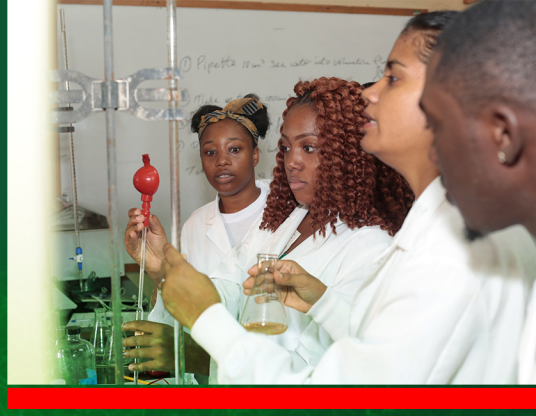


H. Lavity Stoutt Community College

CATALOGUE

2020 - 2021

Our Tomorrow Begins Today

TABLE OF CONTENTS

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

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

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

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

GENERAL INQUIRIES

All offices may be contacted at cell phone: (284)-494-4994 or (284)-541-3052

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

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

TELEPHONE NUMBERS

General Information	(284)-494-4994 or (284)-541-3052	Library	(284)-852-7029
Vice President	(284)-852-7143	President's Office	(284)-852-7026
Associate Vice President	(284)-852-7244	Registrar's Office	(284)-852-7226
Centre for Professional Development and Community Education	(284)-852-7191	Student Success Centre	(284)-852-7034
		Virgin Gorda Centre	(284)-852-8055
Dean of Arts, Science and General Studies	(284)-852-7192		
Dean of Workforce Training Division	(284)-852-7086		
Eileene L. Parsons Auditorium	(284)-541-2169		
Facilities	(284)-852-7155		
Fiscal Services	(284)-852-3116		
Health Services Unit	(284)-541-7187		
Human Resource Department	(284)-852-3106		
Planning and Institutional Research	(284)-852-7227		

ACADEMIC CALENDAR

FALL SEMESTER 2020

EVENT	DATE
Festival Holidays (Public Holidays) *	**Aug 3-5**
Faculty & Staff Return to Office	Aug 6
New Student Orientation/Registration	Aug 24-28
Registration for Returning Students	Aug 7-22
Late Registration Begins (Late Fee Applied)	Aug 24-28
Classes Begin	Aug 31
Last Day to Add Classes	Sept 4
Census Day	**Sep 12**
Last Day for Regular Withdrawal	Sep 25
General Assembly, Paraquita Bay	Sep 24
General Assembly, Virgin Gorda	Sep 25
Spring Appl. for Admission Deadline Int'l Students	Sep 30
Mid-Term Grades Due	Oct 22
Mid-Term Break	Oct 16
Last Day for Late Withdrawal	**Oct 30**
St. Ursula's Day (Public Holiday) *	**Oct 23***
Graduation Application Deadline	Nov 30
Spring 2020 Application Deadline (Local)	Dec 4
Revision for Final Exams (Study Days)	Dec 7-8
Final Exams	Dec 14-18
Final Grades Due	**Dec 21**
Christmas Day*	**Dec 25**
Boxing Day*	Dec 26
Christmas Recess (Offices Closed)	**Dec 28-Jan 1**
***Dates to be confirmed**	

SPRING SEMESTER 2021

EVENT	DATE
Faculty & Staff Return to Office	**Jan-4**
New Student Orientation	Jan 11
New Student Registration	Jan 12
Registration for Returning Students	Jan 13-15
Late Registration Begins	Jan 18
Classes Begin	Jan 20
Last Day to Add Classes	Jan 29
Census Day	Feb 3
Last Day for Regular Withdrawal	Feb 17
General Assembly, Paraquita Bay	**Feb 9**
General Assembly, Virgin Gorda	Feb 10
H. L. Stoutt Memorial Holiday	**Mar 1**
Commonwealth Day (Public Holiday)	**Mar 8**
Spring Break	Mar 8-12
Mid-term Grades Due	Mar 19
Last Day for Late Withdrawal	Mar 30
Good Friday (Public Holiday)	**Apr 2**
Easter Monday (Public Holiday)	**Apr 5**
Advising Week for Summer and Fall 2022	Apr 12-16
Pre-Registration Fall 2022	Apr 12-30
Student Evaluation of Faculty	Apr 12-16
Revision for Final Exams (Study Day)	May 5-6
Final Exams	May 7-17
Final Grades Due	May 21
Fall Application for Admission Deadline (Int'l)	May 31
Whit Monday (Public Holiday)	**May 24**
Graduation	**June 10**

SUMMER SEMESTER 2021

EVENT	DATE
Classes Begin	Jun 7
Last Day to Add Summer Classes	Jun 9
Sovereign's Birthday (Public Holiday)	**Jun 11***
Last Day for Regular Withdrawal of Summer Classes	Jun 18
Territory Day (Public Holiday)	Jul 2*
Last Day for Late Withdrawal of Summer Classes	Jul 5
Final Exams—Summer	Jul 19-20
Final Grades Due	Jul 27
Fall Application for Admission Deadline (Regular)	Jul 30

***Dates to be confirmed**

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

CURRICULAR AUTHORISATION

H. Lavity Stoutt Community College was established under the British Virgin Islands Community College Act of 1990 and is 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 Sciences and General Studies
Business and Management Studies
Computer Studies
Health Sciences
Marine Studies
Hospitality Management
Teacher Education and Educational Administration
Technical Education and Management Studies
Virgin Islands Studies
And in such other fields of education as the Minister may from time to time determine.

ACCREDITATION AND MEMBERSHIPS

The H. Lavity Stoutt Community College is regionally accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267) 284-5000.

HLSCC is a member of or maintains memberships in the following business, educational and learned organisations:

- Association of Caribbean Tertiary Institutions (ACTI)
- Association of Community Colleges Trustees (ACCT)
- Association of Certified Chartered Accountants (ACCA)
- Association for Institutional Research (AIR)
- BVI Chamber of Commerce and Hotel Association (BVICCHA
- Chartered Management Institute (CMI)
- College and University Professional Association of Human Resources (CUPA.HR)
- Council on Higher Education (CHEA)
- EDUCAUSE (An information technology organisation)
- Institute of Chartered Secretaries and Administrators (ICSA)
- National American Board of Certified Energy Practitioners (NABCEP)
- National Association of College and University Business Officers (NACUBO)
- Phi Theta Kappa (PTK) International Honour Society for the Two-Year Colleges
- Royal Yachting Association (RYA)

BOARD OF GOVERNORS

Mr. John Samuel, Chairman
Mrs. Fiona Forbes-Vanterpool, Deputy Chairperson
Dr. Richard Georges, President, HLSCC
Mrs. Denise Sargeant-James, Board Recording Secretary

Mr. Kenneth Baker
Ms. Josephine Callwood
Mrs. Shanica Maduro Christopher
Mr. Derek Dunlop
Ms. Latoya Freeman
Mr. Chad George
Mr. Cecil Hodge
Dr. Henry Jarecki
Dr. Anthony Layne
Prof. Emeritus Arthur Richardson
Mr. Cromwell Smith
Dr. L. Sauda Smith
Mr. John Williams

PRESIDENT'S CABINET

Richard Georges, Ph.D., President (Acting)
LuVerne Baptiste, Ph.D., Associate Vice President
Elenore George, MBA, Bursar
Janice Dawson, Registrar (Acting)
Patricia Johnson, Ph.D., Director, Planning and Institutional Effectiveness
Steve Lennard, Ph.D., Director of the Virgin Gorda Centre
Marva Wheatley-Dawson, MBA, Dean of Workforce Training
Jasmattie Yamraj, Ph.D., Dean of Arts, Sciences and General Studies
Debra Hodge, B.Sc., Director of Student Services
Billy Lettsome, Director of Information Technology
Harmony Turnbull, Director of Communications, Marketing and Public Relations
Lenette Lewis, MSc., President of the Faculty Association
Sarai Smith, Cabinet Secretary

HLSCC AT A GLANCE

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

A SHORT HISTORY

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

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

The inaugural meeting of the first Board of Governors took place on 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 Fourth President on August 1, 2009. Dr. Janet Smith was appointed Fifth President on August 1, 2016. Mrs. Judith Vanterpool, MSc,

MBA was appointed Sixth President on August 1, 2018. The current President, Dr. Richard Georges, was appointed on in October, 2019, 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. Whereas it began its operations in 1990 with 135 students, steady increases have brought the number enrolled to 1034 students this semester. The College's growth is also reflected in the continuing development of existing academic programmes and the creation of new offerings to address identified needs. In the hospitality studies area, the College launched a culinary programme in collaboration with the New England Culinary Institute in 2000. 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.

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

COLLEGE VISION

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.

CORE VALUES

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

Student centeredness: We actively seek to maximize the educational, personal and social development of our students by honouring their learning styles and adapting our teaching and learning behaviours to meet their unique experiences, needs and goals.

Responsiveness: We actively seek to identify and respond to education and training opportunities, using community partnerships as a means of enhancing achievement and success on the part of individuals, industries and organisations in the local and regional communities.

Respect and tolerance: We embrace cultural and national diversity, inclusiveness and mutual respect as a means of improving the learning experience of all, as well as the improvement of the College and community.

Accountability: We value personal and institutional investment in integrated planning, assessment and disclosure of the performance of the College as well as its students, programmes, structures and systems.

Integrity: We encourage the free exchange of ideas and honour our commitments in an environment that embraces honesty, fairness, personal responsibility and ethical behaviour at all levels.

High standards: We are committed to providing high quality, innovative and flexible teaching and learning opportunities for students and employees that enable them to succeed in a highly competitive environment so that they can value and become effective lifelong learners.

Decisions by data: We value and are committed to objective decision-making based on data and information that represents the reality of conditions and the performance of the College in all areas.

Cooperation: We value and encourage team work, resource sharing and internal as well as external partnerships as a means of achieving goals of mutual importance to the College, the individual and the community.

PRESIDENT'S MESSAGE

H. Lavity Stoutt Community College started with a vision – a vision that continues to be realised with each passing day that HLSCC opens its doors to students and the wider community of the British Virgin Islands. Just as the former Chief Minister Welcome to H. Lavity Stoutt Community College! We are delighted that you have chosen HLSCC as the next step in your academic journey and pledge to work with you in the pursuit and achievement of your professional and personal goals.

With a range of degree and certificate programmes, a dedicated faculty and staff, affordable tuition, and outreach, HLSCC offers educational opportunities to all citizens of the British Virgin Islands. By attending this institution, you will receive the quality education and training necessary to obtain good jobs, transfer to four-year institutions, improve skills, or acquire new ones in order to compete in the global marketplace.

As a former lecturer and alumnus, I am honoured to build upon this institution's impressive legacy. As we celebrate three decades of service this academic year, we focus on maintaining and improving the high-quality instruction, programmes, and services we offer.

In this catalogue, you will read about our admissions process, instructional programmes, student support services, and workforce development initiatives. We encourage you also to visit our website or contact us directly at any time that you may have questions.

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

Richard Georges, Ph.D
President (Ag.)

CAMPUS FACILITIES

H. Lavity Stoutt Community College has a Main Campus which is located at Paraquita Bay, Tortola. Buildings on the Main Campus include the Main Building, Academic Services Building, Health Services Building, Bookstore Building, The Learning Resource Centre, Student Success Centre, Eileene L. Parsons Auditorium, Cafeteria, the Centre of Applied Marine Studies and the Culinary Arts Centre.

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

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

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

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

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

HLSCC is easily accessible by public transportation.

LEARNING RESOURCE CENTRE

Located at the HLSCC Paraquita Bay Campus, the Learning Resource Centre (LRC) serves as the main college library and houses approximately 25,603 books and other information resources and carries over 2,027 periodical subscriptions. Its holdings provide support for both academic and technical programmes. The HLSCC LRC services include: general lending, reference and referral services, a small collection on Virgin Islands History, Caribbean materials, the Island Resources Foundation Collection (environmental and social sciences topics) and a Special Collection named in memory of the College's founder the Hon. H. Lavity Stoutt.

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

VIRGIN GORDA CENTRE

The Virgin Gorda Centre is the arm of the H. 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. Most courses are taught in the classroom or via blended learning.

LINKAGES WITH EXTERNAL ORGANISATIONS AND INSTITUTIONS

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

TERMS AND DEFINITIONS

ACADEMIC YEAR

The academic year at the H. Lavity Stoutt Community College runs from 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. Lavity Stoutt Community College also offers a summer session of six (6) weeks of instruction.

PROGRAMME OF STUDY

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

ASSOCIATE OF ARTS (AA) DEGREE

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

ASSOCIATE OF SCIENCE (AS) DEGREE

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

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

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

CERTIFICATE PROGRAMME

A Certificate of Achievement is designed for students who plan to seek employment based upon the competencies and skills attained through these programmes of study. Credit hours may or may not be attached to these courses that are fewer than those required for an AA and AS degree.

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

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

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

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

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

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

QUALITY POINTS (Q.P.)
The result of Grade Points multiplied by the number of semester hours for one course.

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

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

EXAMPLE

Course	Grade	Grade Point	Credit Hours	Earned Credits	Quality Points	Grade Point Average
Semester 1						
BUS 110	B+	3.0	3	3	9	
ENG 104	C+	2.0	3	3	6	
MAT 110	A	4.0	4	4	16	
Totals			**10**	**6**	**31**	**3.10**
Semester 2						

SPA 100	A-	4.0	3	3	12	
BUS 100	B	3.0	3	3	9	
Totals			**6**	**6**	**21**	**3.50**
Cumulative	**Totals**		**16**	**16**	**52**	**3.25**

ADMISSIONS

CRITERIA FOR ADMISSION AND OPTIONS FOR PARTICIPATION IN INSTRUCTIONAL OFFERINGS

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

ELIGIBILITY FOR ADMISSION

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

- **Associate Degree Programmes – AA, AS, AAS:** Applicants can participate in associate degree programmes through several entry options:
- A student who has earned a high school diploma or equivalent are eligible to enter any associate degree programme, although the student may have to take a test to determine Math and English placement;
- A student who has not earned or is unable to produce high school completion documentation can enter an Associate degree level programme by enrolling in one of the College's Certificate of Achievement programmes. The student must sit placement tests in Math and English and complete all pre-college courses indicated prior to taking any college level course work. Once the student has completed all the programme requirements for the certificate programme with a minimum grade of 'C', the student then becomes eligible to pursue an associate degree of choice.
- Alternatively, a student without high school completion documentation wishing to enter an Associate degree level programme can apply as an enrichment student and enrol and successfully complete 12 general education credits with a minimum grade of 'C'. Once the student has completed the 12 credits, the student then becomes eligible to pursue an associate degree of choice.

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

- **Certificate/Diploma Workforce Programmes:** Students who have not earned a high school diploma, and who wish to earn a certificate by completing a group of courses that lead to, or enhance their immediate employment, will also be tested in reading, writing and mathematics. They will be required to complete appropriate pre-college level courses to enrol in any course that is also part of a degree programme. In the case of short-term customized certificate programmes, there is no testing process unless the student wishes to enrol in a credit-bearing programme.

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

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

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

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

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

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

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

WHEN TO APPLY

Fall Semester:	**International Applicants, April 30:**	**Local Applicants, mid-August**
Spring Semester:	**International Applicants, September 30:**	**Local Applicants, mid-January**

APPLICATION REQUIREMENTS

All applicants must:

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

APPLICATION PROCEDURE

The H. Lavity Stoutt 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 P.O. Box 1201 The Valley, Virgin Gorda VG1150.

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

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

MATRICULATION CERTIFICATE

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

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

PLACEMENT TESTING

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

REGISTRATION PROCESS

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

STEP 1 – ADVISEMENT

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

STEP 2 – REGISTRATION

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

- 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. (For students who pre-register, payments are due two weeks before normal registration.) For students who register during regular and or late registration, tuition and fees must be paid by the second business day after the end of the ADD period. For students who register for a summer class, payment is due one week before the start of the summer class. Failure to do so will void the registration. Students with outstanding tuition balances and financial concerns can contact the Fiscal Services Department 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.

Tuition, Fees and Classifications

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

Application Fee:	
Local	$ 25.00 (one time)
International	$ 35.00 (one time)
Late Application (Admission) Fee	$ 50.00 (per application)
Re-Admittance Fee (Local)	$ 20.00 (after absence of 4 consecutive semesters)
Re-Admittance Fee (International)	$ 30.00 (after absence of 4 consecutive semesters)
Registration Fee:	

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

REFUND POLICY

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

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

OFFICIAL REGISTRATION AND COURSE MEMBERSHIP

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

ADDING/DROPPING A COURSE

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

STUDENT ADVISORS

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

STUDENT REGISTRATION ASSISTANCE

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

GRADUATION

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

GRADUATION REQUIREMENTS

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

Associate Degree Programmes

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

Certificate of Achievement Programmes

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

CANDIDACY FOR DEGREES

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

graduation. The approved list of candidates is then posted, using Student ID numbers only, on campus bulletin boards and the Intranet.

ACADEMIC HONOURS

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

SEMESTER HONOURS

A Deans' List, issued at the end of each semester, contains the names of *full-time students* who have earned a 3.40-3.74 grade point average and earned a minimum of 12 or more credits. A Presidents' List, issued at the end of each semester, contains the names of full-time students who have earned a 3.75-4.0 grade point average and earned a minimum of 12 or more credits.

A Deans' List, issued at the end of each semester, contains the names of *part-time students* who have earned a 3.40-3.74 grade point average and earned 6-11 credits. A Presidents' List, issued at the end of each semester, contains the names of part-time students who have earned a 3.75-4.0 grade point average and earned 6-11 credits.

GRADUATION HONOURS

In recognition of superior academic standing, the College awards honours to graduates. Graduating students are awarded the following 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; and
- ***summa cum laude***: 3.90 – 4.0 cumulative grade point average.

PHI THETA KAPPA HONOUR SOCIETY

The Beta Omicron Sigma Chapter of the Phi Theta Kappa Honour Society was chartered on May 28, 2006 with 31 students. Today, the Beta Omicron Sigma Chapter has four advisors and over 500 members. The Chapter requires members to have at least 12 hours of degree course work and a minimum 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 can apply for transfer scholarships to many educational institutions affiliated with Phi Theta Kappa.

ACADEMIC REGULATIONS AND POLICIES

LIMITATION OF COURSEWORK

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

LIMITATION OF PROGRAMME

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

LIMITATION OF CATALOGUE

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

TRANSCRIPTS

An official transcript shall be issued upon written request of the student and payment of the necessary fee, provided the student's account is up to date. Official transcripts shall be sent directly to other colleges and universities, employers, agencies, etc. A student copy will be issued upon request and payment of the requisite fee but will be stamped as "released to student."

TRANSFER OF CREDITS - IN

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

TRANSFER OF CREDITS - OUT

H. Lavity 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 many US colleges and universities. Students wishing to apply for transfer to colleges and universities overseas may normally expect that their applications will be considered on merit on a course-by course assessment of courses completed at the H. Lavity 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

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

The College's mandatory attendance policy requires that attendance be recorded from the first day of class through the final exam and each class shall incorporate as part of its grading scheme an attendance component of no less than

5% and not to exceed 10% OR assess a penalty of no less than 5% and no more than 10% at the end of the semester. A student should maintain attendance of 80%. Special circumstances may arise and in all such cases it is the student's responsibility to contact his/her lecturer or Head of Department and the Student Success Centre.

DETERMINATION OF GRADES

The authority to determine grades rests with the lecturer of the course. For a student to pass any course taken he/she must complete at least fifty percent of the continuous assessments given. The official grading system of the College should be adhered to at all times and courses should be taught for the specified number of hours within the semester. The Head of the Department and the relevant Dean of the College may counsel the lecturer regarding grading. In the cases where the Department Head is the lecturer, the relevant Dean may counsel the Department Head.

ACADEMIC APPEAL

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

CLASSROOM MANAGEMENT AND SUSPENSION OF STUDENTS FROM CLASS

Maintenance of classroom discipline is the responsibility of the lecturer. Problems of discipline which are particularly serious or involve an area wider than the classroom should be referred to the Director of Student Success Centre after consultation with the Department Head and the relevant Dean. In a case of serious or repeated disorderliness, the lecturer who shall report the action to the Department Head shortly thereafter may suspend a student from the class. The Department Head should take the appropriate action and immediately refer the matter to the relevant Dean. The relevant Dean may not allow the student to continue class and if necessary, notify the Vice President.

REPORTING REVISION OF GRADES

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

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

ACADEMIC WARNING, ACADEMIC PROBATION AND ACADEMIC SUSPENSION

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

Academic Warning

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

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

Academic Suspension
Students who have been placed on Academic Probation at any time during their matriculation at HLSCC will be subject to Academic Suspension if they fail to maintain a 2.00 cumulative grade point average at HLSCC in any subsequent semester of attendance. Academic Suspension shall become part of the official transcript. Students who are subject to Academic Suspension will have their academic progress reviewed by the appropriate Relevant Dean and will be notified in writing. A student's suspension may be for a single semester or for a full academic year and may or may not include summer terms at the discretion of the appropriate Relevant Dean. A second suspension will be for a minimum of a full academic year. Following academic suspension, the student must apply for readmission to the College. Readmission requires the permission of the appropriate Relevant Dean.

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

ACADEMIC FORGIVENESS

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

A student applying for Academic Forgiveness will be admitted on academic probation, and Academic Forgiveness will take effect only after successful completion of nine (9) credit hours and the attainment of a grade point average of 2.5 or higher. Although all prior grades will appear on the official transcript, only previous classes with a grade point average of 2.0 or higher that meet College programme requirements will be calculated in the cumulative grade point average and carried forward for credit. Students who have successfully met the requirements of Academic Forgiveness will be eligible for all academic honours for which they qualify. The academic forgiveness policy is applicable for a total of four courses, or a maximum of 16 credits.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are <u>responsible</u> for:

1. Awareness of all College Rules and Processes

a. Students should seek advice from the Student Success Centre if they have any questions about the purposes or intent of College rules and processes.

2. Civil Conduct

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

3. Academic Discipline

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

4. Academic Honesty

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

5. Financial Obligations

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

Students have the <u>right</u> to:

1. A quality educational experience

a. Students have a right to expect the H. Lavity Stoutt Community College to deliver educational experiences that enlighten, challenge, and prepare them for transfer to other colleges and universities and to lead lives of significance in changing global communities in accordance with the College's mission
b. Students should be given due time and attention to the prompt and regular meeting of classes and appointments as an ethical obligation of effective teaching and service and ensure adequate preparation and the delivery of current subject matter in the most effective manner.

2. Fair assessment of their work

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

3. Professional working relationships

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

4. Credit for their contributions to academic work

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

5. Freedom of Expression

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

6. Freedom from Discrimination

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

7. Privacy of Student Records

a. Students have the right to expect that the College will abide by the regulations set out by local laws and accrediting bodies to maintain the privacy of their records and to regulate access to them.
b. Students have the right to expect faculty and staff members to respect confidential information acquired about them during the course of work.

PREREQUISITES

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

COURSE EVALUATIONS

Continuous assessment shall take place throughout the semester 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 assessment for every course.**

SUPPLEMENTAL EXAMINATIONS

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

GRADING SYSTEM

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

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

"W" indicates withdrawal from the course.
"WP" indicates the student is doing work that qualifies for a passing grade at time of withdrawal.
"WF" indicates the student is 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.

Non-Credit Courses

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

P Pass or Permission to move to credit course, or

F Failure

REPEATED COURSES

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

STUDENT WITHDRAWAL

Following the add/drop period and ending on the last day of the fifth week of classes during the Fall and Spring semesters, or a comparable period during a shorter term, students may elect to withdraw from any course by following the established procedures. The date of withdrawal for all purposes, including tuition adjustment, shall be the date of official withdrawal by the Registry. A withdrawal during this period will be reflected by a "W" on the student's transcript. If a student withdraws during the sixth through tenth week of the Fall and Spring semesters, or a comparable period during a shorter term, a grade of "WP" or "WF" will be recorded on the transcript. "WP" indicates that the student was doing work that qualifies or will qualify for a passing grade at the time of withdrawal. "WF" indicates that the student was 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" indicates that if, in the opinion of the President, the request is justified, a grade of "Q" (dropped by the President's permission) will be recorded on the student's transcript.

Students are reminded that they MUST follow the official withdrawal process if they do not wish to complete a course. Failure to do so may result in a grade of "F" on the student's official transcript.
A student who registers for a class but does not attend class up to the midterm period, will be administratively withdrawn. No tuition or fees will be refunded.

STUDENT RECORDS AND INFORMATION –CONFIDENTIALITY AND RELEASE

The College supports the privacy of students by protecting information that is created, maintained and used by its Departments, and limits access to those administrative, faculty, and academic support staff who are deemed to require access to 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. Using this form, a student can specify to whom the information is to be released. Without this authorisation, the College will not provide confidential student information, 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.**

Use of Student Photographs and Images

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

STUDENT SUCCESS CENTRE

The Student Success Centre 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 personalised and structured approach that includes:

- Basic skills assessment and course placement
- Academic advising and academic tutoring
- Transfer information and planning
- Personal counselling
- College and life skills development
- Career assessment and counselling
- Health care and information
- Manage their time
- Resolve personal difficulties
- Join or form a student organisation
- Organise student activities
- Develop leadership skills
- Plan their career

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

SERVICES OFFERED

Academic Support Services

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

Personal Growth and Development

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

Career Development

- Career Assessment
- Career Planning and Counselling
- Job Placement

Campus Health Service

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

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 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 Government 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
- Parent Orientation
- Discussions with Faculty and Administration.

Student Organisations and Activities

The following student organisations are available to students:

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

Other Services and Activities

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

CERTIFICATE AND ASSOCIATE DEGREE PROGRAMMES (credit programmes)

ENTRY REQUIREMENTS

Certificate programmes are open to all applicants even if they do not have or cannot produce high school completion documentation
For Associate Degree Programmes, the following is required:
High School Certificate or equivalent OR
Completion of placement testing, precollege courses (if indicated) and Certificate of Achievement OR
Completion of placement testing, precollege courses (if indicated) and twelve (12) General Education credits.

SUMMARY OF PROGRAMMES

PROGRAMME / CONCENTRATION	DEGREE /CERTIFICATION	PRIMARY PURPOSE	CREDITS	DURATION for Full-Time Students
Accounting	Associate of Science	Workplace	60	2 years
Automotive Engineering Technology	Associate of Science	Workplace	65	2 - 2½ years
Business Administration	Associate of Arts	Transfer	63-65	2 years
Computer Studies	Associate of Science	Workplace	64-67	2 - 2½ years
Construction Technology	Associate of Science	Workplace	66	2 - 2½ years
Culinary Arts	Associate of Applied Science	Workplace	67	2 years
Disaster Management	Associate of Science	Workplace	65	2 - 2½ years
Electronic Engineering Technology	Associate of Science	Transfer	63	2 - 2½ years
Engineering/Architectural Technology	Associate of Science	Workplace/ Transfer	67-68	2 - 2½ years
English	Associate of Arts	Transfer	61-62	2 years
Finance	Associate of Science	Workplace	66-67	2 - 2½ years
Food and Beverage Management	Associate of Science	Workplace	67	2 - 2½ years
General Science	Associate in Science	Transfer	62	2 years
History	Associate of Arts	Transfer	63-64	2 years
Hotel Management	Associate of Science	Workplace	68	2 - 2½ years
Human Services	Associate of Arts	Transfer	65	2 years
Humanities	Associate of Arts	Transfer	61-62	2 years
Land Surveying	Associate of Science	Workplace	64	2 years
Marine Technology	Associate in Science	Transfer	62	2 years
Mathematics	Associate of Science	Transfer	60	2 years
Mechanical Engineering Technology	Associate of Science	Transfer	62-63	2 - 2½ years
Performing Arts (Music, Drama, Dance)	Associate of Arts	Transfer	60-62	2 years
Small Business and Entrepreneurship	Associate of Science	Workplace	68	2 - 2½ years
Automotive Engineering Technology	Certificate of Achievement	Workplace	24	1 - 1½ years
Business Administration	Certificate of Achievement	Workplace	21	1 year
Computer Studies	Certificate of Achievement	Workplace	18	1 year
Construction Technology	Certificate of Achievement	Workplace	21	1 - 1½ years
Culinary - Baking and Pastry	Certificate of Achievement	Workplace	23	1 year

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

"Our Tomorrow Begins Today"

GENERAL EDUCATION REQUIREMENTS

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

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

Note:
All first-time, full-time and part-time degree seeking students are required to complete the COM100 course within their first year. Grades of C or higher are required for MAT108. Otherwise a grade of C- will suffice. Kindly note that no D grades are allowed for programme required courses.

Core Competencies	Courses	Credits
Scientific Reasoning	BIO104, BIO106, BIO110, CHE110, PHY110	3 or 4 credits
Personal Development for College Success	COM100	1 credit
Technological Skills	CSC104	3 credits
Written Communication	ENG104	3 credits
Information Literacy	ENG105	3 credits
Oral Communication	ENG106	3 credits
Quantitative Reasoning	MAT102, MAT110, MAT113, MAT112, MAT115	3 or 4 credits
Historical and Cultural Awareness	ANT100, HIS100, or HIS120, or HIS121, VIS110	3 credits
Ethical Reasoning	PSY100, or PHI100 or SOC100	3 credits
Foreign Language Oral Communication	SPA100 or FRE100 and SPA101 or FRE101	6 credits

Notes:

1. Where students are required to take a pre-college English or Mathematics course, they should seek the guidance of the academic advisor.
2. Students with CXC/CSEC Grades 1-3 or equivalent passes in Spanish may challenge the SPA100 Final Exam, receive the credits and be exempted from the course. This should be done at the beginning of the semester.
3. Students may be advised to take the MAT110 course over two semesters. This can be done by taking MAT108 and MAT109.

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, coherent and correct -relatively free of distracting errors of grammar, usage, and mechanics.

Oral Communication

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

Foreign Language Communication

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

Critical Thinking

- Analyse questions and problems from multiple perspectives and points of view.
- Evaluate relevant evidence to draw sound conclusions from information provided to them in their general education courses, programme of study and everyday lives.
- Properly construct arguments from information provided to them.
- Approach questions with an open-minded and curious attitude, be informed by multiple relevant perspectives and be willing to examine questions in a fair-minded way.
- Apply critical thinking skills, with consideration of the evidence, to thinking about issues in general education courses, a programme of study and everyday life.
- Reflect on how best to answer questions, solve problems and make decisions in academic and everyday settings.

Quantitative Reasoning

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

Scientific Reasoning

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

Ethical Reasoning

- Demonstrate ethical self-awareness through discussion and analysis of both their core beliefs and the origin of the core beliefs.
- Demonstrate an understanding of different ethical perspectives/concepts by explaining the theory or theories used to resolve ethical dilemmas.
- Recognize ethical issues when they are presented in a complex, multi-layered (grey) context and can recognise cross-relationships among the issues.
- Apply ethical perspectives/concepts to an ethical question and can consider the full implications of the application.
- Evaluate different ethical perspectives/concepts.

Historical and Cultural Awareness

- Analyse relationships among ideas, events and people.
- Analyse the causes and effects of events and changes.
- Make balanced judgments about the value of differing interpretations of events and developments.
- Articulate insights into their own cultural rules and biases.
- Interpret cultural events from the perspective of their own and other worldviews.
- 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 organise files and folders.
- Use a word processing application to accomplish everyday tasks associated with creating, formatting and finishing word processing documents.
- Accomplish tasks associated with developing, formatting, and modifying a spreadsheet application, in addition to using standard functions and formulas and creating and formatting graphs and charts.
- Use presentation tools to accomplish tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.
- Use the Internet effectively to communicate with individuals and groups, retrieve information and access products and services.

PROGRAMME OFFERINGS – ASSOCIATE DEGREES

Associate of Science (AS) Degree

ACCOUNTING

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

Accounting software and tutorials are included in this programme.

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

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

Note: Prerequisites BUS110 and ECN100 are waived for BUS241 in this programme.

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

1. Apply accounting standards and regulations in preparing financial statements;
2. Demonstrate the ability to use financial statements for making management decisions in a business environment;
3. Prepare, analyse, and interpret business financial statements for both internal and external use;
4. Prepare a cash flow statement; analyse and communicate the results;
5. Use accounting software and computer program effectively to communicate and analyse information related to accounting and business;
6. Use critical thinking skills to solve accounting problems in business situations;
7. Communicate effectively in written and oral form in business situations using accounting reports; and
8. Apply ethical conduct in the accounting profession.

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
COM100*	Personal Development for College Success	1	ENG105*	English Composition II	3
CSC104 *	Microcomputer Applications	3	ACC120/MA1	Managing Information	3
ENG104 *	English Composition I	3	MAT113	Introduction to Statistics	4
MAT112 *	Business Math	4	BIO/CHE/PHY*	Any 100-Level Science Course	3/4
ACC100/FA1	Recording Financial Transactions	3	SPA/FRE100*	Elementary Spanish/French	3
		14			16/17

Semester 3		Cr.	Semester 4		Cr.
BUS100	Business Law I	3	BUS241	Principles of Finance	3
ACC101/FA2	Maintaining Financial Records	3	ACC235/FAB	Fundamentals of Accountancy in Business	3
ACC210/MA2	Managing Costs and Finances	3	ANT/PHI/PSY/SOC/100*	Social Science	3
ENG106*	Speech Communication	3	HIS100/VIS110*	Any 100-Level History Course	3
SPA/FRE101*	Intermediate Spanish/French	3	ACC225	Accounting Software Applications	3
		15			15

Total Credits: 60
Duration: 2 years
***General Education Courses**

Associate of Science (AS) Degree

AUTOMOTIVE ENGINEERING TECHNOLOGY (Also offered in a Certificate of Achievement)

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

Notes: A summer course is recommended for this programme.

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

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

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

Suggested Sequence of Courses

Semester 1		Cr.
AUT100	Workplace Occupational Health and Safety	3
AUT101	Automotive Engineering Technology and Science	3
COM100*	Personal Development for College Success	1
CSC104*	Microcomputer Applications	3
ENG104*	English Composition I	3
SPA/FRE100*	Elementary Spanish/French	3
		16

Semester 2		Cr.
AUT102	Engine Overhaul and Repairs	4
AUT103	Chassis Brakes and Suspension Systems	3
AUT104	Automotive Transmission and Power Train Systems	3
SPA/FRE101*	Intermediate Spanish/French	3
ENG106*	Speech Communication	3
MAT115*	Technical Mathematics I	3
		19

Semester 3		Cr.
PHY110*	General Physics I	4
AUT109	Chassis Electrical Wiring	3
AUT110	Automotive Electrical and Electronics	3
ENG105*	English Composition II	3
ANT/PHI/PSY/SOC100*	Any 100-Level Social Science	3
		16

Semester 4		Cr.
AUT105	Electronic Fuel Injection	3
AUT107	Automotive Diagnostic and Scanners	3
AMS120	Introduction to Welding	3
HIS100/VIS110*	Any 100-Level History Course	3
EET100	Electronic Technology	3
		15

Total Credits: 66
Duration: 2 - 2½ years
***General Education Courses**

Associate of Arts (AA) Degree

BUSINESS ADMINISTRATION (Transfer)

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

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

Notes: a) Students are encouraged to take the MAT112 course which prepares them for other business-related mathematics courses. b) An articulation agreement is in effect with New England Institute of Technology in the USA.

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

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

Suggested Sequence of Courses

Semester 1		Cr.
ENG104*	English Composition I	3
COM100*	Personal Development for College Success	1
CSC104*	Microcomputer Applications	3
BUS110	Fundamentals of Business	3
MAT110*	College Algebra	4
SPA/FRE100*	Elementary Spanish/French	3
		17

Semester 2		Cr.
ACC100/FA1	Recording Financial Transactions	3
ECN100	Principles of Micro Economics	3
ENG105*	English Composition II	3
MAT113	Introduction to Statistics	4
SPA/FRE101*	Intermediate Spanish/French	3
		16

Semester 3		Cr.
ACC101/FA2	Maintaining Financial Records	3
BUS100	Business Law	3
or	**or**	**or**
MAT212	Calculus for Business	4
BUS120	Principles of Marketing	3
ECN105	Prin. of Macro Economics	3
ANT/PHI/PSY/SOC100*	Any 100-Level Social Science	3
		15/16

Semester 4		Cr.
BIO/CHE/PHY100*	Any 100-Level Science	3/4
BUS203	Management Principles	3
ENG114*	Effective Business Writing	3
ENG106*	Speech Communication	3
HIS100/120/121*	Any 100-Level History Course	3
		15/16

Total Credits: 63/65
Duration: 2 years
***General Education Courses**

Associate of Science (AS) Degree

COMPUTER STUDIES (Also offered in a Certificate of Achievement)

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

Areas of Specialisation:

1) **Business Information Systems (BIS)** which focuses on merging technology with business to provide computing solutions to real world business problems.
2) **Computer Information Systems (CIS)** which focuses on programming and prepares students with skills that are necessary to create Java Applications to solve real world computing problems.
3) **Graphic Information Technology (GIT)** where the students learn how to create and present content using graphic technology for real world businesses.

Notes: CSC215, CSC214 and CSC108 are offered in the Spring semester only. CSC208, CSC206 and CSC114 are offered in the Fall semester only.

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

BUSINESS INFORMATION SYSTEMS (BIS) SPECIALISATION

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

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

1. Analyse real world situations and identify the appropriate software solutions;
2. Demonstrate a knowledge of, and ability to use, current technology, terminology, and concepts in the computer field;
3. Analyse a problem, design a computing solution, and implement the solution, using accepted industry standard techniques at each stage;
4. Demonstrate the ability to effectively plan and manage time in the execution of computing projects;
5. Demonstrate awareness of the usefulness of emergent computer technologies in the business domain;
6. Present a report on project work in written and oral forms; and
7. Demonstrate an awareness of the ethical and societal issues relating to the use of computers in society.

Suggested Sequence of Courses

Semester 1		Cr.
COM100*	Personal Development for College Success	1
ENG104*	English Composition 1	3
CSC104*	Microcomputer Applications	3
MAT110/112*	College Algebra **or** Business Math	4
BUS110	Fundamentals of Business	3
SPA/FRE100*	Elementary Spanish/French	3
		17

Semester 2		Cr.
SPA/FRE101*	Intermediate Spanish/French	3
CSC106	Intro to Web Page Design	3
CSC121	Intro to E-Commerce	3
CSC103	Programming Techniques	3
ACC100/FA1	Recording Financial Transactions	3
		15
Summer		
ANT/PHI/PSY/ SOC100*	Any 100-Level Social Science	3
		3

Semester 3		Cr.
CSC114	Database Design and Applications	3
ENG115	Technical Report Writing	3
CSC211	Information Systems	3
CSC213	Systems Analysis and Design	3
HIS100/VIS110*	Any 100-Level History	3
		15

Semester 4		Cr.
BIO/CHE/PHY100*	Any 100-Level Science	3/4
ENG105*	English Composition II	3
ENG106*	Speech Communication	3
CSC214	Introduction to Networking	3
CSC215	Applications of Computer Studies	3
		15/16

Total Credits: 65/66
Duration: 2 years
***General Education Courses**

COMPUTER INFORMATION SYSTEMS (CIS) SPECIALISATION

Career opportunities include entry level programmers

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
COM100*	Personal Development for College Success	1	SPA/FRE100*	Elementary Spanish/French	3
ENG104*	English Composition 1	3	CSC106	Introduction to Web Page Design	3
CSC104*	Microcomputer Applications	3	CSC121	Introduction to E-Commerce	3
MAT110/112*	College Algebra **or** Business Mathematics	4	CSC113	Programming Language I	4
CSC103	Programming Techniques	3	BUS110	Fundamentals of Business	3
		14			16
			Summer		
			ENG106*	Speech Communication	3
					3
Semester 3		**Cr.**	**Semester 4**		**Cr.**
ACC100/FA1	Recording Financial Transactions	3	BIO/CHE100/PHY110*	Science 100 Level	3/4
SPA/FRE101*	Intermediate Spanish/French	3	ENG105*	English Composition II	3
ENG115	Technical Report Writing	3	CSC215	Applications of Computer Studies	3
CSC213	Systems Analysis & Design	3	HIS100/VIS110*	Any 100-Level History Course	3
CSC203	Programming Language II	4	ANT/PSY/SOC/PHI100**	Any 100-Level Social Science	3
		16			15/16

Total Credits: 64/65
Duration to 2 years
***General Education Courses**

GRAPHIC INFORMATION TECHNOLOGY (GIT) SPECIALISATION

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
COM100*	Personal Development for College Success	1	SPA/FRE101*	Intermediate Spanish/French	3
ENG104*	English Composition 1	3	CSC106	Introduction to Web Page Design	3
CSC104*	Microcomputer Applications	3	CSC121	Introduction to E-Commerce	3
MAT110/112*	College Algebra **or** Business Math	4	CSC103	Programming Techniques	3
BUS110	Fundamentals of Business	3	CSC108	Desktop Publishing	3
SPA/FRE100*	Elementary Spanish/French	3			15
		17	Summer		
			ANT/PSY/SOC/PHI100*	Social Science	3
					3
Semester 3		**Cr.**	**Semester 4**		**Cr.**
CSC206	Intermediate Web Page Design	3	BIO/CHE100/PHY110*	Any 100-Level Science	3/4
ENG115	Technical Report Writing	3	ENG105*	English Composition II	3
CSC208	Graphic Art	3	ENG106*	Speech Communication	3
CSC213	Systems Analysis and Design	3	CSC215	Applications of Computer Studies	3
ACC100/FA1	Recording Financial Transactions	3	HIS100/VIS110*	Any 100-Level History	3
		15			15/16

Total Credits: 65/66
Duration: 2 years
***General Education Courses**

Associate of Science (AS) Degree

CONSTRUCTION TECHNOLOGY (Also offered in Certificate of Achievement)

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

Note: Upon completion of the TCS125 and TCS225 course, students can attain a trade license to practice construction work.

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

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

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

Suggested Sequence of Courses

Semester 1		Cr.
COM100*	Personal Development for College Success	1
ENG104*	English Composition I	3
MAT115*	Technical Mathematics I	3
SPA/FRE100*	Elementary Spanish/French	3
TCS102	Computer Aided Drafting	3
TCS103	Technical Drawing	3
		16

Semester 2		Cr.
ANT/PHI/PSY/SOC/100*	Any 100-Level Social Science	3
CSC104*	Microcomputer Applications	3
SPA/FRE101*	Intermediate Spanish/French	3
TCS100	Blueprint Reading and Construction Specifications	3
TCS113	Orthographics	3
TCS125	Safer Building Level I	1
		16

Semester 3		Cr.
PHY110*	General Physics I	4
HIS100/VIS110*	Any 100-Level History	3
TCS110	Surveying Level 1	4
TCS101	Introduction to Engineering	3
TCS225	Safer Building Level II	1
		15

Semester 4		Cr.
ENG105*	English Composition II	3
ENG106*	Speech Communication	3
TCS105	Construction Inspection and Project Management	3
TCS210	Surveying Level II	4
		13

Semester 5		Cr.
TCS203	Computer Assisted Drafting	3
TCS201	Blueprint Reading II	3
		6

Total Credits: 66
Duration: 2 ½ years
***General Education Courses**

Associate of Applied Science (AAS) Degree

CULINARY ARTS (Also offered in Certificate of Achievement)

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

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

Note: Students are expected to purchase a chef's uniform and chef tools for the culinary courses. An approved maximum class size for cooking courses. Kitchen laboratory fees apply. Semester one fees are $750.00; each subsequent semester is $1,500.00.

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

1. Demonstrate proficiency in basic terminology and techniques for culinary arts and baking and pastry arts to include food preparation, presentation, and service;
2. Communicate clearly and professionally, both verbally and in writing;
3. Develop skills integral to success in the industry including guest service, supervisory management, the ability to work with others, and handling multiple tasks simultaneously;
4. Identify and demonstrate the concepts of recipe costing, purchasing, receiving, and issuing practices in food service operations; and
5. Practice standards in behaviour, grooming and dress that reflect the mature work attitude expected of industry professionals.

Suggested sequence of courses

Semester 1		Cr.
COM100*	Personal Development for College Success	1
BIO105*	Introduction to Nutrition	1
CUL101	Food Safety Operations and Sanitation	2
CSC104*	Microcomputer Applications	3
SPA/FRE100*	Elementary Spanish/French	3
ENG104*	English Composition I	3
MAT107*	Culinary Mathematics	4
		17

Semester 2		Cr.
CUL109	Cultural Dimensions of Food	3
CUL111	Culinary Proficiency	3
CUL129	International Cuisine	3
CUL131	Quantity Food Production	3
CUL135	Garde Manger	3
ENG106*	Speech Communication	3
		18
	Summer	
CUL139	Summer Internship 300 hours	3
		3

Semester 3		Cr.
ENG105*	English Composition II	3
CUL201	Menu Policy, Planning and Development	2
CUL205	Baking and Introduction to Prepared Foods	3
CUL209	Cakes and Pastries	3
CUL221	Introduction to Catering Management.	1
SPA/FRE101*	Intermediate Spanish/French	3
		15

Semester 4		Cr.
ANT/PHI/PSY/SOC100*	Any 100-Level Social Science	3
CUL215	A la Carte Cooking	3
CUL219	Wine Studies	3
CUL225	Restaurant Service and Management	3
CUL229	Vegetarian/Vegan Cookery	3
		15

Total Credits: 68
Duration: 2½ years
***General Education Courses**

Associate of Science (AS) Degree

DISASTER MANAGEMENT (Also offered as a Certificate of Achievement)

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

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

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

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

1. Demonstrate skills as a first responder in emergency care and treatment;
2. Develop plans and procedures for dealing with various emergency situations;
3. Demonstrate knowledge of mitigation techniques for preventing or reducing loss from natural or manmade disasters;
4. Demonstrate knowledge of the basic concepts and operations applicable during and after disaster events;
5. Demonstrate a working knowledge of the various aspects of mass casualty management;
6. Demonstrate the ability to interpret, analyse, and solve problems related to disasters while working as part of a team;
7. Implement principles and best practices in incident management; and
8. Communicate effectively in written and oral form in disaster management situations.

Suggested Sequence of Courses

Semester 1		Cr.
COM100*	Personal Development for College Success	1
CSC104*	Microcomputer Applications	3
ENG104*	English Composition I	3
PAD102	Principles of Public Administration	3
DMT122	Community Preparedness	3
DMT120	Introduction to Disaster Management	3
		16

Semester 2		Cr.
PHY106*	Natural World of the Caribbean	3
MAT113*	Introduction to Statistics	4
DMT126	Emergency Care and Treatment	3
DMT128	Hazardous Materials	3
SPA/FRE100*	Elementary Spanish/French	3
		16
	SUMMER	
ENG105*	English Composition II	3
		3

Semester 3		Cr.
DMT142	Public Infrastructure	3
DMT144	Public Information and Crisis Communication	3
ENG106*	Speech Communication	3
PHI/SOC/PSY100*	Any 100-Level Social Science	3
SPA/FRE101*	Intermediate Spanish/French	3
		15

Semester 4		Cr.
DMT220	Disaster Planning	3
DMT230	Mitigation	3
DMT246	Response and Recovery	3
or	**or**	**or**
DMT264	Mass Casualty Management	3
HIS1XX/VIS110*	Any 100-Level History	3
TCS105	Construction Inspection and Project Management	3
		15

Total Credits: 65
Duration: 2 ½ years
***General Education Courses**

Associate of Science (AS) Degree

ELECTRONIC ENGINEERING TECHNOLOGY

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

Career Opportunities: Upon completion of this programme, graduates are prepared for a wide array of entry-level positions in the electrical industry. Job opportunities include: Field service technician, Electrical engineering technologist, Electrical design assistant, Construction electrician, and Technical Support Officer.

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

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
COM100*	Personal Development for College Success	1	EET101	Electronics Circuits and Devices	3
EET100	Electrical Technology	3	EET103	Electric Power Systems and Controls	3
ENG104 *	English Composition I	3	HIS 1XX/VIS110*	Any 100-Level History	3
MAT115*	Technical Mathematics I	3	ANT/PHI/SOC/PSY100*	Any 100-Level Social Science	3
SPA/FRE100*	Elementary Spanish/French	3	CSC104*	Microcomputer Applications	3
TCS100	Blueprint Reading and Construction Specifics	3			15
		16			
Semester 3		**Cr.**	**Semester 4**		**Cr.**
AUT109	Chassis Electrical Wiring and Ancillaries	3	AUT110	Automotive Electrical Electronics	3
PHY110*	General Physics I	4	EET107	Analog Circuit and Devices Applied	3
EET102	Electronic Communication	3	EET104	Electricity with Practical Project	4
ENG105*	English Composition II	3	EET106	Residential and Commercial Electrical Wiring	3
SPA/FRE101*	Intermediate Spanish/French	3			
		16	ENG106*	Speech Communication	3
					16

Total Credits: 63
Duration: 2 years
***General Education Courses**

Associate of Science (AS) Degree

ENGINEERING/ARCHITECTURAL TECHNOLOGY

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

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

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

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

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
COM100*	Personal Development for College Success	1	CSC104*	Microcomputer App.	3
ENG104 *	English Composition I	3	TCS100	Blueprint Reading and Construction Specification	3
MAT115*	Technical Mathematics I	3	TCS110	Survey Level 1	4
SPA/FRE100*	Elementary Spanish/French	3	TCS113	Orthographic	3
TCS102	Computer Aided Drafting	3	SPA/FRE101*	Intermediate Spanish/French	3
TCS103	Technical Drawing	3			16
		16			
Semester 3		**Cr.**	**Semester 4**		**Cr.**
ANT/PHI/SOC/PSY100*	Any 100Level Social Science	3	ENG106*	Speech Communication	3
PHY110*	General Physics I	4	TCS101	Introduction to Engineering	3
ENG105*	English Composition II	3	TCS105	Construction Inspection and Project Management	3
HIS1XX/VIS110*	Any 100-Level History	3	TCS205	Advanced Computer Assisted Drafting	4
TCS104	Freehand Drawing	3	TCS210	Surveying Level II	4
TCS203	Computer Assisted Drafting	3	**or**	**or**	**or**
		19	TCS214	Design Project	3
					16/17

Total Credits: 67/68
Duration: 2 - 2½ years
***General Education Courses**

Associate of Arts (AA) Degree

ENGLISH

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

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

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

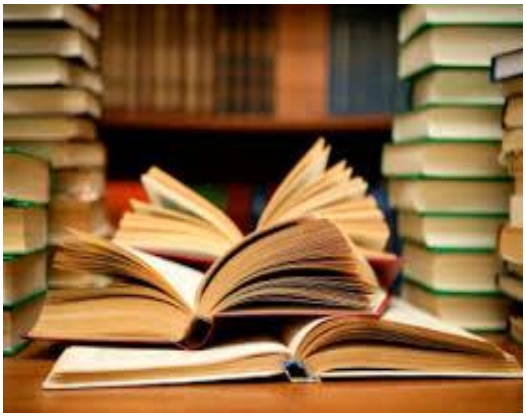
1. Produce and communicate clear and effective arguments and ideas formed independently;
2. Demonstrate the ability to critique literary texts from multiple perspectives;
3. Develop an appreciation and understanding of literature's personal, cultural, and historical significance;
4. Explicate a piece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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
ENG104*	English Composition I	3	ENG125	Shakespeare and Other Authors	4
ENG107	The Elements of Literature	3	MAT113*	Introduction to Statistics	4
COM100*	Personal Development College for College Success	1	ENG106*	Speech Communication	3
			SPA/FRE101*	Intermediate Spanish/French	3
SPA/FRE100*	Elementary Spanish/French	3	ENG105*	English Composition II	3
CSC104*	Microcomputer Applications	3			17
BIO/CHE100/PHY110*	Any 100-Level Science	3/4			
		16/17			

Semester 3		Cr.	Semester 4		Cr.
ENG200	Selected Topics I (Literature Series)	4	ENG205	Caribbean Literature	4
			ENG210	Selected Topics II	4
ENG208	Literature of the Black Diaspora	4	ELECTIVE	Elective	3
ANT/PHI/PSY/SOC100*	Any 100-Level Social Science	3	ENG222	Literary and Cultural Theory	4
HIS1XX/VIS110*	History	3			15
		14			

Total Credits 62/63
Duration: 2 Years
***General Education Courses**



Associate of Science (AS) Degree

FINANCE

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

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

Notes*:* A grade of C or higher is required for ACC 100 and BUS241. ECN100 is waived as a prerequisite for BUS 241 for this programme. A General Education course is recommended to be taken in the summer to avoid a semester overload.

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

1. Apply basic knowledge related to financial management including financial statement analysis, financial markets, interest rates, return and risk in investments, bond and stock valuation and working capital management;
2. Evaluate the roles and functions of financial intermediaries and financial markets at the international and domestic levels;
3. Analyse the functioning of financial markets to track and evaluate the financial performance of investments;
4. Analyse how fluctuating economic various financial situations and information. Use technology effectively to communicate, analyse and conditions and government;
5. Analyse the risk and returns of investment strategies, as well as the operation and within the context of investment portfolio management;
6. Communicate effectively in both written and oral forms, various financial situations and I information. Use technology effectively to communicate, analyse and value financial information;
7. Use analytical and critical thinking skills to solve problems in financial management situations; and
8. Apply corporate governance and ethical principles and practices that are accepted in the financial world.

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
COM100*	Personal Development for College Success	1	ENG105*	English Composition II	3
ENG104*	English Composition I	3	ECN100	Principles of Micro Economics	3
CSC104*	Microcomputer Applications	3	ACC101/MA1	Maintaining Financial Records	3
MAT112*	Mathematics for Business	4	SPA/FRE100*	Elementary Spanish/French	3
BUS110	Fundamentals of Business	3	BUS241	Principles of Finance	3
ACC100/FA1	Recording Financial Transactions	3	ENG106*	Speech Communication	3
		17			18

Semester 3		Cr.	Semester 4		Cr.
BUS242	Financial Management I	3	BUS243	Financial Markets and Institutions	3
PSY/SOC/PHI100*	Any 100-Level Social Science	3	BUS250	Investments and Securities Markets	3
SPA/FRE101*	Intermediate Spanish/French	3	BIO/CHE/PHY100*	Any 100-Level Science	3
MAT212	Calculus for Business	4	HIS1XX/VIS110*	Any 100-Level History	3
or	**or**	**or**	MAT113	Introduction to Statistics	4
BUS100	Business Law I	3			16
ACC225	Accounting Software Applications	3			
		15/16			

Total Credits: 66/67
Duration: 2 years
***General Education Courses**

Associate of Science (AS) Degree

FOOD AND BEVERAGE MANAGEMENT

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

In this programme, students develop cooking and entrepreneurial skills that can prepare them for the positions in the workforce. Experiential learning opportunities are incorporated into the programme through the many courses offered. Students learn food science, acquire knife skills, practice kitchen safety, prepare foods, learn about international cuisine and cultures, cook with wines, develop mixology techniques and learn wine technology. (Our students are also given the opportunity to enhance their communication skills through written projects and oral presentations.) The programme culminates with a graded practical course with a cooking component that allows students the opportunity to utilise the numerous skills learnt to develop a menu, plan and prepare foods and beverages for patrons. Additionally, entrepreneurial skills are developed whereby students are expected to prepare a business plan for a 65-seat restaurant. Student internship will be included in a capstone course.

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

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

1. Demonstrate working knowledge of Hazard Analysis & Critical Control Points (HACCP) guidelines and applications;
2. Demonstrate a solid foundation of techniques for food preparation, presentation, service, work ethic attitudes and professional business communication;
3. Demonstrate working knowledge of menu planning, recipe development, purchasing, and facilities design that maximize guest satisfaction and financial profitability; and
4. Apply accounting knowledge and skills, including cost control techniques, use marketing tools and apply basic legal systems and practices to the hospitality enterprise.

Suggested Sequence of Courses

Semester 1		Cr.
COM100*	Personal Development for College Success	1
ENG104*	English Composition I	3
CSC104*	Microcomputer Applications	3
MAT110*	College Algebra	4
BUS110	Fundamentals of Business	3
ACC100/FA1	Recording Financial Transactions	3
		17

Semester 2		Cr.
ENG105*	English Composition II	3
ECN100	Principles of Micro-Economics	3
SPA/FRE100*	Elementary Spanish/French	3
HRM151	Principles of Food Production 1	4
HRM152	Introduction to Food and Beverage Management	3
		16

Summer		
ENG106*	Speech Communication	3
		3

Semester 3		Cr.
BUS120	Marketing I	3
HRM251	Food Production II	4
BUS140	Supervision	3
SPA/FRE101*	Intermediate Spanish/French	3
ANT/PHI/PSY/SOC100*	Any 100-Level Social Science	3
		16

Semester 4		Cr.
BIO/CHE/PHY100*	Any 100-Level Science	3/4
ENG114	Effective Business Writing	3
BUS100	Business Law I	3
HRM260	Applications in Food and Beverage	3
HIS1XXVIS110*	Any 100-Level History	3
		15/16

Total Credits: 67
Duration: 2 - 2 ½ years
***General Education Courses**

Associate of Science (AS) Degree

GENERAL SCIENCE

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

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

Notes:

1. General Education Requirements (33 credits)
2. Programme Courses (21 credits)
3. Electives** - Select at least 7 credits from the listing. (See your advisor for guidance):
   BIO 212 – Anatomy and Physiology I; BIO214 - Anatomy and Physiology II; BIO220 – Ecology; BIO230 – Genetics; BIO240 Marine Biology; BIO260 – Research in Biology; BIO270 Nutrition; CHE210 – Organic Chemistry I; CHE212 – Organic Chemistry II; MAT210 – Calculus ll; MAT 220 – Calculus ll; PHY110 – General Physics I and PHY112 – General Physics II.
4. Credit can be obtained for CAPE courses transferred in as well those completed at HLSCC. (See Advisor.)

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

1. Prepare students for entry- level jobs in the field of science and for transfer to baccalaureate program;
2. Provide students with a solid foundation in the concepts and methods of a variety of science and mathematics disciplines;
3. Enhance the development of students' competency in scientific enquiry, writing, and oral presentation; and
4. Develop analytical and critical thinking skills.

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
BIO110*	General Biology I	4	BIO112	General Biology II	4
CHE110	General Chemistry I	4	CHE112	General Chemistry II	4
COM100*	Personal Development for College Success	1	ENG105*	English Composition II	3
ENG104*	English Composition I	3	MAT120	College Trigonometry	4
MAT110*	College Algebra	4			15
		16			

Semester 3		Cr.	Semester 4		Cr.
ENG106*	Speech Communication	3	CSC104*	Microcomputer Applications	3
MAT113	Introduction to Statistics	4	HIS1XX/VIS110*	Any 100-Level History	3
SCI235	Seminar in Science	1	SPA/FRE101*	Intermediate Spanish/French	3
SPA/FRE100*	Elementary Spanish/French	3	ANT/PSY/SOC/PHI100*	Any 100-Level Social Science	3
ELECTIVE	Programme Elective	4	ELECTIVE**	Programme Elective	4
		15			16

Total Credits: 62
Duration: 2 years
***General Education Courses**

Associate of Science (AS) Degree

HOTEL MANAGEMENT

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

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

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

Note: Students are encouraged to take General Education Courses in the summer to complete this programme in two years. A 150-hour Internship is included in the HRM254 course. Students will make the arrangements with one of our industry partners to arrange work schedule and work closely with the instructor.

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

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

Suggested Sequence of Courses

Semester 1		Cr.
CSC104*	Computer Applications	3
COM100*	Personal Development for Success	1
BUS110	Fundamentals of Business	3
ENG104*	English Composition I	3
MAT110*	College Algebra	4
SPA/FRE100*	Elementary Spanish/French	3
		17

Semester 2		Cr.
ENG105*	English Composition II	3
SPA/FRE101*	Intermediate Spanish/French	3
ACC100/FA1	Recording Financial Transactions	3
ECN100	Principles of Micro Economics	3
BUS140	Supervision	3
		15
Summer		
ANT/PSY/SOC/PHY*	Social Science 100 Level	3
ENG106*	Speech Communication	3
		6

Semester 3		Cr.
BUS100	Business Law I	3
BUS120	Principles of Marketing	3
HRM100	Front Office Management	3
HRM110	Introduction to Travel and Tourism	3
HRM152	Introduction to Food and Beverage Management	3
		15

Semester 4		Cr.
BIO/CHE/PHY	Any 100-Level Science Course	3
ENG114	Effective Business Writing	3
HIS1XX**or** VIS110*	Any 100-Level History	
HRM215	Management Accounting for Hospitality Industry	3
HRM254	Rooms Management and Maintenance	3
		3
		15

Total Credits: 68
Duration: 2 - 2½ years
***General Education Courses**

Associate of Arts (AA) Degree

HISTORY

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

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

Note: The courses ANT100, SOC100, HIS20, HIS121 and HIS125 will be used as Programme Requirements for this programme. Students are encouraged to take General Education courses in the summer to avoid semester overload.

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

1. Evaluate historical questions with an understanding of the roles played by multiple causes and consequences;
2. Recognise that interpretations of the past change and evaluate the basic strengths and weaknesses of competing interpretations;
3. Demonstrate competence in oral and written communication through a variety of means such as research essays, presentations, and class discussions;
4. Demonstrate a critical understanding of the collective past of the people of the world;
5. Recognise the inclusive and exclusionary distinctions of diverse heritages, based on race, gender, class, creed, or other conditions;
6. Examine historical events in Virgin Islands history, as well as major trends and themes up to the present time;
7. Examine historical events in Caribbean history, as well as major trends and themes up to the present time; and
8. Examine historical events in western and other civilization, as well as major trends and themes up through 1500.

Suggested Sequence of Courses

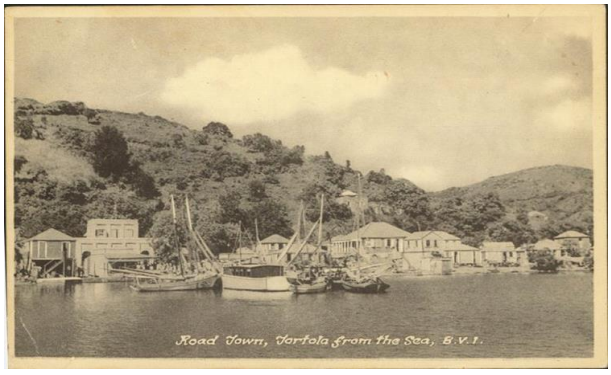
Semester 1		Cr.
ENG104 *	English Composition I	3
COM100 *	Professional Development for College Success	1
CSC104*	Microcomputer Applications	3
SPA/FRE100*	Elementary Spanish/French	3
MAT110/113 *	Mathematics	4
BIO/CHE/PHY*	Any 100-Level Science Course	3/4
		17/18

Semester 2		Cr.
HIS120*	Western Civilization	3
or	**or**	**or**
HIS121*	World History	3
HIS125	Introduction to Africa	3
SOC100*	Introduction to Sociology	3
SPA/FRE101*	Intermediate Spanish/French	3
ENG105*	English Composition II	3
		15

Semester 3		Cr.
VIS110*	Virgin Islands History	3
ANT100	Introduction to Anthropology	3
SOC125	Introduction to Gender Studies	3
HIS200	Selected Topics I (History Series)	3
PHI100*	Introduction to Philosophy	3
		15

Semester 4		Cr.
HIS220	Selected Topics II (History Series)	3
ENG222	Literary and Cultural Theory	4
HUM205	Advanced Leadership Studies	3
ENG106*	Speech Communication	3
ELECTIVE	Elective	3
		16

Total Credits: 63/64
Duration: 2 years
***General Education Courses**



Associate of Arts (AA) Degree

HUMAN SERVICES (Also offered as a Certificate of Achievement)

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

Students are prepared to transfer to other colleges/universities.

Note: Students are encouraged to take MAT113 to satisfy the General Education Mathematics requirement.
SOC100 will count as a programme specific requirement.

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

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

Suggested Sequence of Courses

Semester 1		Cr.
ENG104*	English Composition I	3
BIO/CHE/PHY *	Any 100-Level Science Course	3/4
COM100*	Personal Development for College Success	1
SPA/FRE100*	Elementary Spanish/French	3
CSC104*	Microcomputer Applications	3
MAT113*	Introduction to Statistics	4
		17/18

Semester 2		Cr.
ENG105*	English Composition II	3
PSY100*	Introduction to Psychology	3
SOC100	Introduction to Sociology	3
HIS1XX **OR** VIS110	Any 100-Level History	
SPA/FRE101*	Intermediate Spanish/French	3
		3
		15

Semester 3		Cr.
ENG106*	Speech Communication	3
SOC110	Social Research Methods	3
PSY210	Human Growth and Development	3
PSY215	Counselling Theory and Practice	3
SOC120	Social Issues	3
		15

Semester 4		Cr.
SOC104	Sociology of Deviant Behaviour	3
SOC205	Introduction to Gerontology	3
SOC200	Social Policy	3
PSY205	Social Psychology	3
PSY220	Addiction Management and Counselling	3
or	**or**	**or**
SOC210	Introduction to Social Work	3
		15

Total Credits: 62/63
Duration: 2 Years
***General Education Courses**

Associate of Arts (AA) Degree

HUMANITIES

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

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

Note: Students are encouraged to take MAT113 to satisfy the General Education Mathematics requirement.
PSY100 will count as a General Education requirement.

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

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

Suggested Sequence of Courses

Semester 1		Cr.
ENG104*	English Composition I	3
ENG107	Elements of Literature	3
COM100*	Personal Development for College Success	1
CSC104*	Microcomputer Applications	3
SPA/FRE100*	Elementary Spanish/French	3
BIO/CHE/PHY*	Any 100-Level Science Course	3/4
		16/17

Semester 2		Cr.
ENG105*	English Composition II	3
ENG125	Shakespeare and Other Authors	4
HIS1XX/VIS110*	Any 100-Level History Course	3
SPA/FRE101*	Intermediate Spanish/French	3
PSY100*	Introduction to Psychology	3
		16

Semester 3		Cr.
HIS120	Western Civilization	3
PHI100	Introduction to Philosophy	3
SOC100	Introduction to Sociology	3
ENG106*	Speech Communication	3
MAT113*	Introduction to Statistics	4
		16

Semester 4		Cr.
HIS125	Introduction to Africa	3
HIS121	World Civilization	3
HUM205	Advanced Leadership Studies	3
ENG222	Literary and Cultural Theory	4
		13

Total Credits: 61/62
Duration: 2 Years
***General Education Courses**

Associate of Science (AS) Degree

LAND SURVEYING (Also available as a Certificate of Achievement)

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

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

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

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

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

1. Demonstrate an understanding of the theory, convention, standards, and procedures associated with the preparation of architectural and structural drawings;
2. Prepare preliminary architectural working drawings and sketches using computed assisted drafting techniques;
3. Create orthographic drawings of mechanical components, manufactured parts, and buildings;
4. Create three-dimensional pictorial representations to include isometric, oblique, and perspective views from orthographic projections;
5. Demonstrate an understanding of and proper usage of survey field equipment;
6. Process and analyse field and computed data as related to surveying; and
7. Demonstrate the proper interpretation of surveying data used within the construction application.

Suggested Sequence of Courses

Semester 1		Cr.
COM100*	Personal Development for College Success	1
CSC104*	Micro-Computer Applications	3
MAT115*	Technical Mathematics I	3
SPA/FRE100*	Elementary Spanish/French	3
TCS102	Computer Aided Drafting	3
TCS103	Technical Drawing	3
		16

Semester 2		Cr.
ENG104*	English Composition I	3
SPA/FRE101*	Intermediate Spanish/French	3
TCS100	Blue print Reading and Construction Specifications	3
TCS104	Freehand Drawing	3
TCS113	Orthographic	3
		15

Semester 3		Cr.
ANT/PHI/PSY/SOC/100*	Any 100-Level Social Science	3
ENG105*	English Composition II	3
HIS1XX/VIS110*	Any 100-Level History course	3
PHY110*	General Physics I	4
TCS110	Surveying Level 1	4
		17

Semester 4		Cr.
EET100	Electrical Technology	3
ENG106*	Speech Communication	3
TCS101	Introduction to Engineering	3
TCS105	Construction Inspection and Project Management	3
TCS210	Surveying Level II	4
		16

Total Credits: 64
Duration to Complete: 2 years
***General Education Courses**

Associate of Science (AS) Degree

MARINE TECHNOLOGY

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

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

Note: Electives: Select any two from the following: AMS170 Sailboat Theory and Practice, AMT131 STCW Basic Course, or AMT132 Caribbean Boat Masters Grade 2/3.

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

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

Suggested Sequence of Courses

Semester 1		Cr.
COM100*	Personal Development for College Success	1
ENG104*	English Composition I	3
MAT115 *	Technical Mathematics	3
CSC104*	Microcomputer Applications	3
AMS101	Introduction to Marine Electrical Systems	3
AMS103	Basic Marine Refrigeration	3
		16

Semester 2		Cr.
ENG105*	English Composition II	3
HIS1XX/ VIS110*	Any 100-Level History Course	3
AMS112	Introduction to Outboard and Gasoline Engines	3
AMS110	Basic Marine Diesel Systems and Troubleshooting	3
AMT100	Engineering Science and Technology	3
		15

Semester 3		Cr.
ENG106*	Speech Communication	3
SPA/FRE100*	Elementary Spanish/French	3
PHY110*	General Physics I	4
AMS175	Introductory Seamanship	3
AMS111	Marine Diesel Engines 1	3
or	**or**	**or**
AMS113	Outboard Engines 1	3
		16

Semester 4		Cr.
SPA/FRE101*	Intermediate Spanish/French	3
ANT/PHI/PSY/SOC 100*	Any 100-Level Social Science	3
AMS176	Chart Reading and Basic Navigation	3
ELECTIVE	Elective (see note above)	3
ELECTIVE	Elective (see note above)	3
		15

Total Credits: 62
Duration to Complete: 2 years
***General Education Courses**

Associate of Science (AS) Degree

MATHEMATICS

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

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

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

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

Suggested Sequence of Courses

Semester 1		Cr.
COM100*	Personal Development for College Success	1
ENG104*	English Composition I	3
MAT110 *	College Algebra	4
CSC104*	Microcomputer Applications	3
PHY110*	General Physics I	4
		15

Semester 2		Cr.
ENG105*	English Composition II	3
MAT113*	Introduction to Statistics	4
MAT120	College Trigonometry	4
PHY112	General Physics II	4
		15

Semester 3		Cr.
ENG106*	Speech Communication	3
MAT210	Calculus I	4
MAT213	Further Topics in Inferential Statistics and Regression Analysis	4
SPA/FRE 100*	Elementary Spanish/French	3
HIS1XX/VIS110*	Any 100-Level History	3
		17

Semester 4		Cr.
MAT220	Calculus II	4
MAT217	Linear Algebra	4
SPA/FRE101*	Intermediate Spanish/French	3
ANT/PHI/PSY//SOC100*	Any 100Level Social Science	3
		14

Total Credits: 60
Duration: 2 years
***General Education Courses**

Associate of Arts (AA) Degree

PERFORMING ARTS- DANCE

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

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

Electives: Students may choose any one of the following courses: DAN1xx Any 100-Level Dance course, ENG107 Elements of Literature, FLM100 Intro. To Film Studies, HUM205 Advanced Leadership Studies, MUS1xx Introduction to Sound Engineering, MUS160 Drama and Musical Theatre Workshop or DRA1xx Any 100-Level Drama course.

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

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

Suggested Sequence of Courses

Semester 1		Cr.
ENG104*	English Composition I	3
COM100*	Personal Development for College Success	1
PER100	Creative Entrepreneurship I	3
DAN020	Dance Ensemble	1
SPA/FRE100*	Elementary Spanish/French	3
CSC104*	Microcomputer Applications	3
BIO/CHE/PHY110*	Any 100-Level Science	3/4
		17/18

Semester 2		Cr.
ENG105*	English Composition II	3
PER101	Creative Entrepreneurship II	3
DAN100	Dance Seminar I	3
DAN105	Ballet and Modern Dance	3
SPA/FRE101*	Intermediate Spanish/French	3
		15

Semester 3		Cr.
ENG106*	Speech Communication	3
ANT/PHI/SOC100	Any 100-Level Social Science	3
DAN110	Jazz and Afro Caribbean Dance	3
DAN115	History and The Dancing Body	3
HIS1XX/VIS110*	Any 100-Level History	3
		15

Semester 4		Cr.
DAN200	Dance Seminar II	3
DAN201	Composition and Performance	3
MAT113*	Introduction to Statistics	4
ELECTIVE	Elective Course	3/4
		13/14

Total Credits 60/61
Duration to Complete: 2 Years
***General Education Courses**

Associate of Arts (AA) Degree

PERFORMING ARTS- DRAMA

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

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

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

Electives: Students may choose any one of the following courses: Any 100-Level DAN1xx Dance Course, Any 100-Level DRA 1xx Drama course, ENG222 Literary and Cultural Theory, FLM100 Intro to Film Studies, HUM205 Advanced Leadership Studies, MUS1xx Any 100-Level Music Course or MUS160 Drama and Musical Theatre Workshop.

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

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

Suggested Sequence of Courses

Semester 1		Cr.
ENG104*	English Composition I	3
COM100*	Personal Development for College Success	1
PER100	Creative Entrepreneurship I	3
DRA 030	Theatre Ensemble	1
SPA/FRE100*	Elementary Spanish/French	3
CSC104*	Microcomputer Applications	3
BIO/CHE/PHY110*	Any 100-Level Science	3/4
		17/18

Semester 2		Cr.
ENG105*	English Composition II	3
PER101	Creative Entrepreneurship II	3
ENG107	Elements of Literature	3
DRA100	Performance Technique and Research	3
SPA/FRE101*	Intermediate Spanish/French	3
		15

Semester 3		Cr.
ENG106*	Speech Communication	3
ANT/PHI/PSY/SOC*	Any 100-Level Social Science	3
DRA101	Forming the Performer	3
ENG125	Shakespeare and Other Authors	4
HIS1XX/VIS110*	Any 100-Level History	3
		16

Semester 4		Cr.
DRA201	Art of the Performance	3
DRA205	Caribbean Theatre and The World	3
MAT113	Introduction to Statistics	4
ELECTIVE	Elective Course	3
		14

Total Credits: 61/62
Duration: 2 years
***General Education Courses**

Associate of Arts (AA) Degree

PERFORMING ARTS – MUSIC

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

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

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

Electives: Students may choose from any one of the following courses:
DAN1xx, Any 100-Level Dance Course, DRA1xx, Any 100-Level Drama Course, ENG107 Elements of Literature, FLM100 Introduction to Film Studies, HUM205 Advanced Leadership Studies, or MUS160 Drama and Musical Theatre Workshop.

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

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

Suggested Sequence of Courses

Semester 1		Cr.
ENG104*	English Composition I	3
COM100*	Personal Development for College Success	1
PER100	Creative Entrepreneurship I	3
MUS 0XX	Any Music Ensemble	1
SPA/FRE100*	Elementary Spanish/French	3
CSC104*	Microcomputer Applications	3
BIO/CHE/PHY110*	Any 100-Level Science	3/4
		17/18

Semester 2		Cr.
ENG105*	English Composition II	3
PER101	Creative Entrepreneurship II	3
MUS101	Jazz History	3
MUS130	Intro. to Music Theory	3
SPA/FRE101*	Intermediate Spanish/French	3
		15

Semester 3		Cr.
ENG106*	Speech Communication	3
MUS110	Creative Music Conducting and Directorship	3
MUS210	Principles of Applied Performance I	3
ANT/SOC/PHI/PSY100*	Any 100-Level Social Science	4
HIS1XX/VIS110*	Any 100-Level History	3
		16

Semester 4		Cr.
MUS131	Jazz Music Theory	3
MUS220	Principles of Applied Performance II	4
MAT113*	Introduction to Statistics	4
ELECTIVE	Elective Course	3
		14

Total Credits 62/63
Duration: 2 Years
***General Education Courses**

Associate of Science (AS) Degree

SMALL BUSINESS AND ENTREPRENEURSHIP

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

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

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

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

1. Apply basic legal systems and practices that guide how business is conducted;
2. Apply general business and management strategies to real-life in small business settings;
3. Analyse trends that measure consumer needs, wants, and desires and show how they influence business practices;
4. Demonstrate how an organisation can gain a sustainable competitive advantage through effective management of its human resources;
5. Communicate effectively in written and oral form in business situations;
6. Use technology effectively to communicate and analyse information related to business;
7. Analyse financial data and trends as they relate to everyday business;
8. Apply ethical principles and standards that are accepted in the business world; and
9. Utilise internal control methodologies to enhance reliability of the accounting function.

Suggested Sequence of Courses

Semester 1		Cr.
COM100*	Personal Development for Success	1
ENG104*	English Composition 1	3
CSC104*	Microcomputer Applications	3
MAT110/112*	Mathematics Course	4
BUS110	Fundamentals of Business	3
ACC100/FA1	Recording Financial Transactions	3
		17

Semester 2		Cr.
BUS120	Principles of Marketing	3
ECN100/105	Principles of Micro or Macro-Economics	3
ACC225	Accounting Software Applications	3
SPA/FRE100*	Elementary Spanish/French	3
ENG105*	English Composition II	3
		15

Summer		
ANT/PHI/PSY/SOC/100*	Any 100-Level Social Science	3
ENG106*	Speech Communication	3
		6

Semester 3		Cr.
BUS203	Management Principles	3
BUS211	Small Business and Entrepreneurship I	3
ENG114	Effective Business Writing	3
SPA/FRE101*	Intermediate Spanish/French	3
BUS100	Business Law I	3
		15

Semester 4		Cr.
BUS221	Small Business and Entrepreneurship II	3
BIO/CHE/PHY100*	Any 100-Level Science	3/4
HIS1XX/VIS110*	Any 100-Level History	3
BUS210	Human Resource Management	3
BUS241	Principles of Finance	3
or	**or**	**or**
BUS101	Business Law II	3
		15/16

Total Credits: 68/69
Duration: 2 - 2½ years
***General Education Courses**

PROGRAMME OFFERINGS – CARIBBEAN ADVANCED PROFICIENCY EXAMINATIONS CONCENTRATIONS

CAPE OFFERINGS

The Caribbean Advanced Proficiency (CAPE) Examinations course of study provide an alternative option within the General Studies concentrations for students. The CAPE course offerings are broad enough to meet rigorous academic needs and interests. The course offerings cover a wide range of choices inclusive of traditional academic subjects, performing and fine arts, and entrepreneurship and selected CAPE subjects satisfy entry requirements to universities. Students taking CAPE courses have the option of using these subjects to:

- Complete two (2) or three (3) CAPE subjects in order to fulfil matriculation requirements of select universities;
- Complete CAPE one or two courses along with the College's general education requirements to qualify for an HLSCC Associate degree;
- Complete three (3) CAPE courses to obtain a CAPE diploma;
- Complete three (3) CAPE courses along with the College's general education requirements to qualify for an HLSCC Associate degree, as well as a CAPE diploma.
  With the exception of Caribbean Studies and Communication Studies, CAPE Offerings will become available in Fall 2018. Students preparing to take the CAPE Caribbean Studies Examination can take ANT100, HIS100 and PHI100. Students preparing to take the CAPE Communication Studies Examination can take ENG104, ENG105 and ENG106.

The College offers the following CAPE courses

- Biology
- Chemistry
- Pure Mathematics

PROGRAMME OFFERINGS – CERTIFICATE OF ACHIEVEMENT

Certificate of Achievement

AUTOMOTIVE ENGINEERING TECHNOLOGY (SERVICE)

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

Career Opportunity: Auto mechanic

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
AUT101	Automotive Engineering Technology and Science	3	AUT109	Chassis Electrical Wiring and Ancillaries	3
AUT102	Engine Overhaul/Repairs	4	AUT110	Automotive Electrical and Electronics	3
AUT103	Chassis Brakes and Suspension Systems	3	AUT115	Small Engine Mechanics	3
MAT115*	Technical Mathematics I	3	ENG104*	English Composition I	3
		13			12

Total Credits: 25
Duration: 1 year
***General Education Courses**

Certificate of Achievement

BOAT BUILDING, REPAIRS, AND MAINTENANCE

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

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
AMS190	Introduction to BVI Marine Industry	3	AMS126	Marine Carpentry I	3
AMS101	Introduction to Marine Electrical Systems	3	AMS128	Sailboat Rigging	3
AMS105	Marine Plumbing Systems	3	AMS129	Sail Making and Repair	3
AMS123	Fiberglass Maintenance and Repair	3	**or**	**or**	**or**
		12	AMS120	Introduction to Welding	3
					9

Total Credits: 21
Duration to Complete: 1 year

Certificate of Achievement

BUSINESS ADMINISTRATION

This programme prepares students for entry-level positions by introducing them to fundamental business concepts and practices. Students can strengthen their skills in written communication, marketing, teamwork, supervising and problem solving. It is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or transfer within their existing field of employment. Individuals who may find this certificate programme especially helpful, include: business professionals, functional managers, entrepreneurs, small-business owners, aspiring managers, and executives.

Career Opportunities: Customer service representatives, administration clerical officers, small business owners, and office administrators.

Suggested Sequence of courses

Semester 1		Cr.	Semester 2		Cr.
CSC104*	Microcomputer Applications	3	BUS120	Principles of Marketing I	3
ENG104*	English Composition I	3	BUS140	Supervision	3
BUS110	Fundamentals of Business	3	ENG114	Effective Business Writing	3
ACC100	Recording Financial Transactions	3			9
		12			

Total Credits: 21
Duration: 1 year
***General Education Courses**

Certificate of Achievement

COMPUTER STUDIES- MICROCOMPUTER

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

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

Suggested Sequence of Courses

Semester 1		Cr	Semester 2		Cr.
CSC104*	Microcomputer Applications	3	CSC108	Desktop Publishing	3
ENG104*	English Composition 1	3	CSC114	Database Design and Applications	3
BUS110	Fundamentals of Business	3	CSC121	Introduction to E-Commerce	3
		9			9

Total Credits: 18
Duration: 1 year
***General Education Courses**

Certificate of Achievement

CONSTRUCTION TECHNOLOGY

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

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
CSC104*	Microcomputer Applications	3	ENG104*	English Composition I	3
MAT115*	Technical Mathematics I	3	TCS103	Technical Drawing	3
TCS100	Blueprint Reading and Construction Specifications	3	TCS105	Construction Inspection and Project Management	3
TCS102	Computer Aided Drafting	3			3
		12			9

Total Credits: 21
Duration: 1 year
***General Education Courses**

Certificate of Achievement

CULINARY– PROFESSIONAL BAKING AND PASTRY MAKING

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

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
CUL101	Food Safety Operations and Sanitation	2	CUL137	Chocolate and Confections	3
CUL110	Food Service Theory and Basic Skills	3	CUL145	Bakeshop Operations	3
CUL124	Bread and Breakfast Pastry Arts	3	CUL209	Cakes and Pastry	3
CUL205	Baking and Introduction to Prepared Foods	3	CUL151	Restaurant Desserts	2
		11			11

Total Credits: 22
Duration to Complete: 1 year

Certificate of Achievement

CULINARY - PROFESSIONAL COOKING

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

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
CUL101	Food Safety Operations and Sanitation	2	CUL135	Garde Manger	3
CUL109	Cultural Dimensions of Food	3	CUL201	Menu Policy, Planning and Development	3
CUL111	Culinary Proficiency	3	CUL215	A la Carte Cooking	3
CUL129	International Cuisine	3	CUL229	Vegetarian/Vegan/ Cookery	3
		11			12

Total Credits: 23
Duration to Complete: 1 year

Certificate of Achievement

DISASTER MANAGEMENT

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

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
ENG104*	English Composition I	3	DMT128	Hazardous Materials	3
DMT120	Introduction to Disaster Management	3	DMT126	Emergency Care and Treatment	3
DMT122	Community Preparedness	3	DMT220	Disaster Planning	3
PAD102	Principles of Public Administration	3	PHY106	Natural World of the Caribbean	3
		12			12

Total Credits: 24
Duration to Complete: 1 year
***General Education Courses**

Certificate of Achievement

ELECTRONIC ENGINEERING TECHNOLOGY

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

Career Opportunity: Assistant Electrical Technician.

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
EET100	Electrical Technology	3	EET101	Electronics Circuits and Devices	3
ENG104*	English Composition I	3	EET103	Electrical Power Systems and Controls	3
MAT115*	Technical Mathematics I	3	EET104	Applied Electricity with Practical Project	4
		9	CSC104*	Microcomputer Applications	3
					13

Total Credits:22
Duration to Complete: 1 year
***General Education Courses**

Certificate of Achievement

ENGINEERING/ARCHITECTUAL TECHNOLOGY

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

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
CSC104*	Microcomputer Applications	3	ENG104*	English Composition I	3
TCS100	Blueprint Reading and Construction Specifications	3	TCS113	Orthographic	3
			TCS203	Computer Assisted Drafting	3
MAT115*	Technical Mathematics I	3			9
TCS103	Technical Drawing	3			
		12			

Total Credits: 21
Duration: 1 year
***General Education Courses**

Certificate of Achievement

FOREIGN LANGUAGE

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

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
SPA/FRE100*	Elementary Spanish/French	3	SPA/FRE200	Spanish/French Usage	3
SPA/FRE101*	Intermediate Spanish/French	3	SPA/FRE201	Conversational Spanish/French	3
		6	ENG220	Introduction to Linguistics	4
					10

Total Credits: 16
Duration to complete: 1 year
***General Education Courses**

Certificate of Achievement

HUMAN SERVICES

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
ENG104*	English Composition I	3	PSY215	Counselling (Theory and Practice)	3
PSY100*	Introduction to Psychology	3	SOC120	Social Issues	3
SOC100*	Introduction to Sociology	3			6
		9			

Total Credits: 15
Duration: 1 year
***General Education Courses**

Certificate of Achievement

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

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
MAT115*	Technical Mathematics I	3	ENG104*	English Composition	3
TCS100	Blueprint Reading and Construction Specifications	3	TCS102	Computer Aided Drafting	3
TCS103	Technical Drawing	3	TCS110	Surveying Level I	4
TCS101	Introduction to Engineering	3			10
		12			

Total Credits: 22
Duration: 1 year
***General Education Courses**

Certificate of Achievement

MARINE STUDIES

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

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
AMS190	Introduction to BVI Marine Industry	3	AMS112	Introduction to Outboard and Gasoline Engines	3
AMS101	Introduction to Marine Electrical Systems	3	AMS110	Basic Marine Diesel Systems and Troubleshooting	3
AMS103	Basic Marine Refrigeration	3	AMS111	Marine Diesel Engines I	3
		9	AMS113	Outboard Engines I	3
					12

Total Credits: 21
Duration to Complete: 1 year

Certificate of Achievement

MARINE TRANSPORT MANAGEMENT AND MARITIME LICENSING

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

Career Opportunities: These may include: Ferry boat deckhands, Sailboat crew and skippers, Navigators on larger yachts, Radio operator on larger yachts, Vessel safety personnel, Marina operations, Boat safety instructors, Skippers for offshore sailing yachts and Captain and Deckhand on commercial vessels.

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
AMS131	STCW Basic Course	2.5	AMS134	RYA Short Course (VHF)	0.5
AMS132	Caribbean Boat Masters 2/3	3	AMS175	Introductory Seamanship	3
AMS133	Caribbean Boat Masters Grade I	3	AMS176	Chart Reading and Basic Navigation I	3
AMS172	Small Boat Handling	3	AMS185	Introduction to Marine Transportation	3
		11.5			9.5

Total Credits: 21
Duration to Complete: 1 year

Certificate of Achievement

MARINE TRANSPORTATION MANAGEMENT AND SAFETY

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

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
AMS175	Introductory Seamanship	3	AMS172	Small Boat Handling	*3*
AMS190	Intro. to BVI Marine Industry	3	AMS176	Chart Reading and Basic Navigation I	*3*
AMS170	Sailboat Theory and Practice	3	AMS171	Small Boat Safety and Maintenance	*3*
		9	AMS185	Introduction to Marine Transportation	*3*
					12

Total Credits: 21
Duration to Complete: 1 year

Certificate of Achievement

MECHANICAL ENGINEERING TECHNOLOGY

This programme is designed to provide the student with fundamental practical and theoretical knowledge in the mechanical sciences: thermo fluids, material and mechanics. Instruction in the principles of science governing media behaviour as well as the practical skills necessary for operation, diagnosis and repair of mechanical components. Background information is also given in the fundamentals of electricity and electronics, allowing the students to develop insight into control systems.

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
AMS120	Introduction to Welding	3	AUT101	Automotive Engineering Technology Science	3
AUT100	Workshop Occupational Health and Safety	3	ENG104*	English Composition	3
MAT115*	Technical Mathematics I	3	TCS100	Blueprint Reading and Construction Specifications	3
TCS101	Introduction to Engineering	3			
		12			9

Total Credits: 21
Duration: 1 year
***General Education Courses**

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. Students learn business writing techniques, supervisory skills, organisation skills, problem-solving skills, and technology skills that are required by today's clerical staff.

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

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
ENG104*	English Composition I	3	BUS140	Supervision	3
BUS110	Fundamentals of Business	3	CSC108	Desktop Publishing	3
CSC104*	Microcomputer Applications	3	ENG114	Effective Business Writing	3
		9			9

Total Credits: 18
Duration: 1 year
***General Education Courses**

Certificate of Achievement

SUPERVISORY MANAGEMENT

This certificate programme is designed primarily for entry-level and middle-level managers who are already in or are being prepared for supervisory positions. The programme will help the supervisor improve skills and acquire new ones demanded by an increasingly diverse workforce and changing workplace.

Career Opportunities: First-level supervisors of office and administrative support workers, customer service representatives, junior analysts, assistant managers, and assistant retail managers.

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
CSC104*	Microcomputer Applications	3	ENG106*	Speech Communication	3
ENG104*	English Composition 1	3	ENG114	Effective Business Writing	3
BUS110	Fundamentals of Business	3	PSY100*	Introduction to Psychology	3
		9	BUS140	Supervision	3
					12

Total Credits: 21
Duration: 1 year
***General Education Courses**

Certificate of Achievement

VIRGIN ISLANDS STUDIES

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

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

Notes: In order to qualify for graduation, a student must have achieved a B grade, or higher, in each course within the Certificate Programme. Students should have taken ENG104 English Composition 1 or its equivalent as a pre-requisite for the certificate programme.

Suggested Sequence of Courses

Semester 1		Cr.	Semester 2		Cr.
VIS110	Virgin Islands History	3	VIS135	Economics of the Virgin Islands	3
VIS115	Literature of the Virgin Islands	3	VIS127	Citizenship and Governance in the Virgin Islands	3
		6			6

Summer

Semester 3		Cr.
VIS121	Virgin Islands Culture and Society	3
VIS125	Geography of the Virgin Islands	3
		6

Total Credits: 18
Duration: 1 year

CERTIFICATION AND NON-CREDIT PROGRAMMES

CENTRE FOR PROFESSIONAL DEVELOPMENT AND COMMUNITY EDUCATION

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

MISSION

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

PROFESSIONAL DEVELOPMENT GOALS

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

- Modify job performances to support innovative and technological changes in their field;
- Display competent technical written and oral communication skills in a variety of settings;
- Perform superior customer relation skills that enhance continuing business relationships and referrals;
- Construct adequate solutions to address situational problems at the workplace;
- Practice safety precautions inside and outside of the workplace; and
- Demonstrate personal responsibility and ethical values as attributes to professionalism.

COMMUNITY EDUCATION GOALS

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

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

THE FINANCIAL SERVICES INSTITUTE AT HLSCC (FSI)

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

The FSI delivers courses and provides examinations for the following professional bodies: The Institute of Chartered Secretaries and Administrators (ICSA), the Society of Trust and Estate Practitioners (STEP), the International Compliance Association (ICA), and the Association of Chartered Certified Accountants (ACCA).

The Institute of Chartered Secretaries and Administrators (ICSA)
The FSI is a registered tuition provider for ICSA: *The Governance Institute.* ICSA qualifications prepare persons for a variety of careers in international finance administration and governance, and to function as a chartered secretary. The FSI is the only registered tuition provider in the Caribbean to offer courses that comprise the ICSA Chartered Secretary Qualifying Scheme (CSQS). ICSA qualifications at the FSI include:

- *ICSA Level 4 Certificate in International Finance Administration*
- *ICSA Level 5 Diploma in International Finance Administration*
- *ICSA Advanced Certificate in Corporate Governance*
- *ICSA CSQS (Selected Courses)*

The Society of Trust and Estate Practitioners (STEP)
STEP is an international, professional and outward facing organisation, specialising in advising families in relation to inheritance, succession planning, and wealth management. Through its partnership with Central Law Training International (CLTI), UK, the FSI offers face-to-face instruction for the following STEP courses:

- *STEP Certificate in International Trust Management*
- *STEP Diploma in International Trust Management:*
  (Advanced Certificate in Trust Creation: Law and Practice)
  (Advanced Certificate in Company Law and Practice)

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

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

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

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

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

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

PROGRAMMES OFFERED

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

COURSE CODES

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

COURSE DESCRIPTIONS

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

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

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

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

In the descriptions below:
F – Courses offered during the Fall semester
S – Courses offered during the Spring semester
Su – Courses offered during the Summer session

---------- ***A*** ----------

ACCOUNTING (ACC)

ACC050 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.

ACC100/FA1 Recording Financial Transactions (F, S) 3 credits
This is an introductory course which is design to give students an opportunity to develop knowledge and understanding of the main types of business transactions and documentation and how these are recorded in an accounting system up to the trial balance stage. It covers topics such as types of business transactions and documentation, double entry system for accounting, treatment of cash, bank and credit transactions, reconciliation, and preparing trial balance. This course is equivalent to ACCA FA1. On the completion of this course, students can take the examination with the Association of Chartered Certified Accountants (ACCA)

ACC101/FA2 Maintaining Financial Records (F, S) 3 credits
This course is designed to develop knowledge and understanding of the underlying principles and concepts relating to maintaining financial records and technical proficiency in the use of double-entry accounting techniques including the preparation of final accounts for unincorporated entities. Topics includes: general accepted accounting principles and concepts, recording inventory, tangible non-current assets and depreciation, Accruals and prepayments, correction of errors, reconciliation, extended trial balance and partnership. This course is equivalent to ACCA FA2. On the completion of this course, students can take the examination with the Association of Chartered Certified Accountants (ACCA) *(Prerequisite ACC100)*

ACC110 Financial Accounting (ICSA) (F) 3 credits
This course is intended to familiarise the students with the kind of accounting information required by managers and outside interests such as shareholders, bankers, creditors, government agencies and the public. The ground rules for the preparation and interpretation of these statements are also explored. Some key areas include the preparation of accounting statements including Cash Flows, accounting for long lived assets and inventories, consolidated financial statements, analysis of financial statements and the regulatory framework of accounting. *(Prerequisite: as per ICSA Standard)*

ACC120/MA1 Managing Information (F, S) 3 credits

Management Information introduces candidates to basic costing principles, techniques and the tools with which to use these principles and techniques. It provides basic management information in an organisation to support management in planning and decision making. Topics includes: the nature and purpose of cost and management accounting, source documents and coding, cost classification and measurement, recording cost, use of speed sheets in cost and management accounting. This course is equivalent to ACCA MA1. On the completion of this course, students can take the examination with the Association of Chartered Certified Accountants (ACCA) *(Prerequisite: ACC100).*

ACC201 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: ACC101)*

ACC210/MA2 Managing Costs and Finances(S) 3 credits

Managing Costs and Finances (S) 3 credits This course involves a comprehensive study of the principles of cost and managerial accounting. It emphasizes the use of cost data to provide relevant information to management for planning and It covers topics such as management information, cost recording, costing techniques, decision making and cash management. This course is equivalent to ACCA MA2. On the completion of this course, students can take the examination with the Association of Chartered Certified Accountants (ACCA) *(Prerequisite: ACC120)*

ACC220 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: ACC101*)

ACC225 Accounting Software Applications (F, S) 3 credits

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

ACC235/FAB Fundamentals of Accountancy in Business (S) 3 credits

This course introduces knowledge and understanding of the business and its environment and the influence this has on how organisations are structured and on the role of the accounting and other key business functions in contributing to the efficient, effective and ethical management and development of an organisation and its people and systems. Topics included are: The business organisation, its stakeholders and the external environment, Business organisational structure, functions and governance, Accounting and reporting systems, controls and compliance, Leading and managing individuals and teams, and Professional ethics in accounting and business. (*Prerequisites: ACC101 and ACC210)*

APPLIED MARINE SCIENCE (AMS)

AMS101 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.

AMS102 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: AMS101 or Instructor's permission)*

AMS103 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.

AMS104 Marine Refrigeration and 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: AMS103 or Instructor's permission)*

AMS105 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.

AMS110 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.

AMS111 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: AMS110 or Instructor's permission)*

AMS112 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.

AMS113 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: AMS112 or Instructor's permission)*

AMS120 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.

AMS121 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.

AMS123 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.

AMS124 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: AMS123 or Instructor's permission)*

AMS126 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 bright76 work will be covered. Consideration will be given to yacht design with reference to traditional BVI boats. The tools used for marine carpentry will be introduced.

AMS128 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.

AMS129 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.

AMS131 STCW Basic Courses (5 Days) 3 credits

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

AMS132 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 Boat Master's License (pre-requirements of the Small Commercial Vessel (SCV) and Code). A research paper is required for students perusing this course.

AMS133 Caribbean Boat Master'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.

AMS134 RYA Short Course (VHF) (1-2 days) 3 credits

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

AMS170 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.

AMS171 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: AMS175 or Instructor's permission)*

AMS172 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: AMS170 or Instructor's permission)*

AMS175 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.

AMS176 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: AMS175 or Instructor's permission)*

AMS179 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: AMS175 or Instructor's permission)*

AMS185 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 containerisation and the related port operations. This course will also review the principles of stowage as well as ship loading procedures to ensure vessel stability.

AMS190 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.

AMS191 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: CSC101 or Instructor's permission)*

AMS204 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: AMS104)*

AMS205 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: AMS101)*

AMS211 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 over haul will be the central focus of this course. *(Prerequisite: AMS111)*

AMS213 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 trouble shooting of various systems as well as familiarizing students with developments in fuel injection systems. Practical experience in the workshop and on-board boats will be provided. *(Prerequisite: AMS113)*

AMS220 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: AMS120)*

AMS226 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: AMS126)*

AMS275 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: AMS176)*

AMS276 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: AMS176)*

AMT100 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.

ANTHROPOLOGY (ANT)

ANT100 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.

AUTOMOTIVE (AUT)

AUT100 Workplace Occupational Health and Safety (F, 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.

AUT102 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: AUT101)*

AUT103 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.

AUT104 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: AUT101)*

AUT105 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: AUT110)*

AUT107 Automotive Diagnostic and Scanners (S, 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: AUT109 or AUT110)*

AUT109 Chassis Electrical Wiring and Ancillaries I (F) 3 credits
This technical course is a must for all mechanics who wish to master the areas of Automotive Electrical and Electronics. It starts with the basics of electricity including circuit principles, Ohm's law, electrical wiring and schematic, modern ignition systems, batteries, starters and alternators. This course advances to automotive electronics and provides the opportunity to work with modern automotive computerised vehicles and fuel injection systems diagnostics and repairs.

AUT110 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.

---------- ***B*** ----------

BIOLOGY (BIO)

BIO 104 Environments of the BVI (F, S) 3 credits
This course introduces students to the British Virgin Islands (BVI) habitats, and the organisms present within them. It also highlights the benefits of these ecosystems to the economy and the ecology of the BVI. Field sessions may be scheduled throughout the semester. *(Prerequisite: Successful completion of secondary/pre-college English and Mathematics).*

BIO 105 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 are required to complete a personal dietary analysis and assessment and create balanced meals. *(Prerequisite: Successful completion of secondary/pre-college English and Mathematics).*

BIO 106 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 explores human physiology, including the functioning of the major systems and the mechanisms used by the body for defense against disease. Special emphasis will be on those diseases prevalent in the British Virgin Islands. The second part of the course explores the fundamentals of nutrition and the ways in which nutrition affects health. *(Prerequisite: Successful completion of secondary/pre-college English and Mathematics).*

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

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

BIO 112 General Biology II (F, S as needed) 4 credits

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

BIO 121 Principles of General Biology I (F) 5 credits

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

BIO125 Principles of General Biology II (S) 5 credits

This course explores aspects of variation and natural selection and the processes of asexual and sexual reproduction within living things. The laboratory portion of the course provides students with practical experience in the topics covered. Students can take this course as part of their preparation towards taking the CAPE Biology Unit 1 examination. (*Prerequisite: BIO121 minimum grade C*)

BIO 212 Anatomy and Physiology I (F) 4 credits

This is the first of a two-course sequence in Anatomy and Physiology which explores the structure and function of the human body and related homeostatic mechanisms. Topics covered include body organisation and the integumentary, skeletal, muscular and nervous systems. The laboratory portion focuses largely on anatomical identification, dissection and microscopy skills. This course prepares students for further studies in health- related fields and physical education. *(Prerequisite: BIO 110 and either BIO 106 or BIO 112, minimum grade C in each course)*

BIO214 Anatomy and Physiology II (S) 4 credits

This is the second of a two-course sequence in Anatomy & Physiology with continued study of the structure and function of the human body and related homeostatic mechanisms. Topics covered include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. The laboratory portion focuses largely on anatomical identification, dissection, and microscopy skills. This course prepares students for further studies in health-related fields and physical education. *(Prerequisite: BIO212 minimum grade C)*

BIO220 Ecology (F) 4 credits

This course covers population ecology, community interactions, animal behaviour, ecosystems ecology, the biosphere, and human impacts on ecosystems. Contemporary issues such as population growth, deforestation, pollution, atmospheric changes, and sustainable agriculture are discussed. The laboratory portion of this course affords students practical experiences in topics covered. Most exercises take place in the field. Students are required to apply statistical methods to their study of ecological problems. A variety of BVI ecosystems will be studied in depth. (*Prerequisites: BIO112 minimum grade C, and completion or concurrent enrolment in MAT113)*

BIO 221 Additional Principles of General Biology I (F) 5 credits

This course explores the role of photosynthesis in energy conversion, the production of ATP during cellular respiration and transport and control systems in plants and animals. The laboratory portion of the course provides students with practical experience in the topics covered. Students can take this course as part of their preparation for the CAPE Biology Unit 2 examination. *(Prerequisite: Unit 1- CAPE Biology minimum grade IV)*

BIO 225 Additional Principles of General Biology II (S) 5 credits

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

BIO230 Genetics (S as needed) 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 and modern advances in biotechnology and gene manipulation are studied. Contemporary issues such as genetic diseases, the effect of environmental changes on mutation rate and social consequences of genetic engineering will be discussed. The laboratory portion of this course affords students practical experiences concerning topics covered in the classroom. (*Prerequisites: BIO112 minimum grade C, and completion or concurrent enrolment in MAT113*)

BIO 240 Marine Biology (F) 4 credits

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

BIO260 Research in Biology (S as needed) 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. (*Prerequisites: Any 200-level Biology course, SCI235, ENG105 and MAT113*).

BIO270 Nutrition (F, S as needed) 3 credits

This course is designed to acquaint students with the field of human nutrition as it relates to health and disease. This course will deal mainly with the physiology and biochemistry of nutrition. Vitamins will be studied with respect to their roles as coenzymes for biological reactions. Special emphasis will be placed on the relationship between lifestyle choices and general health. Preventative measures, that can delay or prevent the onset of hereditary diseases, will be discussed. All students are required to perform a personal diet analysis to learn the technique. *(Prerequisite: BIO112 minimum grade C*)

BUSINESS (BUS)

BUS100 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: ENG104)*

BUS101 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: BUS100)*

BUS109 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: ACC050 or CXC Accounting General Proficiency Pass Grade 1-3)*

BUS110 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, information management, and finance and accounting. Minimum grade of C is required for this course. *(Co-requisites: ENG 104)*

BUS120 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. *(Prerequisites: BUS110 and ENG104)*

BUS123 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. *(Prerequisites: ACC100 and BUS120)*

BUS140 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. *(Prerequisites: ENG104 and BUS110)*

BUS141 Introduction to Leadership (S) 2 hours

This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory, assists participants in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership. It provides the opportunity to develop essential leadership skills through study and observation of the application of those skills. The course is for individuals who wish to develop their leadership skills. It is designed to aid students in increasing their understanding of themselves, and the theories and techniques of leadership and group process. The course integrates theoretical concepts with the reality of application within a group setting *(Prerequisites: ENG051 and 052)*

BUS203 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 everchanging environment. Areas such as employee development, creativity, finding a shared vision and information, teamwork, and collaboration among employees are encouraged. Students will learn how to write a business plan as part of team development. *(Prerequisite: ACC 100, BUS 110 and 120, ENG 104 and 106, ECN 100 or the consent of the Department Head)*

BUS205 Issues in Leadership (S) 3 credits

The emphasis in this course will be the exploration of the various Theories of Leadership and current thinking on the subject. It will also examine the purpose of leadership and attitudes to it; the qualities of a good leader, important leadership roles in business and informal leadership and its influence on the working of a business. *(Prerequisite: BUS21 or BUS141 or BUS201 or BUS203)*

BUS210 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: BUS203 or the consent of the Department Head)*

BUS211 Small Business and Entrepreneurship I (F) 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: the entrepreneurial life, ethics and integrity, developing a business plan including marketing, organizational, financial, location and harvesting plan and other specific current concerns of a small business operation. Students are expected to prepare a comprehensive business plan in preparation for BUS 221. Students are also expected to complete a work attachment for industry experience. *(Prerequisite: ACC 100, BUS 100 and BUS 120; Co-requisite BUS203)*

BUS221 Small Business and Entrepreneurship II (S) 3 credits

This course is intended to teach advance entrepreneurship management concepts. Topics include principles of building customer relationships, product development and supply chain management, pricing and credit decisions, promotional planning, human resource, as well as operational and asset management while looking at strategies to minimize risk. *(Prerequisites: BUS 211 and BUS 203. Co-requisite BUS201 ACC225)*

BUS223 Consumer Behaviour (F) 3 credits

This course is designed to help the student better understand marketing strategy by emphasising how consumers behave in our incredibly dynamic, high-tech global environment. Consumer Behaviour is an analysis of individual, social and cultural influences that affect consumer buying habits. The disciples of Marketing, Psychology and Sociology are examined as determinants of consumer behaviour. *(Prerequisite: BUS120)*

BUS225 Advertising and Promotional Strategies (S) 3 credits

An examination of those advertising and promotional strategies directed towards the consumers of goods and services with emphasis on planning, developing and executing an effective campaign to achieve targeted goals and objectives. *(Prerequisite: BUS120)*

BUS231 Corporate Administration II (Trusts) (S) 3 credits

This course is designed to introduce students to the law of trust and in particular to the role of trusts in the protection of personal assets. Consequently, topics will include purpose and formation of trusts, rights duties and responsibilities of trustee, settler, protector, beneficiary, types of trusts. *(Prerequisites: BUS100 and ENG104)*

BUS241 Principles of Finance (F) 3 credits

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

BUS242 Financial Management I (F) 3 credits

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

BUS243 Financial Markets and Institutions (S) 3 credits

This course provides a conceptual understanding of depository and non-depository institutions and their regulatory obligations, both locally and internationally. Students will apply the requirements of international banking regulations in the calculation of regulatory capital, and analyze the functioning of financial markets by tracking and evaluating the performance of financial instruments. *(Prerequisites: BUS 24, Co-requisite ECN 100)*

BUS250 Investments and Securities Markets (S) 3 credits
This is course is designed to orient the student to the technical aspects of investing in the financial markets. Students will select securities for their portfolios, actively buy and sell securities and derivatives. *(Prerequisite: BUS 241)*

---------- ***C***----------

CHEMISTRY (CHE)

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, the mole concept, thermochemistry, the periodic table, periodicity, gases and the gas laws. In the laboratory, the student is introduced to modern practices and techniques related to topics discussed in class. *(Prerequisite: SCI 050 or CSEC General Chemistry and Mathematics, minimum grade III in each subject or equivalent)*

CHE112 General Chemistry II (S) 4 credits
This course is a continuation of CHE110. Topics covered include solids and liquids, solutions, acids and bases, rate of reaction, acid-base equilibria, solubility product equilibria, complex ion equilibria, chemical thermodynamics and kinetics, introduction to organic. The laboratory portion of this course is a practical introduction to qualitative and quantitative (volumetric and gravimetric) analysis. (*Prerequisite: CHE110 minimum grade C*)

CHE 121 Chemical Principles and Application I (F) 5 credits
Students embrace the current theories of atoms, their structure and the periodic classification of elements. Concepts such as the mole, redox reactions, chemical bonding and intermolecular forces, nuclear energy, kinetic theory, enthalpy and energy are explored in conjunction with related calculations. Students can take this course as part of their preparation for the CAPE Chemistry Unit 1 examination. *(Prerequisites: CSEC General Chemistry grades I or II and CSEC General Mathematics, minimum grade III or equivalent)*

CHE 125 Chemical Principles and Application II (S) 5 credits
Students explore concepts associated with reaction rates, chemical equilibrium and their application to industrial and biological concepts. Students also discover the fundamentals of elements and compounds with respect to their physical and chemical properties, their uses and the formation of anions and captions. Students can take this course as part of their preparation for the CAPE Chemistry Unit 1 examination. *(Prerequisite: CHE 121, minimum grade C)*

CHE 210 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. The laboratory portion of this course is an introduction to the practices and techniques of the contemporary organic laboratory. *(Prerequisite: CHE 112, minimum grade C)*

CHE 212 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. Structure determination—mass spectroscopy, infrared spectroscopy, nuclear magnetic resonance spectroscopy. The laboratory portion of this course includes multi-step syntheses and an introduction to the spectrophotometric identification of organic compounds. *(Prerequisite: CHE 210, minimum grade C)*

CHE 221 Additional Chemical Principles and Application I (F) 5 credits
Students are exposed to the fundamentals of organic chemistry by exploring carbon compounds and the processes involved in their formation. Students learn the reactions of functional groups as well as the impact of carbon compounds on everyday life. Students can take this course as part of their preparation for the CAPE Chemistry Unit II examination. *(Prerequisite: Unit 1- CAPE Chemistry, minimum grade IV)*

CHE 225 Additional Chemical Principles and Application II (S) 5 credits

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

COMMUNICATIONS (COM)

COM100 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.

COMPUTER STUDIES (CSC)

CSC049 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.

CSC050 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.

CSC101 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. *(Prerequisites: ENG051and 052 or equivalent)*

CSC103 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. *(Prerequisites: CSC104 and MAT108 or MAT110)*

CSC104 Microcomputer Applications' Software (F, S, Su) 3 credits

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

CSC106 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 mark-up language (HTML), Cascading Style Sheets (CSS), and other web design tools and techniques. *(Prerequisite: CSC104)*

CSC108 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: CSC121)*

CSC113 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 programme that solves a problem of their choosing as part of their semester project. Students are also taught how to use CRC and UML to document their applications' design. *(Prerequisites: CSC103 and MAT110 or equivalent)*

CSC114 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). *(Prerequisites: CSC103 and CSC121)*

CSC117 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.

CSC118 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: CSC117)*

CSC121 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. *(Prerequisite: CSC104)*

CSC203 Programming Language II (F) 4 credits

This course is a continuation of the CSC113, Programming Language I course, where students are introduced to the Java programming language. CSC203, 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: CSC113)*

CSC204 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 normalisation. *(Prerequisites: CSC114 and ENG104)*

CSC206 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. (*Prerequisites: CSC103 and CSC106*)

CSC208 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 an opportunity to develop skills in design, composition, and learn in a hands-on environment, using industry-related technology and software. Students must achieve a minimum grade of C. *(Prerequisite: CSC108)*

CSC210 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. *(Prerequisites: CSC121 and MAT110 or equivalent)*

CSC211 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. *(Prerequisites: CSC121 and BUS110)*

CSC213 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. *(Prerequisites: ENG115 and BUS110; Co-requisite: CSC114 or CSC203 or CSC206 or CSC208)*

CSC214 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: CSC104 or CSC121)*

CSC215 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: CSC213)*

CULINARY ARTS (CUL)

CUL101 Food Safety Operation and Sanitation (F) 2 credits

An introduction to food production practices governed by changing US federal and state, and British Virgin Islands regulations. Topics to be covered include prevention of food-borne illness through proper handling of potentially hazardous foods, HACCP procedures, legal guidelines, kitchen safety, facility sanitation, and guidelines for safe food preparation, storing and reheating. Students will also take the National Restaurant Association SERV Safe examination for certification.

CUL109 Cultural Dimensions of Food (S) 3 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.

CUL110 Food Service Theory and Basic Skills 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, phylio, 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.

CUL111 Culinary Proficiency (S) 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 organisation, plate development, culinary French terms, and food costing.

CUL124 Bread and Breakfast Pastry Arts 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, phylio, 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.

CUL129 International Cuisine (S) 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.

CUL131 Quantity Food Productions (S) 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 organisation and structure of contract food service providers, production layouts and facility design. Menu items will be consistent with local, regional and international retail and non- commercial segments and dining trends. Cooking competencies include egg cookery, grain cookery, sandwich preparation, pasta cookery, simple composed salads, quick breads, moderate-cost entrees and cooking for special dietary restriction and needs**.**

CUL135 Garde Manger (S) 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 centrepiece and ice carving is taught, as well as fruit and cheese displays.

CUL137 Chocolate and Confections 3 credits

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

CUL139 Internship (S) 3 credits

A supervised work experience designed to expand student's career knowledge while increasing speed, timing, organisation, and ability to handle cooking in an approved foodservice and hospitality establishment. Each student is required to complete 300 working hours during the training period.

CUL145 Bakeshop Operations 3 credits

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

CUL151 Restaurant Desserts 2 credits

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

CUL201 Menu Policy, Planning and Development (S) 2 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.

CUL205 Baking and Introduction to Prepared Foods (F) 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.

CUL209 Cakes and Pastries (F) 3 credits

Assemble and decorate Cakes and Pastries with a modern approach using the latest technology and equipment. Students will use specialist equipment, practice new presentation methods, simplicity of style and production.

CUL215 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 organise an assigned station based on preparation methods while focusing on the production of menu items, plate presentations, and cooking techniques as applied to specific cuisines. Emphasis will be placed on sourcing, storage, uses, and nutritional aspects of key ingredients.

CUL219 Wine Studies (S) 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.

CUL221 Introduction to Catering Management (F) 1 credit

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.

CUL225 Restaurant Service and Management (S) 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.

CUL229 Vegetarian/ Vegan Cookery (S) 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.

CUL240 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.

---------- *D*----------

DANCE (DAN)

DAN020 Dance Ensemble 1 credit
This course is designed to accommodate performing arts students by giving them an opportunity to work on upcoming projects. It is time allotted for rehearsal and group creative exploration.

DAN100 Dance Seminar I 3 credits
This course focuses on the study or practice of selected works through rehearsal and performance. Students will progress through the rehearsal process to develop performance experience.

DAN105 Ballet and Modern Dance 3 credits
This course will introduce students to the fundamental skills required for dance. These will include principles of alignment, body articulation, spatial awareness, and musicality. Students will learn to appreciate the expressive potential and clarity of their dancing bodies. In addition, they will differentiate between style and technique as regards dance and understand the varying technical and performance needs of Modern and Classical Ballet Dance *(Prerequisite: DAN100)*

DAN110 Jazz and Afro Caribbean Dance 3 credits
This course will require students to demonstrate the fundamental skills required for dance. Students will learn about the international and regional influences in the development of Caribbean dance techniques and styles. Students will explore the Caribbean Region's influence on Modern and Jazz Dance *(Prerequisite: DAN100)*

DAN115 History and The Dancing Body 3 credits
This course will introduce students to various histories of the development of dance. Of particular focus will be: Pre-15th Century Dance in Africa, Europe, India, and the Caribbean; 15th-18th Century dance in the Caribbean, Europe, Asia, and the United States; 19th Century dance to Present in the Caribbean, Europe, and the United States. The content will be approached through the themes of: Dance and Spirituality; Dance and Community; Dance and Culture; Dance and Politics; and Dance and Self Expression *(Prerequisite: ENG104)*

DAN200 Dance Seminar II 3 credits
This course focuses on the study or practice of selected works through rehearsal and performance. Students will progress through the rehearsal process to develop performance experience and apply their knowledge through preparation for live performances *(Prerequisite: DAN100)*

DAN201 Composition and Performance 3 credits
This course focuses on the analysis of dance movements through the art of choreography. This includes introductory study of various choreographic approaches and movement explorations *(Prerequisite: DAN100 or Audition or Department Approval).*

DISASTER MANAGEMENT (DMT)

DMT120 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 organisations are also covered.

DMT122 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.

DMT126 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.

DMT128 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. (*Prerequisites: DMT120 and 122)*

DMT142 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. (*Prerequisites: DMT120 and 122)*

DMT144 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. (*Prerequisites: DMT120 and 122)*

DMT220 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. (*Prerequisites: DMT120 and 122)*

DMT230 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. (*Prerequisites: DMT120, 122 and 142)*

DMT246 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. (*Prerequisites: DMT120, 122 and 144)*

DMT264 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. (*Prerequisites: DMT120, DMT122 and DMT126)*

DRAMA (DRA)

DRA030 Theatre Ensemble 1 credit
This course is designed to accommodate performing arts students by giving them an opportunity to work on upcoming projects. It is time allotted for rehearsal and group creative exploration.

DRA100 Performance Technique and Research 3 credits
This course introduces students to the fundamental elements of performance art. Students will be encouraged to recognise their environment as a creative space and be equipped to utilise this space, culminating with a public performance.

DRA101 Forming the Performer 3 credits
This course introduces students to the components of characterisation work, spatial awareness, and the skills required in both movement and voice. Students will be able to apply the skills learned through various creative mediums such as film, animation, abstract theatre, and live art. Students will be expected to create their own short studio performances *(Prerequisite: DRA100)*

DRA201 Art of the Performance 3 credits
This course is a continuation of Forming the Performer. Students will apply their knowledge and perform in a public production. They are expected to demonstrate creativity and work with a director *(Prerequisite: DRA101)*

DRA205 Caribbean Theatre and the World 3 credits
This course will broaden students' cultural, historical, social, and economic awareness as it pertains to the Caribbean's unique experience of a multicultural scope of creative influences explored through the stage *(Prerequisite: ENG107*).

---------- ***E***----------

ECONOMICS (ECN)

ECN100 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. *(Prerequisites: BUS110 and MAT108 or MAT110)*

ECN105 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. *(Prerequisites: BUS110 and MAT108 or MAT110)*

TEACHER EDUCATION (EDU)

EDU 105 Educational Psychology (S) 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 (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 (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, generalisations, skills, and attitudes. This course entails the study of psychological theories related to Social Studies as well as activities and methods for effective delivery and evaluation of Social Studies lessons. The course is very interactive, and students will be involved in a variety of hands-on activities. *(Co-requisite: EDU 125; Prerequisite: EDU 105 and VIS110)*

EDU 129 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 audio-visual equipment will also be explored. It also provides the teacher with computer skills, which will be applicable to all areas of the school's curriculum, thus helping them to increase productivity and efficiency. *(Prerequisite: CSC 104, EDU 105 and EDU 125)*

EDU 210 Classroom Management (F) 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 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 125 and 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 125 and 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 125 and 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 125 and EDU 135)*

EDU 237 The Teaching of Music (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 a variety of musical instruments. *(Prerequisite: EDU 125 and EDU105)*

ELECTRONIC ENGINEERING TECHNOLOGY (EET)

EET100 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: MAT051 or CXC Mathematics)*

EET101 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.

EET102 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, and Satellite Communications.

EET103 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: EET100)*

EET104 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: EET100)*

EET105 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.

EET106 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: EET100)*

EET107 Analog Circuit and Devices (S) 3 credits

This course is a study of semiconductor devices used in analogue electronic circuits. Kirchhoff's Laws and network theorems will be used in the analysis of circuit behaviour which includes devices such as PN junctions diodes, LEDs, bipolar-junction transistors, Field Effect Transistors, SCRs, Triac, operational amplifiers and comparators. Biasing, sine-wave oscillators, amplifiers, and filters are also introduced. This course will be delivered utilizing a balanced approach of theory, virtual simulated circuits, as well as, simple circuits constructed from actual components along with the use of various electronic test equipment. *(Prerequisite: EET100)*

EET108 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.

ENGLISH AND COMMUNICATIONS (ENG)

ENG050 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.

ENG051 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.

ENG052 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.

ENG060 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.

ENG061 Writing for Technicians II 3 hours/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. Students participate in workshops and use specific revision strategies and conferencing to explore various methods of developing their subjects for appropriate audiences.

ENG104 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: ENG050 or 051 or 052 as determined by the English Placement Exam or CXC ENG General Proficiency Grade I, II, or III or GCE O Level A, B, or C)*

ENG105 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: ENG104 minimum grade C)*

ENG106 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: ENG104 minimum grade C)*

ENG107 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: ENG104 minimum grade C or the consent of the Department Head).*

ENG114 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: ENG104 minimum grade C)*

ENG115 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: ENG104 minimum grade C)*

ENG125 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: ENG107 minimum Grade C)*

ENG200 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: ENG107 minimum grade C) (English majors should have taken ENG125)*

ENG205 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 specialise in English. (*Prerequisite: ENG107 minimum grade C or the consent of the Department Head)*

ENG206 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.

ENG208 Literature of the Black Diaspora (F) 4 credits
A study of the literary contributions of black writers throughout the Black Diaspora. *(Prerequisite: ENG107 minimum grade C or the consent of the Department Head)*

ENG210 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: ENG107 minimum grade C) (English majors should have taken ENG125 and ENG200)*

ENG220 Introduction to Linguistics (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: ENG104)*

ENG221 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: ENG220)*

ENG222 Literary and Cultural Theory (S) 4 credits
This course will provide a survey of the major trends in contemporary literary theory and criticism. (*Prerequisite: ENG125 minimum grade C, or the consent of the Department Head)*

ENG225 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*** ----------

FILM (FLM)

FLM100 Intro to Film Studies 3 credits
Course Description: Students will learn elements of film and will be introduced to narrative and stylistic techniques used in filmmaking. They will understand how meaning is constructed, conveyed and interpreted in film. They will be introduced to the history of film through the study of both classic and contemporary films. In this module students will critically analyse a variety of styles, genres and abstract choices. Students will understand the link between the technical and creative aspects of film production while examining the concept of media literacy.

FRENCH (FRE)

FRE100 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.

FRE101 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: FRE100 minimum grade C-)*

FRE200 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: FRE 101 minimum grade C)*

FRE201 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: FRE200 minimum grade C)*

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

HISTORY (HIS)

HIS100 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: ENG104)*

HIS120 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 melded human civilizations. The linkage will be drawn between such thought and the social structure and its political economy. *(Prerequisite: ENG104)*

HIS121 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: ENG104)*

HIS125 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: ENG104)*

HIS200 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: HIS100)*

HIS220 Selected Topics II (History Series) (S) 3 credits
Choices available include: a) Advanced Caribbean History, b) Advanced American History, c) History of Modern Europe, and d) Advanced African History. *(Prerequisite: HIS200)*

HOSPITALITY MANAGEMENT (HRM)

HRM100 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. (*Prerequisites: BUS 110 and 140*)

HRM110 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. (*Prerequisites: ACC100, BUS110 and BUS140*)

HRM151 Principles of Food Production I (S) 4 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: ACC100*)

HRM152 Introduction to Food and Beverage Management (F) 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 fulfil a work attachment. (*Prerequisites: ENG104, BUS110 and MAT051*)

HRM200 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*)

HRM210 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. (*Prerequisites: ACC100 and HRM152*)

HRM215 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: ACC100*)

HRM251 Principles of Food Production II (F) 4 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 public. (*Prerequisite: HRM151*)

HRM254 Applications in Hotel Management (S) 6 credits
This course builds on competencies developed in previous related courses. It focuses on the need for maximising the full potential of rooms and demonstrates the relationship between Front Office operations and cooperation with integral areas of Housekeeping, Security, Engineering, Food and Beverage and Maintenance. The practical component of this course will allow students to implement concepts taught in the programmed. Students are required to complete a 300-hour internship with an approved hospitality organisation. They will be involved in the day-to-day operations and carry out basic and supervisory functions. (*Prerequisites: HRM215, 110, 152, 100 and BUS 140*).

HRM260 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, standardised recipes and costing for all standardised recipes, menu and facilities design. (*Prerequisites: HRM152, 210, 251 and BUS120).* Internship is built into this course.

HUMANITIES (HUM)

HUM205 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: ENG105)*

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

MATHEMATICS (MAT)

MAT 050 Pre-Algebra (F, S) 3 hours/non-credit
This is the first of two courses designed to provide the basic mathematical skills necessary to succeed in college-level mathematics. It revises arithmetic and mensuration techniques, with emphasis on problem solving, and introduces the vocabulary and concepts needed for the transition to Algebra.

MAT 051 Beginning Algebra (F, S) 3 hours/non-credit
This is the second of two courses for students preparing for college-level mathematics. It provides an introduction to algebra. Topics include properties of real numbers, operations involving exponents and polynomials, rational expressions, basic linear equations and inequalities, factoring, literal equations, quadratic equations, systems of linear equations, applications, graphing equations and radical simplification. *(Prerequisites: MAT 050 or CSEC General Mathematics grades IV-VI or equivalent)*

MAT102 Mathematics for Elementary Teachers (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: MAT051 or equivalent)*

MAT107 Culinary Mathematics (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, labour cost and control techniques, and purchasing and inventory management. (*Prerequisite: Secondary School Leaving Certificate)*

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

This course reviews and extends the material taught in secondary/pre-college mathematics. It covers the first half of MAT 110 (College Algebra) and provides the algebra students require to pursue MAT 109 (College Algebra Part I). Topics include simplifying algebraic expressions, exponents, radicals and factoring; solving equations (including applied problems) and inequalities; complex numbers *(Prerequisite: MAT 051 or CSEC General Mathematics, minimum grade III or equivalent)*

MAT109 College Algebra Part II (F, S) 2 credits

This course will cover the second half of MAT110 College Algebra. Topics covered include co-ordinate geometry, variation, remainder and factor theorems, polynomial, rational, exponential and logarithmic functions. Student will also graph functions and solve application problems. (*Prerequisite: MAT108 minimum grade C*)

MAT 110 College Algebra (F, S) 4 credits

This course provides students with the opportunity to gain algebraic knowledge needed for many fields such as engineering, business, science, computer technology and mathematics. It covers fundamental concepts including factoring, integral and rational exponents, solving equations and inequalities, solving systems of equations and inequalities, and uses the remainder and factor theorems. Also explored are polynomial, rational, exponential and logarithmic functions, with graphs and applications. *(Prerequisite: CSEC General Mathematics, minimum grade II or equivalent)*

MAT 112 College Algebra for Business/Social Sciences (F, S) 4 credits

This is a course in pre-calculus algebra, statistics and probability for students whose major areas are outside mathematics and science. Relevant algebraic foundation concepts are developed to support the practical concepts subsequently covered. Emphasis is on the application and use of topic areas in the fields of business, economics, and social sciences. Application topic areas and/or specific concepts used in application include equilibrium points, maximum revenue, break-even analysis, piecewise functions in tiered billing processes, exponential growth in finance and in other growth processes, doubling-time and other investment period calculations, investment rate calculations, Gauss-Jordan elimination in solving systems of linear equations, maximisation and minimisation, conditional probability, independence, Bayes' Formula and Markov chains. *(Prerequisites: MAT 051 or CSEC General Mathematics minimum grade III or equivalent).*

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

This course introduces methods associated with obtaining data, organising data, calculating descriptive statistics and accurately interpreting them and using inferential measures to draw conclusions about populations. Sampling techniques, levels of measurement, measures of central tendency, measures of variation, measures of location and skewness, graphical techniques, correlation and regression, continuous and discrete probability distributions and estimation and hypothesis testing are some of the topics that are covered. The use of available technological functions in analysis and graphing are taught throughout the course, and completion of a group research project is mandatory. *(Prerequisite: MAT 051 or CSEC General Mathematics, minimum grades III or equivalent)*

MAT 115 Technical Mathematics I (F) 3 credits

This course is designed to meet the needs of technical-vocational students. Emphasis is on the application of skills to mechanical and technical processes. It begins with a review of fundamental concepts, including arithmetic operations and concepts in measurement. This is followed by several algebraic, trigonometric and statistical topics, including linear equations, factoring, quadratic equations, computational geometry, the trigonometry of right and oblique triangles, trigonometric functions on the unit circle and basic statistics. *(Prerequisite: MAT 051 or CSEC General Mathematics, minimum grade III or equivalent)*

MAT 120 College Trigonometry (S) 4 credits

This course is designed for mathematics, science, engineering and technology students. It covers fundamental concepts of trigonometry and is a preparation for calculus. Topics include linear and angular speed, trigonometric/circular functions, their inverses and graphs, trigonometric equations and identities, the solution of triangles, vectors and associated applications, De Moivre's theorem and the theorem on nth roots for complex numbers, polar coordinates, polar equations, conic sections and solving non-linear systems of equations. *(Prerequisite: MAT 109 or MAT 110 or MAT 112, minimum grade C in each course)*

MAT 121 Integrated Mathematics Part I (F) 5 credits

This course is designed to enhance topics covered in secondary mathematics. It provides the foundation students require for future success in mathematics with emphasis on critical thinking, problem-solving and mathematical modelling. It covers topics in algebra, coordinate geometry, trigonometry and statistics, with practical objectives including students being able to recognize and develop patterns using tables, graphs and equations. Technology is used to introduce and expand upon some areas of study listed above. This course is ideal for students wishing to take the CAPE Integrated Mathematics examination after Part II is completed. *(Prerequisites: CSEC General and Additional Mathematics, minimum grade II)*

MAT125 Integrated Mathematics Part II (S) 5 credits

This course is a continuation of Integrated Mathematics Part I. Emphasis continues to be on critical thinking, problem-solving and mathematical modelling. Students will solve problems using equations, graphs and tables and investigate linear relationships using linear regression models. This course covers Permutations and Combinations, Probability, Probability Distributions and Regression, Limits and Continuity Differentiation and its application and Integration. Technology will be used to introduce and expand upon some areas of study listed above. On completion of this course, students can take the CAPE Integrated Mathematics examination. (*Prerequisites: MAT121 minimum grade C*)

MAT 131 Pure Mathematics Part I (F) 5 credits

Pure Mathematics Part I develops the topics introduced at the secondary level in the areas of algebra and trigonometry, and in concepts such as graphing. This course exposes students to the tools that would expand their understanding of mathematical ideas, skills, and techniques in a way that promotes confidence and fosters enjoyment. Topics covered include reasoning and logic, basic algebra, exponential and logarithmic functions, cubic functions, cubic equations and trigonometric functions. This course is ideal for students wishing to take the CAPE Unit I Pure Mathematics examination. *(Prerequisites: CSEC General and Additional Mathematics, minimum grade II)*

MAT135 Pure Mathematics Part II (S) 5 credits

Pure Mathematics Part II builds on the mathematical knowledge gained in Pure Mathematics Part I. It is designed to provide students with the opportunity to deepen their mathematical knowledge and skills. This course provides the mathematical tools required for further study in a variety of subjects including Science and Engineering. Additionally, topics in coordinate geometry, vectors and calculus are discussed. On completion of this course, students can take the CAPE Unit I Pure Mathematics examination. (*Prerequisite: MAT131 minimum grade C*)

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

This course is for mathematics, science and engineering majors. With a focus on algebraic and trigonometric functions, it covers limits, continuity, differentiation, curve sketching, and integration. Applications of differentiation and integration are also explored. *(Prerequisite: MAT 135 or MAT 120, minimum grade C in each course)*

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

This course introduces students to differential and integral calculus, with emphasis on graphing techniques and applications to business, economics and the social sciences. This course is not equivalent to MAT 210. *(Prerequisite: MAT 109 or MAT 110 or MAT 112, minimum grade C in each course).*

MAT 213 Further Topics in Inferential Statistics and Regression Analysis (F) 4 credits

This course is the second of a two-course sequence in the study of statistics. It focuses on analytic techniques used in organizing and making inferences from data for research purposes. Topics covered include calculating confidence intervals; hypothesis testing using data that follow, for example, a normal distribution or a t-distribution; one-way between-subjects analysis of variance (ANOVA); and multiple regression analysis. The data screening process, as well as the research design, will also be incorporated. Use of Microsoft Excel® will support analytical procedures. *(Prerequisite: MAT 113, minimum grade C)*

MAT 217 Linear Algebra (S) 4 credits

This branch of mathematics deals with the study of vectors, matrices, and systems of linear equations. Students acquire the fundamental concepts necessary for practical application, as well as the foundation for the support of upper-level mathematics courses that require them. Topics include systems of linear equations and matrices, determinants, Euclidean vector spaces, eigenvalues and eigenvectors, linear transformations, inner products (dot products), orthogonality, cross products, and their geometric applications, as well as subspaces and linear independence*. (Prerequisite: MAT 210, minimum grade C)*

MAT220 Calculus II (F or S as needed) 4 credits

This is the second course in Calculus for mathematics, science and engineering majors. Topics covered include inverse functions (including differentiability), transcendental functions, exponential growth and decay, integration techniques, improper integrals, topics in plane analytical geometry, hyperbolic functions, and infinite series. *(Prerequisite: MAT210 minimum grade C)*

MUSIC (MUS)

MUS050 Community College Chorale (F, S) 1 credit

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

MUS020 Brass Ensemble (F, S) 1 credit

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

MUS030 Jazz Ensemble (F, S) 1 credit

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

MUS040 Woodwind Ensemble (F, S) 1 credit

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

MUS050 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.

MUS100 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.

MUS101 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.

MUS110 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. 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.

MUS130 Introduction to Music Theory (F, S) 3 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.

MUS131 Introduction to Jazz Music Theory (F, S) 3 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: MUS130)*

MUS160 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.

MUS210 Principle Applied Performance I 4 credits

Students will begin dedicated concentration of a specific instrument in order to build and demonstrate proficiency over two years of study. They will be expected to apply the knowledge gained in this course to create independent performances and to participate in departmental and college productions. Auditions will be required for students wishing to enrol in this course outside of a Music Concentration.

MUS220 Principle Applied Performance II 4 credits

In this course, students will be studying repertoire that will prepare them for student recital. This course is designed to acquaint students to the concepts and methods of music selection, as well as, solo, and ensemble performance *(Prerequisite: MUS210)*

---------- ***O*** ----------

OFFICE ASSISTANCE AND ADMINISTRATION (OAA)

OAA110 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: ENG104)*

OAA111 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: BUS110*)

PUBLIC ADMINISTRATION (PAD)

PAD101 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. (*Prerequisite: ENG104*)

PAD102 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. (*Prerequisite: ENG104*)

PAD103 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: PAD102)*

PAD104 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 and planning. (*Prerequisite: ENG104*)

PAD105 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 and process of management. *(Prerequisite: PAD104)*

PERFORMING ARTS (PER)

PER100 Creative Entrepreneurship I 3 credits

Students will explore different theoretical approaches to aid in the understanding of the relationships between culture, creativity, and entrepreneurship. Key concepts related to the creative sector both locally and internationally will be explored to develop the skills needed to start a resilient creative business *(Prerequisite: ENG104)*

PER101 Creative Entrepreneurship II 3 credits

This course will prepare students for project planning and business development in the arts and culture. Students will have to apply the knowledge learned in Creative Entrepreneurship II (Arts Management) and engage in field work both on a small and large scale. Smaller projects will include managing short productions by the ensemble, while, larger projects will consist of managing a drama festival, exhibition, or any creative event. Students will have the opportunity to draft plans for individual business ideas in addition to learning key elements necessary to materialise these plans *(Prerequisite: ENG104 and PER100)*

PHILOSOPHY (PHI)

PHI100 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: ENG104)*

PHYSICS (PHY)

PHY106 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

General Physics I is the first part of a two-semester sequence in General Physics designed to present concepts and applications of the following topics: mechanics (kinematics in one dimension, forces and Newton's Laws of Motion, work and energy), heat and thermodynamics (temperature and thermal expansion, heat energy and phase changes, transfer of heat energy, the Ideal Gas Law and kinetic theory). Emphasis is placed on problem solving. Laboratory experiments reinforce concepts taught in class *(Prerequisites: SCI 050 or CSEC General Physics, minimum grade III and MAT 108 or MAT 110 or MAT 115, minimum grade C in each course)*

PHY 112 General Physics II (S) 4 credits

A continuation of PHY 110**.** General Physics II is the second part of a two-semester sequence of General Physics. This course is algebra-based and deals with the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism and light, with emphasis on problem solving. Laboratory experiments reinforce concepts taught in class. *(Prerequisite: PHY 110, minimum grade C)*

PHY 121 Mechanics, Waves and Oscillations (F) 5 credits

This course introduces the student to physical quantities, SI units, objects in motion, the effect of forces, the conservation of energy, harmonic motion, properties of waves and physics of the ear and eye. Emphasis is placed on problem solving while laboratory exercises will give the students practical experiences in the topics covered in the course. Students can take this course as part of their preparation towards taking the CAPE Physics Unit I examination. *(Prerequisites: CSEC General Physics and Mathematics, minimum grade II in each course or equivalent)*

PHY 125 Thermal and Mechanical Properties of Matter (S) 5 credits

This course is a continuation of PHY 121. Topics covered include thermometers, thermal properties, heat transfer, kinetic theory of gas, thermodynamics and thermal properties of materials. Laboratory exercises will give the students practical experiences in the topics covered in the unit. Students can take this course as part of their preparation towards taking the CAPE Physics Unit I examination. Prerequisite: PHY 121, minimum grade C.

PSYCHOLOGY (PSY)

PSY100 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: ENG104)*

PSY205 Social Psychology (S) 3 credits

This introductory course will focus on learning through the observation of societal mores and norms. *(Prerequisites: PSY100 and SOC100)*

PSY210 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)*

PSY215 Counselling (Theory and 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: PSY100)*

PSY220 Addiction Management and Counselling (S) 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. *(Prerequisites: PSY100 and SOC100)*

---------- ***S*** ----------

SCIENCE (SCI)
SCI050 Foundations for Science (F) 3 hours/non-credit
This course is designed to prepare students for entrance into college level science courses. It focuses on key components in chemistry and physics such as stoichiometry and newton's laws of motion. Emphasis will also be placed on mathematical and investigative skills required for science. Laboratory exercises are conducted to reinforce course material. *(Prerequisite: Completion or concurrent enrolment in pre-college English and/or Mathematics).*

SCI235 Seminar in Science (F) 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. *(Prerequisites: BIO112 or CHE112 or PHY112 and completion or concurrent enrolment in MAT113, minimum grade c in each course. Also, ENG104, minimum grade c-)*

SEMINARS (SEM)
SEM Seminars 3 credits
The H. L. Stoutt Community College organises seminars on a wide range of topics. Interested persons may contact the College office for further information.

SOCIAL SCIENCES (SOC)
SOC100 Introduction to Sociology (F, S) 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: ENG104)*

SOC104 Sociology of Deviant Behaviour (F) 3 credits
This course explores the various sociological approaches to the study of deviance and social disorganisation, with emphasis on contemporary sociological theory and research. It examines major types of deviant behaviour, their causes and consequences, and societal reaction to such things as criminality, suicide, drug addiction, and mental disorders. *(Prerequisite: SOC100)*

SOC110 Social Research Methods (S) 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: MAT051 and SOC100 minimum grade C)*

SOC120 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: SOC100 minimum grade C)*

SOC125 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: SOC100 minimum grade C)*

SOC200 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 organisational structure, and decision-making patterns and role assignments within social welfare organisations and agencies. It examines political theories and shows how political philosophy can affect social provisions within a community. *(Prerequisite: SOC120)*

SOC205 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. *(Prerequisites: PSY100 and SOC100)*

SOC210 Introduction to Social Work 3 credits
This course is designed to introduce students to the field of Social Work. Students will be exposed to professional values and ethics, human behaviour in the environment, social and economic justice, diversity, populations at risk, poverty, and oppressed groups. Furthermore, this course will introduce students to the history and settings in which social workers practice. *(Prerequisite: SOC100)*

SOC215 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: SOC100 minimum grade C, or consent of the Department Head)*

SPANISH (SPA)

SPA090 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.

SPA100 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. (*Minimum grade of C-)*

SPA101 Intermediate Spanish (F, S) 3 credits
This course offers intensive grammar review, drills in translation. Emphasizes practical vocabulary and conversation. Sharpens speaking, listening and writing skills in Spanish. *(Prerequisite: SPA100 minimum grade C)*

SPA200 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: SPA101 minimum grade C)*

SPA201 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: SPA200 minimum grade C)*

TECHNICAL STUDIES (TCS)

TCS100 Blueprint Reading and Construction Specifications (F, S) 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.

TCS101 Introduction to Engineering (F, S) 3 credits
Building awareness of the role of engineering profession as a specialised 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 specialised areas such as telecommunications, aeronautical, computer and maritime. Emphasis will be placed on occupational health and safety in engineering practices.

TCS102 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.

TCS103 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.

TCS104 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.

TCS105 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: TCS100)*

TCS110 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: MAT051 or 115 or CXC Mathematics or Lecturer Permission)*

TCS113 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: TCS103)*

TCS115 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.

TCS125 Safer Building Level I 1 credit

This course is organised to provide an introduction to safer building and construction practices applicable to the Caribbean region. This course covers pre-construction planning, site preparation, access road construction, building layout, foundations, walls, roofs, storage of materials, and post construction maintenance. It also identifies vulnerable building areas and methods that should be used to reduce such vulnerability. This course is the first course requirement with the Department of Trade, to apply for a Contractor's Trade License

TCS200 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: MAT110)*

TCS201 Blueprint Reading 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 electrical details will be covered. *(Prerequisite: TCS100)*

TCS203 Computer Assisted Drafting (CAD) (F, S) 3 credits

This course is designed to enable the student to understand both the principles of drafting and computerisation. It is a hands-on course designed to teach the newest techniques in drafting on personal computers. *(Prerequisite: CSC104)*

TCS 205 Advanced Computer Aided Design (S) 4 credits

This course is an extension of TCS102, introducing students to more complex tasks using CAD, including 3-D modelling, rendering and automated project estimating. *(Prerequisites: TCS102 and 203)*

TCS210 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. *(Prerequisites: TCS110 and MAT115)*

TCS214 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: TCS205)*

TCS216 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: MAT110)*

TCS218 Heating, Ventilating and 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 its interaction with the environment and gives the student the skills necessary basic conductive, convective and radiative heat transfer. Students also develop practical techniques in analysis of air conditioning systems. Load analysis, installation and repair techniques are examined for the major commercially available systems. (*Prerequisite: MAT110*)

TCS220 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: TCS200*)

TCS222 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: MAT110*)

TCS224 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: MAT051*)

TCS225 Safer Building Level II 1 credit

This course is organised to offer advanced instruction and guidance for safer building and construction practices applicable to the Caribbean region. It covers topics that introduce participants to project (and construction) management and is geared towards raising their awareness and understanding of the importance of proper project management as it relates to safer building. This course is the second course requirement with the Department of Trade, to apply for a Contractor's Trade License.

TCS226 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 emphasising consistency in method and exploring creative projects that incorporate many techniques. All forms of welding are explored oxyacetylene, arc, MIG and TIG. (*Prerequisite: TCS224*)

TCS240 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: TCS200*)

TCS260 Foundations (S) 3 credits

In this course, the student is familiarized with the various types of foundations and how they are related to their accompanying structures. Topics include: Bearing capacity, drainage and dewatering, footings and mat foundations, piles, caissons, retaining walls and anchors. *(Prerequisite: TCS200)*

TCS270 Soil Mechanics 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: TCS200)*

---------- V ----------

VIRGIN ISLANDS STUDIES (VIS)

VIS110 Virgin Islands History 3 credits

This course examines the Amerindian period, plantation era, post emancipation period, and the modern era in the Virgin Islands. The course also emphasises aspects of public history, in particular the historical sites and museums of the Virgin Islands. (*Prerequisite: ENG104*)

VIS115 Literature of the Virgin Islands 3 credits

This course studies the work of writers of Virgin Islands origin and interest, paying due attention to the issues of migration, creolisation and hybridity, race, history, and postcolonial theory, as well as their historical and cultural impact in the Virgin Islands. (*Prerequisite: ENG104*)

VIS121 Virgin Islands Culture and Society 3 credits

This course engages in socio-cultural theoretical foundations and applies this to the initial formation, maturation, and transformation during the modern period of a Virgin Islands' cultural identity and society. It explores the factors which have influenced modern Virgin Islands' culture such as globalisation and migration. *(Prerequisite: ENG104)*

VIS125 Geography of the Virgin Islands 3 credits

This course examines topographical features, climate, transportation, communication and the concept of location. It also examines the laws for protection of the environment and man's impact on the natural landscape features of the Virgin Islands. *(Prerequisite: ENG104*)

VIS127 Citizenship and Governance in the Virgin Islands 3 credits

This course investigates the concept of citizenship in the Virgin Islands and examines the markers of this sense of citizenship. It analyses important documents such as the Virgin Islands Constitution and also identifies extraordinary Virgin Islands' citizens. In addition, it explores the governmental structure of the Virgin Islands. *(Prerequisite: ENG104)*

VIS135 Economics of the Virgin Islands 3 credits

This course analyses the use of the Virgin Islands' natural resources for economic purposes. It also analyses the components and industries of the economy in the Virgin Islands. The course also incorporates the roles of transportation, communication and technology in the economy. *(Prerequisite: ENG104)*

HLSCC STAFF

PRESIDENT'S OFFICE

Dr. Richard Georges	Acting President
Ms. Sarai Smith	Executive Assistant

VICE PRESIDENT'S OFFICE

Ms. Bria Smith	Senior Executive Assistant

ASSOCIATE VICE PRESIDENT'S OFFICE

Dr. LuVerne Baptiste	Acting Vice President
Ms. Akima Lettsome	Executive Assistant

ARTS, SCIENCE AND GENERAL STUDIES

Dr. Jasmattie Yamraj	Dean of Arts, Sciences and General Studies
Ms. Yanique Smith	Executive Assistant

AUDITORIUM

Ms. Alesia Hamm	Manager
Mr. Abreu Penn	Audio-Visual Technician

COMMUNICATIONS, PUBLIC RELATIONS AND MARKETING

Ms. Harmony Turnbull	Director

CULINARY ARTS PROGRAMME

Mrs. Keshia Davis-Barnes	Director
Mrs. Carolyn Shallow-Wheatley	Administrative Assistant

CUSTODIAL

Mr. Verne Fahie	Supervisor
Mr. Josiah Bell	Custodial Worker
Ms. Mildred Donovan	Custodial Worker
Ms. Cherelyn Smith	Custodial Worker
Mrs. Michelle Grant-Francois	Custodial Worker
Mrs. Myrtle Phillips	Custodial Worker

E-LEARNING UNIT

Mr. Sergio Estridge	E-Learning Technology Manager

FACILITIES/PHYSICAL PLANT

Mr. Emmette Caines	Deputy Director
Ms. Joan Turnbull	Senior Administrative Officer

FINANCIAL SERVICES INSTITUTE

Dr. Derry Hodge	Director
Ms. Davinia McGan	Professional Tutor
	Administrative Assistant

FISCAL SERVICES

Mrs. Elenore Rowland-George	Acting Bursar
Ms. Nyo Maduro	Senior Accountant
Mrs. Viña Braithwaite-Pemberton	Accountant
Mr. Kevin Dawson	Accountant Technician
Mr. Rowan Martin	Accounts Officer I
Mrs. Janet Cupid-Stoutt	Accounts Officer I
Ms. Chevon Turnbull	Cashier/Administrative Assistant
Ms. Marika Potter	Accounts Receivable Officer

HUMAN RESOURCES

Mrs. Monique John-Latchman	Acting Human Resources Manager
Ms. Alesia Hamm	Assistant Human Resources Manager
Mrs. Dordea Hartman-Hastings	Administrative Assistant
Mr. Mitchell Parsons	Production Officer II

INFORMATION TECHNOLOGY

Mr. Billy Lettsome	Director
Mr. Patrick Smith	Assistant Director
Mr. Derek de Castro	Hardware/Network Technician
Mr. Wakimba Lettsome	Hardware/Network Technician
Ms. Desiree Vergara	Data Analyst II

INSTITUTIONAL ADVANCEMENT

Ms. Yvonne Crabbe	Director

INSTITUTIONAL RECOVERY

Dr. Angel Smith	Director

LABORATORY STAFF

Ms. Eva Baskin	Laboratory Technician
Ms. Briana Dawson	Laboratory Technician

LEARNING RESOURCE CENTRE

Mr. Kenyatha Augustine	Director
Ms. Melissa Squires	Senior Librarian
Mrs. Margarita Black	Library Assistant/Clerical Officer

MULTIMEDIA SERVICES

Mr. Michael Jack	Multimedia Production Specialist

PLANNING AND INSTITUTIONAL EFFECTIVENESS

Dr. Patricia Johnson	Director
Ms. Lucille Skelton	Data Analyst

REGISTRY & ENROLMENT MANAGEMENT

Mrs. Janice Dawson	Acting Registrar and Director of Enrolment Management
Ms. Shaheda Christopher	Senior Administrative Officer
Mrs. Sandra Williams-Pope	Administrative Officer

STUDENT SUCCESS CENTRE

Mrs. Debra Hodge	Director
Ms. Andrea Hamm	Director of Counselling Services
Mrs. Denise Sargeant-James	Transfer Counsellor/Board Recording Secretary

VIRGIN ISLANDS STUDIES INSTITUTE

Ms. Bernadine Louis	Director
Dr. Michael Kent	Principal Lecturer

VIRGIN GORDA CENTRE

Mr. Steve Lennard	Director
Ms. Vanessa Rymer	Deputy Director
Mrs. Lyrene Rymer-Bishop	Administrative Assistant
Mr. Seraphin Telemaque	Security Guard/Maintenance Officer
Ms. Lorraine Walters	Administrative Assistant
Ms. Frances Richardson	Custodial Worker

WEBSITE AND PUBLICATIONS

Mr. Junior Daniel	Graphic Designer/Assistant Multimedia Tech
Mr. Sheldon George	Graphic Artist/Web Designer

WORKFORCE TRAINING

Mrs. Marva Wheatley-Dawson	Dean, Workforce Training Division
Capt. Martin Cherry	Maritime Programme Manager
Mr. Matthew Holt	Marine Programme Manager
Ms. Cheryl Doward	Senior Administrative Officer
Mrs. Veronique Forbes-King	Programme Administrator
Mrs. Claudia Reshlitoff	Programme Administrator (PT)
Ms. Valencia Maduro	Clerical Officer

SECURITY/MAINTENANCE

Ms. Felicia Bryan	Security Guard
Mr. Ricardo Dover	Security Guard
Mr. Benedict Lloyd	Security Guard
Mr. Winston Salmon	Security Guard
Mr. Claudius Wheatley	Security Guard
Mr. Carlton Caesar	Maintenance Officer
Mr. Kenneth Caines	Maintenance Officer
Mr. Joseph John	Gardener/Handyman
Mr. Fitzroy Warner	Maintenance Officer/Shop Mechanic

HLSCC FACULTY

FULL-TIME FACULTY

Ms. Catherine Abraham
Mr. Imran Ashton
Ms. Sherrine Augustine
Mrs. Enya Douglas-Tarabay
Ms. Tracey Flax
Ms. Emily George
Mrs. Kemouy George
Mrs. Celia Georges
Ms. Kerry-Ann Hamilton
Mr. Earle Henry
Ms. Terese Henry
Ms. Lianna Jarecki
Mr. Keith Kassarie
Dr. Michael Kent
Ms. Lenette Lewis
Mr. Maurice Marchand
Mr. Ronald Massicott
Dr. Sarita Pemberton
Mr. Hector Penn
Dr. Anita Pinzi
Mr. Orville Phillip
Mrs. Stephanie Russ Penn
Ms. Rochelle Smith
Mr. Basdeo Thomas
Mrs. Medita Wheatley
Ms. Mary Ann Scott
Mr. Eman Tarabay

ADJUNCT FACULTY

Ms. Nathalie Alexander
Dr. Thomas Alexander
Mrs. Desiree Alphonse
Mrs. Patricia Archibald-Bowers
Mr. Desmond Auguste
Mrs. Phillipa Barry
Mr. André Braithwaite
Mr. Trevor Bridgewater
Mrs. Tiffany Brewley
Mr. Nigel Caines
Mr. Wilbert Chambers
Mrs. Shanda Chalwell
Mr. Clint Creque
Ms. Shanique Creque
Mr. Richard de Castro
Ms. Mikesha Delpleshe
Mr. Neil Dookhan
Mr. Sergio Estridge
Ms. Pearline Fahie
Mr. Paul Fenty
Mr. Darryl Flanders
Dr. Allison Flax-Archer
Ms. Sasha Flax
Mrs. Keturah Fleming
Ms. Kyla Forbes
Mr. Neil Frett
Mr. Jason George

Ms. Amanda Georges
Mrs. Eulet King-Evelyn
Ms. Jude Hanley
Ms. Andrea Hamm
Mrs. Debra Hodge
Mrs. Rhonda Hodge-Smith
Mr. Orion Joseph
Mrs. Kim Lennard
Ms. Julia Leonard
Mrs. Dana Lewis-Ambrose
Mr. Eric McDonald
Mr. Michael Maduro
Mrs. Caryl O'Neal
Ms. Marsha Penn
Mr. Jaron Maduro
Ms. Antonia Matthew
Mr. Darren Rhodes
Mrs. Lody Samuel-Smith
Mr. Richard Sawney
Ms. Bria Smith
Ms. Brittney Smith
Ms. Katherine Smith
Mr. Kevon Smith
Mrs. L. Sauda Smith
Ms. Phil Ann Stevens
Mrs. Elecia R. Stoutt Todman
Mr. Mohamad A. Tarabay
Ms. Reba Thomas
Dr. Dierdra Wheatley-Peters
Mrs. Renee Weston-Joseph
Mr. McGregor Williams

- Study Leave

H. LAVITY STOUTT COMMUNITY COLLEGE EMERGENCY GUIDE

The H. Lavity Stoutt Community College Main Administration and Learning Resource Centre buildings are of steel frame construction filled with reinforced concrete and concrete block. In addition to block work, some of the interior partitions are of fire-resistant construction. The roof structure is heavy timber construction with corrugated sheet aluminium cover. In the centre of the main atrium, roofing is a Plexiglas skylight which in practical terms represents a sun roof for daytime lighting. This building consists of three floors. The main floor, which is the ground floor, houses the main administration offices, reception and faculty. The second floor houses the science laboratories as well as training and computer labs. The third floor has general classrooms.

The building is equipped with the following:

- Sprinklers
- Smoke detectors
- Heat detectors
- Pull switches
- Alarms
- Exit signs
- Exits
- Stairs
- Intercom
- Emergency lighting (battery operated)

These systems are in place to provide you with the ultimate in safety while you are here with us. The equipment's are 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.

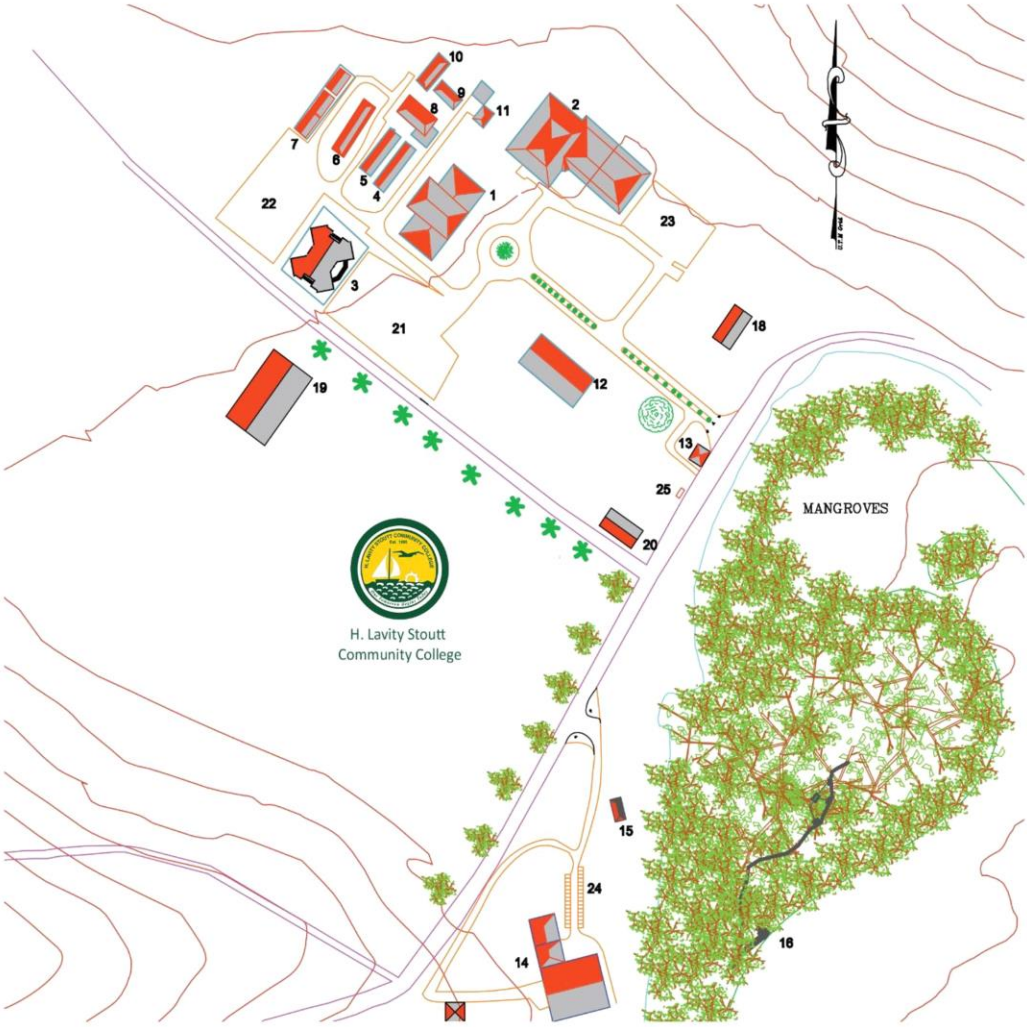
Exit Signs
These signs display the word "**EXIT**" in large red backlit letters, with an arrow pointing in the direction of egress. They are located above all doors and stairways leading to areas of safety.

Stairs
There are two main stairways leading to and from the second and third floors from the atrium on the ground floor.

INDEX

MAP OF THE COLLEGE

HLSCC Paraquita Bay Campus



1. MAIN BUILDING
2. LEARNING RESOURCE CENTRE
3. ACADEMIC SERVICES BUILDING
4. BOOKSTORE
5. MOBILE TRAILER #1
6. HEALTH SERVICES BUILDING
7. MOBILE TRAILER #2
8. CAFETERIA
9. UWI BUILDING #1
10. UWI BUILDING #2
11. AUXILIARY POWER AND HVAC
12. HLSCC ANNIVERSARY TENT
13. SECURITY BOOTH
14. MARINE STUDIES CENTRE
15. VISITOR'S CENTRE
16. BOARDWALK AND DINGHY DOCK
17. MARINE AUXILIARY POWER AND HVAC
18. GOVERNMENT ABBATOIR
19. AGRICULTURE DEPARTMENT
20. WASTE WATER TREATMENT PLANT
21. PARKING AREA 1
22. PARKING AREA 2
23. PARKING AREA 3
24. PARKING AREA
25. BUS STOP