

# Junior College Academic Bulletin



**ST. JOHN'S COLLEGE**

Men and Women for Others



**2011 - 2012**





# **St. John's College Junior College**

## **Academic Bulletin 2011 – 2012**

This Academic Bulletin contains information regarding admissions, curricula, related policies and procedures, graduation requirements, and fees. While every effort has been made to make the bulletin accurate as of the date of publication, St. John's College reserves the right to change policies or revise the information contained in this bulletin. All such changes will be effective at the time deemed appropriate by the proper institutional authorities and may apply to enrolled as well as prospective students.

The Dean is the official representative of the Junior College in all matters pertaining to the scholastic life of the student body.

The President of St. John's College has final authority in all matters pertaining to St. John's College. Regulations made by the President in addition to, in abrogation of, or in interpretation of the information contained in this Academic Bulletin have the same force as the information itself. In case of ambiguity, discrepancy, or disagreement, the regulations and requirements stated in this Academic Bulletin and any subsequent modifications or interpretations by the President of St. John's College will prevail.

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It is the student's responsibility to read this bulletin and the College website as well as College bulletin boards; to keep abreast of published changes to academic programs, policies, procedures, and regulations; and to be familiar with all the requirements for his/her degree program and to assume responsibility for meeting those requirements.

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## CHECKLIST FOR STUDENT SUCCESS

This checklist is your road map from the beginning of your journey until you leave SJCJC. It is designed to let you know what you've completed, and where you need to go next.

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**Orientation:** Participate! Orientation is a requirement for students beginning their first year at SJCJC. This program is designed to help you as a new college student explore advising services, majors, careers, personal learning styles, time management, and learn more about the mission of St. John's College and how to be a successful student. Familiarize yourself with the Academic Bulletin and the Student Handbook and refer to them often during the year.

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**First Week of Classes:** Be sure to attend all classes for which you are registered and get a course outline for each class. Read the course outline carefully and check with the instructor for clarification of any areas that are not clear. Evaluate your classes for the amount of reading, writing, and number/timing of papers and exams. This is also the week to add or drop classes. Check the dates and deadlines on the Academic Calendar and get it done! Make sure you obtain all your required textbooks.

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**Second Week of Classes: If you have not yet met your academic advisor, find out where his or her office is and introduce yourself and discuss your academic and personal goals.**

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**Third week of Classes:** If you haven't yet reviewed the Academic Calendar and the Student Services Calendar make sure you do so. Make a commitment to finding out more about events and activities that interest you.

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**Remainder of September:** Make sure you are attending all classes in which you are enrolled. Read the Class Attendance Policy and make sure you are in compliance. Visit the Office of Advancement and Alumni Relations to find out how you can prepare for the day you become a member of the Alumni Association.

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**October:** The halfway point of the semester or term falls in October. Review your class schedule and plan study time for any exams that may be scheduled. Check with your instructors to ensure that you are making satisfactory progress in each class. If your mid-semester/mid-term grades aren't as stellar as you would like them to be, check with your instructors for advice on improving. Discuss your progress with your academic advisor.

- ☐ **November:** Check the Academic Calendar for dates for registering for classes for the second semester or term. Make sure you consult with your academic advisor about your course choices. Remember to participate in community service in observance of St. John Berchmans Feast Day. Take part in activities to mark Jesuit Identity Month. Start scheduling study time for final exams next month. Visit the Student Services Office, the College Library and the Counselling Centre for information about scholarship opportunities available after graduation.
- ☐ **December:** Don't miss the last day to withdraw from classes without academic penalty. Make sure you put your best effort into your final exams. Evaluate the classes for which you have registered for second semester or term for the amount of reading, writing, and number/timing of papers and exams. Make sure you buy your textbooks early. Pick up your grade report from the Office of the Registrar. Enjoy the Christmas holidays!
- ☐ **January:** New semester and term begin. During the first week of classes add or drop courses if you need to. Discuss any changes and concerns with your academic advisor.
- ☐ **February:** Check important deadlines on the Academic Calendar. The halfway point of the second semester and term falls in February. Review your class schedule and plan study time for any exams that may be scheduled. Check with your instructors to ensure that you are making satisfactory progress in each class. If your mid-semester/mid-term grades need strengthening, check with your instructors for advice on improving. Discuss your progress with your academic advisor.
- ☐ **April:** Do not lose your momentum. Make sure all your work is up to date before final exams in May. If you are taking accelerated classes, don't miss the last day to withdraw from class without academic penalty.
- ☐ **Remainder of semester or term:** Attend all classes, be punctual and complete and submit all assignments on time.

## ABOUT ST. JOHN'S COLLEGE JUNIOR COLLEGE

### SJCJC FACTS AND STATS

- Founded in 1952 as St. John's College Sixth Form
- Catholic, Jesuit, Belizean
- Constitutes one of three academic divisions of St. John's College
- Strong tradition of excellence and service
- Formally changed from Sixth Form to Junior College in 1996
- Student body 2010-2011
  - » Total enrolment: 1539
    - ◇ Female: 60%
    - ◇ Male: 40%
    - ◇ Full-time: 65%
    - ◇ Part-Time: 35%
- Faculty 2010-2011
  - » Full-time: 47
    - ◇ Qualifications:
      - Master's: 30
      - Bachelor's: 16
- Academic Program Areas
  - » Associate in Arts Degrees
    - ◇ Humanities: 8
    - ◇ General Studies: 12
  - » Associate in Science Degrees
    - ◇ Business and Management: 10
    - ◇ Computer Science: 3
    - ◇ General Studies: 4
    - ◇ Natural Science and Mathematics: 6
    - ◇ Social Science: 2
  - » Associate in Individualized Study Degree
    - ◇ Individualized Studies: 1
  - » Certificates: 14



## OVERVIEW OF DEGREES AND CERTIFICATES

### ASSOCIATE IN ARTS DEGREE

- » Humanities
  - ◇ Commercial Arts
  - ◇ Early Childhood Education
  - ◇ Fine Arts
  - ◇ History and Economics
  - ◇ Literature and History
  - ◇ Primary Education
  - ◇ Psychology and Sociology
  - ◇ Sociology and Economics
- » General Studies with no major
- » General Studies with major in either Accounting, Economics, Environmental Studies, Graphic Design, History, Human Resource Management, Literature, Psychology, Sociology, Tourism, or Tourism Management

### ASSOCIATE IN SCIENCE DEGREE

- » Business and Management
  - ◇ Business Administration with no major
  - ◇ Business Administration with major in either Accounting, Economics or Tourism
  - ◇ Business Management with no major
  - ◇ Business Management with major in either Accounting, Finance, Graphic Design, Human Resource Management
  - ◇ Management Information Systems
  - ◇ Tourism and Hospitality Management
- » Computer Science
  - ◇ Computer Information Systems
  - ◇ Computer Networking
  - ◇ Computer Science and Mathematics
- » General Studies
  - ◇ General Studies with major in either Computer Networking, Biology, Chemistry, or Mathematics
- » Natural Science and Mathematics
  - ◇ Biology and Chemistry
  - ◇ Biology and Chemistry with Mathematics
  - ◇ Chemistry and Mathematics
  - ◇ Environmental Science
  - ◇ Physics and Mathematics
  - ◇ Physics and Mathematics with Chemistry
- » Social Sciences
  - ◇ Criminal Justice
  - ◇ Social Work

## ASSOCIATE IN INDIVIDUALIZED STUDIES DEGREE

### CERTIFICATES

- |                         |                             |
|-------------------------|-----------------------------|
| ◇ Accounting            | ◇ Human Resource Management |
| ◇ Management            | ◇ Marketing                 |
| ◇ Christian Leadership  | ◇ Public Administration     |
| ◇ Environmental Studies | ◇ Religious Education       |
| ◇ Graphic Design        | ◇ Tourism Management        |

### BACHELOR'S DEGREES

#### by Regis University through the online Associate's to Bachelor's Program

- |                                  |                             |
|----------------------------------|-----------------------------|
| ◇ Accounting                     | ◇ Computer Science          |
| ◇ Business Administration        | ◇ Criminology               |
| ◇ Business Technology Management | ◇ Finance                   |
| ◇ Communication                  | ◇ Human Resource Management |
| ◇ Computer Information Systems   | ◇ Marketing                 |
| ◇ Computer Networking            | ◇ Public Administration     |

### GRADUATE DEGREES

#### by Loyola University New Orleans through the LIMEX program

- ◇ Pastoral Studies
- ◇ Religious Education

## SJCJC – MILESTONES IN DEVELOPMENT

The timeline below shows significant milestones in the building of the rich heritage of St. John's College Junior College:

<b>1887 -</b>	Select school for boys established by Cassian Gillett, SJ
<b>1895 -</b>	School officially named St. John Berchmans College
<b>1896 -</b>	Moved into new building near Holy Redeemer Cathedral; 94 boys enrolled, including 17 from neighboring countries
<b>1917 -</b>	Built spacious new facilities at Loyola Park
<b>1921 -</b>	Outbreak of Yellow Fever at Loyola Park; college closed by health authorities; boarding students quarantined at Moho Caye and Sargent's Caye; 2 students and 2 faculty died
<b>1931 -</b>	Loyola Park destroyed by hurricane; 11 Jesuits and 20 students died; St. John's College reopened for classes on the Holy Redeemer compound with an enrolment of 31 students
<b>1952 -</b>	Built new facilities on reclaimed mangrove swamp at Landivar; high school enrolment of 300; established Sixth Form, under the direction of Robert Raszkowski, SJ, with an enrolment of 3 students
<b>1954 -</b>	Established the St. John's College Teachers College at Landivar, under the direction of Clement Andlauer, SJ, with an enrolment of 6 students
<b>1956 -</b>	Fordyce Memorial Chapel built
<b>1958 -</b>	Landivar Gymnasium built
<b>Mid 1960s -</b>	Sixth Form program merged with the Sixth Form run by the Sisters of Mercy; scope of studies broadened to meet the requirements of the Associate Degree awarded by junior and community colleges in the United States
<b>1964 -</b>	Yorke and Zinkle Halls dedicated for Sixth Form
<b>1965 -</b>	St. John's College Teachers College merged with St. George's Teacher Training College to become the Belize Teachers College
<b>1966 -</b>	Sixth Form started offering Associate Degrees



<b>1969 -</b>	St. John's College becomes a member of the American Association of Junior Colleges
<b>1970 -</b>	Sixth Form Evening Program established, offering a Diploma in Secretarial Science and Business; program discontinued after less than a decade
<b>1971 -</b>	Signa Yorke first Belizean, first lay, first woman Dean of Sixth Form
<b>1981 -</b>	Science Building constructed, housing science labs and classrooms shared by High School and Sixth Form
<b>1990 -</b>	Sixth Form Evening Studies program re-established, offering Associate Degree in Business
<b>1992 -</b>	Weber and Raszkowski Halls built for Sixth Form
<b>1996 -</b>	Sixth Form officially became a Junior College
<b>2000 -</b>	Charles T. Hunter Commission for Social Outreach and National Center for Art Education and Cultural Understanding both established
<b>2001 -</b>	Belizean Studies Resource Center established
<b>2002 -</b>	Loyola Institute of Ministry Extension (LIMEX) Program, under the direction of Maggie Cooper, SCN, offered graduate and certificate programs in Religious Education and Pastoral Studies to inaugural cohort of 26 men and women
<b>2005 -</b>	Centre for Business and Career Development established
<b>2006 -</b>	School of Professional Studies officially founded, incorporating the Evening Studies Program
<b>2008 -</b>	Day program of the Junior College formally reorganized into School of Liberal Arts; Science Labs built for High School, and Science Building dedicated exclusively for Junior College use
<b>2009 -</b>	Fordyce Memorial Chapel renovated and rededicated; two Commencement Exercises held for Junior College, one in June and one in October
<b>2011-</b>	Junior College reconsolidated into one academic division, serving both traditional and non-traditional students; Charles T. Hunter Commission for Social Outreach and Centre for Business and Career Development closed

## JESUIT EDUCATION

As a Catholic school in the Jesuit tradition, St. John's College recognizes that an institution of higher education provides its greatest service when it promotes academic excellence on all levels. This practical esteem for the intellectual life has characterized Jesuit higher education from its beginnings. But the reshaping of the contemporary world according to the justice, peace, and love preached by Christ and cherished by the Church has prompted a new understanding of Jesuit humanism, one that integrates academic excellence with social responsibility. These two goals must be in harmony in any Jesuit school and are lived out through five major characteristics that distinguish Jesuit Education.

- **Dedication to Human Dignity from a Catholic/Jesuit Faith Perspective:** Ignatian spirituality, the foundation of all Jesuit endeavors, views men and women as created in love and created to reflect the wisdom and goodness of God. Jesuit schools believe that their colleagues from other religious and faith traditions share this dedication to human dignity.
- **Reverence for and an Ongoing Reflection on Human Experience:** The Jesuit school must be a place of intellectual honesty, pluralism, and mutual respect where inquiry and open discussion characterize the environment of teaching, research, and professional development. The idea of reverence was a pivotal one for St. Ignatius Loyola. For him, reverence was first an attitude of regard before the majesty of God, but it was also a regard for all that God had created as both a gift from God and a way into God's presence.
- **Creative Companionship with Colleagues:** The Jesuit school is committed to creating a community of dialogue and service. Dialogue is the mutual investment in learning through listening, through honest exchange, and through a desire to come to a new level of understanding and appreciation. Service signifies a mutual willingness among faculty, staff, and administration to enhance the entire environment of learning and service that should exist within the Jesuit school community and between it and the world outside its boundaries.
- **Focused Care for Students:** At the heart of the Jesuit educational ideal is "cura personalis" - a communal care for the integral development of the men and women who have chosen to come for instruction, guidance, and friendship. Everyone involved in Jesuit higher education - faculty, staff, administration, and board member - plays a role in student development.
- **Well-Educated Justice and Solidarity:** Justice looks first to the justice that is God's saving action for men and women. Catholic social justice centers on the establishment of the Kingdom of God within the hearts of men and women and then within their societies. Solidarity with the rest of the human race means the practical awareness that only by working together can the human family meet effectively the challenges of worldwide hunger, ignorance, disease, and violence. But solidarity also means the extending of care to those close at hand who have been ignored or abandoned within our society. Solidarity also means a commitment to change the economic, political, and social structures that enslave, dehumanize, and destroy human life and dignity.

## MISSION OF ST. JOHN'S COLLEGE

### BY-LAWS OF ST. JOHN'S COLLEGE

#### Preamble

The primary purpose of St. John's College is to aid personal growth through education. St. John's College is a community of persons, students, administrators, faculty and staff, all brothers and sisters before God. Each member of this community should show concern for the others' personal development, encouraging, stimulating, guiding and supporting one another so that each utilizes his/her talents and realizes his/her destiny as a free, creative, self-disciplined and responsible human being.

While every member of the community is important, the primary emphasis, as in all schools, is on the development of the students. St. John's College is privileged to share with the parents and guardians the task of helping Belizeans attain a healthy maturity as integrated persons, Christian in their values and their vision of reality. Within the scope of its resources, it hopes to provide learning experiences which will encourage each person to develop, in an integrated way, all his/her faculties and talents -- for his/her own self-worth and to be of greater service to his/her family, the Diocese of Belize City and Belmopan, the Christian community at large, Belize and the World. The College fulfills its purpose by means appropriate to a school: personal witness, teaching and research, by the discovery, preservation and communication of knowledge and truth.

St. John's College affirms its commitment to the vision and values of the Roman Catholic Church and of the Society of Jesus, by whose members it was founded. It affirms its dedication to the people of Belize, and strives to encourage a deeper understanding of and respect for their history and culture. And finally, it strives to broaden our vision and concern to include all our brothers and sisters around the world, especially those who are poor and struggling to find that freedom in Christ which alone can bring peace to the human heart.

### **JUNIOR COLLEGE MISSION STATEMENT**

St. John's College Junior College is a Belizean, Catholic, tertiary institution in the Jesuit Tradition. Through its commitment to God, academic excellence, humanity and service, St. John's College Junior College aims to foster an atmosphere of respect, growth, and spiritual awareness that will promote the development of multifaceted individuals who love and care for themselves and others, their environment and their community. St. John's College Junior College offers to traditional and non-traditional students an education that challenges the intellect and fosters the development of men and women in the service of others.



## ETHOS STATEMENT: ST. JOHN'S COLLEGE

Choosing to come to St. John's College is making a choice to join a distinctive community. As a Jesuit and Catholic institution, St. John's College places special emphasis on the dignity and worth of every person and the love of truth. Membership in this community carries with it high expectations regarding the ways in which each person will act both within and beyond the Landivar campus. All members of the St. John's College community are expected to honor the following commitments in all their actions:

- A commitment to the highest standards of honesty and personal integrity both inside and outside of the classroom.
- A commitment to treat others in a respectful manner, regardless of differences such as race, ethnicity, socio-economic standing, religion, gender, or sexual orientation.
- A commitment to open discourse and the free exchange of ideas.
- A commitment to mutual care and responsibility in all relationships.
- A commitment to an active concern for the safety, security, and well-being of each individual and of communal and College property.
- A commitment to serve society through education, the encouraging of faith, and the promotion of justice in order to achieve the common good.

## INSTITUTIONAL STUDENT LEARNING OUTCOMES

All academic and co-curricular programs of St. John's College Junior College are designed, implemented and assessed to foster the development of the following knowledge, skills and values in students:

- **Speaking and Writing Skills** - Graduates will use appropriate verbal, visual, nonverbal, written, symbolic, graphical and numeric forms to convey critical and creative thinking in academic, work, family and community settings, for expository, narrative and persuasive purposes.
- **Quantitative Skills** - Graduates will use concepts of quantity and space and associated reasoning methods to interpret, analyze and explain issues in quantitative terms.
- **Comprehension Skills** - Graduates will attend to, receive, interpret and respond appropriately to verbal, visual, nonverbal, written, symbolic, graphical and numeric forms in academic, work, family and community settings for literal, inferential, insightful and critical comprehension.
- **Critical Thinking and Problem Solving** - graduates will use comprehension and quantitative skills in new situations to analyze problems, conceptualize theses, develop arguments, gather and weigh evidence, derive conclusions and solutions and evaluate consequences.
- **Information and Technological Literacy** - Graduates will access and process information from multiple sources using appropriate information technology applications. Graduates will demonstrate the computer skills necessary to achieve professional, educational, and personal objectives in a dynamic, technologically progressing society.
- **Personal and Interpersonal Skills** - Graduates will exhibit sense of purpose, lifelong learning, integrity, diligence, perseverance, teamwork, and respect for diverse peoples and cultures. Graduates will apply self-assessment, reflection and improvement strategies to their physical, emotional, intellectual, social and physical well-being.
- **Aesthetic Sensitivity** - Graduates will produce, respond to, value and enjoy forms of artistic expression.
- **Spiritual Integrity** - Graduates will search for truth, have a clear sense of their own spiritual values, and evaluate the significance of faith traditions and spiritual formation in decisions. Graduates will possess high ideals and goals that motivate their actions so that they are seen to be persons whose presence in this world reflects the love of God for mankind.
- **Ethics** - Graduates will demonstrate the ability to make ethical and moral decisions and will be able to articulate and practice right conduct and understand the impact of their behavior on others. Graduates will be able to act in accordance with the principles of honesty, fairness, objectivity, responsibility, respect, and compassion and apply these values to decision-making.

- **Citizenship, Leadership and Commitment to Justice** - Graduates will demonstrate responsibilities of living in community with others and the natural environment. Graduates will be informed, ethical participants in the wider community, Belize, the region and the world. Graduates will be positive change agents both alone and in cooperation with others towards creating a more just world.
- **Disciplinary Grounding** - Graduates will demonstrate a solid grounding in discipline-specific knowledge with understanding, skills and habits of mind in their chosen field of study.

## ACCREDITATION AND AFFILIATIONS

On August 9 1966 the Government of Belize, through Cabinet action, approved the Associate Degree awarded by St. John's College, and made the approval retroactive to June 1966 to include the first class that was awarded the degree. In 1969 St. John's College was granted membership in the American Association of Junior Colleges. The college is now a member of the Association of Tertiary Level Institutions of Belize (ATLIB), the Association of Caribbean Tertiary Institutions (ACTI), the Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE), the American Association of Community Colleges (AACC), and the Consortium for Belize Educational Cooperation (COBEC), an association founded in the 1980s to form linkages between Belizean and US colleges and universities to strengthen and expand capabilities in higher education in Belize. The college is also affiliated with the Association of Jesuit Colleges and Universities (AJCU) in the United States. Both the Primary Education and the Early Childhood Education Programs are recognized by the Joint Board of Teacher Education (JBTE) and endorsed by the Belize Board of Teacher Education (BBTE).

## ALUMNI RELATIONS

Upon being admitted to St. John's College Junior College, each student is considered an "alumnus or alumna in training" and is eligible for future membership in the St. John's College Alumni Association and can look forward to formal induction at the time of graduation. Students may view the work of the Alumni Association with the expectation and pride that they too will become members and, in preparation for membership, are invited to visit the Office of Advancement and Alumni Relations to learn more about the work of alumni which enables the College to fulfill its mission while providing opportunities for networking, service, and professional development. They may also volunteer to assist in planning special events and class reunions, publicizing the programs and mission of the College, and supporting fundraising activities and capital drives.





## **GENERAL INFORMATION**

### **ADMISSION**

St. John's College Junior College is interested in candidates who have earned diplomas from recognized four-year secondary schools or have earned equivalent certification and who give evidence of capacity for continued growth, sensitivity to the moral and spiritual dimensions of life, and willingness to undertake rigorous academic work and personal development activities at the tertiary level. In addition, St. John's College Junior College seeks to enrol students who will uphold the ideals which the College values and become fully involved in the College community, contributing to the intellectual growth of this community while pursuing their own personal growth and development. St. John's College Junior College welcomes applications from men and women of character, ability, and motivation and offers admission to students without prejudice to race, gender, religion, or socioeconomic status. The admissions policy of St. John's College Junior College gives fair educational opportunity in accordance with the Constitution of Belize prohibiting discrimination on grounds of sex, race, place of origin, political opinions, color, or creed.

### **ADMISSION AS A TRANSFER STUDENT**

Students who are in good standing at another post-secondary institution within or outside of Belize may be admitted to SJJC as transfer students if they present evidence of satisfactory academic performance, i.e., a cumulative grade point average of at least 2.00.

Transfer credits will only be considered for courses in which grades of C or better were obtained. Not more than thirty (30) credit hours toward the SJC degree will be allowed for work done at another junior college, college or university. Courses completed ten (10) or more years before the date of application cannot be transferred. Students transferring into any degree or certificate program at St. John's College are warned that a course with the same name from another institution is not automatically transferable. The Office of Academic Affairs in consultation with the Office of the Registrar will review the respective course descriptions, course objectives and course content to determine course equivalency and transferability.

Students who are enrolled at St. John's College Junior College as transient students and who wish to transfer to a degree or certificate program must do so before completing 15 credit hours of work as a transient.

### **ADMISSION AS A TRANSIENT STUDENT**

Any person who has earned a high school diploma or GED and is not currently enrolled in a degree or certificate program at St. John's College may apply as a transient student. The application must be approved by the Dean.

The applicant may be enrolled at a post-secondary institution and seeking to earn credits at St. John's College to transfer to that institution, OR may be seeking to enroll in courses at St. John's College for personal satisfaction.

A transient student is limited to taking 12 credit hours of classes per semester or term, or 4 non-credit courses, or any combination that does not exceed 12 credit hours or 4 courses per semester or term.

Transient students who wish to matriculate into a degree program must apply to do so before earning 13 credits. The 12-hour credit limit shall include all credit hours attempted by the student. If a student fails a class, those hours will be included in the 12-credit hour limit. Acceptance to a degree or certificate program is not guaranteed and the applicant must follow the regular procedures for application to degree or certificate programs.

A transient student cannot transfer credits above the 12-credit hour limit to a degree program.

Students who have been denied admission to the College cannot enroll as transient students without the permission of Dean. A transient student's registration will be withdrawn if it is discovered subsequently that he or she has been denied formal admission and is enrolled without the permission of the Dean.

### **ADMISSION AS A MATURE STUDENT**

Any person 21 years of age or older who has not fulfilled the normal criteria for admission to a degree program may be considered for admission to St. John's College Junior College with mature student status. The applicant must meet one of the following criteria for consideration:

- a. is a high school graduate who does not meet the CXC subject requirements for admission;
- b. has not earned a high school diploma or equivalent certification but has achieved grades 1 - 3 on three (3) CXC examinations at the General Proficiency level (including Math and English) OR grades A - C on three (3) GCE O'Level examinations (including Math and English) OR three RSA (3) passes at the Intermediate or Advanced Levels (including Math and English);
- c. has earned a GED certificate;
- d. has earned a First Class Teacher certificate;
- e. has at least three (3) years of work experience and has completed a certificate program at a post-secondary institution and earned a grade of C or better on every course completed;
- f. has completed an adult and continuing education program and earned a cumulative C average or 2.00 GPA and has at least three (3) years of work experience.

Applicants considered for admission with mature student status will be required to attend an interview with the Admissions Committee.

## **ADMISSION OF APPLICANTS WITH CRIMINAL HISTORY**

All applications for admission include the question about whether or not the applicant has ever been in trouble with the law. If the applicant answers “yes” to this question, then he/she will receive via mail a letter from the Office of Admissions and Enrolment with the appropriate forms to complete and return along with required documentation.

This information is requested to better inform the College of the nature of the applicant’s involvement with infractions of the law and consequently whether an applicant poses any risk to the school community. An applicant may be denied admission to the College if the review indicates a potential threat to persons or property of the school community.

## **APPLICATION PROCEDURES**

Application forms for degree and certificate programs are available from Junior College offices, high school principals, school managements, district education centers, the Belize National Teachers’ Union Branch office and the St. John’s College website at [www.sjc.edu.bz](http://www.sjc.edu.bz).

### **To apply for admission students must do the following:**

#### **a. Applicants to degree programs**

- i. Obtain and complete an SJCJC application form.
- ii. Sign and date the completed application form, including the required personal statement and copy of birth certificate, and return it to the Finance Office along with results of or evidence of registration for CXC General Proficiency Exams in Mathematics and English and any other subject area which the applicant wishes to pursue at the junior college.
- iii. Pay the non-refundable application fee. The application and fee must be received by the deadline listed on the application. Applications will not be accepted without the application fee, and applications submitted after the deadline will be subject to a late fee.
- iv. Request that an official transcript of grades from all secondary and/or post-secondary schools attended be sent to the Office of Admissions and Enrolment at St. John’s College Junior College.
- v. Request that recommendation forms be completed by recommenders and sent directly to the Office of Admissions and Enrolment at St. John’s College Junior College. The required recommendations are:
  - Secondary school applicants – one from the school principal and one from a secondary school teacher who taught a subject area in which the applicant wishes to enrol at the Junior College .
  - Employed applicants – one from the employer and one from an educator at the applicant’s secondary school
  - Other applicants – any combination of two from educators from any secondary or post-secondary school attended or from former employers

#### **b. Transfer applicants**

- i. In addition to the above, transfer applicants must submit course outlines or course syllabi for each course to be considered for transfer
- ii. The transfer applicant must request that a testimony of good standing be sent to the Office of Admissions and Enrolment at St. John’s College Junior College by the appropriate official of the Junior College, College, or University from which the student withdrew.

**c. Applicants to certificate programs**

- i. Obtain and complete an SJCJC Certificate Application form.
- ii. Sign and date the completed application form and return it to the Finance Office along with a certified copy of the most recent academic diploma.
- iii. Pay the non-refundable application fee. The application and fee must be received by the deadline listed on the application. Applications will not be accepted without the application fee, and applications submitted after the deadline will be subject to a late fee.

**PROCESSING OF APPLICATIONS**

Applications for degree programs are reviewed for completeness by the Office of Admissions and Enrolment and complete applications (which contain transcripts, recommendations, personal statements, and all other required documentation) are passed to the Office of Academic Affairs for consideration by the Admissions Committee. Incomplete applications are not processed.

Completed applications (including transcripts and recommendation letters) are considered by the Admissions Committee in the following sequence:

- Step 1. Evaluation of transcript for general academic requirements
- Step 2. Review of recommendations and personal statement
  - » Once the applicant has met the minimum requirements set by the committee in steps 1 and 2 the application proceeds through to Steps 3, 4 and 5. Applicants who do not meet the minimum requirements will receive a letter indicating that their application has been denied.
- Step 3. Evaluation of the applicant's academic record for choice of major
- Step 4. Submission of acceptance recommendations to the Dean
- Step 5. Mailing of letters of response to applicants

**COMPLETING THE ADMISSIONS PROCESS**

Applicants who are accepted to St. John's College Junior College receive provisional acceptance only until they meet the obligations outlined below. Failure to fulfil these obligations may result in acceptance being revoked.

1. Sit the SJCJC Placement Exam as scheduled. Results of this exam are used to place students appropriately in Math, English, and Science courses. The Placement Exam identifies remedial and developmental needs as well as particular strengths and may be used as a basis for awarding advanced placement.
2. Complete and submit the Confirmation of Acceptance Form together with the Confirmation of Acceptance fee. The signed form and acceptance fee must be received by the deadline indicated on the form to secure admission.
3. Submit a certified copy of the high school diploma or equivalent certification before registration for classes. A Registration restriction may be issued for students who do not submit these documents.
4. Attend Orientation. A Registration restriction will be issued for students who do not attend and complete Orientation.
5. Register and enrol for the school semester or term for which acceptance was granted.
6. Submit a copy of CXC statement of results as soon as it is available.

## PLACEMENT EXAMINATION

The Junior College administers placement examinations to all incoming first-year students, who are all required to sit these examinations in English and Mathematics. Prospective Science majors also must sit a Science placement. The placement examinations assess students' competencies to ensure that students are placed in the appropriate courses that will supplement their academic achievement in high school and augment their academic skills in order to succeed in their Associate Degree programs.

## READMISSION

Students who are accepted to a degree program at St. John's College Junior College must enroll during the academic year for which they have been accepted. Enrolment is defined as registering for a minimum of one (1) course per semester or term.

Students who do not wish to enroll for any courses in a semester or term must file an official Leave of Absence request to maintain enrolment status. Any student who does not maintain enrolment status and wishes to re-enroll must apply for readmission, if he/she has been away for two consecutive semesters or three consecutive terms.

Students placed on academic dismissal are not eligible to apply for readmission to the Junior College until a minimum of two academic years have elapsed from the date of dismissal. Readmission after academic dismissal is not automatic and is at the discretion of the Dean.

Students seeking readmission must submit an official Readmission Form which may be obtained from the Office of the Registrar.

Readmitted students are governed by the academic requirements stated in the Academic Bulletin in effect at the time of re-entry. When a student is readmitted, credits for courses in which a grade of "C" or better was earned will be counted toward degree requirements but credits earned ten (10) or more academic years before the date of readmission will not be carried forward. Calculation of the readmitted student's grade point average will begin at the time readmission is gained.

Readmitted students who have been away from postsecondary education for five or more years may inquire at the Office of Academic Affairs about developmental courses which may be helpful for their re-entry.

## REGISTRATION

Registration for students who are accepted to St. John's College Junior College takes place each semester or term a few weeks before the start of classes on dates scheduled in the Academic Calendar. Each full-time student is assigned a faculty academic advisor who will assist him/her in selecting courses. Academic advisors make every attempt to give effective guidance on course selection and academic program requirements to students and to refer them to other College resources for help in other matters. However, the final responsibility for meeting all academic requirements and registering for the appropriate courses for a selected program rests with the student.



## **THE REGISTRATION PROCESS**

The registration process entails selecting courses, enrolling in those courses, and paying the relevant tuition and fees. Once courses are selected and students have signed up for a set of courses for the semester or term, a preliminary invoice will be issued and payment must be made at the designated bank within the time frame specified in the academic calendar. The registration process is complete only when all tuition and fees are paid.

Registration will be cancelled for those students who do not complete payment by the specified deadlines. When a student's registration is cancelled, the space provisionally reserved for him/her in the particular courses for which he/she had signed up will be made available to other students.

Once a student has completed the registration process, his or her name will be placed on the official class lists for the classes for which he or she registered. If a student's name does not appear on the official class list for a class he or she will not be allowed to enter that class.

## **TRANSIENT STUDENT REGISTRATION**

Transient students register on a space-available basis after degree-seeking students have registered. Registration for transient students is continuous beginning the day after registration is closed for degree-seeking students and continuing up to seven working days before the start of the class for which the transient student wishes to register. Transient students must pay in full for classes at least five working days before the start of these classes.

## **ADJUSTMENTS AFTER REGISTRATION**

The precise dates for registration are indicated in the Academic Calendar published by the Office of Academic Affairs and in the Announcement of Course Offerings each semester or term. At each registration period, registration procedures are published in the Announcement of Course Offerings. Each semester or term, allowance is made for the following adjustments after registration:

### **Adding Courses**

Any change in a student's course schedule after registration requires the recommendation of his/her academic advisor. The academic advisor must serve as signatory for any course(s) added to a student's schedule. Changing from one section of a course to another section of the same course involves dropping one course and adding another and requires permission from the course instructor(s) and the Associate Dean for Academic Affairs. Courses may only be added using the official Add/Drop Form and during the time period indicated in the Academic Calendar.

When a course is added during the official period allowed, the student's financial statement will be adjusted in the Finance Office to reflect the new credit load. The student is responsible for checking with the Finance Office for the adjusted financial statement.

## **Dropping Courses**

Students may drop courses from their schedules only during the time period indicated in the Academic Calendar. Dropping a course requires the approval of the student's academic advisor on the official Add/Drop Form.

When a course is dropped during the official period allowed, the student's financial statement will be adjusted in the Finance Office to reflect the new credit load. The student is responsible for checking with the Finance Office for the adjusted financial statement.

## **WITHDRAWING FROM COURSES**

A student may choose to withdraw from any course(s) in any given semester or term if the number of withdrawals in the particular semester or term does not exceed three (3), and if the number of withdrawals for the particular course does not exceed two (2). Withdrawing from a course requires the recommendation of the student's academic advisor and the signature of the course instructor. When a student withdraws from a course the instructor records a grade of either WP (Withdrawing while Passing) for withdrawal while doing passing work or WF (Withdrawing while Failing) for withdrawal while doing failing work. All withdrawals must be done on or before the official withdrawal deadline as indicated in the Academic Calendar.

Students are directed to the Refund Policy to determine any tuition refund applicable at the time of withdrawal.

Students who stop going to classes without officially withdrawing will be marked as absent and will receive grades of "F" for all assessments not turned in. This may result in a failing grade for the course.

## **CREDIT LOAD GUIDELINES**

The minimum number of credit hours required for full-time students is 15 credit hours per semester or term. As a general rule the credit load maximum per semester or term is:

- Full-time programs – 18 credit hours per semester or term
- Accelerated part-time programs – 15 credit hours per term

Zero-credit courses are counted as part of the course load for the semester or term. Any student who wishes to register for more than the maximum credit load must have the recommendation of his/her Academic Advisor, the approval of the Academic Chairperson or Program Coordinator, and the authorization of the Associate Dean for Academic Affairs. Generally students must have a minimum cumulative GPA of 3.00 to register for a credit load above the normal maximum. Exceptions may only be made with the recommendation of the Academic Advisor, the approval of the Academic Chairperson or Program Coordinator, and the authorization of the Associate Dean for Academic Affairs. The Credit Overload Request Form is available at the Office of the Registrar.

## **CREDIT HOUR LOAD FOR FULL-TIME TEACHERS ENROLLED IN THE JUNIOR COLLEGE**

Primary and Early Childhood teachers enrolled in the Primary Education and Early Childhood Education programs who have a full time teaching load will not be allowed to register for more than three courses at the Junior College during the months that primary schools are open. An exception to this policy may only be considered by the Academic Chair or Program Coordinator if at least one of the following conditions exists:

- a. The student has a cumulative GPA of 3.00 or above
- b. The student has a cumulative GPA of 2.50 or above and requires the additional course for program completion within six months of the start of the semester/term in which the exception is requested.
- c. One of the courses is Teaching Practicum I (EDU 290 or ECE 282).

Under no circumstances will a student who is a full-time teacher be allowed to register for more than four courses in a semester or term in which primary schools are open.

This regulation does not apply when the courses occur during the months of July and August.

## **CLASSIFICATION OF STUDENTS**

When a student registers for classes he/she is classified as either a full-time or a part-time student for that semester or term.

A Full-time Student has applied for and has been accepted to an Associate Degree Program at St. John's College Junior College. He/she enrolls in fifteen (15) or more credits of program requirements during the semester or term.

A Part-time Student has applied for and has been accepted to an Associate Degree or Certificate program at St. John's College Junior College. He/she enrolls in fourteen (14) or fewer credits of program requirements during the semester or term.

Admitted students are also classified as First Year or Second Year according to the number of credits earned. This classification is:

- 0 – 30 credits                      First Year
- 31 or more credits                Second Year

## **DUAL ENROLLMENT**

A student who is enrolled in an associate degree program in the Junior College may request permission to also register for courses in another post-secondary institution. Such permission must be obtained from the Associate Dean for Academic Affairs and must be sought each applicable semester or term.

Credits earned through dual enrolment will be counted as transfer credit and considered in accordance with the Transfer Credit Policy.

## **CREDIT BY EXAMINATION**

Enrolled students may obtain credit by examination in a course in which they have had no class attendance or term standing and which they have not previously audited; applications for credit by examination must be made at the time of registration and require the permission of the Dean. Approval for credit by examination will be based on evidence of prior achievement, the nature of the course and the number of transfer credits already earned.

A student may be allowed to undertake credit by examination in no more than four courses. Credits earned are classed as “transfer” and are subject to the transfer credit policy. Credit is awarded primarily in the introductory level classes in mathematics; natural, physical, and social sciences; computer studies and the liberal arts.

Students take examinations constructed and approved by a department or by its approved designee in specified subject areas in which they believe they have the necessary preparation. These exams are administered before or during the first three weeks of the semester or term.

A grade of not less than C on the examination is necessary in order to receive credit for the course. The results of the examination are reported to the Office of the Registrar. Examinations failed cannot be retaken and the grade assigned by the faculty member who scores the examination is final barring miscalculation.

## **CHANGE OF PROGRAM OR MAJOR**

In the event that a student wishes to change his/her program or major, he/she must do the following:

1. Obtain and complete the appropriate “Change of Program/Major” application from the Office of the Registrar.
2. Request approval signatures on the application form from the Academic Chair or Program Coordinator for the current Program/Major and the Program/Major in which enrollment is sought.
3. Request approval signature on the form from the Associate Dean for Academic Affairs.
4. Submit the completed form to the Office of the Registrar no later than the close of the last business day of the semester or term prior to desired enrollment in the new Program/Major.

Approved changes of Program/Major are implemented at the start of the semester or term following the application.

## **AUDITING COURSES**

Students who wish to audit a course must get permission from the course instructor and from the Associate Dean for Academic Affairs. Not all courses are open to auditors. Students auditing a course are not held responsible for the work expected of students who are taking the course for credit. Regular attendance at class is required and auditors are subject to being dropped from the course for excessive absences. Students will pay for the course at the regular tuition rates.

A student auditing a course who wishes to take the course for credit, or a student taking a course for credit who wishes to audit the course, must get permission from the course instructor and from the Associate Dean for Academic Affairs and request an Audit Switch at the Office of the Registrar during the Audit Switch period specified in the Academic Calendar.

## **DIRECTED STUDY**

Directed Study courses are custom-designed academic experiences which provide curricular enrichment and flexibility. Directed Study is a full semester or term course with varying credit. A maximum of six (6) credits for Directed Study may be earned toward a degree. No more than three (3) credits from a Directed Study may be earned in one semester.

Applications for Directed Study are approved by the Associate Dean for Academic Affairs. Once a Directed Study is approved, the student and supervising instructor must meet and arrange a specific program of study and regular one-on-one conference times.

Instructors are responsible for the academic soundness of Directed Study courses and so are limited in the number of Directed Study courses they may supervise in a given semester or term; In addition, not all courses (due to their nature and structure) can be offered using the Directed Study method.

A Directed Study will not be approved if the number of credits that the student has enrolled in will exceed the recommended credit load for that particular semester or term.

To be eligible for Directed Study, a student must be in good standing at St. John's College Junior College and must have:

- a. Earned a minimum cumulative grade point average of 2.50;
- b. Accumulated adequate background to support the area of desired independent study;
- c. Consulted with the potential supervising instructor and the Associate Dean for Academic Affairs for guidance;
- d. Submitted the required Directed Study application to the Associate Dean for Academic Affairs for approval.

Directed Study will be considered for eligible students for the following reason(s) only:

- a. Unavoidable clashes with major courses in a given semester or term;
- b. Related course not offered at the associate degree level;
- c. Research project for a student's own enrichment which is not otherwise offered;
- d. Course is being phased out and is required for graduation;
- e. Course is not offered in the subsequent semester or term and thus may delay graduation.

*Note: Meeting any one or more of the aforementioned criteria does not guarantee that a Directed Study will be approved. St. John's College reserves the right to refuse any request for a Directed Study.*

Application forms for Directed Study are available in the Office of the Registrar. Approved applications must be submitted to the Office of the Registrar no later than Tuesday of the first week of the semester or term.



## REPEATING COURSES

A student who fails to earn the minimum grade required for a course must repeat and pass the course. Students who receive an F grade in any General Core, Professional or Support Core course in any semester or term must repeat that course. Students who receive an F grade in any Elective course in any semester or term may retake that particular course or take another Elective course of the same or greater credit value as required by their program of study.

No single course may be attempted more than three (3) times. Course withdrawals will be counted toward the number of attempts allowed, while course drops will not.

Although all grades for courses, whether repeated or not, are included in the calculation of grade point averages, the credits earned in a repeated course will not be included in the total number of credits needed to meet graduation requirements. Courses for which students have earned C or above, if repeated, will not be counted towards the Associate Degree.

## WITHDRAWAL FROM SCHOOL

A withdrawal is a formal notification by a student of the decision not to continue at the Junior College. A student is considered in attendance until he/she has formally notified the Dean in writing of his/her decision to withdraw from the college. A student withdrawing from the Junior College during any semester or term or summer session before the final examinations forfeits credit for work done in that semester or term.

## LEAVE OF ABSENCE

Under certain conditions, students may request a leave of absence from the Dean.

1. Matriculated students who have completed a full semester or term at St. John's College, who have not been dismissed for academic or other reasons and must interrupt their education under specific circumstances, may apply for a leave of absence. This leave of absence will be in effect for no more than two (2) consecutive semesters or three (3) consecutive terms.
2. The leave of absence must be approved by the Dean in consultation with the Office of the Registrar, and will be granted for: military service; church, missionary or volunteer work through a recognized religious or volunteer organization; medical hardship; family hardship; participation in a college-approved study abroad program; participation in a reciprocal university program of study; or, at the recommendation of an academic department because a student must pursue required courses at another institution. A leave of absence is not granted when a student does not inform the Dean.
3. In all cases, documentation of any of the above is required to gain approval for a leave of absence and all undocumented reasons for withdrawing from the college will be considered an official withdrawal and not a leave of absence. After two (2) consecutive semesters or three (3) consecutive terms of non-enrollment, the leave of absence is automatically canceled and the college readmission policy becomes effective.
4. A completed "Leave of Absence" form requires a signature from the Dean. The Dean forwards the signed form to the Office of the Registrar along with documentation of the cause as described above. The student and the respective instructors will be notified of the action taken.

5. Students who have been granted an official leave of absence are not eligible to attend classes or participate in regular campus activities during the leave. In addition, all current financial and academic obligations and policies remain in effect for students who are granted a leave of absence.
6. Upon receipt of the completed "Leave of Absence" form from the Dean, the Registrar will administratively withdraw the student from all classes, note the leave of absence and the expected date of return on the academic record of the student, and record a leave of absence code in the computer system.
7. This reporting of the leave of absence, in and of itself, does not mean the student will be given any special consideration by any entities. The specific requirements by which the student agreed to abide at the time any financial aid was accepted will remain in effect.
8. The official date of the leave of absence will be recorded as the day the completed form, with the required documentation attached, is received by the Office of the Registrar.

## ADMINISTRATIVE WITHDRAWAL

Administrative withdrawal refers to the involuntary withdrawing of students from enrollment in classes due to reasons deemed good and sufficient by the College administration. An administrative withdrawal from courses or from the College may occur at any time during the semester or term. Although students are responsible for officially withdrawing from courses they plan to or have stopped attending, circumstances may arise where the school must exercise its right to administratively withdraw a student from courses or from the College. Reasons for such a decision include, but are not limited to, the following:

- Instances when the school deems it necessary to protect the health or safety of the student and/or others or the integrity of the learning environment. This may include, but not be limited to, situations such as suicidal threats, self-injurious behavior, threats of bodily harm to or damage to the property of another person, and disruption to the normal operations and activities of the school, its students, faculty, or staff;
- Inability to attend due to such occurrences as catastrophes, illness, accident or incarceration;
- Registering for courses for which the prerequisites have not been completed;
- Failure to adhere to conditions or restrictions on registration due to unacceptable academic performance;
- Registering for a credit overload without the documented authorization of the Associate Dean for Academic Affairs;
- To correct administrative/clerical student record errors;
- To close a deceased student's file;
- Excessive absences.

In all instances administrative withdrawals are initiated by the Associate Dean for Academic Affairs after consultation with instructors and the Associate Dean for Student Services. The student will be notified in writing of the administrative withdrawal and the reasons, and within five calendar days of this notification, the student may petition in writing to the Dean for reinstatement. Within five working days of receiving the written petition, the Dean will respond to the petition in writing, either confirming the withdrawal or reinstating the student. The student may appeal the decision of the Dean by filing a written petition for review to the President within three working days of the notification of the Dean's decision. The President issues a final determination in writing.

A grade of "AWF" or "AWP" will be recorded for students who are withdrawn administratively, indicating passing or failing status at the time of withdrawal.

The student who is administratively withdrawn from a course or from the College remains responsible for any financial obligations to the College and for any academic consequences of administrative withdrawal.

## **TRANSFER CREDIT POLICY**

Transfer credits will only be considered for courses in which grades of C or better were obtained. Not more than thirty (30) credit hours toward the SJCJC degree will be allowed for work done at another post-secondary institution. Courses completed ten (10) or more years before the date of admission cannot be transferred. Students transferring into any degree or certificate program at St. John's College Junior College are cautioned that a course with the same name from another institution is not automatically transferable. The Office of Academic Affairs in consultation with the Office of the Registrar will review the respective course descriptions, course objectives and course content to determine course equivalency and transferability.

## **TRANSFER FROM ANOTHER POST-SECONDARY INSTITUTION**

A student in good academic standing with a minimum GPA of 2.00 at another post-secondary institution may seek transfer into St. John's College Junior College. The student must first apply and gain acceptance into a program of studies. All transcripts from previous post-secondary institutions, along with official course outlines for all courses taken, must be presented at the time of application. A maximum of thirty (30) credits may be transferred towards the SJCJC degree.

## **FORGIVENESS POLICY**

A forgiveness policy for students returning to complete an associate degree program makes it possible for a former student whose previous academic performance at the Junior College was below standard to complete his/her studies without the encumbrance of those poor grades.

To qualify for forgiveness of previous grades, associate degree candidates who have been readmitted must meet the following conditions:

- a. Former students must have been absent from the Junior College for at least two (2) academic years from the date the last grades were assigned.
- b. Students must submit the completed Academic Forgiveness Application to the Dean at least one (1) week before the registration period for the first semester or term of re-enrollment.

Conditions for academic forgiveness include the following:

- a. All approved applicants will be provisionally readmitted on academic probation.
- b. Final approval for academic forgiveness is granted after the first semester/term of readmission.
- c. After the review of performance during the probationary semester/term, the Dean will notify the Registrar whether or not the student's academic record should be modified.

- d. The student's academic record will reflect all courses attempted at St. John's College Junior College.
- e. Qualifying credits, i.e., those that are consistent with program requirements, are brought forward and are included in the calculation of the cumulative grade point average.
- f. The student is eligible for Dean's List or Honor Roll each semester or term but not at the completion of the program.
- g. Academic forgiveness will be granted only once in a student's Junior College career.

## OFFICIAL TRANSCRIPTS

The transcript is the official documentation of a student's academic record. Every attempt is therefore made to ensure the security and validity of the document. Official transcripts are issued in a sealed envelope and bear the official seal of St. John's College along with the date of issue and the signature of the Registrar. Transcripts are issued by the Office of the Registrar. Students requesting official transcripts from the Junior College should complete the transcript request form and submit it with the required fee to the Finance Office.

St. John's College Junior College will release its own transcripts only and not the transcripts supplied by other colleges in the case of transfer students.

All financial obligations to the College must be cleared before a transcript will be released. There are no exceptions to this policy.



## FINANCIAL INFORMATION

Tuition and fees alone do not cover the entire cost of educating a student at St. John's College. The difference is made up through support of donors, fundraising, and investments. To ensure that students are aware of both the obligation which they have to the school and the obligation which the school has to them, the following information is provided.

### TUITION AND FEES

The schedule of tuition and fees is subject to change annually and is published during the time of registration. The schedule may also be obtained from the College's Finance Office.

Tuition and fees are due at the time of registration. Payment must be made at any branch of Atlantic Bank or Belize Bank countrywide. Registration is not complete until full tuition and fees have been paid.

Full tuition and fees, or the first installment on the deferred payment plan or tuition and fees management system, must be made no later than the posted dates. **A late fee of \$50.00 is assessed for all late payments.**

Students who do not pay full tuition and fees or do not make appropriate arrangements by the dates indicated will have their registration cancelled and will be blocked from receiving transcripts of grades, copies of diplomas, letters of recommendations or credit at the SJC bookstore.

### REFUND POLICY

Students who drop or officially withdraw from classes are eligible for full or partial tuition refund once the drop or official withdrawal occurs by the deadlines published in the Academic Calendar.

During the semester or term, students who drop classes no later than the last day of the official Drop period set by the Office of the Registrar and published in the Academic Calendar will receive a full refund of tuition. Students who officially withdraw from classes before 25% of the scheduled class length has passed are refunded 1/3 tuition. No refunds are made after this time.

During the summer session, students who withdraw during the first week of classes are refunded 1/3 tuition. No refunds are made after the first week of classes.

Fees are not refundable.



## DEFERRED PAYMENT PLAN

For students who are unable to pay the full amount due at the time of registration, St. John's College offers a deferred payment plan which requires payment of 50% of the total charges at the time of registration. The remaining balance must be paid in no more than two installments due September 15 and October 15 for the first semester/term, and February 15 and March 15 for the second semester/term.

## TUITION AND FEES MANAGEMENT SYSTEM

For full-time students who meet the criteria of need and who wish to pay full semester or term costs on a monthly basis, the College also offers the Tuition and Fees Management System (TFMS). With this plan, tuition and fees can be paid in equal monthly payments running from August to December in the first semester/term, and January to April in the second semester/term. There is no TFMS for summer sessions or third term.

Students who wish to access the TFMS must have a current approved SJC Financial Aid Form on file at the Student Services Office at the time of registration.

## TUITION ASSISTANCE AND REIMBURSEMENT

Students whose employers or the Government of Belize or other sponsoring organizations have made arrangements with St. John's College Finance Office to pay tuition and fees or costs of books should bring a signed letter of commitment from the sponsor to the Finance Office no later than one business day before registration. If the sponsor's commitment does not provide for full payment, the student is required to appropriately settle the balance (either by paying the balance or using the Deferred Payment Plan). All students who receive a scholarship after having paid the College at the time of registration will be reimbursed in full upon the College being in receipt of the funds from the scholarship sponsor.

## FINANCIAL AID AND SCHOLARSHIPS

Students receiving financial assistance from St. John's College must consult with the Associate Dean for Student Services to verify their financial assistance package. Students must have a current approved SJC Financial Aid commitment on file at the time of registration before any financial assistance can be applied to the payment of tuition and fees.

The Government of Belize pays the tuition for all full-time Second Year students at the Junior College as long as they maintain a GPA of 2.50 or higher per semester/term. Students are responsible for payment of all user fees and costs of books.

Full-time First Year students who passed six or more CSEC examinations, including English A, receive a tuition scholarship from the Government of Belize as long as they maintain a GPA of 2.50 or higher per semester/term. Students are responsible for all user fees and costs of books.

## **ST. JOHN'S COLLEGE FINANCIAL AID PROGRAM**

In the provision of financial aid to students, St. John's College is guided by the belief that the responsibility of financing an education rests primarily with the student and his or her family. Appreciating, however, that the cost of education is beyond the reach of some students and their families, St. John's College is committed to assisting students and families who demonstrate a measurable level of financial need, but who are also willing to assume as much responsibility for tuition and fees as they are able.

The purpose of the College financial aid program, therefore, is to supplement the student or family contributions, not to replace them. Because financial aid funds, which come entirely from the generosity of individuals who support the mission of the College, are limited, the College seeks to distribute these funds in the fairest way possible.

Financial aid to students will include any combination of tuition, fees, and books. Generally, no student will receive 100% financial aid coverage in any of these areas.

Applications for financial aid are available at the Student Services Office, while arrangements for tuition deferment plans may be made with the College Accountant in the College Finance Office.

### **Landivar Scholarships**

Students in the Junior College who benefit from College financial aid through Landivar Scholarships will be expected to maintain a minimum GPA of 2.50 every semester or term. These students will also be expected to meet a requirement for service to the College or community.

Application forms for Landivar Scholarships are available from the Student Services Office and must be submitted for each semester or term in which assistance is sought.

## **FUNDRAISING**

Government grants, tuition and fees are the main sources of income for the school, but these do not enable the school to meet all its expenses. Without further income St. John's College cannot provide all the programs essential for its mission such as the campus ministry and community service programs, nor can it maintain the sporting fields and other facilities available to the students and community; nor can it provide for the further training and development of its faculty, nor can it offer financial assistance to its students. Additional income is necessary for all these activities. Thus, fundraising is a necessary part of its operations.

The annual College fundraising efforts include a raffle. Each student is asked to make a contribution to the school's funds either by making a direct donation or by selling raffle books. These fundraising activities directly involve students, and all are expected to cooperate with these activities.

From time to time a class or group may undertake other fundraising activities for specific purposes or causes. These activities must have the prior approval of the Associate Dean for Student Services. Participation in these activities is voluntary.



## **ACADEMIC INFORMATION AND REGULATIONS**

### **ACADEMIC ADVISING**

Academic advising at the Junior College is intended to provide ongoing help in the transition from secondary to tertiary level and to help students stay on track in the program to which they have been admitted. Students are encouraged to study the academic programs to which they have been admitted and to thoroughly familiarize themselves with academic requirements and procedures.

Official academic advising begins during the registration and student orientation periods. Students are assigned advisors who explain the details of the programs of study, course sequences, and registration procedures. First Year students are assigned an advisor who is normally a faculty member from within the program to which he/she has been admitted. Each semester or term advisors help students to select courses that will lead to the fulfilment of requirements for the associate degree in each academic program.

Students are expected to confer with their advisors regularly during the semester or term. Mid-semester or mid-term reports are often distributed via the academic advisors, which gives advisors an opportunity to discuss academic performance and any problems students may be having. Advisors have access to the student's academic records in the Office of the Registrar and via the school's local area network and keep close watch over advisees' progress in order to assist them in making prudent judgements and to recommend measures (e.g. adjustment in their course load and course selection) which will help them to successfully complete their academic programs. In some cases if a student is not performing satisfactorily in his/her program of studies, an advisor may recommend a change in major to the Associate Dean for Academic Affairs.

At the time of registration, the advisors must approve each student's course selections for the semester or term by signing the registration form. Although advisors assist in drawing up class schedules and checking for completion of applicable General, Professional and Support Core requirements, it is the student, however, who has the final responsibility of fulfilling the academic requirements set forth in this bulletin and elsewhere in the College's publications and notices.

### **AVAILABILITY FOR ADVISING**

Within the first week of each semester or term, the Academic Chair or Program Coordinator of each department posts outside the department office a schedule of office hours of the full-time department members. A copy of this schedule is provided to the Dean, the Associate Dean for Academic Affairs and the Registrar. Students are encouraged to confer regularly with their instructors and/or academic advisors during their office hours.

## **CLASS ATTENDANCE**

The content of a course encompasses the development of knowledge, skills and attitudes through both assignments and face-to-face, in-class contact between teachers and students. A student who is excessively absent or late cannot, therefore, be considered to have adequately covered a course's content, even though he or she might have satisfactorily completed all assignments, unless compensatory work has been verifiably completed. The attendance policy at St. John's College is based on regular, punctual, and continual attendance at all lecture, laboratory, seminar and other class periods. Students are expected to attend all class sessions and complete all work assigned by the instructor.

Instructors will clearly articulate all regulations governing class attendance, punctuality, missed tests and assignments in writing in the course outline and verbally during the first class meeting of the semester or term. These regulations will be consistent with this attendance policy and will include an indication of the number of class sessions which corresponds to the percentages of contact hour absences delimited in this attendance policy. Instructors will maintain class attendance records for all classes.

## **DEFINITION OF LATENESS**

A student is late once the class has officially started. If a student fails to report to class at the beginning of the class period, he/she is late. A student who enters the class half an hour or more after the class session has begun is considered absent. Four lates constitute the equivalent of one absence.

## **WORK MISSED BECAUSE OF ABSENCE**

It is the student's responsibility to notify the instructor when an absence is necessary and to make arrangements for missed notes, assignments, and/or tests. These arrangements should be made prior to the absence when possible. If arrangements are not made prior to the absence, the student is responsible for meeting with the instructor upon returning to class to determine when missed assignments and/or tests can be completed.

No makeup assignments or exams will be given unless the absence was the result of an unavoidable serious accident, a death in the family, or a serious illness. Exceptional circumstances must be verified by an appropriate third party, such as a police report, a funeral notice, or a note from the student's doctor.

## **PENALTIES**

Once a student has been absent for 7% of the scheduled contact hours for the course he/she will be issued a written warning by the course instructor. A copy of this warning is submitted to the Associate Dean for Academic Affairs and placed on the student's file.



A student whose absences exceed 12% of all scheduled contact hours will not be permitted to return to class and will be referred immediately by the course instructor, using an "Excessive Absence" form, to the Associate Dean for Academic Affairs, who may take one of the following actions:

- a. Instruct the student to withdraw from the course by the end of the next working day. The grade of WP or WF, as recommended by the instructor to indicate passing or failing status, will be recorded. If the student does not withdraw from the course by the deadline given, the Associate Dean for Academic Affairs will effect an administrative withdrawal.
- b. Reinstate the student to the class on condition of the completion of a verifiable task, set by the course instructor, which compensates for the work missed. The student is required to sign an agreement that includes the terms and conditions under which reinstatement will happen. Any breach of the agreement may result in administrative withdrawal.

Withdrawal from a course and approval of reinstatement to a course will be communicated in writing to the student by the Associate Dean for Academic Affairs within three working days of the referral by the course instructor.

A student who fails to report to the Associate Dean for Academic Affairs within one day after being referred by the instructor will be administratively withdrawn from the class.

A student will be allowed only one instance of administrative withdrawal due to excessive absence.

## **REINSTATEMENT**

Reinstatement must take place within four working days of the student being referred to the Associate Dean for Academic Affairs in order to minimize gaps in class attendance. When the reinstatement is effected the Associate Dean for Academic Affairs will provide the student with a signed re-admittance slip to be handed to the course instructor, and will forward a copy of the re-admittance slip to the Office of the Registrar.

## **APPEAL PROCESS**

Students who are not reinstated to class by the Associate Dean for Academic Affairs may appeal the decision to the Dean. Appeals will generally only be considered in situations of extended illness or emergency. The appeal must be made in writing within two school days of the notification that reinstatement was denied.

Upon submission of an appeal to the Dean, the student will be allowed back in class until the final decision on the appeal is made.

If the Dean upholds a denial of reinstatement, the final appeal is to the President. The student must file a written petition for review within two working days of notification of the Dean's decision. The President will respond in writing to the appeal within two working days of receipt of the appeal. The decision of the President is final.

## EXAMINATIONS

Formal written, and in some cases, oral examinations are given in all courses at the end of each semester or term of the academic year. A mid-semester or mid-term examination may be given at the discretion of the instructor as part of a determination of a student's mid-semester or mid-term grade. All final examinations are given at times specified in the semester or term examination schedule. In exceptional circumstances, the Office of Academic Affairs may, with reasonable notice, change the scheduled and published date of an exam.

If an instructor elects to give a take-home exam, those exams should be due no earlier than the scheduled day and time for the final exam.

Classes are expected to use the scheduled time for the administration of the exam. Permission to change a final examination time from the officially scheduled time must in every case be obtained from the Associate Dean for Academic Affairs.

Individual students who are scheduled to take more than two examinations on any day may petition the Associate Dean for Academic Affairs for rescheduling. These rescheduled finals must be held during the final examination period.

Due to the need for uninterrupted concentration time by instructors and students, and the varied times classrooms are occupied during finals, no college facilities will be reserved during final exams for non-academic activities which have the potential for disruption.

Students and instructors are expected to strictly adhere to the rules for examinations published by the Office of Academic Affairs.

## GRADE REPORTING

Grade reports are made available to students each mid-semester or mid-term and at the end of each semester or term, including the summer session. Mid-semester or mid-term reports are normally given to students via their academic advisors. A copy of the mid-semester or mid-term grade report for any student whose GPA falls below the required 2.00 is also mailed to the parent or guardian of students of minority age as indicated on the application for admission. The end of semester or term grade report is mailed directly to students of majority age and to parents or guardians of students who are minors, as indicated on students' applications for admission. Individual sponsors or agencies that provide financial assistance also receive a copy of this end of semester or term report for respective students. After instructors submit grades, grade reports are assembled and issued by the Office of the Registrar.

## GRADING SYSTEM

The final grade given to the student in any course is a symbol of the degree of the student's mastery of the course. Tests, quizzes, written and oral assignments, projects, term papers, participation in class discussions and activities, attendance, and a semester or term examination, among other assessments, are all utilized in determining a final grade for the student. The instructors, in accordance with the following grading system, report the combined results:

**A (4.00)** 100% - 90% **EXCELLENT** signifies the highest level of achievement in the subject and indicates an exceptional competence and consistent ability in comprehension and interpretation.

**B+ (3.50)** 89% - 85% **VERY GOOD** signifies a consistently high level of achievement in the subject and an outstanding fulfillment of course requirements in a manner that approaches the excellence of an "A" grade.

**B (3.00)** 84% - 80% **GOOD** signifies a consistently high level of achievement and indicates that the course requirements have been fulfilled in a proficient and above average manner.

**C+ (2.50)** 79% - 75% **SATISFACTORY** signifies an acceptable degree of understanding and constant achievement.

**C (2.00)** 74% - 70% **SATISFACTORY** signifies an average understanding and a quality that satisfies graduation requirements in most subjects.

**D (1.00)** 69% - 60% **PASS** signifies a level of understanding and achievement below the average level expected of students. A "D" will not count towards graduation requirements for professional core courses and some general core courses.

**F (0.00)** 59% - 0% **FAILURE**

**I (Incomplete)** signifies that all course requirements have not been met. An "I" is not calculated in the Grade Point Average.

**S (Satisfactory)** signifies an average or above degree of understanding and constant achievement in a non-credit course.

**U (Unsatisfactory)** signifies a below average degree of understanding and achievement in a non-credit course.

**NR (No Record)** signifies that a student registered for a course but never attended classes. NR is not calculated in the Grade Point Average.

**WP (Withdrawing while Passing)** signifies student-initiated withdrawal while doing passing work. WP is not calculated in the Grade Point Average.

**WF** (Withdrawing while Failing) signifies student-initiated withdrawal while doing failing work. WF is not calculated in the Grade Point Average.

**AWP** (Administratively Withdrawn while Passing) signifies administrator-initiated withdrawal while doing passing work. AWP is not calculated in the Grade Point Average.

**AWF** (Administratively Withdrawn while Failing) signifies administrator-initiated withdrawal while doing failing work. AWF is not calculated in the Grade Point Average.

**AU** (Audit) indicates that a course was not taken for credit.

## GRADE POINT AVERAGE (GPA)

The term "grade point average" is synonymous with "quality point", "grade point" and "quality-point average". The "grade point average" is abbreviated as "GPA". The grade point average is cumulative and is computed by dividing the total credit points earned by the total number of credit hours attempted, including hours for courses failed and excluding credit hours for courses graded S, U, AU, NR, WP, WF, AWP, AWF or I. For example, 18 hours of all B grades would give 54 credit points. Therefore, the Grade Point Average (GPA) would be 3.00 (54 credit points earned divided by 18 credit hours attempted).

Note: **Students must earn a cumulative GPA of 2.00 or higher for both General Core and Professional Core courses** to meet graduation requirements. Individual programs may also have additional minimum grade requirements for academic progression.

## INCOMPLETE GRADES

An "I" grade is only given by the instructor with approval of the Associate Dean for Academic Affairs when, upon a written request from the student, the instructor is satisfied that an emergency clearly beyond the student's control prevented the student from completing the final examination or other essential portion of assigned work. When the instructor assigns an "I" grade at the end of a semester or term, a provisional grade is also submitted which will be automatically assigned by the Office of the Registrar should the deadline (as stipulated in the Academic Calendar) expire without student action. This provisional grade is to be calculated to include all work completed up to the date of final attendance plus a failing grade (F) for all work/exams the student did not complete.

Students who are given an "I" grade are generally allowed six weeks following the end of the semester or term to complete missed assignments, tests or exams. When the specified work has been completed and submitted, the instructor should file with the registrar a "Change of Grade" form in order to have the final grade posted to the transcript on or before the date stipulated in the Academic Calendar. An "I" will automatically be converted to the provisional grade if the final grade is not submitted to the Office of the Registrar by the stipulated deadline as stated in the Academic Calendar. Under unusual circumstances, however, an instructor may request of the Office of the Registrar an extension of the time

the “I” will remain on the record. Such a request for extension must be made by the deadlines stipulated in the Academic Calendar.

While on the record, “I” grades will carry no penalty; i.e., they will not be counted in the grade point average computation, nor will the credit be awarded to the student. **Students should be aware, however, that receiving an “I” may affect their status for financial aid, scholarships and honors.**

## GRADE APPEAL

The ultimate responsibility for the integrity of the academic grading process belongs to the college as an institution. Individual instructors act as agents for the institution in evaluating the student’s academic performance and in assigning final course grades. In the event of a student’s challenge to a final course grade, the burden of proof lies with a student who claims a grievance. The instructor has an obligation to award course grades on the basis of standards set at the beginning of the course. The following process will guide the college’s response to allegations that an instructor acted arbitrarily and capriciously in assigning course grades. The procedure does not apply to mathematical errors in calculating the grade, academic dismissals from the college, or questions of professional judgment concerning course content, instructional methods and appropriateness of performance standards. To the greatest extent possible, grievances should be resolved at the level of authority closest to the classroom.

Students who want to challenge their course grade must do so by the close of the business day on the **third Friday** of the following semester or term. Students should begin the process by scheduling a meeting with the instructor teaching the course to discuss the course requirements and the student’s performance in the course. If the challenge cannot be resolved at this level, then the student who wishes to proceed further should initiate the formal process outlined below. The student may, at any time during the formal process or the appeal, withdraw his or her grievance. If the student withdraws his or her grievance, the process will immediately stop.

### 1. Formal Process

#### Step 1: Filing a Request for Mediation

The student should file his or her written request for mediation with the Associate Dean for Academic Affairs by completing the appropriate “Grade Appeal” form. The request should include the date, the student’s name, the name of the course, the instructor’s name, and a brief explanation of the challenge. This request must be signed by the student.

#### Step 2: Selection of a Method for Resolving the Dispute

Once the request has been made, the Associate Dean for Academic Affairs assumes the role of mediator. The mediator will then select a method for resolving the dispute. If the mediator selects a face-to-face meeting, the mediator will determine who should be present and the role or roles that each person will play.

### Step 3: Mediator's Decision

Within three instructional days after the end of the mediation process, the mediator will send the instructor and the student a written recommendation. If both the instructor and the student agree with the mediator's recommendation, the mediator's recommendation will become binding. If, however, either the instructor or student disagrees with the recommendation, the recommendation will not have any effect, and the student's grade will not be changed. In such instances, the student may choose to appeal to the Dean.

## 2. Appeal to the Dean

### Step 4: Written Appeal

A student who is dissatisfied with the recommendation resulting from the mediation may file a written appeal to the Dean.

- a. The written appeal must be submitted to the Dean within five class days after the date of the mediator's recommendation.
- b. The appeal must include the date of the appeal, the student's name, the name of the course, the instructor's name, and the student's signature. The appeal must describe the grievance in detail, the evidence that supports that grievance, and the remedy that the student proposes.
- c. After receiving the appeal, the Dean will send the instructor a copy and the instructor will submit a written response within five school days. The Dean will also send the student a copy of the instructor's response.
- d. After reviewing the documentation submitted by both the student and the instructor and after consulting with the Associate Dean for Academic Affairs, the Dean will prepare and deliver to the student and the instructor a written document setting out a decision. **The Dean's decision is final and cannot be appealed.**

## ACADEMIC INTEGRITY

Academic integrity is of vital concern to all members of the St. John's College community. Dishonesty undermines the very mission of the school which attempts to prepare students to seek the truth and to live virtuous and honorable lives. Acts of academic dishonesty are contrary to the mission of the College and constitute a serious breach of trust among community members. St. John's College Junior College therefore requires and expects academic honesty from all members of the college community.

Students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them and in any event students are deemed to know and be familiar with this policy on academic integrity.

Any student who attempts to compromise or devalue the academic process will face penalties. Potential grade penalties for academic dishonesty are stated in each course outline.



## DEFINITION

Academic dishonesty includes any form of unethical behavior that includes, but is not limited to, the following:

- A. Cheating** - the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise. Examples include but are not limited to:
  - Copying from another student during an examination or allowing another to copy one's work.
  - Unauthorized collaborating on a take-home assignment or examination.
  - Using unauthorized notes during a closed book examination.
  - Taking an examination for another student.
  - Asking or allowing another student or person to take an examination in one's place.
  - Consulting notes and other aids without authorization during an examination.
  - Allowing others to research and write assigned papers.
  - Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve, receive, or send information.
  
- B. Plagiarism** - the act of presenting another person's ideas, research or writing as one's own. Examples include but are not limited to:
  - Copying another person's actual words without the use of quotation marks and footnotes.
  - Presenting another person's ideas or theories in one's own words without acknowledging them.
  - Using information that is not considered common knowledge without acknowledging the source.
  - Failing to acknowledge collaborators on homework and laboratory assignments.
  - Submitting papers or part of papers downloaded from the Internet, paraphrasing or copying information from the Internet without citing the source, and "cutting and pasting" from various Internet sources without proper attribution.
  
- C. Obtaining an Unfair Advantage** – any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student. Examples of obtaining an unfair advantage include but are not limited to:
  - Stealing, reproducing, circulating, or otherwise gaining prior access to examination materials.
  - Depriving other students by stealing, destroying, defacing or concealing library materials.
  - Intentionally obstructing or interfering with another student's work.
  
- D. Falsification of Records and Official Documents** – the act of intentionally putting something on record that is not true. Examples include but are not limited to:
  - Forging signatures of authorization.
  - Falsifying information on an official academic record
  - Falsifying information on an official document such as a grade report, drop/add form, or other College document.

- E. Collusion** – the conscious collaboration of two or more individuals to carry out unethical activities or to protect those engaged in unethical practices. Examples include but are not limited to:
- Lending assistance to another student to engage in or conceal academic misconduct.
  - Failing to report witnessed acts of academic misconduct.
- F. Inappropriate Use of Computer Technology** – use of technology for any activity that is not consistent with the College mission and which undermines the educational process. Examples include but are not limited to:
- Unauthorized entry into another person's computer file, for the purpose of using, reading or changing its contents.
  - Use of computing facilities to interfere with or alter the work of another student, faculty member, or staff member.

## **PENALTIES**

St. John's College is committed to maintaining an atmosphere of academic integrity. Students found guilty of violating academic integrity are subject to any one or a combination of the following penalties, depending on the severity of the offence:

- **Warning** – A written notice to the offender that he or she has violated academic integrity and that continuation or repetition of the misconduct, within a period of time stated in the warning, may be cause for more serious disciplinary action.
- **Grade Loss** – A grade of "F" or "0 (ZERO)" for the particular assignment or assessment that was dishonestly done.
- **Disciplinary Probation** – Exclusion from participation in privileges for a specified period of time as set forth in the notice of probation and conditions for more serious disciplinary action in the event of further violations of the College Code of Conduct.
- **Suspension** – Exclusion from classes and other privileges or activities for a specified period of time as set forth in the notice of suspension.
- **Expulsion** – Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the notice of expulsion.

All instances of academic dishonesty must be reported to the Associate Dean for Academic Affairs, who keeps such reports of incidents on file until the student leaves the college.

## **PROCEDURES FOR IMPOSING PENALTIES**

1. When an instructor believes that an act of academic dishonesty has taken place, the instructor documents the commission of the act, writing down the time, date, place, and a description of the act. The instructor also collects evidence, such as photocopying the plagiarized assignment and assembling various samples of the student's work showing a radical disparity in style or ability. The instructor has the right, without incurring any liability therefrom, to temporarily detain any property of the student or other persons for the purposes of documenting or recording evidence of suspected academic dishonesty.
2. The instructor then reports the incident in writing to the Academic Chair or Program Coordinator and the Associate Dean for Academic Affairs.

3. The instructor, along with the Academic Chair or Program Coordinator and the Associate Dean for Academic Affairs, then meets with the student as soon after the incident as possible. In the meeting, the Academic Chair or Program Coordinator explains to the student the purpose of the meeting, the penalties for academic dishonesty, and the procedures to be followed. The instructor informs the student of the accusation, reviews the evidence with the student, then allows the student reasonable time to present evidence or comment on the evidence that has been presented.
4. The Academic Chair or Program Coordinator, the instructor, and the Associate Dean for Academic Affairs then review the evidence again and determine whether or not an act of academic dishonesty has taken place and, if so, document the events, determination and recommendation for penalty.
5. The Associate Dean for Academic Affairs decides on the penalty to be imposed, taking into account the instructor's recommendation and other pertinent circumstances that may exist.
6. The Associate Dean for Academic Affairs then informs the student in writing, copied to the instructor and the Academic Chair or Program Coordinator, of the determination and the penalty.
7. The Associate Dean for Academic Affairs imposes the penalty as soon as the student is informed in writing of the determination and penalty.

## **APPEAL PROCESS**

A student may choose to appeal the determination and/or penalty. The steps in the appeal process are:

1. The student files a written appeal to the Dean within five (5) working days of the date of notification of the determination.
2. Within five (5) working days of receiving the written appeal, the Dean reviews the evidence from the instructor, the Associate Dean for Academic Affairs, and the student and makes one of three decisions:
  - a. uphold the determination and the penalty
  - b. dismiss the determination and the penalty
  - c. uphold the determination and modify the penalty
3. The Dean informs the student of the decision in writing.
4. If the student wishes to appeal the decision of the Dean, he/she must file a petition for review with the President within five (5) working days of the date of the notification of the decision of the Dean. The President reviews the written records and issues a written decision. The President's decision is final.

## **ACADEMIC PROGRESS**

All students of St. John's College Junior College are required to meet specified academic standards. Failure to meet these standards will lead to academic probation or dismissal. The following are policies and procedures relating to academic deficiencies.

## **ACADEMIC PROBATION**

At the end of each semester or term the Dean reviews the status of students' records to make decisions about probation.

A student may be placed on academic probation due to the following circumstances:

- a. the student's cumulative grade point average falls below 2.00;
- b. the student's grade point average in his/her major or program falls below 2.00;
- c. the student failed more than half of attempted credits in the semester or term;
- d. the student's record shows course repetitions, incompletes, and/or withdrawals exceeding those allowed by the policy of the school; or
- e. the student has failed a repeated course.

A student who is placed on academic probation will be required to do the following:

1. meet with the Associate Dean for Academic Affairs to discuss conditions for continued enrollment;
2. obtain permission from the Associate Dean for Academic Affairs before taking incompletes or withdrawals;
3. limit the number of credits taken while on probation to twelve (12) for full-time students and six (6) for part-time students;
4. participate in the required number of workshops, courses, tutorials, or other academic initiatives aimed at improving study approaches;
5. meet other stipulated requirements at the discretion of the Associate Dean for Academic Affairs.

Generally a student is placed on academic probation for one semester or term. If the Dean determines that the student has not satisfied the conditions of the probation, the Dean will determine the student's status, including, but not limited to, whether the student will either (i) be allowed to continue on probation and under what circumstances, or (ii) be dismissed, provided that the student qualifies for dismissal under the criteria set forth for dismissal. The student will be notified in writing of the Dean's decision.

### **Appeal Procedures**

1. A student placed on academic probation **may not** appeal the decision unless he/she is able to produce specific documentation demonstrating an error in the data underlying the probation decision.
2. If a student placed on academic probation has specific documentation demonstrating an error in the data underlying the probation decision, the student must submit that documentation to the Dean **or** (in the event a grade appeal is pending) inform the Dean of notice of intention to appeal probation within five (5) working days of receipt of the notice of probation.

## **ACADEMIC DISMISSAL**

A student may be dismissed for academic deficiencies:

- a. if he/she meets the criteria for probation in any two semesters or terms of enrollment (including summer, if enrolled); the semesters or terms need not be consecutive;
- b. if he/she is not able to meet the Junior College's standards for progression;
- c. if he/she fails to achieve a required minimum grade in a required course within the permitted number of attempts;
- d. if he/she has not fulfilled probation requirements from the previous semester or term;
- e. if he/she demonstrates continued disregard for academic integrity.

When the decision for academic dismissal has been made, the Dean informs the student in writing of the academic dismissal and the reasons.

Students who are dismissed for academic deficiencies are eligible to apply for readmission after a minimum of two academic years have elapsed from the date of dismissal. Readmission after academic dismissal is not automatic and is at the discretion of the Dean.

### **Appeal Procedures**

A student may appeal an academic dismissal decision by presenting a written appeal to the President of the College no later than the 10th business day following the date of the dismissal decision. In the written appeal, the student should discuss the following concerns:

- the student's perception of what led to the unsatisfactory academic performance;
- the steps the student would take to address the factors outlined above;
- any extenuating or mitigating circumstances which the student believes warrant consideration.

A copy of the notice of academic dismissal must accompany the appeal.

Upon receipt of the written appeal, the President reviews the student's academic records and college policies before making the final decision regarding the appeal. **There is no appeal of the decision of the President.**

During the appeal process, the Dean determines whether the student will be allowed to register for or attend classes or continue any activities reserved for students in good academic standing.

## ACADEMIC HONORS

To encourage academic excellence, the Junior College publishes an Honor Roll and Dean's List at the end of each semester or term. Students who have obtained a grade point average of B (3.00-3.49) on at least fifteen (15) semester hours of work will be placed on the Honor Roll. Students who have obtained a grade point average of B+ (3.50) or better on at least 15 semester hours of work will be placed on the Dean's List. In addition, an Honors Assembly is held at the beginning of each semester or term to recognize students on both the Honor Roll and the Dean's List. Graduates who obtain an overall grade point average of 3.00 or better will graduate with honors and will be recognised at the Commencement Exercises.

## GRADUATION

A student must apply for graduation when he/she has completed or is enrolled and expects to complete 46 credits of coursework within his/her program of study. A formal application for graduation/degree completion must be filed with the Office of the Registrar by the deadline specified in the Academic Calendar. **Students must apply for graduation even if they do not plan to participate in Commencement Exercises.**

The degree awarded represents the successful completion of the prescribed curriculum, including general education requirements, basic skills courses and electives as well as specific requirements for a major.

## COMMENCEMENT EXERCISES

Commencement Exercises for the Junior College are held twice each academic year, in June and in January. All degree requirements must be 100% completed at the end of the semester or term preceding the Commencement Exercises in order for a student to be eligible to participate in the Commencement Exercises and for conferral of the degree.

Students who satisfactorily complete their degree requirements in May participate in the June Commencement Exercises, while students who satisfactorily complete their degree requirements in June, July, August, September and December participate in the January exercises.

## APPEAL

An appeal is a formal request from a student, in writing, that a decision made by a person authorized to do so be reconsidered. Appeal processes are clearly laid out in this Academic Bulletin and the Student Handbook. An appeal may be made in any case in which the student can present compelling new information that was not considered when the original decision was made. The Academic Bulletin and Student Handbook detail the instances in which appeals may be made to the Dean and to the President.



## PETITION FOR REVIEW

A petition for review is a formal written request from a student to the President that the response to an appeal be reviewed. A petition for review will be considered only when one or more of the following three conditions exist:

- There is new and significant evidence which was not available for the appeal and which may further clarify and support the defense of the student.
- There is clear reason to believe that the penalty imposed is inconsistent with the seriousness of the violation.
- There is substantial credible evidence that the consideration of the appeal was not fair or impartial, or that the established process was not followed.

The petition for review must be submitted in writing within the timeframe specified in the Academic Bulletin and must state the grounds or reasons for review. A copy of the written decision of which review is requested must accompany the petition.

## PETITION FOR EXCEPTION

A petition for exception is a formal written request from a student that a published policy or procedure or requirement not be applied in a particular case. A petition for exception must be accompanied by clear and compelling evidence of extenuating circumstances which justify the exception.

Petitions for exception in the following areas may be made to the Dean:

- Admission
- Placement
- Readmission
- Directed Study

Petitions for exception in the following areas may be made to the Registrar:

- Registration
- Adjustments after Registration
  - » Adding courses
  - » Dropping courses
  - » Withdrawing from courses

In the case of petitions pertaining to adding courses, the Associate Dean for Academic Affairs must endorse the petition.

The Dean or Registrar, as appropriate, will communicate the decision in writing to the petitioner.

No exception may be made in any area not specified above.



## ACADEMIC PROGRAM INFORMATION

Students at St. John's College Junior College may choose from a range of associate degrees and certificate programs. Each program of study leading to the Associate Degree assures breadth of knowledge in the skills of an educated person (through the General Core), competence in an area in depth (through the Professional Core of the major or majors), and freedom of choice (through the Support Core or elective courses).

### GENERAL CORE

The general core serves all students pursuing the Associate Degree by providing a basic foundation that facilitates learning in a variety of curricular areas and a comprehensive education aimed at exposing students to various fields of thought, life skills and character development. Through the general core, students develop into well-rounded individuals who are literate, intellectually sound, open and adaptable, innovative, critical thinkers, life-long learners, efficient workers, good citizens, and persons of integrity and good character. The general core consists of a minimum of 27 and a maximum of 33 credit hours grouped into four basic areas and aligned with the Institutional Learning Outcomes.

The general core for the Junior College is:

- **English (12 credits)** - A sequence of four courses: ENG 110, ENG 120, ENG 210 and either ENG 220 (CAPE) or any 200-level Literature course (non-CAPE). Each course is a prerequisite for the other. Primary Education students are required to take ENG 227 instead of ENG 220.
- **Theology (6 credits)** - Two courses in Theology, one at the 100-level and one at the 200-level.
- **Mathematics (3 - 9 credits)** - One to three courses in Mathematics - MTH 103 or higher depending on the student's program of study.
- **Humanities and Social Science (6 credits)** - Two courses from the semester or term offerings in Anthropology, Art, Caribbean Studies, Communication Studies, Criminal Justice, Economics, Education, Ethics, History, Law, Leadership, Literature, Philosophy, Politics, Psychology, Social Work, Sociology, Spanish, or Theology. Some programs may specify a course or the courses to fulfill this requirement.

A minimum grade of "C" must be attained in all English and Math courses in the general core. All courses taken to fulfill general core requirements must together average a minimum GPA of 2.00.

## PROFESSIONAL CORE

Students are required to successfully complete a series of courses intended to develop knowledge, interaction with information, problem-solving, and theoretical foundations of the particular program of study in which they seek a degree. Students need to pay close attention to course sequencing and prerequisites when registering for professional core courses.

## SUPPORT CORE

Some programs of study allow students to take additional elective courses to enable exploration of areas of interest and which broaden their knowledge base. Not all degree programs allow for support core courses.

## COURSE OPTIONS FOR CORE REQUIREMENTS

The following Humanities and Social Science courses fulfill requirements in the General Core, while the Natural Science courses fulfill requirements for the Support Core:

### HUMANITIES

#### Art

ART 105 Foundations in Drawing  
ART 110 Foundations in Painting  
ART 118 Art Appreciation  
ART 121 Pottery

ART 216 Printmaking  
ART 221 Sculpture  
ART 235 Graphic Design

#### Literature

ENG 240 Belizean Literature in the Caribbean Context  
ENG 250 English Literature Survey  
ENG 260 Multicultural Literature

ENG 265 Women Writers  
ENG 270 Modern Prose Fiction  
ENG 275 Introduction to Latin American Literature

#### History

HIS 121 History of Western Civilization  
HIS 140 History of Christianity I  
HIS 141 Introduction to African Civilizations

HIS 145 Belizean History  
HIS 155 Belizean Studies  
HIS 275 History of Guatemala's Claim, 1945-present

#### Spanish

SPA 111 Intermediate Spanish

SPA 251 Business Spanish

#### Theology

THE 118 Catholic Faith & Ministry  
THE 125 Scripture in Morality  
THE 127 Introduction to Christianity

THE 217 Teaching Methods for Religion  
THE 218 Christian Leadership  
THE 219 Issues in Moral Decision Making

THE 130 Jesus and the Gospels

THE 131 Jesus the Teacher in the Gospels

THE 133 Introduction to the Old Testament

THE 135 Introduction to the New Testament

THE 140 History of Christianity I

THE 220 Catholic Social Ethics

THE 245 Christology (with prerequisite)

THE 280 Religions of the World

## **SOCIAL SCIENCE**

### **Anthropology**

ANT 120 Introduction to Anthropology

### **Business**

BUS 105 Principles of Management

### **Caribbean Studies**

CRS 103 Caribbean Society and Culture

CRS 104 Issues in Caribbean Development

### **Criminal Justice**

CRJ 110 Introduction to Criminal Justice

CRJ 111 Criminology

### **Economics**

ECO 105 Microeconomics

ECO 106 Macroeconomics

### **Psychology**

PSY 115 Introduction to Psychology

### **Philosophy**

PHIL 128 Philosophy of Human Nature

PHIL 241 Social Philosophy

### **Sociology**

SOC 124 Introduction to Sociology

### **Social Work**

SWK 103 Introduction to Human Behavior and Social Environment

SWK 106 Advocacy and Human Service Legislation and Policy (SPS)

## **NATURAL SCIENCE**

SCI 101 Ecology, Evolution and the Environment (4)

SCI 102 Basic Concepts in Science/Lab (4)

SCI 104 Introduction to Environmental Studies (3)

SCI 106 Health Science (3)

## GENERAL REQUIREMENTS FOR THE ASSOCIATE DEGREE

All entering students, freshman and transfer, are held to the requirements stated in the bulletin of the year in which they enter. All prospective applicants for the Associate Degree from St. John's College Junior College must:

1. Complete the General Core requirements of the College for the program of study to which they have been admitted with a minimum cumulative grade point average of 2.00;
2. Complete the Professional Core, Support Core (if applicable), and Electives (if applicable) requirements of the major or majors selected with a minimum cumulative grade point average of 2.00. Academic Departments may require that certain professional core and general core courses be completed with a grade of "C" or better for a student to continue in a program;
3. Achieve a cumulative grade point average of 2.00 for all courses taken at the Junior College;
4. Complete at the Junior College a minimum of sixty per cent (60%) of the credit hours required for the degree;
5. Complete and submit an application for degree completion according to the instructions and date set on the application form;
6. Fulfil all financial and other obligations to the College before graduation.

## CARIBBEAN ADVANCED PROFICIENCY EXAMINATIONS (CAPE)

CAPE is a set of advanced level examinations administered by the Caribbean Examinations Council (CXC) for sixth form and junior college students. The exams are offered in units which may be taken at the end of the first or second year of junior college. Students who sit and pass these exams may access opportunities for entrance into universities in the Caribbean and to compete for national and regional scholarship awards.

Many of the courses offered by the Junior College incorporate knowledge and skills required by CAPE syllabi. Students thus have the opportunity to prepare for CAPE while earning the Associate Degree.

CAPE preparation is available in the following areas:

Accounting – 1 unit	Communication Studies - 1 unit	Mathematics – 2 units
Biology – 2 units	Economics – 1 unit	Physics – 2 units
Caribbean Studies - 1 unit	History - 2 units	Sociology – 2 units
Chemistry – 2 units	Literature – 2 units	

Students who wish to sit CAPE should inform their academic advisor early in their programs of study as all CAPE carry an internal assessment component which must be completed prior to the exam. Exam syllabi may be purchased from the Ministry of Education.



## ASSOCIATE DEGREE PROGRAMS

St. John's College Junior College offers the following Associate Degrees:

**Associate in Arts Degree (A.A.)** - Awarded for the completion of two-year degree programs in fine arts and liberal arts in which the major falls within the Humanities. The A.A. degree is designed for those who plan to transfer to a four-year, degree-granting institution for the completion of a Bachelor of Arts (B.A.) degree.

**Associate in Science Degree (A.S.)** - Awarded for the completion of two-year degree programs in a variety of pre-professional areas in which the major falls within the Natural, Physical, or Social Sciences. The A.S. degree is designed for those who plan to transfer to a four-year, degree-granting institution for the completion of a Bachelor of Science (B.S.) degree.

**Associate in Individualized Studies (A.I.S.)** - Targeted at the mature student, typically an adult who wishes to enhance employment skills or pursue an education for general enrichment or personal development, the A.I.S degree is a two-year program of study designed to permit such a student to plan and pursue a program which is not constrained to course work in one specific field. Some of the courses may be transferable to a baccalaureate program.

Unless otherwise noted, the term **program** refers to an associate degree with its own curriculum code and all related specializations and certificates. A **major** is a grouping of courses that define a discipline or interdisciplinary specialty. A **degree program** is a broadly structured curriculum leading to the award of an associate degree, and is listed on a student's diploma.



The following degree programs are offered by St. John's College Junior College.

DEGREE PROGRAM	ACADEMIC DEPARTMENT
<b>Associate in Arts</b>	
<b>Humanities:</b>	
Commercial Arts	Humanities
Early Childhood Education	Education
Fine Arts	Humanities
History and Economics	Social Sciences
Literature and History	Humanities
Primary Education	Education
Psychology and Sociology	Social Sciences
Sociology and Economics	Social Sciences
<b>General Studies:</b>	
General Studies with no major	Humanities
General Studies with a major in Accounting	Business
General Studies with a major in Economics	Social Sciences
General Studies with a major in Environmental Studies	Mathematics and Sciences
General Studies with a major in Graphic Design	Humanities
General Studies with a major in History	Social Sciences
General Studies with a major in Human Resource Management	Business
General Studies with a major in Literature	Humanities
General Studies with a major in Psychology	Social Sciences
General Studies with a major in Sociology	Social Sciences
General Studies with a major in Tourism	Business
General Studies with a major in Tourism Management	Business

DEGREE PROGRAM	ACADEMIC DEPARTMENT
<b>Associate in Science</b>	
<b>Business Administration and Management:</b>	
Business Administration with no major	Business
Business Administration with a major in Accounting	Business
Business Administration with a major in Economics	Business
Business Administration with a major in Tourism	Business
Business Management with no major	Business

DEGREE PROGRAM	ACADEMIC DEPARTMENT
<b>Associate in Science</b>	
Business Management with a major in Accounting	Business
Business Management with a major in Graphic Design	Business
Business Management with a major in Human Resource Management	Business
Management Information Systems	Business
Tourism and Hospitality Management	Business
<b>Computer Science:</b>	
Computer Information Systems	Mathematics and Sciences
Computer Networking	Mathematics and Sciences
Computer Science and Mathematics	Mathematics and Sciences
<b>General Studies:</b>	
General Studies with a major in Biology	Mathematics and Sciences
General Studies with major in Chemistry	Mathematics and Sciences
General Studies with a major in Computer Networking	Mathematics and Sciences
General Studies with major in Mathematics	Mathematics and Sciences
<b>Natural Science and Mathematics:</b>	
Biology and Chemistry	Mathematics and Sciences
Biology and Chemistry with Mathematics	Mathematics and Sciences
Environmental Science	Mathematics and Sciences
Physics and Mathematics	Mathematics and Sciences
Physics and Mathematics with Chemistry	Mathematics and Sciences
<b>Social Science:</b>	
Criminal Justice	Social Sciences
Social Work	Social Sciences

DEGREE PROGRAM	ACADEMIC DEPARTMENT
<b>Associate in Individualized Studies</b>	Humanities

## DEGREE REQUIREMENTS & GUIDES FOR FULL-TIME ENROLMENT

### **ASSOCIATE IN ARTS**

#### **HUMANITIES**

##### **Commercial Arts – 72 credits**

##### Degree Requirements

- **GENERAL CORE (27 credits)**
  - » English (12 credits)
    - ◊ ENG 110 College Composition I
    - ◊ ENG 120 College Composition II
    - ◊ ENG 210 Advanced College Composition
    - ◊ ENG 220 Language and Linguistics (CAPE) or any 200-level Literature course (except ENG 215 and ENG 225)
  - » Theology (6 credits)
    - ◊ any 100-level Theology course
    - ◊ any 200-level Theology course
  - » Mathematics (3 credits)
    - ◊ MTH 103 Intermediate Algebra
  - » Humanities and Social Sciences (6 credits)
    - ◊ Any two Humanities and Social Science courses
- **PROFESSIONAL CORE (36 credits)**

<ul style="list-style-type: none"> <li>» ART 105 Foundations in Drawing</li> <li>» ART 110 Foundations in Painting</li> <li>» ART 113 Drawing</li> <li>» ART 114 Painting</li> <li>» ART 118 Art Appreciation</li> <li>» ART 221 Sculpture</li> </ul>	<ul style="list-style-type: none"> <li>» ART 225 Computer Imaging</li> <li>» ART 235 Graphic Design</li> <li>» ART 260 Internship</li> <li>» BUS 105 Principles of Management</li> <li>» BUS 252 Small Business Management</li> <li>» Art or Business Elective</li> </ul>
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- **SUPPORT CORE (9 credits)**
  - » PHIL 128 Philosophy of Human Nature
  - » one Natural Science course
  - » SPA 111 Intermediate Spanish OR SPA 251 Business Spanish

**Commercial Arts****Recommended Full-Time Degree Guide (72 - 73 credits)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
ART 105	Foundations in Drawing	3
ART 110	Foundations in Painting	3
ART 118	Art Appreciation	3
BUS 105	Principles of Management	3
Natural Science	Any Natural Science course	3 – 4
<b>Recommended total credit hours</b>		<b>18 – 19</b>

\*Pending English Placement Exam results.

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
THE (Open)	Any 100-level Theology course	3
ART 113	Drawing	3
ART 114	Painting	3
ART 235	Graphic Design	3
SPA 111	Intermediate Spanish	3
**MTH 103	Intermediate Algebra	3
<b>Recommended total credit hours</b>		<b>21</b>

\*Requires C or higher in ENG 110

\*\*Pending Math Placement Exam results

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
ART 221	Sculpture	3
ART 225	Computer Imaging	3
BUS 252	Small Business Management	3

Semester III		
Course Code	Course Description	Credits
PHIL 128	Philosophy of Human Nature	3
Humanities/Soc. Sc	Any Humanities or Social Science course	3
<b>Recommended total credit hours</b>		18

*\*Requires C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE) or any 200-level Literature course (except ENG 215 and ENG 225)	3
THE (Open)	Any 200-level Theology course	3
ART 260	Internship in Art	3
Humanities/Soc. Sc	Any Humanities or Social Science course	3
HIS (Open)	HIS 121, HIS 141 or HIS 145	3
<b>Recommended total credit hours</b>		15

*\*Require a C or higher in ENG 120 or ENG 210*

**Early Childhood Education – 78 credits**

**Degree Requirements**

- **GENERAL CORE (27 credits)**
  - » English (12 credits)
    - ◇ ENG 110 College Composition I
    - ◇ ENG 120 College Composition II
    - ◇ ENG 210 Advanced College Composition
    - ◇ ENG 220 Language and Linguistics, or any 200-level Literature course
  - » Theology (6 credits)
    - ◇ Any 100-level Theology course
    - ◇ THE 222 Religious Education and Character Development in Early Childhood Education
  - » Mathematics (3 credits)
    - ◇ MTH 103 Intermediate Algebra
  - » Humanities and Social Sciences (6 credits)
    - ◇ ECE 121 Foundations of Early Childhood Education
    - ◇ ECE 122 Early Childhood Development
- **PROFESSIONAL CORE (50 credits)**
  - » ECE 132 Visual Arts in Early Childhood Education
  - » ECE 133 Music and Movement in Early Childhood Education
  - » ECE 141 Implementing the Early Childhood Education Curriculum
  - » ECE 142 Assessment in the Early Childhood Classroom
  - » ECE 143 Early Intervention for Children with Special Needs
  - » ECE 152 Child, Family and School Relations
  - » ECE 153 Instructional Aids for the Early Childhood Classroom
  - » ECE 211 The Emergent Early Childhood Educator
  - » ECE 261 Language Development in Early Childhood Education
  - » ECE 272 Mathematics and Science in the Early Childhood Classroom
  - » ECE 281 Early Childhood Language Arts
  - » ECE 282 Teaching Practicum I
  - » ECE 292 Teaching Practicum II



**Early Childhood Education****Recommended Full-Time Degree Guide (78 credit hours)**

<b>*Developmental Courses</b>		
<b>Course Code</b>	<b>Course Description</b>	<b>Credits</b>
ENG 101	Fundamentals of English	0
MTH 101	Fundamentals of Math	0
CIS 111	Introduction to Computers	0
SSK 50	Study Skills	3
<b>Recommended total credit hours</b>		<b>3</b>

*\* To be taken if student does not satisfactorily meet entry requirements.*

**FIRST YEAR**

<b>First Term</b>		
<b>Course Code</b>	<b>Course Description</b>	<b>Credits</b>
ECE 121	Foundations of Early Childhood	3
ECE 122	Early Childhood Development	4
ENG 110	College Composition I	3
<b>Recommended total credit hours</b>		<b>10</b>

<b>Second Term</b>		
<b>Course Code</b>	<b>Course Description</b>	<b>Credits</b>
ECE 141	Implementing the Early Childhood Education Curriculum	4
ECE 143	Early Intervention for Children with Special Needs	3
ENG 120	College Composition II	3
<b>Recommended total credit hours</b>		<b>10</b>

<b>Third Term</b>		
<b>Course Code</b>	<b>Course Description</b>	<b>Credits</b>
ECE 132	Visual Arts in Early Childhood Education	3
ECE 133	Music and Movement in Early Childhood Education	3
ECE 142	Assessment in the Early Childhood Classroom	3
<b>Recommended total credit hours</b>		<b>9</b>

**SECOND YEAR**

First Term		
Course Code	Course Description	Credits
ECE 153	Instructional Aids for the Early Childhood Classroom	4
ECE 261	Language Development in Early Childhood Education	4
ENG 210	Advanced College Composition	3
THE (Open)	Any 100-level Theology course	3
<b>Recommended total credit hours</b>		<b>14</b>

Second Term		
Course Code	Course Description	Credits
ECE 272	Mathematics and Science in the Early Childhood Classroom	4
ECE 281	Early Childhood Language Arts	4
ENG (Open)	Any 200-level Literature course	3
<b>Recommended total credit hours</b>		<b>11</b>

Third Term		
Course Code	Course Description	Credits
ECE 211	The Emergent Early Childhood Educator	3
MTH 103	Intermediate Algebra	3
<b>Recommended total credit hours</b>		<b>6</b>

**THIRD YEAR**

First Term		
Course Code	Course Description	Credits
ECE 282	Teaching Practicum I	3
ECE 152	Child, Family and School Relations	3
THE 222	Religious Education and Character Formation in Early Childhood Education	3
<b>Recommended total credit hours</b>		<b>9</b>

Second Term		
Course Code	Course Description	Credits
ECE 292	Teaching Practicum II	9
<b>Total Credit hours</b>		<b>9</b>

**Fine Arts - 72 credits****Degree Requirements**

- **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics (CAPE) or any 200-level Literature course (except ENG 215 and ENG 225)
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ Any two Humanities or Social Science courses

- **PROFESSIONAL CORE (33 credits)**

- » ART 105 Foundations in Drawing
- » ART 110 Foundations in Painting
- » ART 113 Drawing
- » ART 114 Painting
- » ART 118 Art Appreciation
- » ART 121 Pottery
- » ART 216 Printmaking
- » ART 221 Sculpture
- » ART 235 Graphic Design
- » ART 245 Art History
- » ART 255 Studio Art

- **SUPPORT CORE (12 credits)**

- » PHIL 128 Philosophy of Human Nature
- » one Natural Science course
- » SPA111 Intermediate Spanish or SPA 251 Business Spanish
- » one Natural Science, Humanities or Social Science course

**Fine Arts****Recommended Full-Time Degree Guide (72 – 73 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
ART 105	Foundations in Drawing	3
ART 110	Foundations in Painting	3
ART 118	Art Appreciation	3
Natural Science	Any Natural Science course	3 - 4
SPA (Open)	SPA 111 Intermediate Spanish or SPA 251 Business Spanish	3
<b>Recommended total credit hours</b>		<b>18 – 19</b>

\* Pending English Placement Exam results

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
THE (Open)	Any 100-level Theology course	3
ART 113	Drawing	3
ART 114	Painting	3
ART 235	Graphic Design	3
Open	Any Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>18</b>

\* Requires C or higher in ENG 110

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
ART 216	Printmaking	3
ART 221	Sculpture	3
ART 121	Pottery	3
PHIL 128	Philosophy of Human Nature	3
**MTH 103	Intermediate Algebra	3
<b>Recommended total credit hours</b>		<b>18</b>

\*\* Pending Math Placement Exam results

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics, or any 200-level literature course (except ENG 215 & ENG 225)	3
THE (Open)	Any 200-level Theology course	3
ART 245	Art History	3
ART 255	Studio Art	3
Open	Any Humanities or Social Science course	3
Open	Any 3-credit course	3
<b>Recommended total credit hours</b>		<b>18</b>

\*Requires C or higher in ENG 120

## **History and Economics - 76 credits**

### **Degree Requirements**

- **GENERAL CORE (28 credits)**
  - » English (12 credits)
    - ◇ ENG 110 College Composition I
    - ◇ ENG 120 College Composition II
    - ◇ ENG 210 Advanced College Composition
    - ◇ ENG 220 Language and Linguistics (CAPE) or any 200-level Literature course (except ENG 215 and ENG 225)
  - » Theology (6 credits)
    - ◇ any 100-level Theology course
    - ◇ any 200-level Theology course
  - » Mathematics (4 credits)
    - ◇ MTH 113 Pre-Calculus
  - » Humanities and Social Sciences (6 credits)
    - ◇ SOC 121 Introduction to Research Methods
    - ◇ PHIL 128 Philosophy of Human Nature
- **PROFESSIONAL CORE (48 credits)**
  - » BUS 105 Principles of Management
  - » ECO 105 Microeconomics
  - » ECO 106 Macroeconomics
  - » ECO 215 Intermediate Microeconomics
  - » ECO 225 Intermediate Macroeconomics
  - » HIS 101 What is History?
  - » HIS 102 The Caribbean in the Atlantic World Research Paper
  - » HIS 115 The Caribbean in the Atlantic World I
  - » HIS 125 The Caribbean in the Atlantic World II
  - » HIS 145 Belizean History
  - » HIS 215 Revolution in the Atlantic World
  - » HIS 225 Development in the Atlantic World
  - » MTH 225 Business Statistics
  - » PHIL 241 Social Philosophy



**History and Economics****Recommended Full-Time Degree Guide (76 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
HIS 101	What is History	1
HIS 115	The Caribbean in the Atlantic World I	4
ECO 105	Microeconomics	3
BUS 105	Principles of Management	3
PHIL 128	Philosophy of Human Nature	3
<b>Recommended total credit hours</b>		<b>17</b>

\* Pending English Placement Exam results

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
THE (Open)	Any 100-level Theology course	3
HIS 102	The Caribbean in the Atlantic World Research Paper	1
HIS 125	The Caribbean in the Atlantic World II	4
ECO 106	Macroeconomics	3
**MTH 113	Pre-Calculus	4
HIS 145	Belizean History	3
<b>Recommended total credit hours</b>		<b>21</b>

\* Requires C or higher in ENG 110 \*\* Pending Math Placement Exam results

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
SOC 121	Introduction to Research Methods	3
HIS 215	Revolution in the Atlantic World	5
ECO 215	Intermediate Microeconomics	5
PHIL 241	Social Philosophy	3
<b>Recommended total credit hours</b>		<b>19</b>

\*Requires C or higher in ENG 120

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE) or any 200-level literature course (except ENG 215 and ENG 225)	3
THE (Open)	Any 200-level Theology course	3
HIS 225	Development in the Atlantic World	5
ECO 225	Intermediate Macroeconomics	5
MTH 225	Business Statistics	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Requires C or higher in ENG 210*

**Literature and History – 79 credits****Degree Requirements**• **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics (CAPE) or any 200-level Literature course (except 215 and ENG 225)
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ SOC 121 Introduction to Research Methods
  - ◊ PHIL 128 Philosophy of Human Nature

• **PROFESSIONAL CORE (40 credits)**

- » ENG 115 Literatures in English I
- » ENG 125 Literatures in English II
- » ENG 215 Literatures in English III
- » ENG 225 Literatures in English IV
- » HIS 101 What is History?
- » HIS 102 The Caribbean in the Atlantic World Research Paper
- » HIS 115 The Caribbean in the Atlantic World I
- » HIS 125 The Caribbean in the Atlantic World II
- » HIS 215 Revolution in the Atlantic World
- » HIS 225 Development in the Atlantic World
- » PHIL 241 Social Philosophy
- » HIS 145 Belizean History
- » ENG 240 Belizean Literature in the Caribbean Context
- » One Natural Science, Humanities or Social Science course

**Literature and History****Recommended Full-Time Degree Guide (79 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
SOC 121	Introduction to Research Methods	3
PHIL 128	Philosophy of Human Nature	3
ENG 115	Literatures in English I	5
HIS 101	What is History?	1
HIS 115	The Caribbean in the Atlantic World I	4
<b>Recommended total credit hours</b>		<b>19</b>

\*Pending English Placement Exam results

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
**THE (Open)	Any 100-level Theology course	3
MTH 103	Intermediate Algebra	3
ENG 125	Literatures in English II	5
HIS 102	The Caribbean in the Atlantic World Research Paper	1
HIS 125	The Caribbean in the Atlantic World II	4
<b>Recommended total credit hours</b>		<b>19</b>

\*Requires a minimum of C in ENG 110

\*\*Pending Math Placement Exam results

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 200-level Theology course	3
ENG 215	Literatures in English III	5
PHIL 241	Social Philosophy	3
HIS 215	Revolution in the Atlantic World	5
Open	Any Natural Science, Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>22</b>

\*Requires a minimum of C in ENG 120

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE) or any 200-level Literature course	3
ENG 225	Literatures in English IV	5
*ENG 240	Belizean Literature in the Caribbean Context	5
HIS 225	Development in the Atlantic World	3
HIS 145	Belizean History	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Requires C or higher in ENG 210*

**Primary Education – 95 credits**

**Degree Requirements**

• **GENERAL CORE (30 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 Communication Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 227 Fundamentals of Linguistics
- » Theology (6 credits)
  - ◊ THE 131 Jesus the Teacher in the Gospels
  - ◊ THE 235 Philosophy of Education from a Christian Perspective
- » Mathematics ( 6 credits)
  - ◊ MTH 111 College Math for the Primary School Teacher I
  - ◊ MTH 112 College Math for the Primary School Teacher II
- » Humanities and Social Sciences (6 credits)
  - ◊ HIS 145 Belizean History
  - ◊ SPA 111 Intermediate Spanish

• **PROFESSIONAL CORE (50 credits)**

- » EDU 111 The Nature of the Learner
- » EDU 112 Introduction to Education
- » EDU 115 General Methods for the Primary Classroom
- » EDU 120 Physical Education
- » EDU 210 Managing the Regular and Multigrade Classroom
- » EDU 225 Health and Family Life Education
- » EDU 226 Spanish Methods for the Primary Classroom
- » EDU 230 Language Arts Methods for Primary Classroom I
- » EDU 232 Language Arts Methods for the Primary Classroom II
- » EDU 233 Science Concepts and Methods for the Primary Classroom
- » EDU 234 Social Studies Concepts and Methods for the Primary Classroom
- » EDU 238 Math Concepts and Methods for the Primary Classroom
- » EDU 290 Teaching Practicum I
- » EDU 291 The Internship in Primary Education

• **SUPPORT CORE (15 credits)**

- |  |                                     |
|--|-------------------------------------|
| » SCI 111 Introduction to Scientific Inquiry             | AND ONE OF THE FOLLOWING:           |
| » SCI 112 General Science for the Primary School Teacher | » ART 151 Dance and Drama Education |
| » SOC 151 Society & Culture in Belize & the Region       | » ART 152 Music Education           |
| » CIS 113 Intermediate Information Technology            | » ART 153 Visual Arts Education     |

*Notes: Students who have not completed all general and support core content courses in a subject area will need the permission of their academic advisor to register for the related methods courses. All courses must be passed with a minimum grade of "C".*

**Primary Education****Recommended Full-Time Degree Guide (95 credit hours)****YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
HIS 145	Belizean History	3
MTH 111	College Math for the Primary School Teacher	3
SCI 111	Introduction to Scientific Inquiry	3
THE 131	Jesus, the Teacher, and the Gospels	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Pending the English Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
MTH 112	College Math for the Primary School Teacher II	3
EDU 111	The Nature of the Learner	4
EDU 112	Introduction to Education	3
SPA 111	Intermediate Spanish	3
<b>Recommended total credit hours</b>		<b>16</b>

*\*Requires C or higher in ENG 110*

Term III		
Course Code	Course Description	Credits
CIS 113	Intermediate Information Technology	3
SCI 112	General Science for the Primary School Teacher	3
EDU 120	Physical Education	3
ART (Open)	Music or Art or Dance & Drama	3
<b>Recommended total credit hours</b>		<b>12</b>



**Year II**

Term I		
Course Code	Course Description	Credits
*ENG 227	Fundamentals of Linguistics	3
THE 235	Philosophy of Education from a Christian Perspective	3
EDU 115	General Methods for the Primary Classroom	4
EDU 225	Health and Family Life Education	3
EDU 226	Spanish Methods for the Primary School	3
SOC 151	Society and Culture in Belize and the Region	3
<b>Recommended total credit hours</b>		<b>19</b>

\*Requires C or higher in ENG 120

Term II		
Course Code	Course Description	Credits
EDU 210	Managing the Regular and Multigrade Classroom	3
EDU 230	Language Arts Methods for the Primary Classroom I	3
EDU 233	Science Concepts and Methods for the Primary Classroom	3
EDU 234	Social Studies Concepts and Methods for the Primary classroom	3
EDU 290	Teaching Practicum I	3
<b>Recommended total credit hours</b>		<b>15</b>

Term III		
Course Code	Course Description	Credits
EDU 238	Math Concepts and Methods for the Primary Classroom	3
ENG 210	Advanced College Composition	3
EDU 232	Language Arts Methods for the Primary Classroom II	3
<b>Recommended total credit hours</b>		<b>9</b>

Term IV		
Course Code	Course Description	Credits
EDU 291	The Internship in Primary Education	9
<b>Recommended total credit hours</b>		<b>9</b>

All courses must be passed with a minimum grade of C.

**Primary Education****Recommended Part-Time Degree Guide (95 credit hours)****YEAR I**

Term I		
Course Code	Course Description	Credits
SCI 111	Introduction to Scientific Inquiry	3
MTH 111	College Math for the Primary School Teacher I	3
*ENG 110	College Composition I	3
<b>Recommended total credit hours</b>		<b>9</b>

*\*Pending English Placement Results*

Term II		
Course Code	Course Description	Credits
EDU 111	The Nature of the Learner	4
*ENG 120	College Composition II	3
HIS 145	Belizean History	3
<b>Recommended total credit hours</b>		<b>10</b>

*\*Requires C or higher in ENG 110*

Term III		
Course Code	Course Description	Credits
SPA 111	Intermediate Spanish	3
SCI 112	General Science for the Primary School Teacher	3
MTH 112	College Math for the Primary School Teacher II	3
CIS 113	Intermediate Information Technology	3
<b>Recommended total credit hours</b>		<b>12</b>

**YEAR II**

Term I		
Course Code	Course Description	Credits
THE 131	Jesus, The Teacher, and the Gospels	3
SOC 151	Society and Culture in Belize and the Region	3
EDU 115	General Methods for the Primary Classroom	4
<b>Recommended total credit hours</b>		10

Term II		
Course Code	Course Description	Credits
EDU 112	Introduction to Education	3
EDU 225	Health and Family Life Education	3
EDU 233	Science Concepts and Methods for the Primary Classroom	3
<b>Recommended total credit hours</b>		9

Term III		
Course Code	Course Description	Credits
ART (Open)	Music OR Art OR Dance and Drama	3
EDU 120	Physical Education	3
<b>Recommended total credit hours</b>		6

**YEAR III**

Term I		
Course Code	Course Description	Credits
EDU 226	Spanish Methods for the Primary Classroom	3
*ENG 227	Fundamentals of Linguistics	3
THE 235	Philosophy of Education from a Christian Perspective	3
<b>Recommended total credit hours</b>		9

*\*Requires C or higher in ENG 120*

Term II		
Course Code	Course Description	Credits
EDU 290	Teaching Practicum I	3
EDU 230	Language Arts Methods for Primary Classroom I	3
EDU 210	Managing the Regular and Multigrade Classroom	3
EDU 234	Social Studies Concepts and Methods for the Primary Classroom	3
<b>Recommended total credit hours</b>		12

Term III		
Course Code	Course Description	Credits
EDU 238	Math Concepts and Methods for the Primary Classroom	3
ENG 210	Advanced College Composition	3
EDU 232	Language Arts Methods for the Primary Classroom II	3
<b>Recommended total credit hours</b>		9

*Requires C or higher in English*

**YEAR IV**

Term I		
Course Code	Course Description	Credits
EDU 291	The Internship in Primary Education	9
<b>Recommended total credit hours</b>		9

**Psychology and Sociology – 72 credits**

**Degree Requirements**

• **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics (CAPE) or any 200-level Literature course (except ENG 215 and ENG 225)
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ SOC 121 Introduction to Research Methods
  - ◊ PHIL 241 Social Philosophy

• **PROFESSIONAL CORE (45 credits)**

- » PSY 115 Introduction to Psychology
- » PSY 125 Developmental Psychology
- » PSY 130 Adolescent Psychology
- » PSY 215 History and Systems of Psychology
- » PSY 225 Social Psychology
- » PSY 230 Abnormal Psychology
- » SCI 102 Basic Concepts in Science/Lab
- » SCI 106 Health Science
- » SOC 115 Sociology, Society and Culture
- » SOC 125 Social Stratification, Mobility, and Institutions
- » SOC 215 Population, Development and Poverty
- » SOC 225 Social Order, Social Control, Deviance and Crime

**Psychology and Sociology****Recommended Full-Time Degree Guide (72 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
THE (Open)	Any 100-level Theology course	3
*MTH 103	Intermediate Algebra	3
PSY 115	Introduction to Psychology	3
SOC 115	Sociology, Society & Culture	5
<b>Recommended total credit hours</b>		<b>17</b>

*\*Pending English and Math Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
SCI 102	Basic Concepts in Science/Lab	3
PSY 125	Developmental Psychology	4
PSY 130	Adolescent Psychology	3
SOC 125	Social Stratification, Mobility and Institutions	3
SOC 121	Introduction to Research Methods	5
<b>Recommended total credit hours</b>		<b>21</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
PSY 215	History and Systems of Psychology	3
PSY 225	Social Psychology	3
SOC 215	Population, Development and Poverty	5
PHIL 241	Social Philosophy	3
<b>Recommended total credit hours</b>		<b>17</b>

*\*Requires C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	Eng 220 Language & Linguistics (CAPE) or any 200-level Literature course (except ENG 215 and ENG 225)	3
THE (Open)	Any 200-level Theology course	3
PSY 230	Abnormal Psychology	3
SOC 225	Social Order, Social Control, Deviance & Crime	5
SCI 106	Health Science	3
<b>Recommended total credit hours</b>		<b>17</b>

*\*Requires C or higher in ENG 210*



**Sociology and Economics – 74 credits****Degree Requirements**• **GENERAL CORE (28 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course (except ENG 215 and ENG 225)
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (4 credits)
  - ◊ MTH 113 Pre-Calculus
- » Humanities and Social Sciences (6 credits)
  - ◊ SOC 121 Introduction to Research Methods
  - ◊ PHIL 128 Philosophy of Human Nature

• **PROFESSIONAL CORE (46 credits)**

- » BUS 105 Principles of Management
- » ECO 105 Microeconomics
- » ECO 106 Macroeconomics
- » ECO 215 Intermediate Microeconomics
- » ECO 225 Intermediate Macroeconomics
- » HIS 145 Belizean History
- » MTH 225 Business Statistics
- » PHIL 241 Social Philosophy
- » SOC 115 Sociology, Society and Culture
- » SOC 125 Social Stratification, Mobility, and Institutions
- » SOC 215 Population, Development and Poverty
- » SOC 225 Social Order, Social Control, Deviance and Crime

**Sociology and Economics****Recommended Full-Time Degree Guide (74 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
THE (Open)	Any 100-level Theology course	3
*MTH 113	Pre-Calculus	4
BUS 105	Principles of Management	3
ECO 105	Microeconomics	3
SOC 115	Sociology, Society & Culture	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Pending English and Math Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition I	3
PHIL 128	Any 100-level Theology course	3
SOC 121	Introduction to Calculus	3
ECO 106	Principles of Management	3
SOC 125	Social Stratification, Mobility and Institutions	5
<b>Recommended total credit hours</b>		<b>17</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 200-level Theology course	3
PHIL 241	Social Philosophy	3
ECO 215	Intermediate Microeconomics	5
SOC 215	Population, Development and Poverty	5
<b>Recommended total credit hours</b>		<b>19</b>

*\*Requires C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course	3
HIS 145	Belizean History	3
ECO 225	Intermediate Macroeconomics	5
SOC 225	Social Order, Social Control, Deviance & Crime	5
MTH 225	Business Statistics	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Requires C or higher in ENG 210*

## **General Studies**

### **General Studies with no major – 73 credits**

#### **Degree Requirements**

- **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◇ ENG 110 College Composition I
  - ◇ ENG 120 College Composition II
  - ◇ ENG 210 Advanced College Composition
  - ◇ ENG 220 Language and Linguistics, or any 200-level literature course (except ENG 215 and ENG 225)
- » Theology (6 credits)
  - ◇ any 100-level Theology course
  - ◇ any 200-level Theology course
- » Mathematics (3 credits)
  - ◇ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◇ SOC 121 Introduction to Research Methods
  - ◇ Any approved course from semester or term offerings

- **PROFESSIONAL CORE (34 credits)**

- » CRS 103 Caribbean Society and Culture
- » CRS 104 Issues in Caribbean Development
- » HIS 121 History of Western Civilization OR HIS 141 Introduction to African Civilizations
- » HIS 145 Belizean History OR HIS 275 History of the Guatemalan Claim
- » INT 111 Information Technology I
- » INT 211 Information Technology II
- » PHIL 128 Philosophy of Human Nature
- » two Natural Science electives: One 4 credit and one 3 credit course
- » one Literature Elective
- » SPA 111 Intermediate Spanish OR SPA 251 Business Spanish
- » four courses from the Humanities, Social Sciences or Natural Science

**General Studies with no major****Recommended Full-Time Degree Guide (73 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
THE (Open)	Any 100-level Theology course	3
*MTH 103	Intermediate Algebra	3
SCI 101 or	Ecology, Evolution and the Environment OR	
SCI 102	Basic Concepts in Science/Lab	3 - 4
SOC 121	Introduction to Research Methods	3
CRS 103	Caribbean Society and Culture	3
<b>Recommended total credit hours</b>		<b>18 -19</b>

*\*Pending English and Math Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
HIS 121 or	HIS 121 History of Western Civilization OR	
HIS 141	Introduction to African Civilizations	3
SCI 104 or	Health Science OR	
SCI 106	Introduction to Environmental Studies	3
Open	Any Natural Science, Humanities or Social Science course	3
PHIL 128	Philosophy of Human Nature	3
CRS 104	Issues in Caribbean Development	3
<b>Recommended total credit hours</b>		<b>18</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 200-level Theology course	3
INT 111	Information Technology I	3
*ENG (Open)	Any Literature course	3
SPA 111 or 251	Intermediate Spanish or Business Spanish	3
Open	Any Natural Science, Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>18</b>

\*Require C or higher in ENG 120

Semester IV		
Course Code	Course Description	Credits
ENG (Open)	ENG 220 Language & Linguistics, or any 200-level Literature course (except ENG 215 and ENG 225)	3
INT 211	Information Technology II	3
HIS 145	Belizean History	3
Open	Any Natural Science, Humanities or Social Science course	3
Open	Any Social Science course	3
Open	Any Natural Science, Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>18</b>

\*Requires C or higher in ENG 210

**General Studies with a major in Accounting (71 credits)****Degree Requirements**• **GENERAL CORE (30 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course (except ENG 215 and ENG 225)
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (6 credits)
  - ◊ MTH 103 Intermediate Algebra
  - ◊ MTH 225 Business Statistics
- » Humanities and Social Sciences (6 credits)
  - ◊ Any two Humanities or Social Science courses

• **PROFESSIONAL CORE (17 credits)**

- » ACC 101 Principles of Accounting I
- » ACC 102 Principles of Accounting II
- » ACC 235 Cost and Managerial Accounting I
- » ACC 236 Cost and Managerial Accounting II
- » BUS 105 Principles of Management

• **SUPPORT CORE (24 credits)**

- » CIS 120 Business Information Systems
- » INT 111 Information Technology I
- » INT 211 Information Technology II
- » SPA 111 Intermediate Spanish
- » PHIL 128 Philosophy of Human Nature
- » Any Natural Science Course
- » Any Literature course (except ENG 115, ENG 125, ENG 215 & ENG 225)
- » Any History course



**General Studies with a major in Accounting****Recommended Full-Time Degree Guide (71 - 72 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
THE (Open)	Any 100-level Theology course	3
*MTH 103	Intermediate Algebra	3
ACC 101	Principles of Accounting I	3
BUS 105	Principles of Management	3
SCI (Open)	Any Natural Science course	3 – 4
<b>Recommended total credit hours</b>		<b>18 – 19</b>

*\*Pending English and Math Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
PHIL 128	Philosophy of Human Nature	3
SPA 111	Intermediate Spanish	3
ACC 102	Principles of Accounting II	3
Open	Any Humanities or Social Science course	3
CIS 120	Business Information Systems	3
<b>Recommended total credit hours</b>		<b>18</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 200-level Theology Course	3
ACC 235	Cost & Managerial Accounting I	4
HIS (Open)	HIS 121, His 141 or HIS 145	3
*ENG (Open)	Any 200-level literature course (except ENG 215 and ENG 225)	3
INT 111	Information Technology I	2
<b>Recommended total credit hours</b>		<b>19</b>

*\*Require C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE) or any 200-level Literature course	3
ACC 236	Cost & Managerial Accounting II	4
MTH 225	Business Statistics	3
Open	Any Humanities or Social Science course	3
INT 211	Information Technology II	3
<b>Recommended total credit hours</b>		<b>16</b>

*\*Require C or higher in ENG 120 or ENG 210 General Studies with a major in Economics – 76 credits*

**General Studies with a major in Economics – 75 credits**

**Degree Requirements**

• **GENERAL CORE (28 credits)**

- » English (12 credits)
  - ◇ ENG 110 College Composition I
  - ◇ ENG 120 College Composition II
  - ◇ ENG 210 Advanced College Composition
  - ◇ ENG 220 Language and Linguistics or any 200-level Literature course (except ENG 215 and ENG 225)
- » Theology (6 credits)
  - ◇ any 100-level Theology course
  - ◇ any 200-level Theology course
- » Mathematics (4 credits)
  - ◇ MTH 113 Pre-Calculus
- » Humanities and Social Sciences (6 credits)
  - ◇ SOC 121 Introduction to Research Methods
  - ◇ Any Humanities or Social Science course

• **PROFESSIONAL CORE (19 credits)**

- » BUS 105 Principles of Management
- » ECO 105 Microeconomics
- » ECO 106 Macroeconomics
- » ECO 215 Intermediate Microeconomics
- » ECO 225 Intermediate Macroeconomics

• **SUPPORT CORE (28 credits)**

- » CIS 120 Business Information Systems
- » INT 111 Information Technology I
- » INT 211 Information Technology II
- » MTH 225 Business Statistics
- » PHIL 128 Philosophy of Human Nature
- » SCI 101 Ecology, Evolution, and the Environment OR SCI 102 Central Concepts in Science/Lab
- » Any Literature course (except ENG 115, ENG 125, ENG 215 and ENG 225)
- » Any History course – HIS 121, HIS 145, HIS 141
- » Any Spanish course – SPA 111 or SPA 251

**General Studies with a major in Economics****Recommended Full-Time Degree Guide (75 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
ECO 105	Microeconomics	3
BUS 105	Principles of Management	3
Natural Science	SCI 101 Ecology, Evolution & the Environment or	4
	SCI 102 Basic Concepts in Science/Lab	
SOC 121	Introduction to Research Methods	3
<b>Recommended total credit hours</b>		<b>16</b>

*\*Pending English Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
THE (Open)	Any 100-level Theology Course	3
ECO 106	Macroeconomics	3
**MTH 113	Pre-Calculus	4
PHIL 128	Philosophy of Human Nature	3
Open	Any Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Requires C or higher in ENG 110*

*\*\*Pending Math Placement Exam results*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
ECO 215	Intermediate Microeconomics	5
CIS 120	Business Information Systems	3
SPA (Open)	SPA 111 Intermediate Spanish or SPA 251 Business Spanish	3
*ENG (Open)	Any 200 level Literature Course (except ENG 215 and ENG 225)	3
INT 111	Information Technology I	3
<b>Recommended total credit hours</b>		<b>20</b>

*\*Require C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
**ENG (OPEN)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course (except ENG 215 and ENG 225)	3
THE (Open)	Any 200-Level Theology course	3
ECO 225	Intermediate Macroeconomics	5
MTH 225	Business Statistics	3
INT 211	Information Technology II	3
HIS (Open)	Any History course	3
<b>Recommended total credit hours</b>		<b>20</b>

\*Requires C or higher in ENG 210

**General Studies with a major in Environmental Studies – 73 credits****Degree Requirements**• **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced English Composition
  - ◊ ENG 240 Belizean Literature in the Caribbean Context
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ PHIL 128 Philosophy of Human Nature
  - ◊ Any approved Humanities or Social Science course

• **PROFESSIONAL CORE (38 credits)**

- » COM 255 Environmental Communication and Education
- » ECO 202 Environmental Economics
- » ENG 255 Caribbean Literature
- » ENG 265 Women Writers
- » ENS 225 Environmental Law
- » ETH 250 Environmental Ethics
- » HIS 121 Western Civilization
- » HIS 145 Belizean History
- » PHIL 241 Social Philosophy
- » SCI 104 Introduction to Environmental Studies
- » SCI 101 Ecology, Evolution and the Environment
- » THM 210 Sustainable Tourism Management
- » Seminar: Poise, Polish and Interpersonal Relations in the Workplace

• **SUPPORT CORE (9 credits)**

- » Any Art course
- » CIS 112 Business Computer Applications
- » SPA 111 Intermediate Spanish

**General Studies with a major in Environmental Studies**  
**Recommended Full-Time Degree Guide (73 credit hours)**

**YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
*MTH 103	Intermediate Algebra	3
HIS 145	Belizean History	3
SCI 101	Ecology, Evolution & the Environment	4
PHIL 128	Philosophy of Human Nature	3
<b>Recommended total credit hours</b>		<b>16</b>

*\*Pending the English and Math Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
SPA 111	Intermediate Spanish	3
THE (Open)	Any 100-level Theology course	3
CIS 112	Business Computer Applications	3
THM 210	Sustainable Tourism Management	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C or higher in ENG 110*

Term III		
Course Code	Course Description	Credits
SCI 104	Environmental Studies	3
ART (Open)	Any Art Course	3
SOC (Open)	Any Social Science course	3
<b>Recommended total credit hours</b>		<b>9</b>



**YEAR II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
ECO 202	Environmental Economics or approved substitute	3
HIS 121	Western Civilization	3
PHIL 241	Social Philosophy	3
ENG 255	Caribbean Literature	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C or higher in ENG 120*

Term II		
Course Code	Course Description	Credits
ENG 240	Belizean Literature in the Caribbean Context	3
ENS 225	Environmental Law	3
THE (Open)	Any 200-level Theology Course	3
ETH 250	Environmental Ethics	3
<b>Recommended total credit hours</b>		<b>12</b>

Term III		
Course Code	Course Description	Credits
ENG 265	Women Writers	3
COM 255	Environmental Communication and Education	3
Seminar	Poise, Polish and Interpersonal Relations in the Workplace	0
<b>Recommended total credit hours</b>		<b>6</b>

**General Studies with a major in Graphic Design – 67 credits**

**Degree Requirements**

• **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced English Composition
  - ◊ ENG 240 Belizean Literature in the Caribbean Context
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ Any two Humanities and Social Science courses

• **PROFESSIONAL CORE (32 credits)**

- » CGD 217 Design Communication
- » CGD 218 Basic Graphic Design
- » CGD 220 Digital Publishing
- » ENG 255 Caribbean Literature
- » ENG 265 Women Writers
- » HIS 121 Western Civilization
- » HIS 145 Belizean History
- » PHIL 128 Philosophy of Human Nature
- » PHIL 241 Social Philosophy
- » SCI 101 Ecology, Evolution and the Environment
- » Seminar: Poise, Polish and Interpersonal Relations in the Workplace

• **SUPPORT CORE (9 credits)**

- » SPA 111 Intermediate Spanish
- » Any Art course
- » Any Natural Science course

**General Studies with a major in Graphic Design****Recommended Full-Time Degree Guide (67 credit hours)****YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
PHIL 128	Philosophy of Human Nature	3
HIS 145	Belizean History	3
SCI 101	Ecology, Evolution & the Environment	4
<b>Recommended total credit hours</b>		<b>12</b>

*\*Pending the English Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
*MTH 103	Intermediate Algebra	3
THE (Open)	Any 100-level Theology course	3
CGD 217	Design Communication	3
CGD 218	Basic Graphic Design	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C or higher in ENG 110*

*\* Pending the Math Placement Exam results*

Term III		
Course Code	Course Description	Credits
SPA 111	Intermediate Spanish	3
CGD 220	Digital Publishing	3
<b>Recommended total credit hours</b>		<b>6</b>

*\*Require C or higher in ENG 120*

**YEAR II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
HIS 121	Western Civilization	3
PHIL 241	Social Philosophy	3
SOC (Open)	Any Humanities or Social Science course	3
SCI (OPEN)	Any Natural Science course	4
<b>Recommended total credit hours</b>		<b>16</b>

*\*Requires C or higher in ENG 120*

Term II		
Course Code	Course Description	Credits
ENG 240	Belizean Literature in the Caribbean Context	3
THE (Open)	Any 200-level Theology course	3
ART (Open)	Any Art course	3
SOC (Open)	Any Humanities or Social Science course	3
ENG 255	Caribbean Literature	3
<b>Recommended total credit hours</b>		<b>15</b>

Term III		
Course Code	Course Description	Credits
ENG 265	Women Writers	3
Seminar	Poise, Polish and Interpersonal Relations in the Workplace	0
<b>Recommended total credit hours</b>		<b>3</b>

**General Studies with a major in History – 73 credits****Degree Requirements**• **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (4 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ SOC 121 Introduction to Research Methods
  - ◊ PHIL 128 Philosophy of Human Nature

• **PROFESSIONAL CORE (26 credits)**

- » HIS 101 What is History?
- » HIS 115 The Caribbean in the Atlantic World I
- » HIS 102 The Caribbean in the Atlantic World Research Paper
- » HIS 125 The Caribbean in the Atlantic World II
- » HIS 215 Revolution in the Atlantic World
- » HIS 225 Development in the Atlantic World
- » PHIL 241 Social Philosophy
- » HIS 145 Belizean History

• **SUPPORT CORE (9 credits)**

- » INT 111 Information Technology I
- » INT 211 Information Technology II
- » SPA 111 Intermediate Spanish or SPA 251 Business Spanish
- » SCI 101 Ecology, Evolution and the Environment OR SCI 102 Basic Concepts in Science/Lab
- » One Social Science course
- » Any Literature course (except ENG 115, ENG 125 and ENG 225)

**General Studies with a major in History****Recommended Full-Time Degree Guide (73 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
HIS 101	What is History?	1
HIS 115	The Caribbean in the Atlantic World I	4
PHIL 128	Philosophy of Human Nature	3
SOC 121	Introduction to Research Methods	3
THE (Open)	Any 100-level Theology course	3
<b>Recommended total credit hours</b>		<b>17</b>

\*Pending English Placement Exam results

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
**MTH 103	Intermediate Algebra	3
THE (Open)	Any 100-level Theology Course	3
HIS 102	The Caribbean in the Atlantic World Research Paper	1
HIS 125	The Caribbean in the Atlantic World II	4
HIS 145	Belizean History	3
PHIL 241	Social Philosophy	3
<b>Recommended total credit hours</b>		<b>20</b>

\*Requires C or higher in ENG 110

\*\*Pending Math Placement Exam results

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
SPA (Open)	SPA 111 Intermediate Spanish or SPA 251 Business Spanish	3
HIS 215	Revolution in the Atlantic World	5
Natural Science	SCI 101 Ecology, Evolution & the Environment OR SCI 102 Basic Concepts in Science/Lab	3
INT 111	Information Technology I	4
<b>Recommended total credit hours</b>		<b>18</b>

\*Requires C or higher in ENG 120

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics, or any 200-level Literature course (except ENG 215 and ENG 225)	3
HIS 225	Development in the Atlantic World	5
THE (Open)	Any 200-level Theology course	5
INT 211	Information Technology II	3
Open	Any Social Science course	3
<b>Recommended total credit hours</b>		<b>17</b>

*\*Requires C or higher in ENG 210*

**General Studies with a major in Human Resource Management – 73 credits**

**Degree Requirements**

• **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 240 Belizean Literature in the Caribbean Context
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ PSY 210 Organizational Behavior
  - ◊ PHIL 128 Philosophy of Human Nature

• **PROFESSIONAL CORE (35 credits)**

- » ENG 255 Caribbean Literature
- » ENG 265 Women Writers
- » HIS 121 Western Civilization
- » HIS 145 Belizean History
- » HRM 210 Management of Human Resources
- » HRM 211 Employment Law
- » HRM 212 Compensation and Benefits
- » MGT 223 Principles of Supervision
- » PDV 195 Professionalism and Personal Ethics
- » PHIL 241 Social Philosophy
- » SCI 101 Ecology, Evolution and the Environment
- » Seminar: Poise, Polish and Interpersonal Relations in the Workplace

• **SUPPORT CORE (12 credits)**

- » CIS 112 Business Computer Applications
- » SPA 111 Intermediate Spanish
- » Any Art course
- » Any Natural Science course



**General Studies with a major in Human Resource Management****Recommended Full-Time Degree Guide (73 credit hours)****YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
PHIL 128	Philosophy of Human Nature	3
HIS 145	Belizean History	3
SCI 101	Ecology, Evolution & the Environment	4
PDV 195	Professional and Personal Ethics	3
<b>Recommended total credit hours</b>		<b>16</b>

*\*Pending the English Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
**MTH 103	Intermediate Algebra	3
THE (Open)	Any 100-level Theology course	3
HRM 210	Management of Human Resources	3
CIS 112	Business Computer Applications	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C or higher in ENG 110*

*\*\*Pending the Math Placement Exam results*

Term III		
Course Code	Course Description	Credits
SPA 111	Intermediate Spanish	3
HRM 211	Employment Law	3
HRM 212	Compensation & Benefits	3
<b>Recommended total credit hours</b>		<b>9</b>

**YEAR II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
HIS 121	Western Civilization	3
PHIL 241	Social Philosophy	3
PSY 210	Organizational Behavior	3
SCI (Open)	Any Science course	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C or higher in ENG 120*

Term II		
Course Code	Course Description	Credits
ENG 240	Belizean Literature in the Caribbean Context	3
THE (Open)	Any 200-level Theology course	3
ENG 255	Caribbean Literature	3
ART (Open)	Any Art course	3
MGT 223	Principles of Supervision	3
<b>Recommended total credit hours</b>		<b>15</b>

Term III		
Course Code	Course Description	Credits
ENG 265	Women Writers	3
Seminar	Poise, Polish and Interpersonal Relations in the Workplace	0
<b>Recommended total credit hours</b>		<b>3</b>

**General Studies with a major in Literature – 69 credits****Degree Requirements**• **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ SOC 121 Introduction to Research Methods
  - ◊ PHIL 128 Philosophy of Human Nature

• **PROFESSIONAL CORE (23 credits)**

- » ENG 115 Literatures in English I
- » ENG 125 Literatures in English II
- » ENG 215 Literatures in English III
- » ENG 225 Literatures in English IV
- » ENG 240 Belizean Literature in the Caribbean Context

• **SUPPORT CORE (19 credits)**

- » INT 111 Information Technology I
- » INT 211 Information Technology II
- » SCI 101 Ecology, Evolution, and the Environment OR SCI 102 Central Concepts in Science
- » HIS 121, HIS 141 or HIS 145
- » SPA 111 Intermediate Spanish or SPA 251 Business Spanish
- » Any 3-credit course from Natural Science, Humanities or Social Science

**General Studies with a major in Literature****Recommended Full-Time Degree Guide (69 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
PHIL 128	Philosophy of Human Nature	3
SPA (Open)	SPA 111 Intermediate Spanish OR SPA 251 Business Spanish	3
Natural Science	SCI 101 Ecology, Evolution & the Environment OR SCI 102 Basic Concepts in Science/Lab	4
ENG 115	Literatures in English I	5
<b>Recommended total credit hours</b>		<b>18</b>

\*Pending English Placement Exam results.

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
THE (Open)	Any 100-level Theology course	3
**MTH 103	Intermediate Algebra	3
SOC 121	Introduction to Research Methods	3
*ENG 125	Literatures in English II	5
<b>Recommended total credit hours</b>		<b>17</b>

\*Requires C or higher in ENG 110 and ENG 115

\*\*Pending Math Placement Exam results

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 200-level Theology course	3
HIS (open)	HIS 121, HIS 145 or HIS 141	3
*ENG 215	Literatures in English III	5
INT 111	Information Technology I	3
<b>Recommended total credit hours</b>		<b>17</b>

\*Requires C or higher in ENG 120 and ENG 125

Semester IV		
Course Code	Course Description	Credits
ENG (Open)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course	3
ENG 225	Literatures in English IV	5
INT 211	Information Technology II	3
*ENG 240	Belizean Literature in the Caribbean Context	3
OPEN	Any approved course	3
<b>Recommended total credit hours</b>		<b>17</b>

*\*Requires C or higher in ENG 210 and ENG 215*

**General Studies with a major in Psychology – 73 credits**

**Degree Requirements**

• **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ SOC 121 Introduction to Research Methods
  - ◊ Any Social Science course

• **PROFESSIONAL CORE (28 credits)**

- » PHIL 128 Philosophy of Human Nature
- » PSY 115 Introduction to Psychology
- » PSY 125 Developmental Psychology
- » PSY 130 Adolescent Psychology
- » PSY 215 History and Systems of Psychology
- » PSY 225 Social Psychology
- » PSY 230 Abnormal Psychology
- » SCI 102 Basic Concepts in Science/Lab
- » SCI 106 Health Science

• **SUPPORT CORE (18 credits)**

- ◊ INT 111 Information Technology I
- ◊ INT 211 Information Technology II
- ◊ Any History course – HIS 121, HIS 141, HIS 145
- ◊ Any Literature course (except ENG 115, ENG 125, ENG 215 and ENG 225)
- ◊ SPA 111 Intermediate Spanish OR SPA 251 Business Spanish
- ◊ Any 3-credit Humanities course

**General Studies with a major in Psychology****Recommended Full-Time Degree Guide (73 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
THE (Open)	Any 100-level Theology course	3
SCI 102	Basic Concepts in Science/Lab	4
*MTH 103	Intermediate Algebra	3
PSY 115	Introduction to Psychology	3
SOC 121	Introduction to Research Methods	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Pending English and Math Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
SPA (Open)	SPA 111 Intermediate Spanish or SPA 251 Business Spanish	3
PSY 125	Developmental Psychology	3
PSY 130	Adolescent Psychology	3
PHIL 128	Philosophy of Human Nature	3
HIS	HIS 121, HIS 141 or HIS 145	3
<b>Recommended total credit hours</b>		<b>18</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 200-level Theology course	3
PSY 215	History & Systems of Psychology	3
PSY 225	Social Psychology	3
INT 111	Information Technology I	3
OPEN	Any Social Science course	3
<b>Recommended total credit hours</b>		<b>18</b>

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course	3
SCI 106	Health Science	3
INT 211	Information Technology II	3
PSY 230	Abnormal Psychology	3
ENG	Any Literature course (except ENG 115, ENG 125, ENG 215 and ENG 225)	3
Open	Any Humanities course	3
<b>Recommended total credit hours</b>		<b>18</b>

\*Require C or higher in ENG 210



**General Studies with a major in Sociology – 72 credits****Degree Requirements**

- **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course except (ENG 215 and ENG 225)
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Social Sciences (6 credits)
  - ◊ SOC 121 Introduction to Research Methods
  - ◊ Any Social Science course (except SOC 124 Introduction to Sociology)

- **PROFESSIONAL CORE (20 credits)**

- » SOC 115 Sociology, Society and Culture
- » SOC 125 Social Stratification, Mobility, and Institutions
- » SOC 215 Population, Development and Poverty
- » SOC 225 Social Order, Control, Deviance and Crime

- **SUPPORT CORE (25 credits)**

- » HIS 145 Belizean History
- » INT 111 Information Technology I
- » INT 112 Information Technology II
- » PHIL 241 Social Philosophy
- » SCI 101 Ecology, Evolution, and the Environment OR SCI 102 Basic Concepts in Science
- » Any Literature course (except ENG 115, ENG 125, ENG 215 & ENG 225)
- » SPA 111 Intermediate Spanish or SPA 251 Business Spanish
- » One course from Humanities, Social Science or Natural Science

**General Studies with a major in Sociology****Recommended Full-Time Degree Guide (72 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
*MTH 103	Intermediate Algebra	3
SOC 121	Introduction to Research Methods	3
SOC 115	Sociology, Society & Culture	5
SPA	SPA 111 Intermediate Spanish or SPA 251 Business Spanish	3
<b>Recommended total credit hours</b>		<b>17</b>

*\*Pending English & Math Placement Exam results.*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
THE (Open)	Any 100-level Theology Course	3
SCI 101 or 102	Ecology, Evolution & the Environment or Basic Concepts in Science	4
SOC125	Social Stratification, Mobility and Institutions	5
HIS 145	Belizean History	3
<b>Recommended total credit hours</b>		<b>18</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
INT 111	Information Technology I	3
SOC (Open)	Any Social Science course	3
SOC 215	Population, Development and Poverty	5
PHIL 241	Social Philosophy	3
*ENG (Open)	any Literature course (except ENG 115, ENG 125, ENG 215 & ENG 225)	3
<b>Recommended total credit hours</b>		<b>20</b>

*\*Require C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course except courses for English majors.	3
INT 211	Information Technology II	3
SOC 225	Social Order, Control, Deviance & Crime	5
THE (Open)	Any 200-level Theology course	3
Open	Any Natural Science, Humanities, or Social Science course	3
<b>Recommended total credit hours</b>		<b>17</b>

*\*Requires C or higher in ENG 210*

**General Studies with a major in Tourism – 73 credits**

**Degree Requirements**

- **GENERAL CORE (27 credits)**
  - » English (12 credits)
    - ◊ ENG 110 College Composition I
    - ◊ ENG 120 College Composition II
    - ◊ ENG 210 Advanced College Composition
    - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course (except ENG 2115 and ENG 225)
  - » Theology (6 credits)
    - ◊ any 100-level Theology course
    - ◊ any 200-level Theology course
  - » Mathematics (3 credits)
    - ◊ MTH 103 Intermediate Algebra
  - » Humanities and Social Sciences (6 credits)
    - ◊ SOC 121 Introduction to Research Methods
    - ◊ HIS 145 Belizean History
- **PROFESSIONAL CORE (24 credits)**
  - » BUS 105 Principles of Management
  - » BUS 124 Business Ethics
  - » BUS 251 Business Communication
  - » ECO 105 Microeconomics
  - » ECO 106 Macroeconomics
  - » THM 115 Introduction to Tourism
  - » THM 125 Tourism Systems
- **SUPPORT CORE (22 credits)**
  - » CIS 120 Business Information Systems
  - » INT 111 Information Technology I
  - » INT 211 Information Technology II
  - » PHIL 128 Philosophy of Human Nature
  - » SCI 101 Ecology, Evolution, and the Environment
  - » SPA 251 Business Spanish
  - » Any Literature course

**General Studies with a major in Tourism****Recommended Full-Time Degree Guide (73 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
*MTH 103	Intermediate Algebra	3
SOC 121	Intro to Research Methods	3
BUS 105	Principles of Management	3
ECO 105	Microeconomics	3
INT 111	Information Technology I	3
<b>Recommended total credit hours</b>		<b>18</b>

*\*Pending English and Math Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
THE (Open)	Any 100-level Theology course	3
ECO 106	Macroeconomics	3
PHIL 128	Philosophy of Human nature	3
SCI 101	Ecology, Evolution & the Environment	4
INT 211	Information Technology II	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College composition	3
CIS 120	Business Information Systems	3
BUS 251	Business Communication	3
THM 115	Introduction to Tourism	3
HIS 145	Belizean History	3
BUS 240	Interpersonal Relations in the Business Environment	3
<b>Recommended total credit hours</b>		<b>18</b>

*\*Requires C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE) or any 200-level Literature course	3
THE (Open)	Any 200-level Theology course	3
BUS 124	Business Ethics	3
SPA 151	Business Spanish	3
THM 125	Tourism Systems	3
ENG (Open)	Any Literature course (except Eng 115, ENG 125, ENG 215 & ENG 225)	3
<b>Recommended total credit hours</b>		<b>18</b>

\*Requires C or higher in ENG 210

**General Studies with a major in Tourism Management – 73 credits****Degree Requirements**

- **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 240 Belizean Literature in the Caribbean Context
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ PHIL 128 Philosophy of Human Nature
  - ◊ Any Humanities or Social Science course

- **PROFESSIONAL CORE (34 credits)**

- » BUS 211 Customer Service
- » ENG 255 Caribbean Literature
- » ENG 265 Women Writers
- » HIS 121 History of Western Civilization
- » HIS 145 Belizean History
- » PDV 195 Professionalism and Personal Ethics
- » PHIL 241 Social Philosophy
- » SCI 101 Ecology, Evolution and the Environment
- » THM 101 Introduction to Tourism and Hospitality
- » THM 210 Sustainable Tourism Management
- » THM 214 Tourism and Hospitality Laws
- » Seminar: Poise, Polish and Interpersonal Relations in the Workplace

- **SUPPORT CORE (12 credits)**

- » CIS 112 Business Computer Applications
- » SPA 111 Intermediate Spanish
- » Any Art course
- » Any Natural Science course

**General Studies with a major in Tourism Management****Recommended Full-Time Degree Guide – 73 credit hours****YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
SCI 101	Ecology, Evolution & the Environment	4
HIS 145	Belizean History	3
PHIL 128	Philosophy of Human Nature	3
PDV 195	Professional and Personal Ethics	3
<b>Recommended total credit hours</b>		<b>16</b>

*\*Pending the English Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
**MTH 103	Intermediate Algebra	3
THE (Open)	Any 100-level Theology course	3
BUS 211	Customer Service	3
CIS 112	Business Computer Applications	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C or higher in ENG 110*

*\*\*Pending Math Placement Exam results*

Term III		
Course Code	Course Description	Credits
SPA 111	Intermediate Spanish	3
SCI (Open)	Any Natural Science course	3
ART (Open)	Any Art course	3
<b>Recommended total credit hours</b>		<b>9</b>



**YEAR II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
HIS 121	Western Civilization	3
PHIL 241	Social Philosophy	3
THM 101	Introduction to Tourism and Hospitality	3
THE (Open)	Any 200-level Theology course	3
<b>Recommended total credit hours</b>		<b>15</b>

\*Requires C or higher in ENG 120

Term II		
Course Code	Course Description	Credits
ENG 240	Belizean Literature in the Caribbean Context	3
ENG 255	Caribbean Literature	3
THM 210	Sustainable Tourism Management	3
THM 214	Tourism and Hospitality Laws	3
<b>Recommended total credit hours</b>		<b>12</b>

Term III		
Course Code	Course Description	Credits
ENG 265	Women Writers	3
SOC (Open)	Any Humanities or Social Science course	3
Seminar	Poise, Polish and Interpersonal Relations in the Workplace	0
<b>Recommended total credit hours</b>		<b>6</b>

## ASSOCIATE IN SCIENCE

### **BUSINESS AND MANAGEMENT**

#### **Business Administration with no major – 76 credits**

#### **Degree Requirements**

- **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◇ ENG 110 College Composition I
  - ◇ ENG 120 College Composition II
  - ◇ ENG 210 Advanced College Composition
  - ◇ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◇ any 100-level Theology course
  - ◇ any 200-level Theology course
- » Mathematics (3 credits)
  - ◇ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◇ SOC 121 Introduction to Research Methods
  - ◇ Any Humanities or Social Science course

- **PROFESSIONAL CORE (36 credits)**

- |                                       |   |
|---------------------------------------|---|
| » ACC 101 Principles of Accounting I  | » BUS 240 Interpersonal Relations in the Business Environment |
| » ACC 102 Principles of Accounting II | » BUS 251 Business Communication                              |
| » BUS 105 Principles of Management    | » BUS 252 Small Business Management                           |
| » BUS 124 Business Ethics             | » ECO 105 Microeconomics                                      |
| » BUS 213 Principles of Marketing     | » ECO 106 Macroeconomics                                      |
| » BUS 222 Business Law                |   |
| » BUS 223 Business Finance            |   |

- **SUPPORT CORE (13 credits)**

- » CIS 120 Business Information Systems
- » MTH 225 Business Statistics
- » SCI 101 Ecology, Evolution, and the Environment
- » SPA 151 Spanish for Business

**Business Administration with no major****Recommended Full-Time Degree Guide (76 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
THE (Open)	Any 100-level Theology course	3
*MTH 103	Intermediate Algebra	3
BUS 105	Principles of Management	3
ACC 101	Principles of Accounting I	3
ECO 105	Microeconomics	3
<b>Recommended total credit hours</b>		<b>18</b>

*\*Pending English and Math Placement Exam results.*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
SOC 121	Introduction to Research Methods	3
ACC 102	Principles of Accounting II	3
ECO 106	Macroeconomics	3
BUS 124	Business Ethics	3
SPA 251	Business Spanish	3
<b>Recommended total credit hours</b>		<b>18</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open) or	Any 200-level Theology course or	3
CIS 120	Business Information Systems	
BUS 251	Business Communication	3
BUS 252 or	Small Business Management or	
MTH 225	Business Statistics	3
BUS 222 or	Business Finance	
BUS 223	Business Law	3
SCI 101	Ecology Evolution & the Environment	4
BUS 240	Interpersonal Relations in the Business Environment (Dec – Jan) 4 weeks	3
<b>Recommended total credit hours</b>		<b>19</b>

\*Requires C or higher in ENG 120

Semester IV		
Course Code	Course Description	Credits
ENG (Open)	ENG 220 Language & Linguistics, or any 200-level Literature course (except ENG 215 & ENG 225)	3
BUS 252 or	Small Business Management or	
MTH 225	Business Statistics	3
THE (Open) or	Any 200-level Theology course or	
CIS 120	Business Information Systems	3
BUS 213	Principles of Marketing	
BUS 222 or	Business Finance or	3
BUS 223	Business Law	3
Open	Any Humanities course	3
<b>Recommended total credit hours</b>		<b>18</b>

\*Require C or higher in ENG 210

**Business Administration with a major in Accounting – 83 credits****Degree Requirements**

- **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ SOC 121 Introduction to Research Methods
  - ◊ Any Humanities or Social Science course

- **PROFESSIONAL CORE (44 credits)**

- » ACC 101 Principles of Accounting I
- » ACC 102 Principles of Accounting II
- » ACC 235 Cost and Managerial Accounting I
- » ACC 236 Cost and Managerial Accounting II
- » BUS 105 Principles of Management
- » BUS 124 Business Ethics
- » BUS 213 Principles of Marketing
- » BUS 222 Business Law
- » BUS 223 Business Finance
- » BUS 240 Interpersonal Relations in the Business Environment
- » BUS 251 Business Communication
- » BUS 252 Small Business Management
- » ECO 105 Microeconomics
- » ECO 106 Macroeconomics

- **SUPPORT CORE (12 credits)**

- » CIS 120 Business Information Systems
- » MTH 225 Business Statistics
- » Any Natural Science course
- » SPA 251 Business Spanish

**Business Administration with a major in Accounting****Recommended Full-Time Degree Guide (83 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
*MTH 103	Intermediate Algebra	3
SOC 121	Introduction to Research Methods	3
ACC 101	Principles of Accounting I	3
BUS 105	Principles of Management	3
ECO 105	Microeconomics	3
<b>Recommended total credit hours</b>		<b>18</b>

*\*Pending English & Math Placement Exam results.*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
THE (Open)	Any 100-level Theology course	3
ACC 102	Principles of Accounting II	3
ECO 106	Macroeconomics	3
SCI	Any Natural Science course	3 - 4
BUS 124	Business Ethics	3
CIS 120	Business Information Systems	3
<b>Recommended total credit hours</b>		<b>21 - 22</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
BUS 222	Business Law	3
BUS 223	Business Finance	3
BUS 251	Business Communication	3
ACC 235	Cost & Managerial Accounting I	4
SPA 151	Business Spanish	3
BUS 240	Interpersonal Relations in the Business Environment (Dec – Jan) 4 weeks	3
<b>Recommended total credit hours</b>		<b>22</b>

*\*Requires C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
ENG (Open)	ENG 220 Language & Linguistics, or any 200-Level literature course (except ENG 215 & ENG 225)	3
THE (Open)	Any 200-level Theology course	3
ACC 236	Cost & Managerial Accounting II	4
BUS 213	Principles of Marketing	3
BUS 252	Small Business Management	3
MTH 225	Business Statistics	3
SOC (Open)	Any Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>22</b>

*\*Requires C or higher in ENG 210*

**Business Administration with a major in Economics – 86 credits**

**Degree Requirements**

• **GENERAL CORE (28 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course (except ENG 215 and ENG 225)
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (4 credits)
  - ◊ MTH 113 Pre-Calculus
- » Humanities and Social Sciences (6 credits)
  - ◊ SOC 121 Introduction to Research Methods
  - ◊ Any Humanities or Social Science course

• **PROFESSIONAL CORE (46 credits)**

- » ACC 101 Principles of Accounting I
- » ACC 102 Principles of Accounting II
- » BUS 105 Principles of Management
- » BUS 124 Business Ethics
- » BUS 213 Principles of Marketing
- » BUS 222 Business Law
- » BUS 223 Business Finance
- » BUS 240 Interpersonal Relations in the Business Environment
- » BUS 251 Business Communication
- » BUS 252 Small Business Management
- » ECO 105 Microeconomics
- » ECO 106 Macroeconomics
- » ECO 215 Intermediate Microeconomics
- » ECO 225 Intermediate Macroeconomics

• **SUPPORT CORE (12 credits)**

- » CIS 120 Business Information Systems
- » MTH 225 Business Statistics
- » Any Natural Science course
- » SPA 251 Business Spanish



**Business Administration with a major in Economics****Recommended Full-Time Degree Guide (86 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
MTH 113	Pre-Calculus	4
ACC 101	Principles of Accounting I	3
BUS 105	Principles of Management	3
ECO 105	Microeconomics	3
THE (Open)	Any 100-level Theology course	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Pending English and Math Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
ACC 102	Principles of Accounting II	3
ECO 106	Macroeconomics	3
SOC 121	Introduction to Research Methods	3
SCI	Any Natural Science course	3 - 4
BUS 124	Business Ethics	3
SPA 251	Business Spanish	3
<b>Recommended total credit hours</b>		<b>21 - 22</b>

*\*Requires C or higher in ENG 120*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 200-level Theology course	3
BUS 222	Business Law	3
BUS 251	Business Communication	3
BUS 223	Business Finance	3
ECO 215	Intermediate Microeconomics	5
BUS 240	Interpersonal Relations in the Business Environment (Dec – Jan) 4 weeks	3
<b>Recommended total credit hours</b>		<b>23</b>

*\*Requires C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics, or any 200-level Literature course	3
ECO 225	Intermediate Macroeconomics	5
BUS 213	Principles of Marketing	3
BUS 252	Small Business Management	3
MTH 225	Business Statistics	3
CIS 120	Business Information Systems	3
Open	Any Humanities or Social Science Course	3
<b>Recommended total credit hours</b>		<b>23</b>

*\*Require C or higher in ENG 210*

**Business Administration with a major in Tourism – 78 credits****Degree Requirements**

- **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ SOC 121 Introduction to Research Methods
  - ◊ HIS 145 Belizean History

- **PROFESSIONAL CORE (39 credits)**

- » ACC 101 Principles of Accounting I
- » ACC 102 Principles of Accounting II
- » BUS 105 Principles of Management
- » BUS 124 Business Ethics
- » BUS 213 Principles of Marketing
- » BUS 222 Business Law OR BUS 223 Business Finance
- » BUS 251 Business Communication
- » BUS 252 Small Business Management
- » BUS 240 Interpersonal Relations in the Business Environment
- » ECO 105 Microeconomics
- » ECO 106 Macroeconomics
- » THM 115 Introduction to Tourism
- » THM 125 Tourism Systems

- **SUPPORT CORE (13 credits)**

- » CIS 120 Business Information Systems
- » MTH 225 Business Statistics
- » Any Natural Science course
- » SPA 251 Business Spanish

**Business Administration with a major in Tourism****Recommended Full-Time Degree Guide (86 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
*MTH 103	Intermediate Algebra	3
ACC 101	Principles of Accounting I	3
BUS 105	Principles of Management	3
ECO 105	Microeconomics	3
SCI	Any Natural Science course	3 - 4
<b>Recommended total credit hours</b>		<b>18 - 19</b>

*\*Pending English and Math Placement Exam results.*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
THE (Open)	Any 100-level Theology course	3
SOC 121	Introduction to Research Methods	3
ACC 102	Principles of Accounting II	3
ECO 106	Macroeconomics	3
BUS 124	Business Ethics	3
<b>Recommended total credit hours</b>		<b>18</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
BUS 222 or 223	Business Law or Business Finance	3
HIS 145	Belizean History	3
CIS 120	Business Information Systems	3
THM 115	Introduction to Tourism	3
BUS 251	Business Communication	3
BUS 240	Interpersonal Relations in the Business Environment (Dec – Jan) 4 weeks	3
<b>Recommended total credit hours</b>		<b>21</b>

*\*Requires C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
ENG (Open)	ENG 220 Language & Linguistics, or any 200-level Literature course	3
THE (Open)	Any 200-level Theology course	3
THM 125	Tourism Systems	3
BUS 213	Principles of Marketing	3
BUS 252	Small Business Management	3
SPA 251	Business Spanish	3
MTH 225	Business Statistics	3
<b>Recommended total credit hours</b>		<b>21</b>

*\*Requires C or higher in ENG 210*

**Business Management with no major – 75 credits**

**Degree Requirements**

• **GENERAL CORE (30 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (6 credits)
  - ◊ MTH 103 Intermediate Algebra
  - ◊ MTH 225 Business Statistics
- » Humanities and Social Sciences (6 credits)
  - ◊ Any Humanities or Social Science course
  - ◊ Any Art, Ethics, or Philosophy course

• **PROFESSIONAL CORE (36 credits)**

- » ACC 101 Principles of Accounting I
- » ACC 102 Principles of Accounting II
- » BUS 105 Principles of Management
- » BUS 124 Business Ethics
- » BUS 213 Principles of Marketing
- » BUS 222 Business Law
- » BUS 223 Business Finance
- » BUS 251 Business Communication
- » BUS 252 Small Business Management
- » ECO 105 Microeconomics
- » ECO 106 Macroeconomics
- » HRM 210 Management of Human Resources
- » Seminar: Poise, Polish and Interpersonal Relations in the Workplace

• **SUPPORT CORE (9 credits)**

- » CIS 112 Business Computer Applications
- » SPA 111 Intermediate Spanish
- » Any Natural Science course

**Business Management with no major****Recommended Full-Time Degree Guide (75 - 76 credit hours)****YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
ACC 101	Principles of Accounting I	3
*MTH 103	Intermediate Algebra	3
BUS 105	Principles of Management	3
ECO 105	Microeconomics	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Pending English and Math Placement Exam results*

Term II		
Course Code	Course Description	Credits
ENG 120	College Composition II	3
ACC 102	Principles of Accounting II	3
BUS 124	Business Ethics	3
ECO 106	Macroeconomics	3
THE (Open)	Any 100-level Theology course	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C in ENG 110*

Term III		
Course Code	Course Description	Credits
SPA 111	Intermediate Spanish	3
SCI (Open)	Any Science course	3 - 4
SOC (Open)	Any Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>9 - 10</b>

**YEAR II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
BUS 213	Principles of Marketing	3
CIS 112	Business Computer Application	3
MTH 225	Business Statistics	3
SOC (Open)	Any Art, Ethics, or Philosophy course	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Require C or higher in ENG 210*

Term II		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics, or any 200-level Literature course	3
BUS 223	Business Finance	3
BUS 222	Business Law	3
BUS 251	Business Communication	3
HRM 210	Management of Human Resources	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C or higher in ENG 210*

Term III		
Course Code	Course Description	Credits
THE (Open)	Any 200-level Theology course	3
BUS 252	Small Business Management	3
Seminar	Poise, Polish and Interpersonal Relations in the Workplace	0
<b>Recommended total credit hours</b>		<b>6</b>



**Business Management with a major in Accounting – 77 credits****Degree Requirements**

- **GENERAL CORE (30 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (6 credits)
  - ◊ MTH 103 Intermediate Algebra
  - ◊ MTH 225 Business Statistics
- » Humanities and Social Sciences (6 credits)
  - ◊ Any Humanities or Social Science course
  - ◊ Any Art, Ethics, or Philosophy course

- **PROFESSIONAL CORE (39 credits)**

- » ACC 101 Principles of Accounting I
- » ACC 102 Principles of Accounting II
- » ACC 105 Computer Applications in Accounting
- » ACC 235 Cost and Managerial Accounting I
- » ACC 236 Cost and Managerial Accounting II
- » BUS 105 Principles of Management
- » BUS 124 Business Ethics
- » BUS 213 Principles of Marketing
- » BUS 222 Business Law
- » BUS 251 Business Communication
- » ECO 105 Microeconomics
- » ECO 106 Macroeconomics
- » Seminar: Poise, Polish and Interpersonal Relations in the Workplace

- **SUPPORT CORE (9 credits)**

- » CIS 112 Business Computer Applications
- » SPA 111 Intermediate Spanish
- » Any Natural Science course

**Business Management with a major in Accounting****Recommended Full-Time Degree Guide (77 - 78 credit hours)****YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
ACC 101	Principles of Accounting I	3
MTH 103	Intermediate Algebra	3
BUS 105	Principles of Management	3
ECO 105	Microeconomics	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Pending English and Math Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
ACC 102	Principles of Accounting II	3
ECO 106	Macroeconomics	3
BUS 124	Business Ethics	3
THE (Open)	Any 100-level Theology course	3
<b>Recommended total credit hours</b>		<b>15</b>

*Requires C or higher in ENG 110*

Term III		
Course Code	Course Description	Credits
SPA 111	Intermediate Spanish	3
SCI (Open)	Any Science course	3 - 4
CIS 112	Computer Business Applications	3
ACC 105	Computer Applications in Accounting	3
<b>Recommended total credit hours</b>		<b>12 - 13</b>

**YEAR II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
ACC 235	Cost & Managerial Accounting I	4
BUS 213	Principles of Marketing	3
Open	Any Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>13</b>

*\*Requires C or higher in ENG 120*

Term II		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics, or any 200-level Literature course	3
ACC 236	Cost & Managerial Accounting II	4
BUS 222	Business Law	3
BUS 251	Business Communication	3
MTH 225	Business Statistics	3
<b>Recommended total credit hours</b>		<b>16</b>

*\*Require C or higher in ENG 210*

Term III		
Course Code	Course Description	Credits
THE (Open)	Any 200-level Theology course	3
Soc (Open)	Any Art, Ethics, or Philosophy course	3
Seminar	Poise, Polish and Interpersonal Relations in the Workplace	0
<b>Recommended total credit hours</b>		<b>6</b>

**Business Management with major in Graphic Design – 84 credits**

**Degree Requirements**

• **GENERAL CORE (30 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (6 credits)
  - ◊ MTH 103 Intermediate Algebra
  - ◊ MTH 225 Business Statistics
- » Humanities and Social Sciences (6 credits)
  - ◊ Any Humanities and Social Science course
  - ◊ Any Art, Ethics, or Philosophy course

• **PROFESSIONAL CORE (46 credits)**

- » ACC 101 Principles of Accounting I
- » ACC 102 Principles of Accounting II
- » BUS 105 Principles of Management
- » BUS 124 Business Ethics
- » BUS 213 Principles of Marketing
- » BUS 222 Business Law
- » BUS 223 Business Finance
- » BUS 252 Small Business Management
- » CGD 217 Design Communication
- » CGD 218 Basic Graphic Design
- » CGD 220 Digital Publishing
- » CGD 252 Digital Imaging
- » CGD 256 Introduction to Web Design
- » ECO 105 Microeconomics
- » ECO 106 Macroeconomics
- » Seminar: Poise, Polish and Interpersonal Relations in the Workplace

• **SUPPORT CORE (9 credits)**

- » CIS 112 Business Computer Applications
- » SPA 111 Intermediate Spanish
- » Any Natural Science course

**Business Management with a major in Graphic Design****Recommended Full-Time Degree Guide (84 – 85 credit hours)****YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
ACC 101	Principles of Accounting I	3
*MTH 103	Intermediate Algebra	3
BUS 105	Principles of Management	3
ECO 105	Microeconomics	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Pending English and Math Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
ACC 102	Principles of Accounting II	3
ECO 106	Macroeconomics	3
BUS 124	Business Ethics	3
THE (Open)	Any 100-level Theology course	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C or higher in ENG 110*

Term III		
Course Code	Course Description	Credits
SPA 111	Intermediate Spanish	3
Natural Science	Any Natural Science course	3 – 4
Open	Any Humanities or Social Science course	3
CGD 218	Basic Graphic Design	3
<b>Recommended total credit hours</b>		<b>12 – 13</b>

**Year II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
BUS 213	Principles of Marketing	3
MTH 225	Business Statistics	3
CGD 217	Design Communication	3
SOC (Open)	Any Art, Ethics, or Philosophy course	3
<b>Recommended total credit hours</b>		<b>15</b>

\*Require C or higher in ENG 120

Term II		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics, or any 200-level Literature course	3
BUS 222	Business Law	3
BUS 223	Business Finance	3
CGD 220	Digital Publishing	3
CIS 112	Business Computer Applications	3
<b>Recommended total credit hours</b>		<b>15</b>

\*Requires C or higher in ENG 110

Term III		
Course Code	Course Description	Credits
THE (Open)	Any 200-level Theology course	3
BUS 252	Small Business Management	3
CDG 252	Digital Imaging	3
CDG 256	Introduction to Web Design	3
Seminar	Poise, Polish and Interpersonal Relations in the Workplace	0
<b>Recommended total credit hours</b>		<b>12</b>

**Business Management with major in Human Resource Management – 84 credits****Degree Requirements**

- **GENERAL CORE (30 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (6 credits)
  - ◊ MTH 103 Intermediate Algebra
  - ◊ MTH 225 Business Statistics
- » Humanities and Social Sciences (6 credits)
  - ◊ Any Humanities and Social Science course
  - ◊ Any Art, Ethics, or Philosophy course

- **PROFESSIONAL CORE (46 credits)**

- » ACC 101 Principles of Accounting I
- » ACC 102 Principles of Accounting II
- » BUS 105 Principles of Management
- » BUS 124 Business Ethics
- » BUS 213 Principles of Marketing
- » BUS 222 Business Law
- » BUS 223 Business Finance
- » BUS 251 Business Communication
- » BUS 252 Small Business Management
- » ECO 105 Microeconomics
- » ECO 106 Macroeconomics
- » HRM 210 Management of Human Resources
- » HRM 211 Employment Law
- » HRM 212 Compensation and Benefits
- » PSY 210 Organizational Behavior
- » Seminar: Poise, Polish and Interpersonal Relations in the Workplace

- **SUPPORT CORE (9 credits)**

- » CIS 112 Business Computer Applications
- » SPA 111 Intermediate Spanish
- » Any Natural Science course

**Business Management with a major in Human Resource Management**  
**Recommended Full-Time Degree Guide (84 – 85 credit hours)**

**YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
ACC 101	Principles of Accounting I	3
*MTH 103	Intermediate Algebra	3
BUS 105	Principles of Management	3
ECO 105	Microeconomics	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Pending English and Math Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
ACC 102	Principles of Accounting II	3
ECO 106	Macroeconomics	3
BUS 124	Business Ethics	3
THE (Open)	Any 100-level Theology course	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C or higher in ENG 110*

Term III		
Course Code	Course Description	Credits
SPA 111	Intermediate Spanish	3
SCI (Open)	Any Science course	3 – 4
SOC (Open)	Any Humanities or Social Science course	3
PSY 210	Organizational Behavior	3
<b>Recommended total credit hours</b>		<b>12 - 13</b>



**YEAR II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
BUS 213	Principles of Marketing	3
MTH 225	Business Statistics	3
CIS 112	Business Computer Applications	3
SOC (Open)	Any Art, ethics, or Philosophy course	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Require C or higher in ENG 120*

Term II		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics or any literature course	3
BUS 222	Business Law	3
BUS 223	Business Finance	3
BUS 251	Business Communication	3
HRM 210	Management of Human Resources	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C or higher in ENG 210*

Term III		
Course Code	Course Description	Credits
BUS 252	Small Business Management	3
HRM 211	Employment Law	3
HRM 212	Compensation and Benefits	3
THE (Open)	Any 200-level Theology course	3
Seminar	Poise, Polish and Interpersonal Relations in the Workplace	0
<b>Recommended total credit hours</b>		<b>12</b>

**Management Information Systems – 82 credits**

**Degree Requirements**

• **GENERAL CORE (34 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (10 credits)
  - ◊ MTH 103 Intermediate Algebra
  - ◊ MTH 113 Pre-Calculus
  - ◊ MTH 225 Business Statistics
- » Humanities and Social Sciences (6 credits)
  - ◊ Any Humanities and Social Science course
  - ◊ Any Art, Ethics, or Philosophy course

• **PROFESSIONAL CORE (40 credits)**

- » ACC 101 Principles of Accounting I
- » ACC 102 Principles of Accounting II
- » BUS 105 Principles of Management
- » BUS 124 Business Ethics
- » BUS 213 Principles of Marketing
- » BUS 251 Business Communication
- » CIS 130 Systems Analysis and Design
- » CIS 140 Database Management with MS Access and SQL
- » CIS 160 Data Communications and Networks
- » CIS 281 Windows Programming with Visual Basic
- » ECO 105 Microeconomics
- » MIS 245 Fundamentals of Electronic Business
- » MIS 250 MIS Project
- » Seminar: Poise, Polish and Interpersonal Relations in the Workplace

• **SUPPORT CORE (9 credits)**

- » CIS 112 Business Computer Applications
- » SPA 111 Intermediate Spanish
- » Any Natural Science course

**Management Information Systems****Recommended Full-Time Degree Guide (82 – 83 credit hours)****YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
ACC 101	Principles of Accounting I	3
*MTH 103	Intermediate Algebra	3
BUS 105	Principles of Management	3
ECO 105	Microeconomics	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Pending English and Math Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
ACC 102	Principles of Accounting II	3
BUS 124	Business Ethics	3
THE (Open)	Any 100-level Theology course	3
CIS 130	Systems Analysis & Design	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C or higher in ENG 110*

Term III		
Course Code	Course Description	Credits
Open	Any Humanities or Social Science course	3
SPA 111	Intermediate Spanish	3 – 4
Natural Science	Any Natural Science course	3
<b>Recommended total credit hours</b>		<b>10</b>

**YEAR II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
BUS 213	Principles of Marketing	3
MTH 113	Pre-Calculus	4
CIS 112	Computer Business Applications	3
Open	Any Art, Ethics, or Philosophy course	3
<b>Recommended total credit hours</b>		<b>16</b>

\*Require C or higher in ENG 120

Term II		
Course Code	Course Description	Credits
ENG (Open)	ENG 220 Language & Linguistics, or any 200-level Literature course	3
CIS 140	Database Management with MS Access and SQL	3
CIS 160	Data Communications and Networks	3
MIS 245	Fundamentals of Electronic Business	3
BUS 251	Business Communication	3
MTH 225	Business Statistics	3
<b>Recommended total credit hours</b>		<b>18</b>

Term III		
Course Code	Course Description	Credits
MIS 250	MIS Project	3
CIS 281	Windows Programming with Visual Basic	3
THE (Open)	Any 200-level Theology course	3
Seminar	Poise, Polish and Interpersonal Relations in the Workplace	0
<b>Recommended total credit hours</b>		<b>9</b>

**Tourism and Hospitality Management – 82 credits****Degree Requirements**• **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ HIS 145 Belizean History
  - ◊ Any Art, Ethics, or Philosophy course

• **PROFESSIONAL CORE (46 credits)**

- » ACC 101 Principles of Accounting I
- » BUS 101 Business Management
- » BUS 211 Customer Service
- » BUS 213 Principles of Marketing
- » BUS 252 Small Business Management
- » ECO 105 Microeconomics
- » ECO 106 Macroeconomics
- » MGT 223 Principles of Supervision
- » THM 101 Introduction to Tourism and Hospitality
- » THM 210 Sustainable Tourism Management
- » THM 214 Tourism and Hospitality Laws
- » THM 220 Accommodations
- » THM 221 Food and Beverage I
- » THM 222 Food and Beverage II
- » THM 251 Tourism and Hospitality Internship
- » Seminar: Poise, Polish and Interpersonal Relations in the Workplace

• **SUPPORT CORE (10 credits)**

- » CIS 112 Business Computer Applications
- » SCI 101 Ecology, Evolution and the Environment
- » SPA 111 Intermediate Spanish

**Tourism and Hospitality Management****Recommended Full-Time Degree Guide (82 credit hours)****YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
ACC 101	Principles of Accounting I	3
*MTH 103	Intermediate Algebra	3
BUS 105	Principles of Management	3
ECO 105	Microeconomics	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Pending the English and Math Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
BUS 211	Customer Service	3
THE (Open)	Any 100-level Theology course	3
HIS 145	Belizean History	3
ECO 106	Macroeconomics	3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires grade C or higher in ENG 110*

Term III		
Course Code	Course Description	Credits
THM 101	Introduction to Tourism and Hospitality	3
SCI 101	Ecology, Evolution, and the Environment	4
THE (Open)	Any 200-level Theology course	3
SPA 111	Intermediate Spanish	3
<b>Recommended total credit hours</b>		<b>13</b>

**YEAR II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
BUS 213	Principles of Marketing	3
CIS 112	Business Computer Applications	3
SOC (Open)	Any Art, Ethics, or Philosophy course	3
<b>Recommended total credit hours</b>		12

\*Requires C or higher in ENG 120

Term II		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics, or any 200-level Literature course	3
THM 210	Sustainable Tourism Management	3
THM 214	Tourism & Hospitality Laws	3
THM 220	Accommodations	3
THM 221	Food and Beverage I	3
MGT 223	Principles of Supervision	3
<b>Recommended total credit hours</b>		18

\*Requires C or higher in ENG 210

Term III		
Course Code	Course Description	Credits
BUS 252	Small Business Management	3
THM 222	Food and Beverage II	3
Seminar	Poise, Polish and Interpersonal Relations in the Workplace	0
<b>Recommended total credit hours</b>		6

THM 251	Tourism and Hospitality Internship II	3
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## COMPUTER SCIENCE

### Computer Information Systems – 73 credits

#### Degree Requirements

- **GENERAL CORE (28 credits)**

- » English (12 credits)
  - ◇ ENG 110 College Composition I
  - ◇ ENG 120 College Composition II
  - ◇ ENG 210 Advanced College Composition
  - ◇ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◇ any 100-level Theology course
  - ◇ any 200-level Theology course
- » Mathematics (4 credits)
  - ◇ MTH 113 Pre-Calculus or any course for Mathematics major
- » Humanities and Social Sciences (6 credits)
  - ◇ Any two Humanities or Social Sciences courses

- **PROFESSIONAL CORE (42 credits)**

- » BUS 105 Principles of Management
- » BUS 251 Business Communication
- » CIS 119 C Programming
- » CIS 130 Systems Analysis and Design
- » CIS 140 Microsoft Access and SQL
- » CIS 160 Data Communications and Networks
- » CIS 180 Object Oriented Programming in C++
- » CIS 233 Operating Systems
- » CIS 281 Windows Programming with Visual Basic
- » CIS 283 Java Programming I
- » CIS 285 Java Programming II
- » CIS 286 WWW Interactive Programming
- » CIS 287 Advanced Visual Basic Programming
- » CIS 290 CIS Project

- **SUPPORT CORE (3 credits)**

- » Any Natural Science, Humanities or Social Science course



**Computer Information Systems****Recommended Full-Time Degree Guide (73 credit hours)****YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
*MTH 113	Pre-Calculus	4
BUS 105	Principles of Management	3
CIS 119	C Programming	3
CIS 130	Systems Analysis & Design	3
Open	Any Social Science course	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Pending English and Math Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
THE (Open)	Any 100-level Theology course	3
Open	Any Humanities or Social Science course	3
CIS 140	Microsoft Access and SQL	3
CIS 160	Data Communications and Networks	3
CIS 180	Object Oriented programming in C++	3
<b>Recommended total credit hours</b>		<b>18</b>

*\*Requires C or higher in ENG 120*

**YEAR II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
BUS 251	Business Communication	3
CIS 233	Operating Systems	3
CIS 281	Windows Programming with Visual Basic	3
CIS 283	Java Programming I	3
Open	Any elective course	3
<b>Recommended total credit hours</b>		<b>18</b>

\*Requires C or higher in ENG 120

Term II		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course (except ENG 215 & ENG 225)	3
THE (Open)	Any 200-level Theology course	3
CIS 285	Java Programming II	3
CIS 286	WWW Interactive Programming	3
CIS 287	Advanced Visual Basic Programming	3
CIS 290	CIS Project	3
<b>Recommended total credit hours</b>		<b>18</b>

\*Requires C or higher in ENG 210

**Computer Networking – 77 credits****Degree Requirements**• **GENERAL CORE (28 credits)**

- » Communication Studies (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (4 credits)
  - ◊ MTH 113 Pre-Calculus
- » Humanities and Social Sciences (6 credits)
  - ◊ Any two Humanities and Social Science courses

• **PROFESSIONAL CORE (37 credits)**

- » BUS 101 Principles of Management
- » CIS 119 C Programming
- » CIS 130 Systems Analysis and Design
- » CIS 140 Microsoft Access and SQL
- » CIS 233 Operating Systems
- » CIS 290 Networking Project
- » Any CIS Elective
- » CNT 160 Networking Basics
- » CNT 161 Routers and Routing Basics
- » CNT 261 Switching Basics and Intermediate Routing
- » CNT 262 WAN Design

• **SUPPORT CORE (12 credits)**

- » CIS 120 Business Information Systems
- » INT 111 Information Technology I
- » INT 211 Information Technology II
- » Any ONE elective course

**Computer Networking****Recommended Full-Time Degree Guide (77 credit hours)****YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
THE (Open)	Any 100-level Theology course	3
CNT 160	Networking Basics	4
INT 111	Information Technology I	3
CIS 119	C Programming	3
CIS 130	Systems Analysis & Design	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Pending English Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
**MTH 113	Pre-Calculus	4
INT 211	Information Technology II	3
CIS 120	Business Information Systems	3
CIS 140	Microsoft Access & SQL	3
CNT 161	Routers and Routing Basics	4
<b>Recommended total credit hours</b>		<b>20</b>

*\*Requires C or higher in ENG 110*

*\*\*Pending Math Placement Exam results*

**YEAR II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 200-level Theology course	3
OPEN	Any Humanities or Social Science course	3
CIS 233	Operating Systems	3
CNT 261	Switching Basics and Intermediate Routing	4
BUS 105	Principles of Management	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Requires C or higher in ENG 120*

Term II		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course	3
CNT 262	WAN Design	4
CIS 290	Networking Project	3
SOC (Open)	Any Social Science course	3
CIS (Open)	Any CIS elective	3
OPEN	Any one elective course	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Requires C or higher in ENG 210*

**Computer Science and Mathematics – 77 credits**

**Degree Requirements**

- **GENERAL CORE (24 credits)**
  - » Communication Studies (12 credits)
    - ◇ ENG 110 College Composition I
    - ◇ ENG 120 College Composition II
    - ◇ ENG 210 Advanced College Composition
    - ◇ ENG 220 Language and Linguistics or any 200-level Literature course
  - » Theology (6 credits)
    - ◇ any 100-level Theology course
    - ◇ any 200-level Theology course
  - » Mathematics
    - ◇ Integrated into program of study
  - » Humanities and Social Sciences (6 credits)
    - ◇ Any two Humanities or Social Science courses
- **PROFESSIONAL CORE (53 credits)**
  - » CIS 119 C Programming
  - » CIS 130 Systems Analysis and Design
  - » CIS 140 Microsoft Access and SQL
  - » CIS 160 Data Communications and Networks
  - » CIS 180 Object Oriented Programming in C++
  - » CIS 233 Operating Systems
  - » Any CIS Elective
  - » CIS 281 CIS Project
  - » MTH 115 College Algebra
  - » MTH 119 Trigonometry
  - » MTH 140 Analytical Geometry
  - » MTH 145 Calculus I
  - » MTH 235 Calculus II
  - » MTH 245 Probability and Statistics
  - » MTH 250 Further Sequencing and Mathematical Modeling
  - » PHY 115 Classical Mechanics/Lab

**Computer Science and Mathematics****Recommended Degree Guide (77 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
THE (Open)	Any 100-level Theology course	3
*MTH 115	College Algebra	4
*MTH 119	Trigonometry	4
CIS 119	C Programming	3
CIS 130	Systems Analysis & Design	3
<b>Recommended total credit hours</b>		<b>20</b>

*\*Pending English and Math Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
MTH 140	Analytical Geometry	3
MTH 145	Calculus I	4
CIS 140	Microsoft Access and SQL	3
CIS 160	Data Communications and Networks	3
CIS 180	Object Oriented Programming in C++	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 200-level Theology course	3
PHY 115	Classical Mechanics/Lab	5
MTH 235	Calculus II	3
MTH 245	Probability & Statistics	3
CIS 233	Operating Systems	3
<b>Recommended total credit hours</b>		<b>20</b>

*\*Requires C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
ENG (Open)	ENG 220 Language & Linguistics (CAPE) or any 200-level Literature course	3
MTH 250	Further Sequences & Mathematical Modeling	3
CIS (Open)	Any CIS course	3
CIS 290	CIS Project	3
Open	Any Humanities or Social Science course	3
Open	Any Social Science course	3
<b>Recommended total credit hours</b>		<b>18</b>

\*Require C or higher in ENG 210



## GENERAL STUDIES

### **General Studies with a major in Biology – 71 credits**

#### **Degree Requirements**

- **GENERAL CORE (28 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (4 credits)
  - ◊ MTH 113 Pre-Calculus
- » Humanities and Social Sciences (6 credits)
  - ◊ SOC 121 Introduction to Research Methods
  - ◊ PHIL 128 Philosophy of Human Nature

- **PROFESSIONAL CORE (31 credits)**

- » BIO 120 Fundamental Ecological Principles
- » BIO 130 Cellular and Molecular Biology/Lab
- » BIO 230 Evolution and Diversity of Organisms/Lab
- » BIO 235 Human Biology/Lab
- » BIO 240 Plant Physiology/Lab
- » BIO 250 Applications in Biology
- » CHE 120 Principles of Chemistry I/Lab
- » CHE 130 Principles of Chemistry II/Lab

- **SUPPORT CORE (9 credits)**

- » SPA 111 Intermediate Spanish
- » Any History course
- » Any Literature course
- » Any Social Science course

**General Studies with a major in Biology****Recommended Full-Time Degree Guide (71 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
THE (Open)	Any 100-level Theology course	3
BIO 120	Fundamental Ecological Principles	4
*CHE 120	Principles of Chemistry I	4
SPA 111	Intermediate Spanish	3
<b>Recommended total credit hours</b>		<b>17</b>

\*Pending English and Chemistry Placement Exam results

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
**MTH 113	Pre-Calculus	4
BIO 130	Cellular & Molecular Biology/Lab	4
CHE 130	Principles of Chemistry II/Lab	4
SOC 121	Introduction to Research Methods	3
<b>Recommended total credit hours</b>		<b>18</b>

\*Requires C or higher in ENG 110

\*\*Pending Math Placement Exam results

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 200-level Theology course	3
BIO 230	Evolution & Diversity of Organisms/Lab	4
BIO 235	Human Biology/Lab	4
*ENG (Open)	Any 200-level Literature course (except ENG 215 & ENG 225)	3
PHIL 128	Philosophy of Human Nature	3
<b>Recommended total credit hours</b>		<b>20</b>

\*Require C or higher in ENG 120

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course (Except ENG 215 & Eng 225)	3
BIO 240	Plant Physiology/Lab	4
BIO 250	Applications of Biology	3
HIS (Open)	HIS 121 HIS 145 or HIS 141	3
Open	Any Social Science course	3
<b>Recommended total credit hours</b>		<b>16</b>

*\*Requires C or higher in ENG 210*

**General Studies with a major in Chemistry – 71 credits**

**Degree Requirements**

- **GENERAL CORE (28 credits)**
  - » English (12 credits)
    - ◇ ENG 110 College Composition I
    - ◇ ENG 120 College Composition II
    - ◇ ENG 210 Advanced College Composition
    - ◇ ENG 220 Language and Linguistics, or any 200-level Literature course (except ENG 215 & ENG 225)
  - » Theology (6 credits)
    - ◇ any 100-level Theology course
    - ◇ any 200-level Theology course
  - » Mathematics (4 credits)
    - ◇ MTH 113 Pre-Calculus
  - » Humanities and Social Sciences (6 credits)
    - ◇ SOC 121 Introduction to Research Methods
    - ◇ PHIL 128 Philosophy of Human Nature
- **PROFESSIONAL CORE (25 credits)**
  - » CHE 120 Principles of Chemistry I
  - » CHE 130 Principles of Chemistry II with Lab
  - » CHE 136 Fundamental Organic Chemistry
  - » CHE 230 Analytical Methods in Chemistry
  - » CHE 235 Organic Chemistry with Lab
  - » CHE 240 Inorganic Chemistry with Lab
  - » CHE 250 Environmental Chemistry
- **SUPPORT CORE (18 credits)**
  - » INT 111 Information Technology I
  - » INT 211 Information Technology II
  - » SPA 111 Intermediate Spanish
  - » Any History course
  - » Any Literature course
  - » Any Social Science course

**General Studies with a major in Chemistry****Recommended Full-Time Degree Guide (71 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
THE (Open)	Any 100-level Theology course	3
*CHE 120	Principles of Chemistry I/Lab	4
SPA 111	Intermediate Spanish	3
Open	Any Social Science course	3
<b>Recommended total credit hours</b>		<b>16</b>

*\*Pending English and Chemistry Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
+MTH 113	Pre-Calculus	4
**CHE 130	Principles of Chemistry II/Lab	4
**CHE 136	Fundamental Organic Chemistry	3
SOC 121	Introduction to Research Methods	3
<b>Recommended total credit hours</b>		<b>17</b>

*\*Requires C or higher in ENG 110 \*\*Requires C+ or higher in CHE 101 (Chemistry majors)*

*+Pending Math placement exam results*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 200-level Theology Course	3
**CHE 230	Analytical Methods in Chemistry	3
**CHE 235	Organic Chemistry/Lab	4
INT 111	Information Technology I	3
*ENG (Open)	Any 200-level Literature course (except ENG 215 & ENG 225)	3
<b>Recommended total credit hours</b>		<b>19</b>

*\*Require C or higher in ENG 120*

*\*\* Requires C or higher in CHE 136*

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE) or a 200 level literature course	3
CHE 240	Inorganic Chemistry/Lab	4
CHE 250	Environmental Chemistry	3
INT 211	Information Technology II	3
HIS (Open)	HIS 121 HIS 141 or HIS 145	3
PHIL 128	Philosophy of Human Nature	3
<b>Recommended total credit hours</b>		<b>19</b>

\*Requires C or higher in ENG 210

**General Studies with a major in Computer Networking – 77 credits****Degree Requirements**• **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ SOC 121 Introduction to Research Methods
  - ◊ Any Humanities or Social Science course

• **PROFESSIONAL CORE (22 credits)**

- » BUS 105 Principles of Management
- » CNA 160 Networking Basics
- » CNA 161 Routers and Routing Basics
- » CNA 261 Switching Basics and Intermediate Routing
- » CNT 262 WAN Design
- » CIS 290 Networking Project

• **SUPPORT CORE (28 credits)**

- » CIS 120 Business Information Systems
- » INT 111 Information Technology I
- » INT 112 Information Technology II
- » PHIL 128 Philosophy of Human Nature
- » SCI 101 Ecology, Evolution, and the Environment OR SCI 102 Basic Concepts in Science/Lab
- » Any History course
- » Any Literature course
- » Spanish 111 Intermediate Spanish or SPA 251 Business Spanish
- » Any Natural Science, Humanities or Social Science course

**General Studies with a major in Computer Networking****Recommended Full-Time Degree Guide (77 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
BUS 105	Principles of Management	3
SPA (Open)	SPA 111 Intermediate Spanish or SPA 251 Business Spanish	3
INT 111	Information Technology I	3
SCI	SCI 101 Ecology, Evolution & the Environment or SCI 102 Basic Concepts in Science/Lab	4
Open	Any elective course	3
<b>Recommended total credit hours</b>		<b>19</b>

\*Pending English Placement Exam results

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
THE (Open)	Any 100-level Theology Course	3
**MTH 103	Intermediate Algebra	3
SOC 121	Introduction to Research Methods	3
INT 211	Information Technology II	3
CNT 160	Networking Basics	4
<b>Recommended total credit hours</b>		<b>19</b>

\*Requires C or higher in ENG 110    \*\*Pending Math Placement Exam results

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
PHIL 128	Philosophy of Human Nature	3
HIS	HIS 121, HIS 141 HIS 145	3
CIS 120	Business Information Systems	3
*ENG (Open)	Any 200-level Literature course (except ENG 215 & ENG 225)	3
CNT 161	Routers and Routing Basics	4
<b>Recommended total credit hours</b>		<b>19</b>

\*Require C or higher in ENG 120



Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE) or any 200-level Literature course (except ENG 215 & ENG 225)	3
Open	And Social Science course	3
THE (Open)	Any 200-level Theology course	3
CNT 261	Switching Basics and Intermediate Routing	4
CNT 262	WAN Design	4
CIS 290	Networking Project	3
<b>Recommended total credit hours</b>		<b>20</b>

\*Require C or higher in ENG 210

**General Studies with major in Mathematics – 73 credits**

**Degree Requirements**

- **GENERAL CORE (24 credits)**
  - » English (12 credits)
    - ◊ ENG 110 College Composition I
    - ◊ ENG 120 College Composition II
    - ◊ ENG 210 Advanced College Composition
    - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
  - » Theology (6 credits)
    - ◊ any 100-level Theology course
    - ◊ any 200-level Theology course
  - » Mathematics
    - ◊ Incorporated into program of study
  - » Social Sciences (6 credits)
    - ◊ SOC 121 Introduction to Research Methods
    - ◊ Any Social Science course
- **PROFESSIONAL CORE (24 credits)**
  - » MTH 115 College Algebra
  - » MTH 119 Trigonometry
  - » MTH 140 Analytic Geometry
  - » MTH 145 Calculus I
  - » MTH 235 Calculus II
  - » MTH 245 Probability and Statistics
  - » MTH 250 Further Sequencing and Mathematical Modeling
- **SUPPORT CORE (25 credits)**
  - » INT 111 Information Technology I
  - » INT 211 Information Technology II
  - » PHIL 128 Philosophy of Human Nature
  - » SCI 101 Ecology, Evolution, and the Environment OR SCI 102 Central Concepts in Science/Lab
  - » Any History course
  - » Any Literature course
  - » Any Spanish course
  - » Any Natural Science, Humanities or Social Science course

**General Studies with a major in Mathematics****Recommended Full-Time Degree Guide (73 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
THE (Open)	Any 100-level Theology course	3
SPA (Open)	SPA 111 Intermediate Spanish or SPA 251 Business Spanish	3
*MTH 115	College Algebra	4
*MTH 119	Trigonometry	4
<b>Recommended total credit hours</b>		<b>17</b>

*\*Pending English and Math Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
SOC 121	Introduction to Research Methods	3
PHIL 128	Philosophy of Human Nature	3
SCI	SCI 101 Ecology, Evolution & the Environment or SCI 102 Basic Concepts in Science/Lab	4
MTH 140	Analytical Geometry	3
MTH 145	Calculus I	4
<b>Recommended total credit hours</b>		<b>20</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 200-level Theology course	3
INT 111	Information Technology I	3
*ENG (Open)	Any 200-level Literature course (except ENG 215 & ENG 225)	3
MTH 235	Calculus II	3
MTH 245	Probability & Statistics	3
<b>Recommended total credit hours</b>		<b>18</b>

*\*Requires C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course (except ENG 215 & ENG 225)	3
MTH 250	Further Sequencing and Mathematical Modeling	3
INT 211	Information Technology II	3
HIS	HIS 121, HIS 141 or HIS 145	3
Open	Any Social Science course	3
Open	Any elective course	3
<b>Recommended total credit hours</b>		<b>18</b>

\*Require C or higher in ENG 210

## Natural Science and Mathematics

### Biology and Chemistry – 79 credits

#### Degree Requirements

- **GENERAL CORE (28 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course (except ENG 215 & ENG 225)
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (4 credits)
  - ◊ MTH 113 Pre-Calculus
- » Humanities and Social Sciences (6 credits)
  - ◊ Any two Humanities or Social Science courses

- **PROFESSIONAL CORE (48 credits)**

- » BIO 120 Fundamental Ecological Principles
- » BIO 130 Cellular and Molecular Biology/Lab
- » BIO 220 Internship in Biology or CHE 220 Internship in Chemistry (OPTIONAL)
- » BIO 230 Evolution and Diversity of Organisms/Lab
- » BIO 235 Human Biology/Lab
- » BIO 240 Plant Physiology/Lab
- » BIO 250 Applications of Biology
- » CHE 120 Principles of Chemistry I/Lab
- » CHE 130 Principles of Chemistry II/Lab
- » CHE 136 Fundamental Organic Chemistry
- » CHE 230 Analytical Methods in Chemistry
- » CHE 235 Organic Chemistry/Lab
- » CHE 240 Inorganic Chemistry/Lab
- » CHE 250 Environmental Chemistry

- **SUPPORT CORE (3 credits)**

- » Any Natural Science, Humanities or Social Science course

**Biology and Chemistry****Recommended Full-Time Degree Guide (79 – 80 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
**MTH 113	Pre-Calculus	4
BIO 120	Fundamental Ecological Principles	4
CHE 120	Principles of Chemistry I with Lab	4
Open	Any Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>18</b>

\*Pending English and Math Placement Exam results \*\*Requires C or higher in the MTH 103 summer course

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
THE (Open)	Any 100-level Theology course	3
**BIO 130	Cellular & Molecular Biology/Lab	4
CHE 130	Principles of Chemistry II/Lab	4
CHE 136	Fundamental Organic Chemistry	3
Open	Any one elective course	3
<b>Recommended total credit hours</b>		<b>20</b>

Requires C or higher in ENG 110 \*\*Requires C or higher in CHE 120

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
BIO 230	Evolution & Diversity of Organism/Lab	4
BIO 235	Human Biology/Lab	4
**CHE 230	Analytical Methods in Chemistry	3
**CHE 235	Organic Chemistry/Lab	4
Open	Any Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>21</b>

\*Require C or higher in ENG 120 \*\*Require C or higher in CHE 136

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course (except ENG 215 & ENG 225)	3
THE (Open)	Any 200-level Theology course	3
BIO 240	Plant Physiology/Lab	4
BIO 250	Applications in Biology	3
CHE 240	Inorganic Chemistry/Lab	4
CHE 250	Environmental Chemistry	3
**BIO 220 or **CHE 220	Internship in Biology or Internship in Chemistry	1
<b>Recommended total credit hours</b>		20 - 21

\*Requires C or higher in ENG 210

\*\*Optional

**Biology and Chemistry with Mathematics – 87 credits**

**Degree Requirements**

• **GENERAL CORE (24 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course (except ENG 215 & ENG 225)
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics
  - ◊ Incorporated into program of study
- » Humanities and Social Sciences (6 credits)
  - ◊ Any one Humanities course
  - ◊ Any one Social Science course

• **PROFESSIONAL CORE (63 credits)**

- » BIO 120 Fundamental Ecological Principles
- » BIO 130 Cellular and Molecular Biology/Lab
- » BIO 220 Internship in Biology or CHE 220 Internship in Chemistry (OPTIONAL)
- » BIO 230 Evolution and Diversity of Organisms/Lab
- » BIO 235 Human Biology/Lab
- » BIO 240 Plant Physiology/Lab
- » BIO 250 Applications of Biology
- » CHE 120 Principles of Chemistry I/Lab
- » CHE 130 Principles of Chemistry II/Lab
- » CHE 136 Fundamental Organic Chemistry
- » CHE 230 Analytical Methods in Chemistry
- » CHE 235 Organic Chemistry/Lab
- » CHE 240 Inorganic Chemistry/Lab
- » CHE 250 Environmental Chemistry
- » MTH 115 College Algebra
- » MTH 119 Trigonometry
- » MTH 140 Analytic Geometry
- » MTH 145 Calculus I



**Biology and Chemistry with Mathematics****Recommended Full-Time Degree Guide (87 – 88 credits)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
BIO 120	Fundamental Ecological Principles	4
*CHE 120	Principles of Chemistry I	4
MTH 115	College Algebra	4
MTH 119	Trigonometry	4
<b>Recommended total credit hours</b>		<b>19</b>

*\*Pending English and Chemistry Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
BIO 130	Cellular & Molecular Biology/Lab	4
CHE 130	Principles of Chemistry II/Lab	4
CHE 136	Fundamental Organic Chemistry	3
MTH 140	Analytical Geometry	3
MTH 145	Calculus I	4
<b>Recommended total credit hours</b>		<b>21</b>

*\*Requires C or higher in ENG 110*

Summer Session		
THE (Open)	Any 100-level Theology course	3
Open	Any Humanities or Social Science course	3
		<b>6</b>

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
BIO 230	Evolution & Diversity of Organisms/Lab	4
BIO 235	Human Biology/Lab	4
CHE 230	Analytical Methods in Chemistry	3
CHE 235	Organic Chemistry/Lab	4
SOC (Open)	Any Humanities or Social Science course	3
<b>Recommended total credit hours</b>		21

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course (except ENG 215 & ENG 225)	3
THE (Open)	Any 200-level Theology course	3
BIO 240	Plant Physiology/Lab	4
BIO 250	Applications in Biology	3
CHE 240	Inorganic Chemistry/Lab	4
CHE 250	Environmental Chemistry	3
**BIO 220 or CHE 220	Internship in Biology OR Internship in Chemistry	1
<b>Recommended total credit hours</b>		20 – 21

\*Require C or higher in ENG 210

\*\*Optional

**Environmental Science – 71 credits****Degree Requirements**

- **GENERAL CORE (28 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (4 credits)
  - ◊ MTH 113 Pre-Calculus
- » Humanities and Social Sciences (6 credits)
  - ◊ ECO 105 Microeconomics
  - ◊ HIS 145 Belizean History

- **PROFESSIONAL CORE (41 credits)**

- » BIO 130 Cellular and Molecular Biology/Lab
- » BIO 230 Evolution and Diversity of Organisms/Lab
- » CHE 120 Principles of Chemistry I/Lab
- » CHE 130 Principles of Chemistry II/ Lab
- » ENS 120 Fundamental Ecological Principles
- » ENS 121 Environment and Society
- » ENS 122 Geography of Environmental Systems
- » ENS 212 Sustainable Agriculture/Agro-forestry
- » ENS 215 Sustainable Energy and Environmental Monitoring
- » ENS 220 Internship in Environmental Science (OPTIONAL)
- » ENS 221 Tropical Ecology Research
- » MTH 129 Probability and Statistics for the Physical Scientist

- **SUPPORT CORE (3 credits)**

- » PHIL 128 Philosophy of Human Nature

**Environmental Science****Recommended Full-Time Degree Guide (71 – 72 credit hours)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
*MTH 113	Pre-Calculus	4
THE (Open)	Any 100-level Theology course	
Or	Or	3
ECO 105	Microeconomics	
ENS 120	Fundamental Ecological Principles	4
CHE 120	Principles of Chemistry I	4
<b>Recommended total credit hours</b>		<b>18</b>

*\*Pending English and Math Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
BIO 130	Cellular & Molecular Biology/Lab	4
CHE 130	Principles of Chemistry II/Lab	4
ENS 121	Environment & Society	3
ENS 122	Geography of Environmental Systems	4
<b>Recommended total credit hours</b>		<b>18</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 100 -level Theology course	
Or	Or	3
ECO 105	Microeconomics	
BIO 230	Evolution & Diversity of Organisms	4
ENS 212	Sustainable Agriculture/Agro-Forestry	3
MTH 129	Probability & Statistics for the Physical Scientist	4
<b>Recommended total credit hours</b>		<b>17</b>

*\*Requires C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course (except ENG 215 & ENG 225)	3
THE (Open)	Any 200-level Theology course	3
HIS 145	Belizean History	3
PHIL 128	Philosophy of Human Nature	3
ENS 215	Sustainable Energy & Environmental Monitoring	3
ENS 221	Tropical Ecology Research	3
ENS 220	Internship in Environmental Science	1
<b>Recommended total credit hours</b>		<b>18 – 19</b>

*\*Require C in ENG 120 and ENG 210*

**Physics and Mathematics – 74 credits**

**Degree Requirements**

- **GENERAL CORE (24 credits)**
  - » English (12 credits)
    - ◇ ENG 110 College Composition I
    - ◇ ENG 120 College Composition II
    - ◇ ENG 210 Advanced College Composition
    - ◇ ENG 220 Language and Linguistics, or any 200-level Literature course (except ENG 215 & ENG 225)
  - » Theology (6 credits)
    - ◇ any 100-level Theology course
    - ◇ any 200-level Theology course
  - » Humanities and Social Sciences (6 credits)
    - ◇ Any two Humanities and Social Science courses
- **PROFESSIONAL CORE (47 credits)**
  - » MTH 115 College Algebra
  - » MTH 119 Trigonometry
  - » MTH 140 Analytical Geometry
  - » MTH 145 Calculus I
  - » MTH 235 Calculus II
  - » MTH 245 Probability and Statistics
  - » MTH 250 Further Sequencing and Mathematical Modeling
  - » PHY 115 Classical Mechanics/Lab
  - » PHY 135 Light, Oscillations and Waves/Lab
  - » PHY 140 Selected Topics in Physics
  - » PHY 215 Electricity and Magnetism/Lab
  - » PHY 220 Internship in Physics (OPTIONAL)
  - » PHY 240 Modern Physics/Lab
- **SUPPORT CORE (3 credits)**
  - » Any Natural Science, Humanities or Social Science course

**Physics and Mathematics****Recommended Full-Time Degree Guide (74 – 75 credits)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
THE (Open)	Any 100-level Theology course	3
MTH 115	College Algebra	4
MTH 119	Trigonometry	4
PHY 115	Classical Mechanics/Lab	5
<b>Recommended total credit hours</b>		<b>19</b>

*\*Pending English Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
MTH 140	Analytic Geometry	3
MTH 145	Calculus I	4
PHY 135	Light, Oscillations & Waves/Lab	5
PHY 140	Selected Topics in Physics	4
Open	Any Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>22</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
MTH 235	Calculus II	3
MTH 245	Probability & Statistics	3
PHY 215	Electricity & Magnetism/Lab	5
Open	Any one elective course	3
<b>Recommended total credit hours</b>		<b>17</b>

*\*Requires C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE) or any 200-level Literature course	3
THE (Open)	Any 200-level Theology course	3
MTH 250	Further Sequences & Mathematical Modeling	3
PHY 240	Modern Physics/Lab	4
PHY 220	Internship in Physics (OPTIONAL)	1
Open	Any Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>16 – 17</b>

\*Require C or higher in ENG 210



**Physics and Mathematics with Chemistry – 82 credits****Degree Requirements**

- **GENERAL CORE (24 credits)**
  - » English (12 credits)
    - ◊ ENG 110 College Composition I
    - ◊ ENG 120 College Composition II
    - ◊ ENG 210 Advanced College Composition
    - ◊ ENG 220 Language and Linguistics or any 200-level Literature course
  - » Theology (6 credits)
    - ◊ any 100-level Theology course
    - ◊ any 200-level Theology course
  - » Humanities and Social Sciences (6 credits)
    - ◊ Any two Humanities or Social Science courses
- **PROFESSIONAL CORE (55 credits)**
  - » MTH 115 College Algebra
  - » MTH 119 Trigonometry
  - » MTH 140 Analytic Geometry
  - » MTH 145 Calculus I
  - » MTH 235 Calculus II
  - » MTH 245 Probability and Statistics
  - » MTH 250 Further Sequencing and Mathematical Modeling
  - » PHY 115 Classical Mechanics/Lab
  - » PHY 135 Light, Oscillations and Waves/Lab
  - » PHY 140 Selected Topics in Physics
  - » PHY 215 Electricity and Magnetism/Lab
  - » PHY 220 Internship in Physics (OPTIONAL)
  - » PHY 240 Modern Physics/Lab
  - » CHE 120 Principles of Chemistry I/Lab
  - » CHE 130 Principles of Chemistry II/Lab
- **SUPPORT CORE (3 credits)**
  - » Any Natural Science, Humanities or Social Science course

**Physics and Mathematics with Chemistry****Recommended Full-Time Degree Guide (82 – 83 credits)**

Semester I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
CHE 120	Principles of Chemistry I	4
MTH 115	College Algebra	4
MTH 119	Trigonometry	4
PHY 115	Classical Mechanics/Lab	5
<b>Recommended total credit hours</b>		<b>20</b>

*\*Pending English and Chemistry Placement Exam results*

Semester II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
CHE 130	Principles of Chemistry II	4
MTH 140	Analytic Geometry	3
MTH 145	Calculus I	4
PHY 135	Light, Oscillations & Waves/Lab	5
PHY 140	Selected Topics in Physics	4
<b>Recommended total credit hours</b>		<b>23</b>

*\*Requires C or higher in ENG 110*

Semester III		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
THE (Open)	Any 100-level Theology course	3
MTH 235	Calculus II	3
MTH 245	Probability & Statistics	3
PHY 215	Electricity & Magnetism/Lab	5
Open	Any Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>20</b>

*\*Require C or higher in ENG 120*

Semester IV		
Course Code	Course Description	Credits
*ENG (Open)	ENG 220 Language & Linguistics (CAPE), or any 200-level Literature course	3
THE (Open)	Any 200-level Theology course	3
MTH 250	Further Sequences & Mathematical Modeling	3
PHY 240	Modern Physics/Lab	4
**PHY 220	Internship in Physics	1
Open	Any Humanities or Social Science course	3
Open	Any Natural Science, Humanities or Social Science course	3
<b>Recommended total credit hours</b>		<b>19 - 20</b>

*Require C or higher in ENG 210*

*\*\*Optional*

## **SOCIAL SCIENCE**

### **Criminal Justice – 76 credits**

#### **Degree Requirements**

- **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◇ ENG 110 College Composition I
  - ◇ ENG 120 College Composition II
  - ◇ ENG 210 Advanced College Composition
  - ◇ ENG 220 Language and Linguistics or any 200-level Literature course
- » Theology (6 credits)
  - ◇ any 100-level Theology course
  - ◇ any 200-level Theology course
- » Mathematics (3 credits)
  - ◇ MTH 103 Intermediate Algebra
- » Social Sciences (6 credits)
  - ◇ PSY 195 Introduction to Psychology
  - ◇ PHIL 128 Philosophy of Human Nature

- **PROFESSIONAL CORE (36 credits)**

- » CRJ 110 Introduction to Criminal Justice
- » CRJ 111 Criminology
- » CRJ 215 Criminal Law
- » CRJ 230 Introduction to Corrections
- » CRJ 235 Criminal Investigation
- » CRJ 240 Juvenile Justice
- » HIS 145 Belizean History
- » MGT 223 Principles of Supervision
- » PDV 195 Professional and Personal Ethics
- » POL 160 Human Rights Conventions, Belize Constitution and Laws
- » SOC 121 Introduction to Research Methods
- » SOC 122/CRJ 250 Research Paper/Internship

- **SUPPORT CORE (13 credits)**

- » CIS 112 Business Computer Applications
- » SPA 111 Intermediate Spanish
- » Any Natural Science course
- » 4 one-credit seminar courses from the following: CRJ 101, CRJ 102, CRJ 103, CRJ 104, CRJ 105, CRJ 106, CRJ 107, CRJ 201, CRJ 202, CRJ 205, CRJ 206, CRJ 207, CRJ 209, CRJ 210

**Criminal Justice****Recommended Full-Time Degree Guide (76 – 77 credits)****YEAR I**

Term I		
Course Code	Course Description	Credits
*ENG 110	College Composition I	3
PDV 195	Professional and Personal Ethics	3
THE (Open)	Any 100-level Theology course	3
HIS 145	Belizean History	3
PHIL 128	Philosophy of Human Nature	3
Seminar	Any seminar from required offerings	1
<b>Recommended total credit hours</b>		<b>16</b>

*\*Pending English Placement Exam results*

Term II		
Course Code	Course Description	Credits
*ENG 120	College Composition II	3
CRJ 110	Introduction to Criminal Justice	3
CRJ 111	Criminology	3
PSY 115	Introduction to Psychology	3
CIS 112	Business Computer Applications	3
Seminar	Any seminar from required offerings	1
<b>Recommended total credit hours</b>		<b>16</b>

*\*Requires C or higher in ENG 110*

Term III		
Course Code	Course Description	Credits
SPA 111	Intermediate Spanish	3
Natural Science	Any Science course	3 – 4
POL 160	Human Rights, Belizean Constitution and Laws	3
<b>Recommended total credit hours</b>		<b>9 – 10</b>

**YEAR II**

Term I		
Course Code	Course Description	Credits
*ENG 210	Advanced College Composition	3
CRJ 215	Criminal Law	3
CRJ 235	Criminal Investigation	3
CRJ 240	Juvenile Justice	3
**MTH 103	Intermediate Algebra	3
Seminar	Any seminar from required offerings	1
<b>Recommended total credit hours</b>		<b>16</b>

\*Requires C or higher in ENG 120

\*\*Pending the Math Placement Exam results.

Term II		
Course Code	Course Description	Credits
ENG (Open)	ENG 220 Language & Linguistics, or any 200-level Literature course	3
THE (Open)	Any 200-level Theology course	3
SOC 121	Introduction to Research Methods	3
MGT 223	Principles of Supervision	3
Seminar	Any seminar from required offerings	1
<b>Recommended total credit hours</b>		<b>13</b>

\*Require C or higher in ENG 210

Term III		
Course Code	Course Description	Credits
CRJ 230	Introduction to Corrections	3
SOC 122	Research Paper	
Or	Or	3
CRJ 250	Internship	
<b>Recommended total credit hours</b>		<b>6</b>

**Social Work – 73 credits****Degree Requirements**• **GENERAL CORE (27 credits)**

- » English (12 credits)
  - ◊ ENG 110 College Composition I
  - ◊ ENG 120 College Composition II
  - ◊ ENG 210 Advanced College Composition
  - ◊ ENG 220 Language and Linguistics, or any 200-level Literature course
- » Theology (6 credits)
  - ◊ any 100-level Theology course
  - ◊ any 200-level Theology course
- » Mathematics (3 credits)
  - ◊ MTH 103 Intermediate Algebra
- » Humanities and Social Sciences (6 credits)
  - ◊ HIS 145 Belizean History OR POL 160 Human Rights Conventions, Belize Constitution, and Laws
  - ◊ SOC 124 Introduction to Sociology

• **PROFESSIONAL CORE (46 credits)**

- » BIO 103 Central Concepts in Biology
- » PDV 195 Professionalism and Personal Ethics
- » PSY 115 Introduction to Psychology
- » PSY 125 Developmental Psychology
- » PSY 210 Organizational Behavior
- » SOC 121 Introduction to Research Methods
- » SPA 111 Intermediate Spanish
- » SWK 103 Introduction to Human Behavior and Social Environment
- » SWK 106 Advocacy and Human Service Legislation and Policy
- » SWK 126 Fundamentals of Social Work
- » SWK 212 Effective Communication in Human Services
- » SWK 215 Introduction to Social Work Practice with Individuals and Families
- » SWK 222 Introduction to Case Management in Social Work
- » SWK 225 Selected Topics in Social Work
- » SWK 295 Social Work Field Experience

**Social Work****Recommended Full-Time Degree Guide (73 credit hours)****YEAR I**

Term I		
Course Code	Course Description	Cycle/Credits
*ENG 110	College Composition I	12 wks - 3
HIS 145	Belizean History	
Or	OR	C2 - 3
POL 160	Human Rights Conventions, Belize Constitution, and Laws	
SOC 124	Introduction to Sociology	C1 - 3
THE (Open)	Any 100-level Theology course	C1 - 3
PSY 115	Introduction to Psychology	C2 - 3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Pending English Placement Exam results*

Term II		
Course Code	Course Description	Cycle/Credits
*ENG 120	College Composition II	C1 - 3
MTH 103	Intermediate Algebra	C1 - 3
PSY 125	Developmental Psychology	C2 - 3
BIO 103	Central Concepts in Biology	C2 - 3
<b>Recommended total credit hours</b>		<b>12</b>

*\*Requires C or higher in ENG 110*

Term III		
Course Code	Course Description	Cycle/Credits
SPA 111	Intermediate Spanish	C2 - 3
SWK 106	Advocacy and Human Service Legislation and Policy	C1 - 3
<b>Recommended total credit hours</b>		<b>6</b>



**YEAR II**

Term I		
Course Code	Course Description	Cycle/Credits
*ENG 210	Advanced College Composition	12 wks - 3
SWK 126	Fundamentals of Social Work	C1 - 3
PSY 210	Organizational Behavior	C1 - 3
SWK 103	Introduction to Human Behavior and Social Environment	C2 - 3
THE (Open)	Any 200-level Theology course	C2 - 3
<b>Recommended total credit hours</b>		<b>15</b>

*\*Requires C or higher in ENG 120*

Term II		
Course Code	Course Description	Cycle/Credits
ENG (Open)	ENG 220 Language & Linguistics, or any 200-level Literature course	C2 - 3
SWK 212	Effective Communication in Human Services	C1 - 3
SWK 215	Introduction to Social Work Practice with Families and Individuals	C2 - 3
SOC 121	Introduction to Research Methods	C1 - 3
PDV 195	Professionalism and Personal Ethics	C3 - 3
<b>Recommended total credit hours</b>		<b>15</b>

*Requires C or higher in ENG 210*

Term III		
Course Code	Course Description	Cycle/Credits
SWK 222	Introduction to Case Management in Social Work	C1 - 3
SWK 225	Selected Topics in Social Work	C1 - 3
SWK 295	Social Work Field Experience	C2 - 4
<b>Recommended total credit hours</b>		<b>10</b>

## **ASSOCIATE IN INDIVIDUALIZED STUDIES**

The Associate Degree in Individualized Studies provides a **flexible path** to discover areas of interest while at the same time gaining a sound liberal arts education. The goal of this degree is to permit the student, under the guidance of academic advisors, to combine selected courses in academic and/or technical areas that may not meet the requirements for the Associate in Arts or Associate in Science Degree. The Associate in Individualized Studies Degree allows students to combine unique interests and educational and career goals into a student-designed curriculum.

Enrollment is restricted to persons 21 years or older with at least two years of full-time working experience. Students who have already earned an Associate Degree are not allowed to pursue an Associate in Individualized Studies.

The following conditions must be met for completion of the degree:

1. a **minimum** of 72 credit hours of coursework
2. a minimum cumulative grade point average of 2.00
3. a minimum of 36 credit hours in **two areas** of concentration
4. SJC Associate Degree General Core requirements
5. completion of not less 60% of total credit after admission to the program.



**Individualized Studies – 72 credits minimum****Degree Requirements**

<b>GENERAL CORE</b> (30 credits)	<b>PROFESSIONAL CORE</b> (minimum of 36 credits, in two areas of concentration, with not less than 15 credits in any one area of concentration)	<b>SUPPORT CORE</b> (9 credits)
<p>English (12 credits)</p> <ul style="list-style-type: none"> <li>ENG 110 College Composition I</li> <li>ENG 120 College Composition II</li> <li>ENG 210 Advanced College Composition</li> <li>ENG 220 Language and Linguistics, or any 200-level Literature course</li> </ul> <p>Theology (6 credits)</p> <ul style="list-style-type: none"> <li>any 100-level Theology course</li> <li>any 200-level Theology course</li> </ul> <p>Mathematics (6 credits)</p> <ul style="list-style-type: none"> <li>MTH 103 Intermediate Algebra</li> <li>MTH 225 Business Statistics</li> </ul> <p>Humanities and Social Sciences (6 credits)</p> <ul style="list-style-type: none"> <li>Any Humanities or Social Science course</li> <li>Any Art, Ethics, or Philosophy course</li> </ul>	<p>Areas of Concentration Available</p> <ul style="list-style-type: none"> <li>Accounting</li> <li>Computer Networking</li> <li>Environmental Studies</li> <li>Graphic Design</li> <li>History</li> <li>Human Resource Management</li> <li>Literature</li> <li>Management Information Systems</li> <li>Marketing</li> <li>Psychology</li> <li>Sociology</li> <li>Tourism and Hospitality Management</li> </ul>	<ul style="list-style-type: none"> <li>CIS 112 Business Computer Applications</li> <li>SPA 111 Intermediate Spanish</li> <li>Any Natural Science course</li> </ul>





## CERTIFICATE PROGRAMS

A certificate program consists of a non-degree curriculum with a maximum of 60 credit hours in an occupational area. Certificates are designed to prepare the student for a specific job or aspect of a job. Some certificates are part of an associate degree program, in which case the credit earned in the certificate may be used toward the degree. These curricula are not designed for transfer to a baccalaureate program, but in some limited cases, occupational courses may transfer, and there may be specific articulation arrangements with four-year colleges.

Certificate programs are offered at different levels. The **Introductory Certificate** program aims to give the student a basic introduction to the concepts of a specific field of study. Admission to introductory certificate programs is limited to students with appropriate work experience who have already obtained a high school diploma or GED certificate. Introductory certificates consist of a minimum of 12 credits.

The **Advanced Certificate** program increases and enriches knowledge acquired in the introductory certificate program. Admission to advanced certificate programs is limited to students with appropriate work experience who have already obtained an associate degree or higher qualification or successfully completed the relevant introductory certificate program. Advanced certificates consist of a minimum of 18 credits.

## CERTIFICATES OFFERED

### **Accounting - 12 credit hours**

This certificate program is intended to help students develop a detailed knowledge of principles and practices of financial and managerial accounting. This program can assist managers, loan officers, financial clerks and other professionals involved in managerial accounting functions such as budgeting, control, analysis and evaluation, interpretation and decision-making.

#### Prerequisites:

- ACC 101 Principles of Accounting I
- ACC 102 Principles of Accounting II

#### Courses:

- COM 250 Effective Communication
- ETH 240 Personal Ethics OR BUS 124 Business Ethics
- ACC 235 Cost and Managerial Accounting I
- ACC 236 Cost and Managerial Accounting II

**Management - 30 credit hours**

This introductory certificate program aims to provide students with a broad knowledge about the main purpose and functions of a business enterprise. It introduces students to the essential elements of business organizations such as marketing, accounting and finance, communications and use of technology. It is ideal for small business entrepreneurs.

**Courses:**

- ACC 103 Introduction to Financial Accounting
- ACC 105 Computer Applications in Accounting
- BUS 105 Principles of Management
- BUS 152 Small Business Development
- CIS 111 Introduction to Computers
- ECO 100 Introduction to Economics
- ENG 101 Fundamentals of College English
- ENG 155 English for Business
- MKT 103 Introduction to Marketing
- MTH 110 Mathematics of Finance
- PDV 195 Professionalism and Personal Ethics

**Christian Leadership – 12 credit hours**

The Christian Leadership Program (CLP) is designed as a formation program for young people for service in their churches, schools and in their communities. The program provides knowledge and leadership skills for working in church and service related ministries. The CLP leads to a certificate which may be earned while participants work toward their associate degrees in their chosen programs of study. The requirements of the program include four specialized ministry, theology, and scripture courses, two of which satisfy the theology requirement of the General Core and two others which may serve as electives. Program participants may take one theology course each semester.

The preferred sequence is to take the courses in the order listed below.

- THE 118 Catholic Faith and Ministry
- THE 125 Scripture in Morality OR THE 219 Issues in Moral Decision Making
- THE 130 Jesus and the Gospels OR THE 135 Introduction to New Testament
- THE 218 Christian Leadership OR THE 217 Teaching Methods for Religion

**Environmental Studies - 21 credit hours**

This certificate program is intended to help students to develop detailed knowledge of environmental issues within the context of sustainability, the law and ethical considerations. It seeks to prepare the student who desires a career in eco-tourism, as an environmentalist, or as a tour guide or tour operator.

**Courses:**

- COM 255 Environmental Communication and Education
- ECO 202 Environmental Economics
- ENS 225 Environmental Law
- ETH 250 Environmental Ethics
- SCI 101 Ecology, Evolution and the Environment
- SCI 104 Environmental Studies
- THM 212 Tourism Planning and Policy

**Graphic Design - 21 credit hours**

The certificate program is intended to help students develop a detailed knowledge of graphic design features and to develop sound skills in the use of graphic design software such as Adobe Photoshop and Page Maker that are used in publishing technology and visual communication. The course is designed for students, teachers, entrepreneurs, artists, publishers, designers and those seeking a career in digital technology and the media. The program provides essential skills needed to produce graphics for print, advertising, the internet and other media.

**Courses:**

- CGD 217 Design Communication
- CGD 218 Basic Graphic Design
- CGD 220 Digital Publishing
- CGD 252 Digital Imaging
- CGD 256 Introduction to Web Design
- COM 250 Effective Communication
- ETH 240 Personal Ethics OR BUS 124 Business Ethics

**Human Resource Management - 18 credit hours**

This certificate program in Human Resource Management is designed to provide students with an in-depth understanding of the key areas of human resources such as recruiting, organization, employment law, compensation and benefits, supervision and other vital topics. The program is created for administrators, supervisors, leaders, administrative professionals and people who are directly or indirectly involved in the organization and supervision of human resources.

**Courses:**

- COM 250 Effective Communication
- ETH 240 Personal Ethics OR BUS 124 Business Ethics
- HRM 210 Management of Human Resources
- HRM 211 Employment Law
- HRM 212 Compensation and Benefits
- PSY 210 Organizational Behaviour

### **Marketing - 18 credit hours**

This certificate program is intended to help students to develop a detailed knowledge of marketing theories and best practices such as effective pricing, distribution, promotion of goods, labeling, production and customer communications. This program prepares a firm foundation for the practical application of theory as students create marketing strategies for a small business.

Prerequisite:

- BUS 213 Principles of Marketing

Courses:

- COM 250 Effective Communication
- ETH 240 Personal Ethics OR BUS 124 Business Ethics
- MKT 214 Consumer Behavior
- MKT 215 Principles of Selling
- MKT 216 Principles of Retailing
- MKT 217 International Marketing

### **Public Administration - 18 credit hours**

This certificate program is intended to help students develop effective administrative skills and detailed knowledge of issues governing service in the public sector. The program is geared for people interested in or working within public service and social service departments in Belize.

Courses:

- COM 250 Effective Communication
- ETH 240 Personal Ethics OR BUS 124 Business Ethics
- FIN 224 Public Finance
- PAD 201 Introduction to Public Administration
- PAD 205 Public Personnel Administration
- PAD 210 Introduction to Public Policy

### **Religious Education - 12 credit hours**

This certificate program in religious education broadens students in the Catholic Faith, creates a deeper understanding of their faith and builds confidence as religious educators. It is designed for student-teachers, primary school educators and those people who aspire to an advanced degree in Religious Studies and Pastoral Studies.

Courses:

- THE 118 Catholic Faith and Ministry OR THE 127 Introduction to Christianity
- THE 130 Jesus and the Gospels
- THE 217 Teaching Methods for Religion
- THE 219 Issues in Moral Decision Making

**Tourism Management – 18 credit hours**

This introductory certificate aims to provide students and new entry-level employees, tour operators, entrepreneurs and those desirous of having a career in the tourism industry with fundamental knowledge and core skills in the organization, management, sustainability, laws and best practices in the tourism and hospitality industry.

Courses:

- BUS 211 Customer Service
- COM 250 Effective Communication
- ETH 240 Personal Ethics OR BUS 124 Business Ethics
- THM 101 Introduction to Tourism Management
- THM 210 Sustainable Tourism Management
- THM 214 Tourism and Hospitality Laws



## ASSOCIATE'S TO BACHELOR'S PROGRAM

Through a collaborative agreement between St. John's College and Regis University, graduates of St. John's College Junior College may transfer to Regis University with the Associate's degree from St. John's College recognized as attaining junior status at Regis. Students are then allowed to transfer additional credits (up to a maximum of 90 semester credit hours) earned at St. John's College. Through this agreement, students may earn a Bachelor's degree by attending St. John's College for the equivalent of three years<sup>1</sup> and completing their fourth and final year online at Regis University.

Bachelor of Science degrees which may be pursued through the Associate's to Bachelor's Program are:

- Accounting
- Business Technology Management
- Computer Information Systems
- Computer Science
- Finance
- Marketing
- Business Administration
- Communication
- Computer Networking
- Criminology
- Human Resource Management
- Public Administration

To be eligible to transfer to Regis University under the Associate's to Bachelor's Program agreement, applicants must:

1. meet the admissions standards set by Regis University.
2. have a minimum of a 2.00 cumulative grade point average as verified by an official SJC transcript.
3. have 3 years of work experience. (Waivers may be requested by a designated advisor from SJC.)
4. satisfy or successfully complete six (6) semester credit hours in Religious Studies and six (6) semester credit hours of Philosophy, if these courses are not included in the SJC transferable course work to the satisfaction of Regis. SJC students may fulfill the above requirement by (i) taking the courses at SJC prior to transfer, or (ii) taking Religious Studies and Philosophy courses at Regis.

Participants in the Associate's to Bachelor's Program are guaranteed:

1. Admission to the Undergraduate School for Professional Studies at Regis University. (Because of program capacity and specialized entry requirements, there are no guarantees of admission to specific Regis University undergraduate degree or certificate programs.);
2. Acceptance of credit earned at St. John's College;
3. No additional General Education core requirements, if Regis University requirements have been met with St. John's College programs.

Further information may be obtained by:

- Visiting the Regis Associate's to Bachelor's Program™ website at [www.transfertoregis.org](http://www.transfertoregis.org)
- Contacting the Dean at SJC Junior College at [dean@jc.sjc.edu.bz](mailto:dean@jc.sjc.edu.bz)
- Visiting the Regis University website at [www.regis.edu](http://www.regis.edu)

<sup>1</sup> *A year is equivalent to approximately 30 - 36 semester credit hours*



## LIMEX PROGRAM

St. John's College has teamed up with Loyola University New Orleans to bring the Loyola Institute of Ministry Extension (LIMEX) program to Belize. LIMEX is a professionally oriented program of graduate education which seeks to increase the competencies of practitioners in the areas of religious education and pastoral ministries. The program originated as a response to Vatican II's universal call to ministry and to the changing demographic patterns in the Church since the Council. LIMEX responds to the expressed educational needs of dioceses with little or no access to residential programs by offering on-site programs leading to the Master of Religious Education and Master of Pastoral Studies degrees for professional ministers and certificates in those same areas for paraprofessional ministers. LIMEX addresses adult practitioners within the actual context of their ministry. The focus of the program is contextual learning for those already involved in ministry and in possession of the intellectual and cognitive abilities that come through undergraduate studies.

LIMEX seeks to carry out its purpose and accomplish its goal through a thirty-six credit-hour curriculum of ten common curriculum courses and two focus area courses. (All courses are three credits.) The common curriculum courses are taken in sequence in learning groups, each led by a LIMEX-certified facilitator. The sessions for each course are designed by Loyola University faculty and incorporate a variety of reflection methods and experiential learning approaches, along with lecture material in printed form and videotaped input from scholars in the field, to assist participants in correlating content with their ministerial and educational experiences. The learning process seeks to nurture and provide opportunities for participants to practice skills related to the performance of ministry and religious education. The two focus area courses are taken as semi-independent study between Courses Four and Ten of the common curriculum.

Loyola Institute for Ministry Extension Program is a graduate level program of study in education for ministry. Preparation for each class usually involves six to eight hours of reading and assignments with additional time needed for projects and papers. The entire thirty-six hour program normally takes approximately four years to complete, depending upon the learning group's pace. Persons who intend to work toward the M.R.E. or M.P.S. degree must have a bachelor's degree (with a minimum grade point average of 2.50) or its equivalent.

The requirements for both the Master of Religious Education and the Master of Pastoral Studies consist of 36 credit hours:

- Theological core courses (18 credit hours)
  - » LIMX 703 Introduction to Practical Theology (3)
  - » LIMX 704 Spirituality, Morality, and Ethics (3)
  - » LIMX 711 Jewish Roots of Christian Faith (3)
  - » LIMX 712 Christian Origins (3)

- » LIMX 714 Grace, Christ, and Spirit (3)
- » LIMX 722 Church, Sacraments, and Ministry (3)
  
- Context of ministry and religious education courses; capstone course (12 credit hours)
  - » LIMX 840 The Sociocultural Context of Ministry and Religious Education (3)
  - » LIMX 860 The Personal Context of Ministry and Religious Education (3)
  - » LIMX 861 The Institutional Context of Ministry and Religious Education (3)
  - » LIMX 886 Pastoral and Educational Praxis (3)
  
- Focus area courses chosen by the student (6 credit hours)
  - » Master of Religious Education
    - ◊ LIMX 701 Foundations of Religious Education (3)
    - ◊ LIMX 715 Curriculum Development (3)
  
- Master of Pastoral Studies
  - » Small Christian Community Formation
    - ◊ LIMX 809 Inner Life of Small Christian Communities (3)
    - ◊ LIMX 810 Public Life of Small Christian Communities (3)
  
  - » Pastoral Life and Administration
    - ◊ LIMX 844 Parish Life and Ministry (3)
    - ◊ LIMX 845 Contemporary Issues in Pastoral Ministry (3)
  
  - » Religion and Ecology
    - ◊ LIMX 813 The Universe as Divine Manifestation (3)
    - ◊ LIMX 814 The Emergent Universe: Our Sacred Story (3)
  
  - » Marketplace Ministry
    - ◊ LIMX 819 Spirituality and the Theology of Work (3)
    - ◊ LIMX 820 Ministry in the Marketplace (3)
  
  - » Christian Spirituality for Pastoral Ministry
    - ◊ LIMX 827 Spirituality for Ministers (3)
    - ◊ LIMX 828 History of Christian Spirituality (3)

Further information may be obtained from the LIMEX Program Coordinator, Sr. Maggie Cooper, SCN at [mcooper@jc.sjc.edu.bz](mailto:mcooper@jc.sjc.edu.bz).

## COURSE NUMBERING AND CLASSIFICATION SYSTEM

Each course offered at the Junior College has a code which indicates its academic level and field of study.

**The number in the course code designates the academic level of the course. These academic levels are:**

- 00 - 100 Non-credit, developmental
- 101 - 199 Introductory or basic freshman-level course
- 200 - 299 Lower-division course intended for sophomores and qualified freshmen
- 700 - 899 Graduate course

**The letters in the course code identify the field of study to which the course relates. The letter designations used at SJCJC are:**

Code	Field of Study
<b>ACC</b>	Accounting
<b>ANT</b>	Anthropology
<b>ART</b>	Fine Arts
<b>BIO</b>	Biology
<b>BUS</b>	Business
<b>CGD</b>	Computer Graphic Design
<b>CHE</b>	Chemistry
<b>CIS</b>	Computer Science
<b>CNT</b>	Computer Networking
<b>COM</b>	Communication Studies
<b>CRJ</b>	Criminal Justice
<b>CRS</b>	Caribbean Studies
<b>ECE</b>	Early Childhood Education
<b>ECO</b>	Economics
<b>EDU</b>	Education
<b>ENG</b>	English
<b>ENS</b>	Environmental Science
<b>ETH</b>	Ethics
<b>GIS</b>	Geographic Information Systems
<b>HIS</b>	History
<b>HRM</b>	Human Resource Management
<b>LIMX</b>	Loyola Institute for Ministry Extension Program

Code	Field of Study
<b>MGT</b>	Management
<b>MIS</b>	Management Information Systems
<b>MKT</b>	Marketing
<b>MTH</b>	Mathematics
<b>PAD</b>	Public Administration
<b>PDV</b>	Personal Development
<b>PED</b>	Physical Education
<b>PHIL</b>	Philosophy
<b>PHY</b>	Physics
<b>POL</b>	Politics
<b>PSY</b>	Psychology
<b>SCI</b>	General Science
<b>SOC</b>	Sociology
<b>SPA</b>	Spanish
<b>SSK</b>	Study Skills
<b>THE</b>	Theology
<b>THM</b>	Tourism and Hospitality Management





## COURSE DESCRIPTIONS

This section provides descriptions of all courses offered by St. John's College Junior College. The courses are listed in alphabetical order by field of study.

### ACCOUNTING

#### **ACC 101 Principles of Accounting I (3)**

This course will present the fundamental concepts and techniques of the basic accounting system, including accounting for a complete cycle of business activities for a service enterprise and a merchandising firm. Additionally, this course seeks to explore the responsibility role of accounting in a society where there is a scarcity of, and competition for, economic resources, and its role as an information system for measuring, processing, and communicating information that is useful in decision-making.

#### **ACC 102 Principles of Accounting II (3)**

Prerequisite: A minimum of C in ACC 101

This course will consider each of the major types of assets as well as current liabilities and payroll accounting, with particular emphasis on the effect of their measurement on net income and their presentation in the financial statements. The course will also provide an overview of revenue and expense issues and accounting for natural resources and intangible assets. And finally, the course will present introductory accounting concepts related to partnerships and corporations. This course seeks to explore the important accounting issues faced by management in applying the matching rule in order to measure and report on assets and liabilities, and thus to subsequently measure income; as well as to examine the accounting concepts and practices for business entities other than the sole proprietorship, the major form of business organization so far discussed.

#### **ACC 103 Introduction to Financial Accounting (3)**

This course introduces the basic framework of accounting. It provides an introduction to accounting and financial accounting theory including: accounting as an information system; the accounting cycles; accounting for merchandizing and service operations; financial statements and internal control.

#### **ACC 105 Computer Applications in Accounting (3)**

Prerequisite: ACC 101

This course will help students to develop basic computer skills specific to financial accounting. Topics include setting up a business entity's accounting system, recording financial transactions, and working with budget development and evaluation. Students will create invoices, create and analyze accounts receivable and payment aging reports, and develop financial statements and reports with the assistance of a software application, for example Quickbooks. Students will be required to use computers to complete projects.

### **ACC 235 Cost and Managerial Accounting I (4)**

Prerequisites: ACC 101, ACC 102

This course focuses on costing principles and the costing systems. The content will cover the following areas: the nature and scope of cost accounting and management accounting, accounting for manufacturing enterprises, elements of cost (cost classification, raw material costs, labour cost, overhead costs), job costing, process costing, activity-base costing, service sector costing, marginal costing and absorption costing.

### **ACC 236 Cost and Managerial Accounting II (4)**

Prerequisite: ACC 235

This course focuses on planning and decision making in accounting. The content will cover the following areas: Budgeting (the rationale for the use of budgets in planning, decision making and control, preparation of a cash budget and related schedules), Standard Costing (concept of standard costing, standard-setting process, Variance analysis), Short-term decision making (cost volume profit analysis, limiting factor analysis), Long-term decision making (qualitative issues, quantitative techniques).

### **ACC 240 Financial Statement Analysis (3)**

Prerequisite: ACC 236

This advanced course focuses on the analysis of statements including shareholder's equity, income, balance sheet, and cash flow. Topics include the analysis of financing and investing activities, profitability, growth, economic value, and valuation of operations and debt. Students will gain a balanced view regarding the relevance of accounting information for decision making and the reliability of accounting statements.

## **ANTHROPOLOGY**

### **ANT 120 Introduction to Anthropology (3)**

This course offers the basic materials and ideas of Anthropology. Its purpose is twofold: to give a well rounded view of the discipline to students who take only an introductory course; and to provide, for those who plan to concentrate in the social sciences, the necessary background for further study. As a result of familiarization with the various anthropological approaches, the student will be able to apply this knowledge to the Belizean society.

## **ART**

### **ART 105 Foundations in Drawing (3)**

This course offers an introductory experience in making art through drawing media. It covers the fundamentals of drawing which include: line, shape, shading, perspective, and proportion.

### **ART 110 Foundations in Painting (3)**

This course offers an introductory experience in making art through painting media. It covers the fundamentals of drawing which include: the color wheel, color schemes, color mixing theory, and the use of both watercolor and acrylic paints.

### **ART 111 Expressive Arts for the Primary School I (3)**

Expressive Arts for the Primary School I is designed to prepare student teachers to teach Expressive Arts at the primary level by providing them with appropriate theoretical and practical knowledge and by developing their skills in preparing and using a variety of instructional aids. Module A (Music) introduces students to the basic concepts of the theory and practice of music and to the philosophy of and techniques for teaching music in primary schools. Module B (Visual Arts) explores the media, techniques and processes of artistic expression as well as the philosophical foundations and pedagogical skills in the teaching and learning of the visual arts.

### **ART 112 Expressive Arts for the Primary School II (3)**

Prerequisite: ART 111

Expressive Arts for the Primary School II focuses on the performing arts, in particular dance and drama. It is designed to equip student teachers with the necessary theoretical and practical knowledge for teaching performing arts at the primary level. It will also provide teachers with an opportunity to enhance their own abilities as they relate to dance and drama.

### **ART 113 Drawing (3)**

Prerequisite: ART 105

Using skills acquired from ART 105 students will gain extensive experience in making art through a wider range of drawing media. Drawing from life, human anatomy, architecture, landscapes, seascapes, and studies are just a few of the topics covered.

### **ART 114 Painting (3)**

Prerequisite: ART 110

This course continues from ART 110 and, with an emphasis on technical skills, students will gain extensive experience in making art through painting media.

### **ART 118 Art Appreciation (3)**

This course provides the student with the basic understanding of the visual arts. Students learn the nature of art, how to evaluate art, and the materials involved in making art. The elements and principles of design are examined and students look at a variety of 2D and 3D works.

### **ART 121 Pottery (3)**

This course is an introduction to the different methods of creating and decorating pottery. Students will also learn methods used for the preparation and storage of clay and will also carry out processes such as drying, firing, and glazing.

### **ART 216 Printmaking (3)**

Printmaking is a process in which a design or image is made in or on a surface. The image is then transferred to paper or a similar material. The transferred image is called the print. In this course students are taught three major print techniques: woodcuts, linocuts, and monotypes.



### **ART 221 Sculpture (3)**

This course is an investigation into the use of materials and methods related to three-dimensional art and design using the following methods: subtractive (carving), additive (modeling, casting), constructive (assembling, welding).

### **ART 225 Computer Imaging (3)**

This course introduces students to the computer as an artist's tool. Emphasis is on developing personal imagery and exploring ways that the computer can serve as a vehicle for artistic expression.

### **ART 235 Graphic Design (3)**

Using manual and computer skills, this class is an investigation of the fundamental elements and principles of art and design. Students will be using materials such as paper, cardboard, fabric, plastics, metals and wood to create illustrations and make product designs.

### **ART 245 Art History (3)**

The only way to truly know art is to study it in its historical context. From cave drawings to digital paintings, this course is an introductory survey of the world history of art.

### **ART 255 Studio Art (3)**

For Art majors preparing for their junior exhibition, students are given a final opportunity to pool together skills attained throughout the art program and direct them into series of their own.

### **ART 260 Internship (3)**

For students in the commercial art program, this course offers the opportunity to gain first-hand experience in their area of study.

## **BIOLOGY**

### **BIO 101 Fundamental Concepts in Biology (0)**

Bio 101 is an introductory Biology course developed to provide students with a sound background in the biological principles and techniques needed for further study in Biology. Some of the central concepts of Biology, such as, Energy Acquisition and Release, Genetics, Evolution and Control Systems are explored. These topics are also used to develop students' skills in microscopy, observation, drawing, measurement, graphing, scientific writing, analysis, experimental design and oral presentation. Specific content will include photosynthesis, respiration, ecosystems, passage of genetic information, evolution theory, Natural Selection and adaptations.

### **BIO 103 Central Concepts in Biology (3)**

This course gives the student basic concepts in biology which lead to an understanding and appreciation of the concept of life at all levels and hence a greater respect and reverence for life. Major concepts in Biology that are covered are: cell and molecular biology, reproductive biology, genetics, evolution and principles of classification. Simple labs may be included at the discretion of the instructor. This course is primarily geared to those students pursuing a degree in Tourism and Hospitality.

### **BIO 120/ENS 120 Fundamental Ecological Principles (4)**

This is an introductory course for those students majoring in the natural and environmental sciences. This course introduces the student to the field of ecology, the dominant branch of environmental biology. The student will study the relationships of organisms to one another and to their environment, thus developing an understanding of the physical, biological and evolutionary processes that determine ecosystem structure and function. Topics covered include biogeochemical cycles; energy flow through the ecosystem; community and population ecology; evolution, natural selection and adaptations; comparative productivity of ecosystems; biodiversity and conservation. An emphasis is placed on Belizean ecosystems and conservation measures. There will be three mandatory field trips: tropical rainforest/ pine savannah, coral reef and mangrove ecosystems.

### **BIO 130 Cellular and Molecular Biology/Lab (4)**

Prerequisites: BIO 120/ENS 120 CHE 120

The course is a study of the cell as the fundamental unit of structure and function of living organisms. A major underlying theme of the course is therefore the relationship between cell structure and function. Topics include: distinctions between prokaryotic and eukaryotic cells; typical plant and animal cell ultra-structure and function, including membranes; the structure, roles and properties of chemicals of life (molecular biology/basic biochemistry) including enzymes and nucleic acids; cell and nuclear division including chromosome structure and behaviour; and implications of genetic engineering. The laboratory activities of the course serve as a practical reinforcement of the theoretical component, and experiments are conducted in alignment with the different topics where the technology is available.

### **BIO 220 Internship in Biology (1)**

A minimum of 40 hours of volunteer work in a Biology-related field, normally done in the fourth semester of the program. Internship placements are based on student interest and approval by the instructor. All internships culminate with the submission of a journal and research paper by the student, and an evaluation by the internship supervisor.

### **BIO 230 Evolution and Diversity of Organisms/Lab (4)**

Prerequisite: BIO 130

A one-semester course for biology majors designed to give students the background for further studies in microbiology, zoology and botany. It is a survey of the three domains, the five kingdoms of life and viruses. Focus is placed on diagnostic features, structure, reproduction and nutrition. Other topics include the role of microorganisms in biotechnology, the importance of biodiversity, natural selection and evolution as an explanation for both the unity and diversity of life. Laboratory exercises focus on identification and observation of representative specimens of the five kingdoms (living and in their natural habitats where possible). Topics include gram staining, bacterial counts, observation of freshwater protozoa and algae, growth of moulds, germination of moss and fern spores, histology of plant reproductive structures, dissections and comparative physiology of animals.

**BIO 235 Human Biology/Lab (4)**

Pre-requisite: BIO 130

A study of the major systems of the human body with homeostasis and the relationship between structure and function as the dominant underlying themes. Major topics to be covered include: body organization; the concept of homeostasis; nervous and endocrine systems; the cardiovascular system; and human reproduction. Laboratory work in this course includes histology of epithelial, nervous, endocrine, cardiovascular and reproductive tissues, as well as investigations into the functioning of the nervous and cardiovascular systems.

**BIO 240 Plant Physiology/Lab (4)**

Prerequisite: BIO 230

This course aims at developing a fundamental understanding of plant physiology focusing on the relationship between structure and function. Topics covered include: plant gross structure and histology, plant nutrition, uptake and transport in plants, plant reproduction, growth and development, and control and coordination in plants. The focus of the course is on flowering plants. Wherever possible, references are made to applications in agriculture and horticulture. Laboratory work includes investigations of plant gross structure and histology, uptake and transport in plants, photosynthesis and respiration, plant reproduction, growth and development, and control and coordination in plants. Labs correspond to the topics covered in lecture.

**BIO 250 Applications of Biology (3)**

Pre-requisite: BIO 235

The course includes a comprehensive study of human health as involving the physical, social and mental condition of the individual. Topics include: the principles and importance of a balanced diet; the physiology of exercise and its role in prevention of cardiovascular disease; the physiological and social effects of substance abuse as pertaining to alcohol and tobacco; the transmission, pathogenesis and treatment of HIV/AIDS; and the social and economic factors affecting the distribution of diseases between developed and developing countries. Major topics also include: the human immune system; the respiratory system; the structure and function of the kidneys in excretion and osmoregulation; and biotechnology/genetic engineering. The course uses and builds on the knowledge and skills gained in lower biology courses to encourage a deeper understanding of central concepts in biology and their practical applications in medicine and industry.

**BUSINESS****BUS 105 Principles of Management (3)**

This course emphasizes the essentials of management that are most pertinent to maintaining effectiveness and efficiency, and which create and maintain an environment that focuses on performance and results within organizations. Emphases are on the traditional management functions of planning, organizing, leading and controlling of an organization, from the perspective of applied management principles. Additionally, the course seeks to explore the dynamic, ever-changing world of managers and its rewards and challenges, providing students with the best possible understanding of what it means to be a manager confronting change.

**BUS 124 Business Ethics (3)**

This course is an introduction to the concept of business ethics. It is an overview of the major ethical issues that businesses face today, particularly in the areas of honesty and fairness, communications, conflict of interest, organizational relationships and social responsibility. The course examines a framework that attempts to describe how people make ethical or unethical decisions by discussing and analysing various historical approaches to moral philosophy.

**BUS 152 Small Business Development (3)**

This course provides the foundation for new entrepreneurs. It combines concepts and practical skills on how to start a small business, organizational requirements, licensing, defining target customers, personal credit and loans, personal and financial assessments, record keeping and design of a business plan. The focus is on the development of a business plan.

**BUS 211 Customer Service (3)**

This introductory course sensitizes students to the crucial role that quality customer service plays in the success of organizations. Content and activities centre on strategies and techniques designed to maintain and exceed customer expectations and thereby enhance customer value and build customer loyalty. The importance of attitude and professionalism will also be explored.

**BUS 213 Principles of Marketing (3)**

This course will familiarize students with the production, pricing, distribution, and promotion of goods and services. Students will analyse and evaluate real-life situations facing businesses, both on a national and global level and make recommendations as to suitable marketing strategies.

**BUS 222 Business Law (3)**

This is an introductory course in which students, through a case study approach, will learn of contracts, agency, property, bankruptcy, wills, estates, trusts and governmental regulations.

**BUS 223 Business Finance (3)**

This course explores three areas of importance in business: financial institutions, investments, and corporate finance. This course introduces the student to the importance of identifying sources of funds, the creation and valuation of assets, the managing of assets (both long and short term), and the importance of analysis to determine the financial position of a company.

**BUS 240 Interpersonal Relations in the Business Environment (3)**

A series of workshops on personality and career development, as well as a minimum of 45 hours of work in a business-related field. Internship placements are based on students' interest and approval of the instructor. Internship culminates with the submission of a journal and an evaluation by the internship supervisor.

**BUS 251 Business Communication (3)**

Business Communication includes a review of correct business expressions. It stresses the various types of written and oral business communication and the practical psychology and clear thinking needed to influence people toward the desired result. This course focuses on the ability of the students to work in a collaborative environment with people from different cultures.

**BUS 252 Small Business Management (3)**

This introductory course will focus primarily on the fundamentals of starting and operating a small business. It will discuss such issues as the challenges of entrepreneurship, the need for ethics and social responsibility, designing a business plan, identifying sources of equity financing, location, layout considerations, marketing, controlling crime, human resource management, and government regulation.

**CARIBBEAN STUDIES****CRS 103 Caribbean Society and Culture (3)**

This course is one of three courses designed to prepare students to take the CAPE Caribbean Studies Examination. Caribbean Society and Culture introduces students to the role played by geography in shaping the society and culture of the Caribbean region, the historical evolution of Caribbean society, culture and people, as well as the factors outside the region that influence the evolution of society and culture.

**CRS 104 Issues in Caribbean Development (3)**

This course introduces the student to the concept of development in the Caribbean. Students will explore how the continued development of the Caribbean region reflects the complex relationships among social, cultural, political, environmental, technological and economic factors. The course will also introduce key individuals and institutions that have played a major role in Caribbean development.

**CHEMISTRY****CHE 101 Fundamental Concepts in Chemistry (0)**

This course highlights the fundamental concepts of chemistry designed to strengthen the academic background of students interested in chemistry as a major. A minimum grade of 'C+' is required in this course for students wishing to pursue the chemistry major. This course places emphasis on understanding the basic theories governing the broad study of Chemistry. Topics explored include: measurement, matter and energy, atomic structure and chemical bonding, types of chemical reactions and reaction stoichiometry, and the periodic table.

**CHE 120 Principles of Chemistry I/Lab (4)**

This course seeks to provide a general understanding of theories in chemistry. Students are expected to understand the theory of atoms along with the structure and behavior of matter. General topics to be explored include: nuclear chemistry, classification of the elements, forces of attraction between particles, the mole concept, redox reactions, general equilibrium concepts, kinetic theory and energy changes. Labs correspond to the topics covered in class and will follow the assessment format mandated by the CAPE exam.

### **CHE 130 Principles of Chemistry II/Lab (4)**

Prerequisite: CHE 120

This course expands on some fundamental principles addressed in CHE 120. Students will gain a more in depth understanding of concepts associated with reaction rates and chemical equilibrium. Concepts of redox, acid-base and solubility equilibria will encompass this study of equilibrium. These topics serve as an introduction into the thermodynamic aspect of chemistry and will provide a full comprehension of the basic principles of general chemistry that are required for advanced studies in chemistry. Labs correspond to the topics covered in class and will follow the assessment format mandated by the CAPE exam.

### **CHE 136 Fundamental Organic Chemistry (3)**

Prerequisite: CHE 120

Co-requisite: CHE 130

Students will be able to appreciate the scope and nature of carbon-based compounds. This course seeks to classify and describe some of the reactions of various functional groups of carbon compounds. Students are given an overview of the chemical and physical properties of organic compounds. Each functional group is addressed, looking at fundamental principles of nomenclature, bonding, physical properties such as melting points and solubilities. Students are introduced to carbon chemistry through molecular orbital theory building up to molecular geometry as related to reactivity. It starts with a mechanistic approach to the reactions of alkanes, alkenes, alkynes, alcohols, ethers, halogenated hydrocarbons and aromatic rings. Importantly, looking at SN1, SN2, E1, E2 and electrophilic aromatic substitution and free radical reactions will serve as a foundation for organic chemistry.

### **CHE 220 Internship in Chemistry (1)**

A minimum of 40 hours of volunteer work in a chemistry-related field. Students are given the opportunity to work along with professionals in local industries and institutions that utilize on a daily basis the concepts and methods learned in the field of chemistry. All internships culminate with the submission of a journal, a research paper by the student and an evaluation by the internship supervisor.

### **CHE 230 Analytical Methods in Chemistry (3)**

Co-requisite: CHE 235

Students will gain a greater appreciation for various techniques used to separate and analyze chemical compounds. Separation techniques include simple and fractional distillation, chromatographic methods and electrophoresis. Students will use experimental data from spectral analysis that include techniques in atomic absorption and emission, U.V./visible, infrared, mass spectrometry and nuclear magnetic resonance. Students at the end will utilize a combination of these techniques to identify and characterize organic compounds.

### **CHE 235 Organic Chemistry/Lab (4)**

Pre-requisite: CHE 136

This course covers bonding and isomerism, nomenclature, properties and characteristic reactions of the following groups: alkanes, alkenes, halogen derivatives, hydroxy compounds, carbonyl compounds, carboxylic acids and derivatives, nitrogen compounds and polymers. Acid-base behavior of pertinent groups will be discussed, and where

possible connections will be made between the above and topics covered in Principles of Chemistry II (equilibria, reaction rates, thermochemistry). The main emphasis of this course lies in the study of various reaction mechanisms that each functional group undergoes. To list a few: free radical substitution, electrophilic substitution, electrophilic addition, nucleophilic addition and nucleophilic substitution (SN1 & SN2). The Laboratory introduces techniques including the use of micro-scale apparatus. It reinforces the principles and concepts learned in lecture through a series of experiments based on the different homologous series covered. In addition the lab is intended to familiarize students with certain types of reactions commonly encountered in organic chemistry.

#### **CHE 240 Inorganic Chemistry/Lab (4)**

Pre-requisite CHE 130

Students in this course will use fundamental concepts to rationalize the physical and chemical properties of the elements and their compounds. Students will engage in a detailed study of the period sodium to argon, in addition to groups II, IV, VII. They will seek to relate the properties of the elements and their compounds to their uses. Students will additionally be introduced to the chemistry of the first row transition elements, looking at their general chemical and physical properties. Students will do a qualitative study of Period I, Groups II and VII elements of the periodic table. Students will undertake a variety of labs in which they will use the techniques and procedures to identify cations and anions in solution. Students will familiarize themselves with the properties of various transition metal ions as they participate in a series of chemical reactions. These labs will follow the assessment forms mandated by the CAPE Examinations.

#### **CHE 250 Environmental Chemistry (3)**

Pre-requisite CHE 130

This course allows students to appreciate that chemical principles can be applied to industry. Students will be familiarized with the types and sources of pollution and the strategies used to assist in the reduction of pollutants. A greater appreciation will also be gained in understanding chemical substances and the reactions that impact the environment. The course additionally addresses the influence of industry and activities of man on the environment.

### **COMMUNICATION STUDIES**

#### **COM 250 Effective Communication (3)**

This course emphasizes specific tools and techniques for improving the organization, clarity and structure of written communication and graphical presentations. Students will participate in exercises to improve public speaking and listening skills, the delivery of effective messages and bridging different communication styles.

#### **COM 255 Environmental Communication and Education (3)**

The purpose of this course is to prepare students for a wide variety of positions in the environmental sciences that require expertise in both communications and education. Examples include professional writing, editing, and publishing; public relations; advertising; broadcasting, teaching about the environment in schools; cooperative extension work; training and program development; and other education and communication-related positions in environmental agencies and businesses throughout the public and private sectors.



## COMPUTER GRAPHIC DESIGN

### **CGD 217 Design Communication (3)**

This course emphasizes the commercial world of graphic arts, and focuses on advertising, illustration, perspectives and profiles, business strategies, analysis and critiques: from billboards to press releases, from business cards to specialized campaigns. Design Communication seeks to give the student a deeper understanding of the visual language that is everywhere.

### **CGD 218 Basic Graphic Design (3)**

This course is an introduction to the basic design principles, concepts and processes necessary for good graphic design. Students learn design solutions that will turn ideas into well-arranged compositions. Students will receive a comprehensive foundation in using elements of design to give form to creative ideas. Students are also introduced to computer graphics software and hardware, technology concepts, and terminology applicable to artwork in the graphic design industry.

### **CGD 220 Digital Publishing (3)**

This course specializes in the printed product. Students will utilize programs such as Adobe Photoshop, Pagemaker and Freehand to construct various publishing projects including brochures, posters, menus, short books, newspaper layout and web design. Emphasis will be given to basic writing techniques in conjunction with image and typographic style and content.

### **CGD 252 Digital Imaging (3)**

This course introduces the student to computer tools that manipulate and enhance photographic images. These tools allow the input of black-and-white and color photographs, negatives, positives, and graphics into Photoshop, the industry standard for digital image manipulation. Students will learn the skills to retouch and enhance these varied inputs in order to create high-quality digital outputs.

### **CGD 256 Introduction to Web Design (3)**

Students explore Web design concepts and methods in site design, page design and graphic user interface design. The course will include instruction in producing Web pages and creating interactivity with HTML and Web production software.



## COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

### **CIS 110 Introduction to Presentation Graphics: Power Point (3)**

This course is designed to familiarize participants with a presentation graphics software package (MS PowerPoint XP) and enable the creation of professional-looking presentations.

### **CIS 111 Introduction to Computers (3)**

This is an introduction to computers and information systems covering the following: hardware, software and business systems. Students are also taught the use of the common applications (WordPerfect, Quattro Pro), and are taken from the beginner level to an intermediate level. No Pre-requisite is necessary.

### **CIS 112 Business Computer Applications (3)**

This course covers the use of computer applications in a business environment. Students will develop advanced skills in the use of word processing applications, database, spreadsheet, electronic mail and presentation software.

### **CIS 113 Intermediate Information Technology (3)**

Intermediate Information Technology equips students with intermediate level knowledge of computers to enable them to use technology in their academic, professional and personal lives. Some students may be advised to take an introductory level computer course before taking this course. The credit by examination policy is in force for this course.

### **CIS 119 C Programming with Business Application (3)**

Students will use professional development tools to become familiar with the C programming language by designing, implementing, and testing programming projects. Topics include pointers, linked lists, data structure, and dynamic memory allocation.

### **CIS 120 Business Information Systems (3)**

Prerequisites: basic knowledge of Microsoft Windows, keyboarding skills

This course provides an Introduction to business information systems, the technological infrastructure of modern information systems (i.e. hardware, software and networks), WWW and the Internet, functional systems for communication, collaboration and management, information systems development, e-business, the use of information technology for competitive advantage, and IT issues within society.

### **CIS 130 Systems Analysis and Design (3)**

Prerequisite: CIS 111

This course presents concepts and techniques used in the development of computer business application systems. The traditional approach for systems development is presented and compared to the approach used in a 4th Generation Environment. Structured techniques are used in the development approach as well as Computer Assisted Software Engineering (CASE) tools.

### **CIS 140 Microsoft Access Database and SQL (3)**

Prerequisite: CIS 130

The course is designed for the person who uses an existing Microsoft Access database or who needs to develop a simple database application with Access. Students learn how to create database structures, enter and edit data, find data, and prepare printed reports. The latter part of the course covers the relational database language SQL. Topics include table definition, queries, special operators, the join operation, views, security, administration, and reports. A commercial SQL product is used to provide students with hands-on experience.

### **CIS 160 Data Communications and Networks (3)**

This course provides participants with a solid understanding of data communications and networking concepts. These fundamental concepts are used as a base from which new technologies and applications are discussed and compared. Specifically the course looks at networking and communications technologies from a user's point of view. Topics include networking applications such as the Internet and networking technologies like Local Area Networks, Backbone Network, and Metropolitan and Wide Area Networks. Other topics include network management including security and design. The economic and strategic importance of communications and networking is also covered.

### **CIS 180 Object Oriented Programming in C++ (3)**

Prerequisite: CIS 119

This course involves an introduction to the fundamentals of the modern usage of C++ as a control/linking program in the Windows environment. Emphasis will be placed on using existing classes and visual tools to rapidly create applications and linkages between applications. Students will learn to use object-oriented techniques with a wide collection of existing C++ tools.

### **CIS 233 Operating Systems (3)**

This course covers what operating systems are, why they exist, what they do, and how they interface with the operators and programs. Main memory management and processor scheduling are studied. The MS-DOS, Windows, and UNIX operating systems are discussed.

### **CIS 281 Introduction to Windows Programming with Visual BASIC (3)**

Prerequisite: CIS 140

This course introduces students to windows programming using Visual Basic Programming environment. Students learn to develop business applications by designing and creating a user interface and writing the necessary procedures. Students also learn to use logic development tools and object oriented programming techniques.

### **CIS 283 JAVA Programming I (3)**

This course introduces students to the essential elements of the JAVA Programming language. As the first course in Java Programming path, this course introduces students to object-oriented programming methodology and the features provided by the Java language. Students will create and modify simple Java applets.

### **CIS 285 JAVA Programming II (3)**

Prerequisite: CIS 283

This course continues where CIS 283 leaves off in developing mastery of the Java programming language and its extensive Application Programming Interface (API). Topics covered include exceptions, multithreading, multimedia, input/output (I/O), Java Database Connectivity (JDBC), servlets, Remote Method Invocation (RMI), and networking.

### **CIS 286 WWW Interactive Programming (3)**

This course provides instruction in programming the World Wide Web (WWW) to make it interactive. The fundamentals and techniques of Gateway Interface programming are presented as step-by-step instructions. Students progress to more advanced topics to design interactive Web pages. Complete instruction is given on implementing JavaScript and VBScript.

### **CIS 287 Advanced Visual BASIC Programming (3)**

Prerequisite: CIS 281

This course takes students a few steps further into the design and development of business applications by understanding and interpreting specifications. Students also learn how to connect a database to applications, as well as data entry and manipulation through various interfaces.

### **CIS 290 CIS Project (3)**

This course centers on the design, development and implementation of a small business application. Details for this application are a joint effort between groups of students, the CIS Department, and the Business sector.

### **CNT 160 Networking Basics (4)**

An introductory course on computers, networks, routing, protocols, addressing, number systems, electricity, cabling, OSI Reference Model, the internetworking of computers, local and wide area network design and documentation. Coverage includes: nomenclature of computer systems; the binary and hexadecimal number systems; basics of electricity and data communications; network topologies; basics of network hardware and signals; cable and wiring specifications; collision domains; MAC addressing; basics of Ethernet; network designing and documentation; IP addressing and subnetting; the OSI Reference Model and TCP/IP Model; the TCP/IP protocol stack; routing basics; address resolution protocols, Interior and Exterior Gateway Protocols; and other essential network protocols.

### **CNT 161 Routers and Routing Basics (4)**

This second course in the computer networking curriculum is a continuation of study of network standards, LANs, WANs, OSI models, Ethernet, TCP/IP Addressing Protocol, dynamic routing, routing, and the network administrator's function. Students will learn to configure, operate and troubleshoot routers, perform password recovery, troubleshoot multiple router installations, and incorporate their understanding of routed and routing protocols in the implementation of a five-router wide area network topology using subnetwork.

### **CNT 261 Switching Basics and Intermediate Routing (4)**

Prerequisites: CNT 160, CNA 161.

This third course in the computer networking curriculum focuses on LAN Switching, Virtual Local Area Networks (VLAN), LAN design, Interior Gateway Routing Protocol (IGRP), Access Control Lists (ACLs), Novell IPX, and Network Management. Students will learn how to configure switches to set up VLANs, program ACLs, perform password recovery and troubleshoot switches.

### **CNT 262 WAN Design (4)**

Prerequisites: CNT 160, CNT 161, CNT 261.

This fourth course in the computer networking curriculum deals with wide area networks (WAN) and their design, Point-to-Point Protocols, Integrated Services Digital Network (ISDN), Frame Relay, and Network Management.

### **INT 111 Information Technology I (3)**

This course is a study of Information Systems and Information Processing. The course seeks to aid students in developing an understanding of information systems and the power and potential pitfalls of information technology. It also seeks to help students develop confidence in the selection of productivity tools to solve real-life problems.

### **INT 211 Information Technology II (3)**

Prerequisite: INT 111

This course continues from INT 111. It focuses on Information and Communication skills. The course seeks to help students develop knowledge and understanding of a variety of general purpose software tools and the situations to which they may be applied. It also introduces students to the nature and sources of information and to the tools and techniques for using and communicating information intelligently and critically.

## **CRIMINAL JUSTICE**

### **CRJ 101 Skip Tracing (1)**

This course provides an examination of effective skip tracing techniques. It is designed to teach and develop techniques that are required in demanding skip tracing investigations. The course of instruction will introduce topics from determining the reason behind the subject's disappearance and the best methodologies employed to find each type, gathering required information through the use of traditional and creative investigative techniques as well as using information brokers or databases and internet resources to the legal aspects of missing persons assignments and why it is a skip tracer's responsibility to ensure the safety of those he or she finds.

### **CRJ 102 Disaster Management (1)**

This course examines approaches to designing and implementing community-based disaster management programs. It provides comprehensive disaster management knowledge and skills to enhance the capabilities of public officers and managers who have key disaster management responsibilities. It is designed to enable professionals working in disaster management, development and donor agencies to effectively integrate disaster management into their development programs and policies. Students will be encouraged to develop key skills and adopt proactive attitudes

through participation in interactive lectures and reflection on a range of key issues raised during discussions and practical activities.

### **CRJ 103 Justice and the Law (1)**

This course is an exploration of the history, nature and purpose of law. The concepts of “justice” and “law” are considered and the relationship between the two. In this seminar, these concepts are considered through an examination of western legal philosophy. Topics include natural law and natural rights theory, positivism, utilitarianism, legal realism, critical legal studies, and feminist theory. Excerpts of texts by, among others, Aristotle, Hobbes, Locke, Kant, Mill, Holmes, Llewellyn, Hart, Rawls, Kennedy, MacKinnon are used.

### **CRJ 104 Emerging Trends in Crime (1)**

This seminar provides students with the opportunity to examine available statistics, literature and the media to discuss trends in crimes in Belize and internationally.

### **CRJ 105 Cyber Crimes (1)**

This course is designed to explore computer forensics and cyber crime. Specific areas to be covered include: computer terminology, specific crimes perpetrated with computers, legal issues relating to computer crime, computer forensics, and investigations. This course looks at online criminal conduct and electronic evidence, privacy issues and the legal and social implications of cyber crimes.

### **CRJ 106 Conflict Resolution (1)**

This is a study of various conflict resolution techniques with an emphasis on mediation. Students are guided through the stages of mediation and how these stages apply to actual case studies of mediation. Students are offered an overview of the nature of conflict and differing styles of human interaction and are asked to explore their unique style of engaging or avoiding conflict and how this might affect their role as a mediator. The course presents an overview of theories of conflict and power, influences of gender and culture and how each helps inform a mediator’s interventions. The important skill set of negotiation, including how to apply negotiation techniques, the critical issue of timing, and caucuses and other techniques to deal with impasses in mediation are presented.

### **CRJ 107 Law Enforcement and the Community (1)**

This course provides a brief look at the role of the community in effective law enforcement, accountability in the justice system and the principles of community justice. The course is designed to help those involved in law enforcement to understand the strategies necessary for developing positive working relationships with the local community. Students learn to develop communication and problem-solving skills in order to address the problems and concerns of the community.

### **CRJ 110 Introduction to Criminal Justice (3)**

This course examines the history, legal and current structure of the criminal justice system of Belize. The roles of the police, and courts - family, magistrate, supreme and appeals - are discussed. The corrections system, policing trends and the impact of drugs on the criminal justice system are studied.

**CRJ 111 Criminology (3)**

This is the study of crime in Belize. The role of social, cultural, economic, political, psychological, chemical, biological, and ideological factors in treating behaviors as criminal as well as in causing criminal behavior. Students are exposed to the major theoretical perspectives in the field, as well as to the critiques and uses of these perspectives in the prevention and response to crime.

**CRJ 201 Risk Analysis and Loss Prevention (1)**

Students will learn strategies to evaluate risks, security threats, countermeasures, the security planning process, security audits and associated analytical tools.

**CRJ 202 Human Trafficking (1)**

The course provides a critical look at human trafficking in Belize and the role of various departments and the community in reducing instances of human trafficking.

**CRJ 205 Investigating Child and Domestic Abuse (1)**

The problem of child abuse and domestic violence in social, historical, and economic context is examined, as well as legal responses to victims, batterers and children within the child protective system; the family law system; the civil protective or restraining order system; the criminal justice system; the law of torts; and constitutional rights and international human rights remedies.

**CRJ 206 Introduction to Forensic Science (1)**

This course provides an overview of the application of science to the criminal justice system, including personal identification, analysis of drugs, forms of trace evidence, identification of biological fluids, forensic pathology, and forensic toxicology.

**CRJ 207 Legal Research (1)**

This course provides a working knowledge of the fundamentals of effective legal research. Topics include law library techniques, computer-assisted legal research, briefs, and legal memoranda.

**CRJ 208 Alternative Sentencing (1)**

A look at the theory and practice of alternative sentencing. Justice policies and practices of community corrections and alternative sentencing are featured, including intermediate sanctions, probation, parole, and prisoner reentry.

**CRJ 209 Restorative Justice (1)**

A critical look at the response to crime in Belize and the possible impact of restorative justice approaches on the responses. The course explores the philosophy, theory and practice of restorative justice.

**CRJ 210 Contraband (1)**

This course looks at the issues of controlling the importation and exporting of goods deemed illegal. The economic impact on illegal importation/exports on the Belizean economy is also examined.

### **CRJ 215 Criminal Law (3)**

This course is a generic study of the criminal laws of Belize. Topics include principles of criminal law, principles of criminal liability, complicity, inchoate crimes, defenses, justifications, excuses, crimes against persons, crimes against property, and crimes against public order.

### **CRJ 230 Introduction to Corrections (3)**

This course provides a comprehensive overview of corrections, including jails, prisons, boot camps; male, female, and juvenile offenders; as well as the historical development of corrections and the legal processing from the investigation to the prison. The roles and skills of the corrections officer are explored.

### **CRJ 235 Criminal Investigation (3)**

Topics include physical evidence, information sources, search and seizure, interviews and interrogations, eyewitness identifications, crime scene reconstruction, homicide investigations, burglaries, robberies, sex crime investigations, specialized investigations, and managing criminal investigations. The principles of social research are covered and students will learn to apply research principles to criminal investigations.

### **CRJ 238 Selected Topics in Criminal Justice in Belize (3)**

Course topics include gender issues, mental health and crime, civil disorder, drug abuse and sexual deviance.

### **CRJ 240 Juvenile Justice (3)**

This course provides a foundation for understanding the Juvenile Justice System and focuses on: the concept of delinquency, theories of delinquency, environmental influences on delinquency, Juvenile Justice Advocacy, controlling juvenile offenders, and juvenile corrections. The course also includes an examination of the laws of Belize pertinent to children and the associated agencies working with children.

### **CRJ 250 Internship (3)**

A student doing a 3-credit internship will ideally work 4 hours per day, 2 days per week, for 15 weeks to fulfill the 120 hour requirement. The internship is an experiential learning experience where students work at a variety of justice agencies or departments for academic credit. Intern locations will include government agencies, police departments, prisons, traffic departments, private security firms, judicial clerkships, legal offices and legal research concerns. Interns will complete a self-evaluation, perform a series of exercises and assignments, record a daily journal, prepare a final paper outlining the internship experience, work the required number of field hours, and present an acceptable recommendation from the internship supervisor upon completion of the experience. Where students are already employed in some aspect of the justice system, special assignments will be given with weekly targeted evaluations of performance.



## **EARLY CHILDHOOD EDUCATION**

### **ECE 121 Foundations of Early Childhood Education (3)**

This course presents a study of the guiding theories (historical, philosophical, and social perspectives) of early childhood education. Students are exposed to the values, ethical and legal issues and debates relating to ECE and the importance of becoming an advocate for children and families.

### **ECE 122 Early Childhood Development (4)**

A study of the growth and development of children, with emphasis on children ages birth to eight years of age. The course examines factors that influence growth and development and the major developmental theories to explain how growth and development occur (i.e. physical, emotional, social, moral, and cognitive development.)

### **ECE 132 Visual Arts in Early Childhood Education (3)**

This course prepares student-teachers to plan and implement a comprehensive and developmentally-appropriate art program for young children. Students practice working with various media and materials as used with the young child. Students will also investigate the development of self-taught art techniques in young children.

### **ECE 133 Music and Movement in Early Childhood Education (3)**

This course emphasizes the integration of Music and Movement into the curriculum in early childhood classrooms. Emphasis is also placed on developing the knowledge and skill of the student teacher to plan and implement developmentally appropriate experiences in music, movement and dramatics for young children. The relationship of creative experiences to the total educational program of young children, and as a tool for integrating the curriculum will be explored.

### **ECE 141 Implementing the Early Childhood Education Curriculum (4)**

This course examines the integrated curriculum for early childhood education and its implementation. Emphasis is placed on having student-teachers understand developmentally appropriate practices in Early Childhood Education, and organizing developmentally appropriate play environments for young children. It introduces themes, strategies and methodologies needed for planning lessons and activities for effective curriculum implementation in Early Childhood classrooms.

### **ECE 142 Assessment in the Early Childhood Classroom (3)**

This course presents an examination of the theory, methods and practical ways of observing and assessing young children in their environments. Student-teachers will explore traditional and alternative assessment methodologies appropriate for young children.

### **ECE 143 Early Intervention for Children with Special Needs (3)**

This course will identify characteristics of the exceptional or special needs child. These exceptionalities will include mental and behavioral differences, physical and sensory impairment and communication disorders. Student-teachers are assisted in understanding the needs of students with exceptionalities and helped to identify the instructional considerations and develop inclusion strategies for children with disabilities.



**ECE 152 Child, Family and School Relations (3)**

Student-teachers will explore today's families and how schools can develop working relationships with families and the wider Belizean community. Components of the course include an overview of different types of families and parenting styles. It presents an examination of values and morals, family roles and their place in society, and the diverse cultures and ethnic groups in Belize. Student teachers will also understand some of the problems confronting children and their families today. Emphasis will be on establishing and maintaining positive collaborative relationships with families and community resources.

**ECE 153 Instructional Aids for the Early Childhood Classroom (4)**

This course presents a study of the elements and principles of design. Emphasis will be placed on selecting and/or constructing teaching/learning resources appropriate for young children (correct use of color, text, texture, etc.). The use of technology in the Early Childhood classroom will also be explored.

**ECE 211 The Emergent Early Childhood Educator (3)**

Prerequisites: ECE 141 ECE 142 ECE 143

This course explores the role of the early childhood professional in the workplace. Topics to be discussed include leadership, working in a team, and professional ethics. Additionally, students will explore their role in advocating for public policy to support children, families, and early care and education programs. Students will develop a resume and create a professional portfolio that can be used for interview purposes. The portfolio will include competency statements with supportive artifacts using the program learning outcomes. Emphasis will be placed on the role of ongoing professional development activities, and students will choose a professional development project to complete and share. Service Learning is a component of this course.

**ECE 261 Language Development in Early Childhood Education (4)**

This course studies how young children develop language abilities and acquire oral language skills. Emphasis will be placed on language acquisition theories for young children and the development of reading and writing processes in the early years. TESOL principles including second language acquisition theories will also be explored.

**ECE 272 Mathematics and Science in the Early Childhood Classroom (4)**

This course focuses on the conceptual understanding of math and science in Early Childhood Education. Student-teachers will develop their knowledge of the teaching and learning of math and science in early childhood education, and will emphasize scientific inquiry and the application of scientific concepts and theories. It examines teaching learning experiences and introduces developmentally appropriate teaching math and science methods for young children in the Early Childhood classroom.

**ECE 281 Early Childhood Language Arts (4)**

This course introduces student-teachers to the elements of phonology, phonics, orthography and morphology. It presents an examination of teaching methods for Language Arts, and emphasizes literature enjoyment to enhance language development in young children. Student teachers will gain knowledge about selecting developmentally

appropriate stories, rhymes and poems, and how to deliver effective activities for the enhancement of young children's Language Arts experiences.

### **ECE 282 Teaching Practicum I (3)**

This course entails guided observation and participation in an Early Childhood classroom. The student-teacher spends 60 hours of fieldwork in an Early Childhood setting over a fifteen-week period. Student teachers study the social, emotional, intellectual and physical development of children in terms of the learning experience. The course also offers an exploration of the roles and challenges associated with being a teacher of young children.

### **ECE 291 Administration of Early Childhood Programs (4)**

Students will gain the knowledge and skills in developing, teaching and administering an Early Childhood program. Topics include a survey of types of Early Childhood preschool programs, licensing requirements, personnel selection and supervision, planning a budget for a program, recordkeeping, setting up Early Childhood environments, and planning for children. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

### **ECE 292 Teaching Practicum II (9)**

Prerequisite: ECE 282

This is a 12-week independent teaching experience in an Early Childhood setting. Student-teachers will manage a classroom independently, plan, organize, implement and evaluate classroom activities. During the practicum, students meet regularly with their course instructors and peers to discuss and share experiences. Emphasis is placed on evaluating and integrating practicum experiences.

## **ECONOMICS**

### **ECO 100 Introduction to Economics (3)**

This course introduces students to the basic principles of economics. It explores the basic economics concepts such as: demand, supply, production, cost, monopoly, labour market, unemployment, inflation and distribution. It emphasizes how the economy can affect financial markets and decisions businesses have to make.

### **ECO 105 Microeconomics (3)**

This course looks at the problem of scarcity, explores the nature and scope of economics: resource organization for production, distribution and consumption - cost production, economic theory, concepts, and principles. It also looks at some theory of economics and the environment.

### **ECO 106 Macroeconomics (3)**

The course looks at national income accounting - the measurement, assessment and effects of changes in these: the functions, decisions, and decision-making effects of financial institutions; economic instabilities, unemployment and inflation, and national economic policies focusing primarily on the Belizean economy.

**ECO 202 Environmental Economics (3)**

This course provides a survey from the perspective of economics of environmental and natural resource policy. It combines lectures on conceptual and methodological topics with examinations of public policy issues. Topics include principles of environmental and resource economics, nonrenewable resources (minerals and energy), renewable resources (water, forests, land and fisheries), water pollution (point and nonpoint access), waste management and sustainable development and political aspects of environmental policy. It also focuses on the optimizing behavior of consumers and firms and the coordination of these individual decisions through markets, including the evaluation of market outcomes.

**ECO 205 Introduction to International Trade (3)**

The purpose of this course is to help students develop a systematic understanding of international trade theory and policy. Students will learn about the techniques for entering the international marketplace. Emphasis is placed on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Patterns in world trade are discussed as well as issues associated with the internationalization of the firm, and operating procedures of the multinational enterprise.

**ECO 206 Economics of International Trade (3)**

In this course the concern is with what determines trade between countries, how countries benefit from trade, and what shapes trade policy in our changing global economy. It is designed for those interested in understanding international trade patterns and formulating trade policy. It is also appropriate for those wishing to understand the domestic and global effects of changes in real economic variables on commodity trade, and the welfare impact of various trade instruments, such as tariffs, quotas, and other protective measures.

**ECO 207 International Trade and Trade Policy (3)**

This course is concerned with what determines trade. In addition, it explores how national trade policies affect the trading system and addresses knowledge and skills needed by enterprises, including SMEs, to function effectively within trading rules. The evolution of the Bretton Woods system, the World Trade Organization, and the CARICOM Single Market and Economy, and the effects of these changes on national policy and international business are covered. The effects of the various multilateral and regional trade agreements are analyzed.

**ECO 215 Intermediate Microeconomics (5)**

Prerequisite: ECO 105

This course builds on ECO 105 and begins with Methodology of Economics and Demand and Supply Analysis. It then analyzes Market Structure and continues with Market Failure. Distribution Theory and ends are examined with a look at Application of Recent Theoretical Developments. Considerable emphasis is placed on application theory and tools. Graphs, figures and tables are used extensively. Possession of good verbal and written communication skills is necessary.

### **ECO 225 Intermediate Macroeconomics (5)**

Prerequisite: ECO 106

This course builds on ECO 106 and begins with a study of Models of Macroeconomy and continues with Macroeconomic Policy Analysis - demand and supply, monetary policy and fiscal policy - and then examines Growth, Development and International Economics Relations including International trade and globalisation. Considerable emphasis is placed on application theory and tools. Graphs, figures and tables are used extensively. Possession of good verbal and written communication skills is necessary.

## **EDUCATION**

### **EDU 110 Fundamentals of the Primary Math Curriculum (3)**

Fundamentals of Primary Math is designed to promote a thorough understanding of the mathematics that student teachers should know in order to be qualified to teach at the primary school level. Thus, the course will ensure that all student teachers acquire sufficient knowledge and competence to prepare them to teach mathematics effectively in the Belizean Primary School system. Fundamentals of Primary Math surveys many relevant topics including sets and logic, number systems, structure of algorithms, number theory, properties of integers, rational and real numbers, and basic geometry, measurement, probability and statistics. Emphasis is given to problem solving and reasoning within each topic.

### **EDU 111 The Nature of the Learner (4)**

The Nature of the Learner exposes students to current views of learners and learning, including student diversity and special needs. As part of this course students are required to conduct field research. There are no pre-requisites for this course.

### **EDU 112 Introduction to Education (3)**

Introduction to Education provides students the opportunity to explore major issues facing education in Belize and the wider world. As part of this course, students are required to visit a local primary school. There are no pre-requisites for this course.

### **EDU 115 Teaching Methods for the Primary Classroom (4)**

Teaching Methods for the Primary Classroom introduces students to the planning, implementation and assessing of primary school level instruction. As part of this course, students are required to visit a local primary school. This course is a pre-requisite for Teaching Experience I and some methods courses.

### **EDU 120 Physical Education (3)**

Physical Education explores and strengthens students' knowledge of and attitudes to physical exercise to empower them to foster positive attitudes to it through the delivery of effective physical education lessons. There are no pre-requisites for this course.

### **EDU 140 Visual Arts Education (3)**

This course is specifically designed for education students, but general art students and others can learn from the teaching of the visual arts in the school system. This course can be a staging ground for renewal and modernization of a national visual arts curriculum.

### **EDU 142 Teaching Methods for Spanish (3)**

Prerequisite: SPA 111 or equivalent

Teaching Methods for Spanish considers the teaching of Spanish as a second language for children who speak other languages or dialects. It covers the socio-linguistic context of learning and teaching of Spanish in Belize. The course will also examine a variety of materials, approaches and techniques used in teaching various language skills.

### **EDU 145 Instructional Techniques for the Primary Classroom (3)**

Prerequisites: PSY 175 SOC 145

Instructional Techniques for the Primary Classroom is designed to provide student teachers with a variety of teaching skills to plan relevant learning situations and to engage learners in meaningful learning tasks. Student teachers will be expected to use inductive and deductive models of teaching that will facilitate the planning, implementation and assessment of learning.

### **EDU 160 Foundations of Literacy Development (3)**

Foundations of Literacy Development will expose teachers to the basic elements of literacy development at the pre-primary and lower primary levels. It will focus on the construction and representation of meaning, nature of reading and literacy competencies such as comprehension and word recognition. It will also expose students to a variety of techniques for promoting literacy in primary school students.

### **EDU 210 Classroom Management in the Regular and Multigrade Classroom (3)**

Classroom Management in the Regular and Multigrade Classroom equips students with the ability to organize the physical and social learning environment of a primary school classroom. As part of this course, students are required to visit a local primary school. There are no pre-requisites for this course.

### **EDU 220 Teaching Practicum I (3)**

Prerequisites: EDU 145 PSY 175 SOC 145

Teaching Practicum I is designed using structured field-based experiences that integrate the theory and practice of teaching in the Belizean primary school system. During this first field experience, student teachers will get the opportunity to examine, through critical reflection, their emerging beliefs about teaching and learning and to assimilate new knowledge, insights, and understanding into their conceptual framework. Students will engage in a minimum of twenty (20) hours of class/seminar. In pairs, they will be assigned to a primary school classroom in Belize City where they will spend a minimum of twenty-five (25) hours participating in the classroom experience, interacting and shadowing school students and teachers.

### **EDU 221 Teaching Practicum II (6)**

Prerequisite: EDU 220

Teaching Practicum II is an eight-week field experience that further exposes student teachers to supervised teaching activities in Belizean primary schools. Student teachers will practice teaching in a primary classroom that permits them to interact with students, teachers, administrators and the community. Working closely with the on-site cooperating teacher and a college supervisor, student teachers will participate in a variety of planning, teaching, and assessment experiences. Each student teacher must be engaged in at least 200 hours of supervised teaching.

### **EDU 225 Health and Family Life Education Methods for the Primary Classroom (3)**

Health and Family Life Education Methods for the Primary Classroom provides students with opportunities to explore and strengthen their own health-related knowledge to empower them to foster the promotion and protection of good health and welfare in primary school students. There are no pre-requisites for this course.

### **EDU 226 Spanish Methods for the Primary Classroom (3)**

Prerequisite: SPA 111

Spanish Methods for the Primary Classroom explores approaches for teaching primary school students Spanish as a second language. Intermediate Spanish is a pre-requisite for this course. Some students transferring from the old AA in Primary Education may be exempted from Intermediate Spanish.

### **EDU 230 Language Arts Methods for Primary Grades I (3)**

Language Arts Methods for Primary Grades I exposes students to current views on how, from birth to eight years old, children acquire and develop language and literacy skills, and introduces them to pedagogical methods and strategies likely to enhance that development. This course must be taken after or at the same time as Fundamentals of Linguistics

### **EDU 232 Language Arts Methods for the Primary Grades II (3)**

Prerequisite: EDU 115

Language Arts Methods for the Primary Grades II exposes students to teaching methods and strategies that will enable children and adolescents to develop their communicative and linguistic competence. As part of this course, students are required to undertake micro-teaching in a local primary school. Teaching Methods for the Primary Classroom is a pre-requisite for this course.

### **EDU 233 Science Concepts and Methods for the Primary Classroom (3)**

Prerequisite: EDU 115

Science Concepts and Methods for the Primary Classroom emphasises a discovery-based approach to science that will strengthen students' understanding of science concepts and introduce them to methods and strategies for teaching science in the primary classroom. As part of this course, students are required to undertake micro-teaching in a local primary school. Teaching Methods for the Primary Classroom is a pre-requisite for this course.

### **EDU 234 Social Studies Concepts and Methods for the Primary Classroom (3)**

Prerequisite: EDU 115

Social Studies Concepts and Methods for the Primary Classroom emphasises a collaborative, activity-based approach to social studies that will strengthen students' understanding of social studies concepts and introduce them to methods and strategies for teaching social studies in the primary classroom. As part of this course, students are expected to help organize and participate in a field trip. They are also required to undertake micro-teaching in a local primary school. Teaching Methods for the Primary Classroom is a pre-requisite for this course.

### **EDU 235 Managing the Regular and Multigrade Classroom (3)**

Prerequisites: PSY 175 EDU 145

Managing the Regular and Multigrade Classroom is designed to train student teachers to be professionally prepared to handle both the regular and multigrade classroom. Student teachers will be exposed to the necessary knowledge and skills and will be equipped with a variety of techniques and strategies that will help them to effectively organize the learner and the learning environment in both regular and multigrade learning situations.

### **EDU 236 Class Management: Managing Student Behavior (3)**

This course is designed to help teachers identify management challenges they face in a particular class, analyze the dynamics of student behaviour in that class and use these analyses to develop a plan for enhancing the learning of students in a class by managing students' behaviour more effectively. The course advocates a proactive approach to establishing expectations for suitable student behaviour, monitoring student behaviour, and responding appropriately, effectively and consistently to students' misbehaviour.

### **EDU 238 Math Concepts and Methods for the Primary Classroom (4)**

Prerequisite: EDU 115

Math Concepts and Methods for the Primary Classroom emphasizes a problem-based approach to mathematics that will strengthen students' understanding of math concepts and introduce them to methods and strategies for teaching math in the primary classroom. As part of this course, students are required to undertake micro-teaching in a local primary school. Teaching Methods for the Primary Classroom is a pre-requisite for this course.

### **EDU 243 Teaching Methods for Science (3)**

Prerequisite: SCI 110

Teaching Methods for Science is intended to provide student-teachers with experiences that will enable them to select science content and methods that are appropriate for their students; to use hands-on activities to promote skill development and scientific knowledge; and to design classroom environments and activities that promote positive attitudes towards science.

### **EDU 244 Teaching Methods for Social Studies (3)**

Prerequisite: HIS 155

Methods for Teaching Social Studies will provide opportunities for student-teachers to consolidate their knowledge of the history, geography and culture of Belize and the relationship among these, themselves as individuals, their future



students, the region and the wider world. It will also prepare student-teachers with knowledge, skills, and attitudes that will make them more effective in their role as social studies teachers.

### **EDU 245 Instructional Technology in Education (3)**

Prerequisite: CIS 111 or higher

This course is designed to familiarize student teachers with the various forms of technology that are applicable to the primary classroom. In so doing, the course will offer some practical techniques for managing and utilizing the various forms of technology. Topics include areas that impact or have the potential to impact teaching and learning in the primary classroom.

### **EDU 253 Teaching Methods for Mathematics (3)**

Prerequisite: EDU 110

Teaching Methods for Mathematics is designed to afford student-teachers the opportunity to explore the basic building blocks necessary to develop effective teaching skills in the mathematics classroom. These skills, including a thorough knowledge of the appropriate level of content, relevancy, pedagogy-based research on how learning takes place, manipulative tools, and other resources vital to creating a learning community in the classroom, will be emphasized in academic discussion, observation and application. During the course student-teachers will explore effective, research-based mathematical teaching methodology and evaluation standards. A heavy emphasis is placed on a variety of strategies including cooperative learning, technology, cultural influences and cross content teaching strategies.

### **EDU 254 Teaching Methods for Language Arts (3)**

Prerequisite: EDU 160

Teaching Methods for Language Arts is designed to equip student-teachers with a wide range of teaching approaches to meet the instructional needs and learning styles of their pupils in their Language Arts lessons. The focus will be on interactive approaches involving, among others, text-based learning, inquiry-based learning, reflective learning and approaches which facilitate pupils in directing their own learning. Structured reflections on the entire teaching process will encourage the student teachers to think and learn about teaching and be aware of how best their pupils learn.

### **EDU 265 Reading Strategies for Multilingual Classrooms (3)**

Prerequisites: EDU 160 EDU 254

Reading Strategies for the Multilingual Classroom will explore the impact the diversity of Belize's languages has on the education system and, in particular, how this affects the teaching of literacy. Student teachers will be exposed to and have opportunities to practice a variety of techniques for teaching literacy to students whose first language is not English.

### **EDU 275 Recognizing Children with Special Needs (3)**

Recognizing Children with Special Needs is designed to enhance specialized skills in the care and guidance of special needs children in primary schools. Emphasis is placed on the adaptation of teaching activities and curricula to ensure the inclusion of all students in mainstream education. Benefits of early identification and response to special needs and the importance of parental and community involvement are also examined.



**EDU 280 Classroom Assessment (3)**

Classroom Assessment is designed to allow student-teachers to critically examine the teacher's role as assessor, decision-maker and evaluator. It is expected that they will develop a better understanding of both alternative and traditional assessment-related terms, concepts and principles. Student-teachers will be exposed to the fundamentals of assessment procedures, and will gain practice in developing assessment instruments, conducting evaluation and preparing reports about the performance of students.

**EDU 281 Planning and Assessment (3)**

The course introduces students to Bloom's Taxonomy and the writing of specific objectives. Students are guided in the selection and construction of classroom assessment instruments. They learn how to write test items, how to match test items with learning behaviors and objectives, how to ensure objectivity, reliability, and validity in constructing tests, and how to compute simple test statistics.

**EDU 285 Introduction to the Primary Curriculum (3)**

Prerequisites: EDU 145 EDU 235 EDU 280

Introduction to the Primary Curriculum is designed to provide student teachers with the opportunity to explore the theoretical framework and components of a school curriculum. The course will survey some practical strategies to enhance the integration and implementation of all areas of study stipulated in the New National Comprehensive Primary School Curriculum in Belize.

**EDU 290 Teaching Experience I (3)**

Prerequisite: EDU 115

Teaching Experience I enables students to observe, analyze and implement instruction in a local primary school. As part of this course, students are required to spend at least one morning or afternoon session in a local primary school each week. Teaching Methods for the Primary Classroom is a pre-requisite for this course.

**EDU 291 The Internship in Primary Education (9)**

Prerequisites: all other Primary Education professional core courses

The Internship in Primary Education provides students with the opportunity to teach at least fifty percent of a regular timetable in a local primary school. Students are expected to perform the usual professional duties of a primary school teacher for a minimum of twelve weeks. All courses that are not general core are pre-requisites for this course.

## ENGLISH AND LITERATURE

### **ENG 100 Developmental English (0)**

This course offers a review of acquired grammar usage with emphasis on improving basic writing skills. It gives an in-depth overview of all necessary grammar concepts in preparation for clear, correct and concise writing; vocabulary building and a focus on reading comprehension are also components of this course.

### **ENG 101 Fundamentals of English (0)**

This course offers a review of acquired grammar usage with emphasis on improving basic writing skills beyond that of ENG 100. It gives an in-depth overview of all necessary grammar concepts in preparation for clear, correct and concise writing. Students will be taught to express themselves properly through competent use of the English language. Vocabulary building and reading comprehension are also components of this course.

### **ENG 110 College Composition I (3)**

In this course, students will interpret, analyze and evaluate expository writing, and write appropriate and effective exposition for a variety of audiences, purposes and situations. It emphasizes methods of organization; techniques for developing unified, well-supported paragraphs and essays; grammatical conventions, proofreading and editing skills; and other important aspects of the writing process. Students will acquire the skills of gathering and processing information in a variety of ways. Students taking this course must obtain a minimum grade of C to proceed to English 120.

### **ENG 115 Literatures in English I (5)**

Co-requisite ENG 110

This advanced literature course is for students who are majoring in Literature (or English as it is called in some colleges). In order for students to be accepted in the course, they need to have completed four successful years of high school literature and high school English Language and have passed these courses with grades of 80% or higher. Participation in the program must be approved by the dean, department chair and/or the Literature instructor. In this course, students engage in a detailed study of two literary texts, one Shakespearean comedy and a Caribbean novel. Students will study the historical, social and biographical context of both works. The course aims to teach students about the recognition and use of literary terms and places a strong focus on the analysis of the literary texts. Students are given essay writing guidelines in class sessions and also during office hours. Writing workshops, hot-seating performances, musical face-offs, argumentative debates, quizzes and oral analytical presentations will be done in the course. Students will also create and perform mini plays. Students will learn how to write literary analyses, and will learn how different literary elements (such as themes and narrative elements) affect the whole understanding and effect of the works studied.

### **ENG 120 College Composition II (3)**

This course explores the principles of critical thinking and the fundamentals of literary and academic writing. It teaches an appreciation for the use of speech and writing as mental and social processes. Students learn how to organize clear, logical, and meaningful informative and persuasive speaking and writing in a variety of contexts. Techniques for improving critical thinking, introductory research, peer evaluation, and self-editing are prominently featured in the course. Students taking this course must obtain a minimum grade of 'C' to proceed to a 200-level English course.

**ENG 125 Literatures in English II (5)**

Prerequisite: ENG 115 with a minimum grade of C

In order to participate in this course, students need to have passed Literatures in English-One with at least a grade of 'C'. In this course, students will study one post colonial text of poetry and a pre-Victorian English novel. Students will participate in poetry recitations, explications, literary analytical essays, quizzes, oral analytical presentations, dramatic adaptations of the novel and dramatic performances based on the novel. Students will study the historical, social and biographical context of both works. The course places a strong focus on the analysis of literary texts. Students will be given homework essay assignments and for the first time in the program, in-class essay assignments will be introduced. For every two home-work essays written, students will write one in-class essay. This semester students will also practice analyzing dramatic, poetic, and prose passages from previously unseen works. Students will learn how the elements of poetry (such as diction, rhythm, versification and line structure) affect the meaning of the complete work. Students will also analyze the different pre-Victorian themes and narrative techniques used in the novel. Students will compare and contrast the thematic and stylistic elements of two of the literary texts studied this year. After taking this course, students will be prepared to take Unit One of the CAPE literatures in English examination.

**ENG 210 Advanced College Composition (3)**

This course in college writing challenges students to think critically and formulate mature assertive opinions and views of global issues and current affairs affecting the world around us as well as our individual lives. Students are taught to write strong, assertive, persuasive essays and are encouraged to be creative in their responses to thought-provoking questions. The students will be exposed to various writing styles with emphasis on persuasion and argumentation. This course also offers a research component as well as an introduction to regional literatures.

**ENG 215 Literatures in English III (5)**

Prerequisite: ENG 125 with a minimum grade of C

In order to participate in this course, students need to have passed Literatures in English-Two with at least a grade of 'C'. In this course students will study one twentieth century novel and one collection of Caribbean poetry. Students will be given exercises that ask them to create different kinds of poems, such as villanelles and sonnets. Students will participate in poetry recitations, explications, literary analytical essays, quizzes, oral analytical presentations, and hot-seating performances. Students will study the historical, social and biographical context of both works. The course places a strong focus on the analysis of literary texts. For every home-work essay written, students will also write an in-class essay. Students will learn how the elements of poetry (such as diction, rhythm, versification and line structure) affect the meaning of the complete work. Students will also analyze the different themes and narrative techniques used in the novel. In this course, students will also be given frequent exercises to build their vocabulary.

**ENG 220 Language and Linguistics (CAPE) (3)**

Requires C or higher in ENG 210

This course combines speaking and writing English with an awareness and appreciation of different languages and dialects, with specific emphasis on Caribbean Creoles and vernaculars. It develops an understanding of the salient features of the interactive relationships among communication technologies, languages, and societies, focusing on the social, political, and psychological roles of language in the region.

### **ENG 225 Literatures in English IV (5)**

Prerequisite: ENG 215 with a minimum grade of C

In order to participate in this course, students need to have passed Literatures in English-Three with at least a grade of 'C'. In this course students will study one Shakespearean romance and a twentieth century play. Students will perform major scenes from both of the plays. Students will participate in literary analytical essays, quizzes, oral analytical presentations, and hot-seating performances. Students will study the historical, social and biographical context of both works. The course places a strong focus on the analysis of literary texts. For every homework essay written, students will also write two in-class essays. Students will also analyze the different themes and dramatic techniques used in the plays. In this course, students will also be given frequent exercises to analyze previously unseen poetic, dramatic and prose material. Students will also compare and contrast the stylistic and thematic elements of some of the literary texts studied over the two years of the literature program. After this course, students will be prepared to take the CAPE literatures in English examinations in both Units One and Two.

### **ENG 227 Fundamentals of Linguistics (3)**

Prerequisite: ENG 120 or approved equivalent

Fundamentals of Linguistics exposes students to the concepts about language that are essential for the effective teaching of communicative and linguistic competence. The main course topics are nature of language; phonology and orthography; morphology, etymology and syntax; semantics and pragmatics. College Composition II (or an equivalent course) is a pre-requisite for this course. Students may not take Language Arts Methods for the Primary Grades I or II before Fundamentals of Linguistics.

### **ENG 240 Belizean Literature in Caribbean Context (3)**

Prerequisite: ENG 120 with a minimum grade of C

In this literature course students study short stories, novels and do presentations on poetry. The course focuses on four literary texts, two Belizean writers (one collection of short stories and a novel) and two Caribbean writers (another collection of short stories and another novel). Each student does an oral presentation on one Caribbean poem and a published Belizean poem. At the end of the course, students write and dramatize a play which highlights proverbs. This course aims to teach students about the recognition and use of literary terms and places a strong focus on the analysis of the literary texts. It also emphasizes the similar themes, social issues and stylistic elements in the Belizean and the Caribbean texts. The historical effect of religion and colonialism and the presentation of gender and ethnic issues are a few of the topics that are discussed. Objectives are achieved through lectures, discussions, writing workshops, essay writings, and presentations and quizzes.

### **ENG 250 English Literature Survey (3)**

Prerequisite: ENG 120 with a minimum grade of C

This is a survey course on the most fundamental writings in English literature. It will cover material from Chaucer (Middle English) to Hardy (Twentieth Century). Because the works in this course cover a wide variety of genres including introductory biographies, sonnets, poetry, and drama, they offer a wonderful opportunity to explore how genre operates in each period covered and how the authors themselves represent specific genres.

### **ENG 260 Multicultural Literature (3)**

Prerequisite: ENG 120 with a minimum grade of C

Emphasizing diversity of attitude and technique, this course examines identity politics and cultural dynamics through an exploration of a variety of genres and literatures written in English from around the world. Issues such as migration and of inter-ethnic relations are transforming notions of identity, literature, and popular culture. This exploration will address how we are re-conceptualizing identity within a global sphere and the effects of cross-cultural interaction on cultural integrity.

### **ENG 265 Women Writers (3)**

Prerequisite: ENG 120 with a minimum grade of C

This course is an introductory course to women writers setting them in the context of literary history. It will look at the self-assertion needed by women to become writers as this conflicted with women's expected role in society to be chaste, silent, and obedient. Through a selection of texts, in a variety of literary genres – drama, novel, short story, poetry, and literary criticism – the course will look at the evolution of women's writing through the centuries and up to the present.

### **ENG 270 Modern Prose Fiction (3)**

Prerequisite: ENG 120 with a minimum grade of C

The course will examine approaches to Modern Prose Fiction in the 20th century, from the traditional to the experimental. It will explore some of the techniques and concerns of modern fiction and modern literary theory, through a detailed study of several texts.

### **ENG 275 Introduction to Latin American Literature (3)**

Prerequisite: ENG 120 with a minimum grade of C

This course will examine the cultural identity politics that have influenced and continue to influence literature from Latin America. The main objective of the course is to expose students to some key cultural currents and preoccupations in the Spanish-speaking world that surrounds them through an analysis of a variety of genres and media.

### **ENG 280 Introduction to Postcolonial Literature (3)**

Prerequisite: ENG 120 with a minimum grade of C

This course will introduce students to postcolonial literature by focusing on the depiction of the colonial encounter in texts written by authors from formerly colonized regions of the world. This course seeks to acquaint students with the subject matter and the art of the writers, and with the socio-historical, political, and aesthetic conditions that have shaped notions of identity, the treatment of history, nationalism, narrative technique, imperialism, and cultural dynamics.

## **ENVIRONMENTAL SCIENCE**

### **ENS 120/BIO 120 Fundamental Ecological Principles (4)**

This is an introductory course for those students majoring in the natural and environmental sciences. This course introduces the student to the field of ecology, the dominant branch of environmental biology. The student will study the relationships of organisms to one another and to their environment, thus developing an understanding of the physical, biological and evolutionary processes that determine ecosystem structure and function. Topics covered include biogeochemical cycles; energy flow through the ecosystem; community and population ecology; evolution, natural selection and adaptations; comparative productivity of ecosystems; biodiversity and conservation. An emphasis is placed on Belizean ecosystems and conservation measures. There will be three mandatory field trips: tropical rainforest/ pine savannah, coral reef and mangrove ecosystems.

### **ENS 121 Environment and Society (3)**

Prerequisite: ENS 120/BIO 120

This course examines the demographic characteristics of human populations, factors affecting population growth, and the ecological impact of human activity, especially urbanization, agriculture, eco-tourism, timber harvest and fisheries in the Caribbean. Students will identify renewable and nonrenewable resources and examine their historical use. In addition, factors affecting natural resource use and other practices on the national and global environment will be examined. Options for alternative resources use, land restoration, conservation, preservation and sustainable use of resources and development will be examined from ecological, socio-political and economic viewpoints. Field trips are mandatory.

### **ENS 122 Geography of Environmental Systems (4)**

Prerequisite: ENS 120/BIO 120

An introduction to the processes and forms of the atmosphere and earth's surface emphasizing the interaction between climatology, hydrology and geomorphology. An understanding of the geography of the earth is crucial to well-informed citizens in today's interrelated and interdependent world. This course provides students with a geographical frame of reference for understanding human interrelationships with the earth's physical systems. Topics include solar energy and earth seasons; the atmosphere, energy balance and global temperatures; atmospheric pressure and winds; oceanic circulation; atmospheric moisture; hydrologic cycle; weather systems, global climate systems; water resources – surface and subsurface; minerals and rocks, earth structure, plate tectonics, fluvial geomorphic processes, wind processes, and coastal geomorphic processes. Field trips are mandatory.

### **ENS 211 Environmental Studies (3)**

Prerequisite: ENS 120/BIO 120

This course will provide an introduction to the field of environmental studies. It will seek to develop an awareness of the environment and changes that affect it positively or negatively. It will also seek to provide a deeper and greater understanding of the living and non-living components making up the environment. An understanding of environmental degradation and problems will be discussed at the local and global level. Learners will become aware of the importance of the realization that solutions to environmental problems lie in recognizing the need to understand ecological principles and implement proper management of human activities.

**ENS 212 Sustainable Agriculture/Agro-forestry (3)**

Prerequisite: ENS 121 and ENS 122

The role of agriculture, technological, economic and socio-environmental issues related to agricultural systems, and environmentally sustainable practices in agriculture/agro-forestry/aquaculture/mariculture are examined in this course with particular attention to the tropics. Additional topics covered include history of agriculture, domestication, the theory of the tropics, tropical climates, and geography of soils, plant ecology, soil ecology, integrated pest and weed management, and concludes with a survey of tropical fruits, crops and nuts important to the Caribbean. One field trip is mandatory.

**ENS 215 Sustainable Energy and Environmental Monitoring (3)**

Prerequisites: ENS 212 and CHE 130

This course explores two important topics in environmental science: energy use and pollution, introducing students to the role of physics and chemistry in the environment. The student will understand the nature of energy, its uses, the cost of production and the environmental impact of current energy practices – all with a focus towards energy conservation. In addition, the student will learn the major types and sources of chemical and biological pollution, the chemistry behind the pollutants, the environmental and socio-economic impacts of pollution and the methods available for monitoring, analyzing and mitigating pollution. One weekend field trip to environmentally assess the Sibun River is mandatory.

**ENS 220 Internship in Environmental Science (1)**

A minimum of 40 hours of volunteer work in an Environmental-related field after the completion of the first year of the program. Recommended to be completed in the summer sessions. Internship placements are based on student's interest and approval by the instructor. All internships culminate with the submission of a journal and research paper by the student, and an evaluation by the internship supervisor.

**ENS 221 Tropical Ecology Research (3)**

Prerequisite: ENS 212 and MTH 129

The goal of this course is to introduce students to tropical ecology research methods. The students will be involved in the design of the experiment, will have to solve problems that arise while collecting data in the field, and they will interactively analyze data that has not been gathered before. Two class research projects will be undertaken and then the student will independently design and conduct a scientific project on a research issue and write up results in a standard scientific paper.

**ENS 225 Environmental Law (3)**

This course is an introduction to the environmental laws and regulations of Belize, the responsibilities of the legislature, courts, administrative and management agencies and advocacy groups in relation to environmental laws. Focus will be placed on legislation establishing reserves, deforestation, loss of biodiversity, loss of marine resources, disposal and or storage of hazardous waste and pollution. Students will examine the advantages and disadvantages of the regular environmental law models - common law, regulatory, criminal and administrative sanctions and environmental impact assessments- and discuss other approaches including public participation, economic incentives and resolution by the Supreme Court and Privy Council.



### **ENS 299 Natural History of Belize (3)**

This is a unique eleven-day immersion field course in cooperation with Viterbo University designed to build on the foundations learned in ENS 120 (Fundamental Ecological Principles) by examining in more depth the tropical ecosystems of Belize and the cultural riches of the ancient Mayas.

## **ETHICS**

### **ETH 240 Personal Ethics (3)**

This course addresses the ethical considerations and responsibilities of modern life. The distinction between legal and ethical concerns as part of personal activity and business is also explored. The information is related to personal decision-making, both in personal interactions and in the work environment. Students will be asked to examine and develop their personal code of ethics.

### **ETH 250 Environmental Ethics (3)**

Basic concepts associated with beliefs and values that underlie environmental ethical dilemmas will be examined and discussed in this course including the following: animal rights, the Land Ethic, the Tragedy of the Commons, value pluralism, environmental holism, deep ecology, eco-feminism, wildlife conservation, poverty as an environmental problem, the ecology of property rights, cost-benefit analysis and environmental policy, environmental activism, and other current environmental issues and policies, such as those to do with biodiversity and global warming, all in the context of sustainability.

## **GEOGRAPHIC INFORMATION SYSTEMS**

### **GIS 201 Introduction to Geographic Information Systems (4)**

This course introduces GIS foundations, concepts and application techniques. Class time will be devoted to concepts as well as computer laboratories that provide practical training. Specific objectives include: providing basic GIS concepts; acquiring basic GIS application skills; understanding the fundamentals of GIS tasks such as digitizing, thematic mapping, database management and spatial analysis; and familiarization with the ArcView GIS software.

## **HISTORY**

### **HIS 101 What is History? (1)**

This course is mandatory for all students majoring in History and preparing to take the CAPE History syllabus. It is an introduction to the nature and objectives of History. It examines different approaches to, interpretations of and opinions about the past. Students are introduced to a variety of methods and sources used by historians and to some philosophical questions related to our knowledge of the past.

### **HIS 102 The Caribbean in the Atlantic World: Research Paper I (1)**

This course is mandatory for all students studying the CAPE history syllabus. It builds upon the knowledge obtained in the previous course What is History? The students are taught various methods of historical investigation engaging both primary and secondary sources. History majors take this course in the second semester of the first year.



### **HIS 115 The Caribbean in the Atlantic World I (4)**

Co-requisite HIS 101

This course is for students majoring in History and preparing to take CAPE Unit One History. It is designed to help students develop an appreciation and understanding of the historical linkages between peoples of the Caribbean by locating them within the larger history of the Atlantic region. In doing this, students will be able to recognize the processes of change and continuity, similarity and cause and effect. The course will focus on how the distinct and separate cultural and biological areas that surrounded the Atlantic were integrated into a network of exchange rooted in the long-distance movement of people, plants, animals, commodities and ideas.

### **HIS 121 History of Western Civilization (3)**

This course is a broad historical study of major elements in Western heritage from the earliest river civilizations to the present day. Its focus is the political, religious, socio-economic, cultural and scientific history of the Western world. Students learn to think critically about historical characters and events.

### **HIS 125 The Caribbean in the Atlantic World II (4)**

Co-requisite: HIS 102

History majors take this course in the second semester of the first year. This course is designed to help students develop an appreciation and understanding of the historical linkages between peoples of the Caribbean by locating them within the larger history of the Atlantic region. In doing this, students will be able to recognize the processes of change and continuity, similarity and cause and effect. The course will focus on how the distinct and separate cultural and biological areas that surrounded the Atlantic were integrated into a network of exchange rooted in the long-distance movement of people, plants, animals, commodities and ideas.

### **HIS 141 Introduction to African Civilizations (3)**

The course intends to give the student a sound general knowledge about Africa, its people, and history from the 1400's to the present. The course includes a broad survey of Africa's social, political, and economic affairs as they affect Modern Africa today.

### **HIS 145 Belizean History (3)**

Background: the people and cultures of pre-Columbian Middle America, the peoples and cultures of West Africa. Topics include Belize in the 20th Century; economic and political changes, the decline of forestry and growth of agriculture, early party development and self-government. Contemporary problems are looked at from a historical perspective.

### **HIS 155 Belizean Studies (3)**

Belizean Studies is a content course designed to enhance student-teachers' knowledge of the history, geography, economics, political and legal system, culture, environment and archaeology of Belize and its people. The course is designed to ensure that all student teachers acquire sufficient knowledge and competence that will enable them to teach Social Studies effectively in the Belizean Primary School system.

### **HIS 215 Revolution in the Atlantic World (5)**

Prerequisite: a minimum of a C cumulative pass in HIS 101 HIS 102 HIS 115 and HIS 125

This course is designed for students taking either one or both units of CAPE History. Students will study the impact of revolutionary changes in ideas and society that occurred in the countries of the Atlantic Region in the eighteenth, nineteenth and twentieth centuries. This course is designed to enable students to recognize social, political and economic contradictions, paradoxes and ambiguities in the world by examining contemporary beliefs and value systems, thus encouraging students to develop a sense of moral responsibility and commitment to social justice.

### **HIS 225 Development in the Atlantic World (5)**

Prerequisite: HIS 215

This course is designed for students taking either one or both units of CAPE History. Students will study the developmental changes in Europe, North and South America and Africa that have occurred over the past few centuries. They will gain an appreciation of the interconnections between the various Atlantic communities leading to an understanding of how developments in one part of the Atlantic world occur within the wider framework of regional development.

### **HIS 275 History of Guatemala's Claim, 1945-present (3)**

This course provides an in-depth study of the history of Guatemala's territorial claim to Belize from 1945 to the present. It will begin with a review of early to mid-19th century developments in Belize-Guatemala relations then proceed to consider the 1859 treaty and Guatemala's rejection of that treaty. Special attention will be given to attempts to resolve the dispute since the 1960's, especially the bilateral facilitation process. The course will conclude with reflections on the future of Belize-Guatemala relations.

## **HUMAN RESOURCE MANAGEMENT**

### **HRM 210 Management of Human Resources (3)**

The Management of Human Resources course is designed to familiarize students with the increasingly strategic nature of effectively managing a workforce. Students should gain a working knowledge of recruiting, selecting, training, compensating, and evaluating employees, as well as non-discriminatory employment opportunity issues, employee health and safety, and labor/management relations.

### **HRM 211 Employment Law (3)**

This course is designed to provide students with a focus on legislation relating to current employment relations systems, and in particular the Labor Laws of Belize. The legal aspects of employment, terms and conditions of employment, including wage and hours, occupational safety and health regulations, legislation and policies regarding discharge, regulations governing employment discrimination and collective bargaining are examined. There is also a detailed look at the principles of Agreements and Employment Contracts.

### **HRM 212 Compensation and Benefits (3)**

This course will develop knowledge in the area of compensation and benefit practices including job evaluation, salary surveys, individual and group performance-based pay, health insurance, pensions and social security benefits. Compensation management theories will be considered along with organizational missions.

## **LAW**

### **LAW 206 Legal Aspects of International Trade (3)**

International trade law is a complex area that can directly affect success in international trade. This course offers a management perspective on international trade and examines international legal implications of expansion into the global marketplace.

## **LIMEX**

### **LIMX 701 Foundations of Religious Education (3)**

This course is an immersion in the tradition of religious education. It samples the array of perspectives that inform and constitute the field and helps the student locate his/her own practical understanding of its meaning and mission. It relates the religious character of education to its explicit forms of practice within religious tradition.

### **LIMX 703 Introduction to Practical Theology (3)**

This course engages students in a rhythm of disciplined reflection and action by participants. Students explore the interplay of the Christian tradition and the personal, socio-cultural, and institutional contexts of their ministries using a theological reflection model based upon the work of David Tracy and Bernard Lonergan, S.J.

### **LIMX 704 Spirituality, Morality, and Ethics (3)**

Students study the connections between personal spirituality and Christian living as a background for exploring personal moral decision-making and social ethics today. A contemporary understanding of sin and moral choice introduces a consideration of moral norms, conscience and decision-making. Careful reflection upon and discernment of the basis of one's own moral choices and decision-making are major components of the course.

### **LIMX 711 Jewish Roots of Christian Faith (3)**

This course explores the religious heritage of ancient Israel largely through reference to its sacred writing (the Old Testament). It examines the major themes of promise-fulfillment and covenant in Israel's history from the patriarchal period to the apocalyptic era which was the context of Jesus' life and teachings. The events, metaphors, symbols, stories, and persons which become the interpretative background for New Testament authors are highlighted.

### **LIMX 712 Christian Origins (3)**

This course attempts to uncover "the kingdom of God" in the experience that Jesus effected during His earthly ministry. Parables, healings, table fellowship with outcasts, and intimacy with "Abba" lead participants to a root understanding of Christian religious experience. The progress of faith developed in the network of Christian communities from Jesus' death/resurrection to the end of the first century in the Common Era is studied.

**LIMX 714 Grace, Christ, and Spirit (3)**

In this course, students study grace as God's universal invitation to personal and communal transcendence (fundamental theology). The course examines the work of God's Spirit (pneumatology) in the redemptive transformation of human experience (soteriology), and focuses on Jesus as the touchstone historical manifestation of God in human history (Christology). The course cites important moments in the history of Christian thought, with attention to how language, culture and history have affected our interpretation of God's saving acts (historical theology). God-person-world meanings, with the theology of Karl Rahner as an example of a contemporary theology of grace, are explored.

**LIMX 715 Curriculum Development (3)**

This course examines a developmental view of curriculum and helps students achieve competence in structuring learning processes that are engaging, appropriate, and effective, while understanding the practice of curriculum as the crafting of an ecology of learning.

**LIMX 722 Church, Sacraments, and Ministry (3)**

This course helps students understand the experience of church through an historical purview of how community has prayed and ritualized its experience (sacraments, liturgy) of Jesus Christ and how ministry and leadership have functioned throughout its life (laity, hierarchy, structure). It examines the church's self-understandings as disclosed in this purview of the Christian community's life. Special attention is given to Vatican II and post-conciliar developments in ecclesiology, especially, vis-a-vis the theology of the local church.

**LIMX 809 Inner Life of Small Christian Communities (3)**

A true Christian community is both gathered (faith's inner life) and sent (faith's public life). This course examines the inner life of small Christian communities: their leadership, communication, worship and decision-making. It includes historical and theological perspectives on the functioning of Christian communities inside their own boundaries.

**LIMX 810 Public Life of Small Christian Communities (3)**

This course includes historical and theological perspectives on the relationship between Christian communities and their surrounding cultures and society.

**LIMX 813 The Universe as Divine Manifestation (3)**

This course is a survey of pre-modern (indigenous), classical and biblical religions to discover their cosmological orientations. The investigation focuses primarily on uncovering the meaning and significance of the natural world as it is reflected in the theologies (sacred texts, rituals, beliefs and symbols) of the various religious traditions with special attention to the Creation tradition within Christianity.

**LIMX 814 The Emergent Universe: Our Sacred Story (3)**

The course asks participants to immerse themselves in contemporary discoveries and understandings of the emergent universe and to reflect on its spiritual dimensions and significance. As we become familiar with this new story, this sacred story, we will also attend to the data which describes the urgency of the ecological issue with an eye to discerning its implications for the physical, psychic and spiritual dimensions of our lives.

**LIMX 819 Spirituality and Theology of Work (3)**

Oriented to the person who understands their ministry as primarily taking place outside of parish or other explicit ecclesial communities, this course investigates work and profession from the standpoints of vocation and community. Vocation is considered as a transformation of toil into creative work, and profession is viewed as an expression of the way one professes commitment to a particular community. Creativity, redemption, and collaboration are explored in light of workplace systems and the difference that Christians can make in the world.

**LIMX 820 Ministry in the Marketplace (3)**

This course helps students discern practical approaches to working toward mutually respectful, caring, and just communities in diverse and pluralistic work and community settings. The course will explore how images of collective life rooted in the biblical image of the reign of God can be translated into contemporary societies and community life with respect for persons of varying backgrounds and tradition.

**LIMX 827 Spirituality for Ministers (3)**

This course will discuss the theological foundations of Christian life and explore how ministry is rooted in and gives expression to the minister's relationship with God. Students will be invited to reflect on prayer, discernment and spiritual growth in the context of finding God in the midst of ministry.

**LIMX 828 History of Christian Spirituality (3)**

This course is an introduction to the variety of experiences and expressions of Christian spirituality from the roots of the Hebrew Scriptures to contemporary spiritual writing. The course will focus on monasticism, mysticism, and modern apostolic spirituality as a way of exploring the recurring questions and challenges that shape the human search for God.

**LIMX 840 Sociocultural Context of Ministry and Religious Education (3)**

This course introduces students to a broad array of disciplines and analytical skills in examining their own cultural and social contexts. The course is designed to assist students in the social sciences and in attuning themselves to sociocultural dynamics in their ministries and educational practice.

**LIMX 844 Parish Life and Ministry (3)**

The aim of this course is to help participants reflect on today's experience of the parish in its many shapes and forms. Pastoral practice and canon law are used during the course as reference points for discussion of the pastoral and canonical issues raised by the student and the course content.

**LIMX 845 Contemporary Issues in Pastoral Ministry (3)**

This course examines a number of challenges and issues that pastoral leaders face today, especially within the diverse forms of ministry found in local faith communities. Participants will explore various topics related to pastoral ministry, including team ministry, transitions to lay pastoral administrators, ministry in a pluralistic church, and a spirituality of pastoral ministry. Course participants will also examine in more depth ministry to a particular population in their home community (e.g., youth ministry, family ministry, ministry to the bereaved, ministry to single young adults, etc.) and

will present a needs analysis identifying the most pressing ministerial needs found among the populations they have chosen to study along with their proposed ministerial responses to those needs.

### **LIMX 860 The Personal Context of Ministry and Religious Education (3)**

This course explores patterns of human development and spirituality in the faith life of adults. Students reflect upon their own faith journeys as well as the developmental paths of those to whom they minister and educate.

### **LIMX 861 The Institutional Context of Ministry and Religious Education: Pastoral Leadership and Organization (3)**

In this course, students explore the meaning of pastoral leadership in light of the current research in organizational development and ecclesiology. Current leadership literatures will be surveyed in light of the mission of the church and the ecclesial vision of the participants. Special emphasis will be placed upon participative strategic planning processes and organizational development. Participants will analyze an organizational system for its strengths and weaknesses and propose interventions that would strengthen its organizational functioning.

### **LIMX 886 Pastoral and Educational Praxis (3)**

In this capstone course, students employ the method of practical theology to reflect on concerns related to their ministerial and educational praxis. Careful analyses that include the social and cultural circumstances surrounding their identified praxis will be undertaken, as well as an appreciative and critical retrieval of the voice of the faith tradition. Based on that reflection, possible educational and ministerial interventions which meet criteria of pragmatic feasibility and religious faithfulness will be imagined and articulated verbally and in writing for evaluation and feedback.

## **MANAGEMENT**

### **MGT 210 International Trade Management (3)**

The emergence of a global economy has challenged traditional assumptions about management. International Trade Management allows students to analyze the competitive structure of industries and to formulate strategies for effectively managing international trade activities, with an eye to competitive advantage.

### **MGT 223 Principles of Supervision (3)**

Students learn the basics of effective supervision including worker motivation, leadership styles and practices, communication with workers, selection, promotion, compensation, training, counseling, evaluation and discipline all within the context of front-line management.

## **MANAGEMENT INFORMATION SYSTEMS**

### **MIS 112 Business Information Systems (3)**

Introduction to business information systems, the technological infrastructure of modern information systems (i.e. hardware, software and networks), WWW and the Internet, functional systems for communication, collaboration and management, information systems development, e-business, the use of information technology for competitive advantage, and IT issues within society.

**MIS 245 Fundamentals of Electronic Business (3)**

Prerequisites: CIS 120, CIS 130

This course is designed to provide a detailed knowledge of the concepts and specific skills related to electronic commerce, as well as an understanding of related concepts, technologies and applications. The course combines a technical foundation with a critical evaluation of electronic commerce strategies. Beginning with a review of the critical information technology trajectories that provide a basis for electronic commerce, the course proceeds to examine the application and consequences of these information technologies to different commercial processes. Finally, the course will consider the economics of electronic commerce and the implications of electronic commerce on different industry sectors.

**MIS 250 MIS Project (3)**

The course requires students to work as a team and in collaboration with instructors and private sector partners to develop an MIS project. Projects are intended to solve an existing business problem while challenging the students to combine their academic experience with the realities of today's business environment.

## MARKETING

**MKT 103 Introduction to Marketing (3)**

This course is designed to enable students develop an understanding of the field of marketing. This course will illustrate the important functions and roles which marketing strategies play in a business environment. Students will be able to develop fundamental knowledge and skills applicable to their own businesses.

**MKT 214 Consumer Behavior (3)**

The course is about the factors that influence what is bought and consumed. It is a study of such consumer functions as decision-making, attitude formation and change, cognition, perception, and learning. The marketing concepts of product positioning, segmentation, brand loyalty, shopping preference and diffusion of innovations are considered in context with the environmental, ethical, multicultural and social influences on an increasingly diverse consumer group.

**MKT 215 Principles of Selling (3)**

This is an introduction to the principles and practices of selling as a profession, including such topics as the sales job, the sales environment, the sale process, and sales training. The dominant theme is professionalism in contemporary selling. The course emphasizes learning effective interpersonal communication skills in all areas of the sales process through skill-building activities. Focus is placed on building a positive self-image, following ethical behavior, understanding buyer needs, and appreciating the importance of a positive customer relationship strategy.

**MKT 216 Principles of Retailing (3)**

This course provides an introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing are examined.



### **MKT 217 International Marketing (3)**

This course examines analysis of international marketing strategies using trends, costs, forecasting, pricing, sourcing, and distribution factors. Activities include development of an international export/import marketing plan based on the student's research of a firm's direct and indirect global environment. Opportunities for international trade are identified.

## **MATHEMATICS**

### **MTH 100 Developmental Math (0)**

This course will emphasize areas in mathematics that can serve as a prelude to Fundamentals of College Math. The Developmental Mathematics course seeks to develop greater understanding and appreciation of the elementary concepts in Mathematics. Topics covered will be the very basics: number theory; arithmetic operations using fractions, decimals and exponents; measurement; simple geometry and algebraic expressions.

### **MTH 101 Fundamentals of Mathematics (0)**

The course emphasizes areas in mathematics that can serve as a prelude to Intermediate Algebra, MTH 103. The Fundamentals of College Mathematics course seeks to develop greater understanding and appreciation for the elementary concepts in mathematics. These concepts serve as the foundation for any future course in mathematics, whether algebra or calculus. The topics to be explored in this course include: Number Types, Number Properties, Factoring Numbers, Fractions, Exponents, Graphing. Each topic is discussed in the context of Algebraic Expressions. Many of the concepts which students may have encountered before will be reiterated in this course with a keen insight into their relations to algebraic concepts and operations.

### **MTH 102 Basic Statistics (3)**

This is an introductory course in the fundamentals of modern statistical methods. Topics include descriptive statistics, introduction to probability, random variables and sampling distribution, linear regression and correlation, testing of hypothesis concerning one and two population samples, confidence interval estimation of parameters and introduction to one way ANOVA (analysis of variance).

### **MTH 103 Intermediate Algebra (3)**

This course serves as the general math requirement for many programs. Some students may, however, be required to take this course as a pre-requisite to enter the Math program. General topics covered include: algebraic expressions, algebraic products, factoring and complex fractions. Additionally, students are provided with the necessary background in graphing of both linear and quadratic functions. The solutions to linear equations and simultaneous linear equations are solved by calculation and graphically. Students are exposed to the various techniques to solving quadratic equations.

### **MTH 111 College Math for the Primary School Teacher I (3)**

Intermediate Math for the Primary School Teacher I develops students' knowledge of mathematical concepts with an emphasis on the development of problem-solving skills. Some students may be advised to take introductory level math courses before taking this course.



**MTH 112 College Math for the Primary School Teacher II (3)**

Intermediate Math for the Primary School Teacher II deepens students' knowledge of mathematical concepts with an emphasis on the development of problem-solving skills. Some students may be advised to take introductory level math courses before taking this course.

**MTH 113 Pre-Calculus (4)**

This course seeks to provide a sound knowledge of algebraic functions by exploring partial fractions and their equivalents. Equations will be solved to demonstrate the possibility of a loss solution because of the improper use of axioms. The text demonstrates graphic trigonometric functions of the sine, cosine and tangent. Furthermore, emphasis will be placed on the sine and cosine rule. A careful study will be given to lines and curves and the relationship with tangents, normals, parallel lines, maximum and minimum values. The meaning of the first and second derivative will be explained and their various methods applied to problems. Surds, logs and equations related to log form will be given. The remainder theorem in addition to expanding a product will be demonstrated. Students will also follow trigonometry involving identities using specified formulas, identity proofs and the elimination of  $\theta$  from pairs of parametric equations leaving the results in corresponding Cartesian equation.

**MTH 115 College Algebra (4)**

Co-requisite: MTH 119

This course will provide students with a deeper appreciation and understanding of the real number system and algebraic functions. Students will be expected to construct simple proofs of mathematical assertions and gain greater confidence in the manipulation of algebraic expressions and the solution to equations and inequalities.

**MTH 119 Trigonometry (4)**

Co-requisite: MTH 115

Trigonometry is the branch of mathematics concerned with the properties of the trigonometric functions and their application to the determination of the sides and angles of triangles; also it is applied to the analysis of problems related to periodic events. In this course the students will study the trigonometric and circular functions, their properties, trigonometric identities, trigonometric equations and some applications of trigonometric methods to real life problems.

**MTH 129 Probability and Statistics for the Physical Scientist (4)**

This introductory course in probability and statistical analysis is for those students in environmental sciences. The course introduces the key ideas underlying statistical and quantitative reasoning, including fundamentals of probability. The course covers sources of data, data collection, sampling distribution, data analysis, probability theory, random variables, and statistical inference including estimation and tests of hypotheses as applied to one- and two-sample problems, regression with one or more predictors, correlation, and analysis of variance. Additional topics include experimental design and observational studies, descriptive and summary statistics for both measured and counted variables, confidence intervals, hypothesis testing, t-test and Chi-square test, along with ANOVA with Sigma-plot Statistical computer programs.

### **MTH 140 Analytic Geometry (3)**

Prerequisites: MTH 115, MTH 119

Co-requisite: MTH 145

Analytic Geometry is a branch of Geometry based on Coordinate Geometry where the approach to geometric problems is primarily algebraic. In this course the students will study the Cartesian coordinate system, the straight line, the circle, the conic sections, transformation of coordinates, polar coordinates and vectors in the plane. Also the students will be able to apply analytic methods of proving geometrical statements by using algebraic constructions. In this course an introduction to Solid Analytic Geometry is provided as well. With this course the students will develop an analytical mind as they build and strengthen the foundation for courses in higher mathematics such as Calculus.

### **MTH 145 Calculus I (4)**

Prerequisites: MTH 115, MTH 119

This foundation calculus course will allow students to be exposed to both the concepts of differentiation and integration of mathematical functions. Students will be expected to develop an ability to apply both these concepts to the solution of real world problems. Some specific topics to be addressed include the concept of continuity of a function and its graph, the concept of limits of functions in simple cases and the relationship between differentials and integrals.

### **MTH 225 Business Statistics (3)**

Prerequisite: MTH 103 (or MTH 113 for Economics majors)

This course is an introduction to Business Statistics. Students will look at topics from both Descriptive and Inferential Statistics. These include organizing and summarizing data, probability, probability distributions, sampling distributions, estimation and hypothesis testing. Statistics is a widely used tool in the world of business. Techniques and concepts are used both in business research and in everyday business transactions. Decision making in the world of business relies heavily on information gathered through the use of statistics.

### **MTH 235 Calculus II (3)**

Prerequisite: MTH 145

Co-requisite: MTH 245

This course serves as a continuation to Calculus I and expands on the properties and significance of exponential and logarithmic functions. Students will further develop skills in modeling real world phenomena by means of differential equations and be able to solve these equations. The overall goal is to develop a greater confidence in using both techniques of differentiation and integration.

### **MTH 245 Probability and Statistics (3)**

This course covers descriptive statistics: probability theory; probability distributions of discrete and continuous random variables, rectangular, binomial, Poisson and normal distributions; Central limit theorem, confidence tests, and hypothesis testing.

### **MTH 250 Further Sequences and Mathematical Modeling (3)**

Pre-requisite: MTH 235

Students address general theories in sequences, series and approximations, addressing specific topics in: sequences, series, Binomial Theorem for positive integral index, errors and roots of equations. The other general part of this course includes further work in counting, matrices and mathematical modelling.

## **PERSONAL DEVELOPMENT**

### **PDV 99 Career and Educational Preparation (0)**

This course will assist students to explore their career and educational options and develop basic skills to seek and obtain employment, including but not limited to: searching, writing letters of application, preparing for an interview, interviews do's and don'ts and speech.

### **PDV 100 Personal Management (0)**

In this course students' time and money management, decision making, conflict resolution, interpersonal leadership and communication skills are developed and enhanced. Ethical behavior, professionalism and self esteem issues are key modules within this course.

### **PDV 101 Professionalism and Workplace Ethics (1)**

This is a seminar course where students participate in discussions on various codes of ethics and professionalism in the workplace.

### **PDV 195 Professionalism and Personal Ethics (3)**

Students participate in supervised discussions on standards of ethics and professionalism in the workplace. Emphasis is placed on the development of a personal code of ethics that students can take with them and use in their professional lives.

## **PHILOSOPHY**

### **PHIL 128 Philosophy of Human Nature (3)**

This course introduces students to the concepts and issues that philosophy examines through the works and seminal ideas of those philosophers and humanist thinkers who suggest varying attitudes about the meaning and purpose of human nature and existence as well as how such writings continue to shape our understanding of our selves and world. Thus, the course takes on a historical as well as a topical approach to philosophy. (Each student will be required to generate a statement on his or her personal philosophy of life.)

### **PHIL 241 Social Philosophy (3)**

This course is intended to be an exploration of a few of the various theories and issues related to the subject of Social and Political Philosophy. A philosophical analysis of concepts such as justice, equality, freedom, and duty is presented, as well as an examination of the relation between society and the state, the role of the individual in society, and the impetus underlying social change. In other words, it aims at philosophical reflection on the concepts and reality that

affect all human beings: their relations to the social group. (Each student is required to produce written analysis of socio-political issues important to the Belizean society.)

## PHYSICAL EDUCATION

### **PED 120 Physical Education (3)**

Physical Education is an introduction to the teaching of Physical Education at the primary level, with emphasis on movement education, physical fitness, low-organization games, team and individual sports, and teaching methodology.

## PHYSICS

### **PHY 115 Classical Mechanics/Lab (5)**

Prerequisite: High School Physics, Math and Chemistry

Co-requisite: MTH 115 and MTH 119

This is the first course of a five-course sequence for physics. It is designed to meet the needs of the student whose major is Physics, Math, or Computer Science. This course is a combination of theoretical and applied mechanics covering the fundamental principles of Classical Mechanics. Definitions, concepts and problem solving will be greatly emphasized. Topics covered include: measurement and error in scientific investigation; kinematics in one and two dimensions; dynamics- Newton's laws of motion; circular motion and gravitation; work and energy; linear momentum and collisions in one and two dimensions; rotational motion; static equilibrium; elasticity; fluid mechanics I (phases of matter, density and specific density, pressure in fluids, atmospheric pressure and gauge pressure, Pascal's principle, buoyancy and Archimedes' Principle). Labs are designed to reinforce lecture topics. Offered in the first semester of every year.

### **PHY 135 Light, Oscillations, and Waves/Lab (5)**

Prerequisite: PHY 115, MTH 115, MTH 119

Co-requisite: PHY 140, MTH 140, MTH 145

This is the second course of the sequence for physics. The types and behavior of water, sound and light waves as well as simple harmonic motion are explored. Topics covered in this course are part of the classical and modern aspects of physics: simple harmonic motion; damped harmonic motion; forced vibrations (resonance); transverse and longitudinal waves; water waves; sound waves (reflection, refraction, diffraction, interference); applications of sound waves; particle duality nature of light and Huygen's principle; polarization; diffraction grating; electromagnetic spectrum; geometrical optics and their modern applications; and waves in strings and pipes. Other topics that will be discussed are Fraunhofer lines, air-wedge fringes, Newton's rings and Compound Pendulums. Labs are designed to reinforce lecture topics. Offered in the second semester of every year.

### **PHY 140 Selected Topics in Physics (4)**

Prerequisite: PHY 115, MTH 115 and MTH 119

Co-requisite: PHY 135

This course, the third in the sequence for physics, examines four major topics of physics along with their modern applications: 1. Heat and Thermodynamics - temperature (thermometry); thermal expansion; heat capacity and latent heat; gas laws; kinetic theory of gases; transfer of heat; heat engines; the laws of thermodynamics; molar heat capacities.

2. Physics of fluids II - fluids in motion; flow rate and the equation of continuity; Bernoulli's equation; Torricelli's equation; viscosity; surface tension and capillarity. 3. Environmental Physics- alternative energy sources; power consumption; pollution and its effects in society. 4. Medical Physics - medical imaging and treatment, the nature of sight and optics, and the physics of hearing. A lab component for Heat and Thermodynamics will be done simultaneously with labs for PHY 135. Offered in the second semester of every year.

### **PHY 215 Electricity and Magnetism/Lab (5)**

Prerequisite: PHY 135, PHY 140 and MTH 145

Co-requisite: MTH 235

Students learn to appreciate in this course, the fourth of the five-sequence physics course, the value of electricity and magnetism in their lives. Definitions, concepts and problem solving will be greatly emphasized. This course covers the concept of electrical power and how magnetism is related to it. Topics that will be covered in this course are: electric charges; electric field; electric potential; continuous charge distribution; electric currents; DC circuits; Magnetism; Electromagnetic Induction and Faraday's Laws; introduction to alternating current. Other topics such as Gauss's Law, Ampere's Law, Biot-Savart Law, Maxwell's equation and AC circuits and reactance will also be discussed. Labs are designed to reinforce lecture topics. Offered in the first semester of every year.

### **PHY 220 Internship in Physics (1)**

A minimum of 40 hours of volunteer work in a Physics-related field. Students are given the opportunity to work along with professionals in local industries and institutions that utilize on a daily basis the concepts and methods learned in the field of Physics. All internships culminate with the submission of a journal, a research paper by the student and an evaluation by the internship supervisor.

### **PHY 240 Modern Physics/Lab (4)**

Prerequisite: PHY 215, MTH 235

This is the fifth course in a five-course sequence for physics students. A strong high school chemistry background is recommended. The modern theories of matter and its behavior will be explored as well as the development of electronics. A variety of interesting topics are covered: electron motion in fields; cathode ray oscilloscope; semiconductors-junction diode and transistor; analogue and digital electronics; photoelectricity, energy levels, x-rays, De Broglie formula; atomic and nuclear structure; radioactivity; nuclear energy. Other topics such as Heisenberg Uncertainty principle and elementary particles will be briefly discussed. Labs are designed to reinforce lecture topics. Offered in the second semester of every year.

## **POLITICS**

### **POL 150 Introduction to Politics (3)**

This general introduction to the study of politics and government examines the major historical and contemporary belief systems and political ideologies through such concepts as freedom, democracy, and public social duty. In short, the course will address the operation of such institutions as political parties, voting and interest groups and political economy, as well as how authoritative decisions are made and executed for a society.

### **POL 152 International Politics (3)**

This survey of politics in the international arena studies the actors of world politics, analyzes techniques for foreign policy formation and execution, examines the rule of law and human rights, and reviews problems of world peace. In the process, it examines alternative perspectives on international relations including issues involving power, conflict, perceptions, international organizations, the international economy, trade and globalization, and the environment.

### **POL 160 Human Rights Conventions, Belize Constitution and Laws (3)**

This course covers the provisions for human rights and the Belize constitution – its content, principles, development, and amendment. The effect of constitutional law on criminal law is also discussed.

### **POL 270 Issues in Global Affairs (3)**

This course will introduce students to some of the key issues in Global Affairs. In the modern context of globalization it is essential for any educated person to attain an understanding of those regions, countries, organizations and individuals that are major players in world affairs. Additionally, many of these issues must be observed and analyzed so as to understand their implications for Belize and for the rest of the world. The consideration of Global Affairs is based on the realization that our world is increasingly interconnected and interdependent. For the Belizean student it is designed to broaden our world-view and to foster an atmosphere of cooperation and progress within Belizean society through interaction with the world, its people and its defining events.

## **PSYCHOLOGY**

### **PSY 115 Introduction to Psychology (3)**

The objective of the course is to focus on an introduction to the principles of psychology. It gives the background on the areas of psychology such as physiology, sensation and perception, developmental, learning, cognition and memory, social, personality, and abnormal. The purpose of taking Introduction to Psychology is to help students gain familiarity with some of the most fundamental theories and principles of general psychology, as well as to prepare students for more advanced psychology courses. Introduction to Psychology is a prerequisite for all psychology majors. A minimum of a C is needed to pursue more advanced courses in psychology.

### **PSY 125 Developmental Psychology (3)**

Prerequisite: 'C' or higher in PSY 115

The goal of Developmental Psychology is to help students develop an understanding of psychological concepts in addition to focusing on human behavior and their mental processes. Some major topics include prenatal development, early experience, cognition and perception, memory, intelligence, socialization, moral development, sex-role development, patterns of child-rearing, and the later years of life until death.

### **PSY 130 Adolescent Psychology (3)**

Prerequisite: 'C' or higher in PSY 115

The focus of Adolescent Psychology is to study the human development of adolescence to maturity. Some topics will include maturational changes, peer and family influences, and the process of self-awareness, cognitive growth and adjustment. The goal of the class is to focus on psychological theories and research associated with the physiological,

cognitive, and social-emotional development of adolescent teens. Students are encouraged to think critically about issues that adolescent teens face.

**PSY 175 Child Development (3)**

Child Development focuses on the study of child growth and development. It seeks to introduce student-teachers to basic principles of growth and development from early childhood to adolescence. The course also identifies factors that influence growth and development and examines major developmental theories that seek to explain how growth and development occur.

**PSY 210 Organizational Behavior (3)**

The purpose of this course is to introduce the student to the study of individual and group behavior within the context of an organization. Topics included are motivation, power and influence, management ethics, communication, group dynamics and decision making, work design, organizational structure and design, goal setting, reward systems, conflict management, teamwork, quality management, organizational change and development. Students will demonstrate mastery of skills enhanced in this course in a summative project or activity.

**PSY 215 History and Systems of Psychology (3)**

Prerequisites: 'C' or higher in PSY 125 and PSY 130

The goal of History and Systems is to explore the historical perspective of psychoanalysis, behaviorism, and existential psychology. The course focuses on using philosophical questions regarding psychology as a scientific discipline and it also explores treatments used in the past versus now. The purpose of the course is to study the roots of psychology. Some of the course objectives are to be familiar with: 1) those who shaped psychology, 2) the major schools of thought that have developed psychology, 3) the development and methods of psychology and 4) the relationship between applied and theoretical psychology.

**PSY 225 Social Psychology (3)**

Prerequisites: 'C' or higher in PSY 125 and PSY 130

This course in Social Psychology studies how people think, feel, relate, and influence others. Students will study an overview of the methods and research findings of social psychology. The emphasis is on the experimental analysis of various topics. Some topics of social psychology are perception, interpersonal attraction, prosocial behavior, aggression, social exchange, and group behavior.

**PSY 230 Abnormal Psychology (3)**

Prerequisite: 'C' or higher in PSY 215 and PSY 225

This course is designed to introduce the student to some of the major topics in clinical psychology. It looks at historical theories as well as contemporary research findings. By the end of the course, students should be more sensitive to issues relating to psychological dysfunction, and more familiar with the industry of mental illness and its impact on individuals and society.



## **PUBLIC ADMINISTRATION**

### **PAD 201 Introduction to Public Administration (3)**

This course introduces the concepts, theories and principles of public administration. It examines public administration with particular emphasis on the democratic, legal, political and economic environments of Belize.

### **PAD 205 Public Personnel Administration (3)**

Analysis of techniques and tools used in human resources management including the merit system, promotion, classification, compensation, evaluation, recruitment and labor relations is taught. Emphasis is placed on current legal and policy issues in personnel administration as well as contexts including privatization, political influence and resource limitations.

### **PAD 210 Introduction to Public Policy (3)**

This course is an introduction to the policymaking process of Belize. The course will examine the major aspects and institutions involved in the development of public policy. Levels of government examined include village councils, municipal bodies and central government and the Senate.

## **SCIENCE**

### **SCI 101 Ecology, Evolution and the Environment (4)**

This course is for students not majoring in the sciences. It offers a broad introduction to many of the major aspects of ecology, from the ecosystem and evolution to population and community, thereby providing the student with a greater understanding of the living and non-living elements making up the environment. The student will attain a greater appreciation for the interaction that occurs among living and non-living components of the environment. The basic concepts of evolution are introduced and depicted as the force behind much of organismal and population ecology. Specific ecological systems in Belize will be studied in detail. There will be three mandatory field trips: tropical rainforest/ pine savannah, coral reef and mangrove ecosystems. In addition, local and global environmental issues that affect these ecosystems will be discussed.

### **SCI 102 Basic Concepts in Science/Lab (4)**

The course provides opportunities to investigate the theories and ideas associated with the life, earth, and physical sciences in a way that is relevant and usable to non-science majors. Major topics to be covered include: the scientific method and measurement; earth's materials; matter – properties and behaviour; earth's atmosphere; and the study of living things. The practical component familiarizes students with experimental techniques and proper laboratory etiquette, while enhancing the theoretical component of the course.

### **SCI 104 Introduction to Environmental Studies (3)**

Prerequisite: SCI 101

This course provides an introduction to the field of environmental studies for the non-science major. "Environmental Studies" is an interdisciplinary study of human interactions with the environment and the implications for the quality of life on Earth. The course develops the student's awareness of the environment and the impact humans have on it. It also



provides the student a deeper understanding of the living and non-living components making up the environment. An understanding of environmental degradation and problems are discussed at the local, regional and global level. Students become aware that solutions to environmental problems lie in recognizing the need to understand ecological principles and implement proper management of human activities which are the basis of a sustainable society.

**SCI 106 Health Science (3)**

This course is an introduction for non-science majors to the field of health sciences with emphasis on topics related to the biology and sociology of health, disease, physical fitness and drug use. Students will obtain an understanding of the global distribution of various diseases, causation, and prevention. The course will also allow students to focus on healthy dieting and related disorders, drug discoveries, types, use, abuse and safety assessment in relation to health. Lastly, students will explore the concept of sex education along with environmental and community health.

**SCI 110 Integrated Science (4)**

Integrated Science is a content course for Primary Education students designed to enhance student-teachers' knowledge of life in the universe. The topics, which include areas of physical, natural and life science, follow those outlined in the Primary School Science Curriculum. The course examines topics from the ground up, relying on the student teachers' previous knowledge of these topics. It also emphasizes concepts and skill development over memorization of facts.

**SCI 111 Introduction to Scientific Inquiry (3)**

This course emphasizes the development of scientific thinking and the acquisition of science process skills as students investigate topics in physical and life sciences.

**SCI 112 General Science for the Primary School Teacher (3)**

This course deepens students' knowledge of physical and life sciences with an emphasis on the development of scientific thinking and the acquisition of science process skills. There are no pre-requisites for this course.

**SCI 205 Health and Family Life Education (3)**

Health and Family Life Education is designed for Primary Education students and provides student-teachers with opportunities to explore and strengthen their own health related knowledge, skills and attitudes and to empower them to foster the promotion and protection of good health and welfare in their students.

## **SOCIAL WORK**

**SWK 103 Introduction to Human Behavior and Social Environment (3)**

Prerequisites: PSY 115, SOC 124, PSY 125, BIO 103

This course examines human behavior from a bio-psychosocial perspective. The biological, psychological, cognitive, spiritual, social, economic, ethnic, and cultural variables that influence human development are examined. Theories and knowledge about the range of social systems in which individuals live, including families, social groups, organizations, institutions, and urban and rural communities are studied.

### **SWK 106 Advocacy and Human Service Legislation and Policy (3)**

Students will examine relevant legislation related to families, children and fundamental rights and freedoms. Students will: (a) critically analyze social welfare policies, (b) become aware of value systems and the role these systems play in the development of attitudes toward social welfare programs, and (c) adopt a politically oriented approach to social work practice. This course explores the history, trends, and current problems of existing programs, and explores strategies the social worker can use to advocate for system strengthening and client care.

### **SWK 126 Fundamentals of Social Work (3)**

This course provides an overview of the field of social welfare and the profession of social work. It characterizes persons having needs and illustrates how these needs are met (or unmet) through social welfare institutions, organizations and legislation. The course introduces the value base of social work practice and defines the major methods used in generalist practice, with individuals, families, groups and communities.

### **SWK 212 Effective Communication in Human Services (3)**

Prerequisite: ENG 120

This course focuses on the development of fundamental skills and processes involved in interviewing and assisting individuals, families and groups from diverse populations in human service practice. The theoretical principles and techniques of interviewing, and the influence of culture on communication and assisting are investigated. This course helps students to develop problem-solving tactics and coping strategies for stressful situations and to identify core causes for burnout within the profession.

### **SWK 215 Introduction to Social Work Practice with Individuals and Families (3)**

Prerequisite: SWK 212

This course studies the generalist social work approach as applied to individuals and families. Course goals include introducing students to the knowledge base of social work practice and to generalist practice skills. The course is intended to enhance the student's appreciation of human diversity. The emphasis is on the application of generalist skills to diverse work settings and with multiple cultural and ethnic groups, age and gender-related groups.

### **SWK 222 Introduction to Case Management in Social Work (3)**

Prerequisite SWK 215

This course is designed to familiarize the student with the purpose, function, and rationale for case management to support continuity of cost-effective and efficient delivery of care. Various definitions and applications of case management will be examined.

### **SWK 225 Selected Topics in Social Work (3)**

Prerequisite: SWK 215

This course is a study of selected topics in social work. Topics may include: child welfare, grief and loss, crisis intervention, gerontology, disabilities, mental health, violence/abuse, health care issues and policy, international social work, substance abuse and ethnic and culturally related issues.

**SWK 295 Social Work Field Experience (4)**

Prerequisites SWK 222, SWK 225

Field Experience is a supervised, educational experience wherein the student integrates knowledge gained in course work with real-life client situations in an agency or human development organizational setting. Students are placed where they can provide services to individuals, families, groups, and communities in social work practice environments under professional supervision. The successful completion of Field Education requires a minimum of one hundred and sixty (160) hours of service with a final grade of a minimum of C+.

**SOCIOLOGY****SOC 115 Sociology, Society and Culture (5)**

SOC 115 is designed as part of the Sociology for CAPE program that will be examined under CXC at the end of a two-year program. The CAPE syllabus aims to provide students with the necessary skills for an understanding of the structures, organisation and development of societies, particularly those in the Caribbean. It introduces them to the knowledge of the theories and basic research methods of Sociology, the sociological perspective, and the processes of social structural change with specific emphasis on the development and modernisation of societies. More specifically, in this course students will be introduced to the theories and concepts of the sociological perspective, sociology as a science and a discipline, culture and identity. As a result of gaining familiarity with the various sociological approaches, the student will apply this knowledge to the Belizean society.

**SOC 121 Introduction to Research Methods (3)**

This course is designed to enable students to conduct their own research projects. The core concepts include how to translate concepts and theories about human interaction and institutions into scientifically testable propositions, choose the appropriate research method, design the research, collect data (information), and qualitatively and quantitatively interpret the data. The course also offers the opportunity for students to enhance their critical thinking about social and economic issues, to evaluate research conducted by others, and to properly communicate this knowledge and information to others.

**SOC 122 Research Paper (3)**

Prerequisite: SOC 121

Applying the principles of research design, conceptualization and measurement, methods of gathering information, sampling, ethics, and data analysis, students write and present a research proposal, conduct a research project, and submit a final report under the direction of the course instructor.

**SOC 124 Introduction to Sociology (3)**

This course will introduce students to the sociological perspective and scientific methods for the study of society. Students will gain insight into the workings of their own lives as well as of their society and other cultures, concepts, and contrast distinctive views on topics such as understanding sociology, culture, socialization, the fan organizations, government and politics and the economy. As a result of familiarization with the use of various sociological theories and concepts in evaluating human interactions and institutions, students will learn to apply them to Belizean society.

### **SOC 125 Social Stratification, Social Mobility, and Social Institutions (5)**

Prerequisite: C or higher in SOC 115

SOC 125 is designed as part of the Sociology for CAPE program that will be examined under CXC at the end of a two year program. In this course, students will be introduced to the theories and concepts of social stratification, social mobility and social inequality. Race, ethnicity, class and gender issues, and issues surrounding social equality with a focus on the Commonwealth Caribbean (including Belize) and some important institutions, will also be examined. As a result of gaining familiarity with the various sociological approaches, the student will apply this knowledge to the Belizean society. There is also an Internal Assessment requirement (School Based Assessment) in this course.

### **SOC 145 Education and Society (3)**

Education and Society concentrates on the role of schooling in Belize. The course is structured around the investigation and discussion of a series of issues and debates relating to education. The course is also designed to allow student-teachers to develop their ability to talk confidently in front of a group of their peers.

### **SOC 151 Society and Culture in Belize and the Region (3)**

This course develops students' knowledge of the geography, history, economy and culture of Belize, the region and the wider world. There are no pre-requisites for this course.

### **SOC 215 Population, Development and Poverty (5)**

Prerequisite: a minimum C cumulative pass in SOC 115, SOC 125

SOC 215 is designed as part of the Sociology for CAPE program that will be examined under CXC at the end of a two-year program. In this course, students will be introduced to the concepts and quantitative measures used in population studies, population statistics from developed and developing countries, population growth theories and trends, population control policies and population and Development in the Caribbean.

### **SOC 225 Social Order, Social Control, Deviance and Crime (5)**

Prerequisite: C or higher in SOC 115, SOC 125 and SOC 215

SOC 225 is designed as part of the Sociology for CAPE program that will be examined under CXC at the end of a two-year program. In this course, students will be introduced to definition of concepts surrounding the issue of social development and poverty; indicators of development and poverty; theories and issues concerning development, under-development, Caribbean Development and poverty. Students will also be introduced to the theoretical perspectives on social order and deviance and the concepts, institutions and issues surrounding crime and deviance. There is also an internal assessment requirement (School Based Assessment) in this course.

## **SPANISH**

### **SPA 111 Intermediate Spanish (3)**

This course begins with an intensive review of the fundamentals of spoken and written Spanish. It involves progressive readings and exercises in composition and conversation stressing the development of self-expression in Spanish. The objective of this course is to develop all four language skills (listening, speaking, reading, and writing) as well as providing insight into Hispanic life and culture.

**SPA 251 Business Spanish (3)**

This course introduces students to business Spanish and its cultural background. It focuses on vocabulary, business correspondence and paper work, and on customs related to five specific areas of business: business organization, banking, external trade (export and imports), job seeking, marketing, and advertisement. The learning process entails a general review of Spanish grammar at the intermediate level. No prerequisites are required for this course.

**THEOLOGY****THE 118 Catholic Faith and Ministry (3)**

This course will deal with basic areas of the Catholic Faith (creed, sacrament, and prayer) with a strong emphasis on the theology of church and ministry. The pastoral implications of each course topic will be emphasized. The course will engage the students in field observations, some practice of ministry, and theological reflection.

**THE 125 Scripture in Morality (3)**

The aim of this course is to present a method for analyzing moral situations based on reason and Christian revelation and to illustrate the method by means of case study. The course will engage the students in discussion on the relationship between morality and revelation. Students will reflect on the scriptures to learn about morality and seek to discover the manifestation of God's will in the dialogue.

**THE 127 Introduction to Christianity (3)**

This course will provide the student with an overview of Christianity. What are the basic beliefs of Christianity? How do Christians live their lives? These two questions will guide the course. In addition, some attempt will be made to look at the differences between the Christian denominations, and the commonalities. The aim of the course is to help the student to know what it is to be a Christian.

**THE 130 Jesus and the Gospels (3)**

The course sets out to serve as a road to a deeper understanding of the life, teaching, and self-understanding of Jesus the Christ. It hopes to serve as a catalyst of human liberation in our times by studying who Jesus was before he became the object of faith. It attempts to facilitate this primary purpose by taking a serious look at the words and deeds of Jesus of Nazareth in the four Gospels, Matthew, Mark, Luke, and John.

**THE 131 Jesus, the Teacher and the Gospels (3)**

A study of the four portraits of Jesus: the Teacher of Nazareth, as presented by the Four Gospels of the New Testament. Each gospel will be studied for its particular characteristics, in particular, Jesus' use of similitude stories, extended metaphor, and allegories. Emphasis in the first part will be on the pre-passion, public, teaching ministry of Jesus. The Sermon on the Mount will be a secondary focus and will be examined and reflected on in some detail. Finally, student-teachers will cogitate on their teaching practice, faith and spirituality by looking to Jesus as the prime example of dynamic and superb teaching. As teachers explore the gospels, charting similarities and differences in the gospels, they will examine Jesus' role as our teacher whose messages are unparalleled and critically review the effectiveness of His methodology of teaching, which were primarily through aphorisms and parables. Necessary background will

be presented as regards language, history, culture and politics of Jesus' time. Students will also participate in dramatic presentations, discussion/debates, reflections, of scenes from the Life of Jesus.

### **THE 133 Introduction to the Old Testament (3)**

This course will familiarize students with the Old (First) Testament/Hebrew Scriptures. They will learn something of the origins and background of these writings, the experiences of those who reported and composed them at all stages, the viewpoints and purposes of the various writers, and the process by which the writings came into existence. They will also reflect on the significance of these writings for Christians today.

### **THE 135 Introduction to the New Testament (3)**

This course, as the name indicates, is intended to provide an introduction to the Christian Scriptures, commonly referred to as the New Testament. This course will familiarize students with the twenty-seven books. The students will learn something of the origins and background of these writings, the experiences of those who reported and composed them at all stages, the view points and purposes of the various writers and the process by which the writings came into existence. Students will also reflect on the significance of these writings for Christians today.

### **THE 140 History of Christianity I (3)**

This course is intended to provide students with a general survey of the history and development of Christianity from its Jewish origins until the time of the Reformation. This course will have two major components: historical and biblical. The historical component consists of three elements: the development of the Jewish tradition up to the beginnings of the Christian tradition; the major figures and stages in Christianity's first 400 years; the influential persons and events that shaped the Christian tradition until the time of the Reformation. The Biblical component consists of an introduction into the history and composition of the books in both the Hebrew Bible and the Christian Bible.

### **THE 217 Teaching Methods for Religion (3)**

This course is designed for persons who teach religion to young children and pre-teens within the elementary schools or in church-related programs. The topics include the role and importance of a religious educator; an understanding of the faith development stages; basic understanding of religious education, its content and process; and the techniques and practices of planning effective religion lessons. The course is designed with an understanding of and sensitivity to different religious denominations.

### **THE 218 Christian Leadership (3)**

This course will include the theology of ministry for the church and society with accompanying pastoral theology and practice. The concept of servant leadership and skills needed to put that theory into practice will be central to this course. Skills included in the course: self-understanding of strengths and weaknesses for working with others; understanding and dealing with people; skills for working with groups; planning skills. The course will include a ministry experience throughout the course with a professional "consultant" serving as a mentor.

### **THE 219 Issues in Moral Decision Making (3)**

This course attempts to provide a framework for discussion of some controversial contemporary moral issues and of more general questions/problems which underlie these issues. It takes its departure from the perspective of moral pluralism for the purpose of encouraging respectful dialogue among those of many different and often contradictory moral views. Students will reflect on the scriptures to discover the biblical views on some of these issues.

### **THE 220 Catholic Social Ethics (3)**

The Roman Catholic Church, in its body of social teaching, possesses an instrument of considerable usefulness to people seeking a broad theological framework for social analysis. This theology course examines the basic principles of the Catholic social ethics tradition by a careful reading of select social encyclicals and other Church documents. The encyclicals of Pope John Paul, II will be studied.

### **THE 222 Religious Education and Character Development in Early Childhood Education (3)**

This course is a study of the formation of faith and virtue based on Biblical, theological and psychological perspectives. This serves as the foundation for investigating ways in which the family, congregation and schools can nurture the faith of young children and facilitate sound character development.

### **THE 235 Philosophy of Education from a Christian Perspective (3)**

Prerequisites: EDU 112, EDU 115

Philosophy of Education from a Christian Perspective enables students to relate philosophical concepts interpreted from a Christian perspective to major issues in education.

### **THE 240 History of Christianity II (3)**

Prerequisite: THE 140

This course is intended to provide students with a general survey of the history and development of Christianity from the Reformation to the late 20th century. Students will be introduced to the main figures and events surrounding the Reformation and follow the development of and theological distinctions within several of the mainstream Christian denominations.

### **THE 245 Christology (3)**

Prerequisite: THE 130 or THE 135

This course is intended to provide students with an introduction to and some background behind the theological discipline called Christology. This is the area of Christian theology that examines the person of Jesus Christ and how Christians understand him as the one who saves. This course does require that the students have either some basic background in the study of Christianity, some background in the New Testament, or some comparable knowledge of the Christian religion. Students will be introduced to the following: The basic concepts surrounding the ministry, death, and resurrection of Jesus Christ; the questions surrounding his divinity and humanity; the historical questions concerning the person of Jesus; the historical theories offered explaining how Jesus saves.



### **THE 280 Religions of the World (3)**

This introductory course presents both what is unique and what is common to the most historically significant of the world's religions - Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity. Basic underlying concepts will be presented along with the tracing of the emergence and growth of each religion.

## **TOURISM AND HOSPITALITY MANAGEMENT**

### **THM 101 Introduction to Tourism and Hospitality (3)**

This course is designed to provide an overview of the Tourism Industry. The student will be exposed to the various components which comprise Tourism. There will be opportunities for the student to observe the Tourism Industry through field experiences. This course provides the basis for further study in the Hospitality Programs. Students enrolled in this course as an elective will have the opportunity to explore another business-related field as a career option.

### **THM 111 Tourism and Hospitality Internship 1 (3)**

This course provides students with an initial exposure to the Tourism and Hospitality industry. Students will have an opportunity to make observations, reflect on these observations and analyze the characteristics and standards of the tourism industry, identify the factors that promote its success, and investigate principles and procedures that contribute to high-quality customer service. Students will also assess facilities and activities that attract tourists, and study communication and customer service techniques. In addition students will also explore career opportunities within the industry.

### **THM 115 Introduction to Tourism (3)**

This introductory course will serve students as an overview of the tourism industry. Students will explore major topics such as major tourism sectors that affect Belize and the world, historical development of the industry, the growth, the development and current trends within the tourism industry. Students will need to do extensive research through various resources to obtain a full understanding of how the tourism industry functions today and has been functioning for years. Through this course, students will become acquainted with local, regional and international tourism organizations and their missions, and develop attitudes to quality and value in respect of people, management and customer care.

### **THM 125 Tourism Systems (3)**

This course provides students with the understanding of how the global tourism system operates and provides them with the basic tools and techniques to function effectively within the system. Students will explore areas of interest including generation of markets, transit routes, destinations and features of the industry.

### **THM 210 Sustainable Tourism Management (3)**

The course content covers two key aspects: (a) identifying tourism-related impacts and understanding the characteristics of these impacts, (b) managing tourism impacts to ensure the sustainability of tourism-related 'resources' (ecological and other natural resources, historical, cultural) and the well-being of the Belizean tourism destinations and communities. Students are required to understand the basic principles of sustainable tourism development, and recognize the critical role of ecology and economics in the tourism system.



### **THM 212 Tourism Planning and Policy (3)**

This course describes policy frameworks and planning strategies designed to encourage more sustainable forms of tourism development. It places particular emphasis on critically assessing the processes used to guide tourism development from environmental and socio-cultural perspectives. Foundations for more integrated tourism development approaches are developed and case studies of “best practices” in sustainable tourism within government, non-government and business operations are examined.

### **THM 214 Tourism and Hospitality Laws (3)**

This course covers the rights and responsibilities that the laws of Belize grant to or impose upon the tourism and hospitality sectors. Topics include regulations, historical and current practices, safety and security, risk management, loss prevention, torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize organizational liability.

### **THM 220 Accommodations (3)**

This course is designed to provide the students with theory and practice relative to proficiency in the Accommodation sector. The learner will focus on all aspects of the relationship between the rooms division and other departments within a lodging operation.

### **THM 221 Food and Beverage I (3)**

This course provides the student with a sound basic knowledge of food and beverage preparation and service and the ability to competently perform all practical techniques in a realistic setting. It also gives the student the opportunity to put into practice certain elements and procedures of sanitation and safety.

### **THM 222 Food and Beverage II (3)**

A continuation of Food and Beverage I. Students continue to develop skills in food and beverage production and management. Students are expected to demonstrate mastery of practical techniques within the standards of safety and sanitation.

### **THM 251 Tourism and Hospitality Internship II (3)**

Internship is the culminating activity required of all students pursuing the Associate Degree. The internship helps fulfill the student’s total educational preparation for the tourism and hospitality profession, and it provides a combined work experience and learning opportunity for application of classroom theories. Students will be asked to go into a tourism or hospitality management related environment to gain experience and exposure to techniques, methodologies, and procedures under close supervision and guidance of a capable practitioner. The intern should expect to work at the internship site an average of 10 to 20 hours per week.



## **SCHOLARSHIP OPPORTUNITIES FOR FURTHER EDUCATION**

St. John's College assists interested students to identify opportunities for financing further study beyond the Associate Degree. Information is generally available at the Student Services Office, the College Counselling Centre, and at the College Library, and is also posted on the College website. Some of the opportunities available each year include:

### **GOVERNMENT OF BELIZE**

The Government of Belize offers a number of scholarships annually to qualified Junior College graduates. These scholarships generally include:

#### **BELIZE (OPEN) SCHOLARSHIP**

This full scholarship is awarded annually to a Junior College graduate who achieves the best results in the CAPE (Caribbean Advanced Proficiency Examination) exams. To qualify for the scholarship, the student must sit the CAPE Communication Studies Exam and at least two other two-unit CAPE Exams, all to be taken within two years of initial enrolment at a junior college. In addition, candidates must be able to satisfy University entry requirements. The winner of this scholarship is required, upon completion of his/her studies, to return to practice his/her profession in Belize for a period of time representing two years service for the first year of training and one year of service for each subsequent year of training, with a maximum of seven years. Application forms are generally available in the Office of the Dean at the time of registration for the CAPE exams in December and January.

#### **UNIVERSITY OF BELIZE SCHOLARSHIP**

Each year, the Government of Belize offers scholarships, tenable at the University of Belize, to a graduate from each Junior College. The scholarship is awarded on the basis of financial need, academic promise, and demonstrated character and discipline. Further information is available from the Office of the Dean.

#### **PROFESSIONAL AND TECHNICAL SCHOLARSHIPS**

The Government of Belize offers Professional and Technical Scholarship Awards which are tenable ONLY at the University of the West Indies, the University of Technology in Jamaica, and the University of Guyana. The award is applicable for a maximum of three (3) consecutive academic years of study insofar as students remain in good standing for the duration of the program. The award covers tuition (including Economic Cost), allowances for room and board, books and incidental expenses. Eligible applicants must be citizens of Belize and must gain acceptance into the respective Faculty of the University at which they propose to attend. The course of studies chosen must be from among national priorities which are published annually by the Ministry of Education. Each Scholarship recipient will be required to return to Belize whenever he/she successfully completes his/her course of study and to serve the Government of Belize (or with

the permission of the Government of Belize, serve in the private sector in his/her profession or calling) for a period of four years commencing from the date of employment in Belize. Applicants will be required to sign a Bond Agreement with the Government of Belize in this respect. Application Forms can be obtained from the District Education Centers or at the Ministry of Education in Belmopan.

## **JESUIT COLLEGES AND UNIVERSITIES**

The Jesuit Scholarship program is a partnership between St. John's College and selected Jesuit colleges and universities for the purpose of assisting SJC graduates to pursue Bachelor's degrees in fields that contribute to the development of Belize; supporting SJC graduates who will make a positive contribution to the development of Belize; and recognizing SJC graduates who embrace the Ignatian philosophy of *cura personalis* (care for the whole person), free inquiry, the highest of intellectual standards, service to others and a life of purpose.

St. John's College nominates students for scholarships in the form of 100% tuition waivers tenable at participating Jesuit Colleges and Universities. Final award of the waiver is given by the participating university and is dependent on the nominee gaining admission into the university. Eligible applicants must be SJC students who have a cumulative GPA of at least 3.00 at the end of the first semester of the year in which they apply, who are Belizean citizens, who expect to earn or have earned Associate Degrees between July of the previous academic year and June of the current academic year, who have demonstrated leadership potential and commitment to the community, and who can access financial resources to meet non-tuition expenses. Persons with citizenship, residency, or immigrant status in the USA are not eligible for these awards. Application information, including names of participating schools, is available from the Office of the President in November and December each year.

## **REGIS UNIVERSITY**

Regis University offers three tuition-only scholarships in Biology, Chemistry, and Mathematics annually. Applicants are required to sit a qualifying exam. Information is available from the Office of the Dean and the Office of the President in November and December each year.

## **CONSORTIUM FOR BELIZE EDUCATIONAL COOPERATION (COBEC)**

Participating COBEC schools in the United States offer SJC Junior College graduates the in-state tuition rate instead of the regular international student rate. This arrangement allows significant savings. Some of the participating institutions are Colorado State University, East Carolina University, Georgia College and State University, Kennesaw State University, Murray State University, State University of New York at Cortland, University of Hawaii – Hilo, University of North Florida, University of South Florida, Valdosta State University, Viterbo University, and Western Kentucky University. More information may be obtained from the COBEC website at [www.cobec.org](http://www.cobec.org).

## ORGANIZATION OF AMERICAN STATES (OAS)

The Organization of American States (OAS) offers undergraduate scholarships to candidates from the English-speaking Caribbean member states for the last two years of study leading to an undergraduate degree (Bachelor's degree or its equivalent). Scholarships are awarded for an initial period of one academic year and may be renewed subsequently for up to one additional year if funds remain available and if the renewal is necessary to complete the program of study or research for which the scholarship was initially awarded. To apply for this scholarship, the student must already be 1) enrolled in the program of study and eligible to graduate within 2 academic years from the date of the award or 2) accepted into the university where he/she plans to study for the last two years of the undergraduate degree (admission letter must state that the applicant will complete the program of studies within 2 academic years). The total financial award (tuition and benefits) from the OAS may not exceed US\$30,000.00 per academic year which includes tuition, benefits, and administrative costs.

More information may be obtained from the OAS Education website at [www.educoas.org](http://www.educoas.org).



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