



UNDERGRADUATE BULLETIN 2020 – 2024 NORTHERN CARIBBEAN UNIVERSITY

Disclaimer

The provisions in our Bulletins and the general regulations and conditions we stipulate in our other publications and the information we provide in our advertisements do not constitute a contract between a current or prospective student of Northern Caribbean University (herein after referred to as the University) and the University. The sole purpose of the information in the Bulletins, other publications and advertisements is to provide regulations, course listings and descriptions of programmes, and general information, which are in effect at the time of their publication. The University reserves the right to change the regulations and conditions in the Bulletins, other publications and advertisements at any time during the period for which they are in effect and to add, modify or withdraw courses and/or programmes at any time. It also reserves the right to make changes to the mode, place, frequency and time of delivery; to vary the conditions for delivery; and to execute all other actions generally required to ensure their efficient delivery.

BULLETIN UPDATES

N.B.:

THE CONTENTS OF LATER EDITION(S) OF THE
2020-2024 UNDERGRADUATE BULLETIN
WILL BE ADJUSTED AS NECESSARY.

UPDATED VERSIONS WILL BE CLEARLY IDENTIFIED AND
MAY INCLUDE CURRICULUM ADDENDA.

CORRESPONDENCE DIRECTORY

Administrative offices are open from 8:30 a.m. to 5:00 p.m. Monday through Thursday and from 8:30 a.m. to 1:30 p.m. on Friday.

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SCOPE OF BULLETIN

The provisions of this undergraduate Bulletin do not constitute a contract between the University and a student who commences any programme of study, in so far as it relates to the requirements for that programme, during the effective period of this Bulletin. Programme requirements are subject to change during such period, in response to imperatives of the law or accreditation standards. The specific courses or activities constituting the requirements for any programme are subject to substitution at any time prior to the completion of that programme.

Further, the provisions of this Bulletin reflect the general nature and conditions of the educational services offered by the University and do not constitute a contract or binding commitment between the University and the student. Any fees, charges or costs and all academic regulations set forth in this bulletin are subject to adjustment, cancellation or termination by the University administrators or its Board of Governors.

The University provides opportunities for students to increase their knowledge and skills through programmes of instruction in the various disciplines and through the provision of faculty who are trained and qualified for teaching at the tertiary level. A student's acquisition of knowledge and skills is, however, contingent on the student's desire to learn and his or her application of appropriate study techniques. The University does not guarantee that any student who completes a course or programme of study will have acquired the specific knowledge or skills necessary for licensing and certification into professions or professional associations.

PURPOSE OF BULLETIN

The Bulletin is the primary general information publication of the University. It is intended to provide information for students and other persons interested in the academic programmes and organisations of NCU. In order to understand the activities and programmes of the institution, it is important for students to know how to use this Bulletin effectively.

Students should thoroughly familiarise themselves with the General Information section of the Bulletin. The section answers questions concerning location of buildings and other facilities on campus, requirements for admission and graduation, financial information, students' services and housing. The students' guide to the Bulletin is the combination of the index, the table of contents and the glossary. Major events, holidays and semester schedules are listed in the University's Academic Calendar.

Students who have made decisions concerning their area of study should turn to the section of the Bulletin dealing with their particular programme of interest, for information about courses and degree requirements. The reader will notice that colleges are arranged in alphabetical order, with course listings by department and course number.

Students who have questions concerning their academic progress, curricular or academic standing should consult their advisers, department chairs or their college deans. Those with specific questions concerning specialised areas of study should consult the specific department managing those areas.

UNIVERSITY STANDARDS

Northern Caribbean University operates in harmony with the beliefs, practices and educational philosophy of the Seventh-day Adventist Church. As such, it encourages students to relate their academic pursuits to the Institution's understanding of the Christian faith. NCU emphasizes the development of a sound Christian character and seeks to maintain an atmosphere, which fosters in its students, commitment and growth in a personal relationship with Jesus Christ. Thus, faith and learning combine to prepare students for practical Christian usefulness.

Students are therefore required to consistently avoid all forms of personal conduct that are scholastically deleterious, spiritually or morally destructive, and to respect the facilities of the University and the rights and property of others. They are also required to abstain from the use of drugs, alcoholic beverages, tobacco, and refrain from improper conduct between the sexes.

Applicants who refuse to pledge compliance with these standards will not be accepted at Northern Caribbean University. Students who later find themselves out of harmony with these standards or whose conduct or attitude shows evidence of a negative or unco-operative behaviour should expect dismissal.



MISSION STATEMENT

THE MISSION OF NORTHERN CARIBBEAN UNIVERSITY, A SEVENTH-DAY ADVENTIST INSTITUTION, IS TO IMPROVE THE HUMAN CONDITION BY PROVIDING QUALITY, CHRIST-CENTRED EDUCATION, ACHIEVED THROUGH ACADEMIC EXCELLENCE, VALUES-BASED FOCUS, SPIRITUAL AND PHYSICAL DEVELOPMENT, SOCIAL INTERACTION, AND A STRONG WORK ETHIC, THEREBY EQUIPPING EACH STUDENT FOR COMMITTED PROFESSIONAL SERVICE TO ALL PEOPLE, AND TO GOD.

VISION STATEMENT

STRATEGICALLY LOCATED, NORTHERN CARIBBEAN UNIVERSITY ASPIRES TO BE THE CENTRE OF HOLISTIC HIGHER EDUCATION, UPHOLDING CHRISTIAN VALUES IN AN INTELLECTUALLY STIMULATING ENVIRONMENT.

VALUE STATEMENT

UBI SEMPER DISCIMUS – WHERE LEARNING NEVER ENDS

CORE VALUES

- CHRIST-CENTREDNESS
- COLLABORATION
- DIVERSITY
- EXCELLENCE
- INNOVATION
- INTEGRITY
- LEADERSHIP
- RESPECT
- RESPONSIBILITY
- AFFIRMATION
- SERVICE

STRATEGIC GOALS

- PEOPLE
- COMMUNITY
- ACADEMIC PURSUITS
- FISCAL STRENGTH
- SPIRITUAL NURTURE
- REPUTATION
- TECHNOLOGY

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GENERAL INFORMATION

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ABOUT NORTHERN CARIBBEAN UNIVERSITY

STATEMENT OF IDENTITY AND OWNERSHIP

Northern Caribbean University (NCU) is a Seventh-day Adventist English-speaking University. It is located on a two hundred-acre property, two miles south of the town of Mandeville, in Manchester, Jamaica. It is jointly owned and operated by the Jamaica Union Conference of Seventh-day Adventists (JAMU) which has its headquarters in Mandeville and the Atlantic Caribbean Union (ATCU) which has its headquarters in the Bahamas. The University is a private, four-year, co-educational, liberal-arts institution, offering a number of professional, pre-professional and vocational programmes at the undergraduate and graduate levels. NCU is the largest multi-disciplinary tertiary institution serving rural Jamaica. Its enrolment exceeds 5,000 students from over 35 countries.

HISTORICAL STATEMENT

Founded in 1907, Northern Caribbean University (NCU) is the oldest private tertiary institution in Jamaica. Formerly known as West Indian Training College, it began by offering courses up to the twelfth grade. As its offerings developed to include theology, teaching, secretarial science, business and natural sciences, it became a junior college. Then it achieved senior college status in the late 1950s, when it began to offer the Bachelor's Degree in Theology and was renamed West Indies College. Subsequently, baccalaureate programmes in more than twenty other disciplines were added. The College was granted university status in 1999 by the Government of Jamaica. Currently, the University, in addition to undergraduate programmes, offers several graduate programmes in the Sciences, Theology, Business, Education and Counselling Psychology.

PHILOSOPHY

The University adopts the philosophy that "True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible... It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." (Ellen G. White, *Education*, p. 13)

MISSION STATEMENT

The mission of Northern Caribbean University, a Seventh-day Adventist institution, is to improve the human condition by providing quality, Christ-centred education, achieved through academic excellence, values-based focus, spiritual and physical development, social interaction, and a strong work ethic, thereby equipping each student for committed professional service to all people, and to God.

GOALS AND OBJECTIVES

In harmony with its mission, the University seeks to attain the following goals and objectives:

GOALS

ACADEMIC

- Provide a wide range of undergraduate programmes for personal and professional development, thus enabling a significant number of persons to adequately participate in nation building.
- Provide a broad spectrum of high quality educational programmes for post-baccalaureate degree preparation and productive, useful roles in society.
- Motivate students to attain intellectual excellence, through creativity and independent thought, developed through the application of sound teaching methods, exposure to appropriate reading materials, technology and enriching experiences.
- Balance academic and practical experience through work/study programmes which develop a wholesome respect for the dignity of labour.
- Provide Pre-University programmes to bridge the gap between the under-prepared university entrant and university entrance requirements.
- Respond to the special needs of the local and international community through the provision of special courses, seminars and workshops.
- Co-operate with the Jamaican and other Caribbean governments in developing accredited programmes in line with their national objectives.
- Create an academic culture that both receives and creates knowledge.

RELIGIOUS

- Provide an environment that reflects the spiritual values and principles of the Bible as taught by the Seventh-day Adventist Church.
- Incorporate the Christian faith into the learning of all academic departments, by means of a Christ-centred approach to the teaching of each subject area.
- Foster a respect for things spiritual and encourage temperate living.
- Promote the development of tolerance of differences in the human race, as an instrument of peace and goodwill.

PHYSICAL

- Encourage healthful living through the teaching and practice of temperance, good nutrition and abstinence from alcohol, tobacco and other unhealthful drugs.
- Encourage physical development through outdoor exercise and physical labour.
- Develop within students an awareness of the importance of good health for themselves and their families and as an important aspect of their relationship with God.

OBJECTIVES

- Lead each student into a personal relationship with Jesus Christ.
- Guide students in the development of Christian character, marked by loyalty to God, their nation and mankind.
- Engender in students a love for humanitarian deeds of selfless service.
- Inspire students to intellectual excellence, creativity and independent thought.
- Develop in students a sense of responsibility, self discipline and personal dignity.
- Cultivate in students tolerance and respect for the rights and opinions of others.
- Train students to appreciate and practise the highest levels of deportment and refinement.
- Instil in students an appreciation for the elevating and the beautiful, as revealed in nature, the sciences and the arts.
- Develop in students a wholesome respect for the dignity of labour, especially within the context of a developing nation.
- Provide opportunities for students to participate in beneficial community-oriented activities.
- Enable students to acquire knowledge and skills that are necessary for gainful engagement in honest livelihood activities.
- Prepare students to cope with the stresses and challenges of a changing world.

ACCREDITATION AND MEMBERSHIPS

Northern Caribbean University (NCU) is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA) in Washington, D.C. and is recognised by the United States Office of Education as an approved centre of higher education, for the purpose of loans and grants. The University is also recognised by the Canada Student Loan and the Alberta Student Assistance Programme.

Northern Caribbean University has also been awarded Institutional Accreditation by the University Council of Jamaica (UCJ). This means that all of its academic programmes have been accredited nationally. Since UCJ has received international certification and endorsement by the International Organization for Standardization (ISO 2019) Board, NCU's academic programmes have international acclaim for the transfer of credits to international tertiary institutions.

The Joint Board of Teacher Education (JBTE) of Jamaica accredits the Primary and Secondary Education diploma programmes, the Nursing Council of Jamaica certifies the degree programme in Nursing, and the Medical Technology and Dietetics programmes are approved by the Council of Professions Allied to Medicine (CPAM).

NCU operates within Articulation Agreements with the following institutions: Andrews University in Berrien Springs, Michigan; Loma Linda University and La Sierra University in California and Southern University in Tennessee, among others, which accept NCU baccalaureate degrees at face value, as minimum requirement for entry into their master's programmes.

Loma Linda University accepts NCU biology graduates into its School of Dentistry and graduate science programmes. Students who have taken the bachelor's degree in Nursing at the University and who are certified registered nurses are accepted into its master's programmes. Loma Linda also conducts advanced graduate laboratories on its California campus for NCU's graduate science students.

Without reservation, by formal agreement, Walla Walla College, in the state of Washington, USA, accepts NCU students who have completed the Associate of Science in Engineering into its accredited baccalaureate programme. These students are required to do at least one and one-half years at Walla Walla College before qualifying for the bachelor's degree.

The University of the West Indies (UWI), Mona accepts NCU Biology graduates into its medical school and the St Augustine Campus of UWI accepts A.Sc. Engineering students from NCU into its B.Sc. in Engineering programme without prejudice.

Northern Caribbean University is a member of the Joint Committee for Tertiary Education (JCTE). The President of the University is a member of the Board of the University Council of Jamaica (UCJ). The University is also represented at the Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) in joint committees and conferences.

Family Education and Rights to Privacy Act (FERPA): Northern Caribbean University (NCU) is governed by the Family Education and Rights to Privacy Act (FERPA) by virtue of the University being recognized by the United States Office of Education as an approved centre of higher

education for the purpose of loans and grants and the fact that the Department of Veterans Affairs also recognizes NCU as one of the two universities on the island at which its veterans may pursue degree programmes. FERPA is a US Federal law that protects the privacy of student education records.

QUALITY MANAGEMENT

The Quality Management and Institutional Research Department (QMIRD) has as its core function, ensuring that quality is maintained throughout all institutional processes. As such, the Department is mandated to implement and monitor a university-wide quality management system with the aim of improving core structures and processes that will ultimately create a satisfied customer, i.e, the student. The nucleus of any higher level institution is its academic offerings. QMIRD provides assistance in monitoring the academic programmes for quality control and continuous improvement, so as to preserve and advance the integrity of its courses. The Department also serves the role of providing key information to its stakeholders through the conducting and analysis of annual and university-sensitive surveys and research.

Undergraduate Degree Programmes

Northern Caribbean University offers fifty-four (54) undergraduate degree programmes in a wide area of disciplines including Natural and Applied Sciences, Allied Health, Communication Studies, Music, Business Administration and Hospitality Management, Religion & Theology, Nursing, Teacher Education and Behavioural Sciences. **(See Colleges & Programmes under Academic Information)**



ACADEMIC CALENDAR

Additional calendar dates are listed in the University Calendar

FALL SEMESTER 2020

Freshman Orientation	August 24
Freshman Registration	August 24-26
Returning Students Changes in Registration	August 2
Classes Begin	August 29
College and School Assembly	September 13-14
	October 4-5
	November 7-8
Week of Prayer	September 21-29
Refinement Week	October 9-15
NATIONAL HEROES DAY	OCTOBER 15
University Open Day	October 25
Health Week	November 13-17
Homecoming Weekend	November 5-10
Examination Period	December 1-16

SPRING SEMESTER 2019

Freshman Orientation	January 4
Freshman Registration	January 5-6
Classes Begin	January 9
Week of Prayer	January 18-26
Research Week	February 6-9
President's Convocation	February 13
Sports Day	February 28
GOOD FRIDAY	APRIL 19
Examination Period	April 20- May 5

SUMMER 2019

Registration (1 st Session)	May 8-11
Classes Begin (1 st Session)	May 15
Labour Day	May 23
First Summer Session Ends	June 23
Final Exams (1 st Session)	June 28-29
Registration (2 nd Session)	June 19-23
Classes Begin (2 nd Session)	July 3
Second Summer Session Ends	July 31
Final Exams (2 nd Session)	August 8-10
Graduation	August 10-12

FALL SEMESTER 2019

Freshman Orientation	August 23
Freshman Registration	August 23-25
Classes Begin	August 27

FINANCIAL INFORMATION

GENERAL FEE INFORMATION

- FEES
- FEE PAYMENT
- FEE LIABILITY
- WITHDRAWALS AND REFUNDS
- STUDENT FINANCIAL AID

GENERAL FEE INFORMATION

Northern Caribbean University reserves the right to increase the charges listed herein or to add new fees whenever such increases or additions become necessary. All fees, including dormitory costs quoted in the 2020-2024 *Bulletin*, are subject to change by action of the University Board of Trustees. The listing of any fee or incidental charges in this *Bulletin* does not constitute a contract between the University and the student. As a condition of registration, each student must pay the appropriate fee(s) in effect at the time of registration.

The Recruitment and Admissions Office determines a student's residency classification for fee-paying purposes. If a student is incorrectly classified, he/she will be billed for additional fees owed or refunded fees overpaid.

The University assumes no responsibility for money lost in the mail, or paid through an unauthorized platform, organization or person(s).

REGISTRATION AND OTHER FEES

Listed below are the various types of fees.

FEES

All fees are subject to change by the Northern Caribbean University Board of Trustees. Actual charges for each academic year are listed on a separate schedule. Charges vary from one year to the next and are subject to change without notice. To ascertain the current tuition fees and related charges/rates, kindly use the following link <https://www.ncu.edu.jm/tuitionfees>.

Full-Time Tuition

Undergraduate may take 12 to 18 credits. With a GPA of 3.0, you may petition to take an additional 3 credits. To determine your tuition and fees, multiply the number of credits you intend to take with the per credit rate on the schedule that matches your year of entry then add the additional fees that are applicable to your degree. **Contact the Office of Financial Affairs for actual cost and additional information.**

Tuition	Tuition (Tuition fees are calculated on a per credit/programme basis. The maximum credits per semester is 18; please consult with the Student Finance Office or visit https://www.ncu.edu.jm/tuitionfees)
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Additional Registration Fees:

Insurance	\$5,280
Club Fees	\$2,280
JAMCOPY (Jamaican copyright)	\$1,650

Dormitory Fees with Meals

OCCUPANCY TYPE	RENT	MEAL PLAN & TYPE	TOTAL		
			JMD	USD	
Single Occupancy	146,000.00	Mini	\$27,500	173,500.00	1,434.00
		Basic	\$42,000	188,000.00	1,554.00
		Regular	\$65,700	211,700.00	1,750.00
		Premium	\$89,500		
Double Occupancy	88,000.00	Mini	\$27,500		
		Basic	\$42,000		
		Regular	\$65,700		
		Premium	\$89,500		
Triple Occupancy	73,500.00	Mini	\$27,500		
		Basic	\$42,000		
		Regular	\$65,700		
		Premium	\$89,500		

Other Fees may apply
(Contact the Office of Financial Affairs for additional information)

Payment Options:

Bill Payment Agents:

- Bill Express (Island-wide)
- Paymaster (Island-wide)

Tele-Banking

- Bank of Nova Scotia (BNS)
- National Commercial Bank (NCB)

Online Payment Options

- Internet Banking
 - Bank of Nova Scotia (BNS)
 - National Commercial Bank (NCB)
 - Victoria Mutual Building Society (VMBS)
 - Bill Express Online
 - Paymaster Online
- NCU Website
 - Visa Cards (Local and International)
 - Master Cards (Local and International)

Payments may also be made with debit cards and major credit cards on all campuses.

Application Processing Fee

Jamaicans \$1,000; US\$55 (International); US\$30 (ATCU)

This is a one-time non-refundable fee paid by an individual who applies for admission to the University. A student is required to pay this fee when he/she applies for admission.

Late Registration

Students who do not complete registration during the registration period will be charged a late fee charge of \$1,000 on the first day and \$1,000 for each additional day, until two weeks after the semester has begun.

I.D. Card Replacement

Each student is issued an identification card which certifies that he/she is enrolled as a student at the University. There is no charge for the original card. A non-refundable fee of J\$1,000 is required for replacement. This identification card bears the student's photograph and is required for registration, financial transactions, library privileges, entrance to campus activities and other identification purposes.

Drop/Add Processing Fee

Any student who drops a course is charged this fee. There is no charge if the institution is responsible for the change.

Library Fines

All fines imposed by the University Library become due to the University and must be paid at the Business Office and the receipt taken to the Circulation Desk at the Library. Fines may be imposed for late return of books, lost or damaged books or other related charges as specified by the Library.

Class Audit Fees

Persons other than regularly enrolled students may be permitted to audit classes only with the approval of the course instructor. Such persons must follow the regular registration procedures and pay fees – two-thirds ($\frac{2}{3}$) of the cost. Regularly enrolled students may audit classes, if they so desire.

Mature-Age Examination Fee – \$3,000**Returned Cheque Charge**

Cheques given to the University are expected to be cleared at the bank upon which they are drawn. If a cheque is returned, fees are considered unpaid and a \$500 service charge (plus applicable bank charges) is assessed on each cheque. Cheque writing privileges may be revoked for any individual who has a cheque returned by a bank.

Health Insurance Charge – \$5,280 per semester.

Accident Insurance – \$460 per year

Finance Charges

A finance charge of 1.5% per month interest is compounded on all debit balances. Twelve (12) per cent interest per annum is applied to credit balances.

Financial Regulations

No student is allowed to register, obtain grades, diploma, degree or transcript until all accounts are paid in full. A student is not officially enrolled until requisite fees are paid or payment arrangements are made through the Office of Financial Affairs.

The information below serves as a general guide only. Detailed financial information must be obtained from the Financial Office at the time of application.

OTHER FEES

1. **General Fees** - the general usage of facilities on campus including the library and computers in designated areas, including online student services.
2. **Music** - Students taking a major or minor in Music and taking Applied Music are charged according to a special schedule. There is no refund of fees if music lessons are dropped after two weeks or four lessons, in any semester, except in cases of prolonged illness. Lessons lost because of a student's irregularity in attendance may not be made up.
3. **Laboratories** are required in the following disciplines and therefore attract fees each semester:
 - a. Biology
 - b. Chemistry
 - c. Medical Technology
 - d. Physics
 - e. Dietetics, Nutrition and Hospitality Management
 - f. Teacher Education External examination (yearly fee) - JBTE diploma
 - g. Mass Communication
 - h. Information Science
 - i. Nursing
 - j. Dental Hygiene

NOTE:

ACTUAL CHARGES FOR EACH ACADEMIC YEAR ARE LISTED ON A SEPARATE SCHEDULE. CHARGES VARY EACH YEAR AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.

FEE PAYMENT

All fees are due and payable at registration. Fees may be paid by wire transfer, at any Paymaster of Bill Express island-wide, or using a credit or debit card at the Cashier's Office at Northern Caribbean University. Normal opening hours are Monday through Thursday, 8:15 a.m. to 4:00 p.m.; Fridays 8:15 a.m. to 1:00 p.m. When settling students' accounts with the University by mail, the names of the students and their account numbers should be clearly indicated. Cashier's/Manager's cheques should be made payable to Northern Caribbean University and proof of payment should be addressed to the Director of Student Finance.

Facilities for Manager's and Cashier's Cheque Drop payments are available at the Business Office. Returned cheques attract an additional charge of J\$500 or US\$30 (plus applicable bank charges) and the removal of the courtesy of payment by personal cheque.

A discount of five per cent (5%) of the tuition charges is given where one person is responsible for the expenses of two students from the same family and ten per cent (10%) for three or more children. Discounts are not retroactive and will be granted only to those whose accounts are kept in balance.

PRE-ACCEPTANCE DEPOSITS

All new students are required to make a cash deposit before receiving their letter of acceptance. The deposit is held as security until students sever their connection with the University, at which time they receive a full refund, provided no outstanding bills remain. Details regarding deposits are available from the Finance, Facilities and Industries Division.

Region	Deposit Amount
Jamaica	J\$5,000.00
Atlantic Caribbean Union	US\$550.00
The Americas	US\$750.00
Europeans	£1,200.00
Africa	US\$3,000.00

FEE LIABILITY

Students will be registered for courses as their sources of funding dictate. As a result, students are liable for all fees associated with all courses for which they are registered at the end of the add/drop period. If fees are not paid in full by the end of the contract period, all courses will be subject to cancellation and any money paid to the University will be lost.

A student who begins registration, but fails to complete it, and then withdraws, will be charged a handling fee equivalent to the general fee. When a student withdraws during a semester for whatever reason, the semester's charge for boarding becomes due and payable. Refund on

deposits is issued only after a final statement for the student is available. Payment should therefore be expected 30 to 45 days after the student leaves the University.

WITHDRAWALS AND REFUNDS

Cash paid in advance on students' accounts may not be withdrawn without the written permission of the individual or organisation which originally made the payments. It is expected that such withdrawals will be rare and that financial sponsors will provide students with allowances for incidental personal expenses. However, *bona fide* emergencies will be given consideration when accounts show consistent credit balances.

In the case of a student's withdrawal from school, he or she must obtain complete signatures and return to the University Records the appropriate drop vouchers and withdrawal slip. The effective date of termination of the student's registration will be the date on which the vouchers are returned to the University Records Office.

The amount to be refunded will be calculated only on tuition and applicable lab changes based on the following:

Period After Registration	Refund
Up to two weeks	90 per cent refund
Two to four weeks	60 per cent refund
Over four weeks	No refund

STUDENT FINANCIAL AID

OFFICE OF SCHOLARSHIPS AND STUDENT AID

Northern Caribbean University is cognizant of the fact that without the availability of student loans, scholarships, bursaries, and financial aid, many students would be unable to achieve tertiary education. The Office of Scholarships and Student Aid is primarily responsible for the management of scholarships, grants, and bursaries offered by the University, alumni, private and public organisations. In addition, the office acts as liaison for tertiary bursaries offered by the government of Jamaica. These include the Programme for Advancement of Health and Education (PATH), Jamaica Values and Attitudes (JAMVAT), and the National Youth Service (NYS), among others. Students must meet the criteria for each scholarship as required by the providers and donors.

POTENTIAL SOURCES FOR FUNDING EDUCATION

Literature Evangelism Programmes (locally and overseas): The University participates in the Seventh-day Adventist Student Literature Evangelism programmes. Information about this programme is available through the Student Association of Literature Evangelists (SALE) Club. Students wishing to participate in the overseas programme should be regular members of the club.

It is the responsibility of each student who is benefitting from the Literature Evangelism scholarship programmes to ensure that the providing Conference confirms, in writing to the University, the existence of a scholarship in his or her name. Otherwise, the students will be required to meet his/her obligations through regular payments.

Academic Scholarships: Several academic departments are the recipients of annual academic assistance scholarships provided by alumni and other supporters of the University. The scholarships are awarded annually to students in those departments who meet eligibility requirements. To ascertain availability of scholarships, enquiries are to be directed to the Department of Scholarships and Student Aid.

Special Scholarships: Supporting organizations, such as, banks, corporations and other entities, make scholarships available to students who meet certain requirements. These scholarships are generally advertised through the sponsoring organisations. Various other scholarships for academic performance exist, as well known alumni awards, awards for graduating from Seventh-day Adventist high schools and for students enrolled in specific disciplines. Freshman scholarships are also available. Students should check with the department chair, the dean of the college or school to which they are applying or with the Department of Scholarships and Student Aid for current information and details.

Scholarships are mainly advertised daily via the Corporate Communications, Marketing and Public Relations' e-bulletin. Other scholarships are advertised in the local newspapers and online sources such as Scholarships to Go and the various Government Ministry websites.

Shortlisted applicants for advertised scholarships are interviewed by the Scholarships Committee or selected by the donors.

Incentive Awards: The Department of Recruitment and Admissions makes incentive awards to students who recruit a certain number of full fee-paying students to attend the University. The value of the award and the eligibility requirements are modified each year. Students should check with the Department to find out availability and the requirements for the year in which they have been accepted.

Student Loans: Loans are available through the Students' Loan Bureau (SLB). To qualify, students must have been fully matriculated and accepted for a full course of study at the University. Student Loan applications are made directly to the SLB by the student. Application dates and eligibility requirements are advertised in the local newspapers. Prospective students are strongly advised to consult the Students' Loan Bureau for details and dates of application. Students who are granted loans (which must be repaid after graduation), may also qualify for Grant in Aid toward housing, transportation and living expenses. This sum is generally not repayable to the SLB; but must be used for the purposes specified. Students may also contact the Department of Student Finance or the Cashier for details and application forms. *(There is a fee for the application forms.)*

University Loans: A limited number of loans are available to final year students who are having difficulty with finances. Students are required to sign a loan agreement and these loans must be repaid within two years of graduation *(applicable when funds are available)*.

On-Campus Student Employment: The Office of Scholarships and Student Aid co-ordinates student employment on campus. Students may be assigned to work in the industries, service departments or offices of the University. While every effort is made to provide on-campus employment for students who want and need to work, the University cannot guarantee jobs for all, even though a student's application may have been accepted on the basis of part-time employment.

After jobs are assigned, it is the responsibility of students to render acceptable service by faithful, and diligent work, dependability and good conduct. It is expected that students will continue to follow the assigned work schedule. Unless proper alternative arrangements are made, students who leave their jobs will be sanctioned.

Students should not choose to work if they are physically or emotionally unable to render satisfactory service and should be careful to select class schedules which allow for reasonable work schedules. Students who need to work more than twenty hours (20) per week are to obtain approval from the Office of Scholarships and Student Aid.

It is also expected that students will not work more than the assigned hours without the prior approval of the Department Chairs. A student should not work more than twenty (20) hours per week without obtaining permission.

Work credit is not payable in cash. Should students leave the University with such a credit on their accounts, these may be transferred, within two years, to the account of an immediate relative (brother, sister or first cousin). If this is not done within two years, the credit reverts to the University. For crucial circumstances, a cheque requisition, of not more than 25% of the current month's labour, is allowed.

ADMISSIONS INFORMATION

ADMISSION TO THE UNIVERSITY

- UNDERGRADUATE ADMISSIONS
- FRESHMAN ADMISSIONS
- BACCALAUREATE PROGRAMMES
- CONDITIONS FOR MATRICULATION
- TRANSCRIPT VERIFICATION
- ASSOCIATE PROGRAMMES
- DIPLOMA AND CERTIFICATE PROGRAMMES
- INTERNATIONAL STUDENTS
- REGULAR ADMISSION
- PROVISIONAL ADMISSION
- PRE-UNIVERSITY
- MATURE AGE ENTRANCE
- TECHNICAL AND VOCATIONAL GRADUATES
- SPECIAL STUDENTS
- RE-ENTRY
- REAPPLICATION
- ADMISSION OF FORMER STUDENTS
- ADMISSION OF TRANSFER STUDENTS
- CARIBBEAN ADVANCED PROFICIENCY PROGRAMME (CAPE®)
EQUIVALENCIES
- DENIAL/WITHDRAWAL OF ACCEPTANCE

ADMISSION TO THE UNIVERSITY

All inquiries about applications for admission and transfer of credit should be addressed to the **Director of Recruitment and Admissions at Northern Caribbean University, Manchester Road Mandeville, Jamaica, W.I.**

Freshman Admissions

Applicants for admission to the freshman class should submit their application materials as early as possible in their senior year of high school or at least three (3) months prior to expected enrolment.

Baccalaureate Programmes

Students seeking admission into the baccalaureate programmes must comply with at least one or a combination of the following requirements (where acceptable by specific programmes):

1. Five General Certificate of Education (GCE) or Caribbean Examinations Council's (CXC) Caribbean Secondary Education Certificate (CSEC) passes (at a minimum of Grade 'C' or level III) or equivalent, including English Language (from June 1998 and after).
2. English and mathematics with stage 3 Pass, Credit, Merit or Distinction from City and Guilds.
3. Transfer from a recognised tertiary institution with at least sophomore standing, (minimum of 32 transferable semester credits), and must have satisfied matriculation requirements at that institution. Students transferring with less than 32 credits will be classified as freshman and all NCU matriculation requirements will apply. Credits used for matriculation will not be used for credit transfers, but exemptions only.
4. A minimum score of 1170 on the Scholastic Aptitude Test (SAT I) for students outside the English-speaking Caribbean, where 1, 2 and 3 above do not apply. Not applicable to the Nursing and Medical Technology programmes.
5. A minimum Scholastic Aptitude Test (SAT II) of 550 for individual subjects is required for science programmes. Not applicable to the Nursing and Medical Technology programmes.
6. Diploma from an approved tertiary institution. Credits used for matriculation will not be used for credit transfers, but exemptions only.
7. Associate degree from an approved tertiary institution to include CXC and Centre of Occupational Studies (COS).
8. American College Testing (ACT) composite score of 20.

Associate Programmes

Students seeking admission into the associate programmes must comply with at least one or a combination of the following requirements (where acceptable by specific programmes):

1. Five General Certificate of Education (GCE) or Caribbean Examinations Council's (CXC) Caribbean Secondary Education Certificate (CSEC) passes (at a minimum of level III or Grade 'C') or equivalent including English Language (from June 1998 and after).
2. English and mathematics with stage 3 Pass, Credit, Merit and Distinction from City and Guilds
3. Transfer from a recognised tertiary institution with at least sophomore standing (minimum of 32 transferable semester credits) and must have satisfied matriculation requirements at that institution. Students transferring with less than 32 credits will be classified as freshman and all NCU matriculation requirements will apply. Credits used for matriculation will not be used credit transfers but exemptions only.
4. A minimum score of 1170 on the Scholastic Aptitude Test (SAT I) for students outside the English-speaking Caribbean, where 1, 2 and 3 above do not apply. Not applicable to the Nursing and Medical Technology programmes.
5. A minimum Scholastic Aptitude Test (SAT II) of 550 for individual subjects is required for science programmes. Not applicable to the Nursing and Medical Technology programmes.
6. American College Testing (ACT) Composite Score of 20.

Diploma and Certificate Programmes

Students seeking admission into diploma and certificate courses/programmes must meet such criteria as may be outlined by the various departments offering these programmes.

CONDITIONS FOR MATRICULATION

Matriculation into individual departments and programmes may require that the applicant meet specified requirements. Refer to the admission requirements of individual Colleges/School for special application deadlines and additional requirements.

Final action on an application for admission to the Office of Recruitment and Admissions is taken when the applicant submits the following for review:

- Application (online)
- Non-refundable application fee, **unless waived** (see page 11)
- Academic reference
- Character reference
- One (1) passport-size picture
- Enrolment agreement
- Tertiary transcript or high school, **if/as applicable**
- CXC/BGCSE/GCE passes/CAPE/OEC transcript/SAT or ACT Score or an equivalent

- Physical examination record
- Medical report
- Lab results
- Immunization record
- Tax Registration Number (TRN; or its international equivalent)
- Birth certificate.

All transcripts are to be sent directly to the Office of Recruitment and Admissions, Northern Caribbean University, Mandeville, Manchester, Jamaica W.I. or e-mailed to recruitmentandadmissions@ncu.edu.jm from the Principal or Registrar of the High School or Tertiary institution attended. Transcripts are only deemed official and are acceptable if they are sent and received **from one** institution to the **other** institution; **should** a third party bearer be used, **this must be delivered, stamped and in the institution's branded and sealed envelope.**

TRANSCRIPT VERIFICATION/TRANSLATION

Applicants submitting applications from non-Seventh-day Adventist institutions or institutions outside of Jamaica, to include transcripts that are not in English, must submit their transcript(s) and degree(s) to an international accrediting body for verification and/or translation, and the report sent directly to Northern Caribbean University from the verifying body. Acceptable entities are: American Association of Collegiate Registrars and Admissions Officers (AACRAO), World Education Services (WES), Josef Sinly & Associates, Inc., National Student Clearinghouse, and the University Council of Jamaica (UCJ). Applicants who graduated from West Indies College (WIC) and Northern Caribbean University need to provide an official transcript or an unofficial transcript verified by the University Registrar.

INTERNATIONAL STUDENTS

Northern Caribbean University has an international student body with representation from over thirty-five (35) countries. All non-Commonwealth students must obtain a visa before coming to Jamaica and those sixteen (16) years and older must register with the Immigration Department as aliens. This may be done through the Department of Student Services. To register, a student will need to submit two (2) passport-size photographs and the required deposit, complete the required document supplied by the Jamaican immigration authorities and attend an interview.

Students who are of Jamaican parentage may receive an unconditional landing (non-registration on length of stay in country) by presenting the birth and/or marriage certificate(s) of parents to the immigration authorities at the port of entry.

International students must have valid passports, as well as valid open one-year tickets to their home countries. No visa is required for Commonwealth students. The Department of Student Services keeps a record of each international student currently enrolled in the institution. Consequently, all such students are expected to submit their passports and tickets to the Office. This is in keeping with the requirements of the Jamaican Immigration authorities who frequent the campus to examine such documents.

Students are not allowed entry into the country for the purpose of study without the following:

- a. An acceptance letter from the University

- b. A certificate of good health
- c. A sound financial plan
- d. A valid passport for at least six months after entry
- e. A valid open return ticket to country of origin or a deposit as determined by the Finance Office.

Non-Commonwealth students must obtain a student visa, from the Jamaican Consulate in their home country or the nearest Consulate Office, before coming to Jamaica. The **letter of acceptance from the University** is generally used/needed for this purpose.

REGULAR ADMISSION

Regular admission may be granted to applicants who meet the admission requirements for undergraduate studies and any additional requirements of the academic department in which they wish to pursue their studies.

PROVISIONAL ADMISSION Awaiting External Examination Results

Consideration is given to high school seniors whose external examination results are not available by the time of registration. **However, all criteria of the acceptance letter issued must be met within one (1) year of application or students must withdraw.**

A. PRE-UNIVERSITY

Applicants with at least three external passes (GCE/CSEC) at grade C or Level III, respectively and a satisfactory transcript from a recognised high school qualify for entry into Pre-University.

Through the Pre-University Department, Northern Caribbean University serves high school graduates who are not immediately qualified for matriculation into specific academic programmes of the University. Students are prepared to sit external examinations while being allowed to take a limited number of university credits. The Pre-University programme allows the student to obtain outstanding subjects within two years of being accepted, at which point the student advances or withdraws. Pre-University students are not able to declare a major until they have complete matriculation requirements.

A Pre-University student is understood to be ANY student registered for one or more pre-university subjects. Students are required to register for the Pre-University subject in the Pre-University Department and not privately. The specifications of this registration are set out below:

PRE-UNIVERSITY	UNIVERSITY CREDITS
3 subjects	No credits
2 subjects	6 credits
1 subject	9 credits

B. MATURE AGE ENTRANCE

Applicants over the age of 25 may be granted admission based on their work experience (minimum of two years' discipline-specific or related experience), maturity and performance on the University's Mature Age Entrance Examination (MAE). Applicants must have at least two passes and not more than four at the CSEC/GCE O'Level or CAPE/GCE A'Level. Not more than one subject in the Secondary School Certificate (SSC) or equivalent examining body may be used as substitute; **or** nationally or regionally recognized post-secondary certification from a programme or programmes that cumulatively cover the equivalent of one academic year; **or** HEART/NSTA Trust level II certification or higher (diploma or associate) in desired or equivalent discipline. Interviews are done and recommendations (one from current employer or supervisor of one (1) year, and one other) are evaluated for these applicants. Students will be allowed to register for a **maximum** of 10 credits per semester for the first year. Students accepted on this basis will be placed on one year's probation. They must complete the first 20 credits, while maintaining an overall GPA of 2.50.

Please note that entry under the MAE is not open to all undergraduate programmes. (See relevant department for matriculation specifications). Only persons who possess citizenship in the territories covered by JAMU will be accepted. International students and those holding citizenship in non-JAMU territories should apply under the undergraduate admissions matriculation requirements.

The Mature Age Examination consists of three (3) sections: English, mathematics and a general paper that includes science and current events. This exam is administered two times a year: **Fall and Spring, on the last Thursday of May and October**. Candidates may choose the one appropriate to the desired time of entry. A minimum pass mark of 60% on all three sections is required for this basis of entry. **Applicants are allowed to sit the exam once per year.**

Applicable degrees for this Admission status are Teacher Education, Business Administration, Management Studies, Social Work and Religion and Theology.

C. TECHNICAL AND VOCATIONAL GRADUATES

Applicants who are graduates of technical or vocational programmes must have successful completion of the Grade III or IV certificate from secondary level technical/vocational schools. Applicable only for continuation in similar programmes of study.

D. UNDECLARED STUDENTS

This term applies to any student who meets **the general** admissions standards **of the University**, but who has not decided upon a major. It may also refer to students whose classification cannot be determined at the time of admission because the programme for which they have applied is full. Students are allowed one year to declare their major and/or get enrolled in their programme of choice.

E. SPECIAL STUDENTS

- a. **Non-degree.** This refers to individuals who do not qualify for regular University admission, but who may wish to benefit from university classes. They may be admitted into certain courses, do all class work, sit for all tests and be issued grades. A non-degree student enrolment is limited to two semesters and a maximum of 10 credits per semester.
- b. **Full-time working student.** This refers to individuals who qualify for University admissions but who will be working for at most one year. At the point of matriculation, the current *Bulletin* will be in effect.
- c. **Transient students.** This refers to students who are registered at other approved tertiary institutions, but choose to take some classes at Northern Caribbean University with the intention that credits thus earned will be transferred to the students' original institution. If a college or university gives prior approval to the arrangement, no transcript is required. A letter is required from the University Registrar or Vice-president for Academic Administration, certifying that the students are in good and regular standing at their home institution.

RE-ENTRY

University students who have been out of their respective programmes for at most two years must complete the re-entry form; thereafter, the student must submit a complete reapplication. All matriculation requirements for any acceptance granted other than regular status must be met before the student is reaccepted (for example acceptance granted for Pre-University or Unclassified).

REAPPLICATION

1. Students whose GPAs fall below 1.5 for two consecutive semesters will be required to withdraw for a period of not less than one academic year.
2. Students who plan to continue studies, using the Associate of Science/Associate of Arts (A.Sc./A.A.) as matriculation into the Bachelor's programmes (B.Sc./B.A.), must reapply by filing a regular application form, including current medicals and references. Such applications are processed for the ensuing acceptance period (the following school year). For this acceptance to be considered, the student must have graduated with a minimum 2.50 GPA.

All matriculation requirements for any acceptance granted other than regular status must be met before the student is reaccepted (for example, acceptance granted for Pre-University or Unclassified). The current *Bulletin* will be in effect.

ADMISSION OF FORMER STUDENTS

A student who withdraws for one school year or longer (prior to the proposed date of return) must update personal information by completing a regular application form. If the student has attended another college or university since last enrolment, an official transcript from that institution must be submitted, as well as new recommendations. All matriculation requirements for any acceptance granted, other than regular status, must be met before the student is

reaccepted (for example, acceptance granted for Pre-University or Unclassified). The current *Bulletin* will be in effect.

ADMISSION OF TRANSFER STUDENTS

In order to be considered for admission, transfer students must be in good social and academic standing at all institutions previously attended. Students who transfer from approved institutions of higher education may have credits earned in those institutions accepted without validating examinations by doing the following:

1. **Submitting complete transcripts from schools attended.** Regular placement is dependent on evaluation of the transcripts. Transcripts will not be regarded as valid unless they are sent by the Registrars of the institutions directly to the Recruitment and Admissions Office of Northern Caribbean University. Not more than 96 semester credit hours may be accepted toward a bachelor's degree and 32 semester credits toward an associate degree or a diploma.
2. **Meeting a grade of 'C' on all transferable credits.** For a credit to be accepted, the student must have at least a 'C' and it must be relevant to the student's particular programme at Northern Caribbean University. An applicant's work may be summarized on one transcript; but transfer credits will not be accepted until an official transcript has been received from each institution. For transfer purposes, quarter credits will be converted to semester credits.
3. **Meeting Northern Caribbean University entrance requirements** if transferring with less than sophomore standing from an accredited or approved college or university:

Note

- Transfer credits are regarded as provisional from the time of an applicant's admission until the completion of 16 credits, with at least a 2.5 GPA, and are applied to their permanent record at the time of graduation.
- If a student requests a transcript from Northern Caribbean University before he/she graduates, credits from institutions previously attended will not be listed on the transcript. After the Recruitment and Admissions Office has received official transcripts, an assessment will be given to the student and to the relevant department chairperson.
- Students applying from approved colleges or universities with a grade point average of at least 2.00 may be accepted on probation. Their status will be regularised only after the completion of 16 credits with at least a 2.5 GPA.
- The University reserves the right not to accept transfer credits for subjects that are unique to its philosophy.
- Credits used for matriculation will not be used for credit transfers, but exemptions only.
- Programmes or courses older than 10 years will not be used to grant transfers. The applicant may seek these credits by way of Challenge Examination.

CARIBBEAN ADVANCED PROFICIENCY EXAMINATION (CAPE®) EQUIVALENCIES

The grades awarded by the Caribbean Examinations Council (CXC) CAPE® are deemed equivalent as follows:

CXC Grade	Institution's Grade Points
I	4.0
II	3.5
III	3.0
IV	2.5
V	2.0

However, **only** CAPE® Units completed at grades I - IV will be applicable for transfer credits. Applicants must earn at least a grade III in their core and at least a grade IV in General Education courses to be eligible for the transfer credits or exemptions. Only CAPE® Units completed at the I-V grades will be awarded credit. No credits will be awarded for CAPE® Unit scores of grades VI or VII.

To be considered for subject transfer and admission to Northern Caribbean University, based upon the CXC Associate Degree (CXC-AD), students must have a minimum of 2.5 cumulative grade point average. CAPE® courses are generally done in Units: Unit I (U1) and Unit II (U2). There are instances where two Units are required to grant transfer of credits.

There are four categories by which an applicant's CXC Associate Degree may benefit:

1. Full benefit of the CXC-AD *en bloc*. Applicants with the acceptable grade Point Average (GPA) are eligible to benefit from a 3rd/Junior year advanced placement status to be applied only to a degree in the same field as the CXC-AD. All associate degrees must be evidenced by valid documentation (the Specialized Degree Certificate and transcript undergo thorough assessment at Northern Caribbean University). *Upon entry, should applicants meet all requirements/conditions that allow them to take the courses as outlined on their academic check sheet, provided by their department, they should complete the desired Bachelor's Degree in no more than two (2) academic years and one semester. Persons with a GPA of 2.5 and above, may have an advantage over others with a lower GPA.*
2. Applicants having only Caribbean Advanced Proficiency Examination (CAPE®) Units certification without the CXC® Associate Degree, or those with incomplete or full associate degrees not aligning with their chosen academic field, may only benefit from subject-by-subject transfers as fulfilling partial credit requirements toward a course of study and may benefit in the following ways:
 - *Transfer* – means that the credits assigned are counted toward the student's degree.

- *Exemption* – suggests that the student would not be required to take the course for which he/she has been granted such. However, if he/she falls short with the required number of credits for the specified degree, only then will the student be required to account for additional credits.
- *Adoption* – NCU can accept and utilize the CXC AD Curriculum in developing any specialized area based on needs, demand and/or current trends.

CXC Subject	NCU Equivalency
Accounting (U1)	Accounting Fundamentals and the Professional Accountant
Accounting (U2)	Financial Accounting
Applied Mathematics (U1 & U2)	Probability and Statistics
Biology (U1)	Foundations of Biology I
Biology (U2)	Foundations of Biology II
Caribbean Studies (U1)	Caribbean Perspectives
Chemistry (U1)	Introduction to Chemistry; Biochemistry for Nurses; General Chemistry I
Chemistry (U2)	General Chemistry II; Organic Chemistry I
Communication Studies (U1)	Freshman Composition I & II
Computer Science (U1)	Introduction to Programming
Computer Science (U2)	Systems Analysis & Design; Software Engineering
Digital Media (U1 or U2)	Digital Publishing
Economics (U1)	Microeconomics
Economics (U2)	Macroeconomics
Entrepreneurship (U1)	Introduction to Entrepreneurship
Entrepreneurship (U2)	Principles of Management; Principles of Marketing
Environmental Science (U1)	Environmental Health; Principles of Sustainable Development; Natural Resource Development (Elective)
French (U1)	Beginning French I & II; Intermediate French I
French (U2)	Intermediate French II; Advanced French I
Geography (U1 & U2)	Introduction to Human Geography; Introduction to Physical Geography; Natural Hazards and Environmental Management; Geomorphology; Agricultural Geographic Systems; Caribbean Geography; Field and Natural History
History (U1 or U2)	Caribbean Perspectives; Caribbean History I
Information Technology (U1)	Introduction to Computer Science
Integrated Mathematics (U1)	Applied Business Math; Business and Calculous Math I
Law (U2)	Company Law
Literatures in English (U1)	Introduction to Literature I
Literatures in English (U2)	Introduction to Literature II
Management of Business (U1)	Principles of Management
Management of Business (U2)	Principles of Marketing
Performing Arts (U2) Option A: Cinematic Arts	Introduction to TV Production; Television Production I
Physics (U1)	General Physics I
Physics (U2)	General Physics II
Pure Mathematics (U1 & U2)	College Algebra; Fundamentals of Mathematics; Pre-Calculus I; Pre-Calculus II; Calculus I
Pure Mathematics (U1) or (U2)	College Algebra; Calculus I
Sociology (U1) or (U2)	Introduction to Sociology; Sociology of the Caribbean
Spanish (U1)	Beginning Spanish I; Intermediate Spanish I
Spanish (U2)	Beginning Spanish II; Intermediate Spanish II
Tourism (U1) or (U2)	Introduction to Tourism

BASES OF DENIAL/WITHDRAWAL OF ACCEPTANCE

The applicant may be denied acceptance on the basis of the following:

1. Programme of choice being full (offer alternative/s)
2. Failed Interview
3. Revelations of background checks
4. Assessment of brief essay/statement of purpose in letter/video
5. Document falsification (to include overseas students whose documents are not in keeping with, or who do not accept the offer within a certain time frame).

ACADEMIC INFORMATION

UNIVERSITY RECORDS

- REGISTRATION
- IMPORTANT DATES
- REGISTRATION RESPONSIBILITY
- STOPS TO REGISTRATION
- UNIVERSITY REGISTRAR CANCELLATION OF SCHEDULE
- STUDENT REMOVAL FROM OR CHANGE IN COURSE SELECTION
- DEMAND FOR COURSES
- DIRECTORY OF CLASSES
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ACADEMIC POLICIES AND REQUIREMENTS

- ACADEMIC YEAR
- COLLEGES & PROGRAMMES
- DISTANCE LEARNING
- ACADEMIC ADVISEMENT
- GENERAL EDUCATION REQUIREMENTS
- CHANGES IN REGISTRATION & REFUNDS
- RESIDENCY REQUIREMENTS
- CLASSIFICATION OF STUDENTS
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- CLASS ATTENDANCE AND ABSENCE POLICIES
- CLASS LOAD
- CO-REQUISITE AND PREREQUISITE COURSES
- ACADEMIC & CLASSROOM CONDUCT
- GRADING PRACTICES
- GRADES, QUALITY POINTS & GPA
- RETENTION STANDARDS AND ACADEMIC PROBATION
- EXAMINATIONS
- SERVICE LEARNING
- LECTURE SERIES
- ACADEMIC GRIEVANCE PROCEDURE
- SUSPENSION, DISMISSAL & REINSTATEMENT
- WITHDRAWAL FROM UNIVERSITY
- TRANSCRIPTS
- MISCELLANEOUS POLICIES
- GRADUATION REQUIREMENTS AND PROCEDURES
- ABBREVIATIONS & SYMBOLS

ACADEMIC SUPPORT CENTRE

- HIRAM S. WALTERS RESOURCE CENTRE

UNIVERSITY RECORDS

The Office of the University Registrar is the official custodian of permanent academic records of all past and currently enrolled students at Northern Caribbean University (NCU). It is responsible for registering students and for maintaining official student and departmental records for the semester, session or module in progress; preparing transcripts; certifying attendance for loan purposes; implementing and monitoring academic regulations; certifying eligibility to graduate; and providing services and information to students, faculty and administration. Reports and certification of attendance and grade point average are made to governmental agencies with the student's permission and/or request.

A permanent record is kept for each student and contains the following: name and address, date and place of birth, ID number, admission data, courses pursued, grades earned and an explanation of the grading system, date of graduation, degree conferred, diploma or certificate awarded.

Students should consult with this office for questions concerning registration, errors in registration records, dropping and adding courses, cancellation of registration and grade problems.

Report immediately all changes in permanent and local addresses, name and residency to the offices of University Records, Student Finance and the Vice-President for Student Services. This is to ensure that the records reflect these changes. Any change of name must be accompanied by certified documents.

REGISTRATION

The processes in the University Registrar's Office are now fully digitized, including the registration process. Registration must be done online within the published timelines. This means that published timelines must be observed, considering that the Records Office will not be utilising paper registration forms. Therefore:

- Students will be required to complete their registration online within the published timelines.
- The registration portal for the semesters and modules will be opened at least three months prior to the start of the semester/module to allow selection of courses by students. Students will be advised by e-mail from the University Registrar's Office (by the University's eBulletin) when the registration portal is opened. This information will also be available on the Æorion system.
- The allowance for late registration will be discontinued.
- Teachers are required to enter their grades within the published grade entry period so that students will be able to make informed decisions when selecting their courses and activating their accounts for the ensuing semester or module.
- Course offerings for the semester and module will be made available in an appropriate timeframe.

The dates for registration are strictly observed. Note important dates below.

IMPORTANT DATES

Two (2) weeks after the beginning of classes is the deadline for:

1. Adding Classes/Challenge grade submission
2. Changing of a class section
3. Dropping a class for a 90% refund.

Four (4) weeks after the beginning of classes is the

1. Deadline for dropping a class for a 60% refund
2. Beginning of “W” grades for dropped courses.

There is no additional refund period.

Mid Semester (7 weeks) after the beginning of classes, “WP/WF” grades are assigned for dropped courses.

Two (2) weeks before the beginning of final examinations is the deadline for dropping courses for the semester.

For **Summer**, two (2) days are treated as two weeks in the semester. The same procedures outlined above are applied using this principle.

Filing for Graduation: Application for graduation must be done online within the published timelines using the Æorion system. At the beginning of the junior year of the programme within which the students are expected to graduate, they should consult with their Adviser and department head and apply to be listed as prospective graduates using the online Graduation Application form available on the Æorion Learning Management System (LMS). The prospective graduand should ensure that the application form is completed accurately and submitted. If the prospective graduand did not fulfil all qualifications and therefore was not eligible for the date of graduation on the form submitted, a new online Graduation Application form for ensuing graduation must be submitted within the timelines stated.

N.B. Reference should be made to the University calendar (or University Records web page) for the actual dates. THESE DATES/DEADLINES OUTLINED ABOVE ARE STRICTLY OBSERVED.

Registration Responsibility

Students are responsible for meeting prerequisites and co-requisites for each course in which they are enrolled. Students are also responsible for any changes made to their schedule.

Students will receive credit only for those courses for which they are properly registered. Likewise, students will be held responsible for every course for which they register unless they officially drop the course or cancel registration during the published periods for this action.

Stops to Registration

Registration is prevented if all academic and/or administrative requirements have not been fulfilled prior to the semester/session/module. A “stop” may be placed on the student records if one or more of the following deficiencies exist: academic dismissal, suspension, academic probation, incomplete admissions documents (including proof of external passes), lack of current

medical records (renewable every two years), citizenship probation, fiscal deficiency or failure to process readmission papers after a withdrawal or after a one-year absence from the University and any other situation that may be so classified by the University. Failure to meet specific requirements of a College, School or Department may induce a registration “stop.”

Students notified of a “stop” should contact the notifying office immediately and arrange for removal to be allowed to register for classes, receive official transcripts, and/or receive a degree/diploma.

If students with a “stop” on their record are allowed to register in error, they will be considered illegally enrolled in the University. If the “stop” is not removed after notification of such an error, the student’s registration is subject to cancellation.

University Registrar Cancellation of Schedule

Students allowed to register in error will have their registration cancelled by the Office of University Records. (See Stops to Registration)

Student Removal from or Change in Course Selection

Students who have not completed registration (not activated) within one week of the published registration date will have their course selections removed from the system and will therefore have to make selections again based on available seats.

A student may change the courses originally registered for during the first two weeks of a semester or two days for a summer session by submitting a “Change in Registration Form” to the Office of University Records. This is subject to available seats. There is a processing fee of 10% that is charged during this time period. After this period, students may drop classes with further charges until two weeks before the commencement of final examinations (See Grading). Students who cancel their registration (dropped all classes) and are not enrolled for the following semester (non-enrolment for two consecutive terms) must apply for readmission to the University.

Demand for Courses

The University does not guarantee instruction in any course when the number of students desiring that course is fewer than fifteen (15).

The online registration system will inform students if they have attempted to register for classes during the same time period. Therefore, it is important to plan very carefully with their adviser before requesting courses.

Directory of Classes

Each academic semester and summer session, the office of Academic Administration at Northern Caribbean University (NCU) publishes the timetable for the ensuing period, which lists course offerings, with the meeting time and location of each course, and where possible the instructor who will be responsible for each course. Payment information is published by the Office of Student Finance prior to each ensuing year.

Students are advised to organise, with the assistance of their adviser, their material, and plan their schedule before using the web. Students must contact the appropriate departmental office for any clearances or authorizations needed. Individual instructors should be contacted for courses requiring “permission of instructor”. It is important to take care of any academic or administrative holds before attempting to register.

How to Find a Course in this *Bulletin*

The departments/programmes can be found, numerically, in the “Academic Departments” section, where each course offered in a given programme is listed, including title and credit hours. The course description is outlined at the end of the department’s course offerings.

ACADEMIC POLICIES AND REQUIREMENTS

ACADEMIC YEAR

The academic year consists of two semesters, beginning in August and January respectively. (In the summer, there are two summer sessions of six weeks each). The Department of Professional & Continuing Education operates on a modular basis. Six modules are completed during the year.

COLLEGES AND PROGRAMMES

Northern Caribbean University offers fifty-four (54) undergraduate degrees: 41 at the baccalaureate level and fourteen (14) at the associate degree level, as well as other certificates and diplomas. These are offered in four (4) Colleges and one (1) School, namely, the College of Business and Management, College of Education and Leadership, College of Humanities, Behavioural and Social Sciences, College of Natural and Applied Sciences, Allied Health and Nursing, and the School of Religion and Theology.

COLLEGE OF BUSINESS AND HOSPITALITY MANAGEMENT

DEPARTMENT OF BUSINESS ADMINISTRATION AND MANAGEMENT

- Bachelor of Science in Business Administration with Emphasis in:
 - Accounting
 - Finance
- Bachelor of Science in Management Studies with Emphasis in:
 - Entrepreneurship
 - Human Resource Management
 - Marketing
 - Tourism
- Bachelor of Science in Hospitality and Tourism Management with Emphasis in:
 - Food and Beverage Management
 - Resort and Spa Management
 - Travel and Tourism Management
- Associate of Science in Business Management
- Associate of Science in Hospitality Management
- Minor in Hospitality and Tourism Management
- Minor in all Emphases

COLLEGE OF EDUCATION AND LEADERSHIP

DEPARTMENT OF TEACHER EDUCATION

- Bachelor of Arts in Early Childhood Teacher Education
- Bachelor of Arts in Primary Teacher Education
- Bachelor of Arts in Secondary Teacher Education
- Bachelor of Science in Secondary Teacher Education
- Seventh-day Adventist (SDA) Teacher Certification

COLLEGE OF HUMANITIES, BEHAVIOURAL AND SOCIAL SCIENCES

DEPARTMENT OF BEHAVIOURAL SCIENCES

- Bachelor of Science in Counselling
- Bachelor of Science in Criminal Justice
- Bachelor of Science in Family Studies
- Bachelor of Science in Guidance Counselling
- Bachelor of Science in Psychology
- Bachelor of Social Work
- Associate of Science in Criminal Justice
- Associate of Science in Family Life Education
- Associate of Science in Social Work
- Minor in Corrections and Rehabilitation
- Minor in Family Life Education
- Minor in Forensic Science
- Minor in Guidance Counselling
- Minor in Law
- Minor in Law and Political Science
- Minor in Law Enforcement
- Minor in Political Science and Government
- Minor in Psychology
- Minor in Sociology
- Minor in Social Work
- Certificate in Crime and Security Management
- Certificate in Family Life Education

DEPARTMENT OF COMMUNICATION STUDIES

- Bachelor of Arts in Communication Studies
- Minor in Communication Studies

DEPARTMENT OF GENERAL STUDIES

- Bachelor of Arts in General Studies

DEPARTMENT OF HUMANITIES

- Bachelor of Arts in English
 - Literature Emphasis
 - Writing Emphasis)
- Bachelor of Arts in History
- Bachelor of Arts in Spanish Studies
- Minor in English
- Minor in French
- Minor in History
- Minor in Social Studies
- Minor in Spanish
- English as a Second Language (ESL-proficiency)

DEPARTMENT OF MUSIC AND FINE ARTS

Music

- Bachelor of Arts in Music
- Bachelor of Music in Music Education
- Bachelor of Music in Performance and Pedagogy
- Associate of Arts in Music
- Minor in Music
- Certificate in Performance and Pedagogy

Fine Arts

- Associate of Arts in Visual Art
- Minor in Art

COLLEGE OF NATURAL AND APPLIED SCIENCES, ALLIED HEALTH AND NURSING

DEPARTMENT OF BIOLOGY, CHEMISTRY AND ENVIRONMENTAL SCIENCES

Agricultural Sciences

- Bachelor of Science in Agriculture
- Bachelor of Science in Agronomy
- Associate of Science in Agriculture
- Diploma in Tropical Agriculture

Biological Sciences

- Bachelor of Science in Biological Sciences
- Associate of Science in Biology
- Minor in Biology

Biochemical Sciences

- Bachelor of Science in Biochemistry

Chemical Sciences

- Bachelor of Science in Chemistry
- Associate of Science in Chemistry
- Minor in Chemistry

Environmental Sciences

- Bachelor of Science in Environmental Science
- Bachelor of Science in Applied Environmental Geography
- Minor in Environmental Science

DEPARTMENT OF COMPUTER AND INFORMATION SCIENCE

Computer Science

- Bachelor of Science in Computer Science
(Concentrations available in Software Engineering, Information Security, and Data Communications and Networks)

Computer Information Systems

- Bachelor of Science in Computer Information Systems
(Concentrations available in Networking, Data Management, Information Security, Technology Management, and Digital Design)
- Minor in Computer Information Systems

Information Technology

- Bachelor of Science in Information Technology
- Associate of Science in Information Technology
- Diploma in Information Technology

DEPARTMENT OF DENTAL HYGIENE

- Bachelor of Science in Dental Hygiene
- Associate of Science in Dental Hygiene

DEPARTMENT OF MATHEMATICS AND ENGINEERING**Mathematics**

- Bachelor of Science in Mathematics
 - Pure and Applied Mathematics Concentration
 - Actuarial Science Concentration
 - Minor (optional from any other department)
- Minor in Mathematics

Engineering

- Bachelor of Science in Electrical and Electronic Engineering
 - Power Systems and Process Control Concentration
 - Renewable Energy Systems Concentration
- Bachelor of Science in Computer Systems Engineering
- Associate of Science in Engineering
- Minor in Engineering

DEPARTMENT OF MEDICAL TECHNOLOGY

- Bachelor of Science in Medical Technology
- Phlebotomy Technician Certificate

DEPARTMENT OF NURSING

- Bachelor of Science in Nursing (Generic)
- Bachelor of Science in Nursing (RN-BSc Upgrade)

DEPARTMENT OF NUTRITION, DIETETICS AND FOOD SCIENCE

- Bachelor of Science in Dietetics
- Associate of Science in Dietetics
- Minor in Food and Nutrition

SCHOOL OF RELIGION AND THEOLOGY

DEPARTMENT OF RELIGION AND THEOLOGY

- Bachelor of Arts in Religion and Theology
- Minor in in Religion and Theology
- Minor in Biblical Languages
- Minor in Youth Ministry

DEPARTMENT OF PROFESSIONAL AND CONTINUING EDUCATION

- Bachelor of Science in Business Administration (See department’s listing)
- Associate of Science in Business Administration (See department’s listing)
- Bachelor of Science in Management Studies (See department’s listing)
- Bachelor of Science in Secondary Education (See department’s listing)
- Bachelor of Arts in Secondary Education (See department’s listing)
- Bachelor of Arts in Primary Education (See department’s listing)
- Bachelor of Science in Guidance Counselling (See department’s listing)
- Bachelor of Science in Social Work (See department’s listing)
- Associate of Science in Social Work (See department’s listing)
- Associate of Science in Information Technology (See department’s listing)

DISTANCE LEARNING

Through the availability of interactive technology, students now have the option of accessing increased educational opportunities. At Northern Caribbean University, Distance Education is to be included in some way in all courses, with some courses being offered fully by distance. At its most basic level, distance education takes place when a teacher and student(s) are separated by physical distance, and technology (i.e., voice, video, data, and print), often in concert with face-to-face communication, is used to bridge the instructional gap. Distance Education provides students with other options for gaining access to a college education and reaches those disadvantaged by limited time, distance or physical disability. Courses that are delivered online are done in keeping with the Distance Education's regulatory framework which also includes the Board of the International Network for Quality Assurance Agencies in Higher Education (INQAAHE), Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) and the US Department of Education (Family Educational Rights and Privacy Act [FERPA]). All these entities establish requirements and standards for the delivery of quality distance education services and ensure that effective mechanisms are implemented for the prevention of fraudulent activities in the context of online learning. **The following represents the available courses which may from time to time be adjusted. Please consult with the Distance Education Department for detailed course descriptions and other pertinent information.**

- DTED108: Medical Terminology - 8 weeks
- DTED113: Business Communication & Writing - 8 weeks
- DTED115: Customer Relations - 6 weeks
- DTED116: Introductory Principles of Accounting & Finance - 10 weeks
- DTED118: Public Speaking - 10 weeks
- DTED137: Small Business Management - 10 weeks
- DTED139: Investment and Portfolio Management - 12 weeks
- DTED142: Crisis, Trauma & Grief Counselling - 12 weeks
- DTED144: Crime & Security Management - 8 weeks
- DTED 148: Conflict Resolution & Management - 12 weeks:
- DTED152: Social Media Strategist – 10 weeks
- DTED153: Sales & Marketing - 10 weeks
- DTED156: Digital Marketing -12 weeks
- DTED159: Techniques of Photography - 10 weeks
- DTED160: Supervisory Management - General - 10 weeks
- DTED163: Supervisory Management – Healthcare - 10 weeks
- DTED168: Supervisory Management – Hospitality - 10 weeks
- DTED169: Grant Writing & Rural Development - 10 weeks
- DTED171: Introduction to Occupational Health & Safety - 13 weeks
- DTED175: Tax and Taxation - 6 weeks
- DTED180: Internet Business Associate - 10 weeks
- DTED192: Introduction to Hotel Operations Management - 6 weeks
- DTED197: Events Planning -13 weeks
- DTED210: Project Management (PMI Curriculum – Professional Certification) - 13 weeks
- DTED213: Logistics & Supply Management - 15 weeks

VOCATIONAL EDUCATION AND EMPOWERMENT TRAINING INSTITUTE (VEETI)

The Office of VEETI was established in the 2018-2019 academic year to establish and strengthen the University's vocational offering in keeping with the Seventh-day Adventist philosophy of education, which encourages the wholistic development of students. The Department represents a collaboration between Northern Caribbean University and the Ministry of Education to offer a variety of competency based programmes to individuals consequently bridging the gap between traditional and non-traditional education.

The objectives of VEETI are to:

1. Liaise with the relevant Government agencies in respect of the proposed partnership agreement;
2. Be the means through which the University implements its personal empowerment training programme for unattached, at-risk youth in communities throughout Jamaica – a major undertaking of the University's recently launched community social intervention programme, R.E.S.CU.E. 2020;
3. Provide an alternative path for students who would not normally achieve professional qualification through traditional academic channels;
4. Prepare students with the necessary skills to acquire professional certification.

In collaboration with the Ministry of Education and Information – Center of Occupational Studies, The Joint Committee for Tertiary Education and the HEART Trust/NSTA, VEETI offers:

1. The Associate degree in Occupational Studies – emphasis in:
 - Business Processing Outsourcing
 - Retailing and Merchandizing Operations
 - Turf Grass Management
 - Allied Health Care.

Entry Requirements:

 - Age range: 16 to 21 years
 - High school graduate
 - CAP Level 2 OR HEART Certificate, Level 2.
2. Career Advancement Programme (CAP): Levels 1 and 2; emphasis in:
 - Data Operations
 - Customer Engagement
 - Teacher Assistant.
3. Short courses in various disciplines for certification with the HEART Trust/NSTA.

The degree for these courses will be granted by Northern Caribbean University.

ACADEMIC ADVISEMENT

Northern Caribbean University offers academic advisement to its students to facilitate the successful completion of programmes of study. This advisement process involves activities that monitor students' progress in meeting programme requirements and helps students develop the ability to assess their own academic progress. Academic advisers are assigned by the department prior to or during the orientation period. Students should consult their academic departments to officially meet their assigned Academic Adviser. Academic Advisers assigned to students will provide a number of services to include interpretation of policies and procedures, assistance in registration processing, assessment of transfer credits, and referral, as appropriate, to institutional services that address academic or personal issues. The Academic Success Unit also operates as an advisement office for all students.

Northern Caribbean University cannot assume responsibility for challenges that may develop from the academic advisement process, if students violate or fail to observe pertinent academic policy agreements and regulations.



GENERAL EDUCATION REQUIREMENTS

The general education goals reflect broad, non-specific categories of learning that provide context for curricula, teaching, and student learning. In a bid to strengthen the academic core, and to present the profile of a Northern Caribbean University graduate, a set of leading 21st century goals have been identified. These goals cut across disciplines and indicate what our graduates can do. Achievement of the goals will equip our students to excel in their life's pursuit and to meet Jesus as Saviour. The General Education core is also designed to ensure that the standards set by both the AAA and the UCJ for general education are being met.

The General Education matrix (GEm) below shows the recommended University Council of Jamaica (UCJ), Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA) and NCU learning outcomes requirements. For the bachelor's degree, students need to account for 32-42 credits of courses from this matrix.

The NCU has identified five institution-wide learning outcomes (ILOs) to guide the General Education component of your programme, inclusive of: critical thinking, internationalization, ethics and reasoning, integrated literacies and skills and innovation. These are seen on the right side of the GEm. Each learning outcome has specific goals and objectives to ensure each student receives a world class liberal arts education. The UCJ and the AAA have identified at least six categories for general education, shown on the left side of the GEm. In order for a course to qualify as a General Education course, it must meet the AAA, UCJ and NCU learning outcomes. The course must therefore, reflect the goals of the UCJ and the AAA as well as satisfy at least two of the institution-wide learning outcomes (ILOs) goals. Students must successfully complete all the ILOs. An asterisk (*) is used to show the ILOs satisfied by each course.

The aims of the General Education component of the academic programmes are to:

1. Enable students to examine the nature of God, man's relation to Him and the scriptural foundation of reality, knowledge/truth and values. Through the student's interface with these and other spiritual activities, it is hoped that the spiritual dimension of the whole being, which is an integral part of the University's philosophy of education, will be fostered.
2. Develop in students, effective verbal and written skills through the study of the English language, as well as other modern languages and the application of writing and speaking techniques.
3. Develop in students an understanding of, and the ability to interrogate the forces that shape the individual and society (locally, regionally and globally), an appreciation of aesthetics, and insight into a variety of cultures through engagement in literary, musical and historical themes.
4. Help students realise the importance of healthy living and the need for regular programmes of physical exercise.
5. Enable students to understand the natural environment and the source of creative power and order, through the study of science, mathematics, technology and liberal arts.
6. Provide students with an opportunity to perform physical work for the development of skills and proper attitudes towards work in its varied forms.

The maximum number of credits each student is required to account for within each category is specified as:

- 9 credits of Critical Thinking -- CT
- 6 credits of Internationalization Awareness -- IA
- 15 credits of Religion, Ethical Reasoning and Values -- ER
- 9 credits of Integrative Literacies -- IL
- 6 credits of Creative and Innovative Thinking and Skills Building – CITSB.

Given that a single course can only fulfil up to two General Education requirements, departments need to identify which two requirements are being met by the course by the following notations/labels - CT, IA, ER, IL, CITSB. Additionally, courses used for the General Education requirement may also be counted towards minors and cognates, but not the core within a major, which can only be used once.

Students must take at least:

- * Freshman Seminar or University Orientation
- 6 credits of academic writing
- 3 credits of modern language or as required by department
- 3 credits of a quantitative course aimed at applying effective and efficient mathematical reasoning to solve problems at the appropriate level
- 12 credits of religion, values and ethics
- 3 credits of SDA educational philosophy.

GENERAL EDUCATION REQUIREMENTS FOR BACHELOR'S DEGREES

The General Education (GE) requirements for all bachelor's degrees is an average of twenty-five per cent (25%) of the required minimum of 128 semester credits. Based on the range of credits across disciplines, GEs may range from 32-45 credit hours. Variations in the total credits required for the completion of the degree or the General Education requirements are indicated in the sections of the *Bulletin* that relate to the various academic departments. Please consult the appropriate academic department or your academic adviser for details regarding your programme.

***University Orientation:** Each student is required to take either EDUC100 or EDUC110 as stated below and pay the equivalence of one credit. The grade for this compulsory course will be reflected, on their transcript, as "S" for satisfactory and "U" for unsatisfactory. A satisfactory grade is required for graduation. Because this one credit will not affect the number of credits nor your GPA, the symbol ~ is utilised in the space where the credit value is represented for all other courses.

GENERAL EDUCATION REQUIREMENT MATRIX						
Institutional-wide Learning Outcomes for General Education Course Requirements as established by:						
UCJ-NCU/Global CATEGORIES	NCU/AAA CATEGORIES					
University Orientation	CR	CT	IA	ER	IL	CITSB
*EDUC 100 Freshman Seminar (Freshmen)	~	*	*	*	*	*
*EDUC 110 University Orientation (Transfer students only)	~	*	*	*	*	*
Communication: (6-9 Credits)	CR	CT	IA	ER	IL	CITSB
ENGL119,120 Freshman Composition I & II or	6	*	*	*	*	*
LART119,120 Use of English I & II (Teacher Education only)	6	*	*	*	*	*
COMM251 Oral Communication	3	*	*	*	*	*
Modern Language (as required by major or minor dept.)	3-6	*		*	*	*
COMM259: Voice and Diction	3				*	*
Information and Technological Literacy: (3 Credits)	CR	CT	IA	ER	IL	CITSB
CPTR112 Introduction to Computer Science or	3				*	*
CPTR120 Computer Applications	3				*	*
COMM235: Digital Publishing	3				*	*
PRNT154: Principles of Photography	3		*			*
PURE300: Social and Digital Media	3				*	*
TELE135 (COMM135): Introduction to Television Production	3				*	*
Critical Thinking/Problem Solving: (9 Credits) <i>Appropriate combination of math & Science course based on your programme</i>	CR	CT	IA	ER	IL	CITSB
Mathematics-Numeric						
CHEM121 General Chemistry I	3	*			*	
COMM316 Debate and Argumentation	3				*	*
ECON170 Business and Economics Calculus I	3	*			*	
MATH100 Fundamentals of Mathematics	3	*			*	
MATH121 College Algebra	3	*			*	
PHYS151 General Physics I	3	*			*	
BIOL155 Foundations of Biology I	3	*			*	
BIOL189 Philosophy of Science	3	*			*	
BIOL265 Environmental Health	3	*			*	
CHEM131 Introduction to Biochemistry	3	*			*	
DIET120 Fundamentals of Nutrition	3	*			*	
SCED100 Science for Living	3	*			*	
PSYC251 Statistics and Computing I	3	*			*	*
Historical/Cultural/Environmental Global Awareness: (6-9 Credits) <i>Appropriate combination of courses from each of the three categories based on your programme</i>	CR	CT	IA	ER	IL	CITSB
Music and Art (3 Credits)						
ART*100 Visual Concepts	2	*	*	*	*	*
ART*101: Introduction to the Principles of Art	3	*	*	*	*	*
ART*102: Drawing, Theory and Practice	3	*		*		*
MUCL101, 102 Class Voice I & II (1, 1 credit)	1	*				
MUCL103 & 104 Class Piano I & II (1, 1 credit)	1	*				
MUCL Class Instrument I & II I & II (1, 1 credit)	1	*				
MUCL 106 & 107 Class Recorder I & II (1, 1 credit)	1	*				
MUHL100(109) Music Appreciation	3	*			*	*
MUHL130(201) Survey of Caribbean Music	3	*	*		*	*
MUPC100-107 NCU Chorale	1	*	*			
MUPC200-208 Chamber Ensemble	1	*	*			
MUPB100-107 Concert Band	1	*				
MUPO100-107 NCU Orchestra	1	*				

MURE120(200) Church Music and Worship	3	*			*	*
MUTH100 Fundamentals of Music Theory	3	*			*	*
PSYC251: Statistic & Computing Behavioral & Social Sci I	3	*			*	*
History & Geography (3 Credits)	CR	CT	IA	ER	IL	CITSB
HIST103 Caribbean Perspectives	3	*	*		*	
HIST104 World History I	3	*	*		*	
HIST260 History of Jamaica	3	*	*		*	
GEOG100 Introduction to Human Geography	3	*	*		*	
Psychology, Sociology, Economics & Business (3 Credits)	CR	CT	IA	ER	IL	CITSB
COUN110 Human Skills and Strategies	3	*		*		*
PSYC119 Principles of Psychology	3	*			*	
SOCI120 Introduction to Sociology	3		*		*	
SOCI231 Marriage & Family in Diverse Cultures	3		*		*	
ECON132 Personal Finance & Development	3	*			*	
ENTR104 Elements of Entrepreneurship	1				*	
SDA Educational Philosophy (3 Credits)	CR	CT	IA	ER	IL	CITSB
EDUC151 Fundamentals of Christian Education	3	*	*		*	
Religion, Values and Ethics: (12-15 Credits)	CR	CT	IA	ER	IL	CITSB
BSAD489 Ethics & Values in Business	3			*	*	
CJUS112/SOWK/COUN/PSYC Ethics and Legal Issues	3			*	*	
EDUC/HMEC129 Social and Professional Ethics	3			*	*	
RELB113 God & Human Life – (Compulsory)	3			*	*	
RELB210 Daniel and Revelation (Compulsory)	3			*	*	
RELB205(305) Life & Teachings of Christ– (Compulsory)	3			*	*	
RELT306(206) Prophetic Studies or any RELB, RELT course	3			*	*	
RELT451 Christian Ethics and Moral Development	3			*	*	
Health and Wellness: (2 Credits)	CR	CT	IA	ER	IL	CITSB
HPED111 Health & Physical Education or					*	*
NRSG217 Principles of Wholistic Health (for persons exempted from Physical Education) or HLED109 Health Education	2				*	*
PHED101 Physical Education	1				*	*
PHED102 Weight Training	1				*	*
PHED103 Volleyball	1				*	*
PHED104 Netball	1				*	*
PHED105 Badminton	1				*	*
Social Responsibility/Citizenship:/Experiential/Service Learning/Skills Development: (0 Credits)	CR	CT	IA	ER	IL	CITSB
SRLR100 Service Learning	0	*	*	*	*	*
COMS300 Community Service	0	*	*	*	*	*

GENERAL EDUCATION REQUIREMENTS FOR THE DIPLOMA AND ASSOCIATE DEGREE

The aims of the General Education requirements for the associate degree are the same as for the diploma. Students will select courses as outlined below.

The maximum number of credits each student is required to account for within each category is specified as:

- 9 credits of Critical Thinking -- CT
- 3 credits of Internationalization Awareness -- IA
- 9 credits of Religion, Ethical Reasoning and Values -- ER
- 6 credits of Integrative Literacies -- IL
- 3 credits of Creative and Innovative Thinking and Skills Building -- CITSB

Given that a single course can only fulfil up to two General Education requirements departments need to identify which two requirements are being met by the course by the following notations/ labels - CT, IA, ER, IL, CITSB. Additionally, courses used for the General Education requirement may also be counted towards minors and cognates, but not the core within a major.

Students must take at least:

- * Freshman Seminar or University Orientation
- 6 credits of academic writing
- 6 credits of religion, values and ethics
- 3 credits of SDA educational philosophy.

***University Orientation:** Each student is required to take either EDUC100 or EDUC110 as stated below and pay the equivalence of one credit. The grade for this compulsory course will be reflected, on their transcript, as “S” for satisfactory and “U” for unsatisfactory. A satisfactory grade is required for graduation. Because this one credit will not affect the number of credits nor your GPA, the symbol ~ is utilised in the space where the credit value is represented for all other courses.

GENERAL EDUCATION REQUIREMENT MATRIX Institutional-wide Learning Outcomes for General Education Course Requirements as established by:						
UCJ-NCU/Global CATEGORIES	NCU/AAA CATEGORIES					
COURSE LISTINGS	CR	CT	IA	ER	IL	CITSB
University Orientation	CR	CT	IA	ER	IL	CITSB
*EDUC 100 Freshman Seminar (Freshmen)	~	*	*	*	*	*
*EDUC 110 University Orientation (Transfer students only)	~	*	*	*	*	*
Communication: (6-9 Credits)	CR	CT	IA	ER	IL	CITSB
ENGL119,120 Freshman Composition I & II or	6	*	*	*	*	*
LART119,120 Use of English I & II (Teacher Education only)	6	*	*	*	*	*
COMM251 Oral Communication	3	*	*	*	*	*
Information and Technological Literacy: (3 Credits)	CR	CT	IA	ER	IL	CITSB
CPTR112 Introduction to Computer Science or	3					
CPTR120 Computer Applications	3				*	*
PRNT154: Principles of Photography	3		*			*
TELE135 (COMM135): Introduction to Television Production	3				*	*

Historical/Cultural/Environmental Global Awareness: (6 Credits) <i>Appropriate combination of courses from each of the three categories based on your programme</i>	CR	CT	IA	ER	IL	CITSB
Music and Art (3 Credits) and						
ART*100 Visual Concepts	2	*	*	*	*	*
ART*101: Introduction to the Principles of Art	3	*	*	*	*	*
ART*102: Drawing, Theory and Practice	3	*		*		*
MUCL101, 102 Class Voice I & II (1, 1 credit)	1	*				
MUCL103 & 104 Class Piano I & II (1, 1 credit)	1	*				
MUCL Class Instrument I & II I & II (1, 1 credit)	1	*				
MUCL 106 & 107 Class Recorder I & II (1, 1 credit)	1	*				
MUHL100(109) Music Appreciation	3	*			*	*
MUHL130(201) Survey of Caribbean Music	3	*	*		*	*
MUPC100-107 NCU Chorale	1	*	*			
MUPC200-208 Chamber Ensemble	1	*	*			
MUPB100-107 Concert Band	1	*				
MUPO100-107 NCU Orchestra	1	*				
MURE120(200) Church Music and Worship	3	*			*	*
MUTH100 Fundamentals of Music Theory	3	*			*	*
History & Geography (3 Credits) or	CR	CT	IA	ER	IL	CITSB
HIST103 Caribbean Perspectives	3	*	*		*	
HIST104 World History I	3	*	*		*	
HIST260 History of Jamaica	3	*	*		*	
GEOG100 Introduction to Human Geography	3	*	*		*	
Psychology, Sociology, Economics & Business (3 Credits)	CR	CT	IA	ER	IL	CITSB
COUN110 Human Skills and Strategies	3	*		*		*
PSYC119 Principles of Psychology	3	*			*	
SOCI120 Introduction to Sociology	3		*		*	
SOCI231 Marriage & Family in Diverse Cultures	3		*		*	
ECON132 Personal Finance & Development	3	*			*	
ENTR104 Elements of Entrepreneurship	1				*	
SDA Educational Philosophy (3 Credits)	CR	CT	IA	ER	IL	CITSB
EDUC151 Fundamentals of Christian Education	3	*	*		*	
Religion, Values and Ethics: (9 Credits)	CR	CT	IA	ER	IL	CITSB
BSAD489 Ethics & Values in Business	3					
EDUC/HMEC129 Social and Professional Ethics	3			*	*	
RELB113 God & Human Life – (Compulsory)	3			*	*	
RELB210: Daniel and Revelation	3			*	*	
HMEC129 Social & Professional Ethics						
Health and Wellness: (2 Credits)	CR	CT	IA	ER	IL	CITSB
HPED111 Health & Physical Education or	1				*	*
NRS217 Principles of Wholistic Health (for persons exempted from Physical Education) or HLED109 Health Education	2				*	*
PHED101 Physical Education	1				*	*
PHED102 Weight Training	1				*	*
PHED103 Volleyball	1				*	*
PHED104 Netball	1				*	*
PHED105 Badminton	1				*	*
Social Responsibility/Citizenship/Experiential/Service Learning/Skills Development: (0 Credits)	CR	CT	IA	ER	IL	CITSB
SRLR100 Service Learning	N/C	*	*	*	*	*

CHANGES IN REGISTRATION AND REFUNDS

The registration process includes guidance by the students' curriculum advisers, selection of courses to be taken, payment of fees and a number of related activities. A detailed guide to the registration procedure is provided for each student, and can be followed in web registration.

Students are expected to register on the dates indicated in the calendar of events and in their acceptance or re-acceptance letter.

After registration is complete, students may neither drop nor add a course without completing the 'Change in Registration' form obtainable from the Office of University Records. Courses dropped four (4) weeks after the commencement of classes until the mid-semester will be recorded with a 'W' (Withdrawal) grade. Those dropped after the mid-semester period until two weeks before final examinations will result in a "WP" or "WF" grade.

During the first two weeks of any semester, changes in registration will attract a ten per cent (10%) administrative charge; any change thereafter attracts additional charges. No fee is assessed when a change is made necessary by official alterations of the class schedule.

Ninety per cent (90%) tuition may be refunded for courses dropped within the first two (2) weeks of a semester, and sixty per cent (60%) for those dropped between two (2) and four (4) weeks. No refund is available thereafter. No course may be dropped later than two weeks before the commencement of final examinations.

During the summer sessions, three hours (two days) is equivalent to one week of the regular semester. The changes in registration and attendance apply using this principle. Equivalent requirements apply to Summer Sessions.

These dates for registration and changes in registration are strictly observed.

REPEATED COURSES

A student may repeat a course once without permission. Any further repetitions must be upon the recommendation of the department chairperson and the approval of the Academic Board. The student must register for such a course and must fulfil all course requirements. When a course is repeated, the grade is used in the computation of the student's GPA. The grade of each attempt will appear on the transcript, *but only the last grade will be used to compute the GPA.*

SPECIAL REQUEST COURSES

A Special Request Course (SRC) is any course in the curriculum for which a department has granted permission for a student to take by special request modality. NCU facilitates an SRC option in the event that there is clear documented evidence for which the institution claims responsibility.

- No student may take more than one SRC during any semester or more than two in the duration of his/her programme.

- SRCs should run concurrently with the normal semester schedule and its credits computed in the student's academic load.
- Arrangements for SRCs must be made during pre-registration period; and the normal registration deadlines apply.
- Students on academic probation may not register for an SRC.
- An additional fee equivalent to the cost of one credit is to be charged for SRCs.

EXTENSION COURSEWORK

Northern Caribbean University allows the completion and transfer of coursework from other Seventh-day Adventist colleges/universities so as to provide for cultural and academic enrichment.

All main campus students desirous of doing classes in the Department of Professional and Continuing Education must obtain the signature/approval of the chair of their major department.

CORRESPONDENCE COURSES

A student must secure the permission of the Academic Board before enrolling in a correspondence course, and before such coursework may apply toward the major. Permission will normally be granted only when necessitated by schedule conflicts; correspondence courses will be calculated as part of the student's course load. A student may not repeat by correspondence a course failed in residence. Where correspondence work becomes a necessity for a prospective graduate, the official transcript for the courses completed must be on file in the Office of University Records, by June 30 prior to graduation.

The University will accept, from the Home Study International of Washington, D.C. or other reputable correspondence schools, a maximum of sixteen (16) semester credits toward bachelor's degree programmes, and eight (8) semester credits toward associate degree programmes.

COURSES TAKEN AT OTHER INSTITUTIONS

Students enrolled at Northern Caribbean University **must first obtain permission to enrol in courses at other institutions if credits are to be transferred to Northern Caribbean University.** Such arrangements will require that the other institution be recognised by NCU and the course(s) to be taken approved by direct and documented transaction between the two institutions. The decision in this matter will be taken by the Vice-President for Academic Administration in consultation with the University Registrar. Arrangements made between an institution and a student will not be honoured. Students should be in good standing to do courses at another institution.

Courses failed in residence must be repeated in residence. They may not be repeated at another institution.

CHANGE OF MAJOR DEPARTMENT

Admission to a department is contingent on approval by the department in which the student proposes to take his/her major. Therefore, a student is not free to change major department at will. A change must have the approval of the chair of the department into which the student proposes to transfer as well as the dean of that college/school. This is done through completion of the 'Change of Programme' form available at the Office of University Records.

RESIDENCY REQUIREMENTS

1. A minimum of the final 32 semester credits in a four-year programme and 16 for a two-year programme must be completed on campus.
2. All baccalaureate students must take in residence, at least 20 hours of upper division work distributed in the major and minor.

CLASSIFICATION OF STUDENTS

All undergraduates are classified in one of the following categories:

Freshman: a student who has completed less than 32 semester hours.

Sophomore: a student who has completed between 32 and 63 semester hours.

Junior: a student who has completed between 64 and 95 semester hours.

Senior: a student who has completed 96 semester hours or more and can complete all degree requirements by the end of the 1st summer session.

Special: a student who has met entrance requirements and who wishes to pursue particular studies, but not to qualify for a particular programme.

Please Note: Students whose credits may be sufficient, but whose cumulative grade point average is below 2.0 will be classified in the next lower class until their cumulative GPA is raised to 2.0 or better.

CLASSIFICATION OF HONOURS AND ASSOCIATED EVENTS

Dean's List

Students who carry a minimum of twelve (12) credits, and who maintain a GPA of 3.5 or better during each semester of a given year, with no grade below "B" and no "Incompletes" or "Deferred Grades" (DG), are eligible for membership on the Dean's List.

Honour Roll

Students who carry a minimum of 12 credits, and who achieve a cumulative GPA of 3.0 or better during each semester of a given year, with no grade below “C” and no “Incompletes” or “Deferred Grades” (DG) are considered honour students for that year.

Honours Convocation

Students in the above-mentioned categories are given public recognition at the annual Honours Convocation held in October of the First/Fall Semester of the academic year. Such recognition, however, is conditional upon each student’s demonstrated loyalty to the University and its standards, and upon exemplary citizenship. All grade changes for honourees must be submitted by the second Wednesday of the month of September prior to the event. Grade changes received after that date cannot be accommodated for the October event.

Degree With Honours

Degrees with honours are awarded *cum laude*, *magna cum laude* and *summa cum laude*. To be graduated *cum laude*, the student must earn a cumulative average of at least 3.50; for *magna cum laude*, the student’s cumulative average must be at least 3.70; and for *summa cum laude*, the student’s cumulative average must be at least 3.90. To be eligible for honours, a student must have been in residence for no less than three semesters. Candidates for honours must qualify one semester prior to graduation.

Honours Society

As part of its effort to foster academic excellence, Northern Caribbean University maintains an Honours Society. Students with a minimum grade point average of 3.30 may apply for membership through the Office of Academic Administration.

CLASS ATTENDANCE POLICY

Students are not permitted to attend classes for which they are not registered; nor can they take two courses that meet concurrently. Regular and prompt attendance at all classes is expected of all students. If a student finds it necessary to be absent from a class, a legitimate excuse should be submitted to the teacher of the class by the next working day.

ABSENCE POLICY

Students are expected to attend classes regularly and on time. Instructors will keep an accurate record of class attendance. It is the students’ responsibility to withdraw from a course in which excessive absences have been incurred. Students with excessive absences may only be readmitted to class by the instructor. Students who have not been readmitted to class by the official withdrawal date, may not be readmitted to that class and will receive a mandatory grade “FA”.

After four (4) unexcused absences in a four-credit course, three (3) unexcused absences in a three-credit course, or two unexcused absences in a two-credit course, any further unexcused absences will result in the lowering of the student's grade by the teacher. If a student incurs absences (excused or unexcused) amounting to 20% of the scheduled meeting of classes, the student must either:

- a. withdraw from the course, or
- b. be given a failing grade (FA) for the course.

International students wishing to travel during the Christmas and Easter breaks should make their airline reservations in conjunction with the academic schedule. Vacation travel is not considered a legitimate excuse for missing classes or examinations.

Three tardies (late arrivals) are equivalent to one absence. Immediately following or preceding a vacation, public holiday or day of special events, absences count as double.

CLASS LOAD

Normal and Minimum Class Load

The course load is expressed in semester credits. A semester credit implies one fifty-minute class meeting per week for the semester. The normal class load for a full-time undergraduate student is 18 hours per semester.

Full-time enrolment (FTE) requires a minimum academic load of 12 credits during the semester.

Maximum Class Load

Freshmen may not register for hours in excess of the normal course load. Sophomores, juniors and seniors whose cumulative grade point averages are 3.00 or above may register for 19 credits, or for 20 if their cumulative grade point average is 3.5 or higher.

This regulation which is governed by the student's GPA status, applies also to the summer sessions in which a GPA of 3.00 will allow for taking 14 credits and 15 where it is 3.5. The privilege of this regulation is granted only by petition. **(See also Summer Class Load)**

Correspondence courses are included in the computation of the student's course load. Extra credits will naturally increase the student's tuition charge.

Students' academic loads are governed by the status of their grade point average, financial standing and programmes of study. **(See Academic Probation and Review)**

Probationary Student Class Load

A student who incurs scholastic probation in any semester will be allowed to carry a maximum of 10 credit hours for the following semester. The GPA must be improved to a minimum of 2.00 for continued enrolment in the following semester/summer.

Summer Class Load

The maximum number of credits allowed in the summer is 12 with a maximum of nine (9) per session. For students with a 3.00 or better GPA, a petition may be submitted for the maximum number to follow the semester's structure of 1 additional credit for cumulative GPA of 3.0 and above, and 2 additional credits for cumulative GPA of 3.5 and above **(see Maximum Class Load)**. Courses with low enrolment figures are subject to cancellation. Students should plan carefully in consultation with their advisers for summer work.

WORK LOAD

Students who engage in part-time employment must adjust their programmes to maintain a reasonable balance between work and study. In determining the proper balance, the student's intellectual capacity and previous academic record are considered. Students should consult their advisers in planning the balance of study and work. The following suggested schedule of study and work is based upon past experience and should serve as a guide:

COURSE LOAD	WORK LOAD
7 – 11 Credits	21 – 30 hours per week
12 – 16 Credits	10 – 20 hours per week

Co-Requisite and Prerequisite Courses

Co-requisite courses are two or more courses/subjects that must be undertaken in the same study period. The student must register for the co-requisite courses at the same time; he/she cannot enrol in one without the other.

A prerequisite course is one that must be successfully completed PRIOR to registering for the listed course. A prerequisite course and a listed course cannot be taken at the same study period.

ACADEMIC AND CLASSROOM CONDUCT

1. The instructor has the primary responsibility for control over classroom behaviour and maintenance of academic integrity, and can order temporary removal or exclusion from the classroom, any student engaged in disruptive conduct, or conduct in violation of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.
2. **Plagiarism**, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to the other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a "0" for the exercise or examination, or to assign an "F" in the course. If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures – Grade Appeal (**Grade Grievance Procedure**).

GRADING PRACTICES

At the end of each semester, a report of each student's grades is available on the Intranet. An official copy is also mailed to the address indicated by the student on his/her application to the University.

Grades earned at another institution cannot be used to improve a grade point average or eliminate a quality point deficiency at NCU.

A student who is passing a course but has not completed all of the required work in the course at the end of the semester or summer term may complete the 'Petition for Incomplete Grade Form' and therefore be assigned a grade of "I." The form outlines all cases for which it may be used and the final dates for the assignment of a grade. A grade of "I" is not assigned to any course if a student withdraws from the University.

Once a final grade in a course has been reported by the instructor to the Office of University Records, it cannot be changed except in cases of error in recording or a computational error. A change of grade may be made only by permission of the department chair and is to be done by the end of the semester/session following the one in which the grade was earned. These deadlines are strictly enforced.

Forgiveness Policy

A student may repeat one time, without permission, a course in which an unacceptable grade (less than C in core/major, minor/emphases, cognates and ENGL119, ENGL120, RELB113) was earned. Courses done for other General Education requirements, and elective courses, earning a grade less than "D" (1.00), must also be repeated. If the course is a prerequisite, it must be repeated. The student must register for such a course and must fulfil all course requirements.

The grade received in the last attempt shall be used in computing the overall grade point average. Any further repetitions must be upon the recommendation of the department chairperson and the approval of the Academic Board based on petition. The grade(s) of each attempt will remain on the student's permanent record. However, it (they) will not be used in computing the overall cumulative grade point average (GPA). Grades earned at another institution cannot be used to improve a grade point average or eliminate a quality point deficiency at NCU.

GRADES, QUALITY POINTS AND GRADE POINT AVERAGE

At the end of each semester/module, grades are available for viewing on the student's LMS System (Æorion). The quality of each student's achievement is assessed by means of the University's grading system of grades and quality points and the computation of a Grade Point Average (GPA).

Grades are assigned on the following basis:

Percentage Scored	Assigned
90-100	A
85-89	A-
80-84	B+
75-79	B
70-74	B-
65-69	C+
60-64	C
55-59	C-
50-54	D
0-49	F

GRADING SYSTEM

Grades are assigned numerical values as follows:

Grade	Quality Points	Definition
A	4.00	} Superior
A-	3.67	
B+	3.33	
B	3.00	} Above Average
B-	2.67	
C+	2.33	
C	2.00	} Average
C-	1.67	
D+	1.33	} Below Average
D	1.00	
F	0.00	

All grades "A" through "F" are included in the computation of the GPA. Your grade point average (GPA) is calculated by dividing the total amount of quality points (QP) earned by the total amount of credit hours attempted. To calculate the total Quality Points (QP) earned over a period, follow the example below.

Example of GPA Calculation

Fall Semester 2021				
Course	Credit hours	Grade earned	Quality points as per grade	Quality points earned for course
MATH100	3	A	4.00	12
MUHL344	2	B	3.00	6
BIOL165	4	C+	2.33	9.32
CPTR120	3	B+	3.33	9.99
Total credit hours = 12		Total quality points earned per semester = 37.31		
GPA = 3.11 (37.31/12=3.11)				

The following grades yield no quality points and are not included in the computation: I--Incomplete; WP--Withdrawal while Passing; WF--Withdrawal while Failing; NC--No Credit; P--Pass; DG--Deferred Grade; R--Repeat Required; FC--Failure due to Cheating; and AU--Audited Course.

INCOMPLETE GRADE – I

An "I" is recorded in case of incomplete coursework because of illness or other unavoidable circumstances. Students who receive such a grade will have their course load reduced in the following semester, in order to be able to complete the unfinished work without jeopardizing their success in other classes. The "I" must be removed by the end of the first seven weeks of the semester following the one in which it was incurred; thereafter, it will be replaced as stipulated on the 'Petition for Incomplete Grade' form available at the Office of University Records. An "I" incurred at the end of the second semester should be cleared by the end of the summer. An "I" incurred in the summer must be removed by the end of the first seven weeks of the first semester (i.e., Fall). It is the responsibility of the student to apply for an "I" grade, failing which, the facilitator must compute the final grade in the coursework accounting for all required, whether completed or not.

DEFERRED GRADE – DG

A deferred grade (DG) may be given in a course recognised by the facilitator to contain learning experiences, which, by their nature cannot be completed within one semester or summer session. It is also intended to be used in contract-type courses for the few students who need more than the average amount of time to reach the degree of competence required.

A "DG" must be changed to a grade by the end of the semester following the one in which it was incurred, unless the Vice-President for Academic Administration approves an extension of time upon a petition written by the student and recommended by the facilitator. The Vice-President for Academic Administration will not normally allow more than twelve (12) months for the completion of such a course. A "DG" will be replaced by an "NC" if the course is not completed within the approved period. Where the credits are required as a graduation requirement, the course must be repeated to replace the "NC".

FAILURE DUE TO CHEATING – FC

Students who have been found guilty of examination irregularities will forfeit all grades for the semester in which the irregularity occurred; and an FC – Failure due to Cheating, will be placed on their transcripts.

AUDITED COURSES – AU

Students who plan to audit a course must indicate at the time of registering that they are auditing. The regular registration procedure is followed. Students are not held to attendance, or evaluation requirements for the course and no credits are earned. Audited courses may not be used to meet degree requirements. The audit fee is two-thirds ($\frac{2}{3}$) of the tuition cost.

Should a student desire to change a course being audited to obtain regular credit, its status from audit to credit-basis must be registered in the office of University Records before the scheduled deadline for adding a course. **Challenge examinations are not permitted for courses originally audited.** Students may retake for credit a course they have audited. An "AU" grade will be entered by facilitators when students audit classes. The "AU" grade yields no quality points and is not considered when calculating the GPA.

PASS-NO CREDIT SYSTEM (P-NC)

Students are permitted to enrol for a pass-no credit (P-NC) grade in a limited number of courses to apply to their General Education or their general Elective requirements. They may not take for P-NC grades courses in their major or minor, their certification sequence, or any cognate course required for their major or minor. In these courses, they are to receive the usual letter grades (not P or NC). Reading courses or Directed Teaching are the only exceptions.

Students may not take for P or NC grades, more than one course (maximum of four credits) per semester, during the first two years in residence. For a baccalaureate degree the number of P-NC credits is limited to a maximum of 16 credits; for an associate degree, to 8 credits. Students must earn an equivalent of grade "C" to receive a "P".

FAILURE DUE TO ABSENCE - FA

Registered students with excessive absences who have not been re-admitted to the class by the official withdrawal date (seven weeks after the beginning of classes) will receive a mandatory "FA" grade. If a student incurs absences (excused or unexcused) amounting to 20% of the scheduled meeting of classes, the student must either: (a) withdraw from the course, or (b) be given a failing ("FA") grade for the course. Three tardies (late arrivals) are equivalent to one (1) absence. ("Tardy means fifteen (15) minutes after the beginning of class".)

MISSED FINAL EXAMINATION – ME

The Missed Final Examination facility allows: (i) students with plausible/reasonable explanations or reasons the privilege of petitioning to take this missed final examination at a later date as

stipulated by the Petitions Committee (a sub-committee of the Academic Board) without financial penalty; (ii) students the privilege of registering for their full allowable credits for the semester/module, while being able to sit the missed final examination(s). Students who miss the final examination(s) must petition the Academic Board (through the Petitions Committee) within two weeks after the final examination period; this petition is mandatory and must be completed on a 'Petition to Write Missed Examination(s) for Undergraduates' form. Students with plausible, acceptable and approved reasons will not be required to pay to write the missed examination. However, students who offer other reasons which are not accepted or approved (such as a student's end-of-semester travel plans) will be required to pay a non-refundable Missed Final Examination Fee.

The cost for each examination is forty per cent (40%) of the tuition cost of the course involved (no General Fees applied) and must be paid before the examination is administered. The 'Petition to Write Missed Final Examination(s) for Undergraduates' form must be signed by the Student Finance Office once the fee(s) has/have been paid, and presented to allow entry to the examination room.

List of Plausible and Acceptable Reasons for Missed Final Examination and Requirements

1. **Financial Challenges** - Student's inability to meet financial obligations necessary to allow/permit sitting of the examination. The student must submit official documentation from the Student Finance Office indicating the student's financial status.
2. **Student's critical illness or injury** - The student must submit official documentation of treatment by a medical practitioner within two (2) days of return to school; documentation must specify the inclusive dates to be excused. ("Student's Critical Illness or Injury" is defined as an illness or injury that prohibits students from participating/writing the examination).
3. **Critical Illness of Immediate Family Member** - The student must submit official documentation from the family member's healthcare provider that substantiates the critical nature of the illness and the student's need to provide the care/support. ("Immediate Family" is defined as a spouse/life partner, child, parent, legal guardian, sibling, grandparent or grandchild).
4. **Death of an Immediate Family Member** - The student must submit one of the following: verification on letterhead stationery of the death and the relationship by the family member's healthcare provider, clergy or funeral home personnel; an obituary or funeral programme with the student named as a relative.
5. **Jury Duty or Subpoena for Court Appearance** - The student who seeks an excused absence for jury duty or court appearance must submit his/her subpoena or official notification of jury duty to the dean of his/her college prior to the date of the obligation. ("Jury Duty or Subpoena for Court Appearance" is defined as absences that are a result of official requests from a court of law).
6. **Military Obligations** - The student who seeks an excused absence for military obligation must present official documentation of his/her orders to duty to the dean of his/her college prior to the absence.
7. Other reasons per the discretion of the Petitions Committee

Any student who falsifies information or documentation in order to obtain an approval to write a missed final examination has committed a violation of the Code of Student Rights and Responsibilities and will be referred to Student Services for appropriate sanctions.

Errors and Corrections

Upon receipt of a grade report, students should review it carefully for any errors or omissions. Should any corrections be necessary, they must be made within two weeks of the issuing of the report. The instructor involved should go in person to the Office of University Records, inform the University Registrar of the corrections needed, complete the 'Change of Grade' Voucher and submit the updated student record.

RETENTION STANDARDS AND ACADEMIC PROBATION

The minimum cumulative grade point average (GPA) required by the University for awarding the baccalaureate or associate degree, is 2.25 and 2.00 respectively for all degree level work taken by the student, as part of an approved programme of study. The cumulative GPA for the major (inclusive of core, cognates and emphasis) is 2.50 and 2.25 for the baccalaureate and associate degrees respectively.

The GPA is computed by dividing the total number of hours attempted into the total number of quality points earned, except for credit hours in courses for which the student received a "W", "WP", "WF", "NC", "S", "P", "DG", "AU", or "I". Any enrolled student who meets the minimum academic requirements is in good academic standing at the University. Probationary status will be incurred by the student who fails to meet a 2.00 cumulative grade point average in each semester of enrolment.

ACADEMIC PROBATION AND REVIEW

Satisfactory academic standing is achieved by maintaining a cumulative GPA of at least 2.0. Students are automatically placed on academic probation if their cumulative GPA falls below 2.0. Whenever students' current semester's GPA falls below 2.0, their programmes are automatically placed under review by the Vice-President for Academic Administration, at whose discretion the students' load for the ensuing semester is reduced. The students will be allowed to enrol for up to 24 credits with no more than 12 credits per semester. When the students have completed the 24 credits and the GPA is at 2.0 or above, academic probation will be removed/reversed. If, however, the GPA remains under 2 but above 1.5, further review will be undertaken to determine the action most appropriate to the students' situation.

ACADEMIC INTERVENTION AND RECOVERY PLAN

Students whose cumulative GPA falls below the 2.0 standard must, in collaboration with their academic advisers, develop an Academic Recovery Plan for achieving satisfactory academic standing. Students are to be assessed at the scheduled times to determine the type of intervention necessary and a recovery plan put in place. Academic Recovery is a period in which a student is engaged in a battery of programmes and services to improve his/her academic performance. Students in academic recovery are identified by the University through one of two ways: (i) academic probation/leave reinstatement, and (ii) admission probation. Any student with

less than a 2.00 cumulative grade point average for two or more semesters is a candidate for academic recovery.

EXAMINATIONS

During the week before final examinations, no off-campus field trips or extracurricular activities requiring students' participation may be scheduled. This week should be devoted to the completion of course projects and preparation for examinations.

No examinations are to be scheduled during the Week of Prayer for the Spring and Fall Semesters.

Before being permitted to sit for semester examinations, students whose accounts are not cleared must make satisfactory arrangements with the Office of Student Finance; after which they will be issued permits for submission at the time of examinations.

Students are expected to complete all examinations in each course for which they have registered. Failure to do so will attract a grade of "F." Students who, for financial reasons, wish to petition the Academic Board to sit a missed final examination must do so within two weeks after the Final Examination period, providing plausible reasons and properly documented supporting details. Petition forms are available in the Office of Academic Administration.

Cheating/Dishonesty in Examinations

Students guilty of examination irregularities such as cheating, falsifying entry documentation, obtaining examinations fraudulently at or before the examination time will have their examination cancelled and will be subject to dismissal from the University. In addition, all grades would have been forfeited for the semester in which the irregularity occurred; and an "FC" – Failure due to Cheating, entered on their transcripts.

Challenge Examinations

A challenge examination may be taken by students who wish to waive certain published curricular requirements, or to validate credits from a non-accredited college/university, or to accelerate their studies. Students who petition to receive course credit by challenge examinations must receive a grade of "B" or better on the challenge examination. The cost of such examinations will be two-thirds of the tuition cost of the course involved.

This examination must take place within the "Add" period of the semester/session/module. A grade less than "B" (3.00) means that the student cannot be granted credit through this procedure and is therefore required to register for the course in the same semester.

Students may not challenge courses failed in residence, nor may they challenge courses on the basis of any course taken at this institution. They may challenge only courses for which they have formal documented evidence of adequate exposure to the course content at the same level. Challenge examinations are not permitted for courses originally audited.

The examination must be taken under normal examination conditions which must be arranged by the facilitator under the direction of the Department Chair. The facilitator, after verification by the Department Chair, will inform the Office of University Records with regard to the earned grade.

No more than two (2) courses may be challenged within a semester. No more than sixteen (16) credits for the bachelor's degree and eight (8) for the associate programmes may be earned through challenge examinations. This includes validation examinations. Further information may be obtained from the Office of University Records.

Credit (Or Waiver) by Examination

Northern Caribbean University realises that adults who have achieved university-level proficiency through work experience and informal study, and who want to pursue a university degree should receive credit for what they know, regardless of where or how they learned it. The College Level Examination Programmes (CLEP) of the United States College Entrance Examination Board has been set up for this purpose, and Northern Caribbean University utilises this programme. If no CLEP examinations are available in certain subject areas, other tests, including departmentally constructed tests, may be used.

Language and Content Examination

The Language and Content Examination (LACE) is a two-tiered oral examination for all students in bachelor's degrees programmes. All students should/will be interviewed at the beginning of their tenure at the University. The first part of the two-tiered examination would take place at the end of the first semester of their third year. Based on any structural weaknesses detected at that time, the student would have an entire academic year to shore up himself/herself for the second tier of the LACE test which takes place by the end of the first semester of fourth year in order to facilitate graduation. This is a zero-credit course which is a graduation requirement.

The second tier of the LACE is the oral examination to test the students' knowledge of the content area of their programme as well as communication skills, with a view to enhance opportunities of professional advancement upon graduation. The students should also be aware of general information (e.g., NCU's mission and value statements, accreditation status, ethos and other general matters) relating to NCU's university life and be able to articulate these in a persuasive, concise and coherent manner. Students with deficiencies must resit and pass the LACE in the subsequent semester as per the University's standard examination policy.

For the second part of this two-tiered examination, students are allowed two (2) resits which is treated as a regular exam failed course. The third resit has to be petitioned. In the event of a third failure, the student's credit load should be reduced and mandatory intervention by way of tutorial is introduced and implemented.

Two dates should be rescheduled BEFORE graduation for resits and these dates should be before the END of the first summer session and the grades (P/F) to be submitted to the University Records Office when summer session grades are due.

The time period after the failed attempt(s) may be discretionary, and accommodation made to assist the student in completing this examination. However, this discretion must be based on

careful thought re possible outcomes. No project will be given in lieu of LACE to a student after repeated failure since the project does not test the student’s delivery skills which is a key requisite for LACE. Further, a project will not adequately test the student’s grasp of a particular content area or exhibit whether the student is a critical thinker who can make quick and intelligent analyses and decisions.

Each College/School/Department will have a LACE Co-ordinator.

SERVICE LEARNING

The Northern Caribbean University’s Service Learning programme is to be included in the curriculum as part of the core requirement for the degree programmes offered by the University. Designed to expose students to varied work experiences, the programme simultaneously provides a model for community development.

Service learning is a pedagogical method that combines academics and meaningful service and falls under the discipline of experiential learning. For optimum effect, it integrates purposeful community service with instruction and seeks to stimulate participants by means of a work programme designed to achieve their highest potential in order to be models for others. Pragmatic preparation for the world of work is a key focus in making a smooth transition from the classroom to the working world at any organisational level. Service Learning prepares students for critical, reflective thinking as well as personal and civic responsibility. Students will have an edge for upward mobility by applying themselves and the skills they have learned during this programme.

Objectives

The programme aims to:

- Produce quality, multi-faceted individuals ready for the world of work.
- Help students appreciate the dignity of industry.
- Help students create a reference base for their work experience.
- Empower students to make a difference in the work world.
- Make students more flexible and marketable.
- Encourage students to be good team players on the job.
- Better prepare students for their careers and continuing education.
- Give students greater responsibility for their learning experiences.
- Present problem solving opportunities.
- Enhance student learning by connecting theory with experience and thought with action.

Benefits

The benefits of the programme are namely:

- Significantly increased possibilities of job retention through quality educational experiences.
- Engendering positive values, leadership skills and civic and personal responsibility.
- Contribution to NCU’s engagement in the local community and national arena.
- Student empowerment as learners, teachers and leaders.
- Innovative and creative teaching methodology.
- Undeniable relevancy of education in society.

- Increased campus-community alliances and partnerships.

The integration of Service Learning as a fundamental thrust in NCU's pedagogy will serve to prepare servant leaders.

LECTURE SERIES

The University believes that a lecture series conducted annually will serve to motivate students in their quest for excellence. To fulfil this goal the following lecture series were established:

HAROLD M. JOHNSTON LECTURE SERIES

This lecture series was introduced in 1983 to honour the memory of a distinguished Jamaican scholar and alumnus of Northern Caribbean University.

Sponsored by the College of Humanities, Behavioural and Social Sciences, the series provides opportunity for scholars, both local and regional, to make presentations on a variety of current issues and topics.

K. G. VAZ LECTURE SERIES

Inaugurated by the School of Religion and Theology in 1998, this lecture series honours an outstanding scholar and renowned theologian, Kenneth G. Vaz, who gave distinguished service to Northern Caribbean University in the Department of Religion, as it was then, and Theology and as President of the then West Indies College. This annual event brings to the campus scholars who provide an academic perspective on theological and related issues.

MICHAEL DANT LECTURE SERIES

The Michael Dant Lecture Series was named in honour of a Chair who gave outstanding service in the Department of Computer and Information Sciences. This Series keeps the students abreast of current happenings in the field of Information Technology and the role it plays in advancing this aspect in society.

W. D. CARTER LECTURE SERIES

This lecture series is named in honour of W. D. Carter who established the W.D. Carter Library of Caribbean Economic Development in 1999, housed in the H.S. Walters Resource Centre. The lecture series so named, is in commemoration of Carter's lifetime achievements in real estate, health care and entrepreneurship. The lecture series is held once per month and conducted jointly between the College of Business and Hospitality Management and the W. D. Carter Centre. It is open to the NCU family but in particular, for the students of the College of Business and Hospitality Management, given its primary focus on business and economic matters.

CONFERENCES, CONVENTIONS AND SYMPOSIA

The University promotes and stages major events that provide exposure to the university and stimulate academic excellence among its faculty, students and community, both local and international.

THE INTERNATIONAL LITERACY CONFERENCE

This is a biennial conference devoted to the advancement of reading as the foundation for all learning which brings to the campus local and international presenters and participants under the auspices of the Department of Teacher Education.

THE IRAE CONVENTION

This is a biennial event that brings together local and international Inventors, Researchers and Entrepreneurs in a convention and trade show staged on the University campus. Its purpose is to stimulate research, inventions and trading among the people of the region.

THE SCIENCE SYMPOSIUM

This is an annual event staged by the College of Natural and Applied Sciences, Allied Health and Nursing which seeks to promote research, discoveries and general advancement in science.

THE BUSINESS AND HOSPITALITY MANAGEMENT CONFERENCE

This is an annual conference focussed on current trends and issues in the nation, region and the world. It is hosted by the College of Business and Hospitality Management and has a targeted audience of senior undergraduates and graduate students. Its intent is to equip graduands of the College with a leadership mindset, and currency and relevance on trends and issues with which they have to deal in the marketplace.

THE INTERNATIONAL LANGUAGE CONFERENCE

This is a biennial event under the auspices of the Department of Humanities. It brings to the campus local and international language specialists to present and discuss issues relevant to the teaching, learning and practice of modern languages in diverse global environments.

ACADEMIC GRIEVANCE PROCEDURE

Any student desirous of expressing concern regarding instructional matters such as perceived unfair grading, cheating or misunderstanding, should confer with the instructor, department chairperson and the dean, in that order, before conferring with the Vice-President for Academic Administration. If an appeal is warranted, it should be made to the Vice-President for Academic Administration within nine weeks of the occurrence.

GRADE GRIEVANCE PROCEDURE

This procedure allows the student the opportunity to appeal a final grade in a course, if he/she believes that the final grade was given capriciously or unfairly. This procedure applies only to final grades and **not individual assignments or exams during the semester**. This procedure is not for an individual to pursue the resolution of a grading dispute. It cannot be used for a class action dispute, that is, not on behalf of two or more students.

Step #1: Instructor and Student (Informal). To appeal a final grade, the student must contact the instructor within seven (7) working days of the beginning of classes in the ensuing semester. If the instructor is unavailable, the student must leave a written request for an appointment in the department's office. Once appropriate notification is made, the instructor and the student should meet within ten (10) working days and attempt to resolve the dispute informally.

If the instructor is not available for 21 days or more, the Department Head will act as a substitute, listen to the grievance and render a decision. During that session, the instructor must submit a written explanation of the reason for the grade. The student may appeal the head's decision to the next step, but the instructor is expected to accept the decision as final.

Step #2: Department Grade Grievance Committee (Formal). If the grade dispute is not resolved in step #1 to the student's satisfaction, and he/she believes the case merits further attention, the student has a right to file a formal written grievance to the Department Head, who will forward it immediately to the Department Grade Grievance Committee.

Substantive and procedural guidelines to determine appropriate claims include the following:

- Grievance must be based on substantiated documented evidence of the capricious or unfair award of the grade.
- Grievance must be filed within fifteen (15) working days of the step one decision being handed down.

Within ten (10) working days of the receipt of the written grievance, the Department Head must schedule a hearing before the Department Grade Grievance Committee. The dispute may not arbitrarily be dismissed without hearing; however, the Department Head may request a closed three-person meeting with the instructor, the student and the Department Head, acting only as mediator and not decision maker. If not, or if either the teacher or the student refuses to attend, the grievance hearing is held as intended.

The Department Grade Grievance Committee shall be composed of three (3) faculty members and two (2) students, selected in accordance with the procedures established by the department. The Committee may be ad hoc or standing for each department.

The Committee's decision must be issued within five (5) working days of the decision being rendered.

Step #3 University Grade Grievance Committee (Appeal)

Requirements necessary for the appeal include the following:

- One dissenting vote on the Department Grade Grievance level, or
- New evidence or new witnesses have become available since the Department Grade Grievance hearing.

The appeal must be submitted in writing to the Vice-President for Academic Administration with a copy forwarded to the dean for the appropriate college.

The University Grade Grievance Committee is chaired by the Vice-President for Academic Administration or designee, and is composed as follows:

- The Dean of the involved college.
- Two faculty members (one from the involved college but not from the department).
- One student appointed by the United Student Movement.

This committee reviews the document entered into evidence, listens to the recorded transcript and reviews the final report from the Department Grade Grievance Committee. Within twenty (20) days of receipt of the appeal, the University Grievance Committee will issue a written decision. **This decision shall be final.**

PETITIONS

The Academic Board serves as the policymaking body for the University in the area of academics, and one of its sub-committees is the Petitions Committee. Students may submit petitions using the online petitions portal in the Æorion LMS system to the Petitions Committee regarding matters that may facilitate adjustments in their academic programmes. Students must first discuss each petition with department chairpersons and receive the necessary online approvals/signatures.

The Department Head will submit the petition and any accompanying documentation as well as the recommendations also using the online petitions portal. Students will be able to track the progress of petition submissions and will be of the results notified by e-mail from the Petitions Committee portal to their NCU-assigned e-mail addresses. The Office of Academic Administration will also communicate with the student by letter, the voted response to the petition, with the relevant instructions.

SUSPENSION AND DISMISSAL

The University reserves the right to exclude at any time a student whose conduct is deemed improper or prejudicial to the interest of the University community or whose academic performance is substandard.

WITHDRAWAL FROM THE UNIVERSITY

Students wishing to withdraw from the University must download from the NCU Website the online 'Withdrawal' form or complete said form using the Æorion LMS System. Students should get approval from their parents or guardians authorising the withdrawal, when such persons are responsible for their tuition and fees. The signed authorisation document should be uploaded to the student's LMS system. A change of registration (Add/Drop) form must be completed and accompany the 'Withdrawal' form.

TRANSCRIPTS

Official transcripts are forwarded, at students' request, directly to institutions for the purposes of admission to educational institutions, scholarship application and/or employment.

The first official transcript requested (one copy only) AFTER GRADUATION is provided without charge to the graduate EXCEPT FOR THOSE REQUESTED ONLINE, USING THE ELECTRONIC TRANSCRIPT REQUEST FACILITY AND A CREDIT CARD. However, the cost of delivery (by courier) of the free Transcript is borne by the graduate.

All financial obligations to the University must be satisfied before a transcript is released directly to the receiving institution/entity. An application for an official transcript takes a minimum of FIFTEEN (15) working days (excluding public holidays celebrated in Jamaica) PROVIDED ALL THE RELEVANT AND CORRECT INFORMATION REQUIRED TO FACILITATE THE GENERATION OF THE TRANSCRIPT HAS BEEN FURNISHED, the transcript processing fee has been paid and proof of payment submitted to the University Records Office, and financial clearance to start the process has been received from the Student Finance Office. The transcript will not be released until the account is paid in full and financial clearance given, and the name and full mailing address of the receiving institution have been furnished.

There is NO express service or express service fee for the processing of the transcript request (paper/online or eTranscript). Requests are processed in the order in which they are received in the Records Office.

Official transcripts which bear the original signature of the University Registrar and the Seal of the University are sent "institution to institution", that is, directly to the receiving institution. Official transcripts are never sent directly to students, regardless of the circumstances. The person requesting the transcript MUST provide the name and the complete and accurate address of the institution to which the transcript is to be sent. Failure to comply with all the requirements will result in the transcript not being prepared and/or released.

The online transcript request must be initiated at <http://transcripts.ncu.edu.jm/>

Electronic Transcripts (eTranscripts) must be requested through the Parchment Exchange Portal and the processing fee paid by credit card. If you choose to send eTranscripts, (i) please ensure that the receiving institution accepts electronic transcripts before making the request; (ii) be advised that only the receiving institutions can retrieve the eTranscript sent to them, and this must be done within seven (7) days of notification that the eTranscript has been sent; failure to take action within the prescribed time will result in the receiving institution's inability to view or download the transcript. (iii) the notification sent to your e-mail address is for information only and will not allow you to retrieve the transcript.

Electronic Transcripts (eTranscripts) also take a minimum of fifteen (15) working days for processing and must be checked at the Office of Student Finance for financial clearance. Once the request is processed, however, it must be retrieved within seven (7) days of notification that it has been sent.

Official paper transcripts are sent by registered mail unless otherwise requested for delivery via courier service, which service must be paid for by the requester prior to the transcript being dispatched. The NCU Records Office has no way of tracking or expediting the delivery of a transcript sent by registered mail, once the document has left the island of Jamaica. Therefore, if there are deadlines for the delivery of the transcript, the requester may consider paying for delivery via courier service, or eTranscripts, if the receiving institution accepts eTranscripts. By utilising the courier service, tracking may be done online from the point of dispatch to delivery destination/recipient.

Unofficial transcripts requested from the Records Office also require a minimum of fifteen (15) working days for processing and must also be checked at the Office of Student Finance for financial clearance. Please note, however, that unofficial transcripts do not bear either the University Registrar's signature or the University Seal.

For students currently enrolled, the cost of a transcript is J\$250.00 which is subject to periodic review and adjustments as necessary.

Please note that in completing the paper transcript application form, answers are required for each question/area. DO NOT LEAVE ANY BLANKS. Enter N/A if not applicable.

MISCELLANEOUS POLICIES

Leave of Absence

Authorised leave of absence from campus does not excuse students from class requirements, and it is expected that they will make satisfactory arrangements with their instructors at least 48 hours before they depart campus on such an authorized leave, *unless there is an emergency*. All make-up work must be completed within seven days of the absence.

Change of Name

It is essential that a student immediately inform the Office of University Records, Student Finance and Student Services about a change of name, in order that the appropriate adjustments may be made to his/her records. Any change of name must be accompanied by certified documents.

Field Trips

Requests for off-campus academic field trips should be made in writing to the Dean for submission to the Administrative Council and copied to the Vice-President for Student Services. Social club trip requests should be made directly to the Student Services office.

All letters of request should include the date, destination, itinerary and duration of the trip, as well as the names of the sponsors, all students and accompanying faculty members. There should be one faculty/staff member to every ten (10) students.

Restrictions on Holding Office in Campus Clubs

Students must have an accumulated grade point average of at least 2.0 before they can become candidates for campus club offices. Students on academic probation are ineligible for election or appointment to campus club offices. Also, they may not hold office if they are on citizenship Hprobation. Students may not continue in office if they are placed on academic or citizenship probation during the school year.



GRADUATION REQUIREMENTS AND PROCEDURES

Graduation Requirements for a Bachelor's Degree

A Bachelor's degree is conferred on students who satisfactorily complete a curriculum in one of the departments or programmes. Students should consult the curriculum requirements for their specific programme in the appropriate departmental section of the *Bulletin* (consult Index). Each student, even with adviser's assistance, has ultimate responsibility for ensuring that all requirements for graduation have been met.

All candidates for a bachelor's degree must also satisfactorily complete each of the requirements of the University as listed below.

1. A minimum of 128 credit hours with a minimum cumulative average of "C" (2.00 grade point average). The GPA for the major must be a minimum of 2.50 and the minor 2.25, with grades no less than 2.00 ("C") in any subject taken toward the major, minor and cognates. Credit hours earned in Remedial or Pre-University courses are institutional credit; they are not applicable to credit hours required for baccalaureate degrees.
2. A minimum of 60 credit hours at the 300 and 400 level.
3. Six (6) credit hours in English Composition, (ENGL119 and ENGL120) and three credits in "God and Human Life" (RELB113). Students must earn at least a "C" in each of these courses; if they earn less than a "C" in any of them, they must repeat it to raise their grade to at least a "C". (See Forgiveness Policy). Students must satisfy this requirement in order to be admitted to the upper division or the professional component of their major.
4. The last thirty-two (32) hours in residence at NCU, including a minimum of 20 hours of upper division work distributed in the major and minor.
5. Completion of specific course requirements as outlined in the student's Programme of Study. Substitutions must be approved in advance in writing by the Academic Board via the head of the department and the dean of the college/school in which the degree is to be awarded.
6. Successful completion of the Language and Content Examination.
7. Meet all General Education requirements as stipulated.
8. Two semesters of community service.
9. Financial Clearance.
10. In addition to the University Requirements for a Bachelor's Degree listed, students who seek the Bachelor of Arts degree must complete six (6) credit hours of a single modern language at the college level. None of these hours can be applied toward satisfying the humanities requirement.
11. All Bachelor's degree candidates MUST complete at least three (3) credits of a modern language, unless otherwise specified by their programme of study.

Graduation Requirements for an Associate Degree

The University requirements for an associate degree are as follows:

1. Completion of at least 64 credit hours with at least 30 credit hours in the area of concentration. The GPA for the major must be a minimum of 2.25, with grades no less than 2.00 ("C") in any subject taken toward the major and/or cognates. Credit hours earned in Remedial or Pre-University are institutional courses credit; they are not applicable to credit hours required for associates' degrees. Each student, even with adviser's assistance, has ultimate responsibility for ensuring that all requirements for graduation have been met.
2. A minimum quality point average of "C" (2.00) with the GPA of the core being a minimum of 2.25.
3. Six credit hours in English Composition, (ENGL119 and ENGL120) and three credits in "God and Human Life" (RELB113). Students must earn at least a "C" in each of these courses; if they earn less than a "C" in any of them, they must repeat to raise their grade to at least a "C". (See Forgiveness Policy). Students must satisfy this requirement in order to be admitted to the upper division or the professional component of their major.
4. The last sixteen (16) hours in residence at NCU, including a minimum of 8 hours in the major.
5. Completion of specific course requirements as outlined in the student's Programme of Study. Substitutions must be approved in advance in writing by the head of the department and the dean of the college in which the degree is to be awarded.
6. Meet all General Education requirements as stipulated.
7. Financial Clearance.

GRADUATION REGULATIONS

Conferral of degrees and graduation ceremony takes place the second weekend of August each year.

Degrees are also conferred in March and December, but there is no graduation ceremony. Graduates who were conferred in December and March prior, may participate in the August graduation ceremony, and should indicate their desire or intention by sending written notification by e-mail to the University Registrar at registrar@ncu.edu.jm.

The responsibility for meeting graduation/conferral requirements rests primarily with students. They should acquaint themselves with the requirements for General Education and the major/minor/emphases as set forth in the *Bulletin*.

GRADUATION PROCEDURES

At the beginning of the school year in which students are expected to graduate, they should consult with their Department Head and apply to be listed as prospective graduates using the online 'Graduation Application' form available at the the Æorion Learning Management System (LMS). If the prospective graduate did not fulfil all qualifications and therefore was not eligible for the date of graduation on the form submitted, a **new** online 'Graduation Application' form for ensuing graduation must be submitted within the timelines stated.

Associate degree candidates filing for graduation must complete complete and submit the online graduation application no later than the September prior to graduation. Bachelor's candidates must complete and submit their graduation application by March of their junior year/year prior to graduation. All prospective graduands for December and March conferral must complete and submit their online applications by March and December respectively of the year prior to their conferral date. The timelines for submission of the online graduation application are promulgated on the Æorion LMS. Once the deadline has passed, the online application portal will be closed and will not be re-opened.

The Deans of the Colleges and School have the responsibility of monitoring prospective graduands in their college/school, to conduct programme checks and ensure that such prospective graduands have completed and submitted their online graduation applications within the specified timelines indicated on the Æorion LMS system.

Graduands are able to track the progress of their online graduation application by using the graduation application tracking number assigned when the application is submitted. The University Records Office (in collaboration with the graduand's academic adviser) will indicate on the online application portal the status of the application submitted, and the courses lacking, if any, to complete the programme of study.

Prospective graduands are encouraged to participate in the graduation ceremony in August. If the prospective graduand does not wish to participate in the ceremony then he/she must so indicate when completing and submitting the application for graduation, by ticking the "In Absentia" button and indicating the reason for this decision.

For prospective graduands initially listed but who do not make the final graduation list, re-application for the ensuing graduation period, as promulgated on the Æorion LMS system, must be completed and submitted within the timelines indicated.

GRADUATION IN ABSENTIA

Students wishing to graduate in absentia must so indicate on the online 'Graduation Application' form. In the event that there was no indication on the initial online application form, then students must make their request, by e-mail to the University Registrar at registrar@ncu.edu.jm not later than four weeks before Commencement in August. All financial obligations to the University must be met prior to the expected date of graduation.

APPLICABLE/GOVERNING BULLETIN

Students are allowed to graduate under the requirements of the NCU *Bulletin* that was current when they entered, provided graduation is within eight (8) years of that entrance date, and the programme of study is still active. Students may also elect to meet the requirements of the University *Bulletin* for any year of continuous enrolment. If they are absent from the University for one year or more, they must meet the requirements as set forth in the University *Bulletin* after their re-entrance. Special consideration will be given by the Academic Board to students whose residence have occurred mainly during the summer sessions or have been given leave as student missionaries.

A student's academic life is governed by the *Bulletin* in effect at the time of admission. This also applies to those students who have suspended study and reapply for admission. In the event that there are voted programme changes, these will apply to current students.

Students who complete a 'Change of Programme' form will be assigned to the *Bulletin* that is in effect at the time of the change.

DEGREE CANDIDACY

A student may be a candidate for only one degree at a time, and not more than one degree is conferred on any student at a given time. Core requirements for an associate degree may be used towards a bachelor's degree in the same area. However, credits from specialized courses for a major or minor cannot be transferred to a degree in another field at the same academic level. If a student applies credits from one completed programme to a new programme, 16 credits of core requirements must be completed in the new core requirements. A previous degree may not serve as a minor for a subsequent degree.

If a student desires to earn a second baccalaureate, the student:

- a. Must complete 32 in-residence semester credits beyond those required for the first baccalaureate degree.
- b. Must meet all of the published requirements of the second degree including prerequisites, cognates, degree core, professional component(s) and General Education requirements SPECIFIC to the programme of study for the second degree.
- c. May use a course to fulfil the requirements for more than one concentration, major or minor, provided at least 75 per cent of the credits used for any concentration, major or minor, are not also counted for another concentration, major or minor.

DEGREE REPLACEMENT

The Degree Replacement Service offered by the University Records Office seeks to guide graduates of Northern Caribbean University on the requirements for requesting replacement of a degree, diploma or certificate in the following cases or events:

- Instrument damaged
- Instrument lost
- Instrument for correction
- Instrument upgraded to newly accredited degree by the University Council of Jamaica.

Graduates wishing to request a replacement for an instrument must complete the online 'Certification Replacement' form and submit to the University Registrar at registrar@ncu.edu.jm

ACADEMIC SUPPORT CENTRE

THE HIRAM S. WALTERS RESOURCE CENTRE

The Hiram S. Walters Resource Centre, otherwise referred to as NCU Library, supports the curriculum and philosophy of the University, providing information in a variety of formats. The Centre's Mission Statement captures our purpose as it highlights that "The mission of the Hiram S. Walters Resource Centre is to provide our clientele with current, relevant information, thereby supporting the larger mission of Northern Caribbean University which is to stimulate academic excellence and spiritual development."

Opening hours

Sunday:	11:00 a.m. to 6:00 p.m.
Monday - Thursday:	8:30 a.m. to 10:00 p.m.
Friday:	8:30 a.m. to 1:30 p.m.

Our Services

Formal Liaison Librarian Programme: Each college/school is assigned a librarian for resource building and consultation with faculty.

Information Literacy and Library Orientation: Librarians present to classes throughout the academic year on research strategies, citation formats, and use of library resources. Tours of the library also complement the presentations.

Displays: Regular displays are mounted in the library's lobby, covering issues of interest or for information purposes.

Library Material: Loan and renewal of books, journals, CDs, DVDs

Electronic Resources: Access both on campus and remotely to subscription databases, open access databases and the Library's online catalogue. These resources are completely online and accessible from anywhere 24 hours daily.

Technology Loans: Laptops and accessories, extension cords, UPS/voltage regulators, power strips

Reference Assistance: Literature searches, interlibrary loans, reference queries via e-mail and social media platforms

Spaces: Graduate study room, reading rooms, group study rooms

Reprographic Services: Printing, photocopying, scanning

Collections and Holdings

The majority of the collections are on the Mandeville main campus. Our book holdings number approximately 70,000 titles, and printed journals of 12,000 volumes. The Library subscribes to five (5) scholarly databases that provide our students and faculty with 24-hour access to thousands of e-journals and e-books. The libraries of the regional campuses in Kingston, St Ann and St. James house smaller resources supporting the programmes of study offered at each site.

Library collections include:

- Audio-visual Materials
- NCU Archival Documents
- The Ellen G. White Collection
- Open Stacks General Collection
- Journal Collection
- Reference Works
- Reserve Collection
- Newspaper Files
- The Wentworth D. Carter Library
- West Indian Collection.

ABBREVIATIONS AND SYMBOLS

AEXP	Aesthetic Expressions	LRDG	Language Reading
ACCT	Accounting	MATH	Mathematics
ACED	Art and Craft Education	MGMT	Management
BIOL	Biology	MKTG	Marketing
BSAD	Business Administration	MTED	Mathematics Education
BUED	Business Education	MTCH	Medical Technology
CHEM	Chemistry	MUCT	Music Theory
COMM	Communication	MUHL	Music History Literature
COUN	Counselling	MUPB	Music Performance – Brass
CPS	Certified Professional Secretaries	MUPE	Music Performance
CPTR	Computer Science	MUPW	Music Performance – Woodwind
DENT	Dental Hygiene	MURC	Church Music
DIET	Dietetics	MURE	Music Religious Education
ECON	Economics	NRSG	Nursing
EDUC	Education	OTEC	Office Systems Technology
ENGL	English	PC	Pre-College (see PU Pre-University)
ENGR	Engineering	PHIL	Philosophy
ENTR	Entrepreneurship	PHYS	Physics
FINA	Finance	PLSC	Political Science
FREN	French	PRNT	Print (Photography)
GEOG	Geography	PSYC	Psychology
GNST	General Studies	PTED	Primary Teacher Education
HEED	Home Economics Education	PU	Pre-University
HIST	History	REED	Religious Education
HMEC	Home Economics	RELB	Religion – Biblical Studies
HMGMT	Hospitality Management	RELL	Religion – Biblical Languages and Literature
HPED	Health and Physical Education	RELP	Religion – Profession and Applied Religion
HRMG	Human Resource Management	RELT	Religion – Theological and Philosophical Studies
HSED	History Methods	SOCI	Sociology
INED	Industrial Education	SPAN	Spanish
JOUR	Journalism	SCED	Science Education
LART	Language Arts	SOWK	Social Work
LAWC	Law and Constitution	SSED	Social Studies Education

MISCELLANEOUS ABBREVIATIONS

AAA	Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities	JCTE	Joint Committee for Tertiary Education
ACTI	Association of Caribbean Tertiary Institutions	LACE	Language and Content Examination
AU	Audited Course	MAE	Mature Age Examination
BASSO	Business and Secretarial Students Organisation	ME	Missed Final Examination
CAPE	Caribbean Advanced Proficiency Examination	MTELP	Michigan Test of English Students Association Language Proficiency
CHIPS	Computer Hardware Information Processing Specialists	NAPS	National Association for the Prevention of Starvation
CLEP	College Level Examination Programmes	NC	No Credit
CSEC	Caribbean Secondary Education Certificate	NCUSSA	Northern Caribbean University Science Student Association
CXC	Caribbean Examinations Council	P-NC	Pass-No Credit System
DG	Deferred Grade	P	Pass
ERIC	Education Resource Information Centre	R	Repeat Required
F	Fail	S	Satisfactory
FA	Failing Grade for Absence	TOEFL	Test of English as a Foreign Language
FC	Failure due to Cheating	UCJ	University Council of Jamaica
GCE	General Certificate of Education	USM	United Student Movement
GEm	General Education Matrix	SSC	Secondary School Certificate
GPA	Grade Point Average	VEETI	Vocational Education and Empowerment Training Institute
GPECS	Guild of Psychology, Education and Counselling Students	WF	Withdrawal while Failing
HEMSA	History, English, and Music Student Association	WP	Withdrawal while Passing
I	Incomplete		
JBTE	Joint Board of Teacher Education		

COURSE NUMBERING SYSTEM

- 001--099 Courses enabling the student to qualify for Freshman standing; no university credit given.
- 100--199 Courses usually taken during freshman year
- 200--299 Courses usually taken during sophomore year
- 300--399 Courses usually taken during junior year
- 400--499 Courses usually taken during senior year

STUDENT SERVICES INFORMATION

UNIVERSITY RECORDS

- THE DIVISION OF STUDENT SERVICES
- CHAPEL AND ASSEMBLIES
- ETHOS DOCUMENT

NEW STUDENTS' ORIENTATION

THE STUDENT GUIDE/STUDENT HANDBOOK

SEXUAL HARASSMENT POLICY

DEPARTMENTS

- RECRUITMENT AND ADMISSIONS
- INTERNATIONAL STUDENT SERVICES
- CHAPLAINCY SERVICES
- CAREER AND EMPLOYMENT SERVICES
- COUNSELLING AND PSYCHOLOGICAL SERVICES
- HEALTH AND WELLNESS
- SOCIAL DEVELOPMENT
- SCHOLARSHIPS AND STUDENT AID
- STUDENT ENGAGEMENT AND RETENTION (SEAR)
- ACADEMIC ADVISEMENT AND STUDENT SUCCESS
- ACCOMMODATIONS (ON AND OFF-CAMPUS)
- UNITED STUDENT MOVEMENT (USM)

CLUBS AND ACTIVITIES

FOOD SERVICES

CAMPUS SAFETY AND SECURITY

CRITICAL INCIDENT MANAGEMENT

THE DIVISION OF STUDENT SERVICES

Northern Caribbean University (NCU) aims to provide students with resources that will not only facilitate personal development but ensure functional placement in the community and society in general. The Student Services Division, consisting of the departments of Recruitment and Admissions, Career and Employment Services, Office of Chaplaincy Services, Counselling and Psychological Services, Student Engagement and Retention, International Student Services, Health and Wellness, the Dormitories, Scholarships and Student Aid, and Social Development is committed to the sustained support of each student's academics and every facet of their development through provision of leadership and partnership. The Division also provides support to the United Student Movement, the student government of NCU.

Statement of Vision

The Division of Student Services will be the premiere arm of Northern Caribbean University that provides quality service to its customers, various publics and other stakeholders.

Statement of Mission

The Division of Student Services exists to enhance student learning, academic excellence, self-direction, spiritual, social, physical, and personal development by providing Christ-centred services, programmes and activities that build strong work ethic, thereby equipping each student for committed professional service to all people, and to God.

ASSEMBLIES

Two assembly sessions are convened each week from 2:00 – 3:20 p.m. during the Fall and Spring semesters. On Mondays the Assembly focuses on prayer and praise and the Thursday assemblies focus on information sharing and professional development. Attendance is required at both. The Regional Campuses also organise Assembly sessions for students at those locations.

CHAPEL AND ASSEMBLY EXEMPTIONS

Students are required to attend all sessions. However, in the event of extenuating circumstances, provision is made for excused absences. Students with unexcused absences will be subject to sanctions up to and including dismissal.

Students are required to apply for exemptions at Student Services within the first three weeks of the semester. The application is to be made electronically, by sending an e-mail along with supporting documentation to studentservices@ncu.edu.jm with subject line reading "Chapel/Exemption Request".

ETHOS DOCUMENT

Ethos is defined as the culture of an institution or organisation. Northern Caribbean University has an ethos that is calculated to focus each student and worker on the mission of the University. In order to ensure that students and workers are aware of and understand what the ethos of NCU is, an ethos document has been developed. It focuses on worship, culture, refinement,

communication, modesty, grooming, classroom behaviour, work ethic and leadership. The document is available online at https://www.ncu.edu.jm/ETHOS_DOCUMENT.pdf

NEW STUDENTS' ORIENTATION ACTIVITIES

Prior to registration for the first semester, new students are required to attend and participate in the New Students' Orientation. This programme is designed to provide a smooth transition for new students into the University. Activities and presentations during this period include introduction to campus facilities and services, social activities, opportunities, expectations, responsibilities, and administrative procedures.

Additionally, all freshmen are required to register for and take the course Freshman Seminar during their first semester at the University. Pre-University students may complete their Pre-University courses before taking Freshman Seminar, but must take the course during their first year. This course provides additional university orientation support, including but not limited to, necessary counselling and instruction in study skills, coping techniques, and interpersonal relationships. Further, it orients students to campus regulations and effective use of the *Student Guide*, the University *Bulletin* and campus facilities. Transfer students and students with a degree or diploma do not register for Freshman Seminar; however, they are required to register for and take the course, University Orientation in their first semester.

The Office of Recruitment and Admissions provides guidance on enrolment matters to prospective students and new students. Following the applicant's successful transition (on-boarding) to the University, the Department of Student Engagement and Retention (SEAR), continues the support through services and programmes such as the Student Tertiary Experience Programme (STEP) volunteers (formerly Freshman Advisement programme), the Batch Bridge Builders, Academic Success, etc.

THE STUDENT HANDBOOK/STUDENT GUIDE

Students are required to read the *Student Guide*, and become acquainted with the policies therein as, all students will be held responsible for abiding by the rules and regulations of the University as outlined therein. It is available online from the University's website at https://www.ncu.edu.jm/static/Student_Guide.pdf

As much as is possible, every effort is made to guide students and hold them accountable in maintaining standards of conduct which reflect the ethos and philosophy of Seventh-day Adventists. Students who fail to live up to the expectations of the University will be asked to withdraw temporarily or permanently or be subject to the disciplinary sanctions as outlined in the *Student Guide*. In our approach to discipline, the objective is to be redemptive with the aim that the students will be co-operative and endeavour to aspire to self-discipline.

SEXUAL HARASSMENT POLICY

Northern Caribbean University believes in the dignity of the person and, as such, advocates the right of students and workers to work in an environment free from sexual harassment. Sexual harassment is unwanted sexual favour or advances. The policy on sexual harassment is outlined in the *Student Guide*. Guidelines stating how sexual harassment will be handled are included.

INTERNATIONAL STUDENT SERVICES

The Office of International Student Services (ISS) gladly welcomes those students who are not Jamaican citizens or legal permanent residents of Jamaica to Northern Caribbean University and to Jamaica! ISS serves to cater to your needs as an international student at NCU.

The Office of International Student Services (ISS) is responsible for assisting international students with their concerns. All new international students are expected to report to the ISS office within the first week of arrival in Jamaica. Upon arrival, an international student is landed as a visitor and is thereafter required to acquire an Extension of Stay from the Passport, Immigration and Citizenship Agency (PICA) where his/her status is changed to that of a student. This entire process is facilitated by the Office of International Student Services where documents will be vetted then submitted to and collected from PICA on behalf of the students.

The International Students' Association (ISA) is a social club designated for international students. All international students automatically become members upon enrolment at NCU. Meetings are held every other Tuesday at 2:00 p.m. The ISA hosts and participates in various events on and off campus.

International Diversity Week is an annually calendared NCU event which showcases and celebrates the international countries and cultures represented on campus. As you begin or continue your journey with us -- at your new home away from home -- we invite you to come see us at our office and stay connected. We are looking forward to serving you.

DEPARTMENT OF CHAPLAINCY SERVICES

The purpose of the Chaplaincy Ministry is to assist in the cultivation of a strong spiritual focus and atmosphere on the campus. It seeks to lead students and workers into meaningful service as they endeavour to develop a personal relationship with God and positively impact the lives of others for His glory and the blessings, by

- Promoting a greater understanding of God and His will for His people.
- Guiding each student and worker to develop an insatiable desire for the Word of God and to enter into a closer relationship with Him.
- Seeking to create a greater appreciation for religious services among the students and workers; and encouraging others to do so, as well.
- Helping students to discover their talents and gifts and to use them in active serve in the University campus and in the community, as well.
- Providing avenues where the University family may engage in activities that promote the institutional goal to "maintain the institution as distinctively Seventh-day Adventist in philosophy and practice."

Chaplaincy Support Structure

In addition to the Office of the Chaplain, Chaplaincy support services are provided through an integrated structure consisting of the following arms.

1. Unit Chaplain
2. Chaplain Aides
3. Club Chaplains
4. Class Chaplains
5. Spiritual Clubs and Ministerial Association

In-reach Activities

As a means of strengthening the University family's spiritual development and growth, a number of in-reach activities are executed. Among them are the following:

- Prayer (for self and others) and periodic intercession
- Spiritual Counselling and Support
- Clinical Pastoral Care: Offering support and comfort to those going through bereavement, sickness, accidents, divorce or other crisis situations
- Meal Assistance: Funds are solicited to assist students with meals and other forms of financial assistance
- Morning Devotionals – The Word! Brief devotionals e-mailed each work day
- Monday Chapel Service – (2:00 – 3:20 p.m.) Weekly corporate worship and fellowship
- Bible Study – Available on request to individuals. Online Bible Studies are also facilitated.
- Walk-Ins – Individuals may visit to share their concerns, and receive prayer
- Conflict Resolution/Management
- Dormitory Visits
- Classroom Visits
- Visits to Offices
- Celebrations – When and where possible, efforts made to connect with workers and students during special times of celebration of successes and achievements
- Off Campus Visitations to NCU family:

Hospital – Through the Office, workers and students who are hospitalised receive visit(s) for prayer, encouragement and other help as often as possible.

Home – Connect or visit with bereaved families that reside within proximity of NCU. Emotional support, prayers and encouragement are extended through e-mails and/or telephone calls.

Outreach Activities

The type of services offered in the community outreach services seeks to engender a spirit of volunteerism in students as they take time out of their academic pursuits to impact lives within various communities within the Manchester region, and beyond. Such outreach ministries include:

- Touch of Faith – hospital visitation
- Loaves of Love – feeding of the homeless at the Mandeville Park
- Sunshine Band – visits to children's homes and orphanage ministry
- Prison Ministry – visits to Holding Centres at Police Stations
- Peer Partners Programme – NCU students ministering to students at selected high schools in Manchester
- Taxi Driver Ministry – conduct devotion at noon with taxi drivers at the University gate
- Youth-Senior Connect – visits to Infirmary and Nursing Homes.
- Prayer Ministry – visits to off-campus government agency to conduct brief devotion and prayer.

The roles of the Chaplain are not limited to religious crises and pastoral counselling; but other matters of personal relationships, academic and financial concerns are also addressed. (*Chaplaincy Manual* (2018), pp. 7-9).

CAREER AND EMPLOYMENT SERVICES

The Office of Career and Employment Services at Northern Caribbean University is committed to empowering and assisting students and alumni to develop career and life planning skills, acquire experience, master job search strategies, and seek rewarding employment. Career and Employment Services facilitates mutually beneficial relationships between employers, faculty and staff, students and alumni in order to meet the dynamic needs of today's workplace.

The Office of Career and Employment Services has a Personal and Career Development Centre and its purpose is to enable students and alumni to take personal responsibility for their lifelong career development. The overall goal is to challenge every student by providing opportunities for them to examine their values, interests, skills and abilities and to define his or her life, in terms of vocation, by providing opportunities for them to:

1. Assess and learn about themselves and the needs of society
2. Explore and reflect on who they are in relation to the needs of society and their role in it
3. Pursue and serve the community while finding purpose in for their lives. The following services are available to all Northern Caribbean University students and alumni:
 - Career Testing/Self-Assessment
 - Student Mentorship
 - Résumé and Cover Letter Review
 - Workshops, seminars and assistance on vocational discernment, résumé and cover letter writing, interview skills, job searching techniques, preparing for a career fair, and, the graduate school application process
 - Full-time/part-time job and internship listings
 - Industry specific career fairs and programmes
 - Job Fairs, Career Expos, and Industry Specific Programmes
 - Graduate education information
 - Mock Interviews
 - Work and Travel Programme (J1 Visa Programme)
 - Panel Discussions and networking events with alumni and professionals from the community.

It is the goal of the Career and Employment Services to provide services to employers whose mission is consistent with the mission of the University. ur faculty and staff are highly encouraged to utilise our services within the scope of the classroom.

COUNSELLING AND PSYCHOLOGICAL SERVICES CENTRE

This Department offers counselling services in keeping with the mission of the University, thereby fostering academic growth, career preparation, and spiritual and social development. The dissemination of information and the provision of appropriate guidance are done through workshops; seminars; consultations; and individual, group and family counselling.

HEALTH AND WELLNESS

The Health and Wellness Department provides support for the students' health needs. Registered nurses make referrals to the University's doctor or consulting physician as necessary. Health screening is also done for individuals living in the community. Services at the Health and Wellness Centre are provided at a cost, the schedule for which can be obtained at the Centre or full-charges provided following consultation.

Health and Wellness collaborates with the Office of Occupational Safety to ensure that a healthy environment is maintained in the residence halls, food service facilities, classrooms and University industries. The Department stages an annual Health Emphasis Week, during which guest speakers present information on relevant health issues and trends. The highlight of this event is the week-long exhibition by various health groups and organizations. The Department also organises various health and wellness programmes for students and workers.

A complete pre-entrance medical examination report (including laboratory tests, and immunisation record) is required of all new students. This forms part of medical files kept on all students during their University life. Students are required to provide updated medical reports every two (2) years. Northern Caribbean University offers an affordable general health insurance plan to all students. This plan covers the student twenty-four hours per day and is compulsory. Students who already have health insurance coverage are required to provide proof of same no later than within the first two weeks of the semester.

SOCIAL DEVELOPMENT

The Department of Social Development caters to the wholistic development of students. In addition to the recreational and sporting activities, attention is also given to aspects of refinement and culture.

Social Life

The Student Lounge, located at the Gymnatorium, has the ideal atmosphere for recreation activities, such as: table games, television viewing, recreational reading or just pleasant conversation. Its relaxing atmosphere is ideal for students who wish to share in wholesome recreational interaction. Snacks are available for sale to persons wishing to be refreshed. The Fitness Centre is an added dimension that caters to the University family as well as persons from the community who have obtained prior approval.

During the school year, seminars on family life and contemporary issues are also provided to guide students in their social life.

Cultural Life

The University makes every effort to relate to the cultural needs of its students who originate from other countries. The international nature of the student body adds a rich cultural mix to campus life.

There are several intramural activities in which students can be engaged. This includes the Music Department's annual 'Feast of Lights' concert in December and the University's Students' Banquet in the second semester. There is also the Lyceum Series which aims to complement the campus's repertoire of activities by adding outstanding performances in the Arts to enrich and elevate student life through high levels of academic and social dialogue. Periodically, displays of Art and Craft also assists in enriching the cultural life.

An important part of the students' cultural life on campus is the weekly assembly, a forum used to inform, educate and motivate in the areas of academic, social personal, professional, and ethical development.

Sporting Activities

The Department of Social Development co-ordinates students’ participation in a number of athletics, games and sporting activities. Our annual sports day which takes place on the Tuesday before each Ash Wednesday is an anticipated event by the Mandeville community. The build-up for this event however begins in the fall semester, hosting events such as, football, netball, basketball, cricket, cross-country, among other activities. The Department also co-ordinates our students’ participation in the national intercollegiate sporting activities from which the University has achieved championship status in badminton, netball and football on multiple occasions.

The Department continues to be a visible asset to student life as we seek to maintain and monitor wholesome entertainment activities, as an important ingredient in our wholistic development strategy.

OFFICE OF SCHOLARSHIPS AND STUDENT AID

Northern Caribbean University is cognizant of the fact that without the availability of student loans, scholarships, bursaries, and financial aid many students would be unable to achieve tertiary education. The Office of Scholarships and Student Aid is primarily responsible for the management of scholarships, grants, and bursaries offered by the University, alumni, private and public organisations. In addition, the office acts as liaison for tertiary bursaries offered by the government of Jamaica. **For more details, please refer to this Bulletin at Student Financial Aid.**

STUDENT ENGAGEMENT AND RETENTION (SEAR)

The Office of Student Engagement and Retention (SEAR) is responsible for creating the first-year experience for new students to ensure a smooth transition into university life and persistence through to graduation. At SEAR, we want all our students to achieve success and will collaborate with the various work units across all campuses to ensure that the academic, financial, social, or spiritual issues affecting our students are resolved speedily and satisfactorily.

University first-year experience programmes provide engagement opportunities for students which usually translate to better performance and higher retention rates. Research confirms that first year students desire a sense of belongingness to remain committed to an institution. The Student Tertiary Experience Programme (STEP) is an expansion of the freshman advisement component of enrolment management at Northern Caribbean University. It is a collaborative initiative designed to assist students in having greater academic integration, personal, physical, social and spiritual development, while making the transition to university life. This will be accomplished via the programmes endorsed by SEAR including:

- Orientation
- Fresh Mingle
- Club Events
- Freshman Seminar
- Outreach Activities
- Chapel and Assembly Sessions
- Community Projects.

Additionally, SEAR provides support and guidance to clubs and movements on the main and regional campuses through strategies such as club mingles, campus impact and other engagement activities. Student Engagement and Retention manages non-returning student data

for the University and assists with planning orientation each year. SEAR ensures that the needs of students are addressed and that the university experience goes as smooth as possible.

Get involved and stay connected!

ACADEMIC ADVISEMENT AND STUDENT SUCCESS

The Office of Academic Advisement and Student Success engages and empowers students to make decisions that positively advance their educational, professional and personal objectives in order to achieve success. Freshmen, sophomores, and juniors whose Grade Point Averages (GPAs) are below 2.0 and seniors whose GPAs are below 2.5 are provided advisement and student success strategies to enable them to be back on track in the shortest possible time. The Services offered include, but are not limited to:

- Academic Advising
- Monitoring of students with low Grade Point Averages (GPAs)
- Clearance of academic holds
- Student Success Workshops.

Students are our number one priority. Therefore, the Office of Academic Advisement and Student Success resolves the challenges experienced by students promptly and to their satisfaction.

Students may access all of these services by visiting, calling or e-mailing the office.

Contact information:

Tel. Numbers.: (876) 963-7917/(876) 963-7257, extensions: 7917/7257.

E-mail: studentsuccess@ncu.edu.jm

ACCOMMODATIONS

ON-CAMPUS ACCOMMODATION

The University provides three residence halls on campus: one for men and two for women. Students in these residence halls are provided with spiritual, personal, social and intellectual activities. Each resident is held responsible for knowing and abiding by the rules and regulations for residence hall living. A residence hall handbook is provided and the resident is expected to relate to the guidelines therein. The Deans of the Residence Halls are responsible for the residents. On-campus housing facilities are scarce; so, reservations are strongly recommended. Living in the approved University residences is on a first-come first-served basis. Freshmen students under eighteen (18) will be given preference. Residents can be denied acceptance in the dormitory based on previous citizenship violations.

Acceptance to the University does not guarantee a place in the residence halls, even though the student might indicate a desire to reside on campus. Prospective students are encouraged to contact the residence hall Deans as soon as a letter of acceptance has been received.

Room and Board

Students who live in the residence halls pay a minimum non-refundable semester fee for accommodation only. Optional meal plans are available which enable the students to take meals in the University Cafeteria. Charges for room and board are made on a semester basis and are payable at the beginning of each semester. Charges in excess of the minimum non-refundable semester fee for board are calculated periodically. A student may continue to use the services of the cafeteria after he/she has exhausted his/her non-refundable minimum fee upon the authorization of the Director of Student Finance. A charge will be made for the replacement of a meal card if it is lost, misplaced or stolen during the semester.

Residence Halls for Women

Leila Reid Hall houses first year female students; Jamaica Hall houses some second to fourth year female students.

Residence Hall for Men

Cedar Hall is the on-campus residence for male students.

OFF-CAMPUS HOUSING

Students are allowed to reside off-campus provided they are aged eighteen (18) or older. Younger students are allowed this privilege if they reside at home or with close relatives. Students living off campus are required to register with the Office of Student Services. Students who reside off campus are expected to maintain the ethos of the University in lifestyle and deportment. A listing of housing accommodation is available at the Office of Student Services.

THE UNITED STUDENT MOVEMENT

The United Student Movement (USM) represents students' interests on campus. Assisting in the promotion of the ideals and objectives of the University, the USM co-ordinates a number of activities and services. The organisation publishes a campus paper, *The Hilltop Trumpet*, as well as a University yearbook, *The Palm Leaves*. It co-ordinates sporting activities on campus and serves as an important link with the University administration, faculty, staff and students. Full-time registered students are voting members of the USM and are eligible to take advantage of the opportunities the Movement provides. A detailed description of the organisation appears in its constitution and bylaws. (See <http://usm.ncu.edu.jm/>)

CLUBS AND ACTIVITIES

The University encourages students to participate in as many extracurricular activities and organisations as their study workloads permit. Experience gained in working with others in the achievement of common goals provides invaluable training. Some of the more permanent campus organisations and activities are listed below.

ACADEMIC AND SOCIAL CLUBS

While the USM serves the needs of the general student body, other campus organisations relate to specific groups. Additionally, the USM gives oversight and funding to these groups. The University encourages the formal association of students, recognising that this fosters leadership and engenders the development of a wholesome sense of student fraternity.

Student associations and clubs operate under the advisement of faculty and staff members; but the Executive members are students. The following are some student organisations:

ACADEMIC CLUBS

- **The Business and Secretarial Students Association (BASSO)** seeks to improve scholarship, cultivate awareness regarding current economic trends and promote high standards of business ethics among its membership.
- **NCU Finance and Accounting Students Association**
- **The Northern Caribbean University Science Students Association (NCUSSA)** aims at encouraging interest in and understanding of the ever-changing scientific world.
- **Humanities Behavioural and Social Sciences (HuBSS)** aims to cater to the needs of the students of the College of Humanities, Behavioural and Social Sciences to encourage fellow students in their understanding of the academic system and their advancement within this, their chosen profession, to promote an atmosphere conducive to achievement and to promote camaraderie among HuBSS students and other campuses and to create an avenue where students can demonstrate teaching and leadership skills.
- **College of Education and Leadership (CELS)** seeks to promote an avenue where students can demonstrate teaching and leadership skills, inform students of developments and topics of interest in the educational system, and promote the interaction of students, faculty and stakeholders in the education profession.
- **Psychology Students' Association (PSA)** seeks to expose students to different areas of psychology, promote professional unification among students within the field of psychology, create opportunities for students to exchange information, experiences and

resources and expose the NCU student body and community to the field of psychology through outreach and volunteerism.

- **NCU Medical Technology Undergraduate Association (MUTUA)** as a professional club seeks to align itself with the Caribbean Association of Medical Technology, (CASMET) and to foster interaction between its members and the public. Activities will be conducted within the club to allow the members to bond and also be involved in a variety of outreach activities.
- **The Ministerial Association (MA)** emphasizes the development of religion majors but opens its doors to all who desire spiritual fellowship. The Club, which seeks to elevate among its members the high ideals of the gospel ministry, meets on Friday evenings after the vesper service and in Sabbath Morning Prayer bands. It must be noted that this member organization is an academic club.
- **Association of Criminal Justice Students, (ACJuS)** seeks to develop leadership skills and teamwork among peers. This will be achieved by encouraging interaction among students and faculty of Northern Caribbean University along with professionals employed in the field of Criminal Justice.
- **Northern Caribbean University Nutrition and Dietetics Students Association (NCUNDSA)** seeks to cater to the needs of the dietetics students of the College in the Allied Health and Nursing, encourage fellow students in their understanding of the nutrition and dietetics profession and promote health, well-being, and optimum nutrition and promote the interaction of students, faculty and stakeholders in the nutrition and dietetics professions.
- **The Computer Hardware Information Processing Specialists (CHIPS)** Club exists to promote the spirit of enquiry and dedication and to keep students in touch with the frontiers of Computer Science, while supporting their creative interest and abilities in technological skills.
- **Society of Mathematics and Engineering (SOME)** is an academic club in the Mathematics and Engineering Department. The primary aim of this club is to promote interest in Mathematics and Engineering and to provide opportunities for interaction by students who have an interest in these subjects.
- **Literary and Debating Society (LADS)** – The Literary and Debating Society provides a mutually supportive and positive learning environment through which the members can develop their oral communication and analytical skills thereby fostering self-confidence and personal development. LADS provide an opportunity for students to be engaged in internal and external debates, speech delivery, and other presentations.
- **Social Work Students' Association** – To enhance its members in the changing dynamics of the world and how Social Workers can make a lasting impact.
- **Counselling Students Association** – To assist members in honing their skills in counselling techniques and promote mental awareness.
- **Nursing Students Association** – Caters to the needs of the nursing students, aiding in their adjustment with the revolutionary undertakings in the health profession.
- **Tourism Action Club**

SOCIAL CLUBS

- **NCU Badminton Club**
 The purpose of this organisation shall be to:
 - i. Play and promote badminton
 - ii. Offer badminton coaching and competition opportunities to all members
 - iii. Develop badminton on campus and in the community at large.

- **The Rotaract Club** provides an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, address the physical and social needs of their communities, and promote better relations between all people worldwide, through a framework of friendship and service.
- **NCU International Students Association** – To foster camaraderie among the community of international students at NCU.
- **Philmelodia Club** – Female dorm residents collaborating to enhance the social well-being of its members and the wider student population.
- **Excelsior Club** – Residents of Cedar Hall collaborating to advance the total development of the men of the hall and positively impacting the University community.

RELIGIOUS CLUBS

- Central Jamaica Conference Club (CJC)
- East Jamaica Conference Club (EJC)
- West Jamaica Conference Club (WJC)
- North Jamaica Club (NJC)
- Student Association of Literature Evangelists (SALE)

OTHER

Students also have the opportunity to participate in other approved student-led choirs and performing groups.

FOOD SERVICES

The cafeteria is located on the upper floor of Sorenson Hall. The University seeks to meet the varying tastes of its international student body. It does so by providing tasty and nutritious meals. Arrangements can be made, where necessary, for students with dietary or other challenges. Food service caters for small-group activities, picnics and banquets.

Non-resident students who desire to make use of the food service must make prior arrangements with the Director of Student Finance. Students who expect Sabbath guests are advised to use vending cards, or make arrangements with the cafeteria beforehand.

CAMPUS SAFETY AND SECURITY

The Campus Safety and Security Department (CSS) is open 24 hours daily, including holidays. Its main objective is to safeguard the security of students and workers. Security personnel may be reached at extensions **7703** for the Duty Office, **7704** for the main gate, or **7705** for the Director's office.

This department has been authorised by the University to ensure the security of both person and property. All persons leaving or entering the campus may be subjected to a security check. This includes the checking of motor vehicles, persons, packages and day passes. Any person on University property may be required to show identification to a CSS officer or a University official at any time. Students are required to wear Identification (ID) Cards at all times. Lack of cooperation or lack of respect towards an officer will result in disciplinary action.

Incidents to report include, but are not limited to, the following:

- Crimes
- Harassment
- Phone abuse
- Thefts
- Safety concerns
- Vandalism – abuse of and/or destruction of University property
- Traffic accidents
- Possession of illegal weapons and drugs
- Sexual and physical abuse.

The Campus Security and Safety Department treats all threats as serious offences and will report any issued threat to the Office of Student Services. Reports of threats, directly or indirectly, verbally, in writing or by actions, will be investigated and appropriate action taken.

Motor Vehicles

Limited parking spaces are available on campus. Vehicles are to be parked in the area designated for student parking, in the area north of the security booth. Cars parked in **unauthorised areas** will be clamped, and owners ticketed and fined to include applicable tow away expenses.

Further, all students who drive are to observe the following procedures:

- All motor vehicles are to be registered with the Department of Campus Safety and Security upon the student’s entry to the University and at the beginning of each academic year.
- The registration fee of \$500.00 is to be paid to the cashier in the Business Office. A receipt will be issued, which the student will then present to the CSS Office. An application form is completed and approved by the Director of Campus Safety and Security. Once approved, the student is issued with a student parking permit.
- Speed limit for all vehicles on campus is 10k or 16 m.p.h. Those who exceed the limit will be subject to sanctions.

Emergency Drills

Two emergency drills take place for residence hall students each semester to ensure the safety of the residents. Campus-wide emergency drills are done on a timely basis to involve the entire NCU family. The evacuation methods are continually under review to allow movement with dispatch and without confusion.

CRITICAL INCIDENT MANAGEMENT (CIM)

Occasionally, institutions such as schools, colleges and universities may be involved in a crisis situation that has a serious effect on the institution and the community. These are called ‘critical incidents. A critical incident (C.I.) can be defined as any situation faced by members of the University community that result in emotional trauma, inhibiting their ability to cope. The effects of a critical incident can be long lasting. This depends, in part, on appropriate responses and the extent to which support is given.

While it is not possible to anticipate, predict or prepare for specific critical incidents, it is the responsibility of each institution to have a plan for the management of these events, should they

arise. It is with this in mind that the Division of Student Services formed a Critical Incident Management Team (CIM), to oversee this aspect of safety on the NCU campuses. The CIM Committee continues to upgrade its functions as it seeks to protect the University family.

Team members include the following:

- University President
- Vice-Presidents
- Residence Hall Deans
- College and School Deans, Chairs and Sector Managers
- Representatives from the Victor Dixon High School, West Indies College Preparatory, the NCU Day Care Centre and the Early Childhood Centre are also members of this team.

Some examples of critical incidents that might affect the University are as follows:

- Sudden death of a student or worker
- Suicide of a student or worker
- Disaster on school premises
- Natural or community disasters
- Epidemic or pandemic
- Unusual and unfavourable media attention
- Fires, explosions or bomb scares on campus
- Campus unrest
- Kidnapping
- Office and Residence Halls burglary
- Major vandalism of the institution's property
- Hostage situations.

A critical incident manual has been formulated with highlights, guidelines and directives, should there be threat of disasters, e.g., hurricane, fire, earthquake and flood. Copies of the Manual are located at the offices of the University President and Student Services. The NCU family will be informed about incidents, as the University administration deems necessary.

COLLEGE OF BUSINESS AND MANAGEMENT



AUDLEY ECCLES, DEAN
 (876) 963-7422; 7420
 E-MAIL: AECCLES@NCU.EDU.JM
 BUSINESSADMIN@NCU.EDU.JM

STATEMENT OF VISION

The College of Business and Management aspires to be the regional college of choice for quality Christ-centred higher education, in an intellectually stimulating environment, producing business leaders for the global market place.

STATEMENT OF PURPOSE

The College of Business and Management provides a distinctive Christ-centred learning environment that actively engages students and other stakeholders (faculty, partners, and the community) in developing rigorous holistic Christ-centred business programmes for the global market place that are technologically relevant and market driven, imparting knowledge and skills relevant for success in a complex global economy. This is achieved through academic excellence, social interaction, physical and spiritual development and a strong work ethic, thereby equipping each student for committed professional service to God and country.

CORE VALUES

The pursuit of excellence through P.R.A.I.S.E.:
Professionalism, Respect, Affirmation, Inspiration, Stewardship and Ethics

BUSINESS ADMINISTRATION AND HOSPITALITY MANAGEMENT

BUSINESS AND MANAGEMENT

THE GOALS OF THE COLLEGE

1. Fulfilling the mission statement of the University, specifically in the area of business and management.
2. Providing a conceptual, technical and liberal education programme that is essential for career advancement.
3. Providing students – undergraduate and graduate – with the variety of skills necessary to succeed in the complex, uncertain and changing world of the 21st century.
4. Becoming primarily an applied research college within the University, with emphasis on promoting market-driven programmes and research within our areas of expertise that are in keeping with the Seventh-day Adventist church mission, as well as playing its part in the community at large.
5. Integrating the ethical, moral and social dimensions of business and management issues and teaching Northern Caribbean University students how to make the world a better place.

ORGANISATION AND ADMINISTRATION

The College of Business and Management (CBM) is led by the Dean who is the chief administrative officer. The chairperson of each department administers the respective programmes under the supervision of the Dean. The Dean is the chair of the College meeting, and the Chairperson is the chair of the monthly faculty meetings. The faculty policy committees are elected annually by the faculty as a whole, and the faculty is the governing body for policies internal to the College.

CURRICULA

The College of Business and Management offers its programmes of study through:

- The Department of Business Administration and Hospitality Management
- Mandeville Evening Division
- Regional campuses of the Department of Professional and Continuing Education.

PARTNERSHIPS AND COLLABORATIONS

The College of Business and Management (CBM) in pursuit of its vision seeks to collaborate with partners who share similar visions for the expansion of business education. The College not only operates from its bases in Jamaica but also seeks to foster strong relationships in the Caribbean region. To this end it has launched the following partnerships:

- A memorandum of understanding (MOU) with the **Jamaica Stock Exchange (JSE)** whereby the JSE through its e-learning campus offers a postgraduate diploma in Financial Services Management which provides an opportunity for NCU-CBM business administration and management studies graduates to have the opportunity to take this

12-month course of study. This diploma qualifies graduates to fast-track entry into the financial services industry as licensed Securities Dealers to handle capital markets and investment products at the intermediate level.

- A memorandum of understanding with the **Human Employment and Resource Training /National Service Training Agency Trust (HEART/NSTA Trust)**. Through this MOU, HEART/NTA trainees can matriculate into NCU's hospitality programme. This MOU will also enable the development of a master's programme at NCU in technical and vocational education in collaboration with HEART/NSTA Trust.

DEPARTMENT OF BUSINESS ADMINISTRATION AND HOSPITALITY MANAGEMENT

FULL-TIME FACULTY

Yvonne Billings
Michelle Black
Andrew Carty
Maxine Craigie-Roomes
Leena Dakkumulla-Narayana

Audley Eccles
Edward Morris
Donovan Salmon
Merlene Senior
Victorine McDaniel Petrekin

ADJUNCT FACULTY

Marjorie Buckley
Noriel Jacobs-Gray
Yvette Marshall-Bryan
John McAllister
Jonas Semugeshi
Carla Wright
Nadene Wright

INTRODUCTION

The Department of Business Administration and Hospitality Management is dedicated to serving the University, its students, the community, the Seventh-day Adventist church and society through the provision of quality educational programmes in business and management, which will form the professional and personal foundation for individual growth and national productivity.

The Department of Business Administration and Hospitality Management provides an explicitly ethical context for the encouragement of personal excellence, physical and emotional health, intellectual breadth and depth, appreciation of the arts, responsible social relationships, and unconditional commitment to supreme values. To this end, campus life incorporates study, work, recreation and worship.

OBJECTIVES

The objectives of the Department of Business Administration and Hospitality Management are to:

- Prepare students to serve in the business community, hospitality industry, government and the church organisation.
- Prepare students to enter graduate programmes.
- Adapt the business and hospitality management curricula to the needs of Jamaica and the Caribbean environment.
- Equip students with the skills necessary for sitting professional examinations in the area of business and hospitality management.

PROGRAMMES OFFERED

- Bachelor of Science in Business Administration with Emphasis in:
 - Accounting
 - Finance
- Bachelor of Science in Management Studies with Emphasis in:
 - Entrepreneurship
 - Human Resource Management
 - Marketing
 - Tourism Management

- Bachelor of Science in Hospitality and Tourism Management with Emphasis in:
 - Food and Beverage Management
 - Resort and Spa Management
 - Travel and Tourism Management
- Associate of Science in Business Administration
- Associate of Science in Hospitality Management
- Minor in all Emphases

MINORS

Students outside of the College may also do a minor in any of the emphases within the College. To take advantage of this option, students must first matriculate in the College under the emphasis that they wish to pursue. Once students matriculate into the College, they must take the prerequisite courses, if any, and successfully pass them before taking the courses in the selected minor. The minor will be a minimum of 21 credits inclusive of at least four courses at the 300 level. The College will determine the list of courses comprising the composition of the minor.

Note:

1. Minors may be selected from any discipline offered by the University.
2. Students must pass the courses stipulated by the department offering the minor at the grades specified by that department. The right to register for a minor is not automatic; consequently, students who would like to register for a minor not offered by College of Business and Management must make a special application to the specific department.

CERTIFICATE PROGRAMMES

The College will allow students to take non-degree certificate programmes. Persons who wish to take these certificates have the choice of either enrolling in college credit courses or non-college credit courses. Students enrolling in college credit courses must first matriculate in the College as these courses may be transferred, upon request, to a degree programme within the College.

Where students select the non-college credit course option, these credits cannot be transferred to any of the degree programmes in the College. Some emphases within the College may allow students to sit in a college credit course but these students will not be allowed to sit the final examination for the course nor the sectional examinations. Students must however do all other graded assignments or work, that are required under the non-college credit courses, as outlined in the course outlines. In such a case, students will be tested using alternative methods, inclusive of, but not limited to oral tests, presentation of a paper and practical projects.

Generally, our non-college certificate courses will not require students to sit college level courses and the duration of these courses will normally vary from 15 to 30 credit hours for each course in the certificate. The number of courses in the certificates may vary also.

PRACTICUM PROGRAMME

The Department of Business Administration and Hospitality Management requires students to participate in a practicum/internship in their area of concentration. This activity enables the student to integrate academic knowledge with practical application. It will also enhance educational experience by making subsequent study more meaningful. In addition, this exposure to business management, administration, hospitality management and the environment, in which the student will eventually work, is designed to help the student develop professionally before entering the marketplace (**see the Department Chair/Practicum Co-ordinator for complete practicum/internship procedures**).

BUSINESS LABS/TUTORIALS

The courses Business and Economic Calculus I & II and Intermediate Accounting I & II have been designated as lab courses. Each of these courses carries a mandatory laboratory/skills development session. Courses with labs attract a fee.

MATRICULATION REQUIREMENTS

Individuals seeking admission into the Department of Business Administration and Hospitality Management must satisfy one of the following requirements:

Regular Admittance

Five (5) General Certificate of Education (GCE) O' Level or Caribbean Secondary Education Certificate (CSEC) with passes in English Language and Mathematics or Principles of Accounts at Grade II in CSEC General Proficiency (or Grade III from June 1998 and after) or equivalent examination. Students who use Principles of Accounts to matriculate, are not required to sit the mathematics examination as set out in the Mathematics and Engineering Department's programme before completing their programme of study.

Accounting and Finance students must have CSEC Mathematics Level II or above or GCE Mathematics at B or above or their equivalents to matriculate in these emphases.

Students who have level II Mathematics or above and who enter the Accounting or Finance emphases in the College will no longer be required to do **BSAD121: Applied Business Mathematics**, as passes at these levels are equivalent to either a B or an A in BSAD121, depending on the pass in CXC. Other students in other disciplines in the College who have attained these grades may be exempted from **BSAD121: Applied Business Mathematics**; however, if these latter students select this option, they must take a make-up class within their discipline.

Since all students in the College would be required to either matriculate with CSEC Mathematics or CSEC Principles of Accounting, there is no longer the requirement for students to sit the Mathematics Placement Examination, since all students are required to take **BSAD121: Applied Business Mathematics**, even if the student is successful in the Mathematics Placement Examination.

Alternative Entry Requirements

- A minimum of 1170 in the Scholastic Aptitude Test (SAT) for students outside the English-speaking Caribbean and Grade 12 high school diploma.
- Transfer with at least sophomore standing from a recognised tertiary institution.
- Completion of a diploma or an associate degree from a recognised tertiary institution. NCU students receiving the associate degree must apply for admission into the baccalaureate programme.

Provisional Admittance

Applicants over the age of 25 may be granted admission based on their work experience, maturity and performance in the University's Mature Age Examination (MAE) programme as stipulated in this *Bulletin*. Students sitting the MAE need not take the Mathematics Placement

Examination, since it is not used within the College. **Students can sit the MAE for an indefinite period until they qualify to enter the Department.**

MINIMUM REQUIREMENTS FOR GRADUATION

The bachelor’s programmes in the Department are challenging and students must prepare to work hard. Consequently, students are reminded that to graduate from any bachelor’s programme, they must have or will have at the time of graduation check, to their credit, at least 128 credit hours (see page 38). Additionally, students should observe the departmental rules regarding the number of transferred credits that can be used to satisfy graduation requirements for their emphasis.

Generally, in ALL EMPHASES, no student will be allowed to graduate if he/she has not taken and passed satisfactorily at least 20 credit hours in his/her respective emphasis. Where students have received exemptions for courses in their emphasis, they must either take additional elective courses that are in their emphasis (no general course/s from another emphasis may be used to satisfy this requirement) or retake courses from which they have received exemption to ensure the 20 credits requirement is met. Consultation with the Chair of the Department should be made if the student is in doubt. Under no circumstance can this rule be waived; therefore, students should make careful selections ahead of time to avoid a delay in their graduation.

LANGUAGE AND CONTENT EXAMINATION

Students in bachelor’s degree programmes are required to sit the Language and Content Examination during their Junior or Senior year. This oral examination tests not only their knowledge of the content area of their programmes but also their communication skills. Students found with deficiencies must resit and pass this examination in the subsequent semester, as per the University’s standard examination policy.

This examination is administered by an impartial panel of examiners consisting ideally of a minimum of four members including one faculty member chosen by the student, a person who either teaches English or Business Communication, a representative from the core area and an external off-campus examiner from the core area. All panel members, except the student’s choice, are chosen in conference by the Department.

Since the purpose of this examination is to test the students’ specific knowledge and their oral communication skills, it consists of questions that test the students’ ability to formulate meaningful answers and present them in a clear, concise and persuasive manner from their areas of specialty and wider content areas in their programme of study.

The document which better explains the internal procedure for the sitting of the Language and Content examination is available in the departmental office. Students are required to become familiar with its content prior to the sitting of the examination.

BUSINESS ADMINISTRATION

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Telephone: (876) 963-7420; 7421

FULL-TIME FACULTY

Yvonne Billings
Andrew Carty
Audley Eccles

Edward Morris
Merlene Senior
Leena Thyagaraj Dakkumalia-Narayana
Donovan Salmon

ADJUNCT FACULTY

Marjorie Buckley
John McAllister
Jonas Semugeshi

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The Bachelor of Science degree in Business Administration carries two (2) Emphases: Accounting and Finance. While each Emphasis carries a **departmental core of 6 credit hours specific to each discipline, students are also required to complete an extensive set of 55 principal core credits** prior to the award of the degree. The Bachelor of Science degree in Business Administration requires the following core courses to be completed prior to the award of the degree.

CORE REQUIREMENTS: 55 CREDITS	CR	Prerequisites
ACCT102 Accounting Fundamentals and the Professional Accountant	3	
ACCT103 Financial Accounting	3	ACCT102
ACCT107 Fundamentals of Cost Accounting	3	ACCT103
BLAW301 General Business Law I	3	MGMT252
BSAD121 Applied Business Mathematics (required if student does not have CSEC Mathematics at Level II or above or the equivalent grades)	3	
BSAD301 Business Communication	3	ENGL120
BSAD371 Business Research Methods	3	ENGL120 & ECON272
BSAD487 Business Practicum	3	Junior Standing
BSAD489 Ethics & Values in Business	3	MGMT252
BSAD494 Current Trends & Issues Conference	1	Senior Standing
ECON170 Business & Econ. Cal I	3	BSAD121 OR CSEC MATH Level II
ECON171 Business & Econ. Cal II	3	ECON170
ECON216 Microeconomics	3	BSAD121 OR CSEC MATH Level II
ECON217 Macro Economics	3	ECON216
ECON272 Business & Econ. Statistics	3	BSAD121 OR CSEC MATH Level II
FNCE341 Financial Management Principles	3	ACCT103 & ECON170
MGMT252 Principles of Management	3	
MGMT486 Quantitative Business Analysis	3	ECON272
MGMT490 Strategic Management	3	Senior Standing

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION ACCOUNTING EMPHASIS

The Accounting curriculum is designed to provide students with a high-quality undergraduate education to exceed standards for certification and accreditation. Graduates should be productive, act ethically, and be responsible citizens in the community. Their education should prepare them to meet the challenges of public, private, and not-for-profit accounting types. The content coverage facilitates preparation for the Association of Chartered Certified Accountants (ACCA) professional programme. Graduates from the accounting programme who are interested in qualifying for membership to sit ACCA/CPA examinations and other professional accounting certification should seek advice from the Chair of the Department. The total number of credits required is 131.

DEPARTMENTAL CORE: 6 CREDITS

The Bachelor of Science degree in Business Administration with an emphasis in Accounting requires the following departmental core courses to be completed prior to the award of the degree.

	6 CREDITS	Prerequisites
ENTR297 Fundamentals of Entrepreneurship	3	
MKTG311 Principles of Marketing	3	MGMT252

ACCOUNTING EMPHASIS REQUIREMENTS

36 CREDITS

In addition to the 34 General Education credits, 55 core requirement credits and 6 departmental core credits, students must complete 36 credits in their major before they can be awarded the degree. The courses in the students' major are listed below.

MAJOR Accounting Emphasis: 36 Credits	CR	Prerequisites
ACCT230 Management Accounting	3	ACCT107
ACCT241 Integrated Accounting	3	ACCT103
ACCT245(317) Intermediate Accounting I	3	ACCT104
ACCT246(318) Intermediate Accounting II	3	ACCT245
ACCT346 Performance Management Accounting	3	ACCT250
ACCT419 Taxation	3	ACCT245
ACCT425 IT Auditing	3	ACCT245
ACCT476 Accounting Business Analysis	3	ACCT246
ACCT477 Forensic Accounting & General Business Analysis	3	ACCT425
ACCT478 Advanced Accounting	3	ACCT246
ACCT484 Accounting Information Syst.	3	ACCT245, CPTR120
BLAW310 Anti-Money Laundering Law (Optional)	3	BLAW301
BLAW401 Company Law	3	BLAW301

GENERAL EDUCATION REQUIREMENTS

MINIMUM 34 CREDITS

Please account for the minimum thirty-four (34) General Education credits as stipulated in the *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be

counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course is required as a core for this degree, additional courses **must** be taken, by advisement of your academic adviser (and where applicable, department chair), to complete the minimum requirements. **It is your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
BSc IN BUSINESS ADMINISTRATION – ACCOUNTING**

Status	1st Semester	Cr	2nd Semester	Cr
1st Year- Freshman (0-32 credits)	ACCT102 Accounting Fundamentals and the Professional Accountant	3	ACCT103 Financial Accounting	3
	BSAD121 Applied Business Mathematics	3	ACCT107 Fundamentals of Cost Accounting	3
	CPTR120 Computer Applications	3	ECON170 Business & Economic Calculus I	3
	EDUC100/EDUC110 Univ. Orientation	~	EDUC151 Fundamentals of Christian Education	3
	ENGL119 Freshman Composition I	3	ENGL120 Freshman Composition II	1
	RELB113 God and Human Life	3	HLED109 Health Education	
	TOTAL CREDITS:	15	TOTAL CREDITS:	16
2nd Year-Sophomore (33-65 credits)	ACCT241 Integrated Accounting	3	ACCT246 Intermediate Accounting II	3
	ACCT245 Intermediate Accounting I	3	ACCT230 Management Accounting	3
	ECON171 Business & Economic Cal II	3	ECON217 Macroeconomics	3
	ECON216 Microeconomics	3	ECON272 Business & Econ. Statistics	3
	ENTR297 Fund of the Entrepreneur	3	RELB210 Daniel & Revelation	3
	MGMT252 Principles of Management	3		
	TOTAL CREDITS:	18	TOTAL CREDITS:	15
3rd Year--Junior (65-96 credits)	ACCT346 Performance Mgmt. Acct.	3	ACCT484 Accounting Info. Systems	3
	ACCT419 Taxation	3	BSAD371 Business Research Methods	3
	BSAD301 Business Communication	3	BLAW301 General Business Law I	3
	MKTG311 Principles of Marketing	3	Modern Language Requirement	3
	PSYC119 Psychology/ SOCI120 Intro to Sociology	3	RELT451 Christian Ethics & Moral Development	3
	TOTAL CREDITS:	15	FNCE341 Financial Management Principles	3
	TOTAL CREDITS:	15	TOTAL CREDITS:	18
	Summer I			
	BSAD487 Business Practicum	3		
	TOTAL CREDITS:	3		
4th Year-Senior (Over 96 credits)	ACCT425 IT Auditing	3	ACCT477 Forensic Accounting & General Business Analysis	3
	ACCT476 Accounting Business Analysis Science & Environ. Awareness Req.	3	ACCT478 Advanced Accounting	3
	BSAD489 Ethics & Values in Business	3	BLAW401 Company Law	3
	RELB205(305) Life & Teachings of Christ	3	BSAD494 Current Trends & Issues Conference	1
	TOTAL CREDITS:	15	MGMT486 Quantitative Business Analysis	3
			MGMT490 Strategic Management	3
	TOTAL CREDITS:	15	TOTAL CREDITS:	16

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION FINANCE EMPHASIS

The Finance curriculum is designed to provide students with an understanding of financial institutions, and the practices involved in the allocation of financial resources within the private sector. It is also designed to incorporate foundation study in related disciplines such as economics and the quantitative subjects. Finance provides an educational foundation for careers involving financial analysis, management, investment analysis, portfolio management, investment banking, risk management and insurance and real estate practices. The total number of credits required is 131.

DEPARTMENTAL CORE: 6 CREDITS

The Bachelor of Science degree in Management Studies with an emphasis in Finance requires the following departmental core courses to be completed prior to the award of the degree.

	CR	Prerequisites
ACCT230 Management Accounting	3	ACCT107
MGMT485 Management Information Systems	3	CPTR120 & MGMT252

FINANCE EMPHASIS REQUIREMENTS

36 CREDITS

In addition to the 34 General Education credits, 55 core requirement credits and 6 departmental core credits, students must complete 36 credits in their major before they can be awarded the degree. The courses in the students' major are listed below.

MAJOR FINANCE EMPHASIS: 36 CREDITS

	CR	Prerequisites
FNCE329 Insurance & Wealth Management (Optional)	3	FNCE341
FNCE343 Financial Markets & Institutions	3	FNCE341
FNCE345 Corporate Finance	3	FNCE341
FNCE348 Applied Managerial Finance	3	FNCE341
FNCE360 Banking & Commercial Finance	3	FNCE345
FNCE365 Investment Banking	3	FNCE345
FNCE378 Intermediate Financial Management	3	FNCE345
FNCE437 Risk Management & Insurance	3	FNCE341 & BLAW301 OR BSAD341
FNCE470 Investment Analysis	3	FNCE378
FNCE475 Management of Financial Institutions	3	FNCE343
FNCE480 International Finance	3	FNCE343, FNCE470
FNCE490 Financial Analysis Seminar	3	FNCE470, FNCE480
FNCE494 Financial & Risk Management	3	FNCE470
BLAW310 Anti-Money Laundering Law (Optional)	3	BLAW301

GENERAL EDUCATION REQUIREMENTS

MINIMUM 34 CREDITS

Please account for the minimum thirty-four (34) General Education credits as stipulated in the *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore,

if a recommended General Education course is required as a core for this degree, additional course **must** be taken, by advisement of your academic adviser (and where applicable, department chair), to complete the minimum requirements. **It is your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
BSc IN BUSINESS ADMINISTRATION – FINANCE**

Status	1 st Semester	Cr	2 nd Semester	Cr	
1 st Year - Freshman (0-32 credits)	ACCT102 Accounting Fundamentals and the Professional Accountant	3	ACCT103 Financial Accounting	3	
	BSAD121 Applied Business Math	3	ACCT107 Fundamentals of Cost Accounting	3	
	CPTR120 Computer Applications	3	ECON170 Business & Economic Calculus I	3	
	EDUC100/EDUC110 Univ. Orientation	~	EDUC151 Fundamentals of Christian Education	3	
	ENGL119 Freshman Composition I	3	ENGL120 Freshman Comp. II	3	
	RELB113 God and Human Life	3	HLED109 Health Education	1	
	TOTAL CREDITS:	15	TOTAL CREDITS:	16	
	2 nd Year - Sophomore (33-65 credits)	ECON171 Business & Economic Cal II	3	ACCT230 Management Accounting	3
		ECON216 Microeconomics	3	ECON 217 Macroeconomics	3
FNCE341 Financial Mgt. Principles		3	FNCE340 Financial Markets & Inst.	3	
MGMT252 Principles of Management		3	FNCE345 Corporate Finance	3	
PSYC119 Psychology/ SOCI120		3	FNCE348 Applied Managerial Fin.	3	
TOTAL CREDITS:		15	RELB210 Daniel & Revelation	3	
TOTAL CREDITS:		15	TOTAL CREDITS:	18	
3 rd Year - Junior (65-96 credits)	BSAD301 Business Communication	3	BLAW301 General Business Law I	3	
	FNCE360 Banking & Commercial Fin.	3	BSAD371 Business Research Methods	3	
	ECON272 Business & Econ. Statistics	3	FNCE437 Risk Mgt. & Insurance	3	
	FNCE378 Intermediate Financial Management	3	FNCE470 Investment Analysis	3	
	Modern Language Requirement	3	FNCE365 Investment Banking	3	
	TOTAL CREDITS:	15	TOTAL CREDITS:	15	
	TOTAL CREDITS:	15			
3 rd Year - Junior (65-96 credits)	Summer I	3			
	BSAD487 Business Practicum	3			
TOTAL CREDITS:	3				
4 th Year - Senior (Over 96 credits)	BSAD489 Ethics & Values in Business	3	BSAD494 Current Trends & Issues Conference	1	
	FNCE475 Management of Financial Institutions	3	FNCE494 Financial & Risk Mgt.	3	
	FNCE480 International Finance	3	FNCE490 Financial Analysis Sem.	3	
	Science elective	3	MGMT486 Quant. Bus. Analysis	3	
	MGMT485 Mgt. Information Systems	3	MGMT490 Strategic Management	3	
	RELB205(305) Life & Teachings of Christ	3	RELT451 Christian Ethics & Moral Dev	3	
	TOTAL CREDITS:	18	TOTAL CREDITS:	16	

ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION

This degree prepares students with fundamental business concepts and preferred practices that are essential for entry-level business professionals. It offers an opportunity to learn effective communication skills, critical thinking skills, accounting principles and practices and current technological development. The total number of credits required is 61 (core requirements 39, general education 22).

Core Requirements	39 credits	Prerequisites
ACCT102 Accounting Fundamentals and the Professional Accountant	3	
ACCT103 Financial Accounting	3	ACCT102
ACCT241 Integrated Accounting	3	ACCT103
BSAD121 Applied Business Mathematics	3	
BSAD301 Business Communication	3	ENGL120
BSAD489 Ethics and Values in Business	3	MGMT252
ECON170 Business and Economic Calculus I	3	BSAD121
ECON216 Microeconomics	3	ENGL120, ECON170
ECON217 Macroeconomics	3	ECON170, ECON216
ENTR297 Fundamentals of Entrepreneurship	3	
MGMT252 Principles of Management	3	ENGL120
MKTG311 Principles of Marketing	3	MGMT252
BUSINESS ELECTIVE (300/400 Upper Level Course)	3	

GENERAL EDUCATION REQUIREMENTS 22 CREDITS (Minimum)

Please account for the minimum twenty-two (22) General Education credits as stipulated in the *Bulletin*. See pages 44-47 for more details. Should any of the recommended courses be required for the core, cognate or elective for the degree being pursued, additional courses **must** be taken (by advisement) to complete the minimum requirements for the associate degree. **It is your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
ASC IN BUSINESS ADMINISTRATION**

Status	1 st Semester	Cr	2 nd Semester	Cr	
1 st Year Freshman (0-32 credits)	ACCT102 Accounting Fundamentals and Professional Accountant	3	ACCT103 Financial Accounting	3	
	BSAD121 Applied Business Mathematics	3	ECON170 Business & Economic Cal I	3	
	CPTR120 Computer Applications	3	EDUC151 Fundamentals of Christian Education	3	
	EDUC100 Freshman Seminar/EDUC102 University Orientation	~	ENGL120 Freshman Composition II	3	
	ENGL119 Freshman Composition I	3	HLED109 Health Education	1	
	RELB113 God and Human Life	3	Humanities Elective	3	
	TOTAL CREDITS:	15	TOTAL CREDITS:	16	
	2 nd Year Sophomore (33-65 credits)	ACCT241 Integrated Accounting	3	BSAD301 Business Communication	3
		ECON216 Microeconomics	3	BSAD489 Ethics & Values in Business	3
		MGMT252 Principles of Mgmt.	3	ECON 217 Macroeconomics	3
ENTR297 Fundamentals to Entrepreneurship		3	MKTG311 Principles of Marketing	3	
PHED101 Physical Education		1	Religion Elective	2	
Business Elective					
TOTAL CREDITS:		16	TOTAL CREDITS:	14	

MINOR IN BUSINESS ADMINISTRATION

CORE REQUIREMENTS	TOTAL CREDITS	Prerequisites
	27 Credits	
ACCT102 Accounting Fundamentals	3	
ACCT103 Financial Accounting	3	ACCT102
ACCT107 Fundamentals of Cost Accounting	3	Co-requisite ACCT103
BSAD121 Applied Business Mathematics	3	
BSAD301 Business Communication	3	ENGL120
ECON216 Micro Economics	3	BSAD121
ECON217 Macro Economics	3	ECON216
MGMT252 Principles of Management	3	
MKTG311 Principles of Marketing	3	MGMT252

BACHELOR OF SCIENCE IN MANAGEMENT STUDIES

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 Merlene Senior

ADJUNCT FACULTY

Marjorie Buckley
 John McAllister
 Jonas Semugeshi

The Bachelor of Science degree in Management Studies carries four (4) Emphases: Entrepreneurship, Human Resource Management, Marketing, and Tourism and Hospitality Management. Each Emphasis carries the **departmental core in addition to the principal core of the discipline, credits of cognates, and mandatory general education credits.**

CORE REQUIREMENTS

52 CREDITS

Students must account for the minimum fifty-two (52) core requirement credits as stipulated in the *Bulletin*, along with the required departmental core credits, to be awarded the bachelor's degree in Management Studies.

CORE REQUIREMENTS: 52 CREDITS

	CR	Prerequisites
ACCT102 Accounting Fundamentals and the Professional Accountant	3	
ACCT103 Financial Accounting	3	ACCT102
BLAW301 General Business Law I	3	MGMT252
BSAD121 Applied Business Mathematics	3	
BSAD301 Business Communication	3	
BSAD371 Business Research Methods	3	BSAD301 & ECON272
BSAD487 Business Practicum/ENTR480 Entrepreneurship Intern.	3	Junior Standing
BSAD489 Ethics & Values in Business	3	MGMT252
BSAD494 Current Trends & Issues Conference	1	Senior Standing
ECON216 Microeconomics	3	BSAD121 OR CSEC MATH Level II
ECON217 Macro Economics	3	ECON216
ECON272 Business & Econ. Statistics	3	BSAD121 OR CSEC MATH Level II
MGMT252 Principles of Management	3	
MGMT256 People & Organisations	3	MGMT252
MGMT475 Operations Management	3	ECON272
MGMT485 Management Information Systems	3	CPTR120 & MGMT252
MGMT490 Strategic Management	3	Senior Standing
MKTG311 Principles of Marketing	3	MGMT252

GENERAL EDUCATION REQUIREMENTS: 34 CREDITS (Minimum)

Please account for the minimum thirty-four (34) General Education credits as stipulated in the *Bulletin*. See pages 44-47 for more details. Should any of the recommended courses be required for the core, cognate or elective for the degree being pursued, additional courses **must** be taken (by advisement) to complete the minimum requirements for the bachelor's degree. **It is your personal responsibility to manage your programme in this regard.**

The list of general education courses acceptable to the department are shown below:

	CR
Foreign Language Requirements	3
CPTR120 Computer Applications	3
EDUC100 Freshman Seminar/EDUC102 University Orientation	~
EDUC151 Fundamentals of Christian Education	3
ENGL119 Freshman Composition I	3
ENGL120 Freshman Composition II	3
HLED109 Health Education	1
PSYC119 Principles of Psychology/Intro to Sociology	3
RELB113 God & Human Life	3
RELB205(305) Life & Teachings of Christ	3
RELB210 Daniel & Revelation	3
RELT451 Christian Ethics & Moral Development	3
Science & Environmental Awareness	3

**BACHELOR OF SCIENCE IN MANAGEMENT STUDIES
EMPHASIS IN HUMAN RESOURCE MANAGEMENT**

A proper functioning human resource department is essential to every entity that employs workers. The human resource department assists in the interviewing, selection and determination of compensation of workers according to the policies of the organization. It is also responsible for motivating workers and establishing an appraisal system to assess workers' performance, among other things.

Despite the type, size or nature of the organization, there will be a need for human resource personnel. In the College of Business and Management, our human resource management emphasis is designed to provide students with relevant and cutting-edge knowledge and techniques that will equip students to excel in this discipline.

The Bachelor of Science degree in Management Studies with an emphasis in Human Resource Management requires the completion of a total of 128 credits prior to the awarding of the degree. This comprises the following departmental core (6 credits), emphasis courses of (36 credits), core requirement courses (52 credits) and the minimum required general education credits, which are 34 credits.

DEPARTMENTAL CORE: 6 CREDITS

The Bachelor of Science degree in Management Studies with an emphasis in Human Resource Management requires the following departmental core courses to be completed prior to the award of the degree.

	CR
ECON132 Personal Finance & Development	3
ENTR297 Fundamentals of Entrepreneurship	3

HUMAN RESOURCE MANAGEMENT EMPHASIS REQUIREMENTS 36 CREDITS

MAJOR Human Resource Emphasis: 36 Credits	CR	Prerequisites
ENTR445 Innovation & Organizational Development	3	MGMT252
MGMT265 Introduction to Public Relations (Optional)	3	MGMT252
MGMT352 Human Resource Management	3	MGMT252
MGMT360 Team Building & Management	3	MGMT352
MGMT367 Recruitment & Selection	3	MGMT352
MGMT380 Gender and Diversity in Organization	3	MGMT352
MGMT384 Quality Service Management	3	MGMT352
MGMT466 Human Resource Development	3	MGMT352
MGMT471 Compensation Administration	3	MGMT352
MGMT472 Industrial Relations	3	MGMT360
MGMT478 Negotiation Skills	3	MGMT466
MGMT488 Human Resource Strategy & Planning	3	MGMT471
MKTG312 Customer Relations	3	MKTG311

GENERAL EDUCATION REQUIREMENTS

MINIMUM 34 CREDITS

Please account for the minimum thirty-four (34) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement of your academic adviser (and where applicable, department chair), to complete the minimum requirements. **It is your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
BSc IN MANAGEMENT STUDIES – HUMAN RESOURCE MANAGEMENT**

Status	1 st Semester	Cr	2 nd Semester	Cr	
1 st Year-- Freshman (0-32credits)	ACCT102 Accounting Fundamentals and the Professional Accountant	3	ACCT103 Financial Accounting	3	
	BSAD121 Applied Business Mathematics	3	ECON132 Personal Finance & Dev.	3	
	CPTR120 Computer Applications	3	EDUC151 Fund. of Christian Ed.	3	
	EDUC100 /EDUC110 Univ. Orientation	~	ENGL120 Freshman Comp. II	3	
	ENGL119 Freshman Composition I	3	HLED109 Health Education	1	
	RELB113 God and Human Life	3	PSYC119 Psychology/ SOC1120	3	
	TOTAL CREDITS:	15	TOTAL CREDITS:	16	
	2 nd Year- Sophomore (33-65 credits)	ECON216 Microeconomics	3	ECON272 Business & Econ. Statistics	3
		ENTR297 Fund. of Entrepreneurship	3	ECON 217 Macroeconomics	3
		MGMT252 Principles of Management	3	MGMT256 People & Organizations	3
RELB210 Daniel & Revelation Science & Environ. Awareness Req.		3	MGMT352 Human Resource Mgmt.	3	
TOTAL CREDITS:		15	RELB205(305) Life & Teachings of Christ	3	
TOTAL CREDITS:			TOTAL CREDITS:	15	
3 rd Year- Junior (65-96 credits)		BSAD301 Business Communication	3	BSAD371 Business Research Methods	3
	MGMT360 Team Building & Mgt.	3	BLAW301 General Business Law I	3	
	MGMT367 Recruitment & Selection	3	MGMT380 Gender and Diversity in Organization	3	
	MKTG311 Principles of Marketing	3	MGMT384 Quality Service Mgt.	3	
	Modern Language Requirement	3	MKTG312 Customer Relations		
	TOTAL CREDITS:	15	TOTAL CREDITS:	15	
Summer I					
	BSAD487 Business Practicum	3			
	TOTAL CREDITS:	3			

4 th Year-Senior (Over 96 credits)	BSAD489 Ethics & Values in Bus.	3	BSAD494 Current Trends & Issues Conference	1
	ENTR443 Innovation & Organizational Development	3	MGMT472 Industrial Relations	3
	MGMT471 Compensation Admin.	3	MGMT478 Negotiation Skills	3
	MGMT466 Human Resource Development	3	MGMT488 HR Strategy & Planning	3
	MGMT485 Mgt. Information Systems	3	MGMT490 Strategic Management	3
	MGMT475 Operations Management		RELT451 Christian Ethics & Moral Dev.	
	TOTAL CREDITS:	18	TOTAL CREDITS:	16

BACHELOR OF SCIENCE IN MANAGEMENT STUDIES ENTREPRENEURSHIP EMPHASIS

A study of entrepreneurship aims to encourage the student's entrepreneurial spirit and develop in the student entrepreneurial knowledge and skills (including identifying and evaluating business opportunities, mobilizing necessary resources, and generating ideas for wealth creation) and helps the student to integrate material learned in other functional areas of business. It is also valuable for students considering a career in consulting. The total number of credits required is 128 (core requirements 52, departmental core 9, emphasis 33, and the minimum required general education of 34 credits).

DEPARTMENTAL CORE: 9 CREDITS

The Bachelor of Science degree in Management Studies with an emphasis in Entrepreneurship requires the following departmental core courses to be completed prior to the award of the degree.

	CR	Prerequisites
ACCT107 Fundamentals of Cost Accounting	3	ACCT103
ECON170 Business & Econ. Calculus I	3	BSAD121 OR CSEC MATH Level II
FNCE341 Financial Management Principles	3	ACCT103 & ECON170

ENTREPRENEURSHIP EMPHASIS REQUIREMENTS

33 CREDITS

The Bachelor of Science degree in Management Studies with an emphasis in Entrepreneurship requires the following emphasis courses to be completed prior to the award of the degree.

MAJOR Entrepreneurship Emphasis: 33 Credits

	CR	Prerequisites
ACCT230 Management Accounting	3	ACCT107
ENTR297 Fundamentals of Entrepreneurship	3	
ENTR360 Navigating Skills Behaviour of the Entrepreneur	3	ENTR297
ENTR390 Managing the Family Business	3	ENTR375 & FNCE341
ENTR397 Entrepreneurial Finance	3	ACCT103& ENTR390
ENTR402 Social Entrepreneurship	3	ENTR390
ENTR445 Innovation & Organizational Development	3	
ENTR448 Global Entrepreneurship	3	ENTR390
FNCE437 Risk Management & Insurance	3	FNCE341
MGMT445 New Venture Creation	3	ENTR297, FNCE341, MKTG311
MGMT446 Strategic Entrepreneurial Growth	3	MGMT445

GENERAL EDUCATION REQUIREMENTS

MINIMUM 34 CREDITS

Please account for the minimum thirty-four (34) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement of your academic adviser (and where applicable, department chair), to complete the minimum requirements. **It is your personal responsibility to manage your programme in this regard.**

RECOMMENDED PROGRAMME SEQUENCE
BSc IN MANAGEMENT STUDIES – ENTREPRENEURSHIP

Status	1 st Semester	Cr	2 nd Semester	Cr	
1 st Year- Freshman (0-32 credits)	ACCT102 Accounting Fundamentals and the Professional Accountant	3	ACCT103 Financial Accounting	3	
	BSAD121 Applied Business Mathematics	3	ACCT107 Fund. of Cost Accounting	3	
	CPTR120 Computer Applications	3	ECON170 Business & Econ. Cal I	3	
	EDUC100 /EDUC110 University Orientation	3	ENGL120 Freshman Composition II	3	
	ENGL119 Freshman Comp. I	3	HLED109 Health Education	1	
	RELB113 God and Human Life	3	PSYC119 Psychology/SOCI120 Intro to Sociology	3	
	TOTAL CREDITS:	15	TOTAL CREDITS:	16	
	2 nd Year-Sophomore (33-65 credits)	ECON216 Microeconomics	3	ACCT230 Management Accounting	3
		EDUC151 Fund. of Christian Education	3	ECON 217 Macroeconomics	3
		ENTR297 Fund. of Entrepreneurship	3	ECON272 Business & Econ. Statistics	3
MGMT252 Principles of Management		3	Development	3	
Modern Language Requirement		3	MGMT256 People & Organizations	3	
TOTAL CREDITS:		15	RELB210 Daniel & Revelation	3	
TOTAL CREDITS:		15	TOTAL CREDITS:	15	
3 rd Year--Junior (65-96 credits)	BSAD301 Business Communication	3	BLAW301 General Business Law I	3	
	ENTR360 Navigating Skills Behaviour of the Entrepreneur	3	BSAD371 Bus. Research Methods	3	
	FNCE341 Financial Mgmt. Prin.	3	ENTR390 Managing the Family Business	3	
	MKTG311 Principles of Marketing	3	ENTR397 Entrepreneurial Finance	3	
	RELB305 Life & Teachings of Christ	3	Science & Envir. Awareness Req.	3	
	TOTAL CREDITS:	15	TOTAL CREDITS:	15	
Summer I	ENTR480 Entrep. Internship	3			
	TOTAL CREDITS:	3			
4 th Year-Senior (Over 96 credits)	ENTR402 Social Entrepreneurship	3	BSAD489 Ethics & Values in Business	3	
	ENTR443 Innovation & Organizational	3	BSAD494 Current Trends & Issues Conf.	1	
	FNCE437 Risk Mgmt. & Insurance	3	ENTR448 Global Entrepreneurship	3	
	MGMT475 Operations Management	3	MGMT445 New Venture Creation	3	
	MGMT485 Mgmt Info. Systems	3	MGMT490 Strategic Management	3	
	RELT451 Christian Ethics & Moral Development	3	MGMT446 Strategic Entrepreneurial Growth	3	
	TOTAL CREDITS:	18	TOTAL CREDITS:	16	

BACHELOR OF SCIENCE IN MANAGEMENT STUDIES MARKETING EMPHASIS

Marketing involves the development strategies to promote the exchange of goods and services to contribute to organizational profits by creating and communicating value to its target groups. Marketing deals with all product dimensions of tangible goods, services, ideas, people, and places. It takes into account all parties involved in the marketing effort, members of the producing organization, resellers of goods and services, customers and clients. The total number of credits required is 134 (core requirements 55, departmental core 6, emphasis 39, and the minimum required general education of 34 credits).

DEPARTMENTAL CORE

6 CREDITS

The Bachelor of Science degree in Management Studies with an emphasis in Marketing requires the following departmental core courses to be completed prior to the award of the degree.

	CR
ECON132 Personal Finance and Development	3
ENTR297 Fundamentals of Entrepreneurship	3

MARKETING EMPHASIS REQUIREMENTS

39 CREDITS

The Bachelor of Science degree in Management Studies with an emphasis in Marketing requires the following emphasis courses to be completed prior to the award of the degree.

MAJOR Marketing Emphasis: 39 Credits

CR

Prerequisites

MKTG312 Customer Relations	3	MKTG311
MKTG321 Consumer Behaviour	3	MKTG311
MKTG330 Retail Marketing	3	MKTG311
MKTG349 Sales Management	3	MKTG311
MKTG366 E-Commerce	3	CPTR120 & MKTG311
MKTG368 Advertisement Practices	3	MKTG311
MKTG420 Marketing Research	3	MKTG311 & MKTG321
MKTG431 Marketing in Service Organizations	3	MKTG321
MKTG488 Marketing Management	3	MKTG321
MKTG490 Strategic Marketing	3	MKTG431 & MKTG488
MKTG494 International Marketing	3	MKTG488
MKTG495 Social Media & Inbound Marketing	3	MKTG431
SCLM300 Managing Global Supply Chains	3	MGMT252

GENERAL EDUCATION REQUIREMENTS

MINIMUM 34 CREDITS

Please account for the minimum thirty-four (34) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement of your academic adviser (and where applicable, department chair), to complete the minimum requirements. **It is your personal responsibility to manage your programme in this regard.**

RECOMMENDED PROGRAMME SEQUENCE
BSc IN MANAGEMENT STUDIES – MARKETING

Status	1st Semester	Cr	2nd Semester		
1st Year- Freshman (0-32 credits)	ACCT102 Accounting Fundamentals and the Professional Accountant	3	ACCT103 Financial Accounting	3	
	BSAD121 Applied Business Mathematics	3	ECON132 Personal Finance & Dev.	3	
	CPTR120 Computer Applications	3	EDUC151 Fundamentals of Christian Ed.	3	
	EDUC100 / EDUC110 University Orientation	3	ENGL120 Freshman Composition II	3	
	ENGL119 Freshman Composition I	3	HLED109 Health Education	1	
	RELB113 God and Human Life	3	PSYC119 Psychology/SOCI120 Sociology	3	
	TOTAL CREDITS:	15	TOTAL CREDITS :	16	
	2nd Year-Sophomore (33-65 credits)	ECON216 Microeconomics	3	ECON272 Business & Econ. Statis.	3
		ENTR297 Fund. of Entrepreneurship	3	ECON 217 Macroeconomics	3
		MGMT252 Principles of Management	3	MKTG311 Principles of Marketing	3
Sci. & Environ. Awareness Req.		3	MGMT256 People & Organizations	3	
Modern Language Requirement		3	RELB210 Daniel & Revelation	3	
TOTAL CREDITS:		15	TOTAL CREDITS:	15	
3rd Year--Junior (65-96 credits)		BSAD301 Business Communication	3	BSAD371 Business Research Methods	3
	MKTG321 Consumer Behaviour	3	BLAW301 General Business Law I	3	
	MKTG349 Sales Management	3	MKTG312 Customer Relations	3	
	SCLM300 Managing Global Supply Ch.	3	MKTG330 Retail Marketing	3	
	RELB205(305) Life & Teachings of Christ	3	MKTG368 Advertisement Practices	3	
			MKTG366 E-Commerce	3	
	TOTAL CREDITS:	15	TOTAL CREDITS:	18	
	Summer I				
	BSAD487 Business Practicum	3			
	TOTAL CREDITS:	3			
4th Year-Senior (Over 96 credits)	BSAD489 Ethics & Values in Business	3	BSAD494 Current Trends & Issues Conf.	3	
	MGMT475 Operations Management	3	MKTG490 Strategic Marketing	3	
	MGMT485 Mgt. Info. Systems	3	MKTG494 International Marketing	3	
	MKTG488 Marketing Management	3	MKTG495 Social Media & Inbound Market	3	
	MKTG420 Marketing Research	3	MGMT490 Strategic Management	3	
	MKTG431 Marketing in Service Organisations	3	RELT451 Christ. Ethics & Moral Dev.	1	
	TOTAL CREDITS:	18	TOTAL CREDITS:	16	

COLLEGE OF BUSINESS & MANAGEMENT

BACHELOR OF SCIENCE IN MANAGEMENT STUDIES TOURISM EMPHASIS

Island countries like Jamaica depend on tourism and hospitality as a major source of income and foreign exchange. Over the years this sector of the Jamaican economy has been growing at a much faster rate than the other sectors of the economy. It is therefore fitting that Jamaicans are trained to occupy management positions in this sector. This management emphasis complements the other areas of tourism and hospitality in the College. This option is ideally suited for students who do not want to be in any specific area of the industry but who wish to operate in general management in the industry. The Bachelor of Science degree in Management Studies with an emphasis in Tourism requires students to take the minimum required general education of 34 credits, 49 credits in required core, 12 departmental core credits and 34 emphasis credits prior to the award of the degree. A total of 129 credit hours are required.

DEPARTMENTAL CORE 12 CREDITS

The Bachelor of Science degree in Management Studies with an emphasis in Tourism and Hospitality Management requires the following departmental core courses to be completed prior to the award of the degree.

	CR	Prerequisites
ACCT107 Fundamentals of Cost Accounting	3	ACCT103
ACCT241 Integrated Accounting	3	ACCT103
ECON 132 Personal Finance and Development	3	
ENTR297 Fundamentals of Entrepreneurship	3	

TOURISM AND HOSPITALITY MANAGEMENT EMPHASIS REQUIREMENTS 34 CREDITS

The Bachelor of Science degree in Management Studies with an emphasis in Tourism and Hospitality Management requires the following emphasis courses to be completed prior to the award of the degree.

MAJOR Tourism & Hospitality Management Emphasis: 34 Credits	CR	Prerequisites
HMGT 361(342) Hospitality and Tourism Law	3	
HMGT119 Introduction/Tourism Industry	3	
HMGT210 Front Office and Lodgings Operations	3	HMGT119
HMGT262 Professional Housekeeping	3	HMGT119 & HMGT210
HMGT268 Beverage, Dining Room & Banquet Service	3	HMGT119
HMGT339 Hospitality and Tour Marketing	3	
HMGT370 Hospitality Practicum I	4	See Adviser
HMGT408 Hospitality and Tourism Management	3	TOUR308
MKTG312 Customer Relations	3	HMGT210
TOUR308 Sustainable Tourism Dev.	3	
TOUR421 Meeting and Convention Planning	3	HMGT339

GENERAL EDUCATION REQUIREMENTS MINIMUM 34 CREDITS

Please account for the minimum thirty-four (34) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree,

additional course(s) **must** be taken, by advisement of your academic adviser (and where applicable, department chair), to complete the minimum requirements. **It is your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
BSc MANAGEMENT STUDIES – TOURISM AND HOSPITALITY MANAGEMENT**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	ACCT102 Accounting Fundamentals and the Professional Accountant	3	ACCT103 Financial Accounting	3
	BSAD121 Applied Business Mathematics	3	ACCT107 Fund. of Cost Accounting	3
	CPTR120 Computer Applications	3	ECON132 Personal Finance & Development	3
	EDUC100/EDUC110 Univ. Orientation	~	ENGL120 Freshman Composition II	1
	ENGL119 Freshman Composition I	3	HLED109 Health Education	3
	HMG119 Intro. To Tourism Industry	3	RELB113 God and Human Life	3
	TOTAL CREDITS:	15	TOTAL CREDITS:	16
2 nd Year-Sophomore (33-65 credits)	ACCT241 Integrated Accounting	3	BLAW301 General Business Law I	3
	ECON216 Microeconomics	3	ECON272 Business & Econ. Statistics	3
	ENTR297 Fund. of Entrepreneurship	3	ECON 217 Macroeconomics	3
	HMG120 Front Office & Lodgings Operations	3	HMG1262 Professional Housekeeping	3
	MGMT252 Principles of Management	3	HMG1268 Beverage, Dining Room & Banquet Service	3
			MKTG311 Principles of Marketing	3
	TOTAL CREDITS:	15	TOTAL CREDITS:	18
3 rd Year--Junior (65-96 credits)	BSAD301 Business Communication	3	BSAD371 Business Research Methods	3
	HMG1339 Hospitality and Tour Marketing	3	HMG1361(342) Hospitality & Tourism Law	3
	MGMT475 Operations Management	3	MKTG312 Customer Relations	3
	PSYC119 Psychology/ SOCI120	3	TOUR308 Sustainable Tourism Development	3
	RELB210 Daniel & Revelation	3	RELB205(305) Life & Teachings of Christ	3
	TOTAL CREDITS:	15	TOTAL CREDITS:	15
	Summer I			
	HMG1370 Hospitality Practicum I	4		
	TOTAL CREDITS:	4		
4 th Year-Senior (Over 96 credits)	BSAD489 Ethics & Values in Business	3	BSAD494 Current Trends & Issues Conference	1
	EDUC151 Fund. of Christian Ed.	3	HMG1408 Hospitality & Tourism Management	3
	MGMT256 People & Organizations	3	MGMT490 Strategic Management	3
	MGMT485 Mgmt. Information Systems	3	RELB451 Christian Ethics & Moral Dev. Science & Environ. Awareness Req.	3
	TOUR421 Meeting & Convention Planning	3	Modern Language Requirement	
	TOTAL CREDITS:	15	TOTAL CREDITS:	16

HOSPITALITY AND TOURISM MANAGEMENT

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ADJUNCT FACULTY

Carla Charlton
 Noriel Jacobs-Gray
 Yvette Marshall-Bryan

Through carefully honed culinary skills and an in-depth exposure to the world of travel and tourism management, students enrolled in the Hospitality and Tourism Management programme at Northern Caribbean University are guaranteed the best opportunity to maximize their potential and realize their goals as experts within the local and/or international market. The added advantage of a well-structured practicum programme allows our students to work with some of the major resorts and attractions both local and international. We are committed to the training of professionals who display the ability to work with people of other cultures. These students will take from the programme the skills to communicate and the desire to excel in the hospitality industry.

The total number of credits for the Bachelor of Science degree in Hospitality and Tourism Management is dependent upon the major selected (see below). The modern language requirement for this degree is SPAN156/FREN156: Conversation Spanish or French. Students must satisfy the prerequisite requirement of SPAN101-102/FREN101-102 (Consult the Humanities Department for guidance on exemption from the prerequisite requirements where students matriculate with CSEC or CAPE passes in Spanish or French).

Students are required to complete a total of 1,300 documented hours of hospitality or tourism related practical training work experience. This includes the four hundred and eighty (480) hours required for practicums I and II. A minimum of eight hundred (800) hours must be completed while enrolled at NCU. Students with extensive industry experience **may** apply for a waiver of up to five hundred (500) hours.

To prepare the students for the marketplace we expect students to dress appropriately. Therefore, as part of the programme design, students are required to be in uniform while attending classes or on official University business, unless excused by the Department. **All students are also required to actively participate in the Tourism Action Club, complete the Team Jamaica Certification, First Aid & CPR Training, and possess a valid Food Handler's Permit.**

GENERAL EDUCATION REQUIREMENTS

Please account for the minimum thirty-four (34) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course is required as a core for this degree, additional course **must** be taken, by advisement of your academic adviser (and where applicable, department chair), to complete the minimum requirements. **It is your personal responsibility to manage your programme in this regard.**

MINIMUM 34 CREDITS

The following are the General Education courses required by the college. Students wishing to take other courses as substitute courses should first get written approval from the college to do so, by the Chair or Co-ordinator, as the case maybe. If prior written approval is not given, except where written post facto permission is given by the Dean, students may be required by the college to use these unapproved substitute courses as additional courses, and in such a case, these substitute courses will not be counted towards the degree.

General Education Requirements: 34 Credits

CPTR120 Computer Applications	3
EDUC100 /EDUC110 University Orientation	~
EDUC151 Fund. of Christian Education	3
ENGL119 Freshman Composition I	3
ENGL120 Freshman Composition II	3
HLED109 Health Education	1
Modern Language Requirement	3
PSYC119 Psychology/ SOCI120 Intro to Sociology	3
RELB113 God and Human Life	3
RELB210 Daniel & Revelation	3
RELB305 Life & Teachings of Christ	3
RELT451 Christian Ethics & Moral Development	3
DIET120 Fundamentals of Nutrition	3

CORE REQUIREMENTS

75 CREDITS

Students in all emphases in Hospitality and Tourism Management must undertake seventy-five credit hours in their required core. The recommended core courses are shown below.

Core Requirements: 75 Credits	CR	Prerequisites
ACCT102 Accounting Fundamentals and the Professional Accountant	3	
ACCT103 Financial Accounting	3	ACCT102
BSAD121 Applied Business Math	3	
BSAD301 Business Communication	3	COMM251
BSAD371 Business Research Methods	3	BSAD301 & ECON272
BSAD489 Ethics and Values in Business	3	MGMT252
BSAD494 Current Trends and Issues Conference	1	Senior Standing
ECON132 Personal Finance & Development	3	
ECON216 Microeconomics	3	BSAD121 or CSEC MATH Level II
ENTR297 Fundamentals of Entrepreneurship	3	
HMG119 Introduction to the Tourism Industry	3	
HMG123 Professional Food Preparation Principles	2	
HMG126 Professional Food Preparation Principles Lab	2	
HMG1210 Front Office and Lodgings Operations	3	HMG119
HMG1262 Professional Housekeeping	3	HMG119 & HMG1210

HMGT342/339 Tourism and Hospitality Marketing	3	HMGT262, 268 & TOUR286
HMGT 361(342) Hospitality and Tourism Law	3	HMGT262, 268 & TOUR286
HMGT371 Hospitality and Tourism Mgmt. Practicum I	4	HMGT339 & HMGT361
HMGT401 Facilities Planning and Management	3	TOUR308
HMGT408 Hospitality and Tourism Management	3	Junior Standing
MGMT252 Principles of Management	3	
SPAN101/FREN101 Beginning Spanish or French I	3	
SPAN102/FREN102 Beginning Spanish or French II	3	
SPAN156/FREN156 Conversational Spanish or French	3	SPAN102/ FREN102
TOUR286 Logistics and Management of Global Tourism	3	HMGT210
TOUR308 Sustainable Tourism Development	3	TOUR286

BACHELOR OF SCIENCE IN HOSPITALITY AND TOURISM MANAGEMENT FOOD AND BEVERAGE MANAGEMENT EMPHASIS

For the Food and Beverage Management emphasis, the total minimum number of credits is one hundred and thirty-four (134) consisting of: seventy-eight (78) credits of core requirements, twenty-seven (27) credits of emphasis requirements, and the minimum required general education of 34 credits requirements.

The Bachelor of Science degree in Hospitality and Tourism Management with an emphasis in Food and Beverage Management requires the following emphasis courses to be completed prior to the award of the degree.

CORE REQUIREMENTS: 78 Credits	CR	Prerequisites
ACCT102 Accounting Fundamentals and the Professional Accountant	3	
ACCT103 Financial Accounting	3	ACCT102
BSAD121 Applied Business Math	3	
BSAD301 Business Communication	3	COMM251
BSAD371 Business Research Methods	3	BSAD301, ECON272
BSAD489 Ethics and Values in Business	3	MGMT252
BSAD494 Current Trends and Issues Conference	1	Senior Standing
ECON132 Personal Finance & Development	3	
ECON216 Microeconomics	3	BSAD121 or CXC MATH Level II
ENTR297 Fundamentals of Entrepreneurship	3	
HMGT119 Introduction to the Tourism Industry	3	
HMGT123 Professional Food Preparation Principles	2	
HMGT126 Professional Food Preparation Principles Lab	2	
HMGT210 Front Office and Lodgings Operations	3	HMGT119
HMGT262 Professional Housekeeping	3	HMGT119, HMGT210
HMGT268 Beverage, Dining & Banquet Services	3	HMGT119 & HMGT123/126
HMGT342/339 Tourism and Hospitality Marketing	3	HMGT262, 268 & TOUR286
HMGT 361(342) Hospitality and Tourism Law	3	HMGT262, 268 & TOUR286
HMGT371 Hospitality and Tourism Mgmt. Practicum I	4	HMGT339, HMGT361
HMGT401 Facilities Planning and Management	3	TOUR308
HMGT408 Hospitality and Tourism Management	3	Junior Standing
MGMT252 Principles of Management	3	
SPAN101/FREN101 Beginning Spanish or French I	3	
SPAN102/FREN102 Beginning Spanish or French II	3	
SPAN156/FREN156 Conversational Spanish or French	3	SPAN102/ FREN102
TOUR286 Logistics and Management of Global Tourism	3	HMGT210
TOUR308 Sustainable Tourism Development	3	TOUR286

MAJOR Food and Beverage Emphasis: 27 Credits

- ACCT235 Hospitality Food and Cost Control Acc.
- HMGT234 Pastry and Baking Art
- HMGT236 Pastry and Baking Art Lab
- HMGT268 Beverage, Dining and Banquet Services
- HMGT330 Quantity Food Production and Service
- HMGT332 Mgmt. and Org. of Food Services Facilities
- HMGT428 Professional Culinary Arts
- HMGT429 Professional Culinary Arts Lab
- HMGT436 Restaurant and Catering Management
- HMGT470 Hospitality Management Practicum II

CR	Prerequisites
3	ACCT103
2	HMGT123/126
2	HMGT123/126
3	HMGT119, HMGT123 & HMGT126
3	HMGT123, HMGT126
3	HMGT330
2	HMGT330, HMGT332
2	HMGT330, HMGT332
3	HMGT268, HMGT428
4	Consult Adviser

GENERAL EDUCATION REQUIREMENTS

MINIMUM 34 CREDITS

Please account for the minimum thirty-four (34) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement of your academic adviser (and where applicable, department chair), to complete the minimum requirements. **It is your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
BSc IN HOSPITALITY AND TOURISM MANAGEMENT -
FOOD AND BEVERAGE MANAGEMENT EMPHASIS**

Status	1st Semester	Cr	2nd Semester	Cr
1st Year-Freshman (0-32 credits)	ACCT102 Accounting Fundamentals and the Professional Accountant	3	ACCT103 Financial Accounting	3
	CPTR120 Computer Applications	3	ECON132 Personal Finance & Development	3
	BSAD121 Applied Business Math	3	EDUC151 Fund. of Christian Ed.	3
	EDUC100 /EDUC102 Univ. Orient.	~	ENGL120 Freshman Composition II	3
	ENGL119 Freshman Composition I	3	DIET120 Fundamentals of Nutrition	3
	HMGT119 Intro. to the Tourism Industry	3	RELB113 God and Human Life	3
	TOTAL CREDITS:	15	TOTAL CREDITS:	18
2nd Year-Sophomore (33-65 credits)	ACCT235 Hospitality Food and Cost Control Accounting	3	HMGT234 Pastry and Baking Arts	2
	ECON216 Microeconomics	3	HMGT236 Pastry and Baking Arts Lab	2
	ENTR297 Fundamentals of Entrep.	3	HMGT262 Professional Housekeeping	3
	HLED109 Health Education	1	HMGT268 Beverage, Dining & Banquet Service	3
	HMGT123 Professional Food Prep. Prin.	2	SPAN101/FREN101 Beginning Spanish I or Beginning French II	3
	HMGT126 Professional Food Prep. Principles Lab	2	TOUR286 Logistics & Mgmt. of Global Tourism	3
	HMGT210 Front Office & Lodgings Ops.	3		
	TOTAL CREDITS:	17	TOTAL CREDITS:	16
3rd Year-Junior (65-96 credits)	BSAD301 Business Communication	3	BSAD371 Business Research Methods	3
	HMGT330 Quantity Food Prod. & Serv.	3	HMGT332 Mgmt. & Organization of Food Services Facilities	3
	HMGT339 Tourism & Hospitality Marketing	3	MGMT252 Principles of Management	3
	HMGT 361 Hospitality & Tourism Law	3	RELB210 Daniel/Revelation	3
	SPAN102/FREN102 Beginning Spanish II or Beginning French II	3	SPAN156 Conversational Spanish	3
			TOUR308 Sustainable Tourism Dev.	3
	TOTAL CREDITS:	15	TOTAL CREDITS:	18
	Summer I			
	HMGT370 Hospitality Practicum I	4		
	TOTAL CREDITS:	4		
4th Year-Senior (Over 96 credits)	BSAD489 Ethics and Values in Business	3	BSAD494 Current Trends & Issues Conf.	1
	HMGT401 Facilities Planning & Management	3	HMGT428 Professional Culinary Arts	2
	HMGT408 Hospitality and Tourism Mgmt.	3	HMGT429 Professional Culinary Arts Lab	2
	HMGT436 Restaurant & Catering Mgmt.	3	RELT451 Christian Ethics & Moral Dev.	3
	RELB205(305) Life & Teach. of Christ	3	PSYC119 Psychology/ SOCI119 Sociology	3
	TOTAL CREDITS:	15	TOTAL CREDITS:	11
	Summer I			
	HMGT471 Hospitality Mgmt. Practicum II	4		
	TOTAL CREDITS:	4		

BACHELOR OF SCIENCE IN HOSPITALITY AND TOURISM MANAGEMENT RESORT AND SPA MANAGEMENT EMPHASIS

For the Resort and Spa Management emphasis, the total minimum number of credits is one hundred and thirty-five (135) consisting of: seventy-two (72) credits of core requirements, twenty-eight (28) credits of emphasis requirements, and the minimum required general education of 35 credits requirement.

The Bachelor of Science degree in Hospitality and Tourism Management with an emphasis in Resort and Spa Management requires the following emphasis courses to be completed prior to the award of the degree.

MAJOR Resort and Spa Emphasis: 28 Credits	CR	Prerequisites
HMGT220 Intro to Spa Therapies & Techniques	4	HMGT119 & HMGT300
HMGT300 Fundamentals of Massage Therapy	3	HMGT119
HMGT332 Management and Organization of Food Services Facilities	3	HMGT330
HMGT390 Hotel Design Planning and Development	3	TOUR308 & TOUR311
HMGT419 Advanced Spa Therapies and Techniques	4	HMGT220
HMGT434 Organization & Mgmt. of Spa Facilities	4	HMGT401
HMGT471 Hospitality Management Practicum II	4	Consult Adviser
TOUR421 Meeting and Convention Planning	3	HMGT339

GENERAL EDUCATION REQUIREMENTS

MINIMUM 34 CREDITS

Please account for the minimum thirty-four (34) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement of your academic adviser (and where applicable, department chair), to complete the minimum requirements. **It is your personal responsibility to manage your programme in this regard.**

RECOMMENDED PROGRAMME SEQUENCE
BSc IN HOSPITALITY AND TOURISM MANAGEMENT –
RESORT AND SPA MANAGEMENT EMPHASIS

Stat us	1 st Semester	Cr	2 nd Semester	Cr
1 st Year-Freshman (0-32 credits)	ACCT102 Accounting Fund. & the Professional Accountant	3	ACCT103 Financial Accounting	3
	BSAD121 Applied Business Math	3	DIET120 Fundamentals of Nutrition	3
	CPTR120 Computer Applications	3	ECON132 Personal Finance & Development	3
	EDUC100/EDUC110 University Orientation	~	EDUC151 Fund. of Christian Education	3
	ENGL119 Freshman Composition I	3	ENGL120 Freshman Composition II	3
	HMG119 Intro. to the Tourism Industry	3	RELB113 God and Human Life	
	TOTAL CREDITS:	15	TOTAL CREDITS:	18
2 nd Year-Sophomore (33-65 credits)	ECON216 Microeconomics	3	HMG1262 Professional Housekeeping	3
	ENTR297 Fundamentals of Entrepreneurship	3	HMG1300 Fund. of Message Therapy	3
	HLED109 Health Education	1	HMG1390 Hotel Design Planning & Development	3
	HMG1210 Front Office & Lodgings Operation	3	MGMT252 Principles of Management	
	HMG1220 Intro. to Spa Therapies & Tech.	4	SPAN101/FREN101 Beginning Spanish I or Beginning French I	3
	HMG124 Prof. Food Prep Principles	2	TOUR286 Logistics & Mgmt. of Global Tour.	3
	HMG125 Prof. Food Prep. Principles Lab	2		
	TOTAL CREDITS:	18	TOTAL CREDITS:	18
3 rd Year-Junior (65-96 credits)	BSAD301 Business Communication	3	BSAD371 Business Research Methods	3
	HMG1339/342 Tourism and Hospitality Marketing	3	RELB205(305) Life & Teachings of Christ	3
	HMG1361(342) Hospitality & Tourism Law	3	RELB210 Daniel/Revelation	3
	PSYC119 Psychology/ SOCI119 Sociology	3	SPAN156/FREN156 Conv. Span. or French	3
	SPAN102/FREN102 Beg. Spanish or French II	3	TOUR308 Sustainable Tourism Dev.	
	TOTAL CREDITS:	15	TOTAL CREDITS:	15
	Summer I			
	HMG1370 Hospitality Practicum I	4		
	TOTAL CREDITS:	4		
	4 th Year-Senior (Over 96 credits)	BSAD489 Ethics and Values in Business	3	BSAD494 Current Trends & Issues Conf
HMG1332 Management and Organization of Food Services Facilities		3	HMG1419 Advanced Spa Therapies & Tech.	4
HMG1401 Facilities Planning & Mgmt		3	HMG1434 Organ. & Mgmt. of Spa Facilities	4
HMG1408 Hospitality and Tourism Mgmt.		3	RELB451 Christian Ethics & Moral Dev	3
TOTAL CREDITS:		12	TOUR421 Meeting & Convention Planning	3
			TOTAL CREDITS:	15
Summer I				
HMG1471 Hosp. Mgmt. Practicum II		4		
TOTAL CREDITS:		4		

COLLEGE OF BUSINESS & MANAGEMENT

**BACHELOR OF SCIENCE IN HOSPITALITY AND TOURISM MANAGEMENT
 TRAVEL AND TOURISM MANAGEMENT EMPHASIS**

For the Travel and Tourism Management emphasis, the total minimum number of credits is one hundred and thirty-two (132) consisting of: seventy-two (72) credits of core requirements, twenty-five (25) credits of emphasis requirements, and thirty-five (35) credits of general education requirements.

The Bachelor of Science degree in Hospitality and Tourism Management with an emphasis in Travel and Tourism Management requires the following emphasis courses to be completed prior to the award of the degree.

MAJOR Travel and Tourism Emphasis: 25 Credits	CR	Prerequisites
HMGT268 Beverage, Dining & Banquet services	3	HMGT119, HMGT124 & HMGT125
HMGT470 Hospitality Management Practicum II	4	Consult Adviser
TOUR311 Ecotourism & Special Interest Travel	3	TOUR308
TOUR336 Tourist Transport Systems	3	TOUR286
TOUR359 Tour Packaging and Planning	3	TOUR336, HMGT339, HMGT361
TOUR404 Attractions and Leisure Management	3	TOUR308
TOUR410 Tourism Practices & Policies of the Carib.	3	TOUR311 & TOUR408
TOUR421 Meeting and Convention Planning	3	HMGT339

GENERAL EDUCATION REQUIREMENTS

MINIMUM 34 CREDITS

Please account for the minimum thirty-four (34) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement of your academic adviser (and where applicable, department chair), to complete the minimum requirements. **It is your personal responsibility to manage your programme in this regard.**

RECOMMENDED PROGRAMME SEQUENCE
BSc HOSPITALITY AND TOURISM MANAGEMENT -
TRAVEL AND TOURISM MANAGEMENT

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year-Freshman (0-32 credits)	ACCT102 Accounting Fundamentals and the Professional Accountant	3	ACCT103 Financial Accounting	3
	BSAD121 Applied Business Math	3	DIET120 Fundamentals of Nutrition	3
	CPTR120 Computer Applications	3	ECON132 Personal Finance & Development	3
	EDUC100 /EDUC110 University Orient.	~	EDUC151 Fund. of Christian Ed.	1
	ENGL119 Freshman Composition I	3	ENGL120 Freshman Composition II	3
	HMG119 Intro. to Tourism Industry	3	HLED109 Health Education	
			RELB113 God and Human Life	
	TOTAL CREDITS:	15	TOTAL CREDITS:	18
2 nd Year-Sophomore (33-65 credits)	ECON216 Microeconomics	3	MGMT252 Principles of Manage.	3
	ENTR297 Fundamentals of Entrepreneurship	3	HMG1262 Prof. Housekeeping	3
	HMG1210 Front Office & Lodgings Ops	3	SPAN101/FREN101 Beg. Spanish I or Beginning French I	3
	HMG123 Prof. Food Prep. Principles	2	TOUR308 Sustainable Tourism Dev.	3
	HMG126 Prof. Food Prep. Principles Lab	2	TOUR336 Tourist Transport Systems	3
	TOUR286 Logistics & Mgmt of Global Tourism	3		
	TOTAL CREDITS:	16	TOTAL CREDITS:	15
3 rd Year-Junior (65-96 credits)	BSAD301 Business Communication	3	BSAD371 Business Research Methods	3
	HMG1339 Tourism & Hospitality Marketing	3	RELB210 Daniel/Revelation	3
	HMG1268 Beverage, Dining & Banquet Services	3	SPAN156/FREN156 Conv. Spanish or French	3
	HMG1361(342) Hospitality & Tourism Law	3	TOUR311 Ecotourism & Special Interest Trav.	3
	SPAN102/FREN102 Beg. Spanish II or French II		TOUR359 Tour Packaging and Plann.	3
	TOTAL CREDITS:	15	TOTAL CREDITS:	15
	Summer I			
	HMG1370 Hospitality Practicum I	4		
	TOTAL CREDITS:	4		
4 th Year-Senior (Over 96 credits)	BSAD489 Ethics and Values in Business	3	BSAD494 Current Trends & Issues Conf.	1
	HMG1401 Facilities Planning & Management	3	TOUR410 Tourism Practices & Policies of the Caribbean	3
	TOUR404 Attractions and Leisure Mgmt.	3	TOUR421 Meeting and Convention Planning	3
	HMG1408 Hospitality and Tourism Mgmt.	3	PSYC119 Psychology/ SOCI119 Sociology	3
	RELB205(305) Life & Teachings of Christ	3	RELT451 Christian Ethics & Moral Dev.	3
	TOTAL CREDITS:	15	TOTAL CREDITS:	13
	Summer I			
	HMG1471 Hospitality Management Practicum II	4		
	TOTAL CREDITS:	4		

ASSOCIATE OF SCIENCE IN HOSPITALITY MANAGEMENT

The total number of credits for the Associate of Science in Hospitality Management is sixty-seven (67) credits. Each student must take the core of thirty-eight (38) credits and twenty-nine (29) credits for the General Education component.

Students will also be required to complete a total of two hundred and forty (240) documented hours of tourism related practical work experience. This includes the hours required for Practicum I. Work experience documentation is required. Students with extensive industry experience may apply for a waiver of up to one hundred and twenty (120) hours of work experience.

To prepare the students for the marketplace we expect students to dress appropriately. Therefore, as part of the design of the programme students are required to be in uniform while attending classes or on official University business, unless excused by the Department. **All students are also required to actively participate in the Tourism Action Club, complete the Team Jamaica Certification, First Aid & CPR Training, and possess a valid Food Handlers Permit.**

CORE REQUIREMENTS	38 CREDITS	Prerequisites
ACCT102 Accounting Fundamentals	3	
ACCT103 Financial Accounting	3	ACCT102
BSAD121 Applied Business Mathematics	3	
HMG123/126 Professional Food Preparation Principles	4	
HMG119 Introduction to Tourism Industry	3	
HMG210 Front Office and Lodgings Operations	3	HMG119
HMG262 Professional Housekeeping	3	HMG119, HMG210
HMG268 Beverage, Dining and Banquet Service	3	HMEC123 or HMG119
HMG371 Hospitality and Tourism Management Practicum I	4	See Adviser
SPAN101/FREN101 Beginning Spanish I or Beginning French I	3	
SPAN102/FREN102 Beginning Spanish II or Beginning French II	3	
TOUR286 Logistics & Management of Global Tourism	3	HMG119

GENERAL EDUCATION REQUIREMENTS 29 CREDITS (Minimum)

Students must account for the minimum twenty-nine (29) General Education credits as stipulated in the *Bulletin*. Should any of the recommended courses be required for the core, cognate, or elective for the degree being pursued, additional courses **must** be taken (by advisement) to complete the minimum requirements for the associate degree. **It is your personal responsibility to manage your programme in this regard.**

**PROGRAMME SEQUENCE
ASC IN HOSPITALITY MANAGEMENT**

Status	1 st Semester	Cr	2 nd Semester	Cr	
1 st Year Freshman (0-32 credits)	ACCT102 Accounting Fundamentals	3	ACCT103 Financial Accounting	3	
	BSAD121 Applied Business Mathematics	3	ENGL120 Freshman Composition II	3	
	HMGT119 Introduction to the Tourism Industry	3	HMGT123/126 Professional Food Preparation Principles	4	
	EDUC100 Freshman Seminar or EDUC110 University Orientation	~	PSYC119/SOCI120 Principles of Psychology or Introduction to Sociology	3	
	ENGL119 Freshman Composition I	3	RELB113 God & Human Life	3	
	DIET120 Fundamentals of Nutrition	3			
	TOTAL CREDITS:	15	TOTAL CREDITS:	16	
	2 nd Year Sophomore (32-63 credits)	CPTR120 Computer Applications	3	Spiritual Development Requirement	2
		SPAN101 Beginning Spanish I or FREN101 Beginning French I	3	HMGT268 Beverage, Dining & Banquet Service	3
		HMGT210 Front Office & Lodging Operations Management	3	TOUR286 Logistics & Management of Global Tourism	3
EDUC151 Fundamentals of Christian Education		3	HMGT262 Professional Housekeeping	3	
COMM251 Oral Communication		3	SPAN 102 Beginning Spanish II or FREN 102 Beginning French II	3	
HPED111 Health Education		1	PHED101 Physical Education	1	
		3			
TOTAL CREDITS:		16	TOTAL CREDITS:	15	
Summer I	HMGT370 Hospitality & Tourism Mgt. Practicum I	4			
	Language & Content Examination	N/C			
	TOTAL CREDITS:	4			

MINOR IN HOSPITALITY AND TOURISM MANAGEMENT

REQUIREMENTS **24 CREDITS (Minimum)**

The courses set out below must be completed in order to achieve the Minor in Hospitality and Tourism Management.

CORE REQUIREMENTS	24 CREDITS	CR	Prerequisites
HMGT119 Introduction to Tourism Industry		3	
HMGT210 Front Office and Lodgings Operations		3	HMGT119
HMGT220 Introduction to Spa Therapies and Techniques		3	HMGT119
HMGT262 Professional Housekeeping		3	HMGT119, HMGT210
HMGT268 Beverage, Dining and Banquet Service		3	HMEC124 or HMGT119
HMGT339 OR HMGT342 Hospitality and Tourism Marketing			TOUR286, HMGT262,
Hospitality and Tourism Law		3	HMGT 268
TOUR286 Logistics and Management of Global Tourism		3	HMGT119
TOUR308 Sustainable Tourism Development		3	TOUR286

DESCRIPTION OF COURSES

ACCOUNTING (ACCT)

- ACCT102 Accounting Fundamentals and the Professional Accountant** **3 Credits**
This course is designed to prepare students in the foundation accounting principles that are necessary to develop proficiency in the recording and interpretation of financial accounts.
- ACCT103 Financial Accounting** **3 Credits**
This is a basic course in accounting, concepts, procedures and practices, including the accounting cycle, financial statement, accounting for assets, liabilities and owner's equity.
Prerequisite: ACCT102 Accounting Fundamentals
- ACCT104 Managerial Accounting** **3 Credits**
This course covers cost concepts and costing procedures and practices including relevant costing for decision-making, cost-volume profit analysis, profit planning variance analysis, and performance evaluation. **Co-requisite: ACCT103 Financial Accounting**
- ACCT230 Management Accounting** **3 Credits**
This course covers cost concepts and costing procedures and practices including relevant costing for decision-making, cost-volume profit analysis, profit planning variance analysis, and performance evaluation. **Co-requisite: ACCT103 Financial Accounting**
- ACCT241 Integrated Accounting** **3 Credits**
This course is designed to expose students to computerized accounting procedures. The integrated accounting software provides students with the tools and techniques to use computers in today's accounting environment. These applications include the general ledger, the accounts receivable, accounts payable, fixed assets, and the payroll. **Prerequisite: ACCT103 Financial Accounting**
- ACCT245(317) Intermediate Accounting I** **3 Credits**
This course reviews the basic concepts of accounting, integrating accounting theory, generally accepted accounting principles, and time value of money. Included are detailed coverage of accounting for assets, liabilities and corporate accounting, and financial statement analysis.
Prerequisites: ACCT103: Financial Accounting; ACCT104 Managerial Accountin.
- ACCT246(318) Intermediate Accounting II** **3 Credits**
This course reviews the basic concepts of accounting, integrating accounting theory, generally accepted accounting principles, and time value of money. In addition, detailed coverage of accounting for assets, liabilities and corporate accounting, including financial statement analysis. **Prerequisites: ACCT241 Integrated Accounting; ACCT 245(317) Intermediate Accounting I**
- ACCT346 Performance Management Accounting** **3 Credits**
This course is designed to prepare students to assess business performance from both a financial and non-financial perspective, while appreciating the problems that may be encountered to control businesses at the divisional level and the importance of allowing for external aspects. This is achieved using cost accounting, budgeting and other decision-making

techniques to measure and control business performance. **Prerequisite:** ACCT250: Cost Accounting

ACCT347 Principles and Practices of Accountants **3 Credits**

The course examines the functions and impact of corporate governance in business organizations, with a focus on the roles and responsibilities of directors and officers to stakeholders, in ensuring support and control of the organization’s activities. The syllabus explores internal review, control and feedback in implementing and supporting effective governance, and examines the identifying, assessing, and controlling of risk. **Prerequisite:** ACCT246 (318) Intermediate Accounting II

ACCT419 Taxation **3 Credits**

The course covers the provisions of Jamaican Income Tax laws and regulations affecting the determination of taxable income for individuals, partnership and corporation. Students will practice preparation of tax returns and tax computation. The impact of the taxation system on the society will also be noted. **Prerequisite:** ACCT246 (318) Intermediate Accounting II & BSAD341 Business Law

ACCT424 Auditing **3 Credits**

This course is designed to provide structures for organizing students’ thought processes about audit problems and practices. The emphasis is on the analysis of evidence and information for the purpose of resolving different kinds of decision problems dealing with such diverse topics as audit objectives, audit theory, professional ethics, legal liability, audit evidence, internal control evaluation, audit programmes, statistical applications, computer auditing and reports. **Prerequisite:** ACCT 246 (318) Intermediate Accounting II & BSAD341 Business Law

ACCT476 Accounting Business Analysis **3 Credits**

This course is designed to prepare students to comprehensively assess the strategic position of an organization. Assessment includes the evaluation of strategies that fit business processes and structures with appropriate levels of information technology, to facilitate attainment of agreed strategic objectives. The evaluation of leadership in formulating and implementing business strategies is analyzed in light of the financial consequences of business decisions. **Prerequisite:** ACCT 246 (318) Intermediate Accounting II & ACCT346 Performance Management Accounting

ACCT478 Advanced Accounting **3 Credits**

Advance study of certain financial accounting topics including partnership, consolidations, foreign currency translation and non-profit accounting. These topics are examined in detail including the financial statements of such entities. **Prerequisite:** ACCT246 (318) Intermediate Accounting II

ACCT484 Accounting Information Systems **3 Credits**

The course involves a study of the objectives and design of financial information systems. The impact of information technology on the gathering, processing and reporting of financial and operating information will be covered within the course. Applications in financial information systems analysis and design with emphasis on the information requirements for business decision-making and improvement to business processes are included. **Prerequisites:** ACCT 246 (318) Intermediate Accounting II; CPTR120 Computer Applications

BUSINESS LAW (BLAW)

BLAW301 General Business Law I

3 Credits

Business law consists of that body of legal principles, which governs the conduct of trade and commerce. This course provides an understanding of the principles of a contractual, agency, partnership and corporate relationship, and an understanding of rights and responsibilities involved in the conduct of business. **Prerequisite: MGMT252 Principles of Management**

BLAW310: Anti-Money Laundering Law

3 Credits

This course gives a practical business overview of money laundering and its challenges to the financial world. It focuses on three stages in money laundering, the methods used for laundering money and measures to meet money-laundering challenges.

Students will examine the initiatives undertaken by various international organizations in preventing money laundering and combating terrorism, the financing of terrorism, the establishment of FATF and its fight against money laundering and terrorism financing, Customer Identification Programme (CIP) rules that are applicable to banks and financial institutions, and anti-money laundering measures as applicable to governmental bodies and financial institutions. Particular attention will be placed on corresponding banking and terrorist related activities. **Prerequisite: BLAW301 General Business Law I**

BLAW311 Case Law

3 Credits

This course provides the bulk of the law of the country. Parliament is becoming much more active in making new laws and statute laws may come to dominate the common law. Case Law, which is law in its own right will be examined. Case law is built up of precedents and a precedent is a previous decision of a court as it relates to the decisions made on cases of a similar nature previously. The course will look at the judicial hierarchy with a focus on the Judicative acts of 1875 and 1876. It will look at binding precedents and persuasive precedents. The course will see students delving into law reports and gaining an understanding of the Jamaican legal system as well as the distinct areas of common law. **Prerequisite: BLAW301 General Business Law I**

BLAW315 Business Law Application

3 Credits

This course will provide students with fundamental principles of procurement law with emphasis on general contract laws and specific procurement laws applicable to Jamaica. The course will seek to describe the key elements of contract law, explore elements of valid contracts, Recamaltine of buyers and sellers' terms and conditions, void and unenforceable contracts, etc. **Prerequisite: BLAW301 General Business Law I**

BLAW401: Company Law

3 Credits

This course covers the Principles of Company Law, statutes and relevant case law, with special reference to matters of particular concern to Accountants and Auditors. **Prerequisite: BLAW301 General Business Law I**

BUSINESS ADMINISTRATION (BSAD)

BSAD121 Applied Business Mathematics

3 Credits

The course reviews simple graphical and statistical display of business data, the calculation of basic statistics like mean, mode and standard deviation, preparation of payroll overhead allocation, mark up, mark down, bank reconciliation, accounting ratios and statement with an

exposure to overtime calculation, use of compound interest, insurance, sinking fund and present value table in business decision making.

BSAD301 Business Communication

3 Credits

A study of the principles and psychology of effective communication in organization with emphasis on written and oral communication. This includes designing information document, consultations, meetings and conferences, forms control, and report and proposal writing.

Prerequisite: ENGL120: Freshman Composition II

BSAD341 Business Law

3 Credits

Business law consists of that body of legal principles, which governs the conduct of trade and commerce. This course provides an understanding of the principles of a contractual, agency, partnership and corporate relationship, and an understanding of rights and responsibilities involved in the conduct of business. **Prerequisite: MGMT252 Principles of Management**

BSAD371 Business Research Methods

3 Credits

Introduction of the most current coverage of business research methods including real word research in accounting, finance management, marketing and other business areas. Topics include problem definition and research proposal development, ethical issues in business research, research methods for collecting primary data and data analysis techniques.

Prerequisites: BSAD301 Business Communications; ECON272 Business & Economic Statistics

BSAD487 Business Practicum

3 Credits

A one-semester structured and supervised work experience of approximately 120 hours, culminating in the completion of an academic paper. The experience exposes students to fundamental aspects of business such as planning, controlling, organizing, forecasting and decision-making. Students will bring theoretical knowledge gained in subjects such as accounting, marketing, behavioural sciences and economics to bear on these management functions. This Practicum will be co-ordinated through, but not limited to, the business entities at the Aston and Novelette Tai Centre and Industrial Complex at Northern Caribbean University. **Open only to juniors and seniors.**

BSAD489 Ethics and Values in Business

3 Credits

This course examines the development of the whole person through the exploration of religious, moral, ethical, societal and ecological, and economic issues as they apply to organizations. It is designed to stimulate a positive attitude toward incorporating ethical value and stockholder analysis in business decision-making. **Prerequisite: MGMT 252 Principles of Management**

BSAD494: Current Trends and Issues Conference

1 Credit

The Current Trends and Issues Conference is delivered over a two day period in which local and overseas presenters share on the latest developments in their chosen area of concentration in research and generally accepted practices which include finance, marketing, entrepreneurship, accounts and human resource management. The main presenters include academicians as well as business practitioners. Students are given research-based assignments ahead of time which are intended to augment high order skills development and application of concepts and content gleaned from the conference to real world situations.

Senior Standing required.

ECONOMICS (ECON)

ECON 132 Personal Finance and Development

3 Credits

This is an examination of the major financial decisions of individuals in allocating resources and planning expenditures. Topics include personal financial planning and budgeting, insurance, investment, the use of credit, housing, transportation, and consumer protection and integral individual development.

ECON170 Business and Economic Calculus I

3 Credits

This course provides students with the basis for the development of their analytical skills and begins with the fundamental operations of algebra, number systems, exponents, radicals, matrices and function. The course further introduces the language of calculus and the application of calculus to various areas of business. **Prerequisite: BSAD121: Applied Business Mathematics**

ECON171 Business and Economic Calculus II

3 Credits

Provides advanced study of operations of algebra, number systems, exponents, radicals, matrices and function. The student also receives in-depth exposure to the language of calculus and the application of calculus to various areas of business. **Prerequisite: ECON170 Business & Economic Calculus I**

ECON216 Microeconomics

3 Credits

This course provides students with a basic knowledge of the principles of economics and develops knowledge of the terminology, main concepts and major economic theories. Topics covered include: scarcity, consumer behaviour, theory of production and costs, international trade, balance of payment, national income accounts, and the role of government in the economy, fiscal and monetary policy, growth and development. **Prerequisites: ENGL120: Freshman Composition II; ECON170 Business & Economic Calculus I**

ECON217 Macroeconomics

3 Credits

This course exposes students to a more comprehensive study and advanced analysis of economy-wide phenomena than ECON216 Microeconomics. The focus is on the movement and trends in the economy as a whole. **Prerequisites: ECON170 Business & Economic Calculus I; ECON216: Microeconomics**

ECON272 Business and Economic Statistics

3 Credits

A study of statistics used in business decision making; collecting and tabulating data, charts averages, dispersion, statistical induction, analysis of business changes, index-numbers, forecasting, regression and correlation analysis, linear and non-linear correlation. **Prerequisite: ECON170 Business & Economics Calculus I**

ECON322 Caribbean Economic Problems

3 Credits

This course gives students an understanding of the problem of economic development in Caribbean economies. It analyses persistent economic conditions prevailing in major sectors and develops an appreciation of the various obstacles to development and the options open to Caribbean economies. **Prerequisite: ECON217 Macroeconomics**

ENTREPRENEURSHIP (ENTR)

ENTR297 Introduction to Entrepreneurship

3 Credits

This course gives an overview of the fundamental principles and processes of entrepreneurship including idea generation and opportunity analysis. Students will examine elements in the entrepreneurial process – personal, sociological, and environmental - that give birth to a new enterprise. Critical factors for starting new enterprise such as alternative career prospects, family friends, role models, the state of the economy and the availability of resources will be explored. Students will be introduced to practical tools they can use to further their careers in business, both in entrepreneurship and in more traditional company environments.

ENTR360 Navigating Skills and Behaviour of the Entrepreneur

3 Credits

This course will focus on developing student awareness, knowledge, understanding, and application of the skills necessary to becoming a successful entrepreneur. Key business themes and concepts will include the personal and professional qualities of the entrepreneur, the role of ethics in business, entrepreneurs as the energizers of the venture, the role of creativity, innovation, and technology in entrepreneurship. **Prerequisite: ENTR297 Fundamentals of Entrepreneurship**

ENTR375 Skills and Behaviour of the Entrepreneur

3 Credits

This course will focus on developing student awareness, knowledge, understanding, and application of the skills necessary to becoming a successful entrepreneur. Key business themes and concepts will include: the personal and professional qualities of the entrepreneur, global perspective and the growth of international business opportunities; role of ethics in business; role of small business in the economy; small business management and operations; entrepreneurs as the energizers of small business; the role and impact of technology and focus on quality. **Prerequisite: ENTR297 Introduction to Entrepreneurship**

ENTR390 Managing the Family Business

3 Credits

This course will involve identifying and discussing issues relevant to the continuity and management of a family business. During the course, students will develop either a case study of their own family business or a business plan for a proposed venture. For those planning to enter a family business, the course will assist them in charting their entry and management of their succession process. **Prerequisites: ENTR375 Skills and Behaviour of the Entrepreneur; FNCE341: Financial Management Principles**

ENTR397 Entrepreneurship Finance

3 Credits

In this course students will learn the financial functions of a new or entrepreneurial venture. The primary focus is on the function of the financial plan in the overall business plan. Sources of venture capital and cash flow management are covered as well. Other topics covered include an overview of alternative forms of financing including seed capital, valuing a company, going public, partnerships, and acquisitions. **Prerequisites: ACCT103 Financial Accounting; ENTR390 Managing the Family Business**

ENTR443 Innovation and Organizational Development

3 Credits

This course explores the environment necessary for innovation; innovation applied to products, services, and strategies to regain competitive advantage; management of stress by innovation and change. **Prerequisite: MGMT252 Principles of Management**

ENTR445 Innovation and Change**3 Credits**

This course explores the environment necessary for innovation; innovation applied to products, services, and strategies to regain competitive advantage; management of stress by innovation and change. **Prerequisite: MGMT252 Principles of Management**

ENTR448 Global Entrepreneurship**3 Credits**

This course introduces students to international business by exploring a broad spectrum of business activities. The course focuses on the multiple environments which effective international managers must understand. Topics covered include internal trade and finance, e-commerce businesses, sociocultural issues, and political and legal forces. In addition, issues in marketing, human resources management, production and operations are surveyed. **Prerequisite: Senior Standing**

ENTR480 Entrepreneurial Field Studies**3 Credits**

This is a capstone course that allows the student to apply knowledge, skills, and behaviours learned. It is designed to give students experience in working with individuals to develop strategic plans, business plans, feasibility studies and funding proposals. **Prerequisite: Senior Standing**

FINANCE (FNCE)**FNCE340 Financial Markets and Institutions****3 Credits**

This course analyses the impact and significance of monetary policy as well as fiscal and income policies to our economy. It covers such areas as commercial banking process, business cycles and monetary and fiscal policies, international banking, inflation and interest rates. It acquaints the student with the complex world of monetary and fiscal policies and procedures. **Prerequisites: ECON171: Business & Economic Calculus II; ECON217: Macroeconomics**

FNCE341 Financial Management Principles**3 Credits**

Study of the accumulation and use of funds, financial goals, ratios, sources and uses of funds, asset management, capital budgeting, leverage, cost of capital, dividend policy and valuation; analysis, decision making and financial performance evaluation. **Prerequisites: ACCT103 Financial Accounting; ECON 170 Business & Economic Calculus I**

FNCE345 Corporate Finance**3 Credits**

This course is a detailed study of the requirements for and sources of funds in the business organization. It deals with both long and short-term aspects of finance with emphasis placed on analysis and decision-making. **Prerequisite: FNCE341 Financial Management Principles**

FNCE378 Intermediate Financial Management**3 Credits**

Detailed study of the core concepts of finance in a comprehensive and rigorous manner. The course examines market offerings and helps the students to understand the basis of corporate policy. It deals with both the long and short-term aspects of finance with emphasis placed on analysis and decision-making. **Prerequisite: FNCE345 Corporate Finance**

FNCE400 Financial Case Studies**3 Credits**

Intensive case analyses of and discussions about organizations facing a variety of financial issues, including value maximization, measurement of cost of capital, analysis of capital projects, evaluation of merger opportunities, capital structure and dividend decision and risk

management among others. Skills such as the use of spreadsheets macros and user defined functions, team work, and oral and written communication are emphasised heavily.

Prerequisite: FNCE470 Investment Analysis

FNCE437 Risk Management and Insurance

3 Credits

This course acquaints the students with the ever present reality of risks and how best to deal with them. The activities of a risk manager are described and insurance is introduced as one of his major tools. Personal lines of insurance such as auto, homeowners, health and life are also covered. Insurance for firms, small and large, operational aspects of insurance, such as marketing, pricing, underwriting, loss adjusting and financing, are included. This course is helpful to any businessperson and provides an introduction to the field of insurance as a career. **Prerequisite: FNCE341 Financial Management Principles**

FNCE470 Investment Analysis

3 Credits

A study of the various types of investments available, the markets in which they are traded, the techniques used to make sound investment decisions, and the factors that affect these decisions for various types of investors. **Prerequisite: FNCE378 Intermediate Financial Management**

FNCE475 Management of Financial Institutions

3 Credits

Comprehensive examination of the major financial institutions that comprise the Jamaican financial system, the course focuses on the management concepts and issues central to all financial institutions, including asset – liability management, liquidity and capital management, and investment securities portfolio management. The management policies of commercial banks are emphasized. Management concepts are applied through case studies. **Prerequisite: FNCE340 Financial Markets and Institutions**

FNCE480 International Finance

3 Credits

This course deals with problems in international finance, the balance of international payments, financing international trade, foreign departments of banks, foreign exchange markets, and the impact of international financial problems on businesses. **Prerequisite: FNCE341 Financial Management Principles**

FNCE490 Financial Analysis Seminar

3 Credits

These seminars will present leading-edge financial topics, review basic research methods and introduce various financial databases. Research papers will be given and their development will be accompanied by work-site tours and mock interviews. Toward the end of the semester, students will make an oral presentation of their research papers along with the final document to financial professionals, faculty and alumni of the University. Skills such as spreadsheet use, team work, oral presentation and written communication will be emphasized. **Prerequisite: FNCE 470 Investment Analysis**

HOSPITALITY MANAGEMENT (HMGT)

HMGT119 Introduction to the Tourism Industry

3 Credits

In this course, students explore major concepts in tourism, what makes tourism possible, and how tourism can become an important factor in the wealth of any nation. It looks at principles, practices, and philosophies of tourism that have been found to be advantageous. Some of the topics include introductory principles, the importance of tourism, some tourism

history and careers, travel motivations, demand and supply, destinations and marketing.

HMGT123: Professional Food Preparation Principles

2 Credits

This course is designed to introduce first year students to fundamental basic principles and concepts of culinary techniques in commercial operations. Topics include kitchen safety, the maintenance and use of equipment, the use of standard recipes, food service and the preparation of foods used in commercial food operations, heat transfer, menu knowledge and professionalism. Emphasis is placed on the basic food preparation of entrees, starches, vegetables, salads, soups, and appetizers.

HMGT126: Professional Food Production Principles Lab

2 credits

This lab is required to teach the practical aspects of HMGT124. Students will be required to sit a final practical examination for this lab.

HMGT203 Food and Beverage Purchasing and Cost Control

3 Credits

A study of food and beverage purchasing and cost control within the Hospitality Industry. This course prepares students to become buyers within the food service industry. The major areas of concern are on accuracy in product and quality definition. The course also examines how computers affect purchasing. Some areas of emphasis are introduction to purchasing, financial considerations and steps in purchasing, specifications and buyer selection, getting the goods, ending the purchasing job, the markets, role of the manager, principles of management, cost control, portion control, sales analysis, meat, poultry and eggs, fish, fresh produce, processed foods, dairy products, groceries and non food supplies. **Prerequisite: ACCT103 Financial Accounting**

HMGT210 Front Office and Lodgings Operations

3 Credits

A study of the complete operations of the front office, including: successfully handling guest information, reservations, registration and making the guest feel welcome and secure. This course examines the concepts of lodging operations management and the effective management and operation of a hotel and other residential facility. Additionally, the role played by the lodging industry in the economic development of a country is examined. Areas of emphasis include hotel and motel development, hotel management, hotel operation, hotel accounting and control, future of the industry. Students are exposed to technology-based systems in the tourism industry such as the use of global distribution systems, yield management systems, property management systems, food-service management systems, and club management systems from the management and end-user perspectives. **Prerequisite: HMGT 119 Introduction to the Tourism Industry**

HMGT220 Introduction to Spa Therapies and Techniques

3 Credits

This course provides an introduction to instruction in hydrotherapy, massage therapy, skin exfoliation and herbal wraps. Learning basics of spa treatments prepares one for a future in a resort environment, in addition to providing many alternatives for the home and private office spa options. **Prerequisite: HMGT 119 Introduction to the Tourism Industry; HMGT300 Fundamentals of Massage Therapy**

HMGT262 Professional Housekeeping

3 Credits

This course is a study of the concept of executive housekeeping within the hospitality industry. The course emphasises an understanding of the basic principles underlying the housekeeping department in lodging facilities, and includes hands-on practice. **Prerequisites: HMGT119 Introduction to Tourism; HMGT210 Front Office & Lodgings Operations**

HMGT268 Beverage, Dining Room and Banquet Service

3 Credits

This course is a combination of bar and beverage service operations, dining room and banquet service. Students examine the wine regions of the world and learn how to pair wines appropriately. They also examine various styles of service and place settings. Emphasis is placed on service skills and techniques during guest service. Experience is gained in managing and hosting of catered events. **Prerequisite: HMGT119 Introduction to Tourism or HMEC124 Principles of Food Preparation**

HMGT300 Fundamentals of Massage Therapy

3 Credits

This course covers effects, indications, contraindications, proper body mechanics, and the practice of massage, joint mobilization, and friction techniques. Energetic approaches to healing are demonstrated. It provides training in myofascial therapies. It also covers a general sequence for a full body treatment and proper draping techniques. **Prerequisite: HMGT 119 Introduction to the Tourism Industry**

HMGT330 Quantity Food Production and Service

4 Credits

This course is a study of the principles and techniques of quantity food production and service for food service entities. Emphasis is placed on modern developments influencing food service operations, kitchen organization, standard of professionalism, recipe standardization, measurement analysis, controlling food costs, safe food handling, mise en place, food presentation and garnishes. Factors affecting quantity, food service and planning, quality food preparation and service, and the functions of catering are explored. Students are required to plan, produce and market menus to customers. **Prerequisite: HMEC124 Principles of Food Preparation and Service**

HMGT332 Management and Organization of Food Service Facilities

3 Credits

This course is designed to help students apply the principles of management and organization to food service systems. Emphasis is placed on managerial functions, the management process, planning and organizing the food service operation and staffing. Students acquire knowledge of Critical Points and the costs of operating the food service entity. Six hours of practical experience in a food service establishment are required. **Prerequisite: HMGT330: Quantity Food Production & Service**

HMGT339 Hospitality and Tourism Marketing

3 Credits

A study of marketing as it relates to the Hospitality and Tourism sectors. This course develops in students, an appreciation for the importance of Hospitality and Tourism Marketing. Students are exposed to the basic theories and principles of marketing. Major areas of emphasis are introduction to marketing, service marketing, the marketing environment, consumer buyer behaviour, market segmentation, marketing research, pricing, and promotion. **Prerequisites: HMGT 262 Professional Housekeeping; HMGT268 Beverage, Dining Room & Banquet Service Management; TOUR286 Logistics and Management of Global Tourism**

HMGT361 Hospitality and Tourism Law

3 Credits

This course covers the laws and regulations of the hotels and resorts and other related operations. It looks at rights and privileges of both operator and tourist. **Prerequisites: TOUR286 Logistics and Management of Global Tourism; HMGT262 Professional Housekeeping; HMGT268 Beverage, Dining Room & Banquet Service Management**

- HMGT370 Hospitality and Tourism Management Practicum I** **4 Credits**
Provides applied professional experience in a hotel, resort facility or on a cruise ship. The experience includes various aspects of work, for instance, purchasing and cost control, and accounting, in the case of students who are in the Food and Beverage Operations track. Two Hundred and forty (240) hours of experience to be done over six (6) weeks are needed to satisfy this course requirement. **(Consult Adviser)**
- HMGT390 Hotel Design, Planning and Development** **3 Credits**
This course introduces to students the design concepts for hotels. Emphasis is placed on factors to consider when planning the physical layout of a hotel, thereby enabling an effective relationship with architects who execute the technical aspects of blueprints. Additionally, students are exposed to interior designing for hotels. **Prerequisites: TOUR308: Sustainable Tourism Development; TOUR311: Ecotourism & Special Interest Travel**
- HMGT401 Facilities Planning and Management** **3 Credits**
This course covers the planning and management of the physical plant of hospitality operations. Focus is placed on maintenance of the many types of equipment used in the industry. **Prerequisites: HMGT339 Hospitality and Tourism Marketing; HMGT361: Hospitality and Tourism Law**
- HMGT408: Hospitality and Tourism Management** **3 Credits**
This course addresses the challenges faced in managing the tourism and hospitality industry regionally and internationally. Exposure to operating executives from the fields of hotel, restaurant, foodservice, travel, and tourism are provided periodically. **Prerequisite: TOUR 308 Sustainable Tourism Development**
- HMGT419 Advanced Spa Therapies and Techniques** **4 Credits**
The Advanced Spa therapy course is designed to instruct students in the methods of skin peels and deep pore cleaning procedures. They also learn to use ingredients such as Retin-A and Alphahydroxy acids during certain treatments. Additionally, clinical skin care, aromatherapy, and spa body treatments such as Salt Glow, Body Polish, Enzymes Peels, Hydrotherapy and Balneotherapy are specialties taught. Aestheticians can incorporate many of these treatments into their service menus. Emphasis is placed on entrepreneurial skills including but not limited to choosing the proper location, the importance of keeping good records, the art of marketing products and services, understanding client needs, customer service, growing and retaining clients. **Prerequisite: HMGT220: Introduction to Spa Therapies & Techniques**
- HMGT428 Professional Culinary Arts** **4 Credits**
A study of the concepts of culinary arts, students develop creativity in the preparation and presentation of foods. Detailed instruction in cooking theory and techniques necessary to meet the demands of the professional kitchen is provided. Emphasis is placed on the art of preparing gourmet cuisine that meets industry standards. **Laboratory required. Prerequisites: HMGT330: Quantity Food Production & Service; HMGT332: Management and Organization of Food Service Facilities**
- HMGT434 Organization and Management of Spa Facilities** **4 Credits**
This course is a study of the designing and management of spa facilities. The course includes a review of the laws governing the practices of aesthetics and massage therapies in Jamaica and other parts of the world; career opportunities locally, nationally and internationally are

included. Students receive practice in the art of selling, promotions and advertising, and communication skills. Emphasis is placed on the legal and ethical questions that affect the therapist in the professional environment. Different options for operating one's own business as well as working in other professional environments are discussed. As a requirement, students are assigned days to manage the on campus spa. **Prerequisite: HMG401 Facilities Planning & Management**

HMG436 Restaurant and Catering Management 4 Credits

A study of the crucial elements involved in successful operation of a restaurant and catering business and their interrelationships. Emphasis is placed on the management of the 'meal experience' by effectively bringing together three main elements – customers, the operation and employees. This is bolstered by the students planning and execution of themed meals. **Laboratory Required. Prerequisite: HMG428 Professional Culinary Arts**

HMG470 Hospitality and Tourism Management Practicum II 3 Credits

The course provides students with the opportunity to reinforce their knowledge of the theory learned and past experiences obtained in **HMG370/1 Hospitality and Tourism Management Practicum I (Consult Adviser)**

MANAGEMENT (MGMT)

MGMT252 Principles of Management 3 Credits

A study of the process of management and the attainment of organizational objectives through people by using the functions of planning, organizing, directing, controlling, and communicating. Emphasis is placed on effective decision-making, motivation, and communication techniques, leadership skills and performance evaluation. **Prerequisite: ENGL120 Freshman Composition II**

MGMT256 People and Organizations 3 Credits

An overview of the complex human relations issues that are associated with leadership in various types of organizations. Contributions of social science to human relations, communication as a factor in human relations, employees' attitudes towards work, and the effect of management styles on morale are also covered. **Prerequisite: MGMT252 Principles of Management**

MGMT352 Human Resource Management 3 Credits

Examines basic guidelines for the personnel department in selecting, developing, motivating and evaluating employees. Explores the principles involved in studying organizational climate, communication, change, labour-management relations, remuneration and security. **Prerequisite: MGMT252 Principles of Management or HMG339 Hospitality and Tourism Marketing**

MGMT360 Team Building and Management 3 Credits

The course is designed to expose students to a comprehensive view of what constitutes a team and the essence of teams' effectiveness. Students will grasp the definition of a team, the different types of teams, and will be able to evaluate the dynamics of organizational teams. In an increasingly globalised economy, greater emphasis is being placed on higher levels of efficiency; students are expected to recognise the importance of teamwork in attaining these efficiencies, and by extension, the overarching goals of the organisation.

Various types of teams will be used for analysis and demonstration, in reflecting the best practices of the industry. **MGMT 352: Human Resource Management**

MGMT367 Recruitment and Selection**3 Credits**

A study of the theory and application of methods used in recruiting and selecting employees. This course will include: the legal issues in employment, research in the employment process, the development and use of selection devices and recruiting applicants for job openings.

Prerequisite: MGMT352 Human Resource Management

MGMT376 Entrepreneurship**3 Credits**

This is a practical course on the principles and problems of organizing and operating a small business. Topics covered will include a procedural system for establishing a new business, providing physical facilities, financing, organizing and managing the small business. Entrepreneurial skills, attitude, drive and dynamism will be looked at carefully. **Prerequisites:**

MGMT252 Principles of Management; FNCE341 Financial Management Principles

MGMT384 Quality Service Management**3 Credits**

The course is designed to expose students to the hallmarks of an outstanding customer service-driven organization. It is designed to stamp clearly in the student's psyche, the reality that in today's highly commoditized economy, the one major differentiator will be the customer experience. This course will therefore provide students with a solid foundation for delivering consistent, excellent service and also motivate them towards exceptional service delivery in any sphere of life. It will be highly practical and interactive. **Prerequisite:**

MGMT352 Human Resource Management

MGMT445 New Venture Creation**3 Credits**

This course deals with important aspects of starting, developing, and growing a new enterprise, or acquiring and building an existing business. Emphasis is given to the recognition, evaluation, and the exploitation of opportunity. Through analysis and discussion of cases and lecture material, students will be able to test their entrepreneurial ideas and get advice regarding the effectiveness of those ideas. **Prerequisites: FNCE341 Financial Management Principles; MKTG311 Principles of Marketing (which may be taken concurrently); ENTR297 Introduction to Entrepreneurship**

MGMT446 Strategic Entrepreneurial Growth**3 Credits**

This course focuses on the entrepreneurial perspective, the challenge of entrepreneurial growth, gaining an appreciation for strategic planning in emerging venture, examining the growth option for emerging venture and finally a discussion of the emerging entrepreneurial issues confronting the economy today. **Prerequisite: MGMT 445 New Ventures Creation**

MGMT452 Organizational Behaviour**3 Credits**

An overview of the complex human relations issues that are associated with leadership in various types of organizations. Contributions of social science to human relations, communication as a factor in human relations, employees' attitudes towards work, and the effect of management styles on morale are also covered. **Prerequisite: MGMT252 Principles of Management**

MGMT466 Human Resource Development **3 Credits**
 The course will emphasize theory of training and development, research to determine needs, types of programmes, and practicum in conducting a training and development session, and evaluation of programmes. **Prerequisite: MGMT352 Human Resource Management**

MGMT471 Compensation Administration **3 Credits**
 A detailed study of job analysis methods of job evaluation, performance appraisal, community wage survey, basic systems and plans of compensating employees, and fringe benefits. **Prerequisite: MGMT352 Human Resource Management**

MGMT472 Industrial Relations **3 Credits**
 The sociology of labour relations, the legal position of unions and their members, and the collective bargaining process. Particular attention is given to the system of labour relations in Jamaica, termination of employment, and compensation for injury. **Prerequisite: MGMT360 Team Building & Management**

MGMT475 Operations Management **3 Credits**
 This course introduces the student to operation planning and control, often referred to as production control, or production management. It focuses on forecasting, operation planning, inventory planning and control and introduces the student to the queuing theory, PERT and CMP, Monte Carlo simulation, linear programming, and others. It is designed for production and production management and is also important for industrial engineering. **Prerequisite: ECON 272 Business & Economic Statistics**

MGMT478 Negotiation Skills **3 Credits**
 Study of the various aspects of negotiation, mediation and arbitration to help students understand how managers make educated decisions when faced with choices of alternative dispute resolution in business. This course will include the use of cases to provide relevant current illustrations of legal concept. **Prerequisite: BSAD341 Business Law & MGMT471 Compensation Administration**

MGMT485 Management Information Systems **3 Credits**
 This course explores the application of management techniques to computer capabilities, informational system requirements and design. Topics include the system approach to data communication, system design and system analysis. Emphasis is placed on equipment configuration, contract negotiation, cost containment techniques, and software evaluation. **Prerequisites: MGMT252 Principles of Managements & CPTR120 Computer Applications**

MGMT486 Quantitative Business Analysis **3 Credits**
 This course allows the student to use mathematical and statistical models in preparing data that provide for optional business decisions. Some topics are: probability, decision theory, linear programming, integer programming, queuing theory, market process, and dynamic programming. **Prerequisite: ECON 272 Business & Economic Statistics**

MGMT490 Strategic Management **3 Credits**
 This course deals with those aspects of general management, which affect the survival and success of business enterprises. Any problem or opportunity accounting, marketing, finance, production, organization, or personnel if it materially affects firm performance is a strategic concern, hence a business policy concern. This course is, therefore, necessarily integrative and interdisciplinary. It enables students to develop and/ or fine-tune skills in the analysis of

strategic and organizational problems and issues. The course carries the final assessment for the language and content and is the capstone course for the programme. **Prerequisites: ACCT478 Advanced Accounting or FNCE470 Investment Analysis or MGMT446 Strategic Entrepreneurial Growth or MGMT472 Industrial Relations or MKTG490 Strategic Marketing**

MARKETING (MKTG)

MKTG311 Principles of Marketing

3 Credits

Marketing today is a vital core of management decision-making in an increasingly complex multinational business world. This course opens to the student the nature and operations of the marketing process. Such processes as marketing, opportunity analysis, forecasting, new product development, distribution, retailing, wholesaling, promotion, pricing, selling, etc. The course acquaints the student with the complex world of marketing, which involves computer application and e-commerce. **Prerequisite: MGMT252 Principles of Management**

MKTG312 Customer Relations

3 Credits

The course includes the defining of customer relations, establishing employee accountability and training employees for Customer–Priority Attitudes. It will emphasize telephone expertise, the manner of handling Customer Complaints and the matter of ensuring customer satisfaction in order to increase customer profitability. **Prerequisite: MKTG311 Principles of Marketing.**

MKTG321 Consumer Behaviour

3 Credits

Survey of social science theories pertinent to information processing, human behaviour and social interaction. Emphasis is placed on using this information to develop marketing strategies. **Prerequisite: MKTG311 Principles of Marketing**

MKTG330 Retail Marketing

3 Credits

This course is designed to provide the student with detailed information for Retail Marketing. It will focus on the role of retailers within the marketing distribution system. Emphasis is placed on the relationship between retailer and consumer and other members of the distribution system. **Prerequisite: MKTG311 Principles of Marketing**

MKTG349 Sales Management

3 Credits

Study of the functions of a sales department within the marketing organization. Included are organization, recruiting and selection procedures, training compensation, expenses, quotes, supervision, stimulation, planning activities and evaluation of sales personnel. A Case approach is used. **Prerequisite: MKTG311 Principles of Marketing**

MKTG366 e-Commerce

3 Credits

History, development, social and economical significance of the interest and the basic tools for Internet commercial activities, analysis techniques that will equip the students to assess the web presence of a proposed or existing business and to design and implement such a business. The course involves looking at the technology for e-commerce address, database management, networking, web publishing and website management. **Prerequisite: CPTR120 Computer Applications, MKTG311 Principles of Marketing**

MKTG368 Advertisement Practices

3 Credits

Examines essential viewpoints and issues from the standpoint of both the literature and the practitioner. Students learn why advertising is used, the kind of goal set for it, ways in which advertising programmes are developed to achieve these goals, and much about why and how advertising accomplishes its aims. Finally, students are exposed to the interaction between advertising and society, and the implications for successful advertising. **Prerequisite: MKTG311 Principles of Marketing**

MKTG420 Marketing Research

3 Credits

Methods of planning and carrying out marketing and consumer studies. Problem formulation, exploratory research, questionnaire construction and design, observational and sampling techniques, conducting surveys, data analysis, reporting, interpretation of findings and implementation of recommendations. **Prerequisite: MKTG311 Principles of Marketing**

MKTG431 Marketing in Service Organizations

3 Credits

A reconsideration of the traditional marketing topics in the context of a variety of service organizations. Emphasis is placed on discussion of how product-oriented marketing activities need to be adjusted or even re-invented to accommodate “non-products”. **Prerequisite: MKTG321 Consumer Behaviour**

MKTG488 Marketing Management

3 Credits

Strategies, issues and decisions facing marketing managers. Emphasis is placed on the analytical processes by which market opportunities and environmental events translate into marketing plans. **Prerequisite: MKTG321 Consumer Behaviour**

MKTG490 Strategic Marketing

3 Credits

This marketing strategy course will focus on decision making in marketing. The emphasis is on strategy and planning. Marketing strategy is *integrative* in that it *organizes* and *aligns* the numerous and disparate tools, models, and frameworks of marketing management into a coherent whole. It is an applied course. Decision making is a skill and therefore requires practice to reinforce it, hence the need to practice with cases. **Prerequisite: MKTG488 Marketing Management**

MKTG494 International Marketing

3 Credits

This course is tended to provide students with a working knowledge of the dynamics of marketing across international borders within the context of a global environment and in multinational firms. It will involve discussions and presentations on global marketing strategies, cultural differences among consumers, international market segmentation and application of the marketing mix across borders. Students will be expected to analyze, examine and evaluate case studies from different multinational corporations and cultures. **Prerequisite: MKTG488 Marketing Management**

SUPPLY CHAIN AND LOGISTICS MANAGEMENT (SCLM)

SCLM300 Managing Global Supply Chains

3 Credits

Supply chain management explores the management of the flow of materials, information, and funds through the network of suppliers, manufacturers, distributors, retailers, and customers. Using the methodologies of optimization and simulation, where applicable, this course covers topics in distribution network design, inventory management, procurement

and outsourcing, revenue management, and channel coordination. **Prerequisite: MGMT252 Principles of Management**

TOURISM (TOUR)

TOUR286 Logistics and Management of Global Tourism

3 Credits

This course provides students in the field of Hospitality and Tourism Management with a basic working knowledge of the geography of the world and how both traditional and non-traditional destinations act as a stimulus to motivate international, regional and local tourism. Students will get an opportunity to investigate global, regional and local travel patterns and access its impact on the Tourism Industry. The course also provides an extensive examination of tourism throughout the World that will address issues such as the major tourist markets especially for the regions and their performance in the industry. Additionally, the course addresses the challenges that the Caribbean region faces as it develops its tourism industry in competing in the global market. **Prerequisite: HMG210 Front Office & Lodgings Operations**

TOUR308 Sustainable Tourism Development

3 Credits

This course exposes students to contemporary issues pertaining to tourism based on the natural environment. It explores the strategies necessary to effectively manage and control the development of tourism in the Caribbean. **Prerequisite: TOUR286 Logistics and Management of Global Tourism**

TOUR311 Eco-tourism and Special Interest Travel

3 Credits

Students are exposed to the concepts, principles and practices of eco-tourism and other alternative forms of tourism. Additionally, this course includes the examination of the eco-tourism and special interest travel markets. **Prerequisite: TOUR308 Sustainable Tourism Development**

TOUR336 Tourist Transport Systems

3 Credits

This course examines the varied means of transportation used by tourists to arrive at their destination of choice. Emphasis is placed on air travel, the cruise shipping industry, rail travel, leisure services for groups, incentive travel, and exploring new and tested leisure products. **Prerequisite: TOUR286 Logistics and Management of Global Tourism**

TOUR359 Tour Packaging and Planning

4 Credits

This is a comprehensive study of group and wholesale tour operations, providing a thorough understanding of the leisure traveller. The student is exposed to: the top leisure destinations, current cruise trends, the present and future trends in tours including adventure tours, ecotourism and travel insurance. The course includes design, supplier negotiations and pricing aspects of tours such as marketing, sales and promotional techniques used by tour planners. **Prerequisites: TOUR336 Tourist Transport Systems; HMG339 Hospitality and Tourism Marketing; HMG361 Hospitality and Tourism Law.**

TOUR404 Attractions and Leisure Management

3 Credits

This course familiarizes students with tourism attractions that exist in the Caribbean and internationally. It explores the strategies used to manage these attractions such as the development of national protected area systems, capacity control and the management of species. **Prerequisite: TOUR308 Sustainable Tourism Development**

TOUR410 Tourism Practices and Policies of the Caribbean**3 Credits**

This course includes an examination of tourism policies and practices in the Caribbean region. Students are also exposed to tourism's best practices such as the development of tourism master plans and approaches to policy development across the region. **Prerequisites: HMG408 Hospitality & Tourism Management; TOUR311 Eco-tourism & Special Interest Travel**

TOUR421(344) Meeting and Convention Planning**4 Credits**

This course concentrates on organizing, arranging and operating conventions, trade shows, and expositions. Emphasis is placed on the procedures involved in planning and marketing these events. **Prerequisite: HMG339 Hospitality and Tourism Marketing**

COLLEGE OF EDUCATION AND LEADERSHIP



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STATEMENT OF VISION

The College of Education and Leadership envisions to be the leading College in providing quality Christian Education and producing world-class early childhood, primary, and secondary school teachers, educational administrators, curriculum specialists, and organizational leaders that will serve in the Caribbean territories and the international community.

STATEMENT OF MISSION

The faculty of the College of Education and Leadership view themselves as partners in learning with participants, committed to excellence in teaching and learning based upon a Christian worldview.

VALUE STATEMENT

Service is what we do!



TEACHER EDUCATION

PRE-UNIVERSITY

COLLEGE OF EDUCATION AND LEADERSHIP

AIMS

The College of Education and Leadership aims to prepare undergraduate and graduate students to become professionally competent teachers for early childhood, primary and secondary levels, educational administrators, curriculum experts and organizational leaders who are able to meet the demands of the community they are serving and be able to demonstrate world class standards of professional practices. It also aims to instil in them Christian attitudes and moral integrity as they serve diverse peoples, nations, and cultures.

GOALS

The goals of the College of Education and Leadership are as follows:

- Fulfilling the vision and mission statements of the University, specifically in the area of education and leadership.
- Providing a balanced curriculum and effective instructional delivery for the wholistic development of students and career advancement.
- Providing students – undergraduate and graduate – with the knowledge, skills and attitudes that will prepare them to become positive change agents and servant leaders in their workplaces and communities they belong.
- Engaging in worthwhile research and community activities that will have an impact in their professional preparation and also to benefit the people in the society.
- Emphasising the importance of applying ethical and moral principles in the practise of their profession.
- Utilising state of the art technology, current trends in education and research outputs to improve the delivery of instruction to students.
- Collaborating with all stakeholders like government leaders, organizational leaders, school officials, community leaders and parents to create a cooperative alliance to support the needs of students and also to provide venues for practice of their careers.
- Providing continual training for faculty and staff to enhance professional development and growth.

OBJECTIVES

- Students who are registered in the different programmes of the College of Education and Leadership should be able to:
- Demonstrate an understanding of foundations of education and their related theoretical underpinnings.
- Formulate a personal philosophy of teaching, administration and leadership.
- Participate in worthwhile research endeavours that seek to alleviate the condition of the participants of the study.

- Be given an opportunity to apply what they have learned in the classroom by doing internship, teaching practicum and other field experiences.
- Develop a well-rounded personality by engaging in the different curricular and co-curricular activities and opportunities available while in the University.
- Exhibit skills in effective oral and written communication, evaluation and assessment, problem solving, and data driven decision-making.
- Demonstrate educational leadership for local and national levels through the transformation of curricula and the facilitation of optimal teaching and learning for all students.
- Develop and demonstrate competencies in several areas such as effective teacher/instructor, dynamic change agent, effective organizer, collaborative consultant, reflective researcher, and scholar.

DEPARTMENT OF TEACHER EDUCATION

Chair: Jacqueline H. HoShing-Clarke

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FACULTY

Karian Cameron-Hamilton
Viola Fider
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Jessica Grant-Myers
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Desiree Ormsby
Delores Palmer
Burlan Panton
Belinda Thompson-Bramwell

ADJUNCT

Daniel Allida
Vencie Allida
Horace Burnett
Vida McLaughlin
Mahailia Palmer

Vision

The Teacher Education Department envisions to be the leading department in providing quality Christian Education and producing world-class early childhood, primary, and secondary school teachers that will serve in the Caribbean territories and the international community.

Statement of Mission

The mission of the Department of Teacher Education is to prepare professionals academically, socially, spiritually and physically, through a programme of study that incorporates a carefully balanced mix of knowledge, values, attitudes and skills, for efficient and effective performance in the world of work. The Department prepares professionals to provide quality service at the workplace and practice their profession in a holistic manner, through role model influence, a sound philosophy of Christian education, personal integrity, and respect for others.

Statement of Value

Service is what we do!

Aims

The programme aims to educate and prepare students to become professionally competent teachers for early childhood, primary and secondary levels and be able to meet world class standards of teaching practices. It also aims to inspire students to develop and demonstrate Christian attitudes as they serve diverse peoples, nations and cultures. Lastly, it aims a harmonious development of students' physical, social, mental and spiritual powers while in the University through the provision of a balanced curriculum of studies.

Goals

The goals of the Teacher Education Department are to:

- Provide a positive and caring learning environment that is conducive for wholistic development.
- Deliver appropriate curriculum and instruction that would ensure effective transmission

of knowledge, skills, and attitudes to students.

- Collaborate with all stakeholders for the proper training and professional development of students.
- Assess the students learning and development using a variety of measures.
- Utilise research and technology for a more effective delivery of the programmes.

Objectives

The Objectives of the Teacher Education Department are to:

- Provide a high standard of educational delivery in the Early Childhood, Primary, and Secondary school systems servicing the Jamaica Union territories, the Caribbean, the Atlantic Caribbean Union, and the international community through pedagogical expertise.
- Prepare individuals who will develop a sound philosophy of Christian education and servant leadership, and who will demonstrate the true professional role of the teacher, through the infusion and modelling of Christian values and attitudes in their instruction.
- Prepare teachers as critical thinkers who possess a deep understanding of the philosophical, sociological and psychological foundations of teaching and learning, and who have the ability to organize the learning environment to facilitate group and individualized learning.
- Prepare teachers in the science, the art and the craft of teaching; teachers who will effectively invite those under their care to embrace the relevant content through the effective use of teaching materials, technology, methods and strategies, and assessment practices.
- Prepare individuals as professionals in curriculum and instructional planning, educational evaluation and instructional supervision and administration.
- Help teachers develop a quest for knowledge as a means of personal professional development, and for increased preparation for committed service to society.
- Encourage the active participation and involvement of teachers in the process of social and cultural transformation of the nation.
- Provide teachers with an initiation to research by engaging them in investigations of relevant issues in education.

PROGRAMMES OFFERED

- Bachelor of Arts in Early Childhood Teacher Education
- Bachelor of Arts in Primary Teacher Education
- Bachelor of Arts in Secondary Teacher Education
- Bachelor of Science in Secondary Teacher Education
- Seventh-day Adventist (SDA) Teacher Certification

MATRICULATION REQUIREMENTS

One of the following is required for the Bachelor's degree:

1. Certificate or diploma from an approved tertiary institution.
2. Transfer status with equivalent matriculation requirements from an approved tertiary institution. Five (5) passes, including English Language, in the Caribbean Secondary Examinations Certificate (CSEC) at General Proficiency levels I, II and III (as of June 1998) or the equivalent. Applicants for Primary Teacher Education and Early Childhood Teacher Education must have a pass in Mathematics (CSEC/GCE). Applicants for Secondary Teacher Education must have passes in their areas of specialization (majors/minors) (Grades I or II in the major and Grade I, II or III in the minor).
3. Successful completion of upper-level certificate (Grades I and II) from technical or vocational schools.
4. Satisfactory pass of the Mature Age Examination (MAE) for persons over the age of 25, and who have had at least five years of successful teaching experience.
5. A score of 1170 or better on the Scholastic Aptitude Test (SAT I) for students from territories where this examination applies.

N.B.: A person matriculating by means of 1 or 2 above must meet all the requirements, as set out in the programme for which the individual has applied. The Trained Teachers' diploma with a minimum cumulative GPA of at least 2.67 (B-) from recognized Teachers' Colleges, will be accepted, not only as a means of matriculation but also for advancement to the Bachelor's degree. That is, students will complete only the additional credits beyond the level of the diploma. However, for the General Education requirement and the subject content areas of specialization (major/minor), students will continue to receive transfer of credits because the transfers vary for each subject area.

For diplomas with a GPA of less than 2.67 (B-), the transfer of the credit system will be applied. Transfer of credit system will also be applied to the Teacher's Certificate or any other course of study that is not a Trained Teacher's Diploma.

Credits from one's previous academic status can be transferred to one's programme, provided the grades obtained are at least "Cs" and are corresponding or substituting courses offered at NCU. All outstanding requirements for the programme must be completed, except where exemptions or waivers are granted. The requirements for the programme are not negotiable and transfer of credits is in accordance with international governing regulations.

BACHELOR OF ARTS IN EARLY CHILDHOOD TEACHER EDUCATION

This programme is designed to fulfil the mandate of Northern Caribbean University by empowering student-teachers with appropriate practices informed by child growth and development theories. It seeks to equip professionals with the skills necessary to cater to young children’s holistic development which encompasses their spiritual, social, emotional, intellectual and physical needs. It provides a sound background for a healthy, respectful and supportive environment in which both student- teacher and faculty strive together.

The Early Childhood Teacher Education programme seeks to help the student-teacher to:

1. Be knowledgeable of the different stages of child development from birth to age eight (physical, spiritual, social, emotional, mental, and linguistic).
2. Develop knowledge and skills in the integration of faith and learning.
3. Demonstrate the Northern Caribbean University ethos and values in the conduct of their profession.
4. Engage in working collaboratively with children, practitioners, families, and communities.
5. Utilise observation, assessment, and documentation to support children and families.
6. Apply developmentally appropriate practices and strategies in teaching and learning at the Early Childhood level
7. Use content knowledge to implement and execute different types of curricula including the National Standard Curriculum
8. Participate in continuous training and professional development
9. Utilise standards as outlined by the Early Childhood Commission
10. Effectively integrate technology in the teaching- learning process.

The minimum number of credits for the Bachelor of Arts in Early Childhood Teacher Education is one hundred and thirty-six (136). Each student should take the Specialization Requirements of sixty (60) credits, Professional Education Requirements of thirty (30) credits, Teaching Practicum of fifteen (15) credits, Electives of three (3) credits, and the recommended General Education Requirements credits to satisfy the requirements for the degree.

SPECIALIZATION REQUIREMENTS	60 CR	Prerequisites
ACED101 Art & Craft	3	
EDEC103 History & Philosophy of Early Childhood Education	3	
EDEC110 Drama in Early Childhood Education	3	
EDEC203 (AEXP103) Music and Movement	3	
EDEC295 (EDUC332) Curriculum for Infants, Toddlers & Pre-schoolers	3	
EDEC296 (EDUC332) Curriculum for Lower Primary	3	EDEC295
EDEC307 (EDUC296) Strategies in Early Childhood Educ. I	3	EDEC296
EDEC308(EDUC296) Strategies in Early Childhood Educ. II	3	EDEC307
EDEC317 (EDUC218) Psychology of Learning for Early Childhood Educators	3	EDUC191
EDEC324 Science for Early Childhood Educators	3	SCED102
EDEC353 Mathematics for Early Childhood Educators	3	MTED294
EDEC401 (EDUC294) Special Education for Early Childhood Educ.	3	EDUC191
EDEC415 Guiding Young Children’s Behaviour	3	EDUC191

MTED294 Mathematics for Young Children	3	
SCED102 Science & Discovery	3	
EDEC424 Working with Family and the Community	3	
EDEC431 Designing & Managing the Early Childhood Prog.	3	EDEC296
LRDG221 Early Literacy Instruction	3	
LRDG232 Literacy Educ. & Children's Literature	3	LRDG221
SSED201 Social Studies Foundation I	3	

PROFESSIONAL EDUCATION REQUIREMENTS	30 CREDITS	Prerequisites
EDUC129 (HMEC129) Social & Professional Ethics	3	
EDUC151 Fundamentals of Christian Education	3	
EDUC191 Child Growth and Development	3	
EDUC198 Principles of Teaching & Learning	3	
EDUC220 Educational Psychology	3	EDUC191 &198
EDUC221 Instructional Technology	3	CPTR112 & EDUC198
EDUC250 (360) Foundations of Education	3	
EDUC342 Observation & Assessment	3	EDUC198
EDUC435 (341) Professionalism & School Admin.	3	
EDUC488 Educational Research Methods	3	EDUC342

Teaching Practicum	15 CREDITS	
EDUP290 Teaching Practicum I	2	
EDUP390 Teaching Practicum II	2	EDUC290
EDUP391 Teaching Practicum III Seminar/Workshop	N/C	
EDUP399 Teaching Practicum III	3	EDUC390
EDUP490 Teaching Practicum VI Seminar/Workshop	N/C	
EDUP498 Teaching Practicum VI	8	EDUC399

Note: In addition to the completion of all prerequisites, students must have a GPA of at least 2.5 in order to do Teaching Practicum IV or Advanced Teaching Practicum.

General Education Requirements	27 CREDITS
Information and Technological Literacy Requirement	3
EDUC110/EDUC110 University Orientation	~
HFED155 STI Awareness Education	1
HPED111 Health & Physical Education	2
LART119 Use of English I	3
LART120 Use of English II	3
RELB113 God & Human Life	3
RELB210 Daniel and Revelation	3
RELB205(305) Life & Teachings of Christ	3
RELB451 Christian Ethics & Moral Development	3
Modern Language Requirement	3

Electives **3**

N.B. Electives: In consultation with your Academic Adviser, choose any three-credit course from any discipline that complements your career choice.

**RECOMMENDED SEQUENCE
BA IN EARLY CHILDHOOD TEACHER EDUCATION
(FOUR-YEAR PROGRAMME)**

Status	1 st Semester	Cr.	2 nd Semester	Cr.	
1 st Year- Freshman (0-32 credits)	EDUC100/EDUC110 University Orientation	~	SCED102 Science & Discovery	3	
	ACED101 Art & Craft	3	EDEC110 (AEXP101) Drama in Early Childhood Education	3	
	EDEC103 History & Philosophy of Early Childhood Education	3	Information and Technological Literacy Req.		
	HPED111 Health & Physical Education	2	RELB113 God & Human Life	3	
	LART119 Use of English I	3	LART120 Use of English II	3	
	EDUC151 Fundamentals of Christian Ed.	3	EDUC198 Principles of Teaching & Learning	3	
	EDUC191 Child Growth & Development	3		3	
	TOTAL CREDITS:	17	TOTAL CREDITS:	18	
	2 nd Year-Sophomore (33-65 credits)	EDUC129 (HMEC129) Social & Professional Ethics	3	HFED155 STI Awareness Education	1
		SSED201 Social Studies Foundation I	3	RELB210 Daniel and Revelation	3
EDEC203 (AEXP103) Music and Movement		3	MTED294 Mathematics for Young Children	3	
EDUC221 Instructional Technology		3	EDUC220 Educational Psychology	3	
EDUC250 (360) Foundations of Education		3	LRDG221 Early Literacy Instruction	3	
EDEC295 (EDUC332) Curriculum for Infants, Toddlers & Pre-schoolers		3	EDUP290 Teaching Practicum I	2	
TOTAL CREDITS:		18	EDEC296(EDUC332) Curr. for Lower Primary	3	
			TOTAL CREDITS:	18	
3 rd Year--Junior (65-96 credits)		Modern Language Requirement	3	RELB205(305) Life and Teachings of Christ	3
		LRDG232 Literacy Education & Children's Literature	3	EDEC308 (EDUC296) Strategies in Early Childhood Education II	3
	EDUP390 Teaching Practicum II	2	EDEC324 Science for Early Childhood Ed.	3	
	EDEC307(EDUC296) Strategies in Early Childhood Education I	3	EDUC342 Observation & Assessment	3	
	EDEC317 (EDUC218) Psychology of Learning for Early Childhood Educators	3	EDEC401(EDUC294) Special Education for Early Childhood Education	3	
	EDEC353 Mathematics for Early Childhood Educators	3	Electives	3	
	TOTAL CREDITS:	17	TOTAL CREDITS:	18	
	4 th Year- Senior (Over 96 credits)	EDUP391 Teaching Practicum III Seminar/Workshop	NC	EDUP490 Teaching Practicum VI Seminar/Workshop	N/C
		EDUP399 Teaching Practicum III	3	EDUP498 Teaching Practicum VI	8
		EDEC401 (EDUC294) Special Education for Early Childhood Education	3	EDUC435 (341) Professionalism & School Administration	3
EDEC431 Desig. & Mgt. the Early Childhood Programme		3	EDEC424 (EDEC191) Working with Family and the Community	3	
EDUC488 Educational Research Methods		3			
EDEC415 Guiding Young Children's Beh.		3			
RELB451 Christian Ethics & Moral Dev.		3			
TOTAL CREDITS:		18	TOTAL CREDITS:	14	

BACHELOR OF ARTS IN PRIMARY TEACHER EDUCATION

The Primary Teacher Education Programme is designed to fulfil the Mission of Northern Caribbean University by preparing holistic student-teachers who are endowed with a wide understanding of the developmental needs of students at the primary level and an appreciation for the implementation of the National Standards Curriculum. This programme helps student-teachers to integrate knowledge through the use of appropriate techniques, strategies, and structures while catering to the diverse learning styles of the students as they prepare to become world class citizens.

The Primary Education programme seeks to help the student-teacher to:

1. Appreciate the purpose, scope, structure, and balance of the Primary Curriculum.
2. Develop knowledge and skills in the integration of faith and learning.
3. Demonstrate the Northern Caribbean University ethos and values in the conduct of their profession.
4. Effectively utilise their understanding of the developmental stages of the Primary School child and their implication for teaching and learning.
5. Use content knowledge to implement and execute the National Standard Curriculum.
6. Facilitate learning by using a wide range of teaching methodologies, techniques, and strategies.
7. Effectively integrate technology in the teaching- learning process.
8. Participate in continuous training and professional development.
9. Understand and effectively manage students' behavior at different levels in the Primary school
10. Implement and utilize assessment methods and techniques for specific subject areas and grade levels.
11. Manage differentiated learning by catering to the specific needs of each individual learner.

The minimum number of credits for the BA in Primary Teacher Education is one hundred and thirty-seven (137). Each student should take the Specialization Requirements of sixty (60) credits, Professional Education Requirements of thirty (30) credits, Teaching Practicum of fifteen (15) credits, Electives of three (3) credits, and the recommended General Education Requirements to satisfy the requirements for the degree.

SPECIALIZATION REQUIREMENTS	60 CREDITS	PREREQUISITES
Language and Literacy	12 credits	
LART318 Primary Language Arts Methodology	3	LRDG220
LRDG220 Fundamentals of Literacy Instruction	3	
LRDG232 Literacy Education and Children's Literature	3	LRDG220
LRDG305 Literacy Intervention Strategies I	3	LRDG220
Mathematics	12 credits	
MTED100 Primary Mathematics I	3	
MTED101 Primary Mathematics II	3	MATH100
MTED200 Primary Mathematics III	3	MATH101
MTED201 Primary Mathematics Methods	3	MATH200

Science	9 credits	
SCED100 Science for Living I	3	
SCED200 Science for Living II	3	SCED100
SCED301 (SCED101) Primary Science Methods	3	SCED200

Social Studies	9 credits	
SSED201 Social Studies Foundations I	3	
SSED202 Social Studies Foundations II	3	SSED201
SSED301 Social Studies Methods	3	SSED202

Religious Education	6 credits	
REED201 Phenomena of Religion	3	
REED206 Religious Education Methods	3	

Art and Craft	3 credits	
ACED101 Art and Craft	3	

Drama	2 credits	
DMED112 Drama in Primary Education	2	

Music	4 credits	
Instruments/ Voice Class	1	
MUTH100 Fundamentals of Music Theory	3	

Curriculum	3 credits	
EDUC320 Primary Curriculum Studies	3	

PROFESSIONAL EDUCATION REQUIREMENTS	30 CREDITS	Prerequisites
EDUC129 (HMEC129) Social & Professional Ethics	3	
EDUC195 Child & Adolescent Psychology	3	
EDUC198 Principles of Teaching & Learning	3	
EDUC220 Educational Psychology	3	EDUC195 &198
EDUC221 Instructional Technology	3	CPTR112 & EDUC198
EDUC250 (360) Foundations of Education	3	
EDUC301 General Methods	3	EDUC198
EDUC435 (341) Professionalism & School Administration	3	
EDUC343 Classroom Testing & Measurement	3	EDUC333
EDUC488 Educational Research Methods	3	

Teaching Practicum	15 credits	
EDUP290 Teaching Practicum I	2	
EDUP390 Teaching Practicum II	2	EDUP290
EDUP391 Teaching Practicum III Seminar/Workshop	N/C 3	EDUP390
EDUP399 Teaching Practicum III Seminar/Workshop	N/C	
EDUP498 Teaching Practicum IV	8	EDUP399

Note: In addition to the completion of all prerequisite, students must have a G.P.A. of at least 2.5 in order to do Teaching Practicum IV or Advanced Teaching Practicum.

GENERAL EDUCATION REQUIREMENTS	28 CREDITS
Information and Technological Literacy Requirement	3
EDUC100/EDUC110 University Orientation	~
EDUC151 Fundamentals of Christian Education	3
HFED155 STI Awareness Education	1
LART119 Use of English I	3
LART120 Use of English II	3
RELB113 God & Human Life	3
RELB210 Daniel and Revelation	3
RELB205(305) Life & Teachings of Christ	3
RELB451 Christian Ethics & Moral Development	3
Modern Language Requirement	3
	3

ELECTIVES

Electives: In consultation with your Academic Advisor, choose any three-credit course from any discipline that complements your career choice.

OPTIONAL MINOR

Students who desire to pursue a minor may take 21 credits in a prescribed area. However, this will require additional time. A minor may be chosen from the list below.

- Art
- Computer science
- English
- French
- Home economics
- Literacy
- Mathematic
- Music
- Social studies
- Spanish

**RECOMMENDED SEQUENCE
BA PRIMARY TEACHER EDUCATION
(FOUR-YEAR PROGRAMME)**

Status	1 st Semester	Cr.	2 nd Semester	Cr.
1st Year- Freshman (0-32 credits)	EDUC100/EDUC110 University Orientation ACED101 Art & Craft MTED100 Primary Mathematics I DMED112 Drama in Primary Education LART119 Use of English I EDUC151 Fundamentals of Christian Educ. EDUC195 Child & Adolescent Psychology <p style="text-align: right;">TOTAL CREDITS</p>	~ 3 3 2 3 3 3	MTED101 Primary Mathematics II MUTH100 Fundamentals of Music Theory Information & Technological Literacy Req. RELB113 God & Human Life LART120 Use of English II EDUC198 Principles of Teach. & Learning <p style="text-align: right;">TOTAL CREDITS</p>	3 3 3 3 3 3 3 18
2nd Year-Sophomore (33-65 credits)	EDUC221 Instructional Technology MTED200 Primary Mathematics III EDUC250 (360) Foundations of Education SCED100 Science for Living I LRDG220 Fundamentals of Literacy Instruction SSED201 Social Studies Foundation I <p style="text-align: right;">TOTAL CREDITS:</p>	3 3 3 3 3 3	EDUC220 Educational Psychology REED201 Phenomena of Religion SCED200 Science for Living II RELB210 Daniel and Revelation EDUP290 Teaching Practicum I HFED155 STI Awareness Education Modern Language Requirement <p style="text-align: right;">TOTAL CREDITS:</p>	3 3 3 3 2 1 3 18
3rd Year--Junior (65-96 credits)	EDUC301 General Methods EDUC 320 Primary Curriculum Studies LRDG305 Literacy Intervention Strategies I MTED201 Primary Mathematics Methods EDUP390 Teaching Practicum II EDUC129 (HMEC129) Social & Prof. Ethics _____ Instrument or Voice Class <p style="text-align: right;">TOTAL CREDITS:</p>	3 3 3 3 2 3 1 18	SSED202 Social Studies Found. II REED206 Religious Education Methods RELB205(305) Life & Teachings of Christ LART318 Primary Language Arts Method. LRDG232 Literacy Ed. & Children's Lit. SCED301 (SCED101) Primary Sc. Methods <p style="text-align: right;">TOTAL CREDITS:</p>	3 3 3 3 3 3 18
4th Year-Senior (Over 96 credits)	SSED301 Social Studies Methods EDUC488 Educational Research Methods EDUC343 Classroom Testing & Measurement EDUC435 (341) Professionalism & Sc. Admin. EDUP391 Teaching Practicum III Sem. EDUP399 Teaching Practicum III <p style="text-align: right;">TOTAL CREDITS:</p>	3 3 3 3 NC 3 15	EDUP490 Teaching Practicum IV Seminar/Workshop EDUP498 Teaching Practicum IV RELB451 Christian Ethics & Moral Dev. Electives <p style="text-align: right;">TOTAL CREDITS:</p>	N/C 8 3 3 14

BACHELOR OF ARTS/SCIENCE IN SECONDARY TEACHER EDUCATION

The Secondary Teacher Education programme is designed to fulfil the mission of Northern Caribbean University by preparing professionals with the requisite knowledge and skills through the use of a deliberate, structured and relevant programme which seeks to holistically develop the student-teacher. This programme focuses on engendering in students' pride for the profession, creativity, insightfulness, attitude of servitude, an appreciation for learner diversity, and a development of interpersonal, intrapersonal, and problem-solving skills. These skills are enhanced through field experiences in their respective major and minor which afford the student- teacher opportunities for real-classroom engagement. With this, the institution hopes to produce contributing professionals for Jamaica and the wider region.

Programme Aims

The Secondary Teacher Education programme seeks to help the student-teacher to:

1. develop critical and creative skills in specific disciplines in secondary education
2. develop knowledge and skills in the integration of faith and learning
3. demonstrate the Northern Caribbean University ethos and values in the conduct of their profession.
4. use content knowledge to implement and execute the National Standard Curriculum
5. demonstrate the use of appropriate methodologies for different grade levels of secondary school (Grade 7 – 13)
6. manage differentiated learning by catering to the specific needs of the individual learner
7. develop awareness of current trends and issues in relation to the different subject areas
8. understand the developmental stages of the Secondary School student and their implication for teaching and learning
9. integrate technology in teaching and learning
10. participate in continuous training and professional development
11. implement and utilize assessment strategies for specific subject areas and grade levels
12. (Grades 7 – 13)
13. understand the interrelatedness of different subject areas at the secondary level

The minimum number of credits for the B.A./B.Sc. in Secondary Teacher Education is one hundred and forty-three (143). Each student should take the Specialization Requirements of sixty (60) credits, Professional Education Requirements of thirty-one (31) credits, Teaching Practicum of fifteen (15) credits, Electives of three (3) credits, and the recommended General Education Requirements to satisfy the requirements for the degree.

To determine whether one's programme is Bachelor of Arts or Bachelor of Science, the combination of courses in the major and minor along with those in the professional education requirements must be examined. That is, if the major and minor are both arts disciplines, it will be an arts degree, and if both are science disciplines, it will be a science degree. Where either the major or minor is arts or science, the degree will be arts, as the total composite of courses in the three areas will be more arts than science courses.

Note: the three areas are: major, minor, and the education component

Major and Minor

Two subject areas or disciplines must be selected in which to prepare for teaching, except where teachers have traditionally been prepared in one subject area (e.g., home economics, business), or where otherwise arranged by the Department.

The **major** consists of a minimum of 39 credits, inclusive of at least a semester course in the teaching methodology of the subject area. The **minor** consists of at least 21 credits, inclusive of at least a semester course in the teaching methodology of the subject area. The **double option** consists of at least 60 credits in one subject area, inclusive of at least a semester course in the teaching methodology of the subject

Selection will be based on (a) the student’s interest and (b) academic background, i.e., the student must possess acceptable pass(es) in the CSEC or equivalent examination, in relation to his/her major and minor.

The selection of a major and minor **must** be from the following list of subject areas. **Subject areas other than the ones stated below will not be counted towards graduation credits.**

List of Majors and Minors

Art	Geography (major/minor)
Biology (major/minor)	History (major/minor)
Business Education (double option/major/ minor)	Home Economics (double option/major/minor)
Chemistry (minor only)	Literacy Education (major/minor)
Clothing and Textiles (minor only)	Literature (major/minor)
Computer Studies (double option/major/minor)	Mathematics (double option/major/minor)
English Language (double option/major/minor)	Music (double option, major/minor)
Food and Nutrition (minor only)	Natural Science (double option only)
Agricultural Science (double option/major/minor)	Religious Education (major/minor)
French (minor only)	Social Studies (major/minor)
Spanish (double option/major/minor)	

PROFESSIONAL EDUCATION REQUIREMENTS

31 CREDITS Prerequisites

EDUC129 (HMEC129) Social & Professional Ethics	3	
EDUC195 Child & Adolescent Psychology	3	
EDUC198 Principles of Teaching & Learning	3	
EDUC220 Educational Psychology	3	EDUC195, 198
EDUC221 Instructional Technology	3	CPTR112 & EDUC198
EDUC301 General Methods	3	EDUC198
EDUC335 Education & Curriculum Development	4	
EDUC435 (341) Professionalism & School Administration	3	
EDUC343 Classroom Testing & Measurement	3	EDUC333
EDUC488 Educational Research Methods	3	

Teaching Practicum	15 credits	Prerequisites
EDUP290 Teaching Practicum I	2	
EDUP390 Teaching Practicum II	2	EDUP290
EDUP391 Teaching Practicum III Seminar/Workshop	N/C	
EDUP399 Teaching Practicum III	3	EDUP390
EDUP490 Teaching Practicum IV Seminar/Workshop	N/C	
EDUP498 Teaching Practicum IV	8	EDUP399

Note: In addition to the completion of all prerequisites, students must have a GPA of at least 2.5 in order to do Teaching Practicum IV or Advanced Teaching Practicum.

General Education Requirement 33 CREDITS

Mathematics - Numeric Requirement	3
EDUC100/DUC110 University Orientation	~
HPED111 Health & Physical Education	2
EDUC151 Fundamentals of Christian Education	3
HFED155 STI Awareness Education	1
LART119 Use of English I	3
LART120 Use of English II	3
LRDG 220 Fundamentals of Literacy Instructions	3
RELB113 God & Human Life	3
RELB210 Daniel and Revelation	3
RELB205(305) Life & Teachings of Christ	3
RELB451 Christian Ethics & Moral Development	3
Modern Language Requirement	3

Electives 3

N.B. Electives: In consultation with your Academic Adviser, choose any three-credit course from any discipline that complements your career choice.

**BACHELOR OF ARTS/SCIENCE IN
SECONDARY TEACHER EDUCATION
(FOUR YEAR-PROGRAMME)**

N O R T H E R N C A R I B B E A N U N I V E R S I T Y

Status	1 st Semester	CR	2 nd Semester	CR
1 st Year- Freshman (0-32 credits)	EDUC100/EDUC110 University Orientation HPED111 Health & Physical Education LART119 Use of English I EDUC151 Fund. of Christian Educ. EDUC195 Child & Adolescent Psy. Major/Minor	~ 2 3 3 3 3 6	Mathematics - Numeric requirement RELB113 God & Human Life LART120 Use of English II EDUC198 Principles of Teaching & Learning Major/Minor	3 3 3 3 3 6
	TOTAL CREDITS:	17	TOTAL CREDITS:	18
2 nd Year-Sophomore (33-65 credits)	Modern Language Requirement RELB210 Daniel and Revelation EDUC221 Instructional Tech. Major/Minor	3 3 3 9	HFED155 STI Awareness Education EDUC220 Educational Psychology LRDG 220 Fundamentals of Literacy Instructions EDUP290 Teaching Practicum I Major/Minor	1 3 3 2 9
	TOTAL CREDITS:	18	TOTAL CREDITS:	18
3 rd Year--Junior (65-96 credits)	EDUC301 General Methods EDUC335 Education & Curriculum Development EDUP390 Teaching Practicum II Major/Minor	3 4 2 9	EDUC129 (HMEC129) Social & Professional Ethics RELB205(305) Life and Teachings of Christ Major/Minor	3 3 12
	TOTAL CREDITS:	18	TOTAL CREDITS:	18
Summer I				
	Major/Minor Electives	3 3		
	TOTAL CREDITS	6		
4 th Year-Senior (Over 96 credits)	EDUC343 Classroom Testing & Measurement EDUP391 Teaching Practicum III Seminar/Workshop EDUP399 Teaching Practicum III EDUC488 Educational Research Methods Major/Minor	3 3 NC 3 3 6	RELB451 Christian Ethics and Moral Dev. EDUC435 (341) Professionalism & School Administration EDUP490 Teaching Practicum IV Seminar/Workshop EDUP 498 Teaching Practicum IV	3 3 NC 8
	TOTAL CREDITS:	15	TOTAL CREDITS:	14

MINOR IN SECONDARY TEACHER EDUCATION

PROFESSIONAL ED. REQUIREMENTS	22 CREDITS	Prerequisites
EDUC195 Child & Adolescent Psychology	3	
EDUC198 Principles of Teaching and Learning	3	
EDUC221 Instructional Technology	3	
EDUC301 General Methods	3	EDUC198
EDUC335 Education & Curriculum Development	4	EDUC198
EDUC343 Classroom Testing and Measurement	3	EDUC333
EDUP391 Teaching Practicum III Seminar/Workshop	N/C	
EDUP399 Teaching Practicum III	3	

NB: Start your minor no later than the 2nd year of your programme, to ensure readiness for graduation on schedule.

SEVENTH-DAY ADVENTIST (SDA) TEACHER CERTIFICATION (37 CREDITS)

Denominational Requirements

RELB210 Daniel and Revelation	3
HIST341 History of the SDA Church	3
RELB205(305) Life & Teachings of Christ	3
RELB113 God & Human Life	3
HLED121 Principles of Health & Adventist Lifestyle	2
EDUC151 Fundamentals of Christian Education	3
EDUC349 Seminar in Integration of Faith & Learning	1
DTED101 Online Learning	1

Professional Education

EDUC195 Child & Adolescent Psychology	3
EDUC221 Instructional Technology	3
EDUC301 General Methods	3
EDUC343 Classroom Testing & Measurement	3
EDUP399 Teaching Practicum	3
EDSE109 Introduction to Exceptional Children	3

Total **37 credits**

**BEYOND THE DIPLOMA PROGRAMME FOR
TEACHER EDUCATION DIPLOMA GRADUATES**

Holders of Diplomas/Certificates in Teacher Education may advance to the BA or BSc Degree, in accordance with the programmes outlined below.

Trained teachers who apply to NCU for upgrading, will be required to register for an additional 5 credits in Field Work, in order to satisfy the 15-credit teaching practicum requirement for the Bachelor Degree. If the student pursued Primary Teacher Education at the tertiary level, but upon application to the Bachelor's programme at NCU desires to change to the Secondary Teacher Education programme (or *vice versa*), then that student is required to do 8 credits of Teaching Practicum II.

Please note that no grade below a "C" is transferrable. Therefore, the total number of credits to complete Beyond the Diploma Programme will depend on the number of transferrable credits.

**BEYOND THE DIPLOMA PROGRAMME
FOR EARLY CHILDHOOD TEACHER EDUCATION GRADUATES**

SPECIALIZATION	30 CREDITS
EDED317 (EDUC218) Psychology of Learning for Early Childhood Educators	3
EDEC401 (EDEC401) Special Education for Early Childhood Educators	3
EDEC324(SCED102) Science for Early Childhood Educators	3
EDEC353(MTED294) Mathematics for Early Childhood Educators	3
EDEC431 Designing and Managing the Early Childhood Programme	3
LRDG221 Early Literacy Instruction	3
LRDG323 Literacy Education & Children's Literature	3
ACED101 Art & Craft	3
EDEC415 Guiding Young Children's Behaviour	3
EDEC424 Working with Family and the Community	3
 PROFESSIONAL EDUCATION REQUIREMENTS	 14 CREDITS
EDUC151 Fundamentals of Christian Education	3
EDUC129 (HMEC129) Social & Professional Ethics	3
EDUC488 Educational Research Methods	3
EDUC344 Seminar in Administration & Technology	2
EDUC435 (341) Professionalism & School Administration	3
 TEACHING PRACTIUM	 5 CREDITS
EDUP499 Advanced Teaching Practicum	5
 GENERAL EDUCATION REQUIREMENTS	 14 CREDITS
EDUC110 University Orientation	~
HFED15 STI Awareness Education	1
Modern Language Requirement	3
RELB113 God & Human Life	3
RELB205(305) Life & Teachings of Christ	3
Information & Technological Literacy Requirement	3
 Elective	 3
TOTAL	66 CREDITS

* Electives: In consultation with your Academic Advisor, choose any three-credit course from any discipline that complements your career choice.

NB: Language and Content Oral Examination must be done in the final year in order to qualify for graduation.

All students who are upgrading from the Diploma Programme to the Bachelor Degree Programme are required to complete 5 credits of Advanced Practicum.

BEYOND THE DIPLOMA PROGRAMME FOR PRIMARY TEACHER EDUCATION

SPECIALIZATION	30 CREDITS
Information & Technological Literacy Requirement	3
DMED112 Drama in Primary Education	2
EDUC320 Primary Curriculum Studies	3
LRDG232 Literacy Education & Children's Literature	3
SOCI301 Sociology of the Caribbean	3
BIOL265 Environmental Health	3
LRDG270 Primary Content Literacy	3
RELT453 Major Caribbean Religious Traditions & Cultures	3
EDEC415 Guiding Young Children's Behaviour	3
Music Instrument	1
Mathematics Elective	3
PROFESSIONAL EDUCATION REQUIREMENTS	14 CREDITS
EDUC129 (HMEC129) Social & Professional Ethics	3
EDUC301 General Methods	3
EDUC435 (341) Professionalism & School Administration	3
EDUC488 Educational Research Methods	3
EDUC344 Seminar in Administration & Technology	2
TEACHING PRACTIUM	5 CREDITS
EDUP499 Advanced Teaching Practicum	5
GENERAL EDUCATION REQUIREMENTS	14 CREDITS
EDUC110 University Orientation	1
EDUC151 Fundamentals of Christian Education	3
HFED155 STI Awareness Education	1
Modern Language Requirement	3
RELB113 God & Human Life	3
RELB205(305) Life & Teachings of Christ	3
Elective	3
Total	67 CREDITS

* Electives: In consultation with your Academic Advisor, choose any three-credit course from any discipline that complements your career choice.

N.B.: Language and Content Oral Examination must be done in your final year in order to qualify for graduation.

All students who are upgrading from the Diploma Programme to the Bachelor's Degree Programme are required to complete 5 credits of Advanced Practicum.

**BEYOND THE DIPLOMA PROGRAMME
FOR SECONDARY TEACHER EDUCATION**

SPECIALIZATION	30 CREDITS
Major	18
Minor	12
PROFESSIONAL EDUCATION REQUIREMENTS	14 CREDITS
EDUC129 (HMEC129) Social & Professional Ethics	3
EDUC301 General Methods	3
EDUC435 (341) Professionalism & School Administration	3
EDUC488 Educational Research Methods	3
EDUC34 Seminar in Administration & Technology	2
TEACHING PRACTIUM	5 CREDITS
EDUP499 Advanced Teaching Practicum	5
GENERAL EDUCATION REQUIREMENTS	17 CREDITS
CPTR112 Introduction to Computer Science	3
EDUC110 University Orientation	1
EDUC151 Fundamentals of Christian Education	3
HFED15 STI Awareness Education	1
Modern Language Requirement	3
RELB113 God & Human Life	3
RELB205(305) Life & Teachings of Christ	3
Elective	3 CREDITS
Total	69 CREDITS

*** Electives: In consultation with your Academic Adviser, choose any three-credit course from any discipline that complements your career choice.**

N.B.: Language and Content Oral Examination must be done in your final year in order to qualify for graduation.

All students who are upgrading from the Diploma Programme to the Bachelor's Degree Programme are required to complete five (5) credits of Advanced Practicum.

**TEACHER EDUCATION COURSES
WITH SERVICE-LEARNING COMPONENT**

EDUC100 Freshman Seminar
EDUC110 University Orientation
EDUP290 Teaching Practicum I
EDUC220 Educational Psychology
EDUC308 Strategies in Early Childhood Education II
HFED155 Sexually Transmitted Infections Awareness Education
LRDG304/306 Literacy Intervention Strategies II
LRDG365 Literacy for Special Students
LRDG371 Secondary Content Literacy I
LRDG401 Cultural Dimensions of Literacy

N.B.: The following courses are not transferrable:

EDUC301 General Methods
EDUC344 Seminar in Administration & Technology
EDUC488 Educational Research Methods



DESCRIPTION OF COURSES

AESTHETIC EXPRESSIONS

ACED101 Art and Craft

3 Credits

This course introduces art to student-teachers preparing to teach at the primary school level. It focuses on the use of indigenous and natural materials in the creation of art and craft items, the development of aesthetic appreciation, and development of the child through the different levels of visual expressions. This course also seeks to facilitate experimentation with and exploration of different materials and their potential uses. The content includes two-dimensional design, picture making, critique and evaluation of children's work of art. The course further focuses on three dimensional designs, the appreciation of indigenous Jamaican art, the development of Jamaican art, intuitive and academic artists and craftsmen, forms and expression, and a study of Renaissance Art and Modern Art. The course also provides instruction in the strategies of teaching art and craft, including the development and use of the unit and lesson plans that are unique to this subject.

AEXP101 Expressions in Art and Craft

3 Credits

This course is designed to meet the needs of the Early Childhood teacher to engage the young children in free expression, using paint and other art materials as well as craft materials. It stresses the development of the aesthetic appreciation, as the teacher seeks to understand the development of the child through the different levels of visual expressions. The course further provides opportunities for the teacher to learn how to guide young children in deepening their expressions through experimentation and exploration with the different materials. The teacher in training learns how to make art and craft work amusing for the children, while observing the levels of development they are achieving in their reasoning ability, dexterity, social skill and others, through the opportunities for free expression with materials.

AEXP103 Expressions in Music and Rhythm

3 Credits

The course is designed to prepare student-teachers in the basics of music, and to provide experiences that articulate music and body rhythms through which they can appreciate and develop skills in young children. The student-teachers learn how to help children to utilize their body movements, with which they are fascinated, to express themselves in pleasurable ways and to learn to appreciate and interact with people and the physical environment.

AEXP105 Physical Exercise and Movement

3 Credits

This course sensitizes students to the importance of incorporating daily physical exercise and movement within the Curriculum. The Developmentally Appropriate Curriculum makes adequate provision for these physical exercise periods, since it is mandatory and is stipulated as international best practice. Rudimentary Skills Development which is a necessary component of Sports and Games is also highlighted throughout the entire course. Also, the delivery and content are Christ-centred and justice and respect will be exemplified in all class interactions as a means of encouraging students to incorporate these values in their lifestyles.

AEXP107 Drama and Movement

3 Credits

In this course, student-teachers learn to capture the natural body movements of young children, and co-ordinate them into useful dramatic expressions. These aesthetic expressions further enhance their ability to play, and promote listening, speaking, body

parts co-ordination, following instruction and self-control. This course, among others in the aesthetics area, lays the foundation for understanding concepts in mathematics, science and other areas of cognitive endeavour.

EDUCATION

EDUC100 Freshman Seminar/EDUC110 University Orientation

1 Credit

This course increases the freshman's chances of success in college. It helps the student to be aware of, and use skills necessary to reach his/her educational objectives. Topics in this course include time management, test taking, communicating, study techniques, and personal issues that many college students face.

EDUC151(101) Fundamentals of Christian Education

3 Credits

This course examines the philosophical and theological bases of major western worldviews and critiques their impact on education from a Christian perspective. Emphasis is given to the principles and philosophy of Seventh-day Adventist education. The uniqueness of this approach requires that all our students become aware of factors that influence the Seventh-day Adventist education today, as well as acquaint the students with the basic principles of Adventist educational philosophy, in preparing them for a life of service to God, others and self. This education is four-fold: it involves the intellectual, spiritual or religious, the socio-emotional, and the physical. Each student is expected to integrate these four components into a meaningful whole through teacher facilitation.

EDUC191 Child Growth and Development

3 Credits

This course initiates the development of the trainee teacher to become an effective facilitator of the total educational development of young children. To achieve this, it is essential that he/she acquires in-depth understanding of the physical growth of children, their developmental patterns, characteristics and needs, their home backgrounds and the social and environmental conditions that impact on their development. Overall, the course helps student-teachers to understand how the holistic development of children can be fostered in the early childhood classroom.

EDUC195 Child and Adolescent Psychology

3 Credits

This course gives student-teachers a thorough understanding of the development and behaviour of the child and adolescent. It includes a study of the physical, emotional, mental and social changes that influence the life of the child and the adolescent, as they experience normal growth and development. Emphasis is placed on the theoretical and practical aspects of the changes which alter experiences at every stage of development.

EDUC198 Principles of Teaching and Learning

3 Credits

This course exposes trainee-teachers to the elements and interpretations of teaching and learning, to help them develop an understanding of how to build on and implement meaningful and productive learning environments. It covers the psychology of teaching and learning, with emphasis on the theories of the major contributors in the field, and its influence on learning, learning strategies, and the transfer of learning. **Prerequisite:** **EDUC195 Child and Adolescent Psychology**

EDUC218 Psychology for Early Childhood Educators

3 Credits

This course helps early childhood educators understand how students learn and the principles that foster their learning. It lays the foundation for the application of approaches to enhance student learning. **Prerequisite: EDUC191 Child Growth and Development**

EDUC220 Educational Psychology

3 Credits

This course exposes student-teachers to techniques which enhance their ability to deal with changes in the society and the classroom. It aims at equipping the trainee teacher with some procedures that will assist him or her in organizing effective learning activities, and in dealing with behavioural patterns experienced in the classroom. It covers the concept of classroom management, motivation, management processes and classroom behaviour management. **Prerequisite: EDUC196 Principles of Teaching and Learning**

EDUC221 Instructional Technology

3 Credits

The course exposes teachers in training to instructional materials and equipment - traditional and modern - and to help them develop and improve their skills in creating and using them. It also covers the roles and functions of students and teachers in technologically-enhanced learning environments; communication in the classroom, and skills acquisition in the analysis, selection, production and utilization of media, materials and methods, for effective instructional delivery. **Prerequisite: EDUC196 Principles of Teaching and Learning**

EDUC293 Mathematics for Young Children

3 Credits

This course is designed to prepare student-teachers to develop and implement strategies that are critical to the demonstration of best practice in the teaching of mathematics to early childhood children in the classroom. The teacher will therefore explore a variety of teaching methods and learning styles relevant to the developmental levels and needs of each age group. **Prerequisite: EDUC191 Child Growth and Development**

EDUC294 Special Education for Early Childhood Educators

3 Credits

This course exposes student-teachers to children with special needs whom they encounter in main stream classroom. Relevant topics are explored in order to equip the student-teachers to adequately meet the needs of these children (e.g. physical impairment and mild retardation, the gifted) and help them achieve their maximum potential. **Prerequisites: EDUC 218 Psychology for Early Childhood; EDUC191 Child Growth and Development**

EDUC296 Strategies in Early Childhood Education

3 Credits

This course prepares and equips Early Childhood teachers with the necessary skills to be competent in using the various techniques, strategies and approaches to enhance children's learning. It therefore prepares student-teachers to utilize developmentally appropriate practices in the classroom. **Prerequisite: EDUC 218 Psychology of Learning for Early Childhood Educators**

EDUC301 General Methods

3 Credits

This course examines the contemporary theories, media and practices that underpin the learner centred classroom. It is organized as a series of lectures and workshops to explore the practices and theories of teaching and learning. Topics include classroom management, organizational practices, lesson planning, teaching methodologies, assessment strategies and the use of media and materials. **Prerequisite: EDUC221 Instructional Technology**

EDUC332 Curriculum Development for Early Childhood Educators **3 Credits**
 This course equips student-teachers with the fundamental principles, guidelines, knowledge and skills required to effectively develop and utilize curricula that speak to the needs of young children. It also prepares student-teachers to appropriately adapt content found in textbooks and standard documents in class programmes. **Prerequisite: EDUC218 Psychology of Learning for Early Childhood Educators**

EDUC333 Curriculum Development **3 Credits**
 This course provides students with the principles and concepts of curriculum foundations and development with analysis of the factors fundamental to planning, such as the aims of the educational programmes, the organization of the curriculum, and curriculum implementation and evaluation. Students also research and evaluate programmes in education and their impact on the curriculum. The format of the class involves class presentation by groups, discussion leading, writing of unit and lesson plans, sectionals and projects. **Prerequisite: EDUC198 Principles of Teaching and Learning**

EDUC341 Professionalism and School Administration **3 Credits**
 School Administration exposes student-teachers to the rudiments of school administration and the professional role of the teacher, thus enabling them to understand and appreciate the roles of the principal and other school administrators, and the operations of the school in general. The course familiarizes the students and prospective administrators with the purpose, nature, concept, and philosophies of administration. It also makes them aware of the techniques and functions of school administrators. These include management systems for development and advancement, problem detection and conflict resolution, implementing government policy, and meeting community needs. It also provides an exposure to the Jamaican educational system, as well as that of other societies and to budgeting, scheduling, and instructional supervision.

EDUC342 Observation and Assessment **3 Credits**
 This course allows for training in the practice of observation, and in designing and using suitable assessment instruments for young children. The recording of data and their use in evaluating the rate of mental development and learning progress of children are essential aspects of the curriculum. **Prerequisites: EDUC296 Strategies in Early Childhood Education; EDUC218 Psychology of Learning for Early Childhood Educators; EDUC332 Curriculum Development for Early Childhood Educators**

EDUC343 Classroom Testing and Measurement **3 Credits**
 This course assists trainee-teachers in acquiring the knowledge, skills and attitudes necessary to conduct proper classroom testing and measurement. It enables them to develop a more systematic approach to the evaluation of students' achievement, thus facilitating the satisfactory placement of students in further education and/or work situations. The topics covered include definitions of testing, measurement and evaluation; types of tests, formulation of objectives, test construction, the administration and analysis of classroom tests, and the interpretation and use of test results. **Prerequisite: EDUC333 Curriculum Development**

EDUC344 Seminar in Administration and Technology **2 Credits**
 This course updates, explores and reviews concepts, issues and media use as they relate to the classroom lecturer. It is also geared towards providing teachers and prospective principals with hands-on experience in manipulating the different technologies and to be

cognizant of changes in technology. **Prerequisites:** EDUC221 Instructional Technology; EDUC341 Professionalism and School Administration

EDUC360 Foundations of Education

3 Credits

This course helps the prospective teacher become aware of, and appreciate the relationship between education and society; and to understand how forces within the society influence and shape the dimensions and quality of education. It examines the fundamental influences of philosophy, sociology, psychology, economics and politics on the evolution of education. It also examines the co-existence of the school as a socializing agent with the home, church, government and other agencies in transmitting the acceptable norms, beliefs, attitudes and values to students. **Prerequisite:** EDUC333 Curriculum Development

EDUC390 Teaching Practicum I Seminar/Workshop

No Credit

In this course, student-teachers are exposed to guided preparations for teaching practice, and are required to present at least three lessons in microteaching sessions. Evaluation is done on a pass/fail basis and students must pass the course to obtain a satisfactory grade in Teaching Practicum I. **Concurrent registration with Teaching Practicum I is required.**

EDUC399 Teaching Practicum I

2 Credits

Teaching Practicum is the practical aspect of the Teacher Education programme. Students are placed in schools to complete a minimum of three weeks of observation and teaching. Opportunities are provided for students to utilize their knowledge, skills and attitudes, in demonstrating their capabilities to cope with the many tasks and problems the teacher encounters in the classroom. **Prerequisites:** EDUC220 Educational Psychology, and the equivalent of two (2) semesters coverage of the content courses

EDUC 400: Seminar/Workshop in Early Childhood Education

2 Credits

This seminar/workshop is designed for those individuals who need to be competent in the teaching of Early Childhood Education. It will also satisfy staff development needs for those practitioners who need to be knowledgeable of current practices.

EDUC431 Designing & Managing the Early Childhood Programme

3 Credits

This course is intended to provide student-teachers with the knowledge and skills involved in establishing and managing early childhood programmes. The course will therefore help students to design and manage an environment that supports developmentally appropriate practice in an early childhood setting. **Prerequisite:** EDUC323 Curriculum Development for Early Childhood

EDUC487 Introduction to Educational Research

3 Credits

This course is designed to help students understand the nature of research, and to effectively use the knowledge generated from empirical enquiry. Students will be exposed to identifying research problems, developing proposals, generating and applying research procedures, analysing data, and making appropriate inferences and conclusions. The theoretical aspects of the course are done in the fall, and the study is done in the spring of the same school year. **Prerequisite:** EDUC343 Classroom Testing and Measurement

EDUC490 Teaching Practicum II Seminar/Workshop

No Credit

This course provides opportunities for student-teachers to further engage in guided preparations for their final teaching practice experience. The content coverage includes mastering the development of the unit and lesson plans, understanding and making

interpretations of the curricula of different levels of the school system, and developing a clear understanding of the role of the teacher in the school and the community, among others. **Concurrent registration with Teaching Practicum II required.**

EDUC498(499) Teaching Practicum II

8 Credits

This course is designed to provide student-teachers with practice opportunities to further develop their skills and confidence in teaching. Students are required to complete a minimum of twelve weeks in selected schools. Opportunities are provided for students to further utilize their knowledge, skills and attitudes, in demonstrating their capabilities to handle the challenges experienced in the classroom. **Prerequisite: completion of all courses listed before EDUC498 Teaching Practicum II in the bulletin/profile sheet.**

HFED155: Sexually Transmitted Infections Awareness Education

1 credit

The course is designed to provide students with the essential knowledge pertaining to sexually transmitted diseases. Emphasis is placed on the aetiology and epidemiology of HIV/AIDS, the transmission and infection control, testing and counselling, nutrition, legal and ethical, and sexuality issues.

HOME ECONOMICS

HEED320 Home Economics Methods

3 Credits

This course is structured to enable students to acquire knowledge and skills related to the techniques and practices that will provide competencies needed for teaching the various courses in the Home Economics programme. It will serve as a means of broadening the outlook of student-teachers by incorporating Resource and Technology in the Home Economics programme, thus enabling them to cope with the changing needs of their students, their communities, the society and technology. **Prerequisite: EDUC301 General Methods**

HMEC106 Consumer Education

2 credits

This course aims to help the student-teachers to cope with the many demands of a dynamic economic environment. Emphasis is placed on consumers' rights and responsibilities, consumer behaviour, financial planning and appropriate use of credit.

HMEC124 (DIET124) Principles of Food Preparation and Service

4 credits

This course intends to promote the awareness of the scientific principles upon which food preparation is based. Attention is given to sanitation, and utilization of local and indigenous foods. Storage and preparation of food, meal planning, and convenience foods are areas of special emphasis. Principles of Food Preparation and Service also facilitates and encourages the acquisition of further knowledge in the utilization and service of local foods. **Laboratory is required and must be taken concurrently**

HMEC125 Understanding Textiles

3 credits

This course is a study of fibres and fabrics including their characteristics, construction, selection and care. Laboratory is required and must be taken concurrently.

HMEC129 Social and Professional Ethics

3 credits

A survey of the roles and functions of individuals and the codes of behaviour governing various social, cultural and professional situations such as weddings, funerals, professional

organizations, civic functions, and areas of entertainment. Opportunities are provided in which all students may practice the principles learned. Recommended for all students.

HMEC176 Family Management

2 credit

A study of the principles of organization and management as they relate to family living under the present economic conditions. This course emphasizes the definition and purpose of management, the shaping of values and goals, the use of human and non-human resources, coping with stress, the responsibility of the home maker, types of families and their patterns, family planning, birth control, and social usage.

HMEC221(DIET 221) Meal Management and Table Service

3 credits

A study of the principles and methods of preparation and service of meals to meet a variety of specifications. It involves psychological, managerial, nutritional, socio-cultural, economical, and aesthetical implications in meal planning. It examines the marketplace and the consumer, science and the technology of food. It focuses on the goals of meal management in terms of nutrition, satisfaction, cost control, food safety, and sanitation. Styles of meal service, table etiquette and appointments are included. Laboratory is required. **Prerequisites: DIET120 Fundamentals of Nutrition, HMEC124(DIET124) Principles of Food Preparation and Service**

HMEC267 Clothing Construction I

3 credits

A study of the techniques and principles in selecting and constructing garments for various purposes. This course deals with problems in fitting and altering commercial patterns. The topics include the use of sewing tools, sewing equipment; use, care, types of sewing machines. Laboratory is required and must be taken concurrently. **Prerequisite: HMEC125 Understanding Textiles**

HMEC268 Clothing Construction II

3 credits

A continuation of techniques and principles studied in HMEC 267. Laboratory is required and must be taken concurrently. **Prerequisite: HMEC267 Clothing Construction I**

HMEC281 Housing Interior and Design

2 credits

This course studies historical and contemporary architecture. It examines the impact of historical movements on the design and construction of furnishings and houses. It investigates the essentials for the development and maintenance of functional, safe and comfortable interiors. Students are required to solve problems. A laboratory is required and must be taken concurrently. **Prerequisites: HMEC125 Understanding Textiles; HMEC268 Clothing Construction II**

HMEC301 Dress, Culture and Society

3 credits

This course describes clothing as it relates to self-expression and to the individual's adjustment to the physical and social environment. Topics relate to the functions of clothing, forms of adornment, ways in which clothes convey symbolic meaning, dress and its relation to society, and the development of western attire.

HMEC302 Pattern Design

3 credits

This course is designed to help students analyse designs to determine dart manipulation techniques used. Topics will include: understanding darts, analysing a design and making a personal sloper. **Prerequisite: HMEC268 Clothing Construction I**

HMEC303 Tailoring Techniques **3 credits**

The course is designed to help students minimize their clothing budget by equipping them with the skills needed to produce high quality tailored garments. Emphasis is placed on fabric selection, shaping and moulding, pressing, fitting and altering. **Prerequisites: HMEC125 Understanding Textiles; HMEC268 Clothing Construction II**

HMEC305 Couturier Techniques **3 credits**

This course will assist students in demonstrating mastery of the processes and finishing techniques that are peculiar to high fashion dressmaking. Special emphasis is placed on machine embroidery, accessories, modelling of garment, rolled hems, rouleau loops, covering of buttons and buckles, novelty trims and sewing techniques. Students will also be required to construct formal wear using special fabric and trims. **Prerequisites: HMEC125 Understanding Textiles; MEC268 Clothing Construction II**

HMEC314 Home and Family Management **3 credits**

A study of the principles of organization and management as they relate to family living under present economic conditions. This course emphasises the definition and purposes of human and non-human resources, coping with stress, the responsibility of the homemaker, types of families and their patterns, family planning, social usage, consumer education and population control. Practical application of problem solving techniques in living situations required. **Prerequisites: HMEC125 Understanding Textiles; HMEC268 Clothing Construction II**

HMEC390 Food in World Culture **3 credits**

This course examines food as it is prepared, served and eaten in various cultures particularly, Jamaican, African, Chinese, Italian/Mexican, French and Spanish cuisine. It looks at the religious, socio-economic significance of food and rituals associated with eating. **Prerequisite: HMEC124(DIET124) Principles of Food Preparation and Service**

HMEC394 Test Kitchens and Food Processing Techniques **3 Credits**

This course examines the principles and techniques that are involved in the preservation and packaging of food for future use. Emphasis is placed on the selection of raw material, the use of local ingredients, sanitation, food packaging, and the development, testing and standardization of recipes and formula. A laboratory is required and must be taken concurrently. **Prerequisite: HMEC124(DIET124) Principles of Food Preparation and Service**

HMEC395 Advanced Foods **3 credits**

This course is a study of advanced techniques in food preparation. Projects requiring a high level of skill in the preparation and presentation of a variety of dishes for the family and special occasions are assigned. Topics include frozen desserts, candies, and advanced pastries. Laboratory is required and must be taken concurrently. **Prerequisite: HMEC124(DIET124) Principles of Food Preparation and Service**

LANGUAGE ARTS**LART101 Basic English I** **3 Credits**

This subject is primarily geared toward helping students identify and eliminate common errors in written and spoken language, and also to widen or strengthen possible existing knowledge in fundamental grammatical and mechanical skills.

LART102 Basic English II **3 Credits**
 This course is designed to reinforce concepts learned in Basic English I. Students are offered more guidance in order to achieve mastery of the spoken and written language.
Prerequisite: LART101 Basic English I

LART119 Use of English I **3 Credits**
 This course is designed to develop and strengthen the skills that the student-teacher will need to become a more proficient and confident user of the Standard English, whenever and wherever it is warranted. Strong emphasis is placed on grammar, spoken and written Standard English, as students improve their listening, speaking, and writing skills.

LART120 Use of English II **3 Credits**
 This course provides student-teachers with opportunities to develop their use of the English Language and to improve their communication and analytical competences. It incorporates aspects of English Syntax and Advanced Writing. **Prerequisite: LART119 Use of English I**

LART318 Primary Language Arts Methodology **3 Credits**
 This course is designed to equip student-teachers with the necessary skills for competence in Language Arts instruction at the elementary and levels. Special attention is given to the selection and use of appropriate methods and materials, and the planning of units and lessons for language instruction. **Prerequisites: LDG220 Fundamentals of Literacy Instruction and ENGL252 English Syntax.**

LART319 Secondary Language Arts Methodology **3 Credits**
 This course is designed to equip the student-teacher with the necessary strategies and skills, for competence in the instruction of Language Arts at the secondary level. It will enable him/her to deal with the culturally and linguistically diverse student population, so that each student will effectively use the English Language to communicate orally and in writing. Special attention is given to appropriate selection of materials and strategies in the planning of each unit and lesson plan. The curricula of ROSE, CSEC, GCE, and SSE are analysed and discussed to ensure that student teachers are prepared to effectively teach. **Prerequisites: LDG220 Fundamentals of Literacy Instruction and ENGL252 English Syntax (for English Language majors or minors only).**

LRDG220 Fundamentals of Literacy Instruction **3 Credits**
 This course is designed to present the fundamental concept and the methodology of teaching Literacy Education. The major topics addressed include Emergent Literacy, Vocabulary and Comprehension Strategies, and Approaches to Literacy Instruction.

LRDG221 Early Literacy Instruction **3 Credits**
 This course is designed to provide the student-teacher with techniques of preparing the young child from ages 4–6, for Literacy Education, writing, speaking and listening. **May be done concurrently with LRDG220 Fundamentals of Literacy Instruction.**

LRDG232 Literacy Education and Children’s Literature **3 Credits**
 The content of this course includes the various genres of children’s literature. Appropriate Literacy Education literature becomes the vehicle by which the content is conveyed. **May be done concurrently with LRDG220 Fundamentals of Literacy Instruction.**

LRDG233 Literacy Education and Adolescent Literature**3 Credits**

Through this course, the trainee teacher will be equipped to provide the secondary student with the skills needed to “read” adolescent literature. Emphasis is placed on the response of the reader to the content, and not merely on the mechanical skills of Literacy Education literature. The major topics are, examining various genres of adolescent literature, oral and silent Literacy Education of literature, and strategies for evoking reader response. **May be done concurrently with LRDG220 Fundamentals of Literacy instruction.**

LRDG270 Primary Content Literacy**3 Credits**

The primary teacher trainee is exposed to Literacy Education strategies for presenting the content in Grades 4–6. The diagnostic prescriptive approach is discussed, and the student learns to construct and administer diagnostic instruments and design instructional strategies. **Prerequisite: LRDG220 Fundamentals of Literacy Instruction**

LRDG305 (LRDG303) Literacy Intervention Strategies I**3 Credits**

This is the preliminary course in the theory of locating and identifying the challenges that children encounter in all the areas of literacy. The major areas of focus of the course are observation of struggling readers, factors contributing to literacy difficulties, approaches suitable for dealing with these difficulties, evaluation of various standardized diagnostic instruments, and the construction of informal instruments for use in a literacy intervention programme. **Prerequisite: LRDG220 Fundamentals of Literacy Instruction**

LRDG306 (LRDG304) Literacy Intervention Strategies II**3 Credits**

This course involves the application of the theories examined in the introductory course, LRDG305. It requires the development of a case study in which a child with literacy problems is diagnosed, and appropriate teaching strategies are developed to minimize the deficiencies. **Prerequisite: LRDG305 Literacy Intervention Strategies I**

LRDG365 Literacy for the Special Student**3 Credits**

This course examines the appropriate programmes and approaches that cater to the needs of at-risk students in the main stream. The special needs and characteristics of these students will be taken into consideration, namely the gifted, mildly hearing impaired, visually and speech impaired, among other learning disabilities. **Prerequisite: LRDG220 Fundamentals of Literacy Instruction.**

LRDG371 Secondary Content Literacy I**3 Credits**

The trainee teacher is prepared to facilitate the Literacy Education of content in the various subjects. The areas of focus include difference between content and narrative, readability formulae, technical, specialized and general vocabulary in content material; comprehension skills, study strategies, etc. **Prerequisite: LRDG220 Fundamentals of Literacy Instruction**

LRDG372 Secondary Content Literacy II**3 Credits**

This course is a follow-up to Secondary Content Literacy I – LRDG 371. The broad areas presented are assessment procedures, Literacy Education and study strategies, Literacy Education and writing connection, strategies for guiding content Literacy Education, development of Literacy Education, specific units and lesson plans. **Prerequisite: LRDG371 Secondary Content Literacy I**

LRDG377 (LRDG375) Advanced Processes in Literacy Instruction I **3 Credits**
 This course examines the principles of literacy instruction and embraces the following broad contents: Literacy challenges faced by students, especially boys; integration of literacy within other subject areas, word identification, vocabulary and comprehension strategies, and the use of technology in literacy instruction. Relevant elements of Exemplary Centre for Literacy Education Instruction (ECRI) will also be incorporated, especially in the vocabulary and comprehension units. **Prerequisite: LRDG306 Literacy Intervention Strategies II.**

LRDG378 (LRDG376) Advanced Processes in Literacy Instruction II **3 Credits**
 An in-depth study of the principles and application of literacy is examined. Current practices in the Jamaican context and in the international context will also be evaluated, with a view to drawing ideas from these approaches wherever useful. The use of literacy software will form an integral part of the total course. To a lesser extent, the course also presents ideas for teaching literacy to the ESL (English as a Second Language) and other special students. Some of the practices examined during the course will be presented in community workshops. **Prerequisite: LRDG377 Advanced Processes in Literacy Instruction I**

LRDG393 Adult Literacy Instruction **3 Credits**
 This course focuses on the semi or non-literate adult, with a view to helping him/her function in a literate environment. The major topics are Evaluation of adult literacy performance, determining the various learning styles of adults, and implementing intervention strategies for the instruction of adults. **Prerequisite: LRDG306 (LRDG304) Literacy Intervention Strategies II - 3 Credits, or LRDG372 Secondary Content Literacy II**

LRDG401 Cultural Dimensions of Literacy **3 Credits**
 An examination of the various causes of, and contributors to the literacy performance of students, among which are the immediate family/home, the wider community, socio-cultural influences, sub-cultures and educational conditions. **Prerequisite: LRDG377 (LRDG375) Advanced Processes in Literacy Instruction I - 3 credits**

LRDG405 Explorations in Literacy Development **3 Credits**
 Instructional practices have been informed by literacy research. In this postmodern era, the development of literacy has been of great concern. Many instructional practices have been informed by research and the classroom teachers who embrace these practices sometimes are unable to link principles from which they are derived. In order to effectively guide students' literacy development, the classroom teacher should be aware of the philosophies and principles that influence classroom practices. This course is intended to expose individuals to significant areas of literacy research that have informed instructional practices thus enabling them to operate within an environment that supports their interaction as they facilitate literacy development.

MATHEMATICS

MTED100 Primary Mathematics I **3 Credits**
 This course is designed to provide trainee teachers of the primary grades with the basic understanding of fundamental mathematics concepts, which should foster mastery of content applicable to the primary grades. Additionally, it provides further study in mathematics for students' personal development and enrichment. Topics include numeration and number concepts, sets, fractions, decimals, ratio, per cent and measurement. **N.B. This course is offered every other year.**

MTED101 Primary Mathematics II**3 Credits**

This course is an advancement and continuation of the Primary Mathematics I course. It focuses on content as well as teaching-learning strategies, to enhance conceptual learning for the teacher trainee. Topics include geometric concepts, solids, shapes, further development of spatial ability; the number line, the four rules applied to whole numbers, operations with integers, measurement, statistics and probability. **Prerequisite: MTED100 Primary Mathematics I. NB This course is offered every other year.**

MTED200 Primary Mathematics III**3 Credits**

Like Primary Mathematics II, this course is an advancement and continuation of the Primary Mathematics series. It focuses on content as well as a good mix of Mathematics Methodology. It covers scale drawing, co-ordinate geometry, vectors, matrices and transformational geometry. **Prerequisite: MTED101 Primary Mathematics II. N.B. This course is offered every other year.**

MTED201 Primary Mathematics Methods**3 Credits**

This is a methodology course aimed at helping the teacher trainee to acquire mathematical knowledge and methodological approaches, for helping primary grade children to develop the skills and disposition which should make them “ready” for further formal learning of mathematics. Topics include teaching problem solving, teaching numeration of whole numbers, teaching numeration of common and decimal fractions; teaching the four basic operations of whole numbers, teaching the four basic operations of common and decimal fractions, teaching measurement, teaching geometry, teaching rates, ratios, proportions and percents; teaching statistics and probability, teaching integers and their operations, teaching number patterns and theory, and teaching using calculators and computers in primary school mathematics. **Prerequisite: MTED200 Primary Mathematics III. N.B. This course is offered every other year. This course is offered in the Spring Semester (January to May).**

MTED328 Secondary Mathematics Methods**3 Credits**

This course is designed to acquaint prospective secondary mathematics teachers with current issues and trends in the field of mathematics, and with the skills of unit and lesson planning, as well as the selection and use of instructional techniques and materials that are appropriate for the successful teaching of mathematics. Some attention will be given to the integration of mathematics with other subject areas, and diagnostic and remedial techniques that are necessary for the learning of mathematics by many students around the world. **N.B. This course is offered every other year. This course is offered in the Spring Semester (January to May).**

RELIGIOUS EDUCATION**REED201 Phenomena of Religion****3 Credits**

This course is designed to help the student teachers become more knowledgeable of the beliefs, practices and customs of the dominant religion and religious institutions within the Jamaican/Caribbean society. It seeks to broaden their understanding of the concepts of “religion”, and to examine and study religion as a fact in society, thus fostering a level of respect for, and understanding and tolerance of other religions. Topics include theories of the origin of religion, history of religion in the Caribbean, world religion, religious groups and social issues relating to religion.

REED206 Religious Education Methods

3 Credits

This course is designed to assist student-teachers in appreciating the essential methodological principles of education, in particular, the practice which constitutes a sound approach toward the teaching of religious education. Topics covered include the role of the church in the development of religious education, methods and techniques of teaching religious education, factors influencing the teaching of religious education, unit and lesson planning, and implementing the lesson plan. **Prerequisite: REED201 Phenomena of Religion. This course is offered in the Spring Semester (January to May).**

SCIENCE

SCED100 Science for Living

4 Credits

The rapid changes in today’s world are the direct effects of the advance in science and its resultant technology. In every sphere of life, the recognition and appreciation of the application of scientific principles are of utmost importance. If resources of our world are to be properly utilized for enhancement of man’s life, we must develop an understanding of the responsibility which human beings have to each other, and for their environment. **Science for Living** seeks to expose the student teacher to these concerns, in order that the formal educational system will play a major part in preparing citizens who can survive in the changing world and contribute to its development. The course carries three (3) hours of lecture and one (1) three-hour laboratory weekly.

SCED101 Primary Science Methods

3 Credits

With the advance in science and technology, it is imperative that science teachers evaluate their role and consolidate the methods used in the teaching of science. This course aims to develop in the student teacher, a satisfactory command of the strategies used, to arouse in the pupils an awareness and curiosity about science. This should enable their pupils to more easily acquire the knowledge and skills necessary to function in today’s society. **Prerequisite: SCED100 Science for Living. N.B. This course is offered in the Spring Semester (January to May).**

SCED102 Science and Discovery

3 Credits

This course aims to motivate student teachers to develop an interest in the introduction of science to young children. Diverse methods and creative approaches will be used to reveal the “wonders of science” to the children. The main approaches will be the “discovery approach” which involves the children as “active problem solvers through inquiry and investigation”. Themes will also be integrated with logico-mathematical concepts - music, movement, art/craft, and emergent literacy.

SCED330 Secondary Science Methods

3 Credits

This course is designed to allow student teachers to practice the selection and use of methods and materials that are appropriate for the teaching of science. A central focus of the course is the development of unit and lesson plans and the inquiry and demonstration techniques as principal ways of delivering science information. **N.B. This course is offered in the Spring Semester (January to May).**

SOCIAL STUDIES

SSED201 Social Studies Foundation I

3 Credits

This Social Studies Foundation course for teachers of the primary grade is designed to equip the teachers with a variety of skills, concepts, understanding and attitudes which will make them more effective in their role as Social Studies teachers. It is intended that students will

develop the necessary skills and attitudes which will help them cope with change, and prepare them to enable Jamaica to maximize its potential for development. Topics to be covered include planet earth, Jamaica's regional and global positions, and the sociological aspects of our development and nationhood.

SSED202 Social Studies Foundation II

3 Credits

Like the Social Studies Foundation I course, this course is designed to further equip the teacher of the primary grades with the necessary concepts, skills and attitudes that will enable them to function in their role as Social Studies teachers at this level. Topics to be considered include social stratification and inequality, social groups and their characteristics, and political groups and politics in Jamaica. **Prerequisite: SSED201 Social Studies Foundation I**

SSED301 Social Studies Methods

3 Credits

The Social Studies Methods course is intended to equip students with knowledge, skills and attitudes which they will use to perform effectively as teachers of Social Studies at the Primary level (Grades 1-9) and Secondary level (Grades 7-11) of the educational system. Topics to be covered include the relationship of social studies to other disciplines, unit and lesson planning, selecting and organizing teaching strategies, and evaluating students or performance. **Prerequisite: Fundamental content courses in Social Studies. This course is offered in the Spring Semester (January to May).**

OTHER METHODS COURSES

BUED348 Business Education Methods

3 credits

This course is designed to introduce students of Business Studies, Computer Studies and Secretarial Studies to teaching as it relates to their area of specialization, thus making them familiar with specific methodological approaches, which will enhance their abilities to identify and select or create strategies for teaching their subject at the secondary level. (For Business and Computer majors/minors only) **Prerequisites: EDUC301 General Methods; the completion of at least 18 credits of related content. This course is offered in the Spring Semester (January to May).**

GSED364 Methods in Teaching Geography

3 credits

The Methods in Teaching Geography course is intended to equip trainee-teachers with the knowledge, skills and attitudes, which they will use to perform effectively as teachers of Geography at the Pre-school, Primary and Secondary levels of the educational system. Topics to be covered will include the relevance of geography in the school curriculum, the goals of a study in geography, techniques in the teaching of geography, learning resources and activities related to the teaching of geography, planning for the geography classroom, evaluating learning in the geography classroom. (For Geography majors/minors only). **This course is offered in the Spring Semester (January to May).**

HSED363 Methods in Teaching History

3 credits

This course is designed to prepare student teachers of History to undertake effective delivery in the subject. Students will be exposed to selecting and using a variety of methods and material relevant to the subject area. They will also be required to develop methods of their own, while emphasizing the "how" of teaching rather than the "what." (For History majors/minors only) **Prerequisite: EDUC301 General Methods; the completion of at least 18 credits of related content. This course is offered in the Spring Semester (January to May).**

DEPARTMENT OF PRE-UNIVERSITY

Chair: Jacqueline H. HoShing-Clarke

E-mail: preuniversity@ncu.edu.jm

Telephone: (876) 963-7373

FACULTY

Melbourne Allie

INTRODUCTION

Through the Department of Pre-University, Northern Caribbean University serves high school graduates who are not immediately qualified for matriculation into specific academic programmes of the University. Students are prepared to sit external examinations while being allowed to take a limited number of general education credits. The Pre-University programme allows students to make up deficiencies within one year, at which point the student advances or withdraws.

OBJECTIVES

The Department aims to:

- Provide a second chance for high school graduates to obtain passes in failed CSEC/GCE Examinations.
- Equip students with the competencies necessary for a successful external examination entry in order to matriculate into the programme of intent.
- Motivate and develop self confidence in students in order to help them succeed intellectually and spiritually.

A Pre-University student is understood to be ANY student registered for one or more Pre-University subjects. The specifications of this registration are set out below.

<u>PRE-UNIVERSITY</u>	<u>GENERAL EDUCATION CREDITS</u>
3 subjects	No credits
2 subjects	6 credits
1 subject	9 credits

REQUIREMENTS

Applicants with at least three external passes (GCE/CSEC) at grade 'C' or level III respectively, and a satisfactory transcript from a recognised high school, qualify for entry into Pre-University.

Upon entry into Pre-University, students are required to register for the CSEC classes within the Department along with the University credits allowed. Failure to comply with this requirement will result in students not being able to continue with University classes.

Additionally, the Department of Pre-University administers the Mature Age Entrance (MAE) examination. This exam is given two times a year: **Fall and Spring, on the last Thursday of May and October.**

Entry Requirements for the MAE

Northern Caribbean University provides the opportunity for exceptionally well prepared persons who wish to pursue studies at the undergraduate level but who do not possess the qualifications which satisfy normal matriculation requirements for the desired programme. Such persons may seek entry under the Mature Age Entrance (MAE) programme.

Please note that entry under the MAE is not open to all undergraduate programmes. (See relevant department for matriculation specifications). Only persons who possess citizenship in the territories covered by JAMU will be accepted. International students and those holding citizenship in non-JAMU territories should apply under the undergraduate admissions matriculation requirements.

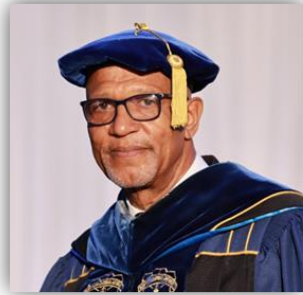
1. Be at least twenty-five (25) years of age at the beginning of the school year or semester in which entry is being sought: the first day of September for persons seeking entry for Fall (August) or the first day of January for persons seeking entry in Spring.
2. Academic preparation:
 - a. Must have at least two passes and not more than four at the CSEC/GCE O'Level or CAPE/GCE A'Level. Not more than one subject in SSC or equivalent examining body may be used as substitute; **OR**
 - b. Nationally or regionally recognized post-secondary certification from a programme or programmes that cumulatively cover the equivalent of one academic year; **OR**
 - c. HEART trust/NTA level II certification or higher (diploma or associates) in desired or equivalent discipline.
3. Obtain a passing mark of 60% in all three sections of the MAE examination which covers Mathematics, English Language and General Knowledge (Social Studies, Human and Social Biology and Current Affairs). Prospects are not allowed to sit the examination more than twice. (Once per year)
4. Have minimum of two years' discipline-specific or related experience.
5. Provide evidence of capacity to embark on academic rigour in an interview to be conducted by the department to which entry is desired.
6. Two recommendations, one of which must be from an employer or supervisor whose interaction with the candidate is for a period of at least one year.

Students accepted on this basis will be placed on one year's probation. Students will be allowed to register for a maximum of 10 credits per semester for the first year. They must complete the first 12 credits while maintaining an overall GPA of 2.50.

ENTRY QUOTA

The University reserves the right to determine the number of applicants accepted annually under the MAE as well as the number accepted for each programme.

COLLEGE OF HUMANITIES, BEHAVIOURAL AND SOCIAL SCIENCES



VINCENT M. S. PETERKIN, DEAN
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 E-MAIL: VINCENT.PETERKIN@NCU.EDU.JM

STATEMENT OF MISSION

The College resolves to reaffirm its commitment to the improvement of the societies it serves through:

- The development of the whole individual.
- The provision of quality instruction in general education and the arts.
- The promotion of relevant research to effect positive transformation in the society.
- The moulding of an ethos for service to God and humanity, within an atmosphere inspired and shaped by the Adventist Christian faith.



BEHAVIOURAL & SOCIAL SCIENCES
 COMMUNICATION STUDIES
 GENERAL STUDIES
 HUMANITIES
 MUSIC & FINE ART

DEPARTMENT OF BEHAVIOURAL AND SOCIAL SCIENCES

Chair: Jason Wynter

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FACULTY

Howard Anderson
Shaye-Ann Campbell-Mosquera
Opal Davidson
Marsha Gooden
Millicent Hazlewood-Page
Sharon McBayne
Russell McLean
Sonia Smith
Loraine Stokes
Sharmaine Tapper

ADJUNCT

Dahlia Allen
Kayona Blackwood
Marjorie Buckley
Kevin Cespedes
Paulene Gayle-Betten
Tani Gray
Christopher Harper
Amoy Johnson-Adams
Grace Kelly
Dadria Lewis
Venese Madden
Camille Morris-Robinson
Stephen Peart
Fay Williams
Kareem Reid

INTRODUCTION

The Department of Behavioural and Social Sciences offers degrees and certificates in nine distinct, yet interrelated areas namely, Counselling, Criminal Justice, Family Education, Guidance Counselling, Psychology, Social Work, Family Life Education, and Conflict Analysis Management and Resolution along with a pool of minors to select from, for example, Law, Forensic Science, Political Science, Sociology.

Psychology is the systematic study of behaviour and mental processes. It investigates human behaviour and the factors that influence behaviour. The study of psychology prepares individuals to observe and interpret human behaviour and prescribe solutions. **Counselling** as a field utilizes psychology to study the background of individuals in order to understand their current functioning and to predict the directions in which they may go in the future. **Social Work** is the professional activity of helping individuals, groups or communities to enhance or restore their capacity for social functioning and to create social conditions favourable to their goals (National Association of Social Workers, 1982). **Family Life Education and Family Studies** are multidisciplinary in focus, multi-professional in practice; and, is based on felt needs of individuals, families and communities. **Conflict Analysis Management and Resolution** is the study of the nature, cause and impact of conflict on individuals, families and society. It also focuses on conflict management and resolution strategies that can be applied in individual, group or family settings. **Criminal Justice and Crime and Security Management** courses are created to meet the needs of the society by providing the students with the necessary information and techniques to address the numerous challenges faced within the justice system as well as to engage them in research pertinent to the handling of crime and the justice system. **Law** courses

are designed to provide students with an understanding of the operation of laws, including knowledge of, and preparation for their rights and duties as citizens. **Political Science** courses are built around the various concepts of government, diplomatic relations and international viewpoints. **Sociology** courses offer a distinctive perspective of the study of human society, equipping students with tools and providing insights on how they are shaped by and can shape society.

STATEMENT OF MISSION

From a Seventh-day Adventist Christian worldview, the Department of Behavioural and Social Sciences has as its mission, quality Christ-centred training, achieved through positive interactive learning opportunities involving students and facilitators, community service and mentorship; thereby preparing adaptable, quality-service oriented graduates with the research academic, and technical skills committed to serve with distinction in a globally ever-changing competitive environment.

STATEMENT OF VISION

The Department of Behavioural and Social Sciences is uniquely poised and uses every opportunity to uphold the vision, mission and ethos of Northern Caribbean University fostering in every student spiritual, intellectual, personal and social identity, geared toward Christian value-based living.

VALUE STATEMENT

Transformed for eternity through lifelong learning.

OBJECTIVES

The Department aims to:

- enable students to develop an awareness of and appreciation for current scientific studies of mental processes, social interactions and behaviour patterns;
- foster the application of counselling techniques, social work methods and values, psychological principles and various socio-political perspectives to personal improvement, welfare of others, and service to society;
- promote the application of Judeo-Christian values in the service delivery of emerging professionals in the social and behavioural sciences;
- adequately prepare students for service in the various entities consistent with their chosen profession, particularly those pertinent to the Jamaican/Caribbean setting;
- instil in students the value or worth of each client as one created in the image of God and for whom Christ died;
- prepare students to meet the requirements of the global and domestic labour markets with the requisite problem-solving skills as well as the ability to think critically, communicate and learn;
- produce individuals who can operate at high intellectual and moral levels in an increasingly pluralistic society;
- prepare students to ask fundamental questions about what matters to their specific

society, thus enabling change in the way society views itself;

- empower students to become creators and producers of knowledge needed to contribute effectively and positively in this modern world and prepare citizens for now and the hereafter;
- prepare students for entrance to graduate studies;
- create an awareness of the ethical, environmental, economic and social issues associated with using an interdisciplinary approach to problem solving;
- produce cogent and appropriately documented work that exhibits interpretive skill as well as factual knowledge from a Christ-centred perspective;
- enable students to identify and appreciate the philosophical synergies between our various disciplines thus gaining better insight into the career opportunities available and niche career areas that may be created; and
- develop students' competencies in research and communication, which include mastering the use of primary and secondary sources, computer databases, and written, oral and computer-mediated presentations where applicable.

PROGRAMMES OFFERED

- Bachelor of Science in Counselling
- Bachelor of Science in Criminal Justice
- Bachelor of Science in Family Studies
- Bachelor of Science in Guidance Counselling
- Bachelor of Science in Psychology
- Bachelor of Social Work
- Associate of Science in Criminal Justice
- Associate of Science in Family Life Education
- Associate of Science in Social Work
- Minor in Corrections and Rehabilitation
- Minor in Family Life Education
- Minor in Forensic Science
- Minor in Guidance Counselling
- Minor in Law
- Minor in Law and Political Science
- Minor in Law Enforcement
- Minor in Political Science and Government
- Minor in Psychology
- Minor in Sociology
- Minor in Social Work
- Certificate in Crime and Security Management
- Certificate in Family Life Education

DURATION

The normal completion time for full-time students pursuing a bachelor's degree in the Department of Behavioural and Social Sciences is four years. However, trained applicants with transferable credits may take less time to complete the programme.

MATRICULATION REQUIREMENTS

Each applicant for the Department of Behavioural and Social Sciences must meet the matriculation requirements of the University and provide valid evidence of at least five (5) CSEC General Proficiency or GCSE or equivalent subjects for the bachelor's and associate degrees and certificates. The Mature Age Examination is applicable only to candidates over 25 years old. English is required for all areas.

The Criminal Justice programme offers special admission opportunities for individuals who have served in the armed and correction services (Jamaica Constabulary Force, Jamaica Defense Force and Department of Corrections) for more than five years. Additional information regarding this admission along with prior learning assessment should be sought through the Programme Coordinator or the department. Assessment and regular admission to the programme will be done on a case-by-case basis.

Biology, Human and Social Biology, Integrated Science or prior training in Nursing or other related fields is required for full matriculation into the Bachelor of Science degree in Psychology. Students without the biology entry requirement may be accepted provisionally but will be required to successfully complete BIOL101: Principles of Biology I to satisfy programme entry requirements.

Students choosing the Forensic Science concentration within the Criminal Justice programme must have external passes in Biology and/or Chemistry or a passing grade of B in BIOL101: Principles of Biology I or CHEM111: Introduction to Chemistry I or its equivalent and Mathematics or a passing grade of B in PSYC251 Statistics and Computing I to satisfy programme entry requirements.

"All degree level students are expected to complete a minimum of 6 personal counselling sessions with a licenced mental health professional by the end of their first year (consult departmental student handbook). Only students within the criminal justice degree programme who are not pursuing concentrations in Social Work, Psychology, Counselling, or Guidance Counselling are exempted from the personal counselling sessions requirement."

Student Handbook

All department students will receive a copy of the Department Student Handbook upon entering any of the programmes. Current students will also receive an updated version when it becomes available. The Handbook contains all the requirements and procedures, as well as general information that students need to know about their progress within the department. Students are responsible for and required to be informed about its contents.

Continuation in any of the Department's programmes is based on periodic review of the student's academic performance, and evidence of appropriate personal and professional growth (consult Departmental Student Handbook).

Language and Content Examination (LACE)

Students in the associate and bachelor's degree programmes are required to sit the Language and Content Examination during their final year to complete their programme. This oral examination evaluates knowledge of the content area and current affairs as well as communication skills. Note that graduation from the University is predicated on successful completion of LACE (see Departmental Student Handbook).

BACHELOR OF SCIENCE IN COUNSELLING

The Bachelor of Science in Counselling degree provides an excellent foundation for students who plan to pursue graduate studies in counselling or clinical psychology. It prepares the individual to work in such areas as child, adolescent and adult mental health facilities, children services, schools, hospitals and other related service agencies/organizations.

The minimum number of credits for the Counselling degree is one hundred and thirty (131). Each student should take the common core of eighty-four (84) credits, nine (9) required cognates, and the requisite General Education credits in order to satisfy the requirements of the degree.

CORE REQUIREMENTS	84 CREDITS	Prerequisites
COUN121 Foundations of Counselling	3	COUN110
COUN111 Ethical and Legal Issues in Counselling	3	
COUN125 Academic Writing for Behavioural and Social Sciences	1	
COUN233 Telephone Counselling Skills and Techniques	3	COUN121
COUN238 Career Exploration and Planning	3	COUN121
COUN312 Parenting in a Changing World	3	FLEC219, ENGL120
COUN319 Conflict and Crisis Management	3	COUN110
COUN324 Substance Use and Treatment Methodologies	3	COUN121/SOWK120, ENGL120
COUN350 Counselling & Psychotherapy Techniques	4	COUN121 or SOWK120
COUN354 Child and Adolescent Counselling Techniques	3	
COUN355 Loss Bereavement and Grief Counselling	3	
COUN358 Counselling At-Risk Youth	3	COUN350
COUN383 Group Dynamics and Counselling	3	COUN350
COUN447 Administration of Guidance Counselling Services	3	COUN350
COUN 499 Practicum in Counselling	9	Authorised Permission
FLEC197 Family Resource Management	3	
FLEC219 Marriage and Family Dynamics	3	ENGL119, COUN 110
PSYC119 Principles of Psychology	3	
PSYC221 Developmental Psychology: Lifespan	3	PSYC119
PSYC224 Human Sexuality: Issues and Process	2	PSYC119
PSYC239 Stress Management: Theory and Practice	2	PSYC119
PSYC295 Introduction to Theories of Personality	3	PSYC119
PSYC345 Psychological and Social Research Methods	3	PSYC251, PSYC340, ENGL120
PSYC300 Abnormal Psychology	3	PSYC221, ENGL120
SOCI120 Introduction to Sociology	3	
SOWK460 Violence Intervention: A Systems Approach	3	COUN350
SOWK483 Child and Family Welfare	3	COUN383, SOWK203, FLEC312

REQUIRED COGNATES	9 Credits	
COUN110(120) Human Skills and Strategies	3	
PSYC251(349) Statistics & Computing I	3	
PSYC340 Statistics & Computing II	3	PSYC251(349)

ELECTIVES **6 Credits**
 Select any six (6) credits aligned to the helping professions under advisement.

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two (32) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course is required as a core for this degree, an additional course must be taken, by advisement in consultation with the academic adviser or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
BACHELOR OF SCIENCE IN COUNSELLING**

Status	1st Semester	Cr	2nd Semester	Cr
1st Year- Freshman (0-32 credits)	EDUC100 Freshman Seminar	~	COUN121 Foundations of Counselling	3
	ENGL119 Freshman Composition I	3	EDUC151 Fundamentals of Christian Education	3
	SOCI120 Intro to Sociology	3	ENGL120 Freshman Composition II	3
	PSYC119 Principles of Psychology	3	COUN111 Ethical & Legal Issues in Counselling	3
	RELB113 God & Human Life	3	DIET120 Fundamentals of Nutrition	3
	COUN110 Human Skills & Strategies	3	Modern Language: SPAN101 or FREN100	3
	COUN125 Academic Writing for Behavioural & Social Sciences	1		
	Health & Wellness Requirement	2		
	TOTAL CREDITS	18	TOTAL CREDITS	18
	2nd Year-Sophomore (33-65 credits)	COUN233 Telephone Counselling Skills & Techniques	3	FLEC219 Marriage & Family Dynamics
COMM251 Oral Communication		3	PSYC251(349) Statistic & Computing I	3
COUN238 Career Exp. & Planning		3	PSYC295 Intro. to Theories of Personality	3
PSYC239 Stress Management		2	COUN319 Conflict & Crisis Management	3
PSYC221 Developmental Psy.		3	FLEC197 Family Resource Management	3
RELB113 God & Human Life		3	PSYC340 Statistics & Computing II	3
TOTAL CREDITS		17	TOTAL CREDITS	18
3rd Year--Junior (65-96 credits)	COUN350 Counselling & Psychotherapy Techniques	4	COUN312 Parenting in a Changing World	3
	RELB210 Daniel and Revelation	3	COUN383 Group Dynamics and Counselling	3
	COUN354 Child and Adolescent Counselling Techniques	3	COUN358 Counselling At-Risk Youth	3
	COUN355 Loss Bereavement & Grief Counselling	3	PSYC345 Psychological and Social Research	3
	COUN324: Substance Use & Treat. Meth.	3	PSYC300 Abnormal Psychology	3
	PSYC224 Human Sexuality	2	Counselling Electives	3
	TOTAL CREDITS	18	TOTAL CREDITS	18

4 th Year-Senior (Over 96 credits)	COUN447 Administration of Guidance Counselling Services	3	COUN499 Practicum in Counselling RELT/RELB Requirement	9 3
	SOWK460 Violence Intervention	3	BSSLACE499 Language and Content Examination	P/F
	SOWK483(481) Child & Fam. Welfare	3		
	RELB205 Life & Teachings of Christ	3		
	Counselling Elective	3		
	TOTAL CREDITS	15	TOTAL CREDITS	12

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE (Concentration REQUIRED)

The Bachelor of Science in Criminal Justice, as a programme of study, deals specifically with the exploration of the entire network of the government and its agencies that focus on the origin, the deterrence and the mitigation as well as the sanctioning of offenders and their rehabilitation. The programme attempts to fulfil the wide professional opportunities within the criminal justice system, and as such offers ten (10) concentrations. The programme prepares students for professions in a variety of areas such as; correctional services, customs, ministry of justice, ministry of security, alternate dispute resolution and law offices.

The minimum number of credits for the Criminal Justice degree is one hundred and thirty-five (135). Students are required to complete the common core of fifty (50) credits, twenty-four (24) cognate credits, a concentration comprising of thirty (30) credits and the minimum required general education credits. Note that while the BSc in Criminal Justice offers ten (10) concentration, all areas may not be offered at the same time, therefore students are advised to consult with their advisor.

CORE REQUIREMENTS

50 CREDITS

Prerequisites

CJUS125: Writing for Criminal Justice	1	
CJUS112 The Church and Preservation of "Institutional Justice"	3	
CJUS115 Introduction to Criminal Justice	3	
CJUS241 Citizens' Rights and Law Enforcers' Responsibilities	3	CJUS115
CJUS242 Ethics and Jurisprudence	3	LAWC107
CJUS321 Philosophy of Punishment and Corrections	3	CJUS115
CJUS331 Organized Crime	3	CJUS241
CJUS352 Victims of Crime	3	CJUS241
CJUS495(400) Internship in Criminal Justice	4	With Permission
CJUS441 International Human Rights	3	CJUS352 & CJUS321
CJUS 463 Crime and Technology	3	
CJUS471 Restorative Justice	3	CJUS321,242
CJUS472 Juvenile Delinquents	3	CJUS321
CJUS485 Seminar in Applied Criminal Justice	3	SOCI220, PSYC340
LAWC107 Fundamentals of Law and Legal Systems	3	
SOCI220 Research Methods for the Social Scientists	3	ENGL120
SOCI400 Criminology	3	SOCI120

REQUIRED COGNATES

15 Credits

CHEM120	Introduction to Forensic Science	3	
ECON216	Microeconomics OR		
CJUS250	Economics and Crime	3	
PLSC212	The Jamaican Political System OR		
PLSC120	Foundations of Political Science & Government	3	
PSYC119	Principles of Psychology	3	
SOCI120	Introduction to Sociology	3	
COUN110(120)	Human Skills and Strategies	3	
PSYC251(349)	Statistics & Computing I	3	
PSYC340	Statistics & Computing II	3	PSYC251(349)

GENERAL EDUCATION REQUIREMENTS

31 Credits

Please account for the minimum thirty-one (31) general education credits as stipulated in the NCU Bulletin. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement of your academic adviser (and where applicable, department chair), to complete the minimum requirements. **It is your personal responsibility to manage your programme in this regard.**

Concentration

30 credits

In order to complete the requirements for the BSc in Criminal Justice students are required to complete a concentration with a minimum of 30 credits and must seek advisement from the department which offers the selected concentration. The following concentrations are recommended:

1. Corrections and Rehabilitation
2. Counselling
3. Forensic Science*
4. Information Science
5. Law
6. Law Enforcement
7. Mass Communications
8. Psychology
9. Social Work
10. Sociology/Criminology.

***N.B. Students choosing the Forensic Science concentration must have external passes in Biology and/or Chemistry and Mathematics. If a student obtains grades of B or higher in BIOL101: Principles of Biology or CHEM111: Introduction to Chemistry I, and PSYC251 Statistics and Computing I, this can satisfy the requirement.**

CONCENTRATION

30 Credits (Minimum)

1. CORRECTIONS AND REHABILITATION

Course Code	Course Name	31 Credits
CJUS 221	Prisons and Prison Subculture	3

CJUS 332 Crowd and Riot Control	3
CJUS 421 Prison Crisis Management	3
CJUS 451 Gender and the Criminal Justice System	3
CJUS 452 Theories and Methods of Offender Treatment	3
CJUS 461 Crime Scene Investigation	4
CJUS 481 Stress Management for Criminal Justice Workers	3
Criminal Justice Electives (3)	9

2. COUNSELLING

Course Code Course Name	30 Credits
COUN115 Foundations of Counselling	3
COUN238 Career Planning: Theory and Practice	3
COUN350: Counselling and Psychotherapy Techniques	4
COUN312 Parenting in a Changing World	3
COUN322 Substance Use and Treatment Methodologies	3
COUN383 Group Dynamics in Counselling	3
PSYC224 Human Sexuality: Issues and Process	2
Criminal Justice Electives (3)	9

3. FORENSIC SCIENCE

Course Code Course Name	35 Credits
BIOL155 Foundations of Biology	4
BIOL 320 Forensic Pathology	3
CHEM 320 Forensic Chemistry	3
CHEM 420 DNA Technology in Forensics	3
CJUS 231 Functions of Law Enforcement	3
CJUS 461 Crime Scene Investigation	4
CJUS 462 Fingerprinting	3
CJUS 464 Forensic Psychology	3
*Criminal Justice Electives (3)	9

4. INFORMATION TECHNOLOGY

Course Code Course Name	30 Credits
CPTR113 Introduction to Programming	3
CPTR120 Computer Applications	3
CPTR151 Principles of Programming I	3
CPTR213 Fundamentals of Databases	3
CPTR230 Systems Analysis & Design	3
CPTR240 Upgrade and Repair of PC*	3
CPTR325 Computer Ethics	3
CPTR380 Data Telecommunication	3
CPTR470 Data Security	3
Criminal Justice Elective	3

5. LAW

Course Code Course Name	30 Credits
LAWC101 Legal Research and Writings	3
LAWC 211 The Principles of Constitutional Law	3
LAWC 215 Criminal Law	3
LAWC 221 Contract Law I	3

LAWC235 Law of Tort I	3
LAWC 360 Alternative Dispute Resolution	3
LAWC 370 Public and Administrative Law	3
LAWC451 Public International Law	3
Criminal Justice Electives (Any two courses)	6

6. LAW ENFORCEMENT

Course Code Course Name	31 Credits
CJUS 231 Functions of Law Enforcement	3
CJUS 332 Crowd and Riot Control	3
CJUS 333 Community Policing	3
CJUS 431 Terrorism and the State	3
CJUS 461 Crime Scene Investigation	4
CJUS 481 Stress Management for Criminal Justice Workers	3
CJUS 483 Interviewing and Interrogation Techniques	3
Criminal Justice Electives (3)	9

7. MEDIA AND COMMUNICATION

Course Code Course Name	30 Credits
COMM 135 Introduction to Television	3
COMM 149 Introduction to Mass Communication	3
COMM 243 Television Broadcasting I	3
COMM 245 Radio Broadcasting I	3
COMM 316 Debate and Argumentation	3
JOUR 302 Fundamentals of Public Relations	3
JOUR 255 News Writing	3
Criminal Justice Electives (3)	9

8. PSYCHOLOGY

Course Code Course Name	30 Credits
PSYC 221 Developmental Psychology	3
PSYC 267 Physiological Psychology	3
PSYC239 Stress Management	2
PSYC295 Introduction to Theories of Personality	3
PSYC 250 Social Psychology: Issues and Process	3
PSYC 300 Abnormal Psychology	3
PSYC 486 Introduction to Psychological Testing	3
COUN350 Counselling & Psychotherapy Techniques	4
Criminal Justice Electives (2)	6

9. SOCIAL WORK

Course Code Course Name	30 Credits
COUN 350 Counselling & Psychotherapy Techniques	4
SOCI 231 Marriage and Family in Diverse Cultures	3
SOWK 120 Introduction to Social Work	3
SOWK 203 Social Work: Generalist Practice	3
SOWK 212 Human Behaviour and the Social Environment	3
SOWK 300 Social Work Micro Practice	3
SOWK319: Social Work, Social Policy and The Law	3
Criminal Justice Electives (3)	8

10. SOCIOLOGY / CRIMINOLOGY

<i>Course Code Course Name</i>	<i>30 Credits</i>
CJUS 221 Prisons and Prison Subculture	3
SOCI 300 Sociological Theory	3
SOCI 301 Sociology of the Caribbean	3
SOCI 320 Survey Research: Field Work	3
SOCI 401 Applied Criminology	3
SOCI 440 Research Seminar	3
SOCI 460 Community, Technology & Society	3
Criminal Justice Electives (3)	9

ELECTIVES: Students should choose from the list of electives below in cases where the selected concentration requires elective(s) or in cases where there is need to compensate for shortfalls in credit requirements when overlaps exist between major and concentration requirements.

Electives will be accessible on the basis of prescribed course offerings for the semester when the student desires to complete elective courses. Please see list of Criminal Justice Electives below.

LIST OF CRIMINAL JUSTICE ELECTIVES

CJUS222 Problems of Correction	3
CJUS233 Dealing with Immigration Issues	3
CJUS313 Public Governance in Criminal Justice	3
CJUS451 Gender and the Criminal Justice System	3
CJUS463 Technological Crimes and Crime Mapping	3
CJUS482 Serial Offenders	3
FLEC312 Parenting the Growing Child	3
LAWC230 Contract Law II	3
LAWC235 Law of Tort I	3
LAWC236 Law of Tort II	3
LAWC250 Criminal Law II	3
LAWC360 Alternative Dispute Resolution	3
LAWC375 Company Law	3
LAWC420 Corporate Finance & Investment Law	3
LAWC451 Public International Law	3
LAWC480 Women and the Law	3
PSYC224 Human Sexuality: Issues and Processes	2
PSYC239 Stress Management: Issues and Processes	2
PYSC295 Introduction to Theories of Personality	3
SOCI231 Marriage & Family in Diverse Cultures	3
SOCI420 Medical Sociology	3
SOWK120 Introduction to Social Work	3
SOWK319 Social Work, Social Policy and The Law	3
SOWK460 Violence Intervention: A Systems Approach	3
SOWK483 Child and Family Welfare	3

**RECOMMENDED PROGRAMME SEQUENCE
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE**

Status	1 st Semester	Cr	2 nd Semester	Cr	
1st Year- Freshman (0-32 credits)	ENG100 Freshman Seminar	~	ENGL120 Freshman Comp. II	3	
	ENGL119 Freshman Comp. I	3	CJUS112 Church and Preservation of Institutional Justice	3	
	CJUS115 Intro. to Criminal Justice	3	CHEM120 Intro. to Forensic Science	3	
	COUN110 Human Skills & Strategies	3	CPTR120: Computer Applications	3	
	CJUS125: Writing for Criminal Justice	1	SOCI120 Intro. to Sociology	3	
	PSYC119 Principles of Psychology	3	EDUC151 Fund. of Christian Ed.	3	
	RELB113 God & Human Life	3			
	Health & Wellness Requirement	2			
	TOTAL CREDITS	18		TOTAL CREDITS	18
	2nd Year-Sophomore (33-65 credits)	LAWC107 Fundamentals of Law and Legal Systems	3	PLSC120 Foundations of Political Science & Gov	3
COMM251 Oral Communication		3	ECON216 Microeconomics	3	
CJUS241 Citizens Rights & Law Enforcers Responsibilities		3	SOCI220 Research Methods for the Social Sciences	3	
PSYC251 Statistic & Computing I		3	CJUS242 Ethics & Jurisprudence	3	
RELT210 Daniel and Revelation Concentration (2)		3	PSYC340 Statistic & Computing II Concentration	3	
		6		3	
TOTAL CREDITS		18		TOTAL CREDITS	18
3rd Year--Junior (65-96 credits)		CJUS 331 Organized Crime	3	CJUS352 Victims of Crime	3
	CJUS321 Philosophy of Punishment & Corrections	3	CJUS441 International Human Rights Concentration (2)	6	
	Modern Language Req-Spanish or French	3	RELB205(305) Life and Teachings of Christ	3	
	SOCI400 Criminology Concentration (2)	3	DIET120: Foundations of Nutrition	3	
		6			
	TOTAL CREDITS	18	TOTAL CREDITS	18	
4th Year-Senior (Over 96 credits)	CJUS472 Juvenile Delinquents	3	CJUS495 Internship	4	
	CJUS471 Restorative Justice Concentration	3	CJUS485: Seminar in Applied Criminal Justice	3	
		9			
	CJUS463: Crime and Technology	3	RELT/RELB Requirement	3	
			BSSLACE499 Language and Content Exam	NC	
TOTAL CREDITS	18	TOTAL CREDITS	10		

BACHELOR OF SCIENCE IN FAMILY STUDIES (MINOR REQUIRED)

The Bachelor of Science in Family Studies degree is a multidisciplinary programme that examines the development of individuals and families across the lifespan. The programme is designed to prepare students for (a) professional careers in a variety of human service areas, including but not limited to, child and family services, community mental health, mediation and conflict resolution, law and political science, and the education system; (b) leadership roles in church, school, and community; (c) effective functioning within families, with a focus on family life education; and (d) graduate education.

AIMS

The goals of this programme are to:

- Expose students to professional responsibilities, including ethical and legal roles.
- Train students to critically identify and analyze current and emerging issues which impact personal, interpersonal and societal well-being, using varied assessment perspectives.
- Enable students to develop an awareness and appreciation of current scientific studies of mental processes and behaviour.
- Foster the application of bio-psychosocial and psychological principles to personal improvement, to the welfare of others, and to the service of society.
- Promote the application of Judeo-Christian values in Family Life services.
- Promote social change and problem solving techniques in human relationships.
- Train students to utilize theories of human behaviour and social systems in planning Family Life Education interventions.
- Understand the biological, psychological, and social development across the lifespan as it relates to the structure and functioning of families.
- Encourage and promote the use of research-based interventions.
- Strengthen the network of social science practitioners to include, family life educator, teachers, counsellors, social workers, ministerial personnel who at minimum are bachelors trained to deliver and manage health and family life education programmes.

OBJECTIVES OF THE PROGRAMME

Having completed this programme, students will be able to:

- a. Function as professionals who understand and can articulate Bible-based principles on family life issues.
- b. Adopt and utilize a comprehensive life-skills based approach to the delivery of quality family life education programmes.
- c. Work in a family-focused environment having a broad knowledge base for working with children and families.
- d. Value and appreciate complex characteristics of children's families and communities and understand how this creates respectful, reciprocal relationships that support and

empower families as well as techniques used to involve all families in their children’s development and learning.

The Bachelor of Science in Family Studies degree provides an excellent foundation for students who plan on pursuing graduate studies in counselling or related areas. It prepares the individual to work in such areas as child, adolescent and adult education and counselling settings, children's services, schools, hospitals and other related service agencies/organizations. The minimum number of credits for the Family Studies degree is one hundred thirty-three (133) credits. Each student should take the common core of sixty (60) credits, nine (9) credits of cognates, a minor component with a minimum of twenty-four (24) credits and the required General Education credits in order to satisfy the requirements of the degree.

CORE REQUIREMENTS	60 CREDITS	Prerequisites
COUN121 Foundations of Counselling	3	COUN121
COUN324 Substance Use and Treatment	3	COUN121, ENGL120
COUN350 Counselling & Psych Techniques	4	COUN121, ENGL120
COUN383 Group Dynamics in Counselling	3	COUN350
FLEC110 Academic Writing for the Behavioural and Social Sciences	1	
FLEC120 Found. of Family Life Education	3	
FLEC197 Family Resource Management	3	FLEC120(119)
FLEC219 Marriage and Family Dynamics	3	
FLEC221 Personality, Comm. and Family Rel.	3	FLEC219
FLEC300 Biblical Perspectives of Suffering and Forgiveness	3	FLEC120(119),
FLEC312 Parenting in a Changing World	3	ENGL120
FLEC332 Family Mediation and Conflict Mgmt.	3	FLEC219, FLEC300
FLEC447 Management of Family Life Ed. Prog.	3	FLEC322
FLEC495 Family Studies Practicum	6	On advisement & authorized permission
PSYC119 Principles of Psychology	3	
PSYC221 Develop. Psychology: The Lifespan	3	PSYC119
PSYC224 Human Sexuality: Issues and Proc.	2	PSYC119
PSYC239 Stress Mgt: Theory and Practice	2	PSYC119
SOCI120 Introduction to Sociology	3	
PSYC345 Psy. and Social Research Methods	3	PSYC340, ENGL120
REQUIRED COGNATES	9 Credits	
COUN110(120) Human Skills and Strategies	3	
PSYC251(349) Statistics & Computing I	3	
PSYC340 Statistics & Computing II	3	PSYC251 (349)

MINOR

24-30 Credits Minimum

In order to complete the requirements for the BSc in Family Studies, students are required to complete a minor and must seek advisement from the department which offers their selected minor. The following minors are recommended, but students may choose from other areas by advisement:

1. Conflict Analysis, Management and Resolution
2. Law or Law and Political Science
3. Social Work

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two (32) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course is required as a core for this degree, additional course **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
BACHELOR OF SCIENCE IN FAMILY STUDIES**

Status	1 st Semester	Cr	2 nd Semester	Cr	
1st Year- Freshman (0-32 credits)	EDUC100 Freshman Seminar	~	COUN121 Foundations of Coun.	3	
	ENGL119 Freshman Composition I	3	SOCI120: Introduction to Sociology	3	
	EDUC151 Fund. of Christian Edu.	3	ENGL120 Freshman Composition II	3	
	COUN110 Human Skills and Strat.	3	FLEC120 Fund. of Family Life Ed.	3	
	PSYC119 Principles of Psychology	3	CPTR120 Computer Applications	3	
	DIET120 Fundamentals of Nutrition	3	RELB113 God & Human Life	3	
	FLEC110 Academic Writing	1			
	Health & Wellness Requirement	2			
	TOTAL CREDITS	18	TOTAL CREDITS	18	
	Sophomore (33-65 credits)	COMM251 Oral Composition	3	FLEC221 Personality, Comm. & Family Relations	3
PSYC221 Developmental Psych.		3	RELB210 Daniel and Revelation	3	
FLEC219 Marriage and Family Dyn.		3	PSYC250 Statistics & Computing I	3	
FLEC197: Family Resource Manag.		3	PSYC239 Stress Mgt: Theory & Pract.	2	
Minor		6	Minor	6	
TOTAL CREDITS		18	TOTAL CREDITS	17	
3rd Year--Junior (65-96 credits)	COUN350 Counselling & Psychotherapy Techniques	4	FLEC300 Biblical Perspective of Suffering and Forgiveness	3	
	PSYC340 Statistics & Computing II	3	RELB205: Life and Teachings of Christ	3	
	COUN324 Substance Abuse and Treatment Methodologies	3	FLEC332 Family Mediation and Conflict Management	3	
	FLEC 312 Parenting in a Changing World	3	COUN383 Group Dynamics in Coun.	3	
	PSYC224 Human Sexuality	2	PSYC345 Psychological & Social Research Methods	3	
	Minor	3	Minor	3	
	TOTAL CREDITS	18	TOTAL CREDITS	18	
	4th Year-Senior (Over 96 credits)	FLEC447 Management of Family Life Education Programme	3	FLEC495 Family Studies Practicum	6
		RELT/RELB Requirement	3	Modern Language Requirement	3
Minor		12	BSSLACE499 Language and Content Examination	NC	
TOTAL CREDITS		18	TOTAL CREDITS	9	

BACHELOR OF SCIENCE IN GUIDANCE COUNSELLING

The Bachelor of Science degree in Guidance Counselling provides an excellent foundation for students who plan to pursue graduate studies in counselling or related fields. It prepares the individual to work in such areas as child, adolescent and adult educational facilities and other related service agencies. The minimum number of credits for the Guidance Counselling degree is one hundred and thirty-three (133). Each student should take the common core of sixty-eight (68) credits, and thirty-nine (39) credits of the required cognates, along with the minimum required General Education and general elective credits in order to satisfy the requirements of the degree.

CORE REQUIREMENTS

68 CREDITS Prerequisites

COUN121 Foundations of Counselling	3	COUN110
COUN111 Ethics and Legal Issues in Counselling	3	
COUN238 Career Exploration and Planning	3	
COUN324 Substance Use and Treatment Method.	3	COUN121 or SOWK120, ENGL119
COUN350 Counselling & Psychotherapy Techniques	4	COUN121 or SOWK120, ENGL120
COUN355 Loss Bereavement and Grief Counselling	3	
COUN383 Group Dynamics and Counselling	3	COUN350
COUN447 Administration of Guid. Counselling Services	3	COUN350 & Completion of 3 rd yr.
COUN495 Practicum in Guidance Counselling	9	Authorized Permission
FLEC219 Marriage and Family Dynamics	3	
COUN312 Parenting in a Changing World	3	FLEC 219
PSYC119 Principles of Psychology	3	
PSYC239 Stress Management: Theory and Practice	2	PSYC119
PSYC221 Developmental Psychology: Lifespan	3	PSYC119, ENGL119
PSYC224 Human Sexuality: Issues and Process	2	PSYC119
PSYC295 Introduction to Theories of Personality	3	PSYC119, ENGL 119
PSYC251(PSYC349) Statistics and Computing I	3	
PSYC340 Statistics and Computing II	3	
PSYC345 (400/SOCI220) Psych. and Social Research Methods	3	PSYC251, ENGL120
PSYC300 Abnormal Psychology	3	PSYC221, ENGL 120
SOWK460 Violence Intervention: A Systems Approach	3	COUN350

REQUIRED COGNATES

39 CREDITS

EDUC198 Principles of Teaching and Learning	3	EDUC195/PSYC221
EDUC220 Educational Psychology	3	EDUC198/Concurrently
EDUC221 Instructional Technology	3	EDUC198
EDUC301 General Methods	3	EDUC221
EDUC320 Curriculum Development	3	EDUC198
EDUC435 Professionalism and School Administration	3	EDUC360/Concurrently
EDUC343 Classroom Testing and Measurement	3	EDUC333
EDUC250 Foundations of Education	3	EDUC333
LRDG220 Fundamentals of Literacy Instruction	3	
LRDG371 Secondary Content Literacy	3	
COUN110(120) Human Skills and Strategies	3	
PSYC251(349) Statistics & Computing I	3	
PSYC340 Statistics & Computing II	3	PSYC251(349)

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two 32 General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) must be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. It is therefore your personal responsibility to manage your programme in this regard.

**RECOMMENDED PROGRAMME SEQUENCE
 BACHELOR OF SCIENCE IN GUIDANCE COUNSELLING**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	EDUC100/110 University Orientation	~	COUN 121 Foundations of Counselling	3
	ENGL119 Freshman Composition I	3	ENGL120 Freshman Composition II	3
	PSYC119 Principles of Psychology	3	Modern Language Requirement	3
	RELB113 God & Human Life	3	DIET120 Fundamentals of Nutrition	3
	COUN110 Human Skills & Strategies	3	PSYC221 Developmental Psychology	3
	EDUC151 Fund. of Christian Ed	3	EDUC198 Principles of Teaching & Learning	3
	COUN125 Academic Writing for Behavioural & Social Sciences	1		
	Health & Wellness Requirement	2	TOTAL CREDITS	18
TOTAL CREDITS	18			
2 nd Year-Sophomore (33-65 credits)	COMM251 Oral Communication	3	EDUC301 General Methods	3
	EDUC220 Educational Psychology	3	EDUC221 Instructional Technology	3
	PSYC239 Stress Management	2	LRDG220 Fund. of Lit. Instructions	3
	COUN238 Career Exploration & Planning	3	PSYC295 Intro. to Theories of Pers.	3
	COUN111 Ethics and Legal Issues in Coun.	3	EDUC333 Curriculum Development	3
	RELB210 Daniel and Revelation	3	FLEC219 Marriage & Family Dynamics	3
			TOTAL CREDITS	18
	TOTAL CREDITS	17		
3 rd Year--Junior (65-96 credits)	COUN350 Counselling Techniques	4	COUN324 Substance Use and Treatment Methodologies	3
	EDUC343 Classroom Testing & Meas.	3	PSYC340 Statistics and Computing II	3
	FLEC312 Parenting the Growing Child	3	COUN383 Group Dynamics in Coun.	3
	EDUC341 Profession. & School Admin	3	LRDG371 Secondary Content Literacy	3
	PSYC251 (349) Statistics and Computing I	3	COUN355 Loss Bereavement & Grief	3
	PSYC224 Human Sexuality	2	RELB205(305) Life & Teachings of Christ	3
			TOTAL CREDITS	18
	TOTAL CREDITS	18		
4 th Year--Senior (Over 96 credits)	COUN447 Admin. of Guid. & Coun. Serv.	3	COUN495 Practicum in Guid. Counsel.	9
	PSYC300 Abnormal Psychology	3	BSSLACE499 Language and Content Examination	NC
	PSYC345-Psych. & Social Research Methods	3		
	SOWK460 Violence Inter.: A Systems Appr.	3		
	EDUC360 Foundations of Education	3		
	RELT/RELB Requirement	3		
TOTAL CREDITS	18	TOTAL CREDITS	9	

BACHELOR OF SCIENCE IN PSYCHOLOGY (MINOR REQUIRED)

The Bachelor of Science degree in Psychology prepares the individual in the study of behaviour and mental processes. This degree also provides an excellent foundation for students who plan on pursuing graduate studies in counselling psychology or -other branches of psychology such as: clinical, forensic, educational, sports, school, rehabilitation, industrial, organizational, engineering, quantitative and measurement or neuropsychology. This degree does not prepare persons to become professional counsellors. Persons desiring that preparation should enroll in the **Counselling or Guidance Counselling programmes.**

The minimum number of credits for the BSc in Psychology is one hundred and thirty-one (131). Each student should take the common core of fifty-seven (57) credits, thirteen (13) cognates, six (6) elective credits and a minor, consisting of a minimum of twenty-four (24) credits, plus the **minimum** required General Education credits in order to satisfy the requirements of the degree.

CORE REQUIREMENTS

	57 CREDITS	Prerequisites
COUN121 Foundations of Counselling	3	COUN110
COUN324 Substance Use and Treatment Method.	3	COUN121 or SOWK120, ENGL119
COUN350 Counselling and Psychotherapy Techniques	4	COUN121 or SOWK120, ENGL119
PSYC111 Ethical and Legal Issues in Psych	3	RELB113
COUN383 Group Dynamics in Counselling	3	COUN350
PSYC119 Principles of Psychology	3	
PSYC125 Academic Writing for the Beh. & Soc. Sciences	1	ENGL119
PSYC215 Human Learning	3	PSYC119, ENGL120
PSYC221 Developmental Psychology: The Lifespan	3	PSYC119
PSYC224 Human Sexuality: Issues and Process	2	PSYC119
PSYC239 Stress Management: Theory and Practice	2	PSYC119
PSYC250 Social Psychology: Issues and Process	3	PSYC119, ENGL120
PSYC257 Physiological Psychology	3	BIOL102, ENGL120
PSYC295 Introduction to Theories of Personality	3	PSYC119
PSYC345 Psych. and Social Research Methods	3	PSYC340, ENGL120
PSYC430(401) Experimental and Applied Psychology	3	PSYC345
PSYC300(460) Abnormal Psychology	3	PSYC221
PSYC486 Introduction to Psychological Testing	3	PSYC340
PSYC459 Community Psychology Fieldwork	6	By advisement

REQUIRED COGNATES

	13 Credits
BIOL102 Principles of Biology II	4
COUN110(120) Human Skills and Strategies	3
PSYC251(349) Statistics & Computing I	3
PSYC340 Statistics & Computing II	3

ELECTIVES (Choose only 6 CREDITS)

CJUS471 Forensic Psychology	3
PSYC415 Organizational Psychology	3
COUN319 Conflict and Crisis Management	3

MINOR REQUIREMENT

24-30 CREDITS

Minors may be chosen from any field of study other than Psychology, or Guidance Counselling. Choice of minor should be made in consultation with academic adviser and chair of the department from which the minor is chosen in the second semester of your first year. It is recommended that you begin your minor no later than the second semester of your second year.

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two 32 General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
BACHELOR OF SCIENCE IN PSYCHOLOGY**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	ENGL119 Freshman Composition I	3	BIOL102 Principles of Biology II	4
	EDUC100 Freshman Seminar	~	COUN121 Foundations of Counselling	3
	PSYC119 Principles of Psychology	3	ENGL120 Freshman Composition II	3
	COUN110 Human Skills & Strategies	3	PSYC221 Developmental Psychology	3
	PSYC125 Academic Writing for Beh. & Soc. Sciences	1	EDUC151 Fund. of Christian Ed.	3
	RELB113 God & Human Life	3	PSYC239 Stress Management	2
	CPTR120 Computers Applications	3		
	Health & Wellness Requirement	2		
	TOTAL CREDITS	18		TOTAL CREDITS
2 nd Year-Sophomore (33-65 credits)	COMM251 Oral Composition	3	PSYC257 Physiological Psychology	3
	PSYC215 Human Learning	3	PSYC224 Human Sexuality	2
	PSYC295 Intro to Theories of Pers.	3	PSYC250 Social Psychology	3
	PSYC251 Statistics & Computing I	3	PSYC3450 Statistics & Computing II	3
	PSYC111 Ethics & Legal Issues in Psych	3	Minor	6
	RELB210 Daniel and Revelation	3	Progress Evaluation and Portfolio Assessment	NC
	TOTAL CREDITS	18		TOTAL CREDITS
3 rd Year--Junior (65-96 credits)	PSYC300 Abnormal Psychology	3	COUN350 Counselling & Psychotherapy Techniques	4
	COUN324 Substance Abuse & Treatment Methodologies	3	RELB205 Life and Teachings of Christ	3
	PSYC345 Psych. & Social Research Methods	3	PSYC486 Intro. to Psych. Testing	3
	Beginning Spanish I OR Beginning French I	3	Psychology Elective #1	3
	Minor	6	Minor	5
	TOTAL CREDITS	18		TOTAL CREDITS

4 th Year-Senior (Over 96 credits)	PSYC430 Experimental and Applied Psych.	3	PSYC459 Comm. Psych. Fieldwork	6
	COUN383 Group Dynamics & Coun.	3	BSSLACE499 Language and Content	NC
	Psychology Elective #2	3	Examination	3
	Minor	9	RELT/RELB Requirement	9
	TOTAL CREDITS	18	TOTAL CREDITS	

BACHELOR OF SOCIAL WORK

The Bachelor of Social Work as a programme of study deals specifically with the promotion of social justice, social change and the empowerment and liberation of people to enhance their capacity and well-being towards social functioning.

The minimum number of credits for the Bachelor of Social Work is one hundred and thirty-four (134). Each student should take the common core of eighty-five (85) credits, nine (9) credits of elective, nine (9) credits of cognates, and the requisite General Education credits in order to satisfy the requirements of the degree. No minor is required. However, students who major in Social Work and would like to work in schools may opt for a Minor in Education along with their degree.

CORE REQUIREMENTS

94 CREDITS

Prerequisites

COUN 324 Substance Use and Treatment Methodologies	3	COUN110 OR SOWK120
COUN350 Counselling & Psychotherapy Techniques	4	COUN121 or SOWK120, ENGL119
COUN383 Group Dynamics in Counselling	3	COUN350
COUN312 Parenting in a Changing World	3	SOWK120, ENGL120
PSYC119 Principles of Psychology	3	
PSYC224 Human Sexuality: Issues and Process	2	PSYC119
PSYC239 Stress Management: Theory and Practice	2	PSYC119
PSYC250 Social Psychology: Issues and Process	3	PSYC119, ENGL119, COUN110
PSYC460 Abnormal Psychology	3	PSYC221, COUN350
PSYC345(400/SOCI220) Psych. and Social Research Methods	3	PSYC457, ENGL120
SOCI120 Introduction to Sociology	3	
SOCI231 Marriage & Family in Diverse Cultures	3	SOCI120, SOWK120, ENGL120
SOWK120 Introduction to Social Work	3	COUN110, PSYC119
SOWK111 Ethical and Moral Reasoning in Social Work	3	
SOWK125 Writing for Behavioural & Social Sciences	1	
SOWK203 Social Work: Generalist Practice	3	SOWK120
SOWK212 Human Beh. and Social Env.	3	SOWK120
SOWK226 Social Work Economics	3	SOWK203,
SOWK243 Social Work Theory and Practice	3	PSYC119 & SOWK203
SOWK295 Social Work Fieldwork I	1	SOWK203, SOWK212, SOWK226
SOWK300 Social Work Micro Practice	3	ENGL120, FLEC219, SOWK243
SOWK320 Social Work Macro Practice	4	ENGL120, SOWK226, SOWK300
SOWK319 Social Work, Social Policy, and the Law	3	SOWK300, ENGL120

SOWK400 Social Work Administration and Supervision	3	COUN383, SOWK203, SOWK345
SOWK460 Violence Intervention: A Systems Approach	3	COUN383, SOWK345
SOWK483 Child and Family Welfare	3	SOWK203, SOCI231, SOWK300
SOWK495 Social Work Practicum	11	By Advisement

REQUIRED COGNATES

9 Credits

COUN110 Human Skills and Strategies	3	
PSYC250(349) Statistics & Computing I	3	
PSYC340 Statistics & Computing II	3	PSYC251

ELECTIVES (Choose only 9 Credits)

CJUS115: Introduction to Criminal Justice	3	
COUN319 Conflict and Crisis Management	3	
COUN355 Loss Bereavement and Grief Counselling	3	
PLSC120 Foundations of Political Science and Govt.	3	
SOWK350 Social Work and Vulnerable Groups	3	SOCI231, SOWK243

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two 32 General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
BACHELOR OF SOCIAL WORK**

Status	1st Semester	Cr	2nd Semester	Cr
1st Year- Freshman (0-32 credits)	COUN120 Human Skills & Strat. EDUC100 Freshman Seminar ENGL119 Freshman Composition CPTR120 Computer Applications PSYC119 Principles of Psychology RELB113 God & Human Life SOWK125 Writing for Beh. & Soc. Sc. Health & Wellness Requirement TOTAL CREDITS	3 ~ 3 3 3 3 3 1 2 18	SOWK120 Intro. to Social Work SOC1120 Introduction to Sociology ENGL120 Freshman Composition II SOWK111 Ethical &Morals in Soc. Work PSYC250 Social Psych. Iss. & Proc. EDUC151 Fundamentals of Christ. Ed. TOTAL CREDITS	3 3 3 3 3 3 18
2nd Year-Sophomore (33-65 credits)	COMM251 Oral Communication SOCI231 Marriage & Family in Div. Cul. SOWK203 Social Work Gen. Pract. SOWK212 Human Beh. and Social Env. PSYC224: Human Sexuality REBB210 Daniel and Revelation TOTAL CREDITS	3 3 3 3 2 3 17	SOWK243 Social Work Theo. &Pract. SOWK226: Social Work Economics DIET120 Fundamentals of Nutrition Modern Language Requirement PSYC251 Statistic & Computing I PSYC239 Stress Mngt. Theo. & Practice SOWK295 Fieldwork I Progress Evaluation and Portfolio Assessment TOTAL CREDITS	3 3 3 3 3 2 1 NC 18
3rd Year--Junior (65-96 credits)	SOWK300 Social Work Micro Practice COUN312Parent in a Changing world COUN324 Substance Use & Treat. COUN350 Coun. Tech. & Psycho PSYC340 Statistic & Computing II Social Work Elective #1 TOTAL CREDITS	3 3 3 4 3 3 19	COUN383 Group Dynamics in Coun. SOWK320 Social Work Macro Pract PSYC345Psych. & Social Research Methods SOWK319Social Work, Social Pol. & the Law Social Work Elective #2 Progress Evaluation and Portfolio Assessment TOTAL CREDITS	3 4 3 3 3 NC 16
4th Year-Senior (Over 96 credits)	SOWK400 Social Wk. Admin. & Sup. PSYC300(Abnormal Psychology SOWK483 Child & Family Welfare SOWK460 Violence Intervention Social Work Elective#3 RELB205 Life & Teachings of Christ TOTAL CREDITS	3 3 3 3 3 3 18	SOWK495 Social Work Practicum BSSLACE499 Language and Content Examination RELT/RELB Requirement TOTAL CREDITS	11 NC 3 14

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

The Associate of Science in Criminal Justice as a programme of study, deals specifically with the exploration of the entire network of the government and its agencies that focus on the origin, the deterrence and the mitigation as well as the sanctioning of offenders and their rehabilitation. The total number of credits for this degree is sixty-two (62) credits. Each student should take a common core of thirty-seven (37) credits, nine (9) credits of cognates and the required minimum general education credits in order to satisfy requirements for the degree.

The Associate of Science in Criminal Justice is designed to:

- Provide students with the fundamental rudiments within our Criminal Justice system.
- Enhance and maintain employability by equipping students with a range of substantive and transferable skills.
- Provide highly effective and informed personnel trained in the field of Criminal Justice.

CORE REQUIREMENTS	37 Credits	Prerequisites
CJUS125 Writing for Criminal Justice	1	
CHEM113 Introduction to Forensic Sciences	3	
CJUS115 Introduction to Criminal Justice	3	
CJUS112 The Church and Preservation of "Institutional Justice"	3	
CJUS241 Citizens' Rights and Law Enforcers' Responsibilities	3	CJUS115
CJUS220 Crimes and their Victims	3	CJUS115
CJUS242 Ethics and Jurisprudence	3	LAWC107
CJUS321 Philosophy of Punishment and Corrections	3	
CJUS371 Fundamentals of Restorative Justice	3	CJUS115, JUS112
LAWC107 Fundamentals of Law and Legal Systems	3	
PSYC345(400/SOCI220) Psychological & Social Research Methods	3	PSYC340
SOCI308 Crime, Law and Society (Criminology)	3	SOCI120
SOCI120 Introduction to Sociology	3	

REQUIRED COGNATES	9 Credits
COUN110 Human Skills and Strategies	3
PSYC251(349) Statistics & Computing I	3
PSYC340 Statistics & Computing II	3

GENERAL EDUCATION REQUIREMENTS: 25 CREDITS

Please account for the minimum twenty-five (25) General Education credits as stipulated in the *Bulletin*. See pages 44-47 for more details. Should any of the recommended courses be required for the core, cognate or elective for the degree being pursued, additional courses **must** be taken (by advisement) to complete the minimum requirements for the associate degree. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	EDUC100 Freshman Seminar	~	ENGL120 Freshman Composition II	3
	ENGL119 Freshman Comp. I	3	CHEM113 Intro. to Forensic Chemistry	3
	CJUS 112: The Church and Preservation of Institutional Justice	3	RELB113 God & Human Life	3
	CJUS 115 Intro. to Crim. Justice	3	CPTR120 Computer Applications	3
	COUN120 Human Skills & Strategies	3	LAWC107 Fundamentals of Law & Legal Systems	3
	PSYC119 Principles of Psychology	3	PSYC251 Statistics & Computing I	3
	CJUS125 Writing for Criminal Just. Health & Wellness Requirement	1		
		2		
	TOTAL CREDITS	18	TOTAL CREDITS	18
	2 nd Year- Sophomore (33-65 credits)	EDUC151 Found. of Christian Edu.	3	CJUS 321 Philosophy of Punishment & Correction
CJUS242 Ethics and Jurisprudence		3	CJUS 371 Fund. of Restorative Justice	3
CJUS220 Crimes and their Victims		3	SOCI 308 Criminology	3
COMM251 Oral Communication		3	PSYC345 Psys. and Social Research Methods	3
SOCI120 Introduction to Sociology		3	CJUS241 Citizens Rights & Law Enforcers Responsibilities	3
PSYC340 Statistics & Computing II		3	RELB210 Daniel and Revelation	3
TOTAL CREDITS		18	TOTAL CREDITS	18

ASSOCIATE OF SCIENCE IN FAMILY LIFE EDUCATION

The total number of credits for the Associate of Science in Family Life Education degree is seventy-one (71). Each student should take the common core of forty-seven (47) credits, three (3) credits of cognates and three (3) credits of elective, and a minimum of twenty-two (22) General Education and general elective credits in order to satisfy the requirements of the degree. The curriculum is designed specifically for the training of family life educators to serve in churches and community organizations in Jamaica, JAMU and the Caribbean.

CORE REQUIREMENTS

47 CREDITS

Prerequisites

COUN121 Foundations of Counselling	3	COUN110
COUN324 Substance Use and Treatment Methodologies	3	COUN121/SOWK120 & ENGL119
COUN350 Counselling & Psych Techniques	4	COUN121/SOWK120 & ENGL119
DIET120 Fundamentals of Nutrition	3	
FLEC120 Foundations of Family Life Education	3	
FLEC197 Family Resource Management	3	
FLEC219 Marriage and Family Dynamics	3	
FLEC221 Personality, Comm. and Family Relations	3	ENGL120, COUN121, FLEC125
FLEC312 Parenting in a Changing World	3	COUN121, ENGL 120, FLEC219
FLEC249 Administration of Family Life Education Prog.	3	FLEC125 & COUN350
FLEC290 Family Life Practicum	3	By Advisement, FLEC249 & FLEC312
PSYC119 Principles of Psychology	3	
FLEC110: Writing for Behavioural & Social Sciences	3	PSYC119 & ENGL119
PSYC221 Developmental Psychology: Lifespan	3	
PSYC224 Human Sexuality: Issues and Process	2	PSYC119 & ENGL119
PSYC239 Stress Management: Theory and Practice	2	PSYC119

REQUIRED COGNATE

COUN110(120) Human Skills and Strategies

3 Credits

3

GENERAL EDUCATION REQUIREMENTS

22 CREDITS

Please account for the minimum twenty-two (22) General Education credits as stipulated in the *Bulletin*. Should any of the recommended courses be required for the core, cognate or elective for the degree being pursued, additional courses must be taken (by advisement) to complete the minimum requirements for the Associate Degree.

**RECOMMENDED PROGRAMME SEQUENCE
ASSOCIATE OF SCIENCE IN FAMILY LIFE EDUCATION**

Status	1 st Semester	Cr	2 nd Semester	Cr
1st Year- Freshman (0-32 credits)	EDUC100 Freshman Seminar	~	FLEC120) Found. of Family Life Edu.	3
	ENGL119 Freshman Composition1	3	ENGL120 Freshman Comp. II	3
	CPTR120 Computer Applications	3	EDUC151 Fund. of Christian Ed.	3
	PSYC119 Principles of Psychology	3	FLEC221 Personality, Communications & Family Relations.	3
	RELB113 God & Human Life	3	COUN121 Found.s of Counselling	3
	COUN110 Human Skills and Strat	3	DIET120 Fund. Nutrition	3
	FLEC110 Writing for Beh. & Soc. Sci Health & Wellness Requirement	1 2		
	TOTAL CREDITS	18	TOTAL CREDITS	18
	2nd Year-Sophomore (33-65 credits)	COMM251 Oral Communication	3	FLEC249 Adm. of Family Life Ed. Prog.
PSYC221 Dev. Psych.: Lifespan		3	COUN 324 Substance Use & Treat	
PSYC239 Stress Management		2	COUN350(234) Counselling Techn.	3
FLEC312 Parenting in a Changing W Religious Requirement		3	PSYC224 Human Sexuality	4
FLEC197 Family Resource Mang. Elective		3 1	FLEC290 Family Life Practicum	2
			FLEC219 Marriage & Family Dynamics in Diverse Cultures	3 3
			BSSLACE499 Language and Content Exam	NC 18
TOTAL CREDITS		18	TOTAL CREDITS	

ASSOCIATE OF SCIENCE IN SOCIAL WORK

The total number of credits for the Associate of Science in Social Work degree is seventy-five (75). Each student should take the common core of forty-seven (47) credits, six (6) credits of cognates, three (3) credits elective, the recommended General Education credits and general elective credits in order to satisfy the requirements of the degree.

CORE REQUIREMENTS

COUN350 Counselling Techniques
 PSYC119 Principles of Psychology
 PSYC239 Stress Management
 PSYC250 Social Psychology
 SOCI120 Introduction to Sociology
 SOCI231 Marriage and Family in Diverse Cult.

47 CREDITS

4
3
2
3
3
3

PREREQUISITES

COUN121, ENGL120

 PSYC119

 COUN110
 ENGL120

SOWK120 Introduction to Social Work	3	COUN110 & PSYC119
SOWK125 Writing for Beh. & Social Sci	1	
SOWK111 Ethical & Legal Issues in SW	3	
SOWK203 Social Work: Generalist Practice	3	SOWK120
SOWK212 Human Beh. and Social Env.	3	SOWK120
SOWK243 Social Work Theory & Practice	3	
SOWK300 Social Work Micro Practice	3	SOWK206, ENGL120
SOWK320 Social Work Macro Practice	4	SOWK300
SOWK395 Social Work Practicum	6	By Advisement

REQUIRED COGNATES	6 Credits
COUN110 Human Skills and Strategies	3
PSYC251(349) Statistic & Computing I	3

ELECTIVES (Choose ONLY 3 Credits)	3 Credits
CJUS115 Introduction to Criminal Justice	3
DIET120 Fundamentals of Nutrition	3

GENERAL EDUCATION REQUIREMENTS **MINIMUM 22 CREDITS**
 Please account for the minimum twenty-two (22) General Education credits as stipulated in the *Bulletin*. See pages 44-47 for more details. Should any of the recommended courses be required for the, cognate or elective for the degree being pursued, additional courses **must** be taken (by advisement) to complete the minimum requirements for the Associate Degree. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
 ASSOCIATE OF SCIENCE IN SOCIAL WORK**

Status	1 st Semester	Cr	2 nd Semester	Cr	
1st Year- Freshman (0-32 credits)	COUN110 Human Skills & Strategies	3	SOWK120 Intro. to Social Work	3	
	EDUC100 Freshman Seminar	~	SOCI120 Introduction to Soci.	3	
	ENGL119 Freshman Composition I	3	ENGL120 Freshman Comp. II	3	
	CPTR120 Computer Applications	3	SOWK111 Ethical & Legal In SW.	3	
	PSYC119 Principles of Psychology	3	PSYC250 Social Psych. Iss. & Proc.	3	
	RELB113 God & Human Life	3	EDUC151 Fund. of Christ. Ed.	3	
	SOWK125: Writing for Beh. & Social Sci.	1			
	Health & Wellness Requirement	2			
	TOTAL CREDITS	18		TOTAL CREDITS	18
2nd Year- Sophomore (33-65 credits)	COMM251 Oral Communication	3	SOWK243 Social Work Theo. & Pract.	3	
	SOCI231 Marriage & Family in Div. Cul.	3	SOWK320: Social Work Macro Pract.	4	
	SOWK203 Social Work Gen. Pract.	3	SOWK300 Social Work Micro Practice	3	
	SOWK212 Human Beh. and Social Env.	3	PSYC251 Statistic & Computing I	3	
	Religious Requirement	3	PSYC239 Stress Mngt. Theo. & Practice	2	
	Social Work Elective	3	COUN350 Coun. Tech. & Psycho	4	
	TOTAL CREDITS	18		TOTAL CREDITS	19

Summer I			
SOWK395 Practicum I		6	
BSSLACE499 Language and Content Exam		N/C	
Progress Evaluation and Portfolio Assessment			
TOTAL CREDITS		6	

CERTIFICATE IN CRIME AND SECURITY MANAGEMENT

The growing incidents of crime and security issues ranging from interpersonal interactions to property violations require new techniques and approaches to reduce and where possible, solve these problems.

The Certificate in Crime and Security is designed primarily to:

1. establish the relationship between private and public security and the issues common to both;
2. provide appropriate training for prospective and current security practitioners in the field.

The total number of credits for the Certificate in Crime and Security Management is forty (40). Each student should take the common core of twenty (20) credits and twenty (20) cognate credits in order to satisfy the requirements of the certificate.

CORE REQUIREMENTS

20 CREDITS

CJPS111 Foundations and Principles of Private Security	2
CJPS112 The Role and Ethical Practices of Security Officers	2
CJPS113 Introduction to Constitutional Law	2
CJPS121 Recognizing and Handling Property Violations	2
CJPS122 Basic Self Defense	2
CJPS123 Data Gathering and Reporting	2
CJPS131 Conflict Resolution Techniques	2
CJPS132 Security Administration and Man Management	3
CJPS133 Security Systems and Technologies	3

REQUIRED COGNATES

20 CREDITS

CPTR112 Introduction to Computer Science	3
ENGL119 Freshman Composition I	3
HPED111 Health and Physical Education	2
MATH121 College Algebra	3
RELB113 God and Human Life	3
SOCI120 Introduction to Sociology	3
SPAN 101 Beginning Spanish I	3

**RECOMMENDED PROGRAMME SEQUENCE
CERTIFICATE IN CRIME AND SECURITY MANAGEMENT**

Status	1st Semester	Cr	2nd Semester	Cr
1st Year- Freshman (0-32 credits)	CJPS111 Foundations & Principles of Private Security	2	CJPS123 Data Gathering & Reporting	3
	CJPS112 The Role and Ethical Practices of Security Officers	2	CJPS131 Conflict Resolution Techniques	3
	CJPS113 Intro to Constitutional Law	2	CJPS132 Security Administration and Man Management	3
	CJPS121 Recognizing & Handling Property Violations	2	CJPS133 Security Systems and Technologies	3
	CJPS122 Basic Self Defense	2	HPED111 Health & Physical Education	3
	ENGL119 Freshman Composition I	3	CPTR112 Intro. to Computer Science	3
	SOCI120 Introduction to Sociology	3		
	TOTAL CREDITS	16	TOTAL CREDITS	18
	Summer I			
	MATH121 College Algebra SPAN 101 Beginning Spanish I	3		
	RELB113 God & Human Life	3		
	TOTAL CREDITS	9		

CERTIFICATE IN FAMILY LIFE EDUCATION

The total number of credits for the Certificate in Family Life Education is forty-four (44). Each student should take the common core of twenty (31) credits and the minimum thirteen (13) general education credits in order to satisfy the requirements of this certificate.

CORE REQUIREMENTS

31 CREDITS

PREREQUISITES

COUN110 Human Skills and Strategies	3	
COUN121 Foundations of Counselling	3	COUN110
COUN350 Counselling Techniques	4	COUN121/SOWK120
FLEC197 Family Resources Management	3	See Dept. of Business
FLEC120 Foundations of Family Life Education	3	
FLEC312 Parenting in a Changing World	3	FLEC219
FLEC249 Administration of Family Life Education Prog.	3	
PSYC119 Principles of Psychology	3	
PSYC221 Developmental Psychology: The Lifespan	3	PSYC119

GENERAL EDUCATION REQUIREMENTS

Minimum 13 CREDITS

Please account for the minimum thirteen (13) General Education credits as stipulated in the sequence to complete the minimum requirements for this Certificate.

**RECOMMENDED PROGRAMME SEQUENCE
CERTIFICATE IN FAMILY LIFE EDUCATION**

Status	1 st Semester	Cr	2 nd Semester	Cr
1st Year- Freshman (0-32 credits)	EDUC100 Freshman Seminar	~	ENGL120 Freshman Composition II	3
	ENGL119 Freshman Composition I	3	PSYC221 Dev. Psych.: Lifespan	3
	PSYC119 Principles of Psychology	3	COUN312 Parenting in a Changing World	3
	EDUC151 Fund. of Christian Ed.	3	COUN121 Foundations of Couns.	3
	COUN110 Human Skills and Strat.	3	FLEC219 Marriage & Family Dyn.	3
	FLEC120 Found. of Family Life Ed.	3	FLEC197 Family Resource Mgmt.	3
	RELB113 God & Human Life	3		
	TOTAL CREDITS	18	TOTAL CREDITS	18
	Summer I			
	FLEC249 Adm. of Family Life Ed. Pro	3		
	COUN350 Counselling Techniques	4		
	TOTAL CREDITS	7		

BEHAVIOURAL AND SOCIAL SCIENCES ELECTIVES AND MINORS

These electives and minors are designed to be accessed by persons from any discipline that requires a minor. However, there are some that are specifically designed and labelled for the Criminal Justice and Family Studies majors. Students subscribing to these minors should begin in the first semester of their sophomore year.

MINOR IN CONFLICT ANALYSIS, MANAGEMENT AND RESOLUTION (*Listed in former Bulletins with CAMR course codes)

The Minor in Conflict Analysis, Management and Resolution requires a total of 29 credits. It is designed to prepare students to have a basic understanding of conflict, its causes, dynamics and its often-complex consequences. The minor also aims at consolidating students' commitment to social justice; and, promoting a culture of peace and nonviolent conflict resolution.

		30 CREDITS	Prerequisites
COUN105	Principles of Conflict Analysis, Management and Resolution	3	
COUN110(120)	Human Skills and Strategies	3	
COUN130	Human Issues in Conflict Analysis	3	
COUN200	Introduction to Mediation (Theory and Practice)	3	COUN105, COUN130
COUN210	Introduction to Facilitation (Theory and Practice)	3	COUN105, COUN130
COUN220	Theories of Conflict Analysis, Mgmt and Resolution I	3	COUN105, COUN130
COUN230	Seminar: Conflict Analysis, Management and Resolution	2	COUN130
COUN305	Designing Conflict Resolution Systems	3	COUN220
COUN310	Conflict Analysis, Management and Resolution: Research Methods	3	COUN220
COUN319	Conflict and Crisis Management	3	COUN230
FLEC102	Art of Loving	1	

MINOR IN CORRECTIONS AND REHABILITATION 29 Credits

The Corrections and Rehabilitation minor exposes students to important concepts in corrections and promotes an understanding of the correctional and rehabilitation environment. Minor courses also introduce students to all aspects of careers in corrections. Additionally, the minor aims to equip students with a better understanding of current social problems, stress management, and crime science investigation. **Students who select this minor and are not majoring in Criminal Justice MUST select CJUS115: Introduction to Criminal Justice as one of the three electives. This elective must be done prior to completing any third or fourth level course in the minor.**

CJUS 221	Prisons and Prison Subculture	3	
CJUS 332	Crowd and Riot Control	3	CJUS115
CJUS 421	Prison Crisis Management	3	CJUS221
CJUS 451	Gender and the Criminal Justice System	3	CJUS115
CJUS 452	Theories and Methods of Offender Treatment	3	CJUS221
CJUS 461	Crime Scene Investigation	3	CJUS231
PSYC239	Stress Management: Theory and Practice	2	
Criminal Justice Electives (Any 3)		9	

MINOR IN FAMILY LIFE EDUCATION

The Minor in Family Life Education in the Department of Behavioural and Social Sciences provides an academic and professional background for work with children, adults, couples, and families. It offers an interdisciplinary foundation in several areas that influence and enhance the quality of life of children, adults, couples, and families based on education, enrichment and prevention. Fieldwork opportunities where students have direct experiences with individuals and families in the community are provided for qualified students.

	30 CREDITS	Prerequisites
COUN110(120) Human Skills and Strategies	3	
COUN121 Foundations of Counselling	3	COUN110
FLEC102 Art of Loving	1	
FLEC197 Family Resource Management	3	
FLEC125(119) Foundations of Family Life Education	3	
FLEC249 Administration of Family Life Education Prog.	3	
FLEC312 Parenting the Growing Child	3	
FLEC219 Marriage and Family in Dynamics	3	
PSYC224 Human Sexuality: Issues and Process	2	PSYC119
PSYC119 Principles of Psychology	3	
PSYC221 Developmental Psychology: The Lifespan	3	PSYC119

FAMILY LIFE ONE (1) CREDIT ELECTIVES

(These single credit courses can be taken by any major. They are offered mostly online with a one-day intensive. Students are required to do intensive preparation in completing all major assignments prior to the day presentation and interactions)

FLEC102 Personal Enrichment: The Art of Loving	1
FLEC103 My Family Photo Frame I	1
FLEC104 My Family Photo Frame II	1
FLEC105 The Autonomy of Adolescents Changing Mind	1
FLEC202 Managing Family Conflict	1
FLEC203 Building Positive Family Relationships	1
FLEC204 Coping with loss Pain and Suffering	1
FLEC205 Managing the Aftermath of Anger	1
FLEC302 The Family's Response to Child Molestation	1
FLEC303 Breaking the Cycle of Family Violence	1
FLEC304 The Effects of Parent and Child abuse on Family Relations	1
FLEC305 Repairing Hurting Family Relationships	1
FLEC402 Managing Mental Health Challenges: A Family's Response	1
FLEC403 Behaviour Modification Strategies for At-Risk Children	1
FLEC404 Life Style Choices and Sexual Orientation	1
FLEC405 Coping with Infidelity	1

FAMILY LIFE THREE (3) CREDIT ELECTIVES

FLEC125(119) Foundations of Family Life Education	3	COUN121, ENGL119
FLEC197 Family Resource Management		
FLEC221 Personality, Communication, and Family Relations	3	
FLEC300 Biblical Perspective of Suffering and Forgiveness	3	FLEC 238
FLEC332 Family Mediation and Conflict Management	3	FLEC219, FLEC300
FLEC355 West Indian Families Parenting Styles	3	
FLEC447 Management of Family Life Education Programmes	3	FLEC322

MINOR IN FORENSIC SCIENCE

28 Credits

The minor in forensic science is offered to provide students with an understanding of the fundamental concepts and principles behind the application of scientific techniques to forensic investigations and to the criminal justice system. The minor allows students to gain both a deep understanding of a traditional discipline through their major field of study while gaining some experience with various aspects of forensic science and criminal investigations. **Students minoring in Forensic Science must have external passes in Biology and/or Chemistry. Additionally, students who select this minor MUST do CJUS115: Intro. to Criminal Justice and CHEM120: Introduction to Forensic Science prior to completing any third or fourth level course in the minor.**

		Prerequisites	
BIOL 320	Forensic Pathology	3	External pass in Biology/Chemistry
CHEM120	Introduction to Forensic Science	3	
CHEM 435	Forensic Science	3	CHEM113
CHEM 420	DNA Technology in Forensics	3	
CJUS115	Introduction to Criminal Justice	3	
CJUS 231	Functions of Law Enforcement	3	CJUS115
CJUS 461	Crime Scene Investigation	4	CJUS231
CJUS 462	Fingerprinting	3	CJUS231
CJUS 464	Forensic Psychology	3	PSYC119

MINOR IN GUIDANCE COUNSELLING

The Minor in Guidance and Counselling examines the increasing emotional and behavioural difficulties for children and adolescents in the rapidly changing familiar and societal contexts, and addresses all the relevant issues in the context of school guidance and counselling. It aims to help participants acquire adequate knowledge, skills and commitment to play out their caring role and be members of guidance/counselling team in schools. They could be prepared to support schools in carrying out guidance programmes.

30 CREDITS

Prerequisites

COUN110(120)	Human Skills and Strategies	3	
COUN121	Foundations of Counselling	3	COUN110
COUN238	Career Planning: Theory and Practice	3	
FLEC102	Personal Enrichment: Art of loving	1	
FLEC312	Parenting the Growing Child	3	
COUN324	Substance Abuse and Treatment Methodologies	3	COUN110/SOWK120, PSYC119
COUN350(348)	Counselling Techniques	4	COUN120
COUN383	Group Dynamics in Counselling	3	COUN350
COUN395	Counselling Fieldwork	3	By advisement
PSYC224	Human Sexuality: Issues and Process	2	PSYC119
PSYC239	Stress Management: Theory & Practice	2	PSYC119

MINOR IN LAW

30 CREDITS

Given the eminence of globalization, legal knowledge in every academic discipline is of profound importance. The minor in law is directed to expose students in all areas of academia to core legal principles affecting their daily existence, as well as to act as a catalyst for those intending to pursue a career in law.

CORE REQUIREMENTS

30 CREDITS

LAWC101	Legal Research Writing	3
LAWC107*1	Fundamentals of Law and Legal Systems	3
LAWC211	The Principles of Constitutional Law	3
LAWC215	Criminal Law I	3
LAWC221	Contract Law I	3
LAWC235	Law of Tort I	3
LAWC360	Alternative Dispute Resolution	3
LAWC370	Public and Administrative Law	3
	<i>DO ANY TWO (2) other Law courses</i>	6

ELECTIVES

Choose from the following list of electives OR from ANY other law course relevant to the law minor offered through the Department in the semester required.

CJUS 482	Serial Offenders	3
BSAD 341	Business Law	3
CJUS 233	Dealing with Immigration Issues	3
CJUS 313	Public Governance in the Criminal Justice System	3
CJUS 451	Gender and the Criminal Justice System	3
PLSC350	International Relations	3
HMG361	Hospitality Law	3
LAWC400	Public International Law	3
SOCI400	Crime, Law and Society	3
LAWC490	Jurisprudence	3
COMM316	Introduction to Debate and Argumentation	3
JOUR310	Opinion Writing OR	
ENGL373	Advanced Writing	3
COMM355	Logic	3
LAWC236	Law of Tort II	3
LAWC 250	Criminal Law II	3
LAWC375	Company Law	3

N.B.: Please be advised that three hundred and four hundred level courses are available to junior and senior year students only OR by advisement.

MINOR IN LAW AND POLITICAL SCIENCE

Given the eminence of globalisation, legal knowledge in every academic discipline is of profound importance. The minor in law and political science is directed to expose students in all areas of academia to core legal and political science principles affecting their daily existence, as well as to act as a catalyst for those intending to pursue a career in law, politics or public life.

30 CREDITS

LAWC101 Legal Research and Writings	3
LAWC107 Fundamentals of Law and Legal Systems	3
PLSC120(211) Introduction to Political Science and Gov.	3
LAWC211(350) The Principles of Constitutional Law	3
PLSC250 Comparative Government	3
Elective – any other two law courses	6
Elective – any other three political science courses	9

MINOR IN LAW ENFORCEMENT

30 CREDITS

The law enforcement program is designed for individuals seeking a professional career in criminal justice and law enforcement. It is open to students who wish to improve their basic education, and who may be interested in pursuing a career in law enforcement.

CJUS 231 Functions of Law Enforcement	3	CJUS115
CJUS 332 Crowd and Riot Control	3	CJUS231
CJUS 333 Community Policing	3	CJUS231
CJUS 431 Terrorism and the State	3	CJUS115, 220, 331
CJUS 461 Crime Scene Investigation	3	CJUS231
CJUS 481 Stress Management for Criminal Justice Workers	3	PSYC119
CJUS 483 Interviewing and Interrogation Techniques	3	CJUS115, COUN110
Criminal Justice Electives (Any 3)	9	

N.B. Students who select this minor and are not majoring in Criminal Justice MUST select CJUS115: Intro. to Criminal Justice as one of the three electives. This elective must be done prior to completing any third or fourth level course in the minor.

POLITICAL SCIENCE AND GOVERNMENT

Why study political science and government?

Political Science and Government is an excellent foundation for careers in law, government, public administration, management, media/journalism, education, psychology and other areas; but the most fundamental justification is that it helps individuals to become more effective participants in civic life. One’s existence as a citizen depends in no small degree on what government does or does not do. It is imperative that citizens understand how government works (or does not work), and the context within which this happens. Personal happiness depends on it.

The minor consists of twenty-one credits (21). There are five (5) core courses totaling fifteen (15) credits, and students should do another six credits (6 credits) from the list provided. (By consent of the instructor, upper division courses may be available to selected students who do not satisfy the prerequisites.)

MINOR IN POLITICAL SCIENCE AND GOVERNMENT

27 CREDITS

The Political Science and Government Minor consists of 27 credits with at least one course in each of the following Political Science areas: law, international relations, comparative politics and theory/methodology. This minor offering a versatile set of skills that are valued by employers and which can facilitate flexible career paths in a rapidly changing world.

LAWC107 Fundamentals of Law and Legal Systems	3
PLSC120 Foundations of Political Science and Govt.	3

PLSC121 Foundations of Political Philosophy	3
PLSC212 The Jamaican Political System	3
PLSC210 Caribbean Politics and Government	3
PLSC 250 Comparative Government	3

Students must do three (3) credits from the electives below. Please note that not all courses will be available at all times. The student must consult the department to see which ones will be available.

Electives **CHOOSE THREE (3) CREDITS**

PLSC315 African Politics *	3
PLSC320 Modern Caribbean Political Thinkers *	3
PLSC350 International Relations	3
PLSC355 Democracy and Democratization	3
PLSC410 Politics of Industrial Societies*	3
PLSC420 Politics and Government of the European Union*	3
PLSC421 The Politics of Human Rights in the Caribbean	3

* Available in alternate years and is contingent on class size of no less than twenty (20) students.

MINOR IN PSYCHOLOGY **28 CREDITS** **PREREQUISITES**

The Psychology minor is designed to provide undergraduate students with a broad overview of topics and domains within psychology, knowledge and skills related to research methods in psychology, and deeper knowledge of research, theory, and application in one or two specific content domains. Students completing this minor will find a flexible selection of coursework in psychology.

COUN110 Human Skills and Strategies	3	
COUN121 Foundations of Counselling	3	COUN110
PSYC119 Principles of Psychology	3	
PSYC239 Stress Management: Theory and Practice	2	PSYC119
PSYC221 Developmental Psychology: The Lifespan	3	PSYC119
PSYC224 Human Sexuality: Issues and Process	2	PSYC119
PSYC250 Social Psychology: Issues and Process	3	PSYC119
PSYC257 Physiological Psychology	3	BIOL101
PSYC295 Introduction to Theories of Personality	3	PSYC119
PSYC251 Statistics & Computing I	3	MATH100

MINOR IN SOCIOLOGY **30 CREDITS**

The minor in sociology consists of thirty (30) credits. There are nine (9) three-credit core courses totaling twenty-seven (27) credits and students should do one three (3) credit course from the electives indicated.

PSYC345 or SOCI240 Psychological and Social Research Methods	3	STAT302
SOCI120 Introduction to Sociology	3	
SOCI231 Marriage and Family in Diverse Cultures	3	
STAT302 Statistics for Behavioural and Social Sciences	3	MATH100
SOCI300 Sociological Theory	3	
SOCI301 Sociology of the Caribbean	3	

SOCI320 Survey Research: Field Work	3
SOCI308 Crime, Law and Society	3
SOCI440 Research Seminar	3

ELECTIVES CHOOSE THREE (3) CREDITS

SOCI420 Medical Sociology	3
SOCI460 Community, Technology and Society	3

MINOR IN SOCIAL WORK 28 CREDITS

The minor in Social Work is designed to familiarize students with the social service system, major social welfare programs, and elements of the profession of social work. The minor provides the opportunity for student to gain an in-depth understanding of many of the complex social problems of our time, domestically and internationally, and what can be done to alleviate these problems.

Prerequisites

COUN110 Human Skills and Strategies	3	
COUN121 Foundations of Counselling	3	COUN110
COUN350 Counselling and Psychotherapy Techniques	4	
SOWK120 Introduction to Social Work	3	COUN110 & PSYC119
SOWK203 Social Work: Generalist Practice	3	SOWK120
SOWK206 Human Beh. and the Social Env.	3	FLEC119 & SOWK226
SOWK300 Social Work Micro Practice	3	SOWK203/204, PSYC221
SOWK319 Social Work, Social Policy, and the Law	3	SOWK120
SOWK395 Social Work: Fieldwork II	3	

MINOR IN SOCIOLOGY AND CRIMINOLOGY 30 Credits

CJUS221 Prisons and Prison Subculture	3	CJUS115
SOCI300 Sociological Theory	3	SOCI120
SOCI301 Sociology of the Caribbean	3	SOCI120
SOCI320 Survey Research: Field Work	3	
SOCI401 Applied Criminology	3	
SOCI440 Research Seminar	3	
SOCI460 Community, Technology and Society	3	
<i>Select 9 credits elective requirement</i>	9	

DESCRIPTION OF COURSES

CJPS011 Foundation and Principles of Private Security 2 Credits

This course illustrates the background problems related to, the need for, and benefits of security. Distinction is also made between private and public security and the parameters and boundary conditions governing each.

CJPS012 Role and Ethical Practices of Security Officers 2 Credits

The course introduces the role of the security officer and the legal and ethical issues guiding his functions. The moral obligations that stem from social and religious issues are also examined and prudent practices inculcated with respect to a variety of problem-solving methods. Students are expected to show theoretical and practical knowledge in relation to the above-mentioned situations.

CJPS013 Constitutional Law 2 Credits

This course introduces the roles and functions of the legislature, as well as the rights of individuals and property under Commonwealth law. Specific laws such as the Trespass Act, and Larceny Act, are thoroughly analyzed especially as it relates to their relevance in private security. The origin and intended functions of these and other related laws are also examined.

CJPS021 Recognizing and Handling Property Violations 2 Credits

The definitions and types of property violations are introduced to students in this course. Appropriate ways of dealing with the breaches specifically related to the violations of property are explored and cemented. As a part of the assessment, students are exposed to a number of situations which require the synthesis and application of the techniques introduced.

CJPS022 Basic Self Defense 2 Credits

The etiquette, discipline and practices of a variety of martial arts techniques are the primary focus of this course. Students are expected to explain and demonstrate these techniques as a part of their evaluation.

CJPS023 Data Gathering and Reporting 2 Credits

This course teaches the rudiments of collecting information, through such techniques as observation (first-hand) and interview (second-hand), and the requisite presentation media for efficient dissemination of the same. This includes an in-depth analysis of follow-up techniques that are necessary and sufficient to ensuring data integrity and accurate reporting.

CJPS031 Conflict Resolution Techniques 2 Credits

The theories and principles of conflict and the techniques primarily utilized for conflict resolution are taught in this course. Emphasis is placed on the identification of conflict triggers, both socially and psychologically, and prevention measures. Methods in recognition, intervention, and solution of disputes also receive much focus.

CJPS032 Security Administration and Management 3 Credits

The course looks at the legal, business, and human resource issues that are relevant in effecting managerial and supervisory functions in private security enterprises. Topics examined include: the legal framework governing the establishment and operation of private security firms, basic managerial skills, organizational behaviour, labour relations, and worker rights within an organization.

CJPS033 Security Systems and Technologies**3 Credits**

In this course, the historic role of science and technology in enhancing and advancing private security functions are studied. Full treatise is given on the variety of available security systems, which are utilized worldwide, the cost and benefits of such systems, and typical methods of breach. Technological tools, such as laser triggered alarms, CCTV, GIS systems, et cetera, are described and the predicted future for additional technological development discussed.

CJUS112 The Church and Preservation of "Institutional Justice"**3 Credits**

The influence of the Church, its organization and moral principles in shaping Commonwealth legislature and criminal justice institutions are examined. Students are taught some of the moral and philosophical deficiencies in the process of criminal justice and identify how the Church and Christian philosophies may guide the process of making justice dispensation fairer.

CJUS115 Introduction to Criminal Justice**3 Credits**

This course is designed to present an introductory overview of the functioning of the criminal justice system and its relationship to society. The major aim shows the interconnectedness of all the agencies within the system.

CJUS125: Writing for Criminal Justice**1 Credit**

This practically-based course is designed to develop students' skills in academic writing unique to the criminal justice field. This course will expose students to some differences in writing expectations between disciplines in social sciences, while providing guidelines on basic writing standards using APA style. Students will learn the key stages in the research and writing process, how to construct compelling paragraphs, including introductions and conclusions, how to engage convincingly with others' work, how to read and write critically, and how to make effective use of theory.

CJUS220 Crimes and Their Victims**3 Credits**

The etiology and categories of crime and their victims are the primary areas of emphases offered in this course. Students, at the end of the course, have a concrete understanding of the factors affecting the various definitions of crime as well as exposure to the types of victims and the sociological implications of victimization within a global context. This course specifically aims at providing the foundational requirements for the Associate degree.

Prerequisite: CJUS115: Introduction to Criminal Justice

CJUS221 Prisons and Prison Sub-culture**3 Credits**

Students analyze the history and intended role of penal institutions; from *juvenile centres* to *maximum security prisons*. An understanding of how the present prison system works, including the administrative and logistical functions therein, are delivered during this course. Information is gleaned regarding the efficiency of prisons in carrying out the mandate of state security. The existing subcultures of relationships and inter-relationships among correctional workers, inmates, and social workers within prisons form the framework for understanding the prison subculture. The typical operational modes, including rules of engagement, gang existence; *formal and informal* hierarchical structure, et cetera are explored and analyzed.

Prerequisite: CJUS115: Introduction to Criminal Justice

CJUS222 Problems of Correction**3 Credits**

This course is a semester long case study that examines the methods utilized in effecting correction among criminal offenders. The relevance and success of the same are analyzed and various models applied across different countries utilized for comparative analysis.

Prerequisite: CJUS115: Introduction to Criminal Justice

CJUS231 Functions of Law Enforcement

3 Credits

An introduction to the philosophy and practice of policing and its organizational and administrative structures is the primary objective of this freshman/sophomore level course. The emphasis of the course is on the functions of the police, for example., law enforcement, order maintenance and public service; their responsibilities such as the preservation of constitutional rights, as well as including the organizational and management aspects for effective policing. **Prerequisite: CJUS115: Introduction to Criminal Justice**

CJUS233 Dealing with Immigration Issues

3 Credits

An introduction to the major immigration problem that is relevant among developing countries with limited border restrictions. An understanding of Jamaican Immigration Law and an analysis of the weaknesses therein are pursued. The course examines measures by which more stringent border control are effected, especially via the air and sea ports and ways in which immigration law offenders are traced and deported. The role of illegal immigrants in criminal activity along with human trafficking within Jamaica are also studied. **Prerequisite: CJUS115: Introduction to Criminal Justice**

CJUS241 Citizens' Rights and Law Enforcers' Responsibilities

3 Credits

This course explores the Jamaican constitution, and the constitution in other Commonwealth jurisdictions, with regard to understanding the right of citizens under the law. The Citizens Charter and other similar documents also form the framework for discussion. Common abuses and offenders involved therein are examined. The responsibilities of citizens towards the state are also examined and the responsibility of the state towards preservation of the rule of law, *via* its law enforcement agents, without infringing on citizens' rights are also studied. **Prerequisite: CJUS115: Introduction to Criminal Justice**

CJUS242 Ethics and Jurisprudence

3 Credits

The ethical principles and legal parameters that bound the activities of workers within the criminal justice system are explored to derive a full understanding of the interrelated responsibilities, general roles, functions, and practice that are requisite for proper conduct. **Prerequisite: LAWC107: Fundamentals of Law and Legal Systems**

CJUS250: Economics and Crime (3 Credits)

This course examines the behavior of criminals and uses economic concepts to analyze crimes of violence, crimes against property, and the markets for illegal goods and services. In addition, the course uses an economic understanding of crime and criminal behavior to develop public policy options. Topics to be covered include costs of crime to society and its various stakeholders, prostitution and drug crimes, issue of decriminalization and legalization, allocation of resources to and within the criminal justice system, crime prevention strategies, and efficiency and effectiveness of the use of punishment as a form of crime deterrence. In addition, the course uses an economic understanding of crime and criminal behavior to develop public policy options. **Prerequisites: CJUS112, CJUS242**

CJUS313 Public Governance in Criminal Justice

3 Credits

The course is aimed at providing an overview of the theoretical foundations, and nature of governance in the public sphere, especially with respect to criminal justice. The student examines the traditional management functions in the legal domain performed by policy makers and public servants as well as current issues and problems in the field. **Prerequisite: CJUS115: Introduction to Criminal Justice**

CJUS321 Philosophy of Punishment and Corrections**3 Credits**

The course explores the theory and practice of punishment and corrections. It delves into the organization and structure of penal institutions as well as the policies implemented. This integrated approach is aimed at preparing the student to adequately address the issues which are likely to arise. Students explore the various issues within adult, community and juvenile centres: such as overcrowding, inmates with AIDS, issues relating to parole release and existing subcultures. It is anticipated that the student will critically examine the current prison system and policies within Jamaica. **Prerequisite: CJUS115: Introduction to Criminal Justice**

CJUS331 Organized Crime**3 Credits**

This course examines the proliferation of drug-related and gang-related criminal activities being experienced globally. The psycho-sociological underpinnings guiding such activities as human-trafficking, pornography, customs and excise evasion, and the narco-trade are analyzed. Understanding of the personality traits behind organized crime, the *modus operandi* of criminal gangs, means of intercepting activities and confiscating resources, among others are derived from the course. **Prerequisite: CJUS241: Citizens' Rights and Law Enforcers' Responsibilities**

CJUS332 Crowd and Riot Control**3 Credits**

This course explores psychological and sociological theories governing mob formation and offers techniques in dealing with crowds and riots both within the public sphere and enclosed environments. **Prerequisite: CJUS115: Introduction to Criminal Justice**

CJUS333 Community Policing**3 Credits**

This course examines community policing theory and proactive community-based policing in the context of changes within communities and the police force. The identification of problems, which underlie the crimes committed in certain communities, are examined to develop both the process of change and the development of a change strategy. Emphasis on problem-solving models developed by various police forces to examine the multitude of effective policing models and the solutions offered by those models are made, such that students explore case histories and learn to develop creative solutions for simulated and current community problems. **Prerequisite: CJUS115: Introduction to Criminal Justice**

CJUS352 Victims of Crime**3 Credits**

The students explore the definitions and types of crimes and the victims that result from the respective types. Sociological and psychological effect of crimes on victims, particularly abuse, rape, child molestation, among others are also explored. In addition, techniques of intervention, in order to reintegrate the victim into society, are examined. Methods of minimizing the victim's *post-crime* trauma are also studied. **Prerequisite: CJUS241 Citizens' Rights and Law Enforcers' Responsibilities**

CJUS371 Fundamentals of Restorative Justice**3 Credits**

The course is designed to explore the rudiments and principles of restorative justice. Students are able to understand the process for the design, implementation and management of programmes essential to this model. Issues relating to the legal issues, organizational change and development, key stakeholder analysis in addition to research and evaluation strategies are also introduced. This course is specifically designed for students pursuing the Associate of Science in Criminal Justice. **Prerequisites: CJUS112: The Church and the Preservation of Institutional Justice; CJUS115: Introduction to Criminal Justice**

CJUS421 Prison Crisis Management

3 Credits

This course offers practical techniques and theories of crisis intervention of hostage, suicide, domestic violence, sexual assault and drug abuse incidents in prisons. Students are exposed to the basic concepts of crisis intervention as well as practical ways for identifying the major personality types involved and the ways to address the various crises based on these personality types. **Prerequisites: PSYC119: Principles of Psychology; SOCI: Intro to Sociology, CJUS221 Prisons and Prison Sub-culture**

CJUS431 Terrorism and the State

3 Credits

This course aims to explore issues of terrorism and counterterrorism as they are effected globally. Such issues as definitions, international law, local law (*such as the Terrorism Act*), as well as socio-economical, religious, and political influences on terrorist activities will be examined. The common types, as well as the sociological and psychological aspects in understanding this phenomenon, form a crucial part of the case study within the course. The role of the state in implementing techniques for identifying and monitoring terrorist suspects, as well as preventing/minimizing terrorist activities are emphasized. **Prerequisites: CJUS115: Introduction to Criminal Justice; CJUS220 Crimes and their Victims; CJUS331: Organized Crime**

CJUS441 International Human Rights

3 Credits

This course explores the pertinent issue of international human rights with specific relation to the United Nations treaties on *international human rights* and on *war crimes*. Cases of violation are studied for analysis with respect to reasons, circumstances, and requisite sanctions. The operation of local human rights groups to protect the right of citizens against state abuses is also explored. **Prerequisite: CJUS241 Citizens' Rights and Law Enforcers' Responsibilities**

CJUS451 Gender and the Criminal Justice System

3 Credits

The course gives a comprehensive approach to gender-role within the criminal justice system in three main areas as (1) offenders; (2) victims and (3) workers. It provides a historical perspective of the female juvenile and adult facilities, as well as the crime rates and sentencing practices. The student will be made aware of the differences in approaches needed for female sentencing and rehabilitation and explores whether or not there is victimizing role of the different genders within the criminal justice system. The final area explores gender-specific challenges faced by individuals within the system. **Prerequisite: CJUS115: Introduction to Criminal Justice**

CJUS452 Theories and Methods of Offender Treatment

3 Credits

This course explores the theories and techniques which should be utilized while attending to persons charged within the criminal justice system. The history of the offender's treatment is explored as well as the classification of the various methods used to administer change in attitude and behaviour. This theoretically based course allows for the incorporation of appropriate theories to address the issues involved within the penal institutions, probation and parole. **Prerequisite: CJUS321: Philosophy of Punishment and Corrections**

CJUS461 Crime Scene Investigation

3 Credits

Crime Scene investigation is a salient area for the overall criminal justice system. The course instils the importance of preserving the crime scene as well as methods of recreating the crime scene in order to derive possible answers on a crime. The student is also exposed to the principles and techniques of observation and evidence gathering. An integral part of the course

is the provision of practical scenarios to develop the requisite skills through a “crime scene” room. **Prerequisite: CJUS231: Functions of Law Enforcement**

CJUS462 Fingerprