic 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 semester 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 Academic 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 Academic 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 of the appropriate Academic 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, a degree 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.

STUDENT RIGHTS AND RESPONSIBILITIES

The purpose of the Student Rights and Responsibilities statement is to define a student's basic rights within the College community, state what actions students may expect from the College to protect those rights, and explain the College's expectations of its student members, including the standards by which student behaviour are measured. This statement describes unacceptable student behaviour and outlines the procedures by which students are disciplined if they engage in unacceptable conduct.

Students have the right to be treated fairly by the College, to accomplish the goals for which they came to the College in a conducive environment, harmonious of the College, and to be informed of College policies and/or regulations affecting them. Any student accused of violating College policies and/or regulations is entitled to fair and balanced procedural protection. For a copy of the full policies and procedures, please refer to the Student Code of Conduct outlined in the Student Handbook, available in the Office of Student Life and on the College's Website.

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 Academic Dean.

COURSE EVALUATIONS

Continuous assessment shall take place throughout the semester and account for forty per cent to sixty per cent of the course grade. The final examination accounts for the remaining percentage of the course grade. Under no circumstance should the continuous assessment grade or final examination grade account for less than forty per cent of the final course grade. **There will be a final oral, written or practical examination for every course.**

SUPPLEMENTAL EXAMINATIONS

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

GRADING SYSTEM

When requirements for each course are satisfactorily completed, credits and grades are assigned. The quality of performance is indicated by the grade given at the end of the semester.

GRADE		GRADE POINTS	PERCENT RANGE
A+	Superior	4.0	96 – 100%
A	Outstanding	4.0	90 – 95%

A-	Excellent	4.0	84 – 89%
B+	Very High	3.0	78 – 83%
B	High	3.0	72 – 77%
B-	Good	3.0	66 – 71%
C+	Above Average	2.0	60 – 65%
C	Average	2.0	55 – 59%
C-	Below Average	2.0	50 – 54%
D	Low Passing	1.0	45 – 49%
F	Failure	0.0	Under 45%
I	Incomplete	0.0	
W	Withdrawn	0.0	
WP	Withdrawn Passing	0.0	
WF	Withdrawn Failing	0.0	
Q	Dropped by President's Permission	0.0	
AU	Audited	0.0	
NR	No Grade Reported		
AF	Academic Forgiveness		

“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 next semester or it will be converted to an “F” automatically.

“W ” indicates withdrawal from the course.

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

“W F” indicates the student is doing failing work 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.

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 three 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 last 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 last letter grade earned in the repeated course will be used in computing the 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. 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 “W P” or “W F” 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 doing failing work 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” - 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 will result in a grade of “F” on the student’s official transcript.**

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 information contained in student records in the course of their normally assigned duties. Students have the right to inspect their own official records and authorise their release to an outside source by signing the *Authorisation of Release of Information Form*, available from the Registry. Through the use of 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, with the exception of “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.**

STUDENT SUCCESS CENTRE

The Student Success Centre is a “one-stop shop” for 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, personal and career development needs of students. Complementing the efforts of the teaching facility, students will be served through a personalized 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
- Manage their time
- Resolve personal difficulties
- Join or form a student organization
- Organize student activities
- Develop leadership skills
- Plan their career

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

SERVICES OFFERED

Academic Support Services

- Student Orientation
- Peer Mentor Programme
- On line Academic Assessment using Accuplacer
- Tutoring and study Skills
- Student advising
- Transfer Counselling

Personal Growth & Development

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

Career Development

- Career Assessment – **SIGI**³
- Career Planning and Counselling
- Job Placement

Campus Health Service

- Acute illness care
- Health Promotion & Wellness Care
- Health Maintenance Monitoring
 - Weight & Height
 - Body Mass Index (BMI)
 - Blood Pressure
 - Blood Sugar
 - Urinalysis
- Women's Health
- General Health Counselling and Referrals
- Immunization / Referrals
- Self Care Station
- Self-Monitoring, Education and Support
- Other services sourced as needed

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 information contained within these records must be granted by the Director of the Student Success Centre, 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 located 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 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 Association, the Office of Student Life and Special Events aims to enrich the lives of our students, our college and our community. HLSCC is committed to providing each student with the essential support services required to ensure total student development and success.

New Student Orientation

New Student Orientation includes

- Campus Tours
- Seminars
- Social Activities
- Sports Events
- Adult Orientation
- Walk-in Visits with Faculty and Administration

Student Organisations and Activities

The following student organizations are available to students:

- Archery Club
- Computer Technology Club
- Debating Club
- Drama Club
- Hospitality Club
- Male Basketball 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 (WOPAHP)

The following student activities are available to students:

- Bowling
- Debate Competitions
- Pizza/Social Night
- Talent Extravaganza

Other Services and Activities

The annual HLSCC Transfer Fair brings together recruiters, prominent business representatives, and representatives from various academic institutions and working professionals to assist HLSCC in counselling students about career decisions preparations and opportunities. Cultural programmes and community outreach such as the *Performing Arts 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.

CENTRE FOR PROFESSIONAL DEVELOPMENT AND COMMUNITY EDUCATION

The Centre for Professional Development and Community Education (CPDCE) is a self-sustaining unit that 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. Laverty Stouff Community College.

MISSION

The Mission of CPDCE 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 CPDCE will be 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 FINANCIAL SERVICES INSTITUTE AT HLSCC (FSI)

The Financial Services Institute at HLSCC serves as a facilitator for the development of intellectual capital within British Virgin Islands Financial Services Industry and an enabler to ensure that employees within the sector have support in attaining internationally recognised bench mark qualifications. Students attending the Institute come from a variety of backgrounds and a variety of age groups. Although the majority of students are already employed within the financial services industry, others who have ambitions to break into the industry come directly from an Associate Degree course at HLSCC, the public service, or other private service sectors.

The Financial Services Institute delivers and facilitates courses from, and provides examination centre facilities for, the Institute of Chartered Secretaries and Administrators (ICSA), the Society of Trust and Estate Practitioners (STEP) and The International Compliance Association (ICA).

The Institute of Chartered Secretaries and Administrators (ICSA)

The FSI is one of only three Registered Tuition Providers within the Caribbean Region and delivers courses at Certificate and Diploma Level in Offshore Finance and Administration. **In spring 2015, the FSI will offer the new ICSA Level 4 International Finance and Administration suite of qualifications, which will replace the Certificate Level courses in Offshore Finance and Administration.**

The Society of Trust and Estate Practitioners (STEP)

The FSI is an approved centre for the delivery of STEP courses and currently delivers the Foundation Certificate and Diploma level courses in International Trust Management.

The International Compliance Association (ICA)

The FSI is an approved centre for the delivery of ICA courses and currently delivers the International Advanced Certificate and Diploma programs in Compliance.

The Chartered Institute of Legal Executives (CILEX)

CILEX is the professional; association for Chartered Legal Executives. The FSI is an approved center for the delivery and examination of CILEX courses. Level 2 courses are currently delivered at HLSCC. Additional courses are under consideration for 2014.

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:

- 1) to satisfy entry requirements to college level courses;
- 2) for general enrichment; and
- 3) 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

-----A-----

ACC 050 Introduction to Accounting (F, S, Su)

2 hours/non-credit

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. (*Prerequisite: General college entrance requirement*)

ACC 100 Principles of Accounting I (F, S, Su)

3 credits

This introductory course is designed to give students an opportunity to learn and apply fundamental accounting principles. Students will be exposed to the accounting process which includes journalizing and creating basic financial statements for service and merchandising businesses. Additional emphasis is placed on financial statement analysis, internal control, accounting for inventories, short-term and long-term assets. (*Prerequisite: MAT 051 and Co-requisite: ENG 104; Minimum grade of C required*)

ACC 101 Principles of Accounting II (F, S)

3 credits

This course is designed to introduce more complex areas of accounting such as accounting for partnerships, corporations and long-term liabilities. Other topics covered include preparation of corporate financial statements including the statement of cash flows and financial performance evaluation. (*Prerequisite: ACC 100, ENG 104*)

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

This course is intended to familiarize the students with the kind of accounting information required by managers and outside interests such as shareholders, bankers, creditors, government agencies and the general 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 Management Accounting (ICSA) (F) 3 credits

This course is designed to develop the students understanding of Management Accounting, its procedures, techniques, criteria and development for purposes of planning control and decision making. Some of the major areas to be covered include the nature of management accounting, product and service costing, planning and decision-making, budgets and budgeting control standard costing and performance analysis. *(Prerequisite: as per ICSA Standard)*

ACC 201 Auditing (F) 3 credits

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 Cost Accounting (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 controlling daily operations for decision making purposes, and covers such topics as direct and marginal costing, job costing budgeting, responsibility accounting, standard costing, variance analysis and relevant cost analysis. *(Prerequisite: ACC 101)*

ACC 220 Introduction to Tax Accounting (S) 3 credits

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)*

AMS 101 Introduction to Marine Electrical Systems (F) 3 credits

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 Marine Electrical Systems I (S) 3 credits

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 Basic Marine Refrigeration (F) 3 credits

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 Marine Refrigeration & Air Conditioning I (S) 3 credits

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 Marine Plumbing Systems (S) 3 credits

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

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 Marine Diesel Engines I (F, S) 3 credits

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

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 Outboard Engines I (F, S) 3 credits

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 Introduction to Welding (F) 3 credits

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 Machine Shop Technology and Practices (S) 3 credits

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 Fibreglass Maintenance and Repair (F) 3 credits

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 Introduction to Fibreglass Boatbuilding (S) 3 credits

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 Marine Carpentry I (S) 3 credits

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 brightwork 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 Sailboat Rigging (F) 3 credits

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 Sail Making and Repair (S) 3 credits

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 STCW Basic Courses (5 Days) 3 credits

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 pursuing this course for credit.

AMS 132 Caribbean Boat Masters Grade 2/3 (5 days) 3 credits
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 Boatmaster's License (pre requirements of the Small Commercial Vessel (SCV) and Code). A research paper is required for students perusing this course.

AMS 133 Caribbean Boatmaster's Grade 1 (5 days) 3 credits
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 RYA Short Course (VHF) (1-2 days) 3 credits
This is a Royal Yachting Association (RYA) course intended to develop student competency I operating marine VHF/DSC radio equipment with particular emphasis on distress and safety at sea. This qualification is also recognized by the Virgin Islands Shipping Registry (VISR) as meeting the radio requirements for issue of a Caribbean Boatmaster's License.

AMS 170 Sailboat Theory and Practice (F) 3 credits
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 with practical exercises conducted aboard the College's sloop, *Vigilant*.

AMS 171 Small Boat Safety and Maintenance (S) 3 credits
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 Small Boat Handling (S) 3 credits
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 Introductory Seamanship (F, S) 3 credits
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 Chart Reading and Basic Navigation I (F, S) 3 credits

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 Navigational Rules I (S) 3 credits

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 Introduction to Marine Transportation (F) 3 credits

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 containerization 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 Introduction to the BVI Marine Industry (F) 3 credits

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 Marine Supervision (S) 3 credits

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 Marine Refrigeration and Air Conditioning II (F) 3 credits

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 Marine Electronics (F) 3 credits

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 Marine Diesel Engines II (F) 3 credits

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 overhaul will be the central focus of this course. *(Prerequisite: AMS 111)*

AMS 213 Outboard Engines II (F) 3 credits

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 troubleshooting 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 Marine Welding (S) 3 credits

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 Marine Carpentry II (F) 3 credits

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 Electronic Navigation I (F) 3 credits

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 Chart Reading and Basic Navigation II (S) 3 credits

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 Engineering Science and Technology (F) 3 credits

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.

ANT 100 Introduction to Anthropology (F) 3 credits

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.

AUT 100 Workshop Occupational Health and Safety (S) 3 credits

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.

AUT101 Automotive Engineering Technology and Science (F, S) 3 credits

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 Engine Overhaul and Repairs (S) 4 credits

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 Chassis, Brakes and Suspensions Systems (F) 3 credits

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 Automotive Transmission and Power Train Systems (S) 3 credits

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 Electronic Fuel Injection (S) 3 credits

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 Automotive Diagnostic and Scanners (SU) 3 credits

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 Chassis Electrical Wiring and Ancillaries I (F) 3 credits

This technical course is a must for all mechanics who wishes 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 computerized vehicles and fuel injection systems diagnostics and repairs.

AUT 110 Automotive Electrical and Electronics (F) 3 credits

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.

AUT115 Small Engine Mechanics (F) 3 credits

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.

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

This is an introductory, field-oriented course for non-science majors. It meets the General Education Science requirement for an associate degree at HLSCC. Students gain a practical understanding of ecosystems diversity on BVI. Saturday field sessions are scheduled throughout the semester. Students study the plants and animals that make up various habitats, including wet and dry forests, salt ponds, mangrove forests, scrub-land, sea grass beds, and coral reefs. (*Prerequisites: all Pre-college Mathematics and English courses*)

BIO 105 Introduction to Nutrition (F) 1 credit

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 will be required to complete a personal dietary analysis and assessment and create a balanced meal. (*Pre-requisites/ Co-requisites: Pre-College English*)

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

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 will explore 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 BVI. The second part of the course explores the fundamentals of nutrition and the ways in which nutrition affects health. (*Prerequisites: all Pre-college Mathematics and English courses*)

BIO 110 General Biology I (F, S as needed) 4 credits

This is the first of two courses in the General Biology series. Students gain an understanding of biological chemistry, plant and animal cell biology, cell metabolism, genetics and inheritance, biological variation, population genetics, natural selection, and evolutionary theory. The laboratory portion of his course affords students practical experiences in the topics covered in class. Exercises include both laboratory and field studies. Students are taught microscopy, scientific methods, data collection, data analysis and report writing. (*Prerequisite: SCI 050 or High School Certificate Grade 1 Level A-Pass in Biology or CXC General Biology grade III or GCE Biology grade C. Also, all pre-college Mathematics and English courses*)

4 credits

This course is the second semester of General Biology. Topics studied are comparative physiology of plants and animals, reproduction, development, biodiversity, ecology, and animal behaviour. The laboratory portion of this course affords students practical experiences in the topics covered in BIO 112. A variety of plants, invertebrate, and vertebrate animals are dissected in the laboratory. Areas of study include quantitative methods in ecology, experimental techniques, sampling methods, data analysis and report writing. (*Prerequisite: a pass of C or higher in BIO110*)

BIO 200 Energy Pathways, Regulation, Inherited Change & Evolution (F) 4 credits

This course is the third of a four- course sequence in A-level Biology. The following areas will be covered: Part 1, Energy needs in living organisms, aerobic and anaerobic respiration, photosynthesis; Part 2, Homeostasis, the human excretory system, nervous and hormonal communication, regulation of the internal environment, plant hormones; Part 3, Nature of genes and alleles, monohybrid and dihybrid crosses, use of the chi-squared test; Part 4, Natural and artificial selection. The laboratory portion of this course will provide students with practical experience in the topics covered. Investigations in the laboratory will include an analysis of respiration and photosynthesis rates, organ dissection, statistical analysis and simulations of selection. (*Prerequisite: a pass of C or higher in BIO 112- with the consent of the Department Head*)

BIO 202	Special Topics in Biology (S)	4 credits
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This course is the final semester in the four-course sequence in A-level Biology. This course will cover a variety of special topics in Biology including such areas as biodiversity and conservation, gene technology, biotechnology, crop plants and aspects of human reproduction. The course will also provide for comprehensive revision of the entire four-course sequence. The laboratory portion of this course affords students practical experiences in topics covered in this and previous semesters. Upon completion of this course students should be prepared to successfully complete the GCE A-level examination in Biology. (*Prerequisite: a pass of C or higher in BIO 112- with the consent of the Department Head*)

BIO 212 Anatomy & Physiology I (F) 4 credits

This is the first of a two-course sequence in Anatomy & Physiology exploring the structure and function of the human body and related homeostatic mechanisms. Topics covered include body organization, 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: a pass of C or higher in BIO 110 and either BIO 106 or BIO 112)*

BIO 214	Anatomy & Physiology II (S)	4 credits
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This is the second of a two-course sequence in Anatomy & Physiology with continued study of the structure and function of the human body 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, case study work, and microscopy skills. This course prepares students for further studies in health-related fields and physical education. (*Prerequisite: a pass of C or higher in BIO 212*)

4 credits

This upper-level 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 design individual studies using quantitative methods to study ecological problems. A variety of BVI ecosystems will be studied in depth. (*Prerequisites: a pass of C or higher in BIO 112, and completion or concurrent enrolment in MAT 113*)

4 credits

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, applied plant and animal genetics, 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. Students are required to review current literature on specific topics. (*Prerequisites: a pass of C or higher in BIO 112, and completion or concurrent enrolment in MAT 113*)

4 credits

This is an upper-level course for students concentrating in the natural sciences. Topics covered include basic oceanography, larval ecology, marine environments of the world, plankton communities, meiofauna, estuaries, salt marshes, mangroves, coral reef biology, reproduction of reef organisms, symbiosis, marine animal behaviour, mariculture, coastal resource management and fisheries biology. The laboratory portion of the course affords students practical experiences concerning topics covered in the classroom. Coral reef, sea grass, and mangrove communities are studied in situ as well as in laboratory aquaria. A research project on any aspect of tropical fisheries is required. (*Prerequisites: a pass of C or higher in BIO 112, and completion or concurrent enrolment in MAT 113*)

3 credits

This is an independent-study course in which upper-level Biology students perform their own research projects with guidance from the instructor. Students design, analyse results of, and discuss findings from an investigation into a specific question in Biology. Projects may include experimental research and/or literature reviews. (*Prerequisite: Any 200-level Biology course, SCI 235, ENG 105 and MAT 113*).

3 credits

This course is designed to acquaint students with the field of human nutrition as it relates to health and disease. The class will deal 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. The course includes a combination of lecture and discussion. All students are required to perform a personal diet analysis to learn the technique. *(Prerequisite: a pass of C or higher in BIO 112, and completion or concurrent enrolment in MAT 113)*

BUS 100 Business Law I (F, S)**3 credits**

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 Business Law II (S)**3 credits**

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 Budgeting (F)**3 credits**

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 Fundamentals of Business (F, S, Su)**3 credits**

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 and information management. *Minimum grade of C is required for this course. (Co-requisites: ENG 104)*

BUS 111 Small Business Management (S)**3 credits**

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: controlling, pricing, advertising, record keeping, budgeting, purchasing, inventory control, acquisition of capital, and other specific current concerns of a small business operation. *(Prerequisite: ACC100, BUS100, BUS120, and BUS203)*

BUS 120 Marketing I (F, S)**3 credits**

To introduce students to the many concepts within the Marketing arena so they can recognize 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. *(Prerequisite: BUS 110, ENG 104)*

BUS 123 Retail Management (S)**3 credits**

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.
(Prerequisite: ACC 100 and BUS 120)

BUS 140 Supervision (S) 3 credits

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. (Prerequisite: ENG 104, BUS110)

BUS 141 Introduction to Leadership (S) 2 hours/non-credit

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 (Prerequisite: ENG 051 and 052)

BUS 143 Professional Administration (ICSA) (S) 3 credits

This course is designed to develop the student’s knowledge and understanding of the processes and techniques in professional administration and awareness of organizational context and environment. Issues such as corporate needs and decision-making and policy implementation monitoring and review would be extensively explored. (Prerequisite: As per ICSA standards)

BUS 201 Human Resource Management (F) 3 credits

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 203 Management Principles (F, S) 3 credits

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 ever-changing 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 101, BUS 110 and 120, ENG 104 and 106, ECN 100 or the consent of the Department Head)

BUS 204 Management Practice (ICSA) (S) 3 credits

The objective of this programme is to develop students’ awareness of effective management in the functional and corporate context. Emphasis will be placed on management development, human resource development, organisational mission, management of change, organisational performance,

BUS 205	Issues in Leadership (S)	3 credits
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BUS 206	Finance and Accounting Functions (F)	4 credits
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BUS 223	Consumer Behaviour (F)	3 credits
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BUS 225	Advertising and Promotional Strategies (S)	3 credits
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BUS 230	Corporate Administration I (IBCs) (F)	3 credits
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BUS 231	Corporate Administration II (Trusts) (S)	3 credits
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BUS 233	Corporate Law (ICSA) (F)	3 credits
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corporate governance, reconstruction, disputes and liquidation and winding up. *(Prerequisite: as per ICSA standards)*

BUS 235 Administration of Corporate Affairs (ICSA) (S) 3 credits

The objective of this course is to develop an understanding of the need for effective administration of Corporate Affairs including physical, human and intangible corporate resources and knowledge of the legal environment. Major topics to be covered include corporate communications and meetings, pensions insurance and risk, and management of corporate assets. *(Prerequisite: as per ICSA standards)*

BUS 236 Corporate Finance, Regulation and Taxation (ICSA) (F) 3 credits

The objective of this course is to develop the students' skills in business and financial planning and to promote their understanding of fiscal and regulatory environments. Major topics include business expansion financial growth and restructuring strategies, sources of finance, working capital management, capital structure, cost of capital and capital investment appraisal and taxation. *(Prerequisite: as per ICSA standards)*

BUS 237 Company Secretarial Practice (ICSA) (F) 3 credits

The objective of this programme is to develop the students understanding of the company secretary's role in ensuring compliance with stationary provisions and stock exchange regulations based upon established and best practice. Major topics include the role of the company secretary and directors, meetings, company formation, loan capital, statutory registers and returns, stock exchange requirements, share registration, new share issues and take-overs. *(Prerequisite: As per ICSA standards)*

BUS 241 Principles of Finance (F) 3 credits

This course is designed to provide students with foundation knowledge of money and its management. Topics include the role of the financial manager, financial statement and risk analysis and the time value of money. Students will also be exposed to securities valuation and capital structure theory. *(Prerequisite: ACC 100, BUS 110 and ECN 100, MAT 113, MAT 110)*

BUS 242 Financial Management I (F) 3 credits

This course is an in-depth analysis of the advanced concepts critical to the financial manager's performance. Topics to be covered include: break-even analysis, financial planning, management and financing of short-term and long-term assets, derivatives and corporate restructuring techniques. *(Prerequisite: BUS 241)*

BUS 243 Financial Markets and Institutions (S) 3 credits

This course offers an introduction to the financial system. It provides a conceptual understanding of financial markets and institutions (both international and domestic), interest rate theory and monetary policy. In addition, it highlights the role of depository and non-depository financial intermediaries in the global economy. *(Prerequisites: BUS 241, BUS 131)*

BUS 250 Investments and Securities Markets (S) 3 credits

This course is designed to orient the student to the technical aspects of investing in the Financial Markets. Topics include the buying and selling of securities, portfolio selection and management, bond analysis, stock options and futures. *(Prerequisite: BUS 241)*

BUS 260 Administrative Principles (F)**3 credits**

Through this course, students will develop basic practical and theoretical administrative techniques through the teaching of management and administrative methods. Topics include general and specific environmental characteristics affecting management, pre-classical, classical and neo-classical approaches to management. (*Prerequisite: Any 200-level Biology course, SCI 2XX, ENG 105 and MAT 113*).

C

CHE 110 General Chemistry I (F)**4 credits**

This course introduces the student to the modern concepts of the nature of the atom, chemical bonding and molecular structure, chemical equations, stoichiometry, thermo chemistry, 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 High School Certificate Grade 1 Level A Pass in Chemistry or CXC General /GCE Chemistry Pass and High School Certificate Grade1 Level A-Pass in Mathematics or CXC General Mathematics grade III or GCE Mathematics grade C*)

CHE 112 General Chemistry II (S)**4 credits**

A continuation of CHE 110 Topics covered include water and solutions, acids and bases, oxidation and reduction, acid-base equilibria, solubility product equilibria, complex ion equilibria, chemical thermodynamics and kinetics, introduction to organic and nuclear chemistry. The laboratory portion of this course is a practical introduction to qualitative and quantitative (volumetric and gravimetric) analysis. (*Prerequisite: a pass of C or higher in CHE 110*)

CHE 210 Organic Chemistry I (F)**4 credits**

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; structure determination—mass spectroscopy, infrared spectroscopy, nuclear magnetic resonance spectroscopy. The laboratory portion of this course is an introduction to the practices and techniques of the contemporary organic laboratory. (*Prerequisite: a pass of C or higher in CHE 102 or CHE 112*)

CHE 212 Organic Chemistry II (S)**4 credits**

A continuation of CHE 210 Topics covered include alcohols, carbonyl compounds, aromaticity, electrophilic aromatic substitution, amines ethers, heterocyclic compounds. The laboratory portion of this course includes multi-step syntheses and an introduction to the spectrophotometric identification of organic compounds. (*Prerequisite: a pass of C or higher in CHE 210*)

COM 100 Personal Development for College Success (F, S)**1 credit**

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.

CSC 049 Computer Skills I (F) 3 hours/non credit

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 Computer Skills II (S) 3 hours/non-credit

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 Introduction to Computers (F, S) 3 credits

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. *(Prerequisite: ENG 051, 052 or equivalent)*

CSC 103 Programming Techniques (F, S) 3 credits

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/output requirements, mathematic and logic procedures and design methodologies. Students will be taught how to specify algorithms using tools like pseudo code and structure charts. *(Prerequisite: Acceptance to any of the College's programmes and MAT 108 or MAT 110)*

CSC 104 Microcomputer Applications' Software (F, S, Su) 3 credits

This course familiarizes 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. *(Prerequisite: Acceptance to any of the College's programmes)*

CSC 106 Introduction to Web Page Design (F, S) 3 credits

This course introduces students to the tools, techniques, and languages for designing and implementing webpages 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 markup language (HTML), Cascading Style Sheets (CSS), and other web design tools and techniques. *(Prerequisite: CSC 104)*

CSC 108 Desktop Publishing (S) 3 credits

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. *(Prerequisite: CSC 121)*

CSC 113 Programming Language I (S) 4 credits

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 program 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. *(Prerequisite: CSC 103 and MAT 110 or equivalent)*

CSC 114 Database Design and Applications (F) 3 Credits

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: CSC 103 and CSC 121)*

CSC 117 Computer Concepts and Programming (F) 4 credits

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 Database Organisation and File Design (S) 4 credits

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 Introduction to E-Commerce 3 credits

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.

CSC 203 Programming Language II (F) 4 credits

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 Database Organisation and Management (S) 3 credits

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 normalization. (*Prerequisite: CSC 114 and ENG 104*)

CSC 206 Intermediate Web Page Design 3 credits

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. (*Prerequisite: CSC 106 and CSC 103*)

CSC 208 Graphic Art 3 credits

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 colour theory. They will also have the 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 Introduction to Computer Architecture (S) 3 credits

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. (*Prerequisite: CSC 121, MAT 110 or equivalent*)

CSC 211 Information Systems (F) 3 credits

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: CSC 121 and BUS 110*)

CSC 213 Systems Analysis and Design (F) 3 credits

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. (*Prerequisite: ENG 115, BUS 110; Co-requisite: CSC 114 or CSC 203 or CSC 206 or CSC 208*)

CSC 214 Introduction to Networking (S) 3 credits

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 121*)

CSC 215 Applications of Computer Studies (F, S) 3 credits

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)*

CSC 217 Principles of Systems Analysis and Design (F) 4 credits

This course covers the main principles of systems analysis and design. Through the study of particular computer application, various methods of analysing and designing systems are explored. This course may count as the third of four courses in preparation for the GCE Advanced Level, or CAPE Examination in Computing. *(Prerequisite: CSC 118)*

CSC 218 Computer Architecture and Communications (S) 4 credits

Computer Architecture and Communications provides broad coverage of the major software and hardware elements of computer systems and their design that enables effective solution to be achieved. This course may count as the fourth of four courses in preparation for the GCE Advanced Level Examination in Computing or CAPE. *(Prerequisite: CSC 217)*

CUL 101 Food Safety Operation and Sanitation 1.5 credits

An introduction to food production practices governed by changing US federal & 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 ServSafe examination for certification.

CUL 109 Cultural Dimension of Food 1.5 credits

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 111 Culinary Proficiency I 3 credits

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 organization, plate development, culinary French terms, and food costing.

CUL 115 A la Carte Cooking (Breakfast/Lunch) 3 credits

Students will practice classical techniques of egg cookery, classical breakfast sauces, and traditional breakfast recipes, while utilizing local ingredients and menus that emphasize Caribbean cuisine. They will also have continued development and assessment in knife and organizational skills, product identification and Safety & Sanitation.

CUL 119 Meat and Seafood Identification and Fabrication 3 credits

An introduction to meat and seafood identification and fabrication for foodservice operations. In this course, students learn the fundamentals of purchasing specifications; receiving, handling, and storing meat and seafood; techniques for fabricating cuts for professional kitchens; meat grinding, brining, curing, and smoking; and basic sausage making and portioning.

CUL 121 Culinary Proficiency II 3 credits

An introduction to the fundamental concepts and techniques of basic protein, starch and vegetable cookery. Higher development of fundamental cooking theories and techniques from Culinary Proficiency one will be continued. Emphasis on the study of ingredients and an introduction to small sauces will be given. Expanded concepts of time lines and multi- tasking, station organization, culinary French terms and Food costing will continue.

CUL 125 Caribbean Cuisine 3 credits

Students will learn and practice the proper application of dry, moist, and combination cooking techniques. While gaining product knowledge of Caribbean ingredients, by exploring the local agricultural and fishing trends. Emphasis will be placed on Caribbean foods while integrating the development of sustainable agriculture, the importance of back yard farming as well as food handling, knife skills, professionalism, sanitation, organization, pace and timing.

CUL 129 International Cuisine 3 credits

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 Quantity Food Productions 3 credits

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 organization 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 Garde Manger 3 credits

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 centerpiece and ice carving is taught, as well as fruit and cheese displays.

CUL 139 Internship 3 credits

The internship allows students the opportunity to explore career paths in the field, and is required of all full - time students. The internship begins after completion of the first academic year and consists of 480 hours of full-time employment.

CUL 201 Menu Policy, Planning& Development 1.5 credits

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 Baking and Introduction to Prepared Foods 3 credits

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 Cakes and Pastry 3 credits

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 211 Banquet Cuisine 3 credits

Students will be introduced to the varied ways in which banquets and catering events may be executed. Terms relating to equipment, food preparation, service and presentation will be discussed. Students will prepare a new menu each day, following the principles and techniques associated with preparing and serving food to large groups, highlighting the importance of maintaining quality and food safety. Students will also learn how to organize, plan, and operate a banquet kitchen.

CUL 215 A la Carte Cooking (Fine Dining) 3 credits

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 organize 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 219 Wine Studies 3 credits

Exploration of the roles that wine and spirits play in quality and professional foodservice operations. This course will emphasize styles of wine from around the world, the theory and practice of matching wine with food, tasting wines, and organizing wine service. This course will focus on subjects such as wines of the New World (Northern and Southern Hemispheres) and the Old World (Europe) as well as purchasing, storing, marketing, and serving wines in a restaurant environment. Students will also participate in a restaurant based wine and food tasting, which will be the basis for a wine and food pairing essay.

CUL 221 Introduction to Catering Management 1.5 credits

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 Restaurant Service and Management 3 credits

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 Vegetarian/ Vegan Cookery 3 credits

In this course students will focus on using skilful 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 240 Restaurant Apprenticeship 90 hours/3credits

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. This course is in relation to HLSCC priority 1- measure 1.2

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DMT 120 Introduction to Disaster Management (F, S, or as needed) 3 credits

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 organizations are also covered.

DMT 122 Community Preparedness (F, S, or as needed) 3 credits

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 Emergency Care and Treatment (F, S, or as needed) 3 credits

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 Hazardous Materials (F, S, or as needed) 3 credits
Problems of chemically active and hazardous materials in emergency situations are presented to the student. Their identification, transportation, storage, usage and management are discussed. *(Prerequisite: DMT 120 and 122)*

DMT 142 Public Infrastructure (F, S, or as needed) 3 credits
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. *(Prerequisite: DMT 120 and 122)*

DMT 144 Public Information and Crisis Communication (F, S, or as needed) 3 credits
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. *(Prerequisite: DMT 120 and 122)*

DMT 220 Disaster Planning (F, S, or as needed) 3 credits
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. *(Prerequisite: DMT 120 and 122)*

DMT 230 Mitigation (F, S, or as needed) 3 credits
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. *(Prerequisite: DMT 120, DMT 122 and DMT 142)*

DMT 246 Response and Recovery (F, S, or as needed) 3 credits
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. *(Prerequisite: DMT 120, DMT 122 and DMT 144)*

DMT 264 Mass Casualty Management (F, S, or as needed) 3 credits
In this course the basic principle of dealing with mass casualty management issues in small states with scarce medical resources is examined. *(Prerequisite: DMT 120, DMT 122 and DMT 126)*

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ECN 100 Principles of Micro-Economics (F, S) 3 credits
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.

(Prerequisite: BUS 110, MAT 108 or MAT 110)

ECN 105 Principles of Macro-Economics (F, S) 3 credits

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. *(Prerequisite: BUS 110, MAT 108 or MAT 110)*

EDU 105 Educational Psychology (F) 3 credits

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 Foundations of Education (F, S) 3 credits

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 School and Society (F, S) 3 credits

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 Curriculum Development and Instruction (F) 3 credits

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 Teaching Elementary Mathematics I (F) 3 credits

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 Teaching Elementary Social Studies I (F) 3 credits

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, generalizations, 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)*

EDU 129 Teaching Elementary Science I (F) 3 credits

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 Teaching Elementary Language Arts I (F) 3 credits**
 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 Health and Family Life Education (F, S) 3 credits**
 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, analyse and make socially responsible choices in relation to their health and personal well-being. *(Prerequisite: ENG 104)*
- EDU 150 Educational Technology (S) 3 credits**
 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 audiovisual 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 Classroom Management (F, S) 3 credits**
 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 Measurement and Evaluation (S) 3 credits**
 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 Research Methods in Education (F, S) 3 credits**
 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 225 Student Teaching (F, S) 4 credits**
 The purpose of this course is to create more effective, competent teachers by providing 'hands on' participation. This is achieved through micro-teaching sessions as well as classroom experience for ten weeks. It is completed over an academic year. *(Prerequisites: EDU 105, EDU 210, EDU 215)*
- EDU 227 Teaching Elementary Mathematics II (S) 3 credits**
 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 127)*

EDU 228 Teaching Elementary Social Studies II (S) 3 credits
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 128*)

EDU 229 Teaching Elementary Science II (S) 3 credits
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 129*)

EDU 235 Teaching Elementary Language Arts II (S) 3 credits
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 135*)

EDU 237 The Teaching of Music (F, S or as needed) 3 credits
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 variety of musical instruments.

EET 100 Electrical Technology (F, S) 3 credits
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*)

EET 101 Electronic Circuits and Devices (F) 4 credits
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.

EET 102 Electronic Communication (S) 3 credits
This course is designed for the electronic technician who will specialize 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, Satellite Communications.

EET 103 Electric Power Systems and Controls (F) 3 credits
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 Applied Electricity with Practical Project (S) 4 credits
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*)

EET 105 Appliance and Computer Hardware (F) 3 credits
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 Residential and Commercial Electrical Wiring (F, S) 3 credits
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*)

EET 108 Computer Architecture (F, S) 3 credits
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.

ENG 050 Sentence Sense and Mechanics 3 hours/non-credit
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 Paragraph Structure and Development 3 hours/non-credit
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 Reading and Vocabulary 3 hours/non-credit
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 Writing for Technicians I 3 hours/non-credit
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 Writing for Technicians II 3hours/non-credit
This course provides instruction in technical writing for Workforce students. Students focus on the rhetorical strategies of illustration, causal analysis, comparison, and classification, and are introduced to basic research skills and methods. Students participate in workshops and use specific revision strategies and conferencing to explore various methods of developing their subjects for appropriate audiences.

ENG 104 English Composition I (F, S) 3 credits

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, 051, 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 English Composition II (F, S) 3 credits

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 recognized citation style (for e.g. MLA, APA, Harvard, or Chicago). *(Prerequisite: A pass of C – 55% in ENG 104)*

ENG 106 Speech Communication (F, S) 3 credits

A practical introduction to the art of public speaking. Students will learn to plan and deliver speeches to inform, entertain, and persuade. *(Prerequisite: A pass of C – 55% in ENG 104)*

ENG 107 The Elements of Literature (F) 3 credits

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: A pass of C – 55% in ENG 104 or the consent of the Department Head).*

ENG 114 Effective Business Writing (F, S) 3 credits

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: A pass of C – 55% in ENG)*

ENG 115 Technical Report Writing (F, S) 3 credits

Intended for technical students. This course uses a similar process approach as ENG 114. Contents of course include research techniques, graphic presentation, reporting proficiency and technical usage. *(Prerequisite: A pass of C – 55% in ENG 104)*

ENG 125 Shakespeare and Other Authors (S) 4 credits

This course is a study of pre-twentieth Century British Literature, with emphasis on the plays and poems of William Shakespeare. *(Prerequisite: A pass of C in ENG 107)*

ENG 200 Selected Topics I (Literature Series) (F) 4 credits

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: A pass of C in ENG 107) (English majors should have taken ENG 125)*

ENG 205 Caribbean Literature (S) 4 credits
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 specialize in English. (*Prerequisite: A pass of C in ENG 107, or the consent of the Department Head*)

ENG 206 Introduction to Mass Media (S) 3 credits
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 Literature of the Black Diaspora (F) 4 credits
A study of the literary contributions of black writers throughout the Black Diaspora. (*Prerequisite: A pass of C in ENG 107 or the consent of the Department Head*)

ENG 210 Selected Topics II (Literature Series) (S) 4 credits
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: A pass of C in ENG 107*) (*English majors should have taken ENG 125 and ENG 200*)

ENG 220 Introduction to Linguistics I (S) 4 credits
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 Selected Topics – Linguistics Series (S) 4 credits
An in-depth study of one of the following topics: a) Figurative Language, b) Cohesion, and c) Intonation and Stress. (*Prerequisite: ENG 221*)

ENG 222 Literary and Cultural Theory (S) 4 credits
This course will provide a survey of the major trends in contemporary literary theory and criticism. (*Prerequisite: A pass of C in ENG 125, or the consent of the Department Head*)

ENG 225 Writing Workshops (S) 2 hours/non-credit
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.

-----**F**-----

FRE 100 Elementary French (F, S) 3 credits
An introduction for students with little or no background in French. Emphasis on basic cultural concepts, sound grammatical knowledge and comprehension. Oral and written exercises complement aural and reading activities to provide students with a holistic view of language development.

FRE 101 Intermediate French (F, S) 3 credits
Intensive courses for students requiring further study in oral and written French. Selected reading from French texts, and use of films and audio/video tapes provide opportunity to develop comprehension, fluency, literary appreciation and written discourse. *(Prerequisite: A pass of C in FRE 100)*

FRE 200 French Usage (F) 3 credits
Translation exercises, readings from literature, newspapers and magazines, and use of audio and video materials. Students are provided with opportunity to enlarge vocabulary and improve comprehension. *(Prerequisite: A pass of C in FRE 101)*

FRE 201 Conversational French (S) 3 credits
An excellent refresher course for students with previous knowledge and appreciation of French language and culture. Emphasis on active learning through dialogue, presentations and reading designed to develop oral fluency. *(Prerequisite: A pass of C in FRE 200)*

----- **G** -----

GAP 100 The Nature of Politics (S) 4 credits
This course, intended to provide a basic perspective, forms an integral part of the study of the political systems of Britain and the U.S.A. It focuses on theoretical and practical bases of political power such as the Marxist concept of ruling class, the theory of élites, democratic pluralism, etc. It also examines the grounds of political obligation and the rights of the state.

GAP 101 The Political System of Great Britain (S) 4 credits
An attempt is made in this course to develop students' awareness of current proposals for the reform of institutions and practices in Great Britain and, for purposes of comparison, some constitution al practices outside of Great Britain. Broad areas covered include a) The nature of the British Constitution, b) Central Government, and c) Local Democracy and Regionalism. *(Prerequisite: GAP 100)*

GAP 105 American Constitutional History (S) 3 credits
This course is designed to give students an understanding of the Constitution of the United States of America as the foundation of a democratic government.

GAP 200 The Political System of USA (F) 4 credits
The emphasis here is on the Nature of the Constitution, relationships between the levels of government, the process of representation, the formation of policy, access to political influence, the role of the executive, the role of Congress, justice and law enforcement. *(Prerequisite: GAP 100)*

GAP 201 Political Systems Compared (USA and GB) (S) 4 credits
The approach here is one of comparative analysis. Although the main focus will be on comparing the political systems of Britain and the U.S.A, frequent reference will be made to other relevant political systems. Like GAP 100, 101 and 200, GAP 201 is part of the GCE A Level syllabus. *(Prerequisites: GAP 101 and GAP 200)*

GPR 100 General Paper (F, S) 3 credits

A two-semester course, which offers an examination of multi-disciplinary topics -philosophy, social sciences, natural sciences, mathematics, literature and language, designed to encourage achievement of maturity of thought and expression.

-----**H**-----

HIS 100 Caribbean History (F, S) 3 credits

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 Western Civilization (F) 3 credits

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 molded human civilizations. The linkage will be drawn between such thought and the social structure and its political economy. (*Prerequisite: ENG 104*)

HIS 121 World Civilization (S) 3 credits

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 Introduction to Africa (S) 3 credits

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 Selected Topics I (History Series) (F) 3 credits

Choices available include: a) Advanced Caribbean History, b) Advanced American History, c) History of Modern Europe, and d) Advanced African History. (*Prerequisite: HIS 1XX*)

HIS 220 Selected Topics II (History Series) (F) 3 credits

Choices available include: a) Advanced Caribbean History, b) Advanced American History, c) History of Modern Europe, and d) Advanced African History. (*Prerequisite: HIS 200*)

HRM 100 Front Office Management (F) 3 credits

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. (*Prerequisite: BUS 110, BUS 140*)

HRM 110 Introduction to Travel and Tourism (S) 3 credits

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. (*Prerequisite: ACC100, BUS 110, BUS 140*)

HRM 151 Principles of Food Production I (F) 3 credits

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 Introduction to Food and Beverage Management (S) 3 credits

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 fulfill a work attachment. (*Prerequisite: ENG 104, BUS 110, MAT 051*)

HRM 200 Hospitality Internship (F, S, Su) 3 credits

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 Food, Beverage and Labour Cost Control (F) 3 credits

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. (*Prerequisite: ACC 100, HRM 152*)

HRM 215 Management Accounting for Hospitality Industry (S) 3 credits

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 Principles of Food Production II (S) 3 credits

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 general public. (*Prerequisite: HRM 151*)

HRM 254 Applications in Hotel Management (S) 6 credits

This course builds on competencies developed in previous related courses. It focuses on the need for maximizing 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 organization. They will be involved in the day-to-day operations and carry out basic and supervisory functions. (*Prerequisite: HRM 215, HRM 110, HRM 152, HRM 100, BUS 140*).

HRM 260 Applications in Food and Beverage (S) 3 credits

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, standardized recipes and costing for all standardized recipes, menu and facilities design. (*Prerequisite: HRM152, HRM 210, HRM 251, BUS 120*). Internship is built into this course.

HUM 205 Advanced Leadership Studies (F) 3 credits

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*)

-----**M**-----

MAT 050 Pre-Algebra (F, S) 3 hours/non-credit

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. (*Prerequisite: High School Certificate Level B -Arithmetic Pass or CXC Basic Mathematics grades IV-VI*)

MAT 051 Beginning Algebra (F, S) 3 hours/non-credit

The second of two courses for students preparing for College-level mathematics. This course 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 High School Certificate Level B Pass in Mathematics or CXC Basic Mathematics grades I-III or CXC General Mathematics Grade IV or VI or GCE O Level Mathematics Grade D or E*)

MAT 102 Mathematics for Elementary Teachers (F, S) 3 credits

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 Culinary Math (F) 4 credits

Using data and examples relevant to the food service industry, students will use 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, labor cost and control techniques, and purchasing and inventory management. (*Prerequisite: Secondary School Leaving Certificate*)

MAT 108 College Algebra Part 1 (F, S) 2 credits

This course will cover the first half of MAT 110-College Algebra. Topics include the real number system, exponents, operations with algebraic expressions, radical expressions, factoring, solving linear, quadratic, rational, absolute-value equations and inequalities, solving systems of linear equations, radical equations, complex numbers and applied problems. (*Prerequisites: MAT 051 or High School Certificate-Level A-Pass in Mathematics or CXC General Mathematics grade III or G.C.E. O-Level Mathematics grade C*).

MAT 109 College Algebra Part 11 (F, S) 2 credits

This course will cover the second half of MAT 110 College Algebra. It will include co-ordinate geometry, polynomial, rational, exponential and logarithmic functions, with graphs and applications, variation, remainder and factor theorems. (*Prerequisite: a pass of C or higher in MAT 108*)

MAT 110 College Algebra (F, S) 4 credits

Provides students with the opportunity to gain algebraic knowledge needed for many fields such as engineering, business, science, computer technology and mathematics. This course will cover the fundamental concepts of college algebra including factoring, integral and rational exponents, solving equations, inequalities and systems of equations and inequalities, remainder and factor theorems, polynomial, rational, exponential and logarithmic functions with graphs and applications. (*Prerequisite: High School Certificate Grade 1 Level A-Credit in Mathematics- or CXC General Mathematics grades I-II or GCE O' Level Mathematics grade B*)

MAT 112 Mathematical Analysis for Business/Social Science (S) 4 credits

A course in pre-calculus algebra and the mathematics of finance for students whose major area is outside mathematics and science. The relevant algebra will be developed, but mathematical details will not be stressed. Emphasis will be on the applications and use of algebra in the fields of business, economics and social sciences. (*Prerequisites: MAT 051 or High School Certificate Grade 1 Level A- Credit in Mathematics or CXC General Mathematics grades I-II or GCE O' Level Mathematics grade B*).

MAT 113 Introduction to Statistics (F, S) 4 credits

An introductory course in statistics. It will provide students with the basic techniques for collecting, presenting, analyzing and interpreting data. It will include a research project using statistical methods learned in class. (*Prerequisite: MAT 051 or High School Certificate Grade 1 Level A-Pass in Mathematics or CXC General Mathematics grades I-III or GCE O' Level Mathematics grade C*).

MAT 120 College Trigonometry (S) 4 credits

Designed for mathematics, science, engineering and technology students. The course will cover fundamental concepts of trigonometry and will be a preparation for calculus. Topics will include trigonometric/circular functions, their inverses and graphs, trigonometric equations and identities, the solution of triangles, applications to vectors and complex numbers, and conic sections. (*Prerequisite: a pass of C or higher in MAT 109, MAT 110, or MAT 112*).

MAT 210 Survey of Calculus (F or S as needed) 4 credits

A course for mathematics, science, and engineering majors. It will cover graphs, functions, limits, continuity, differentiation, and integration of algebraic and circular functions with applications.

(Prerequisite: a pass of C or higher in MAT 102 or MAT 120)

MAT 212 Calculus for Business (F or S as needed) 4 credits

Introduction to limits, differential, and integral calculus with emphasis on graphs, techniques and applications to business, economics, and the social sciences rather than on theory. This course is not equivalent to MAT 210. *(Prerequisite: a pass of C or higher in MAT 109, MAT 110 or MAT 112).*

MAT 220 Further Topics in Calculus (F or S as needed) 4 credits

A second course in calculus for mathematics, science and engineering majors. This course will include inverse functions (including differentiability), transcendental functions, integration techniques, improper integrals, topics in plane analytical geometry, hyperbolic functions, and infinite series. *(Prerequisite: a pass of C or higher in MAT 210)*

MUS 010 Community College Chorale (F, S) 1 credit

Open to students, faculty and members of the community who sing.

MUS 020 Brass Ensemble (F, S) 1 credit

Open to students, faculty and members of the community who play a brass instrument.

MUS 040 Woodwind Ensemble (F, S) 1 credit

Open to students, faculty and members of the community who play a woodwind instrument.

MUS 050 Chamber Ensemble 1 credit

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 Music Appreciation (F, S) 3 credits

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 Introduction to Jazz History (F, S) 3 credits

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 recognize important performers, composers, innovators, and social/economic eras of the music.

MUS 110 Music Conducting and Directorship (F, S) 3 credits

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. *(Prerequisite: MUS 100)*

MUS 111 Group Voice Class (F, S)**1 credit**

Group voice class will be a forum in which basic singing technique, musicianship and dramatic interpretation are explored. Students will be exposed to vocal music from different genres including Pop, R & B, Jazz, Sacred, Classical, Folk and Broadway. Class will be in small group sessions of between 8 to 10 people. Emphasis will be placed on cultivating a mutually supportive environment ripe for exploration and musical growth. At the end of the semester each student will perform in a class recital.

MUS 112 Group Piano Class (F, S)**1 credit**

Group Piano Class will be a forum within which basic piano technique, musicianship and repertoire is explored. Classes will be in small group sessions of between 6 to 8 people. Emphasis will be placed on cultivating a mutually supportive environment ripe for exploration and musical growth.

MUS 130 Introduction to Music Theory (F, S)**2 credits**

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 Introduction to Jazz Music Theory (F, S)**2 credits**

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 135 Introduction to Jazz Improvisation (F, S)**1 credit**

The introduction and examination of the history, lineage and understanding of the mechanics of jazz music from an improvisational performance perspective. This class acts as a lab class encouraged to be taken in conjunction with Jazz Music Theory. The student will focus on the rudiments and basics of jazz improvisational practices. The student will study the important figures on the instrument that they play by transcription, ear training, sight-reading, and historical analysis. Students will learn the concept of chord/scale relationships as well as basic forms such as AABA (standard), ii-V-I, the blues, rhythm changes, and modality. The student will be urged to develop critical listening techniques as well and establish a personal extensive discography/videography. Many historical recordings and transcriptions will be analysed as well as video footage viewed. Basic piano skills and ear training will also be stressed.

MUS 150 Private Voice Class (F, S)**1 credit**

Private Voice Class will teach intermediate to advanced singing techniques. Previous vocal training is not required. Students will be accepted by audition only. Instruction will be intensive and will require study and practice outside of class time. Students will be exposed to vocal music from

different genres including Pop, R & B, Jazz, Sacred, Classical, Folk and Broadway. Private Voice Class will require a half an hour a week in- class time and 2 hours a week outside class practice. Each student will perform in a class recital at the end of the semester. Meeting times are arranged with instructor.

MUS 155 Private Piano Class (F, S) 1 credit

Private Piano Class will teach intermediate to advanced keyboard techniques. Previous piano study is required. Students will be accepted by audition only. Instruction will be intensive and will require study and practice outside of class time. Students will be exposed to piano repertoire from different genres including Jazz, Pop, Sacred and Classical music. Private Piano Class will require a half an hour a week in-class time and two hours a week outside class practice. Each student will perform in a class recital at the end of the semester. Meeting times are arranged with instructor.

MUS 156 Private Violin Lessons 1 credit

This course consists of weekly one-on-one sessions during which the student is expected to perform works assigned by the instructor. Students will be expected to be satisfactorily prepared for each lesson. Students will be expected to obtain and purchase any required music for lessons as recommended by the in instructor.

MUS 157 Applied Flute Lessons 1 credit

This course consists of weekly one-on-one sessions during which the student will perform assigned works and receive musical instruction. Students are expected to practice outside of lesson times and have assigned pieces prepared for each lesson. Students will be required to purchase music as recommended by the instructor.

MUS 158 Private Guitar Lessons 1 credit

This course consists of weekly one-on-one sessions during which the student is expected to perform works as assigned by the instructor. Students will be expected to be satisfactorily prepared for each lesson. Students will be expected to obtain and purchase any required music for lessons as recommended by the instructor.

MUS 160 Drama and Musical Theatre Workshop (F, S) 3 credits

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.

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OAA 110 Office Administration I (S) 3 credits

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 Office Administration II (F)

3 credits

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*)

P

PAD 101 Introduction to Political Institutions (GT11A) (F)

3 credits

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.

PAD 102 Principles of Public Administration I (GT 423) (F)

3 credits

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.

PAD 103 Principles of Public Administration II (GT 423) (S)

3 credits

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 Administrative Principles and Practices I (GT424) (F)

3 credits

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, planning, etc.

PAD 105 Administrative Principles and Practices II (GT424) (S)

3 credits

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, process of management, etc. (*Prerequisite: PAD 104*)

PHI 100 Introduction to Philosophy (F)

3 credits

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)

PHY 106 The Natural World of the Caribbean (S) 3 credits

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 General Physics I (F) 4 credits

This course (non-calculus based) introduces the student to 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. (Prerequisites: SCI 050 or High School Certificate Grade 1 Level A Pass in Physics or CXC Physics General Proficiency Pass or) or GCE O' level Physics Pass and MAT 108 or MAT 110)

PHY 112 General Physics II (S) 4 credits

A continuation of PHY 110. Topics covered include waves and sound (principle of linear superposition and interference phenomena), electricity and magnetism (electric forces and electric fields, electric circuits, electromagnetic induction, alternating current circuits), light and optics (electromagnetic waves, reflection of light and mirrors), modern physics (particles and waves, the nature of the atom). Emphasis is placed on problem solving. (Prerequisite: a pass of C or higher in PHY 110)

PSY 100 Introduction to Psychology (F, S) 3 credits

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 Social Psychology (S) 3 credits

This introductory course will focus on learning through the observation of societal mores and norms. (Prerequisite: PSY 100 and SOC 100)

PSY 210 Human Growth and Development (F) 3 credits

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: PSY100)

PSY 215 Counselling (Theory & Practice) (F) 3 credits

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)

3 credits

This course is designed to introduce students to a broad range of the counselling theories and their subsequent application to a variety of addictions. *(Prerequisite: PSY 100 and SOC 100)*

S

3 hours/non-credit

This course provides basic science skills at the pre-college level in Biology, Chemistry and Physics. It is intended to provide a foundation for further studies in college-level science. Areas of study in Biology include classifications of living organisms, cells, energy and respiration, plants and photosynthesis, sexual and asexual reproduction and an introduction to DNA. In Chemistry, topics include atoms, molecules, chemical equations, empirical formula and moles. In Physics, students will focus on matter and energy, the solar system and electricity and magnetism. Laboratory exercises are designed to reinforce class lectures as well as to develop basic laboratory skills. *(Prerequisite: High School Certificate Level B Pass/CXC Basic Pass in Integrated Science or Biology or Chemistry or Physics)*

1 credit

This course will develop the skills and techniques needed to conduct independent research. Students will source and analyse 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. (*Prerequisite: a pass of C or higher in BIO 112, ENG 104 and the completion or concurrent enrolment in MAT 113*).

3 credits

The H. L. Stoult Community College organises seminars on a wide range of topics. Interested persons may contact the College office for further information.

3 credits

The main emphasis in this course is placed on all 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*)

3 credits

This course explores the various sociological approaches to the study of deviance and social disorganization, 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)*

3 credits

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, a pass of C or higher in SOC 100)

SOC 120 Social Issues (F) 3 credits

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: a pass of C or higher in SOC 100)*

SOC 125 Introduction to Gender Studies (S) 3 credits

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: a pass of C or higher in SOC 100)*

SOC 200 Social Policy (S) 3 credits

This course is designed to develop within participants the skills to examine social policy, stressing policy development, relationships of policy, goals and organizational 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 Introduction to Gerontology (F) 3 credits

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. *(Prerequisite: PSY 100 and SOC 100)*

SOC 215 Bioethics (S) 3 credits

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: a pass of C or higher in SOC 100, or the consent of the Department Head)*

SPA 090 Oral Spanish for Beginners (F, S, Su) 3 hours/non-credit

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 Elementary Spanish (F, S) 3 credits

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.

SPA 101 Intermediate Spanish (F, S) 3 credit

This course offers intensive grammar review, drills in translation. Emphasizes practical vocabulary and conversation. Sharpens speaking, listening and writing skills in Spanish. *(Prerequisite: A pass of C or higher in SPA 100)*

SPA 200 Spanish Usage (F) 3 credits
Translation exercises, readings from literature, newspapers and magazines, and use of audio and video materials. Students are provided with opportunity to enlarge vocabulary and improve comprehension. *(Prerequisite: A pass of C or higher in SPA 101)*

SPA 201 Conversational Spanish (S) 3 credits
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: A pass of C or higher in SPA 200)*

----- **T** -----

TCS 100 Blueprint Reading and Construction Specifications (F) 3 credits
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 Introduction to Engineering (F, S) 3 credits
Building awareness of the role of engineering profession as a specialized body of knowledge, giving insight into its academic requirements and professional certifications and licenses, are the primary objectives of this course. All three major disciplines are discussed mechanical, civil and electrical as well as other specialized areas such as telecommunications, aeronautical, computer and maritime. Emphasis will be placed on occupational health and safety in engineering practices.

TCS 102 Computer Aided Drafting (F, S) 3 credits
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 Technical Drawing (F, S) 3 credits
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 Freehand Drawing and Sketching (F, S) 3 credits
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 Construction Inspection and Project Management (F, S) 3 credits

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 Surveying Level I (F) 4 credits

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)*

TCS 113 Orthographic (F, S) 3 credits

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 Concrete Cast in situ and Precast Masonry Units (F, S) 3 credits

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 200 Structural Mechanics (Statics) (F) 3 credits

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 Blueprint Reading Part II (F, S) 3 credits

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 also electrical details will be covered. *(Prerequisite: TCS 100)*

TCS 203 Computer Assisted Drafting (CAD) (F, S) 3 credits

This course is designed to enable the student to understand both the principles of drafting and computerization. It is a hands-on course designed to teach the newest techniques in drafting on personal computers. *(Prerequisite: CSC 104)*

- TCS 205 Advanced Computer Aided Design (S) 4 credits**
 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. (*Prerequisite: TCS 102, 203*)
- TCS 210 Surveying - Level II (S) 4 credits**
 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. (*Prerequisite: TCS 110 and MAT 110*)
- TCS 214 Design Project (F, S) 3 credits**
 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 216 Fluid Mechanics and Plumbing Technology (F, S) 3 credits**
 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 Heating, Ventilating & Air-Conditioning (HVAC) (F) 3 credits**
 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 it's 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 Strength of Materials (S) 3 credits**
 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 Thermodynamics (F, S) 3 credits**
 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 Welding and Machining I (F) 3 credits

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 226 Welding and Machining II (S) 3 credits

This course continues the exploration of metals using more advanced tools, materials and techniques. High standard of workmanship is developed by emphasizing 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 Reinforced Concrete Design (S) 3 credits

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 Foundations (S) 3 credits

In this subject 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 Soil Mechanics (S) 3 credits

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*)

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VIS 100 Introduction to Cultural Studies 3 credits

An introductory course in cultural studies. It will proceed by examining various Caribbean cultural texts including literature, popular reading material, film, and visual arts. Cultural texts other than those of the Caribbean will also be examined in order to produce a sense of the general theoretical and historical issues that constitute the analysis of culture.

VIS 101 Virgin Islands Folk Life 3 credits

This course will examine the growth of the marine, political, socio-cultural and economic activities of Virgin Islanders during the plantation era since emancipation.

VIS 110	Virgin Islands History (F, S)	3 credits
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This course is designed to provide a background of the social, political and economic history of the Virgin Islands. It traces the development of the islands from pre-Columbian times to the present time. Emphasis is placed on the economic, political and social relationships that have existed between the islands and Europe, the Caribbean and the United States of America.

VIS 111	Education Development since 1900	3 credits
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VIS 112	Virgin Islands Maritime History	3 credits
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VIS 120	Women in Virgin Islands History	3 credits
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VIS 130	Seminar Topics	3 credits
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HLSCC STAFF

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Ms. Yvonne Crabbe
Mr. Steve Lennard
Mitchell Parsons

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Administrative Assistant
Senior Executive Assistant
Senior Executive Assistant
Production Officer II

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Assistant Bursar
Senior Accountant
Accountant
Accountant Technician
Accounts Officer I
Accounts Officer I
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Student Success Officer
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Multimedia Production Specialist

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Lecturer/Curator

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Mrs. Veronique Forbes-King
Capt. Martin Cherry Maritime
Mrs. Claudia Reshlitoff

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Senior Administrative Officer
Executive Officer/Coordinator, CPDCE
Programme Administrator
Programme Manager
Programme Administrator (PT)

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Library Assistant

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Audio-Visual Technician

BOOKSTORE

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Bookstore Coordinator

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Graphic Artist/Web Designer

Network/Video Technician

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Custodial Worker

Custodial Worker

Custodial Worker

Custodial Worker

Custodial Worker

Custodial Worker

Custodial Worker

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Mr. Levaughn Smith

Mr. Carlton Caesar

Mr. Kenneth Caines

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Mr. Cletus Simon

Mr. Fitzroy Warner

Mr. Pramanand Ramphal

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Security Officer II

Security Guard

Security Guard

Maintenance/Security Officer

Maintenance Supervisor

Maintenance Officer

Maintenance Officer

Gardener/Handyman

Maintenance Officer

Maintenance Officer/Shop Mechanic

Temporary Campus Handyman

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Hardware/Network Technician

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Admin Assistant/ PT Chef Instructor

Culinary Arts Chef Instructor

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Mr. McLloyd Walters
Mr. Reynold Walters
Mrs. Lorelyn Walters-Gibson
Mr. McGregor Williams
Mr. Hubert Wong

H. L. STOUTT COMMUNITY COLLEGE EMERGENCY GUIDE

The H. L. Stoutt Community College Main Administration and Learning Centre building is 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 aluminum 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 building is equipped with the following:

- | | |
|--------------------|---|
| 1. Sprinklers | 6. Exit signs |
| 2. Smoke detectors | 7. Exits |
| 3. Heat detectors | 8. Stairs |
| 4. Pull switches | 9. Intercom |
| 5. Alarms | 10. 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.