

HLSCC

HLSCC CATALOGUE 2027

Our tomorrow begins today





TABLE OF CONTENTS

HLSCC AT A GLANCE 5
- VISION 6
- MISSION 6
- CORE VALUES 7
- A BRIEF HISTORY 8
- CURRICULAR AUTHORISATION 10
- ACCREDITATION AND MEMBERSHIPS 11

PRESIDENT'S MESSAGE 13
CAMPUS FACILITIES AND CONTACT INFORMATION 15
ACADEMIC CALENDAR 18
DEFINITION OF TERMS 22
- ACADEMIC YEAR 22
- ASSOCIATE PROGRAMMES 22
- CERTIFICATE PROGRAMMES 22
- PROGRAMMES OF STUDY 23
- COURSE 23
- GRADE POINT AVERAGE 24

ASMISSIONS 25
- CRITERIA FOR ADMISSIONS 25
- WHEN TO APPLY 27
- APPLICATION PROCEDURE 28

REGISTRATION PROCESS 29
TUITION AND FEES 31
- REFUND POLICY 34

ACADEMIC HONOURS 34
GRADUATION 35
ACADEMIC REGULATION AND POLICIES 36
ACADEMIC WARNING, PROBATION AND SUSPENSION 39
STUDENT RIGHTS AND RESPONSIBILITIES 40
GRADING SYSTEM 42
STUDENT SUCCESS CENTRE 45
CAMPUS HEALTH 48
CERTIFICATE AND ASSOCIATE DEGREE PROGRAMMES 50
- GENERAL EDUCATION REQUIREMENTS 54

PROGRAMME OFFERINGS - ASSOCIATE DEGREES 59
PROGRAMME OFFERINGS - CERTIFICATE OF ACHIEVEMENT 112
CERTIFICATION AND NON-CREDIT PROGRAMMES 135
- CENTRE FOR PROFESSIONAL DEVELOPMENT 140
- ROBERT MATHAVIOUS INSTITUTE FOR FINANCIAL SERVICES 142
- INSTITUTE OF EDUCATION 146

COURSE DESCRIPTIONS 148
HLSCC FACULTY 221
HLSCC EMERGENCY GUIDE 222
INDEX 223



HLSCC AT A GLANCE

Founded in 1990, H. Lavity Stoutt Community College (HLSCC) stands as the premier institution of higher learning in the Virgin Islands (British) and holds the distinction of being the first degree granting institution in the Territory. Notably, HLSCC is also the only nationally accredited college within the Organisation of Eastern Caribbean States (OECS), underscoring its regional leadership and commitment to academic quality.

As a Government sponsored, comprehensive, degree granting community college, HLSCC is dedicated to expanding access to affordable, high quality education that empowers individuals, strengthens communities, and supports the sustainable development of the Virgin Islands. For more than three decades, the College has served as a catalyst for opportunity; providing a dynamic, student centred environment where academic excellence, innovation, and personal growth thrive.

HLSCC offers a broad range of academic and professional programmes designed to meet the evolving needs of students and the workforce. These include associate degrees, certificates, industry certifications, workforce development training, and continuing education programmes. Academic offerings span diverse disciplines such as Marine Studies, Business Administration, Teacher Education, Culinary Arts, Technical and Trades programmes, and more — preparing graduates for seamless transfer to four year institutions, immediate employment, or career advancement in both local and global contexts.

The College is deeply rooted in the culture, heritage, and natural beauty of the Virgin Islands. Its main campus is located at Paraquita Bay, Tortola, with an additional centre on Virgin Gorda, reflecting HLSCC's commitment to accessible education across the Territory. This sense of place informs both the character of the institution and the relevance of its programmes to the needs of the community.

Beyond traditional academic offerings, HLSCC plays a critical role in workforce development, research, and community engagement. The Centre for Professional Development partners with local businesses and industries to deliver customised training, contract education, workforce development programmes, English as a Second Language, industry certifications, and lifelong learning opportunities. Complementing this work, the Robert Mathavious Institute delivers specialised certifications aligned with international standards for professionals in the financial services sector.

HLSCC is also a regional leader in research and cultural preservation. The Virgin Islands Studies Institute,

which evolved from the Virgin Islands Studies Project established in 1997, serves as a hub for the study, protection, and promotion of Virgin Islands heritage and history. In the area of environmental stewardship, the Centre for Applied Marine Studies advances marine research and sustainable development through education, applied science, and community outreach. Its Mangrove Nursery and Coastal Resilience Laboratory supports conservation, restoration, and climate resilience initiatives that benefit the Territory and beyond.

As you explore this catalogue, you will encounter the College's Vision, Mission, and Core Values, which guide HLSCC in fulfilling its role as "the Dream of a Visionary." Whether you are a prospective student, parent, employer, alumnus, or community partner, HLSCC invites you to discover an institution committed not only to education, but to possibility, purpose, and progress.

At HLSCC, education is a credential and a pathway to opportunity, a contribution to community, and a foundation for future success.

At HLSCC, our tomorrow begins today!

Contact Us
Paraquita Bay, Tortola
P.O. Box 3097, VG 1110
British Virgin Islands
E-mail: info@hlscc.edu.vg
Website: www.hlscc.edu.vg

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

OUR VISION

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

OUR MISSION

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

HLSCC FULFILLS ITS MISSION BY:

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

CORE VALUES

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



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

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

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

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

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

Data Driven Decisions
By valuing objective decision making.

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

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





A BRIEF HISTORY

The vision for higher education in the Virgin Islands (British) took shape in the early 1980s, when the Territory's first Chief Minister, the late Hamilton Lavity Stoutt, proposed the establishment of a community college to expand access to post secondary education for Virgin Islanders. Although the initiative was temporarily paused following a change in government in 1983, the vision was revived when Chief Minister Stoutt returned to office three years later.

In the late 1980s, foundational planning for the College accelerated. A programme committee comprised of four task forces was established to define initial curricula and assess community needs. A focus committee chaired by Dr. Norwell Harrigan engaged the public in discussions on the feasibility and relevance of tertiary education in the Territory, resulting in strong endorsement for the creation of the College. In January 1989, Eileene L. Parsons, OBE was appointed to lead the College's first administrative office in Road Town.

On 10 March 10 1989, the College's first Board of Governors convened its inaugural meeting and appointed an executive committee to oversee daily operations. The late Hamilton Lavity Stoutt was named the founding Chairman, while the late Ralph T. O'Neal, OBE served as the first Chairman. Later that year, Dr. John Wallace, a retired educator and private consultant who had played a key role in establishing the University of the Virgin Islands, was appointed Interim Director to ensure the College opened on schedule. Community surveys conducted during this period identified strong demand for programmes in business and secretarial studies, hospitality training, and personal development – areas that formed the foundation of the College's initial academic offerings.

In November 1989, Dr. Theodore Provo was appointed the College's first President. With classroom space secured in the Omar Hodge Building in Road Town, instructors appointed, and the first courses approved, the institution was prepared to welcome its inaugural cohort. The passage of the British Virgin Islands Community College Act in 1990 provided the legislative framework for the College's formal establishment.

On January 14, 1990, the British Virgin Islands Community College officially opened, reaching a historic milestone for education in the Territory. Classes began the following day, with 135 students enrolled

in 19 courses taught by resident instructors. Through the coordinating efforts of Mrs. Hulda Grobman, the College also extended instruction to Virgin Gorda during its first year, underscoring an early commitment to serving learners throughout the Territory.

In 1993, the College relocated to its permanent home on a 20-acre campus in Paraquita Bay, Tortola, where it remains today, and was renamed H. Lavity Stoutt Community College (HLSCC) in honour of its founding visionary. That period also saw the establishment of important international academic partnerships, including collaborations with Wright State University, through which graduate-level programmes were delivered on campus.

In 1996, HLSCC formally expanded its presence in the Virgin Gorda community by establishing a dedicated centre. Initially, classes were offered at the Bregado Flax Educational Centre, with instruction provided primarily by faculty recruited from Virgin Gorda and supported by lecturers commuting from Tortola. Over time, the Virgin Gorda Centre evolved to meet the needs of the island's learners and is now housed at the Village Rose Complex in Spanish Town, offering modern multipurpose classrooms, offices, and distinctive learning spaces that continue to support academic and community engagement.

Throughout the late 1990s and early 2000s, the College experienced significant growth and diversification. HLSCC celebrated its first graduation in 1994, launched the Virgin Islands Studies Institute in 1997 to preserve and promote the Territory's heritage, and expanded its applied research and workforce training capacity with the establishment of the Centre for Applied Marine Studies and the Financial Services Institute – now the Robert Mathavious Institute. These initiatives affirmed the College's role as both an educational institution and a driver of national development.

A defining milestone was reached in 2015, when HLSCC was granted accreditation by the Middle States Commission on Higher Education (MSCHE) on the occasion of its 25th anniversary –making it the only accredited college in the Organisation of Eastern Caribbean States (OECS). Accreditation was reaffirmed in 2022, further strengthening the College's academic standing and international credibility.

Despite facing significant challenges – including the devastation caused by Hurricanes Irma and Maria in 2017 and the global COVID 19 pandemic beginning in 2020 – HLSCC has demonstrated resilience, adaptability, and unwavering commitment to its mission. From an initial enrolment of 135 students in 1990, the College reached a peak of more than 1,200 students in 2008 and today continues to serve just over 700 students annually.

Now firmly established in its third decade, H. Lavity Stoutt Community College remains a cornerstone of education, opportunity, and community advancement in the Virgin Islands – fulfilling the dream of a visionary while preparing future generations for lives of purpose, contribution, and global engagement.

CURRICULAR AUTHORISATION

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

Arts, Sciences and General Studies

Business and Management Studies

Computer Studies

Health Sciences

Hospitality Management

Management Studies

Marine Studies

Teacher Education and Educational Administration

Technical Education

Virgin Islands Studies

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

ACCREDITATION AND MEMBERSHIPS

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

HLSCC is a member of or maintains membership with the following organisations:

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

Linkages with External Organisations and Institutions

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

BOARD OF GOVERNORS

Chair	Dr. L. Sauda Underwood Smith	Philanthropic Foundation
Deputy Chair	Lynette Harrigan, MBE	Tourism
	Dr. Paula Trotman-Hastings	Quality Assurance
	Dr. Colleen Cohen	Higher Education
	Giselle Jackman-Lumy	Legal Professional
	Emma Baker	Higher Education
	Natasha Marshall	Secondary Principal
	Shaamouy Baronville	Business/Commerce
	Bria Guishard	Business/Commerce
	Ronan Kuczaj	Finance
	Kenneth Baker	ex officio (BVIFSC)
	Dr. Richard Georges	ex officio (non-voting)
	Claude Kettle	ex officio (non-voting)

PRESIDENT'S CABINET

Dr. Richard Georges, *President*
Dr. LuVerne Baptiste, Vice President of Policy and Administration
Dr. Ronald Brunton, *Vice President of Academic Affairs*
Elenore George, *Bursar*
Yvonne Crabbe, *Director of Institutional Advancement*
Janice Dawson, *Registrar*
Patlian Johnson, Director of Planning and Institutional Effectiveness
Billy Lettsome, *Director of Information Technology*
Marquese Maduro, *Director of Facilities*



PRESIDENT'S MESSAGE

Welcome to H. Lavity Stoutt Community College!

As a proud alumnus, former lecturer, and current President of this illustrious institution, I am thrilled to welcome you to our college community, where learning comes alive, dreams are nurtured, and your tomorrow begins today.

HLSCC was founded with a vision to prepare students for the working world or to transfer to complete their baccalaureate degrees. We remain committed to that vision, and we believe that a well-rounded education is essential for success in today's global economy.

At HLSCC, we believe in fostering an inclusive and supportive environment that celebrates diversity and embraces innovation. We strive to provide our students with the knowledge, skills, and critical thinking abilities they need to thrive in the 21st century workforce.

Our dedicated faculty and staff are here to guide and inspire you along the way, ensuring that you have all the tools necessary to success academically and personally.

Each year, our college catalogue serves as a roadmap to guide you towards a fulfilling educational journey. Within its pages, you will discover a vibrant tapestry of courses, programmes, and opportunities designed to ignite your curiosity and unlock your full potential.

In this dynamic and fast-paced world, we understand the importance of preparing our students for the challenges and opportunities that lie ahead. That's why we continually evolve our programmes to reflect emerging trends and industry demands. We are committed to equipping you with the skills that will make you stand out in the workforce and enable you to excel in your discipline of choice.

Once again, welcome to HLSCC! We are delighted that you have chosen us as the next step in your academic journey, and we pledge to work with you in the pursuit and achievement of your professional and personal goals.

We encourage you to visit our website, follow our social media platforms, or contact us directly at any time you may have questions.

I wish you all the best in your studies!
Sincerely,
Dr. Richard Georges, President

HLSCC CATALOGUE

Welcome to the H. Lavity Stoutt Community College (HLSCC) Catalogue, the official publication of the College providing comprehensive information on academic programmes, institutional policies, regulations, and requirements governing student life and learning at HLSCC. This Catalogue serves as an essential guide for prospective and current students, faculty, staff, and the wider community as they navigate the academic offerings and expectations of the institution.

The Catalogue outlines the College's degree and certificate programmes, curriculum requirements, admissions policies, academic regulations, tuition and fees, and other matters essential to student success. While the Catalogue is generally published every two years, the College may elect to publish it annually when necessary to reflect significant institutional changes or updates.

The information contained herein is current as of the date of publication. However, HLSCC reserves the right, at its discretion, to add, amend, modify, or repeal any course offerings, programme requirements, academic regulations, policies and procedures, tuition, fees, or related expenses. Such changes may be incorporated into a subsequent edition of the Catalogue or issued through an official addendum. Students are encouraged to maintain regular contact with their academic advisors and the Registrar's Office to ensure they remain informed of current requirements and expectations related to their programmes of study.

The College further reserves the right to impose probation, suspension, or expulsion for academic or behavioural conduct deemed unsatisfactory in accordance with institutional policies. In cases where a student is dismissed or suspended for cause, tuition and fees paid are non refundable.

This Catalogue is provided for informational purposes only and does not constitute a contract between HLSCC and any applicant, student, faculty, or staff member. By matriculating as a student or accepting employment at the College, all individuals agree to comply with and be governed by all current and future institutional regulations, policies, and procedures. The provisions contained in this Catalogue supersede all previously published regulations, including prior statements of tuition and fees.

Students, faculty, and staff are responsible for familiarising themselves with the contents of this Catalogue. Failure to read or understand the information herein does not exempt any individual from the policies, requirements, or regulations described.

As you explore this Catalogue, HLSCC invites you to view it not only as a reference document, but as a pathway to opportunity, growth, and achievement. Rooted in community and connected globally, H. Lavity Stoutt Community College remains committed to supporting learners at every stage of their educational journey.

CAMPUS FACILITIES AND CONTACT INFORMATION

H. Lavity Stoutt Community College (HLSCC) operates its primary campus at Paraquita Bay, Tortola, with academic and administrative facilities located across both the Main Campus and South Campus grounds. The College also maintains a dedicated presence on Virgin Gorda, the third largest island in the British Virgin Islands, through the Virgin Gorda Centre, located approximately 33.5 kilometres from Tortola. All HLSCC locations are accessible via public transportation, ensuring access for students across the Territory.

Main Campus – Paraquita Bay, Tortola

The Main Campus serves as the administrative and academic hub of the College, housing instructional spaces, student services, and essential operational units.

- **Main Building**

  The Main Building accommodates key administrative offices, including Information Technology and Facilities Services, as well as instructional spaces such as classrooms, computer laboratories, and science laboratories. The building also features a conference room, campus store, and the central Atrium, which serves as a gathering and engagement space for the College community.

- **Academic Services Building**

  This building houses the Admissions and Enrolment Management Officer, Fiscal Services, the cashier's office, faculty offices, academic administrative offices, desktop publishing facilities, a photocopying room, and a media room supporting instructional and institutional needs.

- **The Health Services Building**

  The Health Services Building contains faculty offices and the College's healthcare unit, providing essential health-related services in support of student wellbeing.

- **The Learning Resource Centre (LRC)/Library**

  The Learning Resource Centre (LRC) serves as the College's main library and a cornerstone of academic activity. The LRC houses a collection of over 25,000 books and maintains access to more than 2,000 periodical subscriptions, along with a range of print and electronic resources. Library services include general lending, reference and referral services, and specialised collections, including materials on Virgin Islands history, Caribbean studies, the Island Resources Foundation Collection focused on environmental and social sciences, and a Special Collection established in memory of the College's founding Chairman, the Hon. H. Lavity Stoutt.

In addition to traditional library functions, the LRC houses the e-Learning Unit, conference and

meeting facilities, and a green room, and provides access to cyberspace, audiovisual resources, and photocopying services to support teaching, learning, and research.

South Campus- Paraquita Bay, Tortola

The South Campus supports specialised academic programmes and applied learning initiatives.

- **Centre for Applied Marine Studies**

  The Centre for Applied Marine Studies includes a Maritime Museum, marine laboratories, technical laboratories and workshops, classrooms, workforce administrative offices, and conference facilities. The Centre plays a critical role in marine education, research, professional training, and community outreach.

- **The Culinary Arts Centre**

  The Culinary Arts Centre houses faculty offices, kitchen laboratories equipped for hands-on instruction, and a classroom designed to support culinary education and hospitality training.

Virgin Gorda Centre – Spanish Town, Virgin Gorda

- **The Virgin Gorda Centre**

  The Virgin Gorda Centre, located at the Village Rose Complex in Spanish Town, exists primarily to serve the educational and professional development needs of the Virgin Gorda community. The Centre offers General Education courses, academic programmes, short courses, and workforce-focused training tailored to community demand. It also serves as the College's primary hub for community outreach on the island. Staffed by a Director and a small administrative and instructional team, the facility includes a classroom, computer laboratory, library resources, distance-learning facilities, and a student centre. Courses are delivered in-person, online, and through blended learning formats, ensuring flexible access for students.

Robert Mathavious Institute

- The Robert Mathavious Institute is located outside of the Paraquita Bay campus. The Institute operates from the Oleander Building, JOMA Properties, Port Purcell, Road Town, placing it at the heart of the Territory's commercial and financial district. This strategic location enhances accessibility for working professionals and strengthens the Institute's connection to industry stakeholders.

GENERAL INQUIRIES

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

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

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

TELEPHONE NUMBERS

Auditorium and Events	(284) 852-7104
Campus Store	(284) 852-7050
Centre for Applied Marine Studies	(284) 852-7020
Centre for Professional Development	(284) 852-7191
Dean of Arts, Science, and General Studies	(284) 852-7192
Dean of Workforce Training Division	(284) 852-7176
Department of Information and Technology	(284) 852-7110
Facilities	(284) 852-7157
Fiscal Services	(284) 852-7096
Health Services Unit	(284) 541-7187
Human Resources Department	(284) 852-3106
Institute of Education	(284) 852-7048
Learning Resource Centre (Library)	(284) 852-7038
Office of Institutional Advancement	(284) 852-7019
President's Office	(284) 852-7026
Robert Mathavious Institute	(284) 852-7080
Registrar's Office	(284) 542-8302
Security	(284) 852-7052
Student Success Centre	(284) 852-7034
Vice President of Academic Affairs Office	(284) 852-7040
Vice President of Operations and Quality Assurance Office	(284) 852-7244
Virgin Islands Studies Institute	(284) 852-7137
Virgin Gorda Centre	(284) 542-4512 and 852-7054

ACADEMIC CALENDAR

EVENT	DATE
FALL SEMESTER 2025	
Festival Holidays (Public Holiday)	04-06 Aug
Faculty & Staff Return to Office	07 Aug
New Student Orientation	13 Aug
New Student Registration	14 Aug
New Student e-Learning Training	14-23 Aug
Registration for Returning Students	11-22 Aug
Late Registration Begins (Late Fee Applied)	25 Aug
Classes Begin	25 Aug
Convocation	28 Aug
Last Dat to Add Classes	29 Aug
Census Day	12 Sep
Last Day for Regular Withdrawal	20 Sep
Mid-Term Break	17 Oct
Heroes and Foreparents' Day (Public Holiday)	20 Oct
Last Day for Late Withdrawal	24 Oct
Mid-Term Grades Due	25 Oct
Student Evaluation of Faculty	3-7 Nov
Advising Week	3-14 Nov
Pre-Registration for Spring 2026	17-28 Nov
The Commemoration of the Great March of 1949 (Public Holiday)	10 Nov
Final Exams	05-16 Dec
Final Grades Due	19 Dec
Christmas Day (Public Holiday)	25 Dec
Boxing Day (Public Holiday)	26 Dec
Christmas Recess (Offices Closed)	29-31 Dec

EVENT	DATE
SPRING SEMESTER 2026	
Faculty & Staff Return to Office	02 Jan
New Student Orientation	07 Jan
New Student Registration	08-09 Jan
Registration for Returning Students	09-23 Jan
Classes Begin	26 Jan

Late Registration Begins (Late Fee Applied)	26 Jan
Last Day for Regular Withdrawal	26 Jan
Last Day to Add Classes	30 Jan
General Assembly, Paraquita Bay	10 Feb
Census Day	13 Feb
General Assembly, Virgin Gorda	17 Feb
Anniversary of the Birth of H. Lavity Stoutt (Public Holiday)	09 Mar
Spring Break	09-13 Mar
Mid-Term Grades Due	20 Mar
Student Evaluation of Faculty	23-31 Mar
Last Day for Late Withdrawal	27 Mar
Good Friday (Public Holiday)*	3 Apr
Easter Monday (Public Holiday)*	6 Apr
Advising Period for Summer 2026/Fall 2027	07-17 Apr
Fall Application for Admission Deadline for International Students	30 April
Final Exams	04-15 May
Final Grades Due	22 May
Whit Monday (Public Holiday)*	25 May
Graduation	11 June

EVENT	DATE
SUMMER SEMESTER 2026	
Classes Begin	01 Jun
Last Day to Add Summer Classes	03 Jun
Last Day for Regular Withdrawal of Summer Classes	11 Jun
Sovereign's Birthday (Public Holiday)	12 Jun
Last Day for Late Withdrawal of Summer Classes	26 Jun
Virgin Islands Day (Public Holiday)	29 Jun
Fall Application for Admission Deadline (Regular)	2 Jul
Final Exams	13-14 Jul
Final Grades Due	21 Jul

EVENT	DATE
FALL SEMESTER 2026	
Emancipation Celebrations (Public Holidays)	03-05 Aug
Faculty & Staff Return to Office	06 Aug
New Student Orientation	12 Aug

New Student Registration	13 Aug
Registration for Returning Students	14-21 Aug
Classes Begin	24 Aug
Late Registration Begins (Late Fee Applied)	24 Aug
Last Day to Add Classes	28 Aug
Convocation	04 Sep
Census Day	04 Sep
Last Day for Regular Withdrawal	18 Sep
Spring Application for Admission Deadline for International Students	30 Sep
Mid-Term Break	16 Oct
Heroes and Foreparents' (Public Holiday)	19 Oct
Last Day for Late Withdrawal	23 Oct
Student Evaluation of Faculty	26 Oct – 06 Nov
The Commemoration of the Great March of 1949 (Public Holiday)	09 Nov
Advising Period for Spring 2027	10-20 Nov
Graduation Application Deadline	30 Nov
Revision for Final Exams (Study Days)	02-03 Dec
Final Exams	04-14 Dec
Final Grades Due	18 Dec
Christmas Day (Public Holiday)	25 Dec
Boxing Day (Public Holiday)	26 Dec
Christmas Recess (Offices Closed)	28-31 Dec

EVENT	DATE
SPRING SEMESTER 2027	
Faculty & Staff Return to Office	04 Jan
New Student Orientation & Registration	11-12 Jan
Registration for Returning Students	13-22 Jan
Classes Begin	25 Jan
Late Registration (Late Fee Applied)	25 Jan
Last Day to Add Classes	29 Jan
Census Day	12 Feb
General Assembly, Paraquita Bay	16 Feb
General Assembly, Virgin Gorda	17 Feb
Last Day for Regular Withdrawal	19 Feb
Anniversary of the Birth of H. Lavity Stoutt (Public Holiday)	09 Mar
Spring Break	08-12 Mar
Mid-Term Grades Due	19 Mar

Last Day for Late Withdrawal	25 Mar
Good Friday (Public Holiday)	26 Mar
Easter Monday (Public Holiday)	29 Mar
Advising Week for Summer and Fall 2027	30 Mar-09 Apr
Student Evaluation of Faculty	02 Apr
Pre-Registration Summer and Fall 2027	05-16 Apr
Final Exams	12-16 Apr
Whit Monday (Public Holiday)	17 May
Final Grades Due	21 May
Fall Applications for Admission Deadline for International Students	31 May
Graduation	10 Jun

EVENT	DATE
SUMMER SEMESTER 2027	
Classes Begin	07 Jun
Last Day to Add Summer Classes	10 Jun
Last Day for Regular Withdrawal of Summer Classes	17 Jun
Sovereign's Birthday (Public Holiday)	18 Jun
Virgin Islands Day (Public Holiday)	05 Jul
Last Day for Late Withdrawal of Summer Classes	06 Jul
Fall Application for Admission Deadline (Regular)	16 Jul
Final Exams	19-20 Jul
Final Grades Due	27 Jul

*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.

DEFINITION OF TERMS

ACADEMIC YEAR

- **Academic Year**

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

ASSOCIATE PROGRAMMES

- Associate of Arts (AA) Degree

This type of degree is best suited for transfer to a four-year college for various majors. In addition, the AA degree provides the most flexibility for students who 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 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, 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.

- Associate of Science (AS) Degree

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

CERTIFICATE PROGRAMMES*

- Certificate Programmes

The College offers several types of certificates, both credit-based and non-credit based. A certificate of achievement is designed for students who plan to seek employment based upon

the competencies and skills attained through these programmes of study. Certificate programmes require fewer courses than an AA, AS, or AAS degree. Other certificates include Certificate of Completion.

PROGRAMMES OF STUDY

- **Programmes of Study**

A programme of study is comprised of a series of courses designed to qualify the successful student for a certificate, degree or diploma. For example, Business Administration, Human Services, and General Sciences.

- **General Education Courses**

These courses are designed to help students master basic skills that are important for both personal and professional development. General education courses will help students to develop critical thinking, problem solving, communications, 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.

- **Programme Requirements**

Programme requirements refer to the specific set of courses, credit hours, assessments, and academic criteria that a student must successfully complete to earn a certificate or degree in a particular field of study. These requirements are designed to ensure students gain the necessary knowledge, skills, and competencies associated with their chosen programme. They may include general education courses, core courses within the major, and any applicable prerequisites or co-requisites.

COURSE

- **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.

- **Credit Course**

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

- **Non-Credit Course**

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

• **Semester Hour**

A semester hour is a unit of academic credit that reflects the amount of time a student spends in class and on coursework. Fifteen (15) contact hours of instruction are equivalent to one (1) semester hour.

• **Prerequisites**

Courses, certifications, or demonstrated competencies that a student must successfully complete before enrolling in a specific course or programme. Prerequisites ensure that students have the foundational knowledge and skills necessary for academic success in more advanced coursework.

GRADE POINT AVERAGE (GPA)

• **Grade Point Average (GPA)**

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

• **Grade Points (GP)**

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

Course	Grade	Grade Point	Credit Hours	Earned Credits	Quality Points	Grade Point Average
Semester 1						
BUS 110	B+	3.0	3	3	9	
ENG 104	C+	2.0	3	3	6	
MAT 110	A	4.0	4	4	16	
Totals			**10**	**10**	**31**	**3.10**
Semester 2						
SPA 100	A	4.0	3	3	12	
BUS 100	D	1.0	3	0	3	
Totals			**6**	**3**	**15**	**2.50**
Cumulative	**Totals**		**16**	**13**	**46**	**2.88**

ADMISSIONS

CRITERIA FOR ADMISSION AND OPTIONS FOR PARTICIPATION IN INSTRUCTIONAL OFFERINGS

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

ASSOCIATE DEGREE PROGRAMMES

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

- A student who has earned a high school diploma or equivalent is eligible to enter an associate degree programme, although the student may have to take a test to determine Mathematics and English placements.

- A student who has not earned or is unable to produce high school completion documentation can enter an associate degree-level programme by enrolling in one of the College's Certificates of Achievement programmes. The student must sit placement tests in Mathematics and English and complete all pre-college courses indicated before taking any college-level course work. Once the student has completed all the programme requirements for the certificate programme with a minimum grade of 'C', the student then becomes eligible to pursue an associate degree of choice.

- Alternatively, a student without high school completion documentation wishing to enter an associate degree-level programme can apply as an Enrichment Student and enrol and complete 12 General Education credits with a minimum grade of 'C'. Once the student has completed the 12 credits, the student then becomes eligible to pursue an Associate Degree of choice.

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

CERTIFICATE/ DIPLOMA WORKFORCE PROGRAMMES

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

RE-ADMITTED STUDENTS

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

STUDENTS TRANSFERRING FROM OTHER COLLEGES

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

HIGH SCHOOL DUAL ENROLMENT

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

CLASS AUDIT PROVISIONS

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

ENRICHMENT CLASSES

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

LIFELONG LEARNING

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

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

WHEN TO APPLY

Fall Semester

International Applicants – 25 April
Local Applicants – 15 June

Spring Semester

International Applicants – 20 September
Local Applicants – 30 November

All applicants must:

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

APPLICATION PROCEDURE

Applicants seeking admission to the H. Lavity Stoutt Community College (HLSCC) must complete and submit an Application for Admission Form, either online or in hard copy, to the Paraquita Bay Campus or the Virgin Gorda Centre. The application must be accompanied by all required supporting documentation verifying residency status and educational attainment, as well as the non-refundable application fee.

Completed applications should be submitted by the prescribed deadline and directed to the attention of the Admissions and Enrolment Management Office, either in person or by mail, at one of the following addresses:

- Paraquita Bay Campus – P.O. Box 3097, Road Town, Tortola, Virgin Islands (British), VG1110
- Virgin Gorda Centre – P.O. Box 1201, The Valley, Virgin Gorda, Virgin Islands (British), VG1150

Applicants who are offered admission will receive a Letter of Acceptance, after which they may register for courses in the approved semester in accordance with the College's registration schedule.

Students wishing to defer their admission must notify the Registrar in writing. Students may request to transfer from one academic programme to another by completing a Change of Programme Form and obtaining the required approvals.

HLSCC reserves the right to accept or deny any application for admission, and application fees are non-refundable. Under exceptional circumstances, particularly where there is reasonable cause to believe that the safety or security of members of the College community may be compromised, the College further reserves the right to deny admission to its programmes and services.

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, adults the opportunity to meet specific industry certification requirements do not provide customised certificate programmes that offer a certificate of matriculation. In such instances, this information is noted in descriptions of the training materials along with other conditions of participation.

PLACEMENT TESTING

Placement tests in Math and English are administered to ensure students are placed in a course corresponding to their skill and knowledge level. Testing schedule information is provided to all

students who are required to take them following receipt of their application. The test is administered through the Registry and Enrolment Management Office. Test performance results are shared with students as part of the course placement and advising process and are subsequently maintained as part of each student's record in accordance with The Basic Skills Assessment Policy.

REGISTRATION PROCESS

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

STEP 1 – ADVISEMENT

- View the Course Section Schedule to determine the availability of required courses and courses of interest.
- Discuss your semester preferences that correspond with your approved programme or degree audit with your academic advisor, inserting first choices and alternatives on your registration form, and acquiring your advisor's signed approval.
- The normal course load for a full-time student is 12 to 17 semester hours. Students who wish to enrol in more than 17 hours must obtain the written approval of the relevant Dean.

STEP 2 – REGISTRATION

- Register for approved courses during published registration dates.
- Registration takes place on a first-come, first serve basis; where preferred courses are full, students should choose approved alternate courses or request to be added to the waitlist.
- Waitlisted students will have the first preference if seats become available. However, a wait listing does not guarantee entry to a course. Only students who obtain course entry from the waitlist 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 regular registration.) For students who register during regular and or late registration, fees must be paid before the registration process commences. For students who register for a summer class, payment is due one week before the start of the summer class. Failure to do so will void the registration. Students with outstanding tuition balances and financial concerns can contact the Fiscal Services Department before the first day of classes. Student fees are non-refundable.

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. A student is not a member in any course or class until their name appears on the official class roster, or the lecturer has received official evidence of registration from the Registrar. A student remains a member 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

A student who has registered for a course may subsequently require a change. To add a new class to their current schedule, a student 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.

ADVISORS

Each student is assigned an academic advisor by the Admissions and Enrolment Management Office. 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.

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 and Classifications

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

Fees

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 (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	$400.00 (per year)
Knives	$300.00 (per year)
Uniforms	$50.00 (per year)
Food Lovers' Manual	$500.00 (per year)
Internship	$1,500.00 (per semester)
Year 1/Semester 2 & Year Two	
Food Production Lab Fee	$500.00 (per relevant course)
Science Lab Fee	$40.00 (per science course)
Payment Plan Late Fee	$20.00 (per month)
Field Trip	Fee varies according to departments
Teaching Practice Fee	$50.00 (per term)
Graduation Application Fee	$120.00 (includes regalia and one certificate)
Late Graduation Application Fee	$50.00 (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)

Associate Degree Programme (Sample)

Description	Student Classification					
	Full-Time Student			Part-Time Student		
	Category IA/IB	Category II	Category III	Category IA/IB	Category II	Category III
Duration	**2 years (4 semesters)**			**4 years (8 semesters)**		
Registration fees	$620	$620	$620	$1,160	$1,160	$1,160
Educational Resource	$1,000	$1,000	$1,000	$2,000	$2,000	$2,000
***TOTAL FEES**	$1,620	$1,620	$1,620	*$3,160	$3,160	$3,160
****TUITION (63 CREDITS)**	$3,465	$6,615	$6,930	$3,465	$6,615	$6,930
*****TUITION ASSISTANCE PROGRAMME (TAP) WAIVER**	($3,465)	N/A	N/A	($3,465)	N/A	N/A
TOTAL COST (USD)	$1,620	$8,235	$8,550	$3,160	$9,775	$10,090

Certificate of Achievement Cost (Sample)

Description	Student Classification					
	Full-Time Student			Part-Time Student		
	Category IA/IB	Category II	Category III	Category IA/IB	Category II	Category III
Duration	**2 years (4 semesters)**			**4 years (8 semesters)**		
Registration fees	$620	$620	$620	$1,160	$1,160	$1,160
Educational Resource ($250 per semester)	$1,000	$1,000	$1,000	$2,000	$2,000	$2,000
***TOTAL FEES**	$1,620	$1,620	$1,620	*$3,160	$3,160	$3,160
****TUITION (63 CREDITS)**	$3,465	$6,615	$6,930	$3,465	$6,615	$6,930
*****TUITION ASSISTANCE PROGRAMME (TAP) WAIVER**	($3,465)	N/A	N/A	($3,465)	N/A	N/A
TOTAL COST (USD)	$1,620	$8,235	$8,550	$3,160	$9,775	$10,090

* Other fees may apply and vary across programmes (these include, but are not limited to: lab fees, application fees, graduation fees and other fees).

** Tuition will vary based on the number of credits per programme.

*** Category 1A students will be charged the full tuition for repeated courses. Tuition Assistance Programme (TAP) Waiver does NOT apply to courses that are repeated, and only applies for "a first degree."

Registration fees and educational resource fees are payable on a semester basis. Other fees may apply. Also note that:

- These amounts are subject to change.
- Registration is complete once payment has been made in full.
- Students requiring a payment plan can speak with designated personnel in the Fiscal Services Department.
- Students are also encouraged to pre-register for classes, which would require payment at the time of pre-registration.

Making Payments

Students may pay in-person at the cashier window located in the Fiscal Services Department of the Academic Services Building or at the Virgin Gorda Centre located in the Village Rose Building. Payments can be made online via SONIS at https://sonis.hlscc.edu.vg/. Additionally, payments can also be made by credit card over the phone. The number to call is (284) 852-7096 or (284)541-8120.

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

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 Dean's List, issued at the end of each semester, includes the names of full-time (12 or more credits) students who have earned a 3.40 to 3.74 grade point average. It also includes the names of part-time (6-11 credits) students who have earned a 3.40 to 3.74 grade point average.

A President's List, issued at the end of each semester, includes the names of full-time students who have earned a 3.75 to 4.0 grade point average and earned a minimum of 12 or more credits. It also includes the names of part-time (6-11 credits) who have earned a 3.75 to 4.0 grade point average.

GRADUATION HONOURS

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

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

PHI THETA KAPPA HONOR SOCIETY

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

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The H. Lavity Stoutt Community College's National Technical Honor Society was charted on 12 October 2021. The first induction of members was held on 21 May 2022 with 52 students. Having served over 1 million members since its founding in 1984, the National Technical Honor Society is one of the highest accomplishments that can be bestowed upon a Career and Technical Education student. From celebrating these students to awarding nearly $300,000 in scholarships each year, the National Technical Honor Society believes in rewarding excellence in workforce education and empowering and supporting students in their quest to master a skill and embark in a career that they love.

To be inducted into NTHS, students must maintain a grade point average of 3.00 or higher in their programme requirement courses and must complete 12 or more credits while pursuing an associate's degree programme.

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

A student enrolled in certificate and degree programmes must satisfy certain requirements to qualify for graduation. In addition to the academic qualifications outlined below, the student 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 an 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 a 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 Admissions and Enrolment Management Office. 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 who 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 REGULATIONS AND POLICIES

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 Affairs 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, who 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 Dean may allow the student to continue class, and if necessary, notify the Vice President of Academic Affairs for further handling.

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.

COURSE EVALUATIONS

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

DETERMINATION OF GRADES

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

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.

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 are required to take or challenge the required courses to qualify for graduation.

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 Admissions and Enrolment Management Office 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.

STUDENT 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.

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 upcoming semester. The academic department head is responsible for the supplemental examination process.

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 Admissions and Enrolment Management Office. Official course outlines may be requested to determine equivalency of courses.

TRANSFER OF CREDITS – OUT

HLSCC 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 HLSCC. 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.

ACADEMIC WARNING, PROBATION AND SUSPENSION

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

ACADEMIC WARNING

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

ACADEMIC PROBATION

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

ACADEMIC SUSPENSION

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

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 under citizenship suspension may apply to return to school at the end of a (4) four-year absence from the institution. Upon application to the programme, an audit will be conducted of the student's transcript, and a course of study will be established. A special advisor will be assigned to the student to monitor progress and guide the student's re-entry into the college environment. A student applying for Academic Forgiveness will be admitted on Academic Probation, and Academic Forgiveness will take effect only after successful completion of nine (9) credit hours and the attainment of a grade point average of 2.5 or higher. Although all prior grades will appear on the official transcript, only previous classes with a grade point average of 2.0 or higher that meet College programme requirements will be calculated in the cumulative grade point average and carried forward for credit. Students who have successfully met the requirements of Academic Forgiveness will be eligible for all academic honours for which they qualify. The Academic Forgiveness Policy is applicable for a total of four courses, or a maximum of 16 credits.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are responsible for:

1. Awareness of all College Rules and Process

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

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

3. Academic Discipline

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

4. Academic Honesty

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

5. Financial Obligations

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

Students have the right to:

1. A Quality Educational Experience

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

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

2. Fair Assessment of their Work

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

3. Professional Working Relationships

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

4. Credit for their Contributions to Academic Work

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

5. Freedom of Expression

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

6. Freedom from Discrimination

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

7. Privacy of Student Records

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

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, provided that the approved procedure is followed. The first step in the appeals process is for the student to discuss the concern directly with the course lecturer. If the matter remains unresolved and further steps are necessary, the student should consult the Head of the relevant academic department. If resolution is still not achieved, the student may escalate the appeal to the relevant Dean. The Dean may, at their discretion, convene a committee to review the examination script and recommend an appropriate course of action. The Dean's decision shall be final. It should be noted that all grades are subject to approval by the relevant Dean before they are considered final. Final examination scripts remain the property of the College and shall not be returned to students. However, all students retain the right to review their graded final examination scripts under conditions established by the College.

GRADING SYSTEM

	Grade	Grade Points	Percent Range
Superior	A+	4.0	100
Outstanding	A	4.0	95-99
Excellent	A-	4,0	90-94
Very High	B+	3.0	85-89
High	B	3.0	80-84
Good	B-	3.0	75-79
Above Average	C+	2.0	70-74
Average	C	2.0	65-69
Below Average	C-	2.0	60-64
Weak	D	1.0	54-59
Failure	F	0.0	53 and under
Incomplete	I	0.0	
Withdrawn	W	0.0	
Withdrawn Passing	WP	0.0	
Withdrawn Failing	WF	0.0	
Administrative Withdrawal	WA		
Dropped by President's Permission	Q	0.0	
Audited	AU	0.0	

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

"W" indicates withdrawal from the course.

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

"WF" indicates the student is failing at time of withdrawal.

"AU" indicates the student audited the course and was not required to participate in taking exams in the course. All required fees must be paid, regular attendance and completion of class assignments expected. No grades or credits will be issued. On transcript and cumulative records only **"AU"** will be recorded, and this will only be done after requirements are fulfilled.

Non-Credit Courses

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

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

F - Failure

REPEATED COURSES

Students receiving an unsatisfactory grade in a course are allowed to repeat the course two times. Repeated unsuccessful attempts affect the student's GPA and may cause the student to be subject to academic warning, academic probation, and academic suspension. If a course to be 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 Admissions and Enrolment Management Office 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 Admissions and Enrolment Management Office, A withdrawal during this period will be reflected by a **"W"** on the student's transcript. If a student withdraws during the sixth through tenth week of the Fall and Spring semesters, or a comparable period during a shorter term, a grade of "WP" or **"WF"** will be recorded on the transcript. **"WP"** indicates that the student was doing work that qualifies or will qualify for a passing grade at the time of withdrawal. **"WF"** indicates that the student was failing at the time of

withdrawal. There will be no withdrawals after the end of the tenth week of classes during the Fall and Spring semesters or a comparable period during a shorter term.

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

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

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

STUDENT RECORDS AND INFORMATION – CONFIDENTIALITY AND RELEASE

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

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

Use of Student Photographs and Images

Recording major events is an important part of the life of any school. HLSCC captures information

to maintain a visual record of its history and achievements. Part of this involves taking photographs, videos, and voice recordings of students as part of the curricular and co-curricular activities provided by the College. The College assumes a student's consent to group images that do not provide names unless the student notifies HLSCC in writing requesting not to be included in such images.

Any images used on the College website will not give the full name of the individual student without seeking the approval of the student. It is each student's individual decision whether or not to give his/her name to a member of the media who attends a school event.

STUDENT SUCCESS CENTRE

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

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

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

SERVICES OFFERED

Academic Support Services

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

Personal Growth and Development

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

Career Development

- Career Assessment
- Career Planning and Counselling

COUNSELLING SERVICES

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

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

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

TRANSFER/CAREER SERVICES

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

THE OFFICE OF STUDENT LIFE AND SPECIAL EVENTS

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

NEW STUDENT ORIENTATION

New Student Orientation is a period dedicated to familiarising incoming students with the College's campus, resources, and community. It includes:

- E-Learning Training
- Registration
- Advising
- Campus Tours
- Seminars
- Social Activities
- Parent Orientation
- Discussions with Faculty and Administration

STUDENT ORGANISATIONS AND ACTIVITIES

The following student organisations are available to students:

- Archery Club
- Computer Technology Club
- Debating Club
- Drama Club
- Hospitality Club
- Male Basketball Club
- Newsletter Club
- Media Club
- Environmental Club
- Spanish Club
- Stingray Singers
- Student Government Association
- Teacher Education Club

OTHER SERVICES AND ACTIVITIES

Cultural programmes and community outreach such as the Performing Arts Series, Race Series, and the BVI Literary Arts Festival (BVI Lit Fest) 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 Department of Student Life.

CAMPUS HEALTH

The Campus Health Clinic has been developed as part of the College community, to provide accessible, effective health care on campus. It seeks to ensure a healthy and safe campus environment; to provide information and services that support the wellbeing of students and staff, facilitate access to the public health system, respond appropriately to campus emergencies and to empower students and staff to assume responsibility for their own health.

The Campus Health Service is staffed with experienced Registered Nurses with Advance Practice credentials and a thorough knowledge of the country's health service system. This ensures that students and staff receive immediate referrals and most effective and direct consultation when service requirements exceed the capacity of the campus facility.

Although the Health Services facility is located on the Main Campus in Paraquita Bay, Campus Health Services are also extended to the Virgin Gorda Centre through coordinated health information and education programmes, consultation services, and the operation of a small health monitoring station at the Centre.

SERVICES OFFERED

Mandatory Health Screening on Entry

- All students are required to submit a copy of their health record to the Campus Health Services via the online portal, prior to the commencement of classes. In addition to the general health record, students must also upload copies of their immunisation records for verification.
- These documents are reviewed by Campus Health Services staff to ensure compliance with campus health policies and to maintain a safe and healthy environment for all students. In addition, it allows the institution to be aware of health and disability needs and to effectively plan the best care and approaches to provide care for individuals with special needs.

Health Assessment

- A comprehensive Health and Nursing Assessment will be given to all clients receiving primary care at the Campus Health Services. The assessment will involve objective and subjective information obtained through interview, physical assessment, and measurements obtained by routine testing of vital health indicators. The outputs of the assessment form the basis for Nursing Interventions and referrals for medical care.

Treatment of Minor Illnesses

- Minor complaints and illnesses (e.g. coughs & colds, abrasions, bruises, minor wounds, small dressings, suture removal, minor aches and pain, etc.) will be managed by the Campus Health Services.

Ongoing Nursing Care and Support for Chronic Conditions

- The Campus Health Nurse will provide support, health information, and health care counseling to persons with chronic health conditions, will assist as necessary in health maintenance in such conditions, and will be an advocate within the campus community for structures, amenities, and services that will improve the campus life for members of the campus population who live with chronic conditions.

Urgent Care

- The Campus Health Nurse will respond to urgent health demands and provide appropriate triage and first response to requests for care on campus.

Emergency Care

- The Campus Health Nurse will respond to campus emergencies and be the primary liaison with the Emergency Service System.

Coordination of Care

- Where students require referrals for multiple services and/or appointments, the Campus Health Nurse will coordinate and direct the student through the health system to ensure efficiency and effectiveness in accessing and securing the appropriate services in the external Health Care Service System.

Health Education

- The Campus Health Nurse will provide individual health education for members of the campus population, as required, and regular campus wide health education activities on an agreed schedule, based on community needs.
- Educational brochures are available on a variety of health topics of interest to students/staff. These range from chronic conditions and include sexually transmitted diseases (STD) care and prevention.

Health Care Counselling

- The Campus Health Nurse will provide ongoing guidance and support for individuals in need of continuing assistance and support for illness-related problems based on patient history and general principles of care.

Referrals

- The Campus Health Nurse will ensure timely referrals of persons with needs beyond the scope of the Campus Health Service and will ensure that the referral process is completed appropriately.

Health and Wellness Promotion

- The Campus Health Nurse will coordinate individual and community health and wellness activities with emphasis on health risk and life risk assessments and risk reduction in key areas of general interest: sexual behaviour, substance and alcohol abuse, nutrition, and physical activity.

CERTIFICATE AND ASSOCIATE DEGREE PROGRAMMES (Credits 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.

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 (Full-Time Students)
Accounting	**Associate of Science**	Workplace	60	2 years
Automotive Engineering Technology	**Associate of Science**	Workplace	65	2 - 2½ years
Business Administration	**Associate of Arts**	Transfer	63-65	2 years
Computer Studies	**Associate of Science**	Workplace	64-67	2 - 2½ years
Construction Technology	**Associate of Science**	Workplace	66	2 - 2½ years
Culinary Arts	**Associate of Applied Science**	Workplace	68	2 years
Disaster Management	**Associate of Science**	Workplace	68	2 - 2½ years
Electronic Engineering Technology	**Associate of Science**	Transfer	63	2 years
Elementary Education	**Associate of Arts**	Transfer	74	2-2 ½ years
Engineering/Architectural Technology	**Associate of Science**	Workplace/ Transfer	67-68	2 - 2½ years
English	**Associate of Arts**	Transfer	61-62	2 years
Finance	**Associate of Science**	Workplace	66-67	2 - 2½ years
Food and Beverage Management	**Associate of Science**	Workplace	67	2 - 2½ years
General Science	**Associate of Science**	Transfer	62	2 years
History	**Associate of 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 of Science**	Transfer	62	2 years
Mathematics	**Associate of Science**	Transfer	60	2 years
Mechanical Engineering Technology	**Associate of Science**	Transfer	62-63	2 - 2½ years
Performing Arts (Music, Drama, Dance)	**Associate of Arts**	Transfer	60-62	2 years
Small Business and Entrepreneurship	**Associate of Science**	Workplace	68	2 - 2½ years

PROGRAMME / CONCENTRATION	DEGREE /CERTIFICATION	PRIMARY PURPOSE	CREDITS	DURATION (Full-Time Students)
Automotive Engineering Technology	**Certificate of Achievement**	Workplace	24	1 -1½ years
Business Administration	**Certificate of Achievement**	Workplace	21	1 year
Computer Studies	**Certificate of Achievement**	Workplace	18	1 year
Construction Hand Programme	**Certificate of Achievement**	Workplace	18	1 year
Construction Technology	**Certificate of Achievement**	Workplace	21	1 -1½ years
Culinary - Baking and Pastry	**Certificate of Achievement**	Workplace	23	1 year
Culinary - Professional Cooking	**Certificate of Achievement**	Workplace	23	1 year
Disaster Management	**Certificate of Achievement**	Workplace	24	1 -1½ years
Education (Secondary)	**Certificate of Achievement**	Workplace	24	1 year
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**	Workplace	22	1 -1½ years
Marine Transport Management and Safety	**Certificate of Achievement**	Workplace	21	1 -1½ years
Marine Transport Management and Safety - Licensing	**Certificate of Achievement**	Workplace	21	1 -1½ years
Marine Studies	**Certificate of Achievement**	Workplace	21	1 year
Marine Technology - Boat Building, Repairs and Maintenance	**Certificate of Achievement**	Workplace	21	1 year
Mechanical Engineering Technology	**Certificate of Achievement**	Workplace	21	1 -1½ years
Office Assistance	**Certificate of Achievement**	Workplace	18	1 year
Supervisory Management	**Certificate of Achievement**	Workplace	21	1 year
Virgin Islands Studies	**Certificate of Achievement**	Workplace	18	1 year
Marine Professional Training	**Certificate of Achievement**	Workplace	21	1 year

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

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.

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, MAT107, MAT110, MAT113, MAT112 or 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 synthesising their own ideas (reasons, evidence, and/or argument) with the ideas of others.
- Organise the supporting details logically, according to the demands of content.
- Select the most appropriate rhetorical strategy for audience and purpose.
- Express their ideas in writing that is readable - clear, concise, coherent, and correct -relatively free of distracting errors of grammar, usage, and mechanics.

Oral Communication

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

Foreign Language Communication

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

Critical Thinking

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

Quantitative Reasoning

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

Scientific Reasoning

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

Ethical Reasoning

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

Historical and Cultural Awareness

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

Information Literacy

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

Technological Competence

- Use the common functions of a personal computer and its operating system to manage and organise files and folders.
- Use a word processing application to accomplish everyday tasks associated with creating formatting and finishing word processing documents.
- Accomplish tasks associated with developing, formatting, and modifying a spreadsheet

application, in addition to using standard functions and formulas and creating and formatting graphs and charts.

• Use presentation tools to accomplish tasks such as creating, formatting, modifying, and preparing presentations using different slide layouts for display and printed distribution.

• Use the Internet effectively to communicate with individuals and groups, retrieve information, and access products and services.

PROGRAMME OFFERINGS
ASSOCIATE DEGREES

ACCOUNTING

Associate of Science (AS) Degree

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

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

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

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 programmes 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. Demonstrate ethical principles and standards that guide the accounting profession.

*Indicates where General Education proficiency areas are applied in the programme.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM100*	Personal Development for College Success	1
CSC104 *	Microcomputer Applications	3
ENG104 *	English Composition I	3
MAT110/112 *	College Algebra or Mathematics for Business/ Social Science	4
ACC100/FA1	Recording Financial Transactions	3
	Total	14

TOTAL CREDITS 60

SEMESTER 2		CREDIT
ENG105*	English Composition II	3
ACC120/MA1	Managing Information	3
MAT113	Introduction to Statistics	4
ACC101	Maintaining Financial Records	3
SPA/FRE100*	Elementary Spanish/French	3
	Total	16

DURATION 2 YEARS

SEMESTER 3		CREDIT
BUS100	Business Law I	3
BIO/CHE/PHY*	Any 100-Level Science Course	3
ACC210/MA2	Managing Costs and Finances	3
ACC235/FAB	Fundamentals of Accountancy in Business	3
SPA/FRE 101*	Intermediate Spanish/French	3
	Total	15

***GENERAL EDUCATION COURSES**

SEMESTER 4		CREDIT
BUS241	Principles of Finance	3
ENG106*	Speech Communication	3
ANT/PHI/PSY/SOC*	Any 100-Level Social Science Course	3
HIS1XX/VIS110*	Any 100-Level History Course	3
ACC225	Accounting Software Applications	3
	Total	15

AUTOMOTIVE ENGINEERING TECHNOLOGY

(Also offered as a Certificate of Achievement)

Associate of Science (AS) Degree



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

Notes: A summer course is recommended for this programme.

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

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

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

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
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
	Total	**16**

SEMESTER 2		CREDIT
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
	Total	**19**

SEMESTER 3		CREDIT
BIO/CHE/PHY	Any 100-Level Science Course	4
AUT109	Chassis Electrical Wiring and Ancillaries	3
AUT110	Automotive Electrical Wiring and Ignition	3
ENG105*	English Composition II	3
ANT/PHI/PSY/SOC*	Any 100-Level Social Science Course	3
	Total	**16**

SEMESTER 4		CREDIT
AUT105	Electronic Fuel Injection	3
AUT107	Automotive Diagnostic, Scanners and Lab Scopes	3
AMS120	Introduction to Welding	3
HIS 1XX/VIS110*	Any 100-Level History Course	3
EET100	Electronic Technology	3
	Total	**15**

TOTAL CREDITS 66

DURATION 2 - 2½ YEARS

***GENERAL EDUCATION COURSES**

BUSINESS ADMINISTRATION (Transfer)

Offered as an Associate of Science (AS) Degree

This transfer programme prepares students with foundation courses for upper-level baccalaureate business programmes at other colleges and universities. The programme prepares students for majors in such areas as accounting, finance, management, marketing, human resources, economics, entrepreneurship, e-business, small business management, and other business- related fields. Experiential learning opportunities are incorporated into the programme. Students completing this programme will be able to write business and marketing documents, conduct various interviews, make presentations, 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 the New England Institute of Technology in the USA.

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

1. Examine how legal systems and practices determine how business is conducted;
2. Demonstrate the ability to use the management process in a business environment;
3. Analyse the external environment to determine the impacts on consumer needs and wants, and show how they influence business practices;
4. Apply technology to analyse information related to business;
5. Use critical thinking to solve problems in business situations;
6. Communicate effectively in business situations;
7. Analyse financial data or trends as they relate to everyday business; and
8. Apply ethical principles that strengthen industry accepted standards



SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
ENG104*	English Composition I	3
COM100*	Personal Development for College Success	1
CSC104*	Microcomputer Applications	3
BUS110	Fundamentals of Business	3
MAT110/112*	College Algebra or Mathematics for Business/ Social Science	4
SPA/FRE100*	Elementary Spanish/French	3
	Total	17

TOTAL CREDITS 63/64

SEMESTER 2		CREDIT
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
	Total	16

DURATION 2 YEARS

SEMESTER 3		CREDIT
ACC101/FA2	Maintaining Financial Records	3
BUS100	Business Law	3
or		
MAT212	Calculus for Business	4
BUS120	Principles of Marketing	3
ECN105	Principles of Macro Economics	3
ANT/PHI/PSY/ SOC*	Any 100-Level Social Science Course	3
	Total	15-16

***GENERAL EDUCATION COURSES**

SEMESTER 4		CREDIT
BIO/CHE/PHY	Any 100-Level Science Course	3/4
BUS203	Management Principles	3
ENG114	Effective Business Writing	3
ENG106*	Speech Communication	3
HIS100/120/121*	Any 100-Level History Course	3
	Total	15/16

COMPUTER STUDIES

Offered as an Associate of Science (AS) Degree and 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 the New England Institute of Technology, USA.

BUSINESS INFORMATION SYSTEMS (BIS) SPECIALISATION

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

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

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

BUSINESS INFORMATION SYSTEMS (BIS) *SPECIALISATION*

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

TOTAL CREDITS 65/66

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

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

SEMESTER 2		CREDIT
SPA/FRE101*	Intermediate Spanish/French	3
CSC106	Introduction to Web Page Design	3
CSC121	Introduction to E-Commerce	3
CSC103	Programming Techniques	3
ACC100/FA1	Recording Financial Transactions	3
	Total	15

SUMMER		CREDIT
ENG105*	English Composition II	3
	Total	3

SEMESTER 3		CREDIT
CSC114	Database Design and Applications	3
ENG115	Technical Report Writing	3
CSC211	Information Systems	3
CSC213	Systems Analysis and Design	3
HIS1XX/VIS110*	Any 100-Level History Course	3
	Total	15

SEMESTER 4		CREDIT
BIO/CHE/PHY*	Any 100-Level Science Course	3/4
ANT/PHI/PSY/ SOC100*	Any 100-Level Social Science Course	3
ENG106*	Speech Communication	3
CSC214	Introduction to Networking	3
CSC215	Applications of Computer Studies	3
	Total	15/16

COMPUTER INFORMATION SYSTEMS (CIS)
SPECIALISATION

Career opportunities include entry level programmers.

TOTAL CREDITS 64/65

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM100*	Personal Development for College Success	1
ENG104*	English Composition I	3
CSC104*	Microcomputer Applications	3
MAT110	College Algebra	4
CSC103	Programming Techniques	3
	Total	14

SEMESTER 2		CREDIT
SPA/FRE100*	Elementary Spanish/French	3
CSC106	Introduction to Web Page Design	3
CSC121	Introduction to E-Commerce	3
CSC113	Programming Language I	4
BUS110	Fundamentals of Business	3
	Total	16

SUMMER		CREDIT
ENG105*	English Composition II	3
	Total	3

SEMESTER 3		CREDIT
ACC100/FA1	Recording Financial Transactions	3
SPA/FRE101*	Intermediate Spanish/French	3
ENG115	Technical Report Writing	3
CSC213	Systems Analysis & Design	3
CSC203	Programming Language II	4
	Total	16

SEMESTER 4		CREDIT
BIO/CHE/PHY	Any 100-Level Science Course	3/4
ENG106*	Speech Communication	3
CSC215	Applications of Computer Studies	3
HIS1XX/VIS110*	Any 100-Level History Course	3
ANT/PSY/SOC/PHI	Any 100-Level Social Science Course	3
	Total	15/16

GRAPHIC INFORMATION TECHNOLOGY (GIT)

SPECIALISATION

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

TOTAL CREDITS 64/65

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
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
SPA/FRE100*	Elementary Spanish/French	3
	Total	17

SEMESTER 2		CREDIT
SPA/FRE101*	Intermediate Spanish/French	3
CSC106	Introduction to Web Page Design	3
CSC121	Introduction to E-Commerce	3
CSC103	Programming Techniques	3
CSC108	Desktop Publishing	3
	Total	15

SUMMER		CREDIT
ENG105*	English Composition II	3
	Total	3

SEMESTER 3		CREDIT
CSC206	Intermediate Web Page Design	3
ENG115	Technical Report Writing	3
CSC208	Graphic Art	3
CSC213	Systems Analysis and Design	3
ACC100/FA1	Recording Financial Transactions	3
	Total	15

SEMESTER 4		CREDIT
BIO/CHE/PHY	Any 100-Level Science Course	3/4
ANT/PSY/SOC/PHI100*	Any 100-Level Social Science Course	3
ENG106*	Speech Communication	3
CSC215	Applications of Computer Studies	3
HIS1XX/VIS110*	Any 100-Level History Course	3
	Total	15/16

CONSTRUCTION TECHNOLOGY

Offered as an Associate of Science (AS) Degree and Certificare 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** courses, students can attain a trade license to practice construction work.

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

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

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



SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
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
	Total	16

SEMESTER 2		CREDIT
ANT/PHI/PSY/SOC*	Any 100-Level Social Science	3
CSC104*	Microcomputer Applications	3
SPA/FRE101*	Intermediate Spanish/French	3
TCS100	Blueprint Reading and Construction Specifications	3
TCS101	Introduction to Engineering	3
TCS125	Safer Building Level I	1
	Total	15

SEMESTER 3		CREDIT
PHY110*	General Physics I	4
HIS1XX/VIS110*	Any 100-Level History Course	3
TCS110	Surveying Level I	4
TCS113	Orthographics	3
TCS225	Safer Building Level II	1
	Total	15

SEMESTER 4		CREDIT
ENG105*	English Composition II	3
ENG106*	Speech Communication	3
TCS105	Construction Inspection and Project Management	3
TCS210	Surveying Level II	4
OR		
TCS215	Quantity Surveying	3
	Total	16

SEMESTER 5		CREDIT
TCS203	Computer Assisted Drafting	3
TCS201	Blueprint Reading II	3
	Total	6

TOTAL CREDITS 66

DURATION 2 ½ YEARS

***GENERAL EDUCATION COURSES**



CULINARY ARTS

Offered as an Associate of Science (AS) Degree and Certificare 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. Additional fees apply to lab-based courses.

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

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

SUGGESTED SEQUENCE OF COURSES

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

TOTAL CREDITS 68

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

SEMESTER 2		CREDIT
ENG105*	English Composition II	3
BUS110	Fundament of Business	3
ACC100	Recording Financial Transactions	3
SPA/FRE101*	Elementary Spanish/French	3
ANT/PHI/PSY/SOC*	Any 100-Level Social Science Course	3
ENG106*	Speech Communication	3
	Total	18

SEMESTER 3		CREDIT
CUL111	Culinary Proficiency	3
HRM152	Introduction to Food and Beverage Management	3
CUL131	Quality Food Production	3
CUL115	A.M. A La Carte Cooking	3
CUL135	Garde Manager	3
CUL109	Cultural Dimensions of Food	3
	Total	18

SEMESTER 4		CREDIT
HRM210	Food Beverage and Labor Cost Control	3
CUL205	Baking and Introduction to Prepared Foods	3
CUL215	P.M. A la Carte Cooking (Fine Dining)	3
CUL209	Cakes and Pastry	3
CUL239	Internship	3
	Total	15

DISASTER MANAGEMENT

Offered as an Associate of Science (AS) Degree and Certificare 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		CREDIT
COM100*	Personal Development for College Success	1
CSC104*	Microcomputer Applications	3
ENG104*	English Composition I	3
PAD102	Principles of Public Administration	4
DMT122	Community Preparedness	3
DMT120	Introduction to Disaster Management	3
	Total	17

SEMESTER 2		CREDIT
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
	Total	16

SUMMER		CREDIT
ENG105*	English Composition II	3
	Total	3

SEMESTER 3		CREDIT
DMT142	Public Infrastructure	3
DMT144	Public Information and Crisis Communication	3
ENG106*	Speech Communication	3
PHI/SOC/PSY*	Any 100-Level Social Science Course	3
SPA/FRE101*	Intermediate Spanish/French	3
	Total	15

SEMESTER 4		CREDIT
DMT220	Disaster Planning	3
DMT230	Mitigation	3
DMT246	Response and Recovery	3
DMT264	Mass Casualty Management	3
HIS 1XX/VIS110*	Any 100-Level History Course	3
TCS105	Construction Inspection and Project Management	3
	Total	18

TOTAL CREDITS 68

DURATION 2 ½ YEARS

***GENERAL EDUCATION COURSES**

ELECTRONIC ENGINEERING TECHNOLOGY

Associate of Science (AS) Degree

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

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

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

1. Demonstrate a working knowledge of the principles and practices of the electrical power industry regarding generation, transmission, distribution, and controls;

2. Demonstrate working knowledge of electrical construction procedures in residential and commercial installations;

3. Read and interpret plans, drawings, specifications, and other documents used for electrical installations;

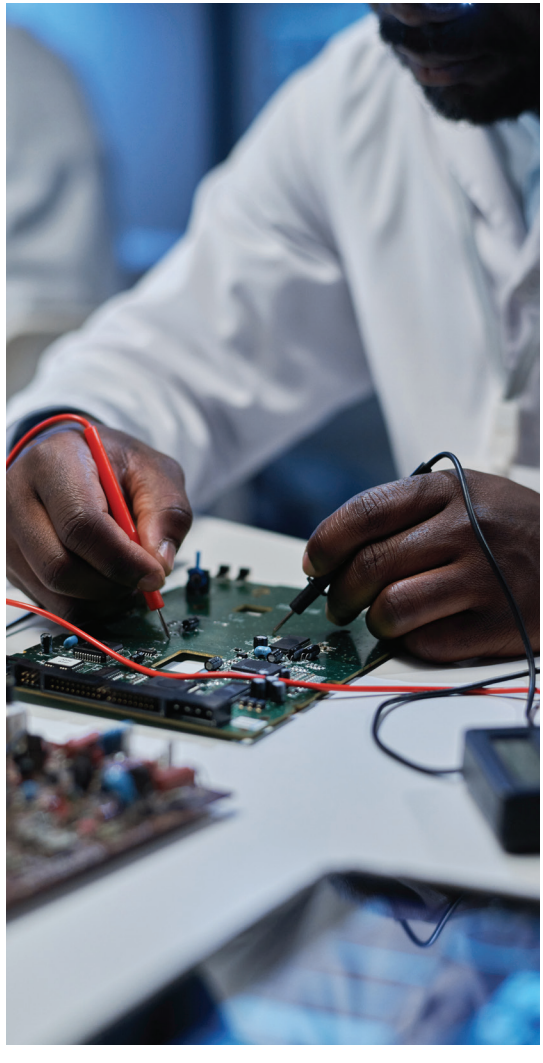
4. Demonstrate basic techniques used to install, trouble shoot, repair, and service electronic appliances;

5. Practice safe work habits, identify and eliminate work hazards, and meet minimum work quality standards;

6. Demonstrate basic knowledge of electrical equipment and systems commonly used for electronic communication;

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

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



SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM100*	Personal Development for College Success	1
EET100	Electrical Technology	3
ENG104*	English Composition I	3
MAT115*	Technical Mathematics I	4
SPA/FRE100*	Elementary Spanish/French	3
TCS100	Blueprint Reading and Construction Specs.	3
	Total	17

TOTAL CREDITS 63

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

SEMESTER 2		CREDIT
EET107	Analog Circuit and Devices Applied	3
EET104	Applied Electricity with Practical Project	4
ANT/PHI/SOC/PSY*	Any 100-Level Social Science Course	3
SPA/FRE101*	Intermediate Spanish/French	3
CSC104*	Microcomputer Applications	3
	Total	16

SEMESTER 3		CREDIT
AUT109	Chassis Electrical Wiring and Ancillaries	3
BIO/CHE/PHY*	Any 100-Level Science Course	4
EET101	Electronic Circuits and Devices	3
ENG105*	English Composition II	3
EET106	Residential and Commercial Electrical Wiring	3
	Total	16

SEMESTER 4		CREDIT
AUT110	Automotive Electrical Electronics	3
EET102	Electronic Communication	3
EET103	Electric Power Systems and Controls	3
HIS1XX/VIS110*	Any 100-Level History Course	3
ENG106*	Speech Communications	3
	Total	15

ELEMENTARY EDUCATION

Associate of Arts (AS) Degree



This programme is designed for students who have an interest in teaching in the elementary level. It provides the aspiring teachers with theoretical, philosophical and historical framework for exploring a wide variety of traditional and contemporary issues in education formation.

Career Opportunities: Upon completing this programme, aspiring teachers will gain valuable classroom observation and practical teaching experience within local schools. The programme also offers a flexible pathway for seamless transition into a bachelor's degree and equips participants to thrive in diverse learning environments. Graduates may pursue careers as elementary school teachers.

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

- Understand the principles of teaching and learning, including developmental psychology and instructional methods.
- Develop skills in curriculum design, lesson planning, and student assessment.
- Gain insight into effective classroom management techniques and behavioral strategies.
- Explore the role of education in societal development and the impact of cultural influences on learning.
- Use technology as an instructional tool to enhance engagement and learning.

SUGGESTED SEQUENCE OF COURSES

TOTAL CREDITS 63

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

SEMESTER 1		CREDIT
COM100*	Personal Development for College Success	1
ENG104	English Composition I	3
MAT110	College Algebra	4
EDU105	Educational Psychology	3
SPA100	Elementary Spanish	3
EDU110	Foundations Of Education	3
	Total	17

SEMESTER 2		CREDIT
BIO104/106	Environments Of The BVI/Nutrition	3
CSC104	Microcomputer Application Course	3
VIS110	Virgin Islands History	3
EDU150	Educational Technology	3
EDU125	Curriculum And Development	3
EDU210	Classroom Management	3

SUMMER		CREDIT
ENG105	English Composition II	3
	Total	3

SEMESTER 3		CREDIT
EDU215	Measurement And Evaluation	3
EDU210	Classroom Management	3
EDU135	Teaching Elementary Language Arts I	3
EDU127	Teaching Elementary Mathematics I	3
EDU128	Teaching Elementary Social Studies	3
EDU129	Teaching Elementary Science I	3
	Total	18

SEMESTER 4		CREDIT
ENG106	Speech Communications	3
EDU227	Teaching Elementary Mathematics II	3
EDU228	Teaching Elementary Social Studies II	3
EDU235	Teaching Elementary Language Arts II	3
EDU229	Teaching Elementary Science II	3
	Total	15

ENGINEERING ARCHITECTURAL TECHNOLOGY

Offered as an Associate of Science (AS) Degree and Certificare of Achievement

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



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

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

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

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

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
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
	Total	16

TOTAL CREDITS 66/67

DURATION 2 - 2½ YEARS

***GENERAL EDUCATION COURSES**

SEMESTER 2		CREDIT
CSC104*	Microcomputer Applications	3
TCS100	Blueprint Reading and Construction Specifications	3
TCS110	Surveying Level 1	4
TCS113	Orthographics	3
SPA/FRE101*	Intermediate Spanish/French	3
	Total	16

SEMESTER 3		CREDIT
ANT/PHI/SOC/PSY*	Any 100-Level Social Science Course	3
PHY110*	General Physics I	4
ENG105*	English Composition II	3
HIS1XX/VIS110*	Any 100-Level History Course	3
TCS104	Freehand Drawing and Sketching	3
TCS203	Computer Assisted Drafting	3
	Total	19

SEMESTER 4		CREDIT
ENG106*	Speech Communication	3
TCS101	Introduction to Engineering	3
TCS105	Construction Inspection and Project Management	3
TCS205	Advance Computer Aided Design	4
TCS210	Surveying Level II	4
or		
TCS214	Design Project	3
or		
TCS215	Quantity Surveying	3
	Total	15/16

ENGLISH

Associate of Arts (AA) Degree

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



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

Note: Students are encouraged to take **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. 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; and
5. Demonstrate an understanding of literary forms through studying the elements, structures, and characteristics of different types of literature.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
ENG104*	English Composition I	3
ENG107	The Elements of Literature	3
COM100*	Personal Development College for College Success	1
SPA/FRE100*	Elementary Spanish/French	3
CSC104*	Microcomputer Applications	3
BIO/CHE100/PHY*	Any 100-Level Science Course	3/4
	Total	16/17

TOTAL CREDITS 62/63

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

SEMESTER 2		CREDIT
ENG125	Shakespeare and Other Authors	4
MAT113*	Introduction to Statistics	4
ENG106*	Speech Communication	3
SPA/FRE101*	Intermediate Spanish/French	3
ENG105*	English Composition II	3
	Total	17

SEMESTER 3		CREDIT
ENG200	Selected Topics I (Literature Series)	4
ENG208	Literature of the Black Diaspora	4
ANT/PHI/PSY/SOC*	Any 100-Level Social Science Course	3
HIS1XX/VIS110*	Any 100-Level History Course	3
	Total	14

SEMESTER 4		CREDIT
ENG205	Caribbean Literature	4
ENG210	Selected Topics II	4
ELECTIVE	Elective	3
ENG222	Literary and Cultural Theory	4
	Total	15

FINANCE

Associate of Science (AS) Degree

This programme is designed to prepare students for entry-level positions in accounting and finance, and to establish a foundation for further studies in finance and related fields. Students are expected to demonstrate the ability to apply financial planning, working capital management, make financial decisions, and breakeven analysis techniques to evaluate the financial performance of a company. Students work on projects related to courses to enhance learning, they can gain entry-level employment or broaden their career opportunities. (To be successful in this programme, students should pay close attention to details, possess good organisational skills, maintain a high degree of accuracy, be able to analyse detailed information and to follow procedures. Students will also learn how to use 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 **ACC100** and **BUS241**. **ECN100** is waived as a prerequisite for **BUS241** for this programme. A General Education course is recommended to be taken in the summer to avoid a semester overload.

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

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

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM100*	Personal Development for College Success	1
ENG104*	English Composition I	3
CSC104*	Microcomputer Applications	3
MAT110/112*	College Algebra or Mathematics for Business/ Social Science	4
BUS110	Fundamentals of Business	3
ACC100/FA1	Recording Financial Transactions	3
	TOTAL	17
SEMESTER 2		
ENG105*	English Composition II	3
ECN100	Principles of Microeconomics	3
ACC101/MA1	Maintaining Financial Records	3
SPA/FRE100*	Elementary Spanish/French	3
BUS241	Principles of Finance	3
ENG106*	Speech Communication	3
	TOTAL	18
SEMESTER 3		
BUS242	Financial Management I	3
PSY/SOC/PHI*	Any 100-Level Social Science Course	3
SPA/FRE101*	Intermediate Spanish/French	3
BUS100	Business Law I	3
or		
MAT212	Calculus for Business	4
ACC225	Accounting Software Applications	3
	TOTAL	15/16
SEMESTER 4		
BUS243	Financial Markets and Institutions	3
BUS250	Investments and Securities Markets	3
BIO/CHE/PHY*	Any 100-Level Science Course	3/4
HIS1XX/VIS110*	Any 100-Level History Course	3
MAT113	Introduction to Statistics	4
	TOTAL	16/17

TOTAL CREDITS 66/67

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

FOOD AND BEVERAGE MANAGEMENT

Associate of Science (AS) Degree



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

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

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

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

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

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

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
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
	TOTAL	17
SEMESTER 2		
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
	TOTAL	16
SUMMER		
ENG106*	Speech Communication	3
	TOTAL	3
SEMESTER 3		
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 Course	3
	TOTAL	16
SEMESTER 4		
BIO/CHE/PHY*	Any 100-Level Science Course	3
ENG114	Effective Business Writing	4
BUS100	Business Law I	3
HRM260	Applications in Food and Beverage	3
HIS1XX/VIS110*	Any 100-Level History Course	3
	TOTAL	15

TOTAL CREDITS 67

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

GENERAL SCIENCE

Associate of Science (AS) Degree

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

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

Notes:

1. General Education Requirements (33 credits)
2. Programme Courses (21 credits)
3. Programme Electives** - Select at least 7 credits from the listing (See your advisor for guidance):
   - **BIO212** – 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 I
   - **MAT220** – Calculus I
   - **PHY110** – General Physics I
   - **PHY112** – General Physics II
4. Credit can be obtained for CAPE courses transferred.

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

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

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
BIO110*	General Biology I	4
CHE110	General Chemistry I	4
COM100*	Personal Development for College Success	1
ENG104*	English Composition I	3
MAT110*	College Algebra	4
	TOTAL	16
SEMESTER 2		
BIO112	General Biology II	4
CHE112	General Chemistry II	4
ENG105*	English Composition II	3
MAT120	College Trigonometry	4
	TOTAL	15
SEMESTER 3		
ENG106*	Speech Communication	3
MAT113	Introduction to Statistics	4
SCI235	Seminar in Science	1
SPA/FRE100*	Elementary Spanish/French	3
ELECTIVE	Programme Elective	4
	TOTAL	15
SEMESTER 4		
CSC104*	Microcomputer Applications	3
HIS1XX/VIS110*	Any 100-Level History Course	3
SPA/FRE101*	Intermediate Spanish/French	3
ANT/PSY/SOC/PHI*	Any 100-Level Social Science Course	3
ELECTIVE	Programme Elective	4
	TOTAL	16

TOTAL CREDITS 62

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

HISTORY

Associate of Arts (AA) Degree

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



This concentration will prove useful to those students who wish to study law, history, philosophy, political science or public administration in the future.

Note: The courses **ANT100**, **SOC100**, **HIS120**, **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 civilisations, as well as major trends and themes up through 1500.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
ENG104*	English Composition I	3
COM100*	Professional Development for College Success	1
CSC104*	Microcomputer Applications	3
SPA/FRE100*	Elementary Spanish/French	3
MAT110/113 *	College Algebra/Introduction to Statistics	4
BIO/CHE/PHY*	Any 100-Level Science Course	3/4
	TOTAL	17/18
SEMESTER 2		
HIS120*	Western Civilization	3
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
	TOTAL	15
SEMESTER 3		
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
	TOTAL	15
SEMESTER 4		
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
	TOTAL	16

TOTAL CREDITS 63/64

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

HOTEL MANAGEMENT

Associate of Science (AS) Degree



This programme prepares students with skills for front-of-the house management in the lodging industry. It also provides students with a sound foundation to transfer into the upper divisions of a baccalaureate programme in hotel/motel management. Students learn about guest relations and service that is demanded in today's dynamic travel and 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		CREDIT
CSC104*	Microcomputer Applications Software	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
	TOTAL	17
SEMESTER 2		
SPA/FRE101*	Intermediate Spanish/French	3
ACC 100/FA1	Recording Financial Transactions	3
ECN100	Principles of Micro-Economics	3
ENG105*	English Composition II	3
BUS140	Supervision	3
	TOTAL	15
SUMMER		
ANT/PSY/SOC/PHY*	Social Science 100 Level	3
ENG106*	Speech Communication	3
	TOTAL	6
SEMESTER 3		
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
	TOTAL	15
SEMESTER 4		
BIO/CHE/PHY	Any 100-Level Science Course	3
ENG114*	Effective Business Writing	3
HIS1XX/VIS110*	Any 100-Level History Course	3
HRM215	Management Accounting for Hospitality Industry	3
HRM254	Rooms Management and Maintenance	3
	TOTAL	15

TOTAL CREDITS 68

DURATION 2-2½ YEARS

***GENERAL EDUCATION COURSES**

HUMAN SERVICES

Offered as an Associate of Science (AS) Degree and Certificare 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		CREDIT
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
	TOTAL	17/18
SEMESTER 2		
ENG105*	English Composition II	3
PSY100*	Introduction to Psychology	3
SOC100	Introduction to Sociology	3
HIS1XX/VIS110*	Any 100-Level History Course	3
SPA/FRE101*	Intermediate Spanish/French	3
	TOTAL	15
SEMESTER 3		
ENG106*	Speech Communication	3
SOC210	Introduction to Social Work	3
PSY210	Human Growth and Development	3
PSY215	Counselling Theory and Practice	3
SOC104	Sociology of Deviant Behaviour	3
SOC120 (or)	Social Issues	3
	TOTAL	15
SEMESTER 4		
SOC205	Introduction to Gerontology	3
SOC200	Social Policy	3
PSY205	Social Psychology	3
PSY220	Addiction Management and Counselling	3
SOC110	Social Research Methods	3
	TOTAL	15

TOTAL CREDITS 62/63

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

HUMANITIES

Associate of Arts (AA) Degree

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

This concentration will prove useful to those students who wish to study law, history, philosophy, and anthropology.

Note: Students are encouraged to take **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 civilisations, as well as large trends and themes up through 1500;
5. Demonstrate an understanding of how societies change over time and the implications for today; and
6. Demonstrate the ability to think critically about various theories and ideas in philosophy.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
ENG104*	English Composition I	3
ENG107	Elements of Literature	3
COM100*	Personal Development for College Success	3
CSC104*	Microcomputer Applications	3
SPA/FRE100*	Elementary Spanish/French	3
BIO/CHE/PHY*	Any 100-Level Science Course	3/4
	TOTAL	16/17
SEMESTER 2		
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
	TOTAL	16
SEMESTER 3		
HIS120	Western Civilization	3
PHI100	Introduction to Philosophy	3
SOC100	Introduction to Sociology	3
ENG106*	Speech Communication	3
MAT113*	Introduction to Statistics	4
	TOTAL	16
SEMESTER 4		
HIS125	Introduction to Africa	3
HIS121	World Civilization	3
HUM205	Advanced Leadership Studies	3
ENG222	Literary and Cultural Theory	4
	TOTAL	13

TOTAL CREDITS 61/62

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

LAND SURVEYING

Offered as an Associate of Science (AS) Degree and Certificare 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 for further studies leading to the Bachelor of Science Degree in Surveying.

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

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

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

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

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

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM100*	Personal Development for College Success	1
CSC104*	Micro-Computer Applications	3
MAT115*	Technical Mathematics I	3
SPA/FRE100*	Elementary Spanish/French	3
TCS102	Computer Aided Drafting	3
TCS103	Technical Drawing	3
	TOTAL	16
SEMESTER 2		
ENG104*	English Composition I	3
SPA/FRE101*	Intermediate Spanish/French	3
TCS100	Blueprint Reading and Construction Specifications	3
TCS104	Freehand Drawing	4
TCS113	Orthographic	4
	TOTAL	17
SEMESTER 3		
ANT/PHI/PSY/SOC100*	Any 100-Level Social Science	3
ENG105*	English Composition II	3
HIS1XX/VIS110*	Any 100-Level History course	3
BIO/CHE/PHY*	Any 100-Level Science Course	4
TCS110	Surveying Level 1	4
	TOTAL	17
SEMESTER 4		
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
	TOTAL	16

TOTAL CREDITS 64

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

MARINE TECHNOLOGY

Associate of Science (AS) Degree



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

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

Note: Electives: Select any two from the following:
AMS170, Sailboat Theory and Practice,
AMS131, STCW Basic Course, or
AMS132, Caribbean Boat Masters Grade 2/3.

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

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

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM100*	Personal Development for College Success	1
ENG104*	English Composition I	3
MAT115*	Technical Mathematics	3
CSC104*	Microcomputer Applications	3
AMT100	Engineering Science and Technology	3
AMS103	Basic Marine Refrigeration	3
	TOTAL	16
SEMESTER 2		
ENG105*	English Composition II	3
HIS1XX/VIS110*	Any 100-Level History Course	3
AMS101	Introduction to Marine Electrical Systems	3
AMS110	Basic Marine Diesel Systems and Troubleshooting	3
AMS175	Introductory Seamanship	3
	TOTAL	15
SEMESTER 3		
ENG106*	Speech Communication	3
SPA/FRE100*	Elementary Spanish/French	3
BIO/CHE/PHY*	Any 100-Level Science Course	4
AMS176	Chart Reading and Basic Navigation	3
AMS112	Introduction to Outboard and Gasoline Engines	3
	TOTAL	16
SEMESTER 4		
SPA/FRE101*	Intermediate Spanish/French	3
ANT/PHI/PSY/SOC*	Any 100-Level Social Science Course	3
AMS113	Outboard Engines I	3
ELECTIVE	Elective (see note above)	3
ELECTIVE	Elective (see note above)	3
	TOTAL	15

TOTAL CREDITS 62

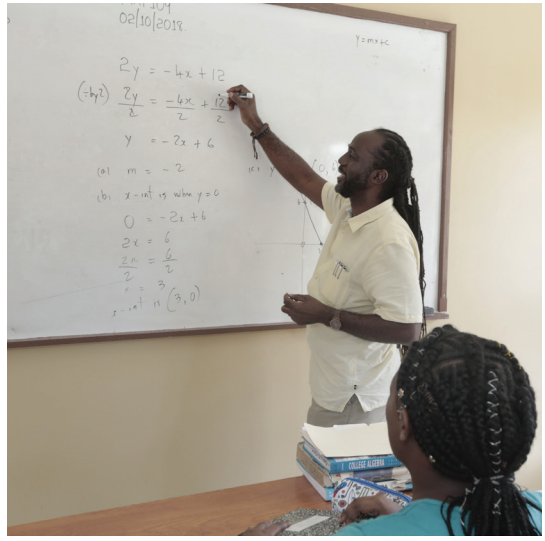
DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

MATHEMATICS

Associate of Science (AS) Degree

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



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

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

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

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM100*	Personal Development for College Success	1
ENG104*	English Composition I	3
MAT110*	College Algebra	4
CSC104*	Microcomputer Applications	3
PHY110*	General Physics I	3
	TOTAL	16
SEMESTER 2		
ENG105*	English Composition II	3
MAT113	Introduction to Statistics	4
MAT120	College Trigonometry	4
PHY112	General Physics II	4
	TOTAL	15
SEMESTER 3		
ENG106*	Speech Communication	3
MAT210	Calculus I	4
MAT213	Further Topics in Inferential Statistics and Regression Analysis	4
SPA/FRE100*	Elementary Spanish/French	3
HIS 1XX/VIS110*	Any 100-Level History Course	3
	TOTAL	17
SEMESTER 4		
MAT220	Calculus II	4
MAT217	Linear Algebra	4
SPA/FRE101*	Intermediate Spanish/French	3
ANT/PHI/PSY//SOC*	Any 100-Level Social Science Course	3
	TOTAL	14

TOTAL CREDITS 60

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

PERFORMING ARTS- DANCE

Associate of Arts (AA) Degree



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

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

Electives: Students may choose any one of the following courses:
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		CREDIT
ENG104*	English Composition I	3
COM100*	Personal Development for College Success	1
PER100	Creative Entrepreneurship I	3
DAN020	Dance Ensemble	1
SPA/FRE 100*	Elementary Spanish/French	3
CSC104*	Microcomputer Applications	3
BIO/CHE/PHY110*	Any 100-Level Science Course	3/4
	TOTAL	17/18
SEMESTER 2		
ENG105*	English Composition II	3
PER101	Creative Entrepreneurship II	3
DAN100	Dance Seminar	3
DAN105	Ballet and Modern Dance	3
SPA/FRE101*	Intermediate Spanish/French	3
	TOTAL	15
SEMESTER 3		
ENG106*	Speech Communication	3
ANT/PHI/SOC100*	Any 100-Level Social Science	4
DAN110	Jazz and Afro Caribbean Dance	4
DAN115	History and the Dancing Body	3
HIS1XX/VIS110*	Any 100-Level History Course	3
	TOTAL	17
SEMESTER 4		
DAN200	Dance Seminar II	3
DAN201	Composition and Performance	3
MAT113*	Introduction to Statistics	4
ELECTIVE	Elective Course	3/4
	TOTAL	13/14

TOTAL CREDITS 60/61

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

PERFORMING ARTS- DRAMA

Associate of Arts (AA) Degree



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

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

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

Electives: Students may choose any one of the following courses:
Any100-Level, **DAN1xx** Dance Course,
Any100-Level, **DRA1xx** 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		CREDIT
ENG104*	English Composition I	3
COM100*	Personal Development for College Success	1
PER100	Creative Entrepreneurship I	3
DRA030	Theatre Ensemble	1
SPA/FRE100*	Elementary Spanish/French	3
CSC104*	Microcomputer Applications	3
BIO/CHE/PHY110*	Any 100-Level Science Course	3/4
	TOTAL	17/18
SEMESTER 2		
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
	TOTAL	15
SEMESTER 3		
ENG106*	Speech Communication	3
ANT/PHI/PSY/SOC*	Any 100-Level Social Science Course	3
DRA101	Forming the Performer	3
ENG125	Shakespeare and Other Authors	4
HIS/VIS*	Any 100-Level History	3
	TOTAL	17
SEMESTER 4		
DRA201	Art of the Performance	3
DRA205	Caribbean Theatre and The World	3
MAT113*	Introduction to Statistics	4
ELECTIVE	Elective Course	3
	TOTAL	14

TOTAL CREDITS 61/62

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

PERFORMING ARTS – MUSIC

Associate of Arts (AA) Degree



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

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

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

Electives: Students may choose from any one of the following courses:
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		CREDIT
ENG104*	English Composition I	3
COM100*	Personal Development for College Success	1
PER100	Creative Entrepreneurship I	3
MUS0XX	Any Music Ensemble	1
SPA/FRE100*	Elementary Spanish/French	3
CSC104*	Microcomputer Applications	3
BIO/CHE/PHY110*	Any 100-Level Science Course	3/4
	TOTAL	17/18
SEMESTER 2		
ENG105*	English Composition II	3
PER101	Creative Entrepreneurship II	3
MUS101	Jazz History	3
MUS130	Introduction to Music Theory	3
SPA/FRE101*	Intermediate Spanish/French	3
	TOTAL	15
SEMESTER 3		
ENG106*	Speech Communication	3
MUS110	Creative Music Conducting and Directorship	3
MUS210	Principles of Applied Performance I	3
ANT/SOC/PHI/PSY*	Any 100-Level Social Science Course	4
HIS1XX/VIS110*	Any 100-Level History Course	3
	TOTAL	16
SEMESTER 4		
MUS131	Jazz Music Theory	3
MUS220	Principles of Applied Performance II	4
MAT113*	Introduction to Statistics	4
ELECTIVE	Elective Course	3
	TOTAL	14

TOTAL CREDITS 62/63

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

SMALL BUSINESS AND ENTREPRENEURSHIP

Associate of Science (AS) Degree

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



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

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

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

1. Inavigate the legal requirements of the business environment;
2. Create and implement a business plan, while also enacting the entrepreneurial spirit by showcasing their business idea;
3. Apply marketing principles in the context of small businesses;
4. Demonstrate how a small business can gain a sustainable competitive advantage;
5. Exhibit strong verbal and written acuity (communication);
6. Apply e-business strategies;
7. Prepare and analyse financial report(s);
8. Uphold ethical principles when operating a small business;
9. Identify funding sources for small businesses.

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
COM100*	Personal Development for College Success	1
ENG104*	English Composition I	3
CSC104*	Microcomputer Applications	3
MAT110/112*	College Algebra or Mathematics for Business/Social Science	4
BUS110	Fundamentals of Business	3
ACC100/FA1	Recording Financial Transactions	3
	TOTAL	17
SEMESTER 2		
BUS120	Principles of Marketing	3
ECN100/105	Principles of Micro or Macro-Economics	3
BUS100	Business Law I	3
SPA/FRE100*	Elementary Spanish/French	3
ENG105*	English Composition II	3
	TOTAL	15
SUMMER		
ANT/PHI*/PSY/SOC*	Any 100-Level Social Science Course	3
ENG106*	Speech Communication	3
	TOTAL	6
SEMESTER 3		
BUS203	Management Principles	3
BUS211	Small Business and Entrepreneurship I	3
ENG114	Effective Business Writing	3
SPA/FRE101*	Intermediate Spanish/French	3
ACC225	Accounting Software Applications	3
	TOTAL	15
SEMESTER 4		
BUS221	Small Business and Entrepreneurship II	3
BIO/CHE/PHY	Any 100-Level Science Course	3/4
HIS 1XX/VIS110*	Any 100-Level History Course	3
BUS210	Human Resource Management	3
BUS241	Principles of Finance	3
or		
BUS101	Business Law II	3
	TOTAL	15/16

TOTAL CREDITS 68/69

DURATION 2-2½ YEARS

***GENERAL EDUCATION COURSES**

PROGRAMME OFFERINGS – CERTIFICATE OF ACHIEVEMENT

AUTOMOTIVE ENGINEERING TECHNOLOGY (SERVICE)

Certificate of Achievement

This programme is designed to develop scientific aptitude and technical skills in auto-mechanics. It will enable students to follow relevant and fairly advanced repairing procedures in the fixing of modern automobiles. This programme prepares students for work placement.

Career Opportunity: Auto Mechanic.

TOTAL CREDITS 25

DURATION 1 YEAR

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

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

MARINE TECHNOLOGY

Certificate of Achievement

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

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

TOTAL CREDITS 21

DURATION 1 YEAR

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
AMS190	Introduction to BVI Marine Industry	3
AMS101	Introduction to Marine Electrical Systems	3
AMS105	Marine Plumbing Systems	3
AMS123	Fiberglass Maintenance and Repair	3
	TOTAL	12
SEMESTER 2		
AMS126	Marine Carpentry I	3
AMS128	Sailboat Rigging	3
AMS129	Sail Making and Repair	3
OR		
AMS120	Introduction to Welding	3
	TOTAL	9

BUSINESS ADMINISTRATION

Certificate of Achievement

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

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

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

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

TOTAL CREDITS 21

DURATION 1 YEAR

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

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

COMPUTER STUDIES- MICROCOMPUTER

Certificate of Achievement

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

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

TOTAL CREDITS 18

DURATION 1 YEAR

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

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

CONSTRUCTION TECHNOLOGY

Certificate of Achievement

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

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

TOTAL CREDITS 21

DURATION 1 YEAR

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

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

CULINARY – PROFESSIONAL BAKING AND PASTRY MAKING

Certificate of Achievement

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

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

Note: Additional fees apply to lab based courses.

TOTAL CREDITS 22

DURATION 1 YEAR

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
CUL101	Food Safety Operations and Supervision	2
CUL110	Food Service Theory and Basic Skills	3
CUL124	Bread and Breakfast Pastry Arts	3
CUL205	Baking and Introduction to Prepared Foods	3
	TOTAL	11
SEMESTER 2		
CUL137	Chocolate and Confections	3
CUL145	Bakeshop Operations	3
CUL209	Cakes and Pastry	3
CUL151	Caribbean Desserts	2
	TOTAL	11

CULINARY – PROFESSIONAL COOKING

Certificate of Achievement

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

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

Note: Additional fees apply to lab based courses.

TOTAL CREDITS 23

DURATION 1 YEAR

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
CUL101	Food Safety Operations and Supervision	2
CUL109	Cultural Dimensions of Food	3
CUL111	Culinary Proficiency I	3
CUL129	International Cuisine	3
	TOTAL	11
SEMESTER 2		
CUL135	Garde Manger	3
CUL201	Menu Policy, Planning, and Development	3
CUL215	P.M. A la Carte Cooking (Fine Dining)	3
CUL229	Vegetarian/Vegan Cookery	3
	TOTAL	12

DISASTER MANAGEMENT

Certificate of Achievement

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

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

TOTAL CREDITS 24

DURATION 1 YEAR

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

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

EDUCATION

Certificate of Achievement

This programme is designed for secondary school teachers who hold a content degree but require pedagogical training to enhance their teaching effectiveness. This programme equips educators with essential instructional strategies, classroom management techniques, and curriculum development skills tailored to secondary education. Through a combination of theoretical coursework and practical applications, participants will gain a deep understanding of educational psychology, assessment methods and student engagement strategies. This certificate in education aims to bridge the gap between subject expertise and effective teaching, and ensuring that educators can deliver high quality instruction in their respective disciplines.

Career Opportunities: On successful completion of the Certificate in Education, students should be able to pursue opportunities as secondary school teachers.

TOTAL CREDITS 24

DURATION 2 YEARS

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
EDU105	Educational Psychology	3
EDU110	Foundations of Education	3
	TOTAL	6
SUMMER		
EDU150	Educational Technology	3
	TOTAL	3
SEMESTER 2		
EDU125	Curriculum Development	3
EDU210	Classroom Management	3
	TOTAL	6
SEMESTER 3		
EDU215	Measurement and Evaluation	3
EDU218	Methods of Teaching in Secondary Schools	3
	TOTAL	6
SEMESTER 4		
EDU225	Teaching Practicum	3
	TOTAL	3

EFFECTIVE SCHOOL LEADERSHIP

Certificate of Achievement

This programme aims to equip principals and aspiring school leaders with the essential skills, knowledge, and competencies necessary for effective leadership across various educational institutions. By focusing on practical strategies, communication skills, and ethical decision-making, this 17-month certificate comprises of both practice and theory and seeks to cultivate a new generation of leaders who can inspire and guide their communities towards sustainable development and positive change.

The programme comprises of 13 modules that all candidates must complete successfully to graduate. Teachers pursuing the Certificate in Effective School Leadership will be assessed in the taught modules using continuous and authentic assessments like portfolios and school practicum where they will implement certain tasks or projects in their schools based on the completed modules.

The Practicum in the Effective School Leadership Certificate is structured with a field experience where the teachers will complete at least 60 hours of supervised field work in the school setting, weekly reflections, mentorship meetings, and a practicum project.

Career Opportunities: On successful completion of the Certificate in Effective School Leadership, students should be able to pursue opportunities as Heads of Department, Vice Principals, Principals, and Mentor Teachers.

ELECTRONIC ENGINEERING TECHNOLOGY

Certificate of Achievement

This programme is designed to provide students with studies in Electrical and Electronic engineering technology. Upon completion, students should be able to function as electrician assistants 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.

TOTAL CREDITS 22

DURATION 1 YEAR

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

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

ENGINEERING/ARCHITECTUAL TECHNOLOGY

Certificate of Achievement

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

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

TOTAL CREDITS 21

DURATION 1 YEAR

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
CSC104*	Microcomputer Applications	**2**
TCS100	Blueprint Reading and Construction Specifications	**3**
MAT115*	Technical Mathematics I	**3**
TCS103	Technical Drawing	**3**
	TOTAL	**12**
SEMESTER 2		
ENG104*	English Composition I	**3**
TCS113	Orthographics	**3**
TCS203	Computer Assisted Drafting	**3**
	TOTAL	**9**

FOREIGN LANGUAGE

Certificate of Achievement

The Certificate in Foreign Language is primarily to provide instruction and certification for individuals in the workforce to improve their employment opportunities. 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.

TOTAL CREDITS 16

DURATION 1 YEAR

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
SPA/FRE100*	Elementary Spanish/French	3
SPA/FRE101*	Intermediate Spanish/French	3
	TOTAL	6
SEMESTER 2		
SPA/FRE200	Spanish/French Usage	3
SPA/FRE201	Conversational Spanish/French	3
ENG220	Introduction to Linguistics	4
	TOTAL	10

HUMAN SERVICES

Certificate of Achievement

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

TOTAL CREDITS 15

DURATION 1 YEAR

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

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

LAND SURVEYING

Certificate of Achievement

This programme is designed to provide 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 a regional survey body can be attained.

TOTAL CREDITS 22

DURATION 1 YEAR

***GENERAL EDUCATION COURSES**

SUGGESTED SEQUENCE OF COURSES

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

MARINE STUDIES

Certificate of Achievement

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

Career Opportunities: Job opportunities are varied aboard vessels or in a mechanical workshop. Sample jobs include: Marine engine maintenance and overhaul, Basic Charter Yacht Mechanical Service Personnel, Workshop Assistant, Engine and Mechanical System Installer, and Engineer Assistant aboard Sea Going Vessels.

TOTAL CREDITS 21

DURATION 1 YEAR

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
AMS190	Introduction to BVI Marine Industry	3
AMT100	Engineering Science and Technology	3
AMS103	Basic Marine Refrigeration	3
	TOTAL	9
SEMESTER 2		
AMS112	Introduction to Outboard and Gasoline Engines	3
AMS110	Basic Marine Diesel Systems and Troubleshooting	3
AMS111	Marine Diesel Engines I	3
AMS113	Outboard Engines I	3
	TOTAL	12

MARINE TRANSPORT MANAGEMENT AND MARITIME LICENSING

Certificate of Achievement

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

Career Opportunities: These may include: Ferry Boat Deckhands, Sailboat Crew and Skippers, Navigators on Larger Yachts, Radio Operator on Larger Yachts, Vessel Safety Personnel, Marina Operations, Boat Safety Instructors, Skippers for Offshore Sailing Yachts and Captain and Deckhand on Commercial Vessels.

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

TOTAL CREDITS 21

DURATION 1 YEAR

SUGGESTED SEQUENCE OF COURSES

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

MARINE TRANSPORTATION MANAGEMENT AND SAFETY

Certificate of Achievement

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

Career Opportunities: These may include: Basic Boat Handling Operator, Sailboat Deckhand and Skippers, Navigators on Larger Yachts, Basic Maintenance Technician for Safety at Sea, Marine Safety Officers for Shore-based Installations, Seamanship Skilled Technician for Offshore Sailing Yachts, Deckhand on Ferries and Commercial Vessels.

TOTAL CREDITS 21

DURATION 1 YEAR

SUGGESTED SEQUENCE OF COURSES

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

MECHANICAL ENGINEERING TECHNOLOGY

Certificate of Achievement

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

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

TOTAL CREDITS 21

DURATION 1 YEAR

SUGGESTED SEQUENCE OF COURSES

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

OFFICE ASSISTANCE

Certificate of Achievement

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

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

TOTAL CREDITS 18

DURATION 1 YEAR

SUGGESTED SEQUENCE OF COURSES

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

SUPERVISORY MANAGEMENT

Certificate of Achievement

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

Career Opportunities: First-level Supervisors of Office and Administrative Support Workers, Customer Service Representatives, Junior Analysts, Assistant Managers, and Assistant Retail Managers.

TOTAL CREDITS 21

DURATION 1 YEAR

SUGGESTED SEQUENCE OF COURSES

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

VIRGIN ISLANDS STUDIES

Certificate of Achievement

This programme is primarily to provide teachers who are employed throughout the Territory, at the primary and secondary levels, a scholarly and practical grounding in Virgin Islands' content and knowledge, from the perspective of several critical disciplines. These disciplines include cultural studies, sociology, geography, citizenship and governance, economics, and literature. (The specific pedagogical methodologies required for each discipline will also be integrated into the programme.) The Certificate will also be of interest to other working professionals who require this specific content knowledge, as well as to any individual with a personal interest. (Courses will be taught using a blend of e-learning and face-to-face instruction.)
This certificate is not designed for transfer purposes; however, courses may transfer as electives at a university or may even be considered in meeting transfer requirements as writing intensive courses.

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

TOTAL CREDITS 15

DURATION 1 YEAR

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
VIS110	Virgin Islands History	3
VIS115	Literature of the Virgin Islands	3
	TOTAL	6
SEMESTER 2		
VIS125/135	Geography and Economics of the Virgin Islands	3
VIS127	Citizenship and Governance in the Virgin Islands	3
VIS121	Virgin Islands Culture and Society	3
	TOTAL	9

CERTIFICATION AND NON-CREDIT PROGRAMMES

MARINE PROFESSIONAL TRAINING PROGRAMME

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

Career Opportunities: Participants can qualify for jobs based on the Level 1 Marine Hand training as listed below: **Deck Hand** - Charter Yacht Steward, Flotilla Host or Engineer, Ferry/Excursion Boat Assistant;
Dock Hand - Marina or Fuel Dock Attendant, Yacht Cleaner and/or Briefer;
Boatyard Hand - Technical Assistant or Chandlery/Shop Assistant;
Port Hand - BVI Pilot Vessel/RVIPF Marine Division/HM Customs Vessel Assistant, BVI Ports Authority, Shipping Registry or Parks Trust Assistant.

Course Prerequisites/Corequisites: High-school level literacy and numeracy/high school diploma/ certificate or equivalent.

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

Upon completing the programme, students will be able to:

1. Select, apply, and maintain all safety appliances and personal protective equipment relevant to marine work, both on board the vessel and on shore (workshop or boatyard);
2. Select, apply, and maintain all tools, materials, and equipment relevant to marine work;
3. Comply with all workplace and environmental safety, health, and quality requirements relevant to handling marine materials and performing marine work;
4. Perform basic measurements and calculations relevant to marine work;
5. Perform basic marine workshop tasks such as splicing, fibreglass and painting, servicing an engine, inspecting a marine electrical or plumbing system;
6. Perform basic marine 'on-board' tasks such as cleaning and polishing a vessel, inspecting vessel inventory and equipment, quality checking a vessel for customer or charter usage;
7. Perform to the requirements of the following Certificate Courses:

- Standards of Training, Certification and Watchkeeping for Seafarers (STCW);
- Essential Navigation and Seamanship Theory (ENAS);
- Basic Keelboat Sailing (BKB101).

8. Perform basic swimming proficiency;
9. Complete successful Apprenticeship of two months with Marine Industry Partner.

TOTAL CREDITS 16

DURATION 4 MONTHS

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
MPT101	American Boating and Yacht Council Lab (ABYC)	6
MPT105	Introduction to Swimming	1
MPT107	Essential Navigation and Seamanship Theory (ENAS)	1
MPT115	Introduction to Sailing BKB101	1
HRM105	Introduction to Customer Service	1
AMS131	Standards of Training, Certification and Watchkeeping	3
MPT139	Apprenticeship	3
	TOTAL	16

CERTIFICATIONS UPON SUCCESSFUL COMPLETION: STCW, ABYC, RYA









CONSTRUCTION HAND PROGRAMME

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

Career Opportunities: Participants can qualify for jobs as listed below:

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

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

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

Upon completion of this programme students will be able to:

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

TOTAL CREDITS 18

DURATION 6 MONTHS

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		CREDIT
CTP100	Basic Safety, Communication, and Employability Skills	2
CTP103	Intro. to Hand and Power Tools and Materials Handling	2
CTP104	Intro. to Construction Math, Drawings, and Rigging	2
CTP 108	Basic Carpentry	3
CTP109	Basic Reinforcement	2
CTP110	Basic Electrical	2
CTP112	Basic Masonry	3
CTP115	Basic Plumbing	2
	TOTAL	18









CENTRE FOR PROFESSIONAL DEVELOPMENT

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

MISSION

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

VISION

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

PROFESSIONAL DEVELOPMENT GOALS

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

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

COMMUNITY EDUCATION GOALS

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

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

WORKFORCE DEVELOPMENT – INDUSTRY SHORT COURSES

Start dates, prices, durations, and certifications vary. The Government's Tuition Assistance Programme does not apply.

Certification	No. of Courses	Certificate of Completion or Certification	Mode of Delivery	Approx. Completion Time
Chartered Management Institute				
Level 3 – Principles of Management and Leadership	8 modules	Diploma	Blended (Face-to-Face and online)	13-14 months
Level 5 – Management and Leadership	9 modules	Diploma	Blended (Face-to-Face and online)	11 months
Level 7 – Strategic Management and Leadership Practice	5 modules	Diploma	Blended (Face-to-Face and online)	8-9 months
Centre for Professional Development				
Emergency Medical Technician (with external exam)	1	Certificate	Blended (Face-to-Face and online)	10 months
Patient Care Technician/ Assistant (with AECA Exam)	1	Certificate	Blended (Face-to-Face and online)	10 months
Pharmacy Technician	1	Certificate		10 weeks
Phlebotomy Technician	1	Certificate		10 weeks
Licensing for Electricians	1	Certificate of Completion	Face-to-Face	8 weeks
English as a Second Language	1	Certificate of Completion	Face-to-Face	6 weeks
Computer Literacy – Beginners Level	1	Certificate of Completion	Face-to-Face	
Quickbooks – Level 1	1	Certificate of Completion	Face-to-Face	6 weeks
Virgin Islands History	1	Certificate of Completion	Face-to-Face	8 weeks
Safer Building – Level 1	1	Certificate of Completion	Face-to-Face	4 weeks
Safer Building – Level 2	1	Certificate of Completion	Face-to-Face	4 weeks
Maritime Short Courses				
Caribbean Boat Master 2/3	1	Certificate of Completion	Face-to-Face	5 days
Essentials of Navigation and Seamanship (ENAS)	1	Certificate of Completion	Face-to-Face	3 days
Standards of Training, Certification and Watchkeeping for Seafarers (STCW)	1	Certificate of Completion	Face-to-Face	5 days
VHF	1	Certificate of Completion	Face-to-Face	2 days

THE ROBERT MATHAVIOUS INSTITUTE FOR FINANCIAL SERVICES

The Robert Mathavious Institute for Financial Services at HLSCC serves as a facilitator for capability building and human resource development within the financial services industry of the British Virgin Islands. The Robert Mathavious Institute for Financial Services courses provide participants an opportunity to sharpen their knowledge and skills of the financial services sector, and to obtain an internationally recognised industry qualification. While many Robert Mathavious Institute for Financial Services students are already employed in the financial services industry, other students undertake the Robert Mathavious Institute for Financial Services courses as a pathway to enter the industry. The Robert Mathavious Institute for Financial Services courses are open to a wide range of working professionals, including those who have completed an Associate Degree at HLSCC, as well as individuals pursing a career change from another private or public sector vocation.

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

The Corporate Governance Institute (CGI)

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

- CGI Level 4 Certificate in International Finance Administration: Investment Modules
- CGI Level 5 Diploma in International Finance Administration
- CGI Level 4 Certificate in International Finance Administration: Core Modules
- CGI CSQP (Selected Courses)

The International Compliance Association (ICA)

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

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

Association of Chartered Certified Accountants (ACCA)

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

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

ENTRY REQUIREMENTS

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

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

Professional Programme	No. of Modules	Certification (Post-nominal)	Mode of Delivery	Approx. Completion Time
CGI L4 Certificate International Finance Administration: Investment Modules	3 modules	Certificate (Cert. CGI)	Asynchronous Online	1.5 years
CGI L4 Certificate in International Finance Administration: Core Modules	4 modules	Certificate (Cert. CGI)	On Demand	(6-month modules) 2 years
CGI L4 Certificate in International Finance Administration: Accounting Modules	1	Certificate	On Demand	(6-month modules) 6 months
Introduction to Compliance	1	Certificate	Hyflex	8 weeks
Introduction to Compliance for DNFBPs (MLROs)	1	Certificate	Hyflex	8 weeks
Introduction to Corporate Governance	1	Certificate	Hyflex	8 weeks
Introduction to International Financial Centres	1	Certificate	Hyflex	8 weeks
ICA Advanced Certificate in Compliance	1	Certificate	Blended (Face-to-Face and online)	6 months
ICA Advanced Certificate in Anti Money Laundering	1	Certificate	Blended (Face-to-Face and online)	6 months
ICA Diploma in Governance, Risk, and Compliance				
ICA Diploma in Anti-Money Laundering	1	Certificate	Blended (Face-to-Face and online)	8 months

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



INSTITUTE OF EDUCATION

HLSCC established an Institute of Education in 2021. The main purpose of the Education Institute is to provide the means through which aspiring teachers can pursue education degrees at the Associate's, Bachelor's and Master's levels; facilitate an effective process for Clinical Training for pre-service teachers, develop and facilitate Professional Development opportunities; and, establish an internationally recognised process for the initial and re-certification of teachers at all levels and for identified education posts in the territory.

The Institute also endeavours to establish a research component as a means to provide support for those engaging in education research locally, as well as to obtain data on best practices in education that would guide and inform policy decisions, guide and inform decisions about the territory's training needs, and contribute to the global debate in the field.

MISSION

The mission is to develop effective educators who demonstrate progressive ideals, through research-driven innovative and reflective practice, that inculcate critical thinking skills and encourage capabilities for lifelong learning in students.

VISION

The vision of the Institute of Education is to be the centre for the facilitation of sustained teaching excellence in the Virgin Islands.

Additionally, the Institute of Education at HLSCC has numerous goals both long term and short term. Among its short-term goals is to collaborate with the Ministry of Education to assess the territory's education training needs as they relate to professional development as well as support services for education.


COMPUTER LAB & TESTING CENTRE

COURSE DESCRIPTIONS

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

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

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

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

In the descriptions below:

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

ACCOUNTING (ACC)

ACC050 **2 hours/non-credit**

Introduction to Accounting (F, S, Su)

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

ACC100/FA1 **3 credits**

Recording Financial Transactions (F, S)

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

ACC101/FA2 **3 credits**

Maintaining Financial Records (F, S)

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

ACC110 **3 credits**

Financial Accounting (ICSA) (F)

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

ACC120/MA1 **3 credits**

Managing Information (F, S)

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

ACC201 **3 credits**

Auditing (F)

The principles procedures and standards of auditing are explored together with the duties, responsibilities and ethical standards required of the auditor. Analysis and interpretation of financial statements, audit reports and the legal requirements are also examined. **(Prerequisite: ACC101)**

ACC210/MA2 **3 credits**

Managing Costs and Finances (S)

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 **3 credits**

Introduction to Tax Accounting (S)

This course covers local and international tax laws. Students learn how to prepare returns and record keeping for tax purposes, compute payroll taxes, and solve tax-related problems for individuals and businesses. **(Prerequisite: ACC101.)**

ACC225 **3 credits**

Accounting Software Applications (F,S)

This course provides essential coverage of topics which include an introduction to the QuickBooks software, basic accounting principles, backing up files, creating companies, working with vendors, customers, banking, physical inventory, payroll, financial statements, and exporting information from QuickBooks to Microsoft Excel for reporting purposes. **(Prerequisite: ACC100.)**

ACC235/FAB **3 credits**

Fundamentals of Accountancy in Business (S)

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

APPLIED MARINE SCIENCE (AMS)

AMS101 **3 credits**

Introduction to Marine Electrical Systems (F)

This course introduces students to the electrical systems typically found on small to medium sized sail and power yachts. Topics covered include: theory of electricity, AC and DC, wiring systems, pumps and motors, circuits, batteries and chargers, shore power connections, inverters and electrical generating devices. Practical experience in the workshop and aboard boats will provide training in trouble shooting problems, design, analysis, and safety.

AMS102 **3 credits**

Marine Electrical Systems I (S)

A continuation of AMS101, 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 **3 credits**

Basic Marine Refrigeration (F)

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

AMS104 **3 credits**

Marine Refrigeration and Air Conditioning I (S)

A continuation of AMS 103, this course will focus on the design and installation of ice boxes, holding plates, compressors, condensers, dryers, power sources, and electrical controls. Practical training in

the workshop and aboard boats will be included. The repair of refrigeration systems will be continued. **(Prerequisite: AMS103 or instructor's permission.)**

AMS105 **3 credits**

Marine Plumbing Systems (S)

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

AMS110 **3 credits**

Basic Marine Diesel Systems and Troubleshooting (F, S)

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

AMS111 **3 credits**

Marine Diesel Engines I (S)

A prerequisite for AMS 210, this course introduces the student to the principles of troubleshooting diesel engines. This course covers the workings of the various systems that make up the diesel engine, including the lubricating, cooling, air intake, and fuel systems. Basic maintenance and troubleshooting are part of the workshop. **(Prerequisite: AMS110 or instructor's permission.)**

AMS112 **3 credits**

Introduction to Outboard and Gasoline Engines (F, S)

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

AMS113 **3 credits**

Outboard Engines I (F)

Designed to provide a practical working knowledge of a wide range of outboard motors and gasoline engines commonly encountered on small boats: General theory of two stroke and four 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 **3 credits**

Introduction to Welding (F)

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

AMS121 **3 credits**

Machine Shop Technology and Practices (S)

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

AMS123 **3 credits**

Fibreglass Maintenance and Repair (F)

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

AMS124 **3 credits**

Introduction to Fibreglass Boatbuilding (S)

This course introduces the student to the construction of fibreglass vessels. The proper use of fabrics and resins is stressed, and the various tools used for fibreglass lay-up are also introduced. A class project will include the construction of a small fibreglass dinghy. **(Prerequisite: AMS123 or Instructor's permission.)**

AMS126 **3 credits**

Marine Carpentry I (S)

An introduction to the selection, care, and maintenance of marine hardwoods currently used in small boat construction. The course will cover hull design and construction as well as interior yacht carpentry. Refinishing and varnishing of 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 **3 credits**

Sailboat Rigging (F)

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

AMS129 **3 credits**

Sail Making and Repair (S)

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

AMS131 **3 credits**

STCW Basic Courses (5 days)

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 pursuing this course for credit.

AMS132 **3 credits**

Caribbean Boat master Grade 2/3 (5 days)

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

AMS133 **3 credits**

Caribbean Boat master's Grade 1 (5 days)

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

AMS134 **3 credits**

RYA Short Course (VHF) (1-2 days)

This is a Royal Yachting Association (RYA) course intended to develop student competency in operating

marine VHF/DSC radio equipment with emphasis on distress and safety at sea. This qualification is also recognised by the Virgin Islands Shipping Registry (VISR) as meeting the radio requirements for issue of a Caribbean Boat master License.

AMS135 **2 credits**

Radar and Navigation Aids

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

AMS170

Sailboat Theory and Practice (F)

An introduction to the basic principles of wind power to drive a vessel. Sailboat designs throughout history will be used to trace the development of sailing theory. Designs of sailing craft from small prams to the largest sailing ships will be covered. Basic sailing manoeuvres such as tacking, jibing, 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 **3 credits**

Small Boat Safety and Maintenance (S)

This course covers the various safety requirements for small craft operated in coastal areas. Use and maintenance of PFD's, fire extinguishers, horn, whistles, and other safety equipment will be considered. Emphasis shall be placed on basic maintenance procedures necessary for safe operation of vessels. Inspection of seacocks, stuffing boxes, rudder posts, and other thru-hull fittings will receive special attention. **(Prerequisite: AMS175 or instructor's permission.)**

AMS172 **3 credits**

Small Boat Handling (S)

A mix of theoretical and practical lessons on safe handling of a variety of small vessels in coastal areas and confined spaces. Procedures such as docking, manoeuvring in tight quarters, anchoring, and meeting other vessels will be discussed in the classroom and then practiced in the field. Experience will be provided on a variety of small vessels from dinghies to powerboats. **(Prerequisite: AMS170 or instructor's permission.)**

AMS175 **3 credits**

Introductory Seamanship (F, S)

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

AMS176 **3 credits**

Chart Reading and Basic Navigation I (F, S)

An introduction to the use of nautical instruments, charts, and nautical publications. Coastal navigation is emphasized in this course. Basic chart plotting exercises will help the students determine dead reckoning, estimated and fixed positions. Charts will be used to determine set and drift of currents and their effect on compass headings. Converting from true to compass headings and bearings will also be covered. **(Prerequisite: AMS175 or instructor's permission.)**

AMS179 **3 credits**

Navigational Rules I (S)

This course introduces the student to the international and inland rules for preventing collisions at sea. The application of the rules as well as the general definitions will be stressed, and the student will, through practical on-board experience and simulation exercises, become familiar with the steering and sailing rules, lights and shapes as well as sound and light signals. **(Prerequisite: AMS175 or instructor's permission.)**

AMS185 **3 credits**

Introduction to Marine Transportation (F)

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

AMS190 **3 credits**

Introduction to the BVI Marine Industry (F)

An introduction to the historical development of marine tourism in the BVI. This course traces the yachting industry from its inception to its current position of leadership in the tourist sector. Consideration is given to yacht crewed charter, bareboat agencies, marinas, boatyards, chandleries, and associated support businesses. The contribution of the marine industry to the economy of the BVI will receive special attention.

AMS191 **3 credits**

Marine Supervision (S)

This course is specially developed to prepare individuals for middle management positions within the marine industry. This course will investigate the ways in which leadership can be effectively exercised within the marine industry and cover topics such as planning, staffing, and work evaluation. The tools necessary for supervision such as communication, controlling, and management systems will be applied. **(Prerequisite: CSC101 or instructor's permission.)**

AMS204 **3 credits**

Marine Refrigeration and Air Conditioning II (F)

An advanced course in marine refrigeration and air conditioning. Emphasis will be placed on designing new systems and adapting older systems to incorporate new environmentally safer refrigerants. Practical training in the workshop and aboard boats will be included. Trouble shooting problems in existing systems will be stressed. **(Prerequisite: AMS104.)**

AMS205 **3 credits**

Marine Electronics (F)

This course introduces the student to the theory of modern marine electronic components. Consideration is given to the selection, installation and use of VHF radios, GPS, loran, depth sounder, radar, and other electronic equipment. Application to yachts and the marine environment is stressed. Basic problem troubleshooting is covered. **(Prerequisite: AMS101.)**

AMS211 **3 credits**

Marine Diesel Engines II (F)

An advanced course following AMS 111. This course stresses diesel engine maintenance, operation, and installation. The proper use of tools and workshop safety are stressed. Selection of proper engines for yacht propulsion and power generation will be considered. Practical exercises aboard yachts and in the workshop will reinforce classroom theory. Engine maintenance, repair, and over haul will be the central focus of this course. **(Prerequisite: AMS111.)**

AMS213 **3 credits**

Outboard Engines II (F)

An advanced course in outboard maintenance and repair. Students will work on larger outboard engines and evaluate the various factors affecting engine performance. This course focuses on the trouble shooting of various systems as well as familiarizing students with developments in fuel injection systems. Practical experience in the workshop and oboard boats will be provided. **(Prerequisite: AMS113.)**

AMS220 **3 credits**

Marine Welding (S)

An advanced technical course covering a range of welding procedures applicable to the marine industry. Selection and preparation of metals for various types of welding will be covered. Use of silver solder techniques in marine refrigeration systems will be emphasized. Additional types of welding considered include mig welding, tig welding, brazing, arc welding, and oxygen-acetylene welding. Constraints of space and safety aboard small yachts will be stressed. **(Prerequisite: AMS120.)**

AMS226 **3 credits**

Marine Carpentry II (F)

This advanced marine carpentry course is a continuation of AMS 126 and stresses the fabrication of wooden accessories and introduces the construction and repair of wooden vessels. The proper use and care of woodworking tools will be covered. A class project will include the construction of a small wooden dinghy or fitted cabinets. **(Prerequisite: AMS126.)**

AMS275 **3 credits**

Electronic Navigation I (F)

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

AMS276 **3 credits**

Chart Reading and Basic Navigation II (S)

A continuation of AMS 176 this course covers tides and course plotting with tidal stream information. Position fixing is also determined using compass, RDF, GPS, radar, and sextant. Radio and electronic aids to navigation are also introduced. All theory is emphasized through practical chart plotting exercises. **(Prerequisite: AMS176.)**

AMT100 **3 credits**

Engineering Science and Technology (F)

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

ANTHROPOLOGY (ANT)

ANT100 **3 credits**

Introduction to Anthropology (F)

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

AUTOMOTIVE (AUT)

AUT100 **3 credits**

Workplace Occupational Health and Safety (F, S)

This course in health and safety is relevant, as it encourages students to adhere to all safety practices, as it relates to personal safety and the safety of others at all times. Topics include fire safety, electrical safety, first aid principles and risk assessment.

AUT101 **3 credits**

Automotive Engineering Technology and Science (F, S)

This course starts with review of vehicle design construction and operation automotive engines principles, and then progresses through a 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 **4 credits**

Engine Overhaul and Repairs (S)

This course starts with the introduction and exploration to reciprocating internal combustion engines. It covers all engine components and their functions. This highly detailed course also includes teardown, inspection, rectification, and assembly of engines. Diagnosing and troubleshooting most types of internal combustion engines are included. **(Prerequisite: AUT101.)**

AUT103 **3 credits**

Chassis, Brakes and Suspensions Systems (F)

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

AUT104 **3 credits**

Automotive Transmission and Power Train Systems (S)

A course designed to teach the principles and practice of standard and automatic transmission, differentials, and four-wheel drive systems. There are also sections on electronic transmission

diagnostic. Students are involved with the tear down, diagnostics, and rebuilding of transmissions **(Co-requisite: AUT101.)**

AUT105 **3 credits**

Electronic Fuel Injection (S)

A course designed to teach the principles of Fuel systems, emission control systems, advancements in gasoline and diesel fuel system technologies. Troubleshooting and repairing modern electronic fuel Injection systems are all part of workshop activities that make this an exciting course. **(Prerequisite: AUT110)**

AUT107 **3 credits**

Automotive Diagnostic and Scanners (S)

This course covers the function and use of automotive scanners used in today's automotive industry. Various diagnostic equipment will be used in vehicle diagnostic procedures. **(Prerequisite: AUT109 or AUT110)**

AUT109 **3 credits**

Chassis Electrical Wiring and Ancillaries I (F)

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

AUT110 **3 credits**

Automotive Electrical and Electronics (F)

The course is designed to teach principles and operations of Automotive Electrical Systems and related ancillaries. It provides in depth information in the proper diagnostics and repair of electrical malfunctions and faults. Coverage of the principles of electrical technology, ignition systems, instrumentations, air conditioning and electronics fundamentals are covered. Sections on electrical and electronic diagnostics forms an integral component of this course.

AUT115 **3 credits**

Small Engine Mechanics (F)

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

BIOLOGY (BIO)

BIO104 **3 credits**

Environments of the BVI (F, S)

This course introduces students to the British Virgin Islands (BVI) habitat, 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.)**

BIO105 **1 credit**

Introduction to Nutrition (F)

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

BIO106 **3 credits**

Human Health and Nutrition (F, S)

The following course is designed to familiarize students with the functioning of the human body and the fundamentals of nutrition. The first part of the course explores the fundamentals of nutrition. The second part of the course explores human physiology including the functions of major organ systems, the effect of nutrition on these systems and the mechanisms used by the body for defense against disease. Special emphasis will be on diseases prevalent in the British Virgin Islands. **(Prerequisite: Successful completion of secondary/pre-college English and mathematics.)**

BIO110 **4 credits**

General Biology I (F, S)

This is the first of two courses in General Biology. It introduces students to biological chemistry, cellular biology, metabolism, genetics, and inheritance. Weekly laboratory practical exercises are conducted to reinforce course material and teach skills such as microscopy, scientific methodology, and report writing. **(Prerequisite: SCI050 or CSEC Biology or Human Biology 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.)**

BIO112 **4 credits**

General Biology II (S)

This course is the second of two courses in General Biology. It introduces students to variation, evolution, ecology and a survey of the different taxonomic kingdoms. Weekly laboratory practical exercises are

conducted to reinforce course material and teach skills such as microscopy, scientif methodology, and report writing. **(Prerequisite: BIO110, minimum grade C.)**

BIO121 **5 credits**

Principles of General Biology I (F)

This course explores aspects of biochemistry, cell structure and function, and the role of enzymes. The processes of cell division, DNA replication, transcription and translation. 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 **5 credits**

Principles of General Biology II (S)

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

BIO212 **4 credits**

Anatomy and Physiology I (F)

This is the first of a two-course sequence in Anatomy and Physiology which explores the structure and function of the human body and related homeostatic mechanisms. Topics covered include body organisation and the integumentary, skeletal, muscular, and nervous systems. The laboratory portion focuses largely on anatomical identification, dissection, and microscopy skills. This course prepares students for further studies in health-related fields and physical education. **(Prerequisite: BIO110 and either BIO106 or BIO112, minimum grade C in each course)**

BIO214 **4 credits**

Anatomy and Physiology II (S)

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

BIO220 **4 credits**

Ecology (F)

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

BIO221 **5 credits**

Additional Principles of General Biology I (F)

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

BIO225 **5 credits**

Additional Principles of General Biology II (S)

This course explores ecological systems, biodiversity and conservation as well as immunology, health and disease, and aspects of social and preventative medicine. The laboratory portion of the course provides students with practical experience in the topics and requires them to present on researched material. Students can take this course as part of their preparation for the CAPE Biology Unit 2 examination. **(Prerequisite: BIO221, minimum grade C.)**

BIO230 **4 credits**

Genetics (S as needed)

This upper-level course deals with the processes by which traits are inherited and DNA changes over time. The historical development of the field, molecular structures, genetic evolution, and modern advances in biotechnology and gene manipulation are studied. Contemporary issues such as genetic diseases, the effect of environmental changes on mutation rate and social consequences of genetic engineering will be discussed. The laboratory portion of this course affords students practical experiences concerning topics covered in the classroom. **(Prerequisites: BIO112 minimum grade C, and completion or concurrent enrolment in MAT113.)**

BIO240 **4 credits**

Marine Biology (F)

This upper-level course explores global marine and littoral habitats including the physical and chemical properties of these areas and the organisms that dwell in these environments. It also investigates fisheries biology and concepts related to conservation and resource management. Laboratory and field exercises reinforce course material. **(Prerequisites: BIO112, minimum grade C and completion or concurrent enrolment in MAT113)**

BIO260 **3 credits**

Research in Biology (S as needed)

This is an independent-study course in which upper-level biology students perform their own research projects with guidance from the instructor. Students design, analyze results of, and discuss findings from an investigation into a specific question in biology. Projects may include experimental research and/or literature reviews. **(Prerequisites: Any 200-level Biology course, SCI235, ENG105 and MAT113.)**

BIO270 **3 credits**

Nutrition (F, S as needed)

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

BUSINESS (BUS)

BUS100 **3 credits**

Business Law I (F, S)

An introduction to the study of the origin of law, its place in and effect upon society, the history and development of law, the system of courts and legal procedure. Also offers an extensive study of business organisations of the law of contracts as the basic law affecting business transactions, relationship between principal and agent, master and servant, employee, and aspects of the law of negligence. **(Prerequisite: 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 **3 credits**

Budgeting (F)

The use of budgets to show anticipated revenues, expenses, and financial position of a business at some future point in time will be explored. Its use in disclosing areas of the business requiring corrective action, its evaluating performance and its human relations aspects will also be examined. Specific topics will include cash budget, capital budget, master budget, financial budget, flexible budgets, operating budget, human relation aspect of budgets, and continuous budgets. **(Prerequisite: ACC050 or CXC Accounting General Proficiency Pass Grade 1-3.)**

BUS110 **3 credits**

Fundamentals of Business (F, S, Su)

This course provides a conceptual framework for the functioning of the business enterprise within economic systems, thus building a solid foundation for further study in various business disciplines. Key topics include globalisation of business, forms of business organisation, organisational theory and behaviour, marketing relationships, information management, and finance and accounting. Minimum grade of C is required for this course. **(Co-requisites: ENG104.)**

BUS120 **3 credits**

Marketing I (F, S)

To introduce students to the many concepts within the marketing arena so they can recognise and use marketing to succeed in business and personal situations. Students will gain a basic understanding of the process of turning ideas into profit making businesses. Topics include marketing management and analysis distribution, promotion, pricing, product, and marketing research. (**Prerequisites: BUS110 and ENG104.)**

BUS123 **3 credits**

Retail Management (S)

To introduce students to the inter-relationship that retailers face in today's fast paced environment. It focuses on major aspects of organisational structure, store locations, the buying function, merchandising, advertising and promotion, direct retailing, accounting, expenses and research. **(Prerequisites: ACC100 and BUS120.)**

BUS140 **3 credits**

Supervision (S)

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

this supervision course provides students with the tools necessary to make the transition towards becoming an effective supervisor. **(Prerequisites: ENG104 and BUS110.)**

BUS141 **2 hours**

Introduction to Leadership (S)

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

BUS203 **3 credits**

Management Principles (F, S)

This course focuses on the dynamic roles of management and its administration functions. It reflects on historical approaches to management and examines new paradigms that may be applied to situations managers' face in an everchanging environment. Areas such as employee development, creativity, finding a shared vision and information, teamwork, and collaboration among employees are encouraged. Students will learn how to write a business plan as part of team development. **(Prerequisite: ACC100, BUS110 AND BUS120, ENG104 AND ENG106, ECN100 or the consent of the Department Head)**

BUS205 **3 credits**

Issues in Leadership (S)

The emphasis in this course will be the exploration of the various theories of leadership and current thinking on the subject. It will also examine the purpose of leadership and attitudes to it; the qualities of a good leader; important leadership roles in business; and informal leadership and its influence on the working of a business. **(Prerequisite: BUS211 or BUS141 or BUS201 or BUS203.)**

BUS210 **3 credits**

Human Resource Management (F)

This course examines the programmes, policies, and practices for managing an organisation's workforce. It focuses on techniques geared towards attracting and keeping employees in the organisation. It examines the processes of: planning for a future workforce in the midst of constant change, staffing issues, evaluating and compensating employees, improving the workplace, and maintaining effective relationships. **(Prerequisite: BUS203 or the consent of the department head.)**

BUS211 **3 credits**

Small Business and Entrepreneurship I (F)

This course is designed to provide the participants with an introduction to the world of small business. It focuses on the need for organising, financing and managing the small business. Topics to be covered include: the entrepreneurial life, ethics and integrity, developing a business plan including marketing, organisational, 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 BUS221. Students are also expected to complete a work attachment for industry experience. **(Prerequisite: ACC100, BUS100 and BUS120; Co-requisite BUS203.)**

BUS221 **3 credits**

Small Business and Entrepreneurship II (S)

This course is intended to teach advanced 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 minimise risk. **(Prerequisites: BUS211 and BUS203. Co-requisite BUS210 ACC225.)**

BUS223 **3 credits**

Consumer Behaviour (F)

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 **3 credits**

Advertising and Promotional Strategies (S)

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

BUS231 **3 credits**

Corporate Administration II (Trusts) (S)

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

BUS241 **3 credits**

Principles of Finance (F)

This course is designed to provide students with foundation knowledge of finance and the functions of financial intermediaries. Topics include financial assets (instruments), financial markets and the investment banking process, the cost of money (interest rates), analysis of financial statement. The evaluation of financial decisions will be done by assessing the implications of the time value of money. **(Prerequisite: ACC100, ECN100, MAT112, MAT110.)**

BUS242 **3 credits**

Financial Management I (F)

The major objective of this course is the development of financial analytical and decision-making skills, critical to the financial manager's performance with investing, asset management, and financing decisions. Determining interest rates, evaluating the risks and returns on investments. Applying bond and stock valuation techniques and working capital management. **(Prerequisite: BUS241.)**

BUS243 **3 credits**

Financial Markets and Institutions (S)

This course provides a conceptual understanding of depository and non-depository institutions and their regulatory obligations, both locally and internationally. Students will apply the requirements of international banking regulations in the calculation of regulatory capital and analyse the functioning of financial markets by tracking and evaluating the performance of financial instruments. **(Prerequisites: BUS242, Co-requisite ECN100)**

BUS250 **3 credits**

Investments and Securities Markets (S)

This course is designed to orient the student to the technical aspects of investing in the financial markets. Students will select securities for their portfolios, actively buy and sell securities and derivatives. **(Prerequisite: BUS241.)**

CHEMISTRY (CHE)

CHE110 **4 credits**

General Chemistry I (F)

This course introduces the student to the modern concepts of the nature of the atom, chemical bonding and molecular structure, chemical equations, stoichiometry, the mole concept, thermochemistry, the periodic table, periodicity, gases and the gas laws. In the laboratory, the student is introduced to modern practices and techniques related to topics discussed in class. **(Prerequisite: SCI050 or CSEC General Chemistry and Mathematics, minimum grade III in each subject or equivalent.)**

CHE112 **4 credits**

General Chemistry II (S)

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

CHE121 **5 credits**

Chemical Principles and Application I (F)

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

CHE125 **5 credits**

Chemical Principles and Application II (S)

Students explore concepts associated with reaction rates, chemical equilibria 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: CHE121, minimum grade C.)**

CHE210 **4 credits**

Organic Chemistry I (F)

This systematic and mechanistic approach to the chemistry of the compounds of carbon covers the following areas: structure and bonding; bonding and molecular properties; alkanes and cycloalkanes; stereochemistry; alkenes structure, reactivity, reactions and synthesis; alkynes; alkyl halides; nucleophilic substitutions and eliminations. The laboratory portion of this course is an introduction to the practices and techniques of the contemporary organic laboratory. **(Prerequisite: CHE112, minimum grade C.)**

CHE212 **4 credits**

Organic Chemistry II (S)

A continuation of CHE210. 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: CHE210, minimum grade C.)**

CHE221 **5 credits**

Additional Chemical Principles and Application I (F)

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

CHE225 **5 credits**

Additional Chemical Principles and Application II (S)

Students explore analytical methods and separation techniques as well as the industrial importance of chemicals. Students learn to appreciate degrees of uncertainty of measurements as well as 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: CHE221, minimum grade C.)**

COMMUNICATIONS (COM)

COM100 **1 credit**

Personal Development for College Success (F, S)

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

COMPUTER STUDIES (CSC)

CSC049 **3 hours/non-credit**

Computer Skills I (F)

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

CSC050 **3 hours/non-credit**

Computer Skills II (S)

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

CSC101 **3 credits**

I*ntroduction to Computers (F, S)*

This course serves as an introduction to computer science. Topics covered include computer software, data storage, the Internet, computer architecture, data security, and local area networks. **(Prerequisites: ENG 051 and 052 or equivalent.)**

CSC103 **3 credits**

Programming Techniques (F, S)

This course allows students the opportunity to understand and use the methods and logic involved in solving programming problems. Areas to be studied include the programme development life cycle, problem elements; input, and output requirements; mathematics, and logic procedures; and design methodologies. Students will be taught how to specify algorithms using tools like pseudo code and structure charts. **(Prerequisite: MAT108 or MAT110.)**

CSC104 **3 credits**

Microcomputer Applications' Software (F, S, Su)

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

CSC106 **3 credits**

Introduction to Web Page Design (F, S)

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 the other web design and techniques. **(Pre-requisites: CSC104 (for all students); Co-requisite: CSC121 is suggested for associate of Science in Computer Studies.)**

CSC108 **3 credits**

Desktop Publishing (S)

This course introduces students to desktop publishing using PC based desktop publishing applications. By the end of the course students will have prepared camera-ready artwork for business cards, letterheads and a four-page newsletter using the software package. The course also introduces techniques for design, layout, and printing. **(Pre-requisite: CSC104.)**

CSC113 **4 credits**

Programming Language I (S)

This course introduces students to object oriented programming concepts, and the benefits associated with object-oriented programming. Students are introduced to the object-oriented programming language Java. They are taught the syntax and semantics of the Java programming language and how to construct solutions to common programming problems using Java. Students will also have the opportunity to apply their knowledge of Java by writing a programme that solves a problem of their choosing as part of their semester project. Students are also taught how to use CRC and UML to document their applications' design. **(Prerequisites: CSC103 and MAT 110 or equivalent.)**

CSC114 **3 credits**

Database Design and Applications (F)

This course introduces students to database technology, with specific attention being paid to the design and implementation of relational databases. Students are taught how to design a relational database given a speculation of a problem that requires a database solution. They are then taught how to implement their design on a real live relational database (MS Access). **(Prerequisite: MAT108 or MAT110, and CSC103 or CSC121.)**

CSC117 **4 credits**

Computer Concepts and Programming (F)

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

CSC118 **4 credits**

Database Organisation and File Design (S)

Database organisation and file design covers the principles and the standard methods of organising and representing data for storage and processing by computers. Through the study of various applications, students will learn how the design and use of appropriate data organisations and representations enables satisfactory system design. This course may count as the second of four courses in preparation for the GCE Advanced Level, or CAPE Examination in Computing. **(Prerequisite: CSC117.)**

CSC121 **3 credits**

Introduction to E-Commerce (F,S)

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)**

CSC125 **3 credits**

Introduction to Logic Programming and App Building (F,S)

This Beginner's Logic Programming and App Building Development course is designed for individuals with little to no programming experience who want to learn the basics of logic programming using contemporary application-building tools. In particular, the course will cover foundational programming concepts, Python syntax, and its essential libraries/directories. By the end of this course, students will have a solid understanding of Python fundamentals and be equipped to continue learning Python or move on to more advanced topics.

CSC203 **4 credits**

Programming Language II (F)

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 **3 credits**

Database Organisation and Management (S)

This course exposes students to the concepts of file and database management systems, types of data relationships in database environments, and data modelling tools like entity-relationship diagrams. The course also introduces the relational model, relational algebra, and normalisation. **(Prerequisites: CSC114 and ENG104.)**

CSC206 **3 credits**

Intermediate Web Page Design (F, S)

This course builds on the content of the Introduction to Web Page Design course CSC106 by adding web page design industry tools and techniques to the knowledge base and skill set of students. A comprehensive project involving designing an industry standard website will be required. Students must achieve a minimum grade of C. **(Prerequisites: CSC103 and CSC106.)**

CSC208 **3 credits**

Graphic Art (F)

This course is designed to communicate ideas, inspire emotion, and transform the world around us through visual arts. When students learn how to connect art with technology, they can bring ideas to life and open themselves to a vast world of creative career opportunities. In this course, students are taught about 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 **3 credits**

Introduction to Computer Architecture (S)

This course introduces students to the principles behind the design of computer chips. It looks at how complex circuits can be built using simple logic gates and demonstrates how circuits are derived and simplified using Boolean algebra and Karnaugh maps. The course also examines the features of microprocessors and how they function. **(Prerequisites: CSC121 and MAT110 or equivalent.)**

CSC211 **3 credits**

Information Systems (F)

The objective of this course is to provide coverage of the principles, application, design, and impact of the information system in the workplace and society. Areas such as the objectives of an information system, types of information systems, management of information systems, the system development life cycle, and the impact of computers on society will be covered. **(Prerequisite: BUS110 or CSC121.)**

CSC213 **3 credits**

Systems Analysis and Design (F)

The objective of this course is to introduce students to the system development life cycle by examining the tools and techniques used to carry out systems analysis. Students will cover topics such as system analysis, design, development, and implementation. The course also introduces students to system development tools like data flow diagrams, entity relationship diagrams, and pseudo code. **(Prerequisites: ENG115 and BUS110; Co-requisite: CSC114 or CSC203 or CSC206 or CSC208.)**

CSC214 **3 credits**

Introduction to Networking (S)

The objective of the course is to introduce students to the principles of networking by examining different types of network, network operating systems, and network administration. Topics will include communications hardware, communications media network topologies, and network protocols. **(Prerequisite: CSC104 or CSC121.)**

CSC215 **3 credits**

Applications of Computer Studies (S)

This is a practical project to be carried out by the student over one semester. Students are given the opportunity to demonstrate their skills and/or knowledge in one of the following areas of computer studies: Information Systems, Systems Analysis and Design, Application Development, or Website Development. A student can choose to write a research paper or produce a software application or website on their chosen topic. **(Prerequisite: CSC213.)**

CSC225 **3 credits**

Intro. to Intermediate Logic Programming and App Building (F,S)

This course is designed for learners who are already familiar with basic logic programming concepts (such as variables, loops, functions, and basic data structures) and are ready to explore more advanced topics in App Building Development. It covers key concepts, libraries, and best practices for intermediate App Building Development. The course objectives emphasize practical skills, hands-on learning, and foundational knowledge suitable for undergraduates with varying degrees of experience in Python. By the end of this course, students will be equipped to tackle more complex programming challenges and build robust Python-based applications. **(Prerequisite: Introduction to Logic Programming and App Building Development/Knowledge of basic Python (variables, data types, control structures)/ Familiarity with functions, loops, and basic file handling.)**

Construction Professional Training (CTP)

CTP100 **2 credits**

Basic Safety, Communication and Employability Skills

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

CTP103 **2 credits**

Intro. to Hand & Power Tools and Materials Handling

This module applies to the selection, application, care, and maintenance of hand and power tools used in a variety of construction crafts. How to use tools according to manufacturer's specifications and site procedures is included. **(Prerequisite CTP100.)**

CTP104 **2 credits**

Intro. to Construction Math, Drawings & Basic Rigging

In this module, students will review basic math skills for the construction trades. They will learn to apply accurate measurement and calculation for linear, area, and volume problems and the interpretation

of basic construction drawings. Information related to rigging and hardware used are explored while emphasizing safe working habits. **(Prerequisite CTP100.)**

CTP108 **3 credits**

Basic Carpentry

This module applies to the basic carpentry tasks that are applied throughout the occupation including selection of materials, measuring, marking, cutting, squaring, planing of timber and the joining of timber using manual fixing methods such as nailing, gluing, and screwing. Competency are based on specifications of the BVI/UK construction industry. **(Prerequisite CTP100 and CTP103.)**

CTP109 **2 credits**

Basic Reinforcement

This module applies to the identification, cutting, and tying of reinforcement and the batching, mixing, and testing of concrete according to a given mix design. Selecting types and thickness of steel, joining and splicing of rebars are included. **(Prerequisites CTP100 and CTP103.)**

CTP110 **2 credits**

Basic Electrical House Wiring

This module applies to the selection of electrical components, the construction of basic series and parallel circuits, and the joining and soldering of electrical cables. **(Prerequisites CTP100 and CTP103.)**

CTP112 **3 credits**

Basic Masonry

This module applies to the preparation of a block laying work area, mixing of mortar, and laying of blocks for a straight wall and corner to industry standards in compliance with regulations. Selecting materials for block laying structures, plastering and related activities are included. **(Prerequisites CTP100 and CTP103.)**

CTP115 **2 credits**

Basic Plumbing

This module applies to performing basic plumbing tasks according to drawings and specifications. Selecting, cutting, threading, bending, soldering, and joining of various types of pipes are included. **(Prerequisites CTP100 and CTP103.)**

CULINARY ARTS (CUL)

CUL101 **2 credits**

Food Safety Operation and Sanitation (F, S)

An introduction to food production practices governed by changing US federal and state, and British

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

CUL109 **3 credits**

Cultural Dimensions of Food (S)

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

CUL110 **3 credits**

Food Service Theory and Basic Skills

This course introduces students to the foundational principles and practical skills required in professional food service operations. Emphasis is placed on food safety and sanitation, basic kitchen organisation, equipment identification and use, knife skills, standard recipes, measurement and portion control, and introductory cooking methods. Students will develop an understanding of kitchen hierarchy, workflow, and professional standards while building essential hands-on competencies. The course prepares students for entry-level roles in food service environments and establishes the technical foundation for advanced culinary studies.

CUL111 **3 credits**

Introduction to Culinary Foundations (S)

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

CUL115 **3 credits**

A.M. A la Carte Cooking (S)

Students will practice classical techniques of egg cooker, classical breakfast sauces, and traditional breakfast recipes, while utilising local ingredients and menus that emphasise Caribbean cuisine. They will also have continued development and assessment in knife and organisational skills, product identification and safety and sanitation.

CUL124 **3 credits**

Bread and Breakfast Pastry Arts

This course is designed to provide students with the foundation skills required to work in a commercial bakeshop setting. Students will be introduced to the primary methods of preparation for products such, as cookies, pies, cakes, cheesecakes, pate a choux, 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 **3 credits**

International Cuisine (S)

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

CUL131 **3 credits**

Quantity Food Productions (S)

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

CUL135 **3 credits**

Garde Manger (S)

This course is designed to expose the student to the study and preparation of cold food preparation, with the emphasis on pâtés, galantines, terrines, chaud froid, ice carving, buffet presentation, and smoke cookery. The identification and proper handling of salad greens and fresh herbs is also part of the instruction. Students will prepare a variety of salads, cold canapés, hors d'oeuvres, appetizers, cold entrees, cold soups, cold sauces, sandwich platters, and dressings. Vegetable centrepiece and ice carving is taught, as well as fruit and cheese displays.

CUL137 **3 credits**

Chocolate and Confections

Students will use traditional and contemporary production methods to prepare chocolates and other

confections such as by hand and with special equipment. Techniques include; chocolate tempering methods, sugar cooking techniques, hand dipping centres, and shell moulding.

CUL145 **3 credits**

Bakeshop Operations

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

CUL151 **2 credits**

Restaurant Desserts

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

CUL201 **2 credits**

Menu Policy, Planning and Development (S)

An analysis of menu development for food service 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 **3 credits**

Baking and Introduction to Prepared Foods (F)

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

CUL209 **3 credits**

Cakes and Pastries (S)

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

CUL215 **3 credits**

P.M. A la Carte Cooking (Fine Dining)

In this course, students will concentrate on previously learned cooking fundamentals and techniques utilising 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.

CUL221 **1 credit**

Introduction to Catering Management (F)

This course provides students comprehensive knowledge and skills training to pursue a career in catering management. Introduces students to various venues in which catering services can be offered, and presents an overview of the functions, processes, and controls found in successful catering management and operations; emphasis is placed on the sales/marketing aspects of the business.

CUL225 **3 credits**

Restaurant Service and Management (S)

Students will explore principles of table service and skills with a concentration on customer service in a restaurant. Focus will also be placed on wine, beer, coffee, tea, and non-alcoholic beverage service. Topics will include guest relations, professional communications, order taking in an a la carte environment, service sequence, point of sales systems (POS), cash handling, beginning merchandising, and dining room preparations.

CUL229 **3 credits**

Vegetarian/Vegan Cookery (S)

In this course, students will focus on using skillful cooking from previous classes to create and prepare healthy meat-free meals using a majority of 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.

CUL239

Internship (S)

A supervised work experience designed to expand students' 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.

CUL240 **90 hours/3 credits**

Restaurant Apprenticeship

Apprenticeships are another option to help you break into the restaurant industry. 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 of the house – and give weekly written reports on ways to improve service or help lower cost in each department. The chef or restaurant manager will be able to start the student at any level of service, depending on their interview.

DANCE (DAN)

DAN020 **1 credit**

Dance Ensemble

This course is designed to accommodate performing arts students by giving them an opportunity to work on upcoming projects. There is time allotted for rehearsal and group creative exploration.

DAN100 **3 credits**

Dance Seminar I

This course focuses on the study or practice of selected works through rehearsal and performance. Students will progress through the rehearsal process to develop performance experience.

DAN105 **3 credits**

Ballet and Modern Dance

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

DAN110 **3 credits**

Jazz and Afro Caribbean Dance

This course will require students to demonstrate the fundamental skills required for dance. Students will learn about the international and regional influences in the development of Caribbean dance techniques and styles. Students will explore the Caribbean region's influence on modern and jazz dance. **(Prerequisite: DAN100.)**

DAN115 **3 credits**

History and The Dancing Body

This course will introduce students to various histories of the development of dance. Of particular focus will be: Pre-15th-century dance in Africa, Europe, India, and the Caribbean; 15th-18th Century

dance in the Caribbean, Europe, Asia, and the United States; 19th Century dance to present in the Caribbean, Europe, and the United States. The content will be approached through the themes of: dance and spirituality; dance and community; dance and culture; dance and politics; and dance and self expression. **(Prerequisite: ENG104.)**

DAN200 **3 credits**

Dance Seminar II

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

DAN201 **3 credits**

Composition and Performance

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

DISASTER MANAGEMENT (DMT)

DMT120 **3 credits**

Introduction to Disaster Management (F, S, or as needed)

This course introduces students to the management of natural, technological, civil, and environmental hazards. Various methods of managing disaster events, including mitigation, preparedness, response, recovery, and incident management systems are addressed in this course. The roles and responsibilities of government, business, and non-governmental organisations are also covered.

DMT122 **3 credits**

Community Preparedness (F, S, or as needed)

Design and development of programmes leading to the formation of disaster-resistant communities is presented to the student. Sociological and political perspectives are also considered in the content for this course. Identification and selection of general public educational and preparedness programmes and strategies to reduce hazard impact.

DMT126 **3 credits**

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

This course offers instruction in the duties and responsibilities during initial response. Topics include scene assessment, first aid, cardiopulmonary resuscitation (CPR), victim triage, and responder safety. On scene assessment including identification of needed resources and pre-planning of available assets.

DMT128 **3 credits**

Hazardous Materials (F, S, or as needed)

Problems of chemically active and hazardous materials in emergency situations are presented to the student. Their identification, transportation, storage, usage, and management are discussed. **(Prerequisites: DMT120 and 122.)**

DMT142 3 credits

Public Infrastructure (F, S, or as needed)

This course examines the technological public life support systems at risk during disaster. Topics include water supplies, public sanitation, telecommunications, transportation systems and building construction systems. **(Prerequisites: DMT120 and 122.)**

DMT144 **3 credits**

Public Information & Crisis Communication (F, S, or as needed)

Theoretical and practical studies in crisis communications strategies and public relations. Individual, group and mass media methods for communicating with selected audiences. Basic skills, including oral and written communications, information dissemination, media interface, and public information planning will be covered. **(Prerequisites: DMT120 and 122.)**

DMT220 **3 credits**

Disaster Planning (F, S, or as needed)

This course presents to students planning concepts and planning processes. Writing plans and exercises, development and maintenance of hazard resource management systems, vulnerability analysis, and understanding public policy considerations are skills that are developed. **(Prerequisites: DMT120 and 122.)**

DMT230 **3 credits**

Mitigation (F, S, or as needed)

The use of long-term structural and non-structural methods of preventing or reducing loss from natural and manmade disaster is examined. Integration of mitigation techniques during development, post-disaster redevelopment, and maintenance are also discussed in this course. **(Prerequisites: DMT120, 122 and 142.)**

DMT246 **3 credits**

Response and Recovery (F, S, or as needed)

Basic concepts and operations applicable during and after disaster events. Roles and responsibilities of loss emergency officials, national government officials, and non-governmental agencies are examined. Emphasis is placed on problem solving aspects of post-disaster operations and associated coordination requirements. Damage assessment procedures will be identified. Effective allocation of

scarce resources and accessing national, regional. and international assets will also be addressed. **(Prerequisites: DMT120, 122 and 144.)**

DMT264 **3 credits**

Mass Casualty Management (F, S, or as needed)

In this course, the basic principle of dealing with mass casualty management issues in small states with scarce medical resources is examined. **(Prerequisites: DMT120, DMT122 and DMT126.)**

DRAMA (DRA)

DRA030 **1 credit**

Theatre Ensemble

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

DRA100 **3 credits**

Performance Technique and Research

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

DRA101 **3 credits**

Forming the Performer

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

DRA201 **3 credits**

Art of the Performance

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

DRA205 **3 credits**

Caribbean Theatre and the World

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

ECONOMICS (ECN)

ECN100 **3 credits**

Principles of Micro-Economics (F, S)

The course focuses on the behaviour of individual economic units, particularly consumers and firms. As a consequence, emphasis will be placed on demand, supply, prices, and market structure with in-depth treatment of such concepts as the price mechanism, elasticities, objectives of firms, investment decisions, competition, and monopoly. A minimum grade of C is required for this course. **(Prerequisites: BUS110 and MAT108 or MAT110.)**

ECN105 **3 credits**

Principles of Macro-Economics (F, S)

The course is structured to assist students in understanding the basic concepts and practices of economics from a macro perspective, focusing on demand and supply in the market. Emphasis is being placed on such issues as unemployment and inflation, the role of government, and international trade. The significance of money and financial institutions in economies will be addressed also, with a view of understanding money creation, monetary theory, and monetary policy. **(Prerequisites: BUS110 and MAT108 or MAT110.)**

TEACHER EDUCATION (EDU)

EDU105 **3 credits**

Educational Psychology (S)

This course is designed to enable students to understand and apply the relevant psychological principles to the teaching and learning process. Human development, individual differences, and learning are some of the key areas examined in this course. **(Prerequisite: ENG104.)**

EDU110 **3 credits**

Foundations of Education (S)

This course is designed to examine the philosophical and historical bases of education, with special emphasis on the history of education in the British Virgin Islands and the Caribbean region. From these bases conclusions are drawn for today's classroom. **(Prerequisite: ENG104.)**

EDU115 **3 credits**

School and Society (S)

Examines current trends and issues in Caribbean primary education. Materials will be drawn from the historical, social and cultural foundations of education. **(Prerequisite: ENG104.)**

EDU120 **3 credits**

The Social & Cultural Foundations of Education (F)

This interdisciplinary course explores the intricate relationship between education systems and the broader social, cultural and historical contexts in which they operate. Students will examine foundational theories of education, the evolution of schooling practice, and the impact of societal structures on educational outcomes.

EDU125 **3 credits**

Curriculum Development and Instruction (F)

This course is designed to expose students to several theories in curriculum development and instruction. It also seeks to enable students to write appropriate instructional objectives, select relevant experiences and activities for students at various ages, and to plan and execute instruction so that retention and transfer are maximised. **(Prerequisite: ENG104)**

EDU127 **3 credits**

Teaching Elementary Mathematics I (F)

This course is designed to provide the pedagogical knowledge, skills, and competencies necessary for successful and competent elementary mathematics teaching. **(Co-requisite: EDU125; Prerequisite: EDU105 and MAT102.)**

EDU128 **3 credits**

Teaching Elementary Social Studies I (F)

This course is designed to give students an understanding of the nature and scope of social studies and methods for planning and teaching the subject in relation to concepts, generalisations, skills, and attitudes. This course entails the study of psychological theories related to social studies as well as activities and methods for effective delivery and evaluation of social studies lessons. The course is very interactive, and students will be involved in a variety of hands-on activities. **(Co-requisite: EDU125; Prerequisite: EDU105 and VIS110.)**

EDU129 **3 credits**

Teaching Elementary Science I (F)

This course is designed to provide elementary school teachers with the skills, knowledge, and attitudes that will enable them to teach “good” science in their classrooms. **(Co-requisite: EDU125; Prerequisite: EDU105 and any 100-Level Science course.)**

EDU135 **3 credits**

Teaching Elementary Language Arts I (F)

This course aims at providing an understanding of the perceptual, cognitive, linguistic, and motivational

factors involved in language arts development. Areas of study will include the integrated language arts curriculum, instructional innovation in the language arts classroom, early informal diagnosis, reading in the content areas, developing responses to literature, the composing process, strategies in listening, tasks for speech development, study skills, and remedial instruction. **(Co-requisite: EDU125; Prerequisite: EDU105.)**

EDU140 **3 credits**

Health and Family Life Education (F, S)

This course is designed to provide a range of experiences that are essential for the professional preparation of effective teachers in this field. Learning experiences in the classroom, college, and community will enable teacher trainees to examine, analyse, and make socially responsible choices in relation to their health and personal well-being. **(Prerequisite: ENG104.)**

EDU150 **3 credits**

Educational Technology (S)

The purpose of this course is to offer the prospective teacher guidelines in preparing and developing innovative teaching aids as instructional resources in the classroom. The effective use of audio-visual equipment will also be explored. It also provides the teacher with computer skills, which will be applicable to all areas of the school's curriculum, thus helping them to increase productivity and efficiency. **(Prerequisite: CSC104, EDU105 and EDU125.)**

EDU210 **3 credits**

Classroom Management (F)

This course offers a method for observing, describing and understanding classroom behaviour. This is an important step in developing a teaching style that is both effective and personally satisfying. **(Prerequisites: ENG104 and EDU105.)**

EDU215 **3 credits**

Measurement and Evaluation (S)

This course is meant for elementary as well as secondary teachers. It covers basic educational measurement concepts as applied in the classroom, e.g. preparing, administering, and appraising classroom tests. **(Prerequisite: EDU105 and EDU125.)**

EDU220 **3 credits**

Research Methods in Education (F, S)

This course is designed to enable students to understand the general principles involved in small scale empirical research and to apply those principles in their own educational research. The final evaluation of this course would be through an independent/individual study due the following Spring semester. **(Prerequisites: ENG105 and EDU215.)**

EDU227 **3 credits**

Teaching Elementary Mathematics II (S)

This course is the second of a two-part course in Teaching Elementary Mathematics. It is more advanced than part one. Students will be involved in a variety of hands-on activities, which will enable them to complete a mathematics project. **(Prerequisite: EDU125 and EDU127.)**

EDU228 **3 credits**

Teaching Elementary Social Studies II (S)

This course is designed for students who have completed EDU128. It is the second in a two-part course, and builds on concepts and theories covered in EDU128. **(Prerequisite: EDU125 and EDU128.)**

EDU229 **3 credits**

Teaching Elementary Science II (S)

This course is an extension of EDU129. Although it builds on concepts and related issues examined in EDU129, it goes well beyond the content of EDU129. **(Prerequisite: EDU125 and EDU129.)**

EDU235 **3 credits**

Teaching Elementary Language Arts II (S)

The purpose of this course is to expose students to more advanced theoretical and practical analysis of situations that foster effective teaching of language arts in the elementary school. **(Prerequisite: EDU125 and EDU135.)**

EDU237 **3 credits**

The Teaching of Music (as needed)

This course is designed to provide the student with the knowledge necessary for teaching fundamental and advanced musical concepts. It is also designed to provide the student with a solid foundation for teaching basic music theory and a variety of musical instruments. **(Prerequisite: EDU125 and EDU105.)**

ELECNGINEERING TECHNOLOGY (EET)

EET100 **3 credits**

Electrical Technology (F, S)

This course is designed primarily for the electrical technician. This course focuses on applications of electricity. Topics to be covered include: magnetism and its applications, generators, motors, instruments and measurements, alternating current circuits including RL, RC, and RLC circuits and power supplies. Lab included. **(Prerequisite: MAT051 or CXC Mathematics.)**

EET101 **4 credits**

Electronic Circuits and Devices (F)

This course is designed primarily for the electronic technician with an emphasis on the study of electronic devices and their applications. Areas to be covered include: basic electronic devices, integrated circuits, digital circuits, filters, oscillators, amplifiers and power supplies. Lab included. **(Prerequisite: EET100.)**

EET102 **3 credits**

Electronic Communication (F)

This course is designed for the electronic technician who will specialise in any of the following fields: telephone industry, computers and broadcasting (radio and television). Topics to be covered include: radio wave transmission, receivers, television, telephones, fax machines, computers, modems, printers, and satellite communications. **(Prerequisite: EET107.)**

EET103 **3 credits**

Electric Power Systems and Controls (F)

This course focuses on the generation, transmission, and distribution of electrical energy. The physical laws of science governing electrical energy, materials, devices, operational procedures, system standards are presented to the student to enable them carry out basic analysis on the status of operating devices, communicate to other technical staff, and aid in restoring a power system if a fault occurs. **(Prerequisite: EET100.)**

EET104 **4 credits**

Applied Electricity with Practical Project (F)

This course focuses on giving students theoretical and practical exposure to the principles and practice of residential wiring. In this course, students must demonstrate competence in circuit diagrams for a residential wiring comprehensive project related to the course content must also be completed. **(Prerequisite: EET100 and EET 104.)**

EET105 **3 credits**

Appliance and Computer Hardware (F)

This course focuses on the fundamental of electricity and electronics relating to the service, repairs, and maintenance of appliances such as blenders, coffee makers, microwaves, toasters, vacuum cleaners, washing machines, and more.

EET106 **3 credits**

Residential and Commercial Electrical Wiring (S)

Installation of electrical, telecommunication, and other data cabling are discussed for commercial and

residential applications. National Electrical Code (USA) installation and computation methods as well as specifications are used as the foundation for this course. Reading and interpreting electrical drawings and wiring diagrams, elementary system design installation and commissioning, fault diagnostics and repair all constitute a comprehensive experience for both junior and senior technicians. **(Prerequisite: EET100 and EET104.)**

EET107 **3 credits**

Analog Circuit and Devices (S)

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

EET108 **3 credits**

Computer Architecture (F, S)

This course focuses on practical work, which allows students the opportunity to demonstrate competence in assembling single, two, three, and four way switching loops. 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 **3 hours/non-credit**

Sentence Sense and Mechanics

This course provides intensive practice on improving writing skills with an emphasis on sentence structure, parts of speech, grammar, punctuation, spelling, and vocabulary.

ENG051 **3 hours/non-credit**

Paragraph Structure and Development

This course will enable students to develop skills necessary for the processing of full-length compositions. Students will move through the initial planning and exploration to employing revision techniques to ensure that the subject is clearly and appropriately developed.

ENG052 **3 hours/non-credit**

Reading and Vocabulary

This course provides intensive practice on improving reading skills with an emphasis on vocabulary; retention; pace; note-taking; and literal, critical, and affective comprehension.

ENG060 **3 hours/non-credit**

Writing for Technicians I

This course introduces students to technical writing for application in the workplace. Topics include: pre-writing strategies; the drafting and editing process; letters, memorandums, and emails; and resumé writing. Students participate in workshops and use specific revision strategies and conferencing to explore various methods of developing their subjects for appropriate audiences.

ENG061 **3 hours/non-credit**

Writing for Technicians II

This course provides instruction in technical writing for Workforce students. Students focus on the rhetorical strategies of illustration, causal analysis, comparison, and classification. Students participate in workshops and use specific revision strategies and conferencing to explore various methods of developing their subjects for appropriate audiences.

ENG104 **3 credits**

English Composition I (F, S)

This course provides instruction in essay writing with an emphasis on prewriting and revision as well as a focus on engaged, attentive reading. The course is organised into units of the rhetorical strategies of essay composition including: definition, 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 **3 credits**

English Composition II (F, S)

This course reinforces the skills provided in ENG 104 and introduces academic and argumentative writing. It focuses on developing: critical reading skills in order to determine logical from illogical thinking; the ability to gather and process information from various sources; and the ability to produce writing that adheres to the documentation procedures of a recognised citation style (for e.g. MLA, APA, Harvard, or Chicago). **(Prerequisite: ENG104 minimum grade C.)**

ENG106 **3 credits**

Speech Communication (F, S)

A practical introduction to the art of public speaking. Students will learn to plan and deliver speeches to inform, entertain, and persuade. **(Prerequisite: ENG104 minimum grade C.)**

ENG107 **3 credits**

The Elements of Literature (F)

An introduction to understanding and appreciating fiction, poetry, and drama. Selected readings from Caribbean, British, Commonwealth and American literature serve as basis for comparative study of universal themes. **(Prerequisite: ENG104 minimum grade C or the consent of the department head.)**

ENG114 **3 credits**

Effective Business Writing (F, S)

This composition course will develop students' proficiency in writing routine business communication – memos, letters and reports. A process approach stresses planning, drafting, and revision strategies to match communication with purpose and audience. **(Prerequisite: ENG104 minimum grade C.)**

ENG115 **3 credits**

Technical Report Writing (F, S)

This course uses a similar process approach as ENG 114. Contents of course include research techniques, graphic presentation, reporting proficiency, and technical usage. **(Prerequisite: ENG104 minimum grade C.)**

ENG125 **4 credits**

Shakespeare and Other Authors (S)

This course is a study of pre-twentieth century British literature, with emphasis on the plays and poems of William Shakespeare. **(Prerequisite: ENG107 minimum Grade C.)**

ENG200 **4 credits**

Selected Topics I (Literature Series) (F)

ENG 200 provides students with advanced 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 **4 credits**

Caribbean Literature (S)

A detailed study of selections from major Caribbean authors of poetry, prose, and drama: Bennett, Naipaul, Lamming, Lovelace, Braithwaite, Kincaid, Rhys, Walcott, and others. This course facilitates both the needs of students with a general interest in reading as well as those who specialise in English. **(Prerequisite: ENG107 minimum grade C or the consent of the department head.)**

ENG206 **3 credits**

Introduction to Mass Media (S)

This course introduces the student to the development and role of the media in the society, with

particular reference to the Caribbean. Practical projects provide some insight into investigative techniques, copy writing, and basic elements of print and electronic production.

ENG208 **4 credits**

Literature of the Black Diaspora (F)

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 **4 credits**

Selected Topics II (Literature Series) (S)

The topics may vary and will be announced a semester in advance. Choices available include: a) Literature and gender, b) Postcolonial literature, and c) Literature and ideology. Course will explore writers' choice of form, structure, and language. **(Prerequisite: ENG107 minimum grade C) (English majors should have taken ENG125 and ENG200.)**

ENG220 **4 credits**

Introduction to Linguistics (S)

ENG 220 presents a theoretical and systematic framework for the study of language, including the purpose and meaning of language, phonetics, lexis, semantics, and grammatical forms and structures, language, and changes over time. **(Prerequisite: ENG104.)**

ENG221 **4 credits**

Selected Topics – Linguistics Series (S)

An in-depth study of one of the following topics: a) Figurative Language, b) Cohesion, and c) Intonation and Stress. **(Prerequisite: ENG220.)**

ENG222 **4 credits**

Literary and Cultural Theory (S)

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 **2 hours/non-credit**

Writing Workshops (S)

Non-credit summer workshop in poetry, drama, fiction, or biography. Students read works of contemporary writers, experiment with various techniques, and are encouraged to read and publish their writing.

FILM (FLM)

FLM100 **3 credits**

Introduction to Film Studies

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.

HISTORY (HIS)

HIS100 **3 credits**

Caribbean History (F, S)

A survey course of the development of the Caribbean region from pre-Columbus to the present time. It is designed to provide students with an historical background of the Caribbean experience from social, political, and economic perspectives, and to enable them to relate those experiences to present day Caribbean realities. **(Prerequisite: ENG104.)**

HIS120 **3 credits**

Western Civilization (F)

Trends in the development of Western Civilization to the fall of Byzantium (1453); this course is intended to expose the student to the philosophic thought which has melded human civilizations. The linkage will be drawn between such thought and the social structure and its political economy. **(Prerequisite: ENG104.)**

HIS121 **3 credits**

World Civilization (S)

This course surveys the unique heritage of African, Asian, Islamic, and Western Civilizations while paying close attention to the role of religious and philosophical traditions. **(Prerequisite: ENG104.)**

HIS125 **3 credits**

Introduction to Africa (S)

This course is designed to provide students with an introductory glance at the continent of Africa. A variety of topics will be covered ranging from geography to music and art in Africa. **(Prerequisite: ENG104.)**

HIS200 **3 credits**

Selected Topics I (History Series) (F)

Choices available include: a) Advanced Caribbean History, b) Advanced American History, c) History of Modern Europe, and d) Advanced African History. (Prerequisite: HIS100.)

HIS220 **3 credits**

Selected Topics II (History Series) (S)

Choices available include: a) Advanced Caribbean History, b) Advanced American History, c) History of Modern Europe, and d) Advanced African History. **(Prerequisite: HIS200.)**

HOSPITALITY MANAGEMENT (HRM)

HRM100 **3 credits**

Front Office Management (F)

This course addresses the operations and procedures involved in managing the front office area of the hotel. Areas covered include an overview of the accommodation industry, with specific reference to topics such as reservations, registration, front office accounting, and front office computer programmes. In addition to these technical aspects of front office responsibility, there is also a strong emphasis on customer service and customer relations. Computer simulation and industry placement are included in this course. **(Prerequisites: BUS110 and140.)**

HRM105 **1 credit**

Introduction to Customer Service

In this course, students learn how to meet and greet guests and handle different types of customer situations. This course is aligned with the BVI Tourist Board service standards and local certification.

HRM110 **3 credits**

Introduction to Travel and Tourism (S)

In this course, the travel industry will be examined from its early days to the present with current relevant factors such as Internet marketing and reservations being discussed. It will cover the various components such as the cruise ship industry, charter boat business, hotel accommodation, and airline services. Another factor to be examined will be the impact tourism has on the ecological balance and on the local culture and infrastructure. **(Prerequisites: ACC100, BUS110 and BUS140.)**

HRM151 **4 credits**

Principles of Food Production I (S)

This course gives an introduction to the running of a food and beverage operation and develops necessary skills in this area. Topics covered include: food hygiene, food service sanitation and pest control, and basic cooking principles. These principles will be applied in the cooking of meats, poultry,

fish, vegetables, and starters in a cooking lab. The fundamentals of preparing stocks, sauces, and soups are also covered in the module. Students are responsible for providing their uniform and equipment for the course. **(Prerequisite: ACC100.)**

HRM152 **3 credits**

Introduction to Food and Beverage Management (F)

Course introduces and develops the skills needed to successfully run a food and beverage operation. It covers an overview of the industry and introduces the student to methods of costing, purchasing, receiving, storing and issuing, food and beverage service, sales income control, and bar procedures. Students will be required to fulfil a work attachment. **(Prerequisites: ENG104, BUS110 and MAT051.)**

HRM200 **3 credits**

Hospitality Internship (F, S, Su)

Students will spend a required amount of time in a hospitality concern. They will involve themselves in day-to-day operations and carry out basic level and supervisory functions. Internship will be supervised jointly by the department's faculty and a representative from the property. **(Prerequisite: department head's permission.)**

HRM210 **3 credits**

Food, Beverage and Labour Cost Control (F)

This course gives a general introduction to key terms and concepts, as well as to basic procedures for setting standards and controls. It discusses cost/volume/profit, and the use of cost to monitor food service and beverage operations. It covers the controlling of the main phases of a food service 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 **3 credits**

Management Accounting for Hospitality Industry (S)

This course seeks to develop in students the ability to use accounting information in the decision-making process in the hospitality industry. Topics covered include analysis of financial statement, ratio analysis, pricing, cost management and control, cost volume profit analysis, and budgeting. **(Prerequisite: ACC100.)**

HRM251 **4 credits**

Principles of Food Production II (F)

This course builds upon the basics covered in Food Production I. It further develops cooking skills and covers full menu planning, food cost control, production planning, nutrition, and regional cuisine. Lab will also include production for the public. **(Prerequisite: HRM151.)**

HRM254 **6 credits**

Applications in Hotel Management (S)

This course builds on competencies developed in previous related courses. It focuses on the need for maximising the full potential of rooms and demonstrates the relationship between Front Office operations and cooperation with integral areas of housekeeping, security, engineering, food and beverage and maintenance. The practical component of this course will allow students to implement concepts taught in the programme. 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 BUS140.)**

HRM260 **3 credits**

Applications in Food and Beverage (S)

This course builds on competencies developed in previous related courses. As a course project, students are required to develop a business plan for a minimum 75-seat restaurant. The project includes the market analysis and marketing strategy, operating budget, sales projections, opening inventories, capital equipment, standardised recipes, and costing for all standardised recipes, menu, and facilities design. **(Prerequisites: HRM152, 210, 251 and BUS120.)** Internship is built into this course.

HRM115 **3 credits**

Introduction to Hospitality Management (F)

This course provides an overview of the hospitality and tourism industry, covering key sectors such as lodging, food and beverage, travel, and event management. Students will explore industry structure, socio-cultural factors impacting the hospitality sector, career opportunities, customer service principles, and operational management. Emphasis is placed on service excellence, cultural awareness, and ethical business practices. Upon successful completion, students will receive certification from The American Hotel & Lodging Educational Institute (AHLEI), recognizing their industry readiness.

HRM205 **2 credits**

Customer Service Management (S)

This course focuses on the principles and best practices of customer service management within the hospitality and service industries. Students will explore the importance of delivering exceptional customer experiences, managing customer expectations, handling complaints, and developing strategies for building strong customer relationships. The course integrates real-world case studies and role-playing exercises to enhance practical skills in service excellence, conflict resolution, and leadership in customer service management.

HRM208 **3 credits**

Event & Conference Management (S)

This course will prepare students with the knowledge and skills required to successfully plan, manage, and evaluate a wide range of events, positioning them for careers in event planning, hospitality, and related industries. Upon successful completion, students will be eligible to receive the Certified Event Planner (CEP) certification from the American Hotel & Lodging Educational Institute (AHLEI).

HUMANITIES (HUM)

HUM205 **3 credits**

Advanced Leadership Studies (F)

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. **(Prerequisite: ENG105.)**

MATHEMATICS (MAT)

MAT050 **3 hours/non-credit**

Pre-Algebra (F, S)

This is the first of two courses designed to provide the basic mathematical skills necessary to succeed in college-level mathematics. It revises arithmetic and mensuration techniques, with emphasis on problem solving, and introduces the vocabulary and concepts needed for the transition to Algebra.

MAT051 **3 hours/non-credit**

Beginning Algebra (F, S)

This is the second of two courses for students preparing for college-level mathematics. It provides an introduction to algebra. Topics include properties of real numbers, operations involving exponents and polynomials, rational expressions, basic linear equations and inequalities, factoring, literal equations, quadratic equations, systems of linear equations, applications, graphing equations, and radical simplification. **(Prerequisites: MAT050 or CSEC General Mathematics grades IV-VI or equivalent.)**

MAT102 **3 credits**

Mathematics for Elementary Teachers (S)

This course is designed to provide a firm foundation in the theory of mathematics as it pertains to the elementary school curriculum. Extensive use is made of models and visuals to help students in understanding the content. This approach at the same time provides ideas for teaching mathematics to elementary school children. **(Prerequisite: MAT051 or equivalent.)**

MAT107 **4 credits**

Culinary Mathematics (F)

Students will use data and examples relevant to the food service industry by using a problem-solving approach to learn mathematical skills relevant to this industry. Topics covered will include geometry and measurement, statistics, estimation, percentages, ratios, yield tests, recipe scaling, recipe and portion costing, menu pricing, labour cost and control techniques, and purchasing and inventory management. **(Prerequisite: Successful completion of secondary/pre-college English and mathematics.)**

MAT108 **2 credits**

College Algebra Part I (F, S)

This course reviews and extends the material taught in secondary/pre-college mathematics. It covers the first half of MAT110 (College Algebra) and provides the algebra students require to pursue MAT109 (College Algebra Part I). Topics include simplifying algebraic expressions, exponents, radicals and factoring; solving equations (including applied problems) and inequalities; complex numbers. **(Prerequisite: MAT051 or CSEC General Mathematics, minimum grade III or equivalent.)**

MAT109 **2 credits**

College Algebra Part II (F, S)

This course will cover the second half of MAT 110 College Algebra. Topics covered include co-ordinate geometry, variation, remainder and factor theorems, polynomial, rational, exponential and logarithmic functions. Student will also graph functions and solve application problems. **(Prerequisite: MAT108 minimum grade C.)**

MAT110 **4 credits**

College Algebra (F, S)

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

MAT112 **4 credits**

College Algebra for Business/Social Sciences (F, S)

This is a course in pre-calculus, algebra, statistics, and probability for students whose major areas are outside mathematics and science. Relevant algebraic foundation concepts are developed to support the practical concepts subsequently covered. Emphasis is on the application and use of topic areas in the fields of business, economics, and social sciences. Application topic areas and/or specific concepts

used in application include equilibrium points, maximum revenue, break-even analysis, piecewise functions in tiered billing processes, exponential growth in finance and in other growth processes, doubling-time and other investment period calculations, investment rate calculations, Gauss-Jordan elimination in solving systems of linear equations, maximisation and minimisation, conditional probability, independence, Bayes' Formula, and Markov chains. **(Prerequisites: MAT051 or CSEC General Mathematics minimum grade III or equivalent.)**

MAT113 **4 credits**

Introduction to Statistics (F, S)

This course introduces methods associated with obtaining data, organising data, calculating descriptive statistics and accurately interpreting them and using inferential measures to draw conclusions about populations. Sampling techniques, levels of measurement, measures of central tendency, measures of variation, measures of location and skewness, graphical techniques, correlation and regression, continuous and discrete probability distributions, and estimation and hypothesis testing are some of the topics that are covered. The use of available technological functions in analysis and graphing are taught throughout the course, and completion of a group research project is mandatory. **(Prerequisite: MAT051 or CSEC General Mathematics, minimum grades III or equivalent.)**

MAT115 **3 credits**

Technical Mathematics I (F)

This course is designed to meet the needs of technical-vocational students. Emphasis is on the application of skills to mechanical and technical processes. It begins with a review of fundamental concepts, including arithmetic operations and concepts in measurement. This is followed by several algebraic, trigonometric, and statistical topics, including linear equations, factoring, quadratic equations, computational geometry, the trigonometry of right and oblique triangles, trigonometric functions on the unit circle, and basic statistics. **(Prerequisite: MAT051 or CSEC General Mathematics, minimum grade III or equivalent.)**

MAT120 **4 credits**

College Trigonometry (F,S)

This course is designed for mathematics, science, engineering and technology students. It covers fundamental concepts of trigonometry and is a preparation for calculus. Topics include linear and angular speed, trigonometric/circular functions, their inverses and graphs, trigonometric equations and identities, the solution of triangles, vectors and associated applications, De Moivre's theorem and the theorem on nth roots for complex numbers, polar coordinates, polar equations, conic sections, and solving non-linear systems of equations. **(Prerequisite: MAT109 or MAT110 or MAT112 or MAT131, minimum grade C in each course.)**

MAT121 **5 credits**

Integrated Mathematics Part I (F)

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

MAT125 **5 credits**

Integrated Mathematics Part II (S)

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

MAT131 **5 credits**

Advanced Algebra and Trigonometry (F,S as needed)

This course provides students with the opportunity to gain advanced algebraic and trigonometric knowledge needed for many fields such as engineering, business, science, computer technology, and mathematics. The topics covered include reasoning and logic, algebra, exponential and logarithmic functions, cubic functions, cubic equations, and trigonometric functions. **(Prerequisites: MAT109 or MAT110, minimum grade C in each course or CSEC General Mathematics, minimum grade I or equivalent.)**

MAT210 **4 credits**

Calculus I (F or S as needed)

This course is for mathematics, science, and engineering majors. With a focus on algebraic and trigonometric functions, it covers limits, continuity, differentiation, curve sketching, and integration. Applications of differentiation and integration are also explored. **(Prerequisite: MAT135 or MAT120, minimum grade C in each course.)**

MAT212 **4 credits**

Calculus for Business (F or S as needed)

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

MAT213 **4 credits**

Further Topics in Inferential Statistics and Regression Analysis (F)

This course is the second of a two-course sequence in the study of statistics. It focuses on analytic techniques used in organising 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: MAT113, minimum grade C.)**

MAT217 **4 credits**

Linear Algebra (S)

This branch of mathematics deals with the study of vectors, matrices, and systems of linear equations. Students acquire the fundamental concepts necessary for practical application, as well as the foundation for the support of upper-level mathematics courses that require them. Topics include systems of linear equations and matrices, determinants, Euclidean vector spaces, eigenvalues and eigenvectors, linear transformations, inner products (dot products), orthogonality, cross products, and their geometric applications, as well as subspaces and linear independence. **(Prerequisite: MAT210 and minimum grade C.)**

MAT220 **4 credits**

Calculus II (F or S as needed)

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

Marine Professional Training (MPT)

MPT101 **6 credits**

Fundamentals of Marine Service Technology

This course examines competencies associated with boat handling that are associated with industry

occupational standards. It covers use of hand and power tools, application of materials, safety, cleaning, and inspecting boats, basic measurements and calculations, and performing basic marine tasks. This course is also linked to external certification through the American Boat and Yacht Council (ABYC).

MPT105 **1 credit**

Intro to Swimming

In this course, students are expected to use lifesaving equipment aids, swim 50 meters and tread water. This course is linked to UK Lifesaving/ Red Cross Water Safety Instruction standards.

MPT107 **1 credit**

Essential Navigation and Seamanship Theory (ENAS)

In this course, students are expected to interpret features of a nautical chart, identify buoyage, use electronic navigation, use safety aboard a vessel, and create a pilotage plan for unfamiliar ports or harbours. This course is aligned with the Royal Yacht Association (RYA)/ ENAS certification. **(Prerequisite: MPT101/MPT105.)**

MPT115 **1 credit**

Introduction to Sailing BKB101

This course provides students with basic knowledge of sailing, helm commands, trim sails, use basic navigation rules, skipper a sloop-rigged keelboat in favourable sailing conditions. This course is also aligned with US Sailing, Basic Keelboat 101 certification. **(Prerequisite: MPT105 or persons must be able to swim and MPT107.)**

MPT139 **3 credits**

Apprenticeship

In this course, students apply marine knowledge and skills with an industry partner for two months. Skills will include assisting with docking a vessel, preparation for sailing, checking inventory and systems, planning a day trip, meeting and greeting guests, carry out roles aboard a charter vessel, and assisting as a deck hand. Students must complete 320 hours of training. **(Prerequisite MPT107, MPT115 and HRM105.)**

MUSIC (MUS)

MUS050 **1 credit**

Community College Chorale (F, S)

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

MUS020 **1 credit**

Brass Ensemble (F, S)

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

MUS030 **1 credit**

Jazz Ensemble (F, S)

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

MUS040 **1 credit**

Woodwind Ensemble (F, S)

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

MUS050 **1 credit**

Chamber Ensemble

This course is open to an array of performers and allows students to develop their appreciation for variant eras, as well as developing their musicianship through performing with others. However, this course is only open to persons that already possess the required standard for entrance.

MUS100 **3 credits**

Music Appreciation (F, S)

An introduction to music as an historical art form. The class will cover aspects of Western Music, Caribbean Music, and World Music. Other areas being explored will be instruments and their origins, music and politics throughout history, and music and religion.

MUS101 **3 credits**

Introduction to Jazz History (F, S)

The introduction and examination of the history and lineage of jazz music. The course will trace the cultural heritage of African and Caribbean music from 1500 through modern times as it contributed to the birth and development of jazz musical idioms; specifically, the amalgamation of African, Caribbean, South American, and American music through Western European influences. Through careful analysis and comparison, the development of jazz will be charted from the time of slavery to the present day. The student will be able to differentiate the varying styles of jazz music, understand the chronological history, and recognise important performers, composers, innovators, and social/economic eras of the music.

MUS110 **3 credits**

Music Conducting and Directorship (F, S)

An introduction to basic techniques, in part reading and teaching. The class will cover aspects of conducting (patterns), listening as a musician, and directorship skills. Music studied will cover a wide variety of musical styles and time periods. 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 **3 credits**

Introduction to Music Theory (F, S)

The introduction and study of Western tonal music theory. The student will be introduced to symbols, terminology, and concepts that make up the basic building blocks of a musical vocabulary and understanding. Topics covered will include elements of pitch, rhythm, chord construction, harmonic progressions, history, and important composers. The student will become familiar with all the instruments of the orchestra, repertoire, important periods, and styles of Western classical music. The students will focus on the skills of reading and writing music. Development of ear training and basic piano skills will also be key.

MUS131 3 credits

Introduction to Jazz Music Theory (F, S)

The introduction and examination of the history, lineage, and understanding of the mechanics of jazz music from a theoretical perspective. Students will learn the building blocks of the jazz music vocabulary, symbols, nomenclature, compositional and arranging concepts. The student will develop an understanding of "jazz" scale theory and harmony and how they relate in practical performance and composition. The student will learn how to read and write jazz arrangements, chord charts, lead sheets, and be versed in the terminology. Also covered are jazz theoretical concepts as they pertains to instruments in the jazz combo or big band. **(Prerequisite: MUS130)**

MUS160 **3 credits**

Drama and Musical Theatre Workshop (F, S)

The performance workshop class focuses mainly on performing in different media. Rehearsals for performances and exhibitions take place during class time as well as other times as needed. In November, there will be a performance workshop exhibition, which will include dramatic recitation of poetry by Caribbean and international authors as well as staged dramatic scenes in costume and with sets. Each student enrolled in the performance workshop will participate in the exhibition as part of his or her final exam. The main production scheduled for Spring is the Rodgers and Hammerstein musical Carousel. Rehearsals will begin in September. Parts in the Musical will be cast by audition. Auditions will be held the first week of October. Students, will learn performance techniques, stagecraft and necessary skills to successfully perform the works they are assigned.

MUS210 **4 credits**

Principle Applied Performance I

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

MUS220 **4 credits**

Principle Applied Performance II

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

OFFICE ASSISTANCE AND ADMINISTRATION (OAA)

OAA110 **3 credits**

Office Administration I (S)

This course is aimed at those students who are seeking certification or want to improve their secretarial/administrative skills. Course content includes: a comparative view of the traditional versus correspondence/administrative secretary, examining the public relations duties of the secretary and various office layouts, and interpreting organisation charts; selecting office supplies and presenting a theoretic overview of data and word processing. **(Prerequisite: ENG104.)**

OAA111 **3 credits**

Office Administration II (F)

This course gives the executive assistant background to lend administrative support to today's busy executives; to use judgment and make decision; to work without supervision; and to be able to apply work processing principles to process information. Topics to be covered include supervision, public relations duties, interpreting organisation charts, selecting office supplies, the functions of management, and employment practices. **(Prerequisite: BUS110.)**

PUBLIC ADMINISTRATION (PAD)

PAD101 **3 credits**

Introduction to Political Institutions (GT11A) (F)

This course introduces students to the definition of politics and political science. The course focuses on: basic concepts in political culture, power, authority, the key elements of the state in Anglo-American Democracies, the former Soviet Union, the Third World, and the Caribbean. Global and regional issues which affect politics such as the debt problem are also discussed. **(Prerequisite: ENG104.)**

PAD102 **3 credits**

Principles of Public Administration I (GT423) (F)

This introductory course is designed to provide an understanding of the Caribbean environment, systems of government, and public administration. The course will include discussion of the social, economic, and political framework as it relates to the functioning of public administration, the institutional system, and the roles of the Legislature, Executive, and Judiciary. **(Prerequisite: ENG104.)**

PAD103 **3 credits**

Principles of Public Administration II (GT423) (S)

This course is designed to provide an understanding of the Caribbean environment, systems of government, and public administration. It examines the social, economic, and political framework as it relates to the functioning of the Administrative machinery and Civil Service system and the role of the Civil Service; financial administration; and Civil servant-clientele relationships. **(Prerequisite: PAD102.)**

PAD104 **3 credits**

Administrative Principles and Practices I (GT424) (F)

Through this course, students will develop basic theoretical and practical administrative techniques. Management principles relevant to both the private and public sector are taught. Course outline includes environmental characteristics affecting management, classical and neo-classical approaches to management and planning. **(Prerequisite: ENG104.)**

PAD105 **3 credits**

Administrative Principles and Practices II (GT424) (S)

A continuation of Administrative Principles and Practices I. This course focuses on the development of management techniques on an intermediate level. Areas to be covered include the human relations school and process of management. **(Prerequisite: PAD104.)**

PHILOSOPHY (PHI)

PHI100 **3 credits**

Introduction to Philosophy (F)

An introduction to the various theories and ideas concerning the nature, extent, and limitation of human knowledge; the nature of reality and truth; and the foundation, meaning, and purpose of human values. Participants will consider major types of philosophical questions such as the principles of rational belief, the existence of God, the pursuit of the good life, the nature of knowledge, the problem of truth and verification, and the relationship of people to the world. **(Prerequisite: ENG104.)**

PERFORMING ARTS (PER)

PER100 **3 credits**

Creative Entrepreneurship I

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

PER101 **3 credits**

Creative Entrepreneurship II

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

PHYSICS (PHY)

PHY106 **3 credits**

The Natural World of the Caribbean (S)

A topical examination of the natural world of the Caribbean for both science and non-science majors. Natural phenomena of the Caribbean such as hurricanes, volcanoes, earthquakes, and tsunamis will be reviewed and discussed in the context of their roots in the sciences and their impact on life in the Caribbean. This is a survey course which fulfils the College's General Education Science requirement and it will be taught by an interdisciplinary approach using a variety of learning strategies. **(Prerequisites: All pre-college mathematics and English requirements or equivalent.)**

PHY110 **4 credits**

General Physics I (F)

General Physics I is the first part of a two-semester sequence in General Physics designed to present concepts and applications of the following topics: mechanics (kinematics in one dimension, forces and Newton's Laws of Motion, work and energy), heat and thermodynamics (temperature and thermal expansion, heat energy and phase changes, transfer of heat energy, the Ideal Gas Law, and kinetic theory). Emphasis is placed on problem solving. Laboratory experiments reinforce concepts taught in class. **(Prerequisites: SCI050 or CSEC General Physics, minimum grade III and MAT108 or MAT110 or MAT115, minimum grade C in each course.)**

PHY112 **4 credits**

General Physics II (S)

A continuation of PHY110. 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: PHY110, minimum grade C.)**

PHY121 **5 credits**

Mechanics, Waves and Oscillations (F)

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

PHY125 **5 credits**

Thermal and Mechanical Properties of Matter (S)

This course is a continuation of PHY121. 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: PHY121, minimum grade C.)**

PSYCHOLOGY (PSY)

PSY100 **3 credits**

Introduction to Psychology (F, S)

The student should leave this course with a basic understanding of psychology as a science. Course material should also enable the student to understand personal and inter-personal behaviour within primary and social groups and at work. **(Prerequisite: ENG104.)**

PSY 205 **3 credits**

Social Psychology (S)

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

PSY210 **3 credits**

Human Growth and Development (F)

This course is designed to give the student a better understanding of the human development process from childhood stages to late adulthood. It is also designed to enable students to understand the effects of nature and nurture on one's development at each stage in life. **(Prerequisite: PSY100.)**

PSY215 **3 credits**

Counselling (Theory and Practice) (F)

Participants in this course will be exposed to an overview of the theoretical framework of counselling.

Participants will also be introduced to the strategies, techniques, and skills appropriate in helping individuals, groups, and families. **(Prerequisite: PSY100.)**

PSY220 **3 credits**

Addiction Management and Counselling (S)

This course is designed to introduce students to a broad range of the counselling theories and their subsequent application to a variety of addictions. **(Prerequisites: PSY100 and SOC100.)**

SCIENCE (SCI)

SCI050 **3 hours/non-credit**

Foundations for Science (F)

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

SCI235 **1 credit**

Seminar in Science (F, S)

This course will develop the skills and techniques needed to conduct independent research. Students will source, analyse, and present scientific information in written and oral format. This will include writing literature reviews, analysing and interpreting data, 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 **3 credits**

Seminars

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 **3 credits**

Introduction to Sociology (F, S)

The main emphasis in this course is placed on examination of theories and perspectives that attempt to explain human behaviour. Organisation of human society, processes of change, and society's

influence on individual behaviour are of concern here. Students are challenged to develop a keen awareness of the significant forces at work in society and to understand how these forces impact on individuals and groups. **(Prerequisite: ENG104.)**

SOC104 **3 credits**

Sociology of Deviant Behaviour (F)

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

SOC110 **3 credits**

Social Research Methods (S)

This course is designed to enable students to develop basic social research skills, so that they would be able to conduct simple research in the area of social issues. Emphasis is placed on designing a social research project, collecting and recording data, and simple analysis of the data collected. Students are provided a basic introduction to statistics in order to complete assignments. **(Prerequisite: MAT051 and SOC100 minimum grade C.)**

SOC120 **3 credits**

Social Issues (F)

Designed to heighten the awareness of participants to current social issues and their impact on communities, the course examines issues such as domestic violence, discrimination, drug abuse, prostitution, sexually transmitted diseases, mental illness, poverty, 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 **3 credits**

Introduction to Gender Studies (S)

This course will help students develop an understanding of gender, its impact on the lives of men and women in the Caribbean, and its relevance to the quest for a balanced society as a part of national development. **(Prerequisite: SOC100 minimum grade C.)**

SOC200 **3 credits**

Social Policy (S)

This course is designed to develop within participants the skills to examine social policy, stressing policy development, relationships of policy, goals and organisational structure, and decision-making patterns and role assignments within social welfare organisations and agencies. It examines political theories and shows how political philosophy can affect social provisions within a community. **(Prerequisite: SOC120.)**

SOC205 **3 credits**

Introduction to Gerontology (F)

This course will examine the aging process from a sociological perspective. Close analysis of the economic, health, and familial relations regarding the elderly will also be explored. **(Prerequisites: PSY100 and SOC100.)**

SOC210 **3 credits**

Introduction to Social Work

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

SOC215 **3 credits**

Bioethics (S)

This course will provide a framework for nurses and others to engage in the health professions to understand the varied and complex issues involved in the practice of health care, thus enabling those professionals to make informed decisions which will result in the enhancement of health care services. **(Prerequisite: SOC100 minimum grade C, or consent of the department head)**

SPANISH (SPA)

SPA090 **3 hours/non-credit**

Oral Spanish for Beginners (F, S, Su)

Follows the functional approach to foreign language teaching. Equips the beginner with necessary oral and written communication skills to enable them to function in everyday situations.

SPA100 **3 credits**

Elementary Spanish (F, S)

Designed for students with little or no background in Spanish. Introducing basic language structure and vocabulary. This course offers students an opportunity to communicate in everyday situations and appreciate Spanish language and culture. **(Prerequisite: Minimum grade of C-.)**

SPA101 **3 credits**

Intermediate Spanish (F, S)

This course offers intensive grammar review, drills in translation. Emphasises practical vocabulary and conversation. Sharpens speaking, listening and writing skills in Spanish. **(Prerequisite: SPA100 minimum grade C.)**

SPA200 **3 credits**

Spanish Usage (F)

Translation exercises, readings from literature, newspapers and magazines, and use of audio and video materials from the basis of this course. Students are provided with opportunity to enlarge vocabulary and improve comprehension. **(Prerequisite: SPA101 minimum grade C.)**

SPA201 **3 credits**

Conversational Spanish (S)

A course for students with some background in and appreciation of Spanish. Activities include conversation, role-playing, interviews, and listening comprehension to promote knowledge and confidence required for usage in productive and receptive communication. **(Prerequisite: SPA200 minimum grade C.)**

TECHNICAL STUDIES (TCS)

TCS100 **3 credits**

Blueprint Reading and Construction Specifications (F, S)

This course covers the theory, conventions, standards, and procedures associated with the preparation of architectural and structural drawings. Topics include floor plans, elevations sections, details, scaling and dimensions, symbols, specifications, and structural information. Detailed discussions of orthographic drawings, pictorial drawings, sectional and auxiliary views will help the student to develop the skills necessary to properly read blueprints.

TCS101 **3 credits**

Introduction to Engineering (F, S)

This course is an introduction to the evaluation of structures as it relates to buildings. It will cover fundamental structural design principles in some detail as well as offer insight into the role of the structural engineering profession and its academic and professional requirements. Topics will include introduction to types of loads, load and area calculations, load paths, materials, theory of equilibrium, elementary statics, building codes, and design of structural elements and systems.

TCS102 **3 credits**

Computer Aided Drafting (F)

This course is designed to enable the student to understand the principles of computer aided drafting. Computers using drafting and graphic software in the field of drafting, architecture, and engineering have become widely used for design, analysis and generation of drawings. This course delivers the latest techniques and software and provides students with a sound foundation for doing drafting.

TCS103 **3 credits**

Technical Drawing (F)

This is an introductory course in engineering drawing. Topics include drafting instruments, introduction to computer aided drafting (CAD), drawing materials, geometric constructions, orthographic and pictorial drawing. Emphasis will be placed on drawing presentations using international standards. The main objective will be to develop the student's skills which will be applied to the graphic communication of engineering ideas.

TCS104 **3 credits**

Freehand Drawing and Sketching (F, S)

The course in freehand drawing and sketching is offered to continue the development of hand- eye coordination in the graphical representation of ideas. Sketching is taught as a form of documentation as well as technical expression. Principles of 2-dimensional and 3-dimensional drawing are developed, primarily pictorial drawing. Architectural and building design elements, mechanical parts, transportation systems, and general solid and plane geometry are the focal applications of this course.

TCS105 **3 credits**

Construction Inspection and Project Management (F)

This course deals with the procedures and practices in the construction industry. The topics to be included are: contract documents; working and production drawings; specifications; tendering; quantity surveying; estimating; organising and controlling construction; construction law, codes and inspections. **(Prerequisite: TCS100.)**

TCS110 **4 credits**

Surveying Level I (F, S)

Introduction to the procedures used to acquire field data with applications in various surveying activities and the use of survey equipment in the field. Topics include: uses and precision of surveys, distance measurement, the level, the transit, the levelling rod, preliminary surveys, elevation measurement, angular measurement, differential and profile levelling. **(Prerequisite: MAT051 or 115 or CXC mathematics or lecturer permission.)**

TCS113 **3 credits**

Orthographic (F, S)

Orthographic is the term used to describe a category of two-dimensional representations in which views are generated by observing lines perpendicular to the line of sight of the viewer. Upon completion of this course, students should be able to create orthographic drawings of mechanical components, manufactured parts, and buildings as well as create 3-dimensional pictorial representations including isometric, oblique and perspective views from orthographic projections. **(Prerequisite: TCS103)**

TCS115 **3 credits**

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

This course is designed to give the student a basic understanding of concrete and its use in building construction. Topics include: types of cement and their place in the construction industry; desirable concrete ingredients and their proper mix for the production of quality concrete; site preparation, form construction, steel reinforcement and its proper placement; the importance of proper finishing and curing; construction procedures for concrete masonry.

TCS125 **1 credit**

Safer Building Level I

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

TCS200 **3 credits**

Structural Mechanics (Statics) (F)

This subject introduces the student to basic theory of how loads affect static structures. Topics include: load and forces, reactions moments, tension and compression, truss members, vectors and components, Bow's notation, triangle of forces, parallelogram of forces, polygon of forces, equilibrant and resultant, non-concurrent coplanar forces, centre of gravity, laws of equilibrium, point loads, concentrated loads, couples and force diagrams, eccentricity, moment of inertia. **(Prerequisite: MAT110.)**

TCS201 **3 credits**

Blueprint Reading II (S)

This course follows on from TCS100 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 **3 credits**

Computer Assisted Drafting (CAD) (F)

This course is designed to enable the student to understand both the principles of drafting and computerisation. It is a hands-on course that introduces computer-aided parametric building information modeling, designed to teach the newest techniques in drafting on personal computers

and to provide the student with the technical knowledge required make the student conversant with producing and understanding architectural drawings and specifications. **(Prerequisite: TCS103.)**

TCS205 **4 credits**

Advanced Computer Aided Design (S)

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 **4 credits**

Surveying - Level II (F, S)

This course is an extension of TCS110. 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 **3 credits**

Design Project (S)

This course allows students to explore aspects of independent study coupled with product development and is offered to students by permission only. Students must move from a project proposal through a systematically outlined development schedule culminating with a final design and prototype. Topics are chosen by the student but must be approved and supervised by the assigned project faculty advisor. **(Prerequisite: TCS205.)**

TCS215 **3 credits**

Quantity Surveying (S)

This course introduces and covers the fundamentals of quantity surveying, what the discipline entails and its principles and methods. Emphasis will be placed on the major factors of construction cost estimating including construction materials, equipment, labor, company overhead, and profit, applying knowledge and application utilising quantity take off, drawings, and specs. This course will also emphasise the definition of a quantity surveyor and the roles performed by a quantity surveyor in relation with other professionals in the construction industry, covering both residential and light commercial construction. **(Prerequisite: TCS100, CSC104.)**

TCS216 **3 credits**

Fluid Mechanics and Plumbing Technology (F, S)

This course offers instruction in the fundamentals of fluid mechanics, examining related physical properties, and the laws and governing relationships for incompressible flows. The practical component

is directed towards plumbing technology, building skills in reading and interpretation of mechanical drawings. Cost estimating and bid preparation as well as new plumbing technologies all combine to make this a sound fundamental course for those satisfying the criteria for participation. **(Prerequisite: MAT110.)**

TCS218 **3 credits**

Heating, Ventilating and Air-Conditioning (HVAC) (F)

Creation of energy-efficient thermally comfortable spaces in which to work recreate and conduct all functions of life is critical to the HVAC technician. This course looks at the fundamental principles of heat and its interaction with the environment and gives the student the skills necessary for 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 **3 credits**

Strength of Materials (S)

This course introduces the concepts of stress, strain and elasticity and their relationship to the behaviour of various materials used in structures. Topics include: elastic limit; yield point; plastic of ductile behaviour; factor of safety; yield stress; modular ratio; stress, strain, Young's Modulus of Elasticity; shear, axial, and bending stresses; simple beams-loads; reactions; shear force and bending moment diagrams; deflection and beam formulae; simple column behaviour; floor framing systems; steel reinforcement for concrete. **(Prerequisite: TCS200.)**

TCS222 **3 credits**

Thermodynamics (F, S)

Students explore the relation between heat and other forms of energy. The three fundamental laws of thermodynamics, other governing laws, adiabatic, isentropic processes, entropy and relevant technological applications are discussed. Various power-cycles are giving the student the fundamental skills necessary to do thermal analysis of power generation and industrial mechanical and chemical processes. **(Prerequisite: MAT110.)**

TCS224 **3 credits**

Welding and Machining I (F)

This course introduces students to the basic theory of material science, tools and materials used in the metal working industries. Emphasis on workshop processes and safety are also developed. It serves as the first of a two-part course that develops both theoretical knowledge and practical skills in drilling, milling, turning, fitting, soldering, and welding. **(Prerequisite: MAT051.)**

TCS225 **1 credit**

Safer Building Level II

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

TCS226 **3 credits**

Welding and Machining II (S)

This course continues the exploration of metals using more advanced tools, materials, and techniques. High standard of workmanship is developed by emphasising consistency in method and exploring creative projects that incorporate many techniques. All forms of welding are explored oxyacetylene, arc, MIG and TIG. **(Prerequisite: TCS224.)**

TCS240 **3 credits**

Reinforced Concrete Design (S)

This subject includes the design of ordinary concrete structures. Also included are introductory topics in pre-stressed concrete and design of form work with emphasis on reinforced concrete. The behaviour of the materials under moments, shears, axial, and eccentric loads is investigated. Topics will include: codes and industry standards, general requirements, investigation and design, behaviour of concrete beams, development of flexure, T-beams, one-way slabs, development of reinforcement; types of columns, axial compression, bending, foundation design, wall footings, column footings, bearing walls, shear walls, retaining walls. **(Prerequisite: TCS200.)**

TCS260 **3 credits**

Foundations (S)

In this course, the student is familiarised 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 **3 credits**

Soil Mechanics

This subject includes basic soil and rock mechanics and an introduction to foundations. Topics include: flow nets, effective stress, stress distribution, consolidation and settlement analysis, shear strength, strength of bedrock, lateral earth pressure, stability of slopes, bearing capacity of shallow spread footings. **(Prerequisite: TCS200.)**

VIRGIN ISLANDS STUDIES (VIS)

VIS110 **3 credits**

Virgin Islands History

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

VIS115 **3 credits**

Literature of the Virgin Islands

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

VIS121 **3 credits**

Virgin Islands Culture and Society

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

VIS125 **3 credits**

Geography of the Virgin Islands

This course examines topographical features, climate, transportation, communication, and the concept of location. It also examines the laws for protection of the environment and man's impact on the natural landscape features of the Virgin Islands. **(Prerequisite: ENG 104.)**

VIS127 **3 credits**

Citizenship and Governance in the Virgin Islands

This course investigates the concept of citizenship in the Virgin Islands and examines the markers of this sense of citizenship. It 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 **3 credits**

Economics of the Virgin Islands

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.)**


WELCOME
TO THE
CAMPUS
STORE
STOCK
UP ON
MERCH!

HLSCC FACULTY

FULL-TIME FACULTY

Business and Computer Studies

- **Ms. Catherine Abraham,** Lecturer
- **Mrs. Dana Lewis-Ambrose,** Lecturer
- **Dr. Sherrine Augustine,** Senior Lecturer
- **Mr. Everson Benjamin,** Lecturer
- **Ms. Pearline Fahie,** Lecturer
- **Ms. Emily George,** Lecturer
- **Mrs. Kim Lennard,** Lecturer
- **Mr. Fidel Captain,** Lecturer

Culinary

- **Mr. Clint Creque,** Lecturer
- **Mrs. Keshia Davis Barnes,** Lecturer
- **Ms. Whitney George,** Lecturer
- **Mr. Henry Prince,** Lecturer

Humanities

- **Ms. Kerry-Ann Hamilton,** Lecturer
- **Mr. Ronald Massicott,** Lecturer
- **Dr. Anita Pinzi,** Lecturer
- **Mr. Eman Tarabay,** Assistant Lecturer
- **Ms. Traci O'Dea,** Senior Lecturer

Mathematics amd Science

- **Mrs. Stephanie Russ Penn,** Lecturer
- **Mrs. Shanda Chalwell-Walters,** Lecturer
- **Mr. Earle Henry,** Senior Lecturer
- **Ms. Ayanna Hogan,** Lecturer
- **Ms. Lenette Lewis,** Senior Lecturer
- **Mr. Orville Phillip,** Lecturer
- **Ms. Williams,** Lecturer

Technical

- **Mr. Hector Penn,** Lecturer
- **Ms. Erika Creque,** Lecturer

ADJUNCT FACULTY

- **Mr. Desmond Alexis**
- **Mrs. Patricia Archibald-Bowers,** Humanities
- **Mrs. Phillipa Barry,** Mathematics and Science
- **Mr. Andre Braithwaite,** Humanities
- **Mr. Trevor Bridgewater,** Humanities
- **Mr. Brendan Brodie,** Technical
- **Ms. Alisia Browne,** Business & Computer Studies
- **Mr. Bernado Caines,** Humanities
- **Mr. Fidel Captain,** Business & Computer Studies
- **Ms. Anika Christopher,** Humanities
- **Ms. Shanique Creque,** Business & Computer Studies
- **Ms. Mickesha Delpleshe,** Humanities
- **Mr. Paul Fenty,** Humanities
- **Mr. Javon Fahie,** Technical
- **Dr. Allison Flax-Archer,** Humanities
- **Dr. Tracy Flax,** Business & Computer Studies
- **Mr. Neil Frett,** Technical
- **Ms. Kimberly George,** Humanities
- **Ms. Amanda Georges,** Humanities
- **Mr. Orion Joseph,** Technical
- **Ms. Natasha Julius,** Humanities
- **Ms. Wendy Kelsick,** Business & Computer Studies
- **Mrs. Deborah Leslie,** Business & Computer Studies
- **Ms. Karen Mateos,** Humanities
- **Ms. Antonia Matthew,** Mathematics and Science
- **Mr. Al-Quamin Nibbs,** Business & Computer Studies
- **Mr. Glen Noel,** Business & Computer Studies
- **Ms. Marsha Penn,** Mathematics and Science
- **Mr. Clyde Potter,** Technical
- **Mr. Louis Potter,** Technical
- **Mr. Sruti Ramsameoj,** Mathematics and Science
- **Mrs. Lody Samuel-Smith,** Humanities
- **Mrs. Elecia Stoutt-Todman,** Humanities
- **Mr. Linton Toney Jr.,** Technical
- **Ms. Kadisha Willock,** Business & Computer
- **Mrs. Lorelyn Walter-Gibson,** Humanities
- **Mrs. Media WHearley,** Humanties

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 aluminum cover. In the centre of the main atrium, roofing is a Plexiglass skylight which, in practical terms, represents a sunroof for daytime lighting. This building consists of three floors. The main floor, which is the ground floor, houses the main administration offices, reception and faculty. The second floor houses the science laboratories as well as training and computer labs. The third floor has general classrooms.

The campus buildings are equipped with the following:

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

These systems are designed to ensure your safety and protection while on campus. You can find the equipment in the following locations:

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.

A Short History, 8
Academic Appeal, 28
Academic Forgiveness, 30
Academic Honours, 26
Academic Probation, 30
Academic Regulations And Policies, 27
Academic Support Services, 37
Academic Suspension, 30
Academic Warning, 30
Academic Year, 14
Adding/Dropping A Course, 24
Admissions, 16
Application Procedure, 19
Criteria for Admissions, 16
Eligibility for Admission, 16
Matriculation Certificate, 19
Placement Testing, 19
When to Apply, 18
Associate of Applied Science (AS) Degree, 14
Culinary Arts, 59
Associate of Arts (AA) Degree, 14
Business Administration (Transfer), 51
English, 67
History, 75
Human Services, 79
Humanities, 81
Performing Arts - Dance, 89
Performing Arts - Drama, 91
Performing Arts - Music, 93
Associate of Science (AS) Degree, 14
Accounting, 47
Automotive Engineering Technology, 49
Computer Studies, 53
Construction Technology, 57
Disaster Management, 61
Electronic Engineering Technology, 63
Engineering/Architectural Technology, 65
Finance, 69
Food and Beverage Management, 71
General Science, 73
Hotel Management, 77
Land Surveying, 83
Marine Technology, 85
Mathematics, 87
Small Business and Entrepreneurship, 95
Campus Facilities, 12
Candidacy for Degrees, 25
Centre for Professional Development, 123
Certificate and Associate Degree Programmes, 40
Entry Requirements, 40
Summary of Programmes, 41
Certificate of Achievement, 15
Automotive Engineering Technology (Service), 98
Boat Building, Repairs and Maintenance, 99
Business Administration, 100
Computer Studies, 101
Construction Technology, 102
Culinary Arts - Professional Baking and Pastry Making, 103
Culinary Arts - Professional Cooking, 104
Disaster Management, 105
Electronic Engineering Technology, 106
Engineering/Architectural Technology, 107
Foreign Language, 108
Human Services, 109
Land Surveying, 110
Marine Studies, 111
Marine Transport Management and Maritime Licensing, 112
Marine Transportation Management and Safety, 113
Mechanical Engineering Technology, 114
Office Assistance, 115
Supervisory Management, 116
Virgin Islands Studies, 117
Certification and Non-Credit Programmes, 118
Marine Professional Training, 119
Construction Hand, 121
Class Audit Provisions, 18
Classroom Management and Suspension of Students from Class, 28
Core Values, 10
Counselling Services, 37
Course, 15
Course Cancellations, 28
Course Descriptions, 127
Course Evaluations, 32
Credit Course, 15
Earned Credits, 15
Enrichment Classes, 18
Financial Services
The Robert Mathavious Institute for Financial Services, 124
Association of Chartered Certified Accountants (ACCA), 124
Entry Requirements, 124
The International Compliance Association (ICA), 124
General Education– Broad Proficiencies and Learning Outcomes, 43
General Education Courses, 15
General Education Requirements, 42
Grade Point Average (G.P.A.), 16
Grade Points (G.P.), 15
Grading System, 33
Graduation, 24
Graduation Honours, 26
Graduation Requirements, 24
High School Dual Enrolment, 17
Lifelong Learning, 18
Limitation of catalogue, 27
Limitation of Coursework, 27
Limitation of Programme, 27
Matriculation Certificate, 19
National Technical Honour Society, 27
New Student Orientation, 38
Non-Credit Course, 15
Official Registration and Course Membership, 24
Phi Theta Kappa Honour Society, 27
Placement Testing, 19

Prerequisites, 32
Programmes of Study, 14
Programme Offerings – Associate Degrees, 46
Programme Offerings – Certificate of Achievement, 97
Quality Points (Q.P.), 15
Refund Policy, 23
Registration Process, 21
Repeated Courses, 35
Reporting Revision of Grades, 29
Semester Honours, 25
Semester Hour/Registered Credit (Cr), 15
Student Advisors, 24
Student Class Attendance, 28
Student Records and Information –Confidentiality and Release, 35
Student Registration Assistance, 24
Student Rights and Responsibilities, 31
Student Success Centre, 38
Student Withdrawal, 35
Supplemental Examinations, 32
Terms and Definitions, 14
Transcripts, 27
Transfer of Credits - In, 27
Transfer of Credits - Out, 27
Tuition and Fees, 22
Virgin Gorda Centre, 13
Virgin Islands Studies
Certificate of Achievement, 118


HLSCC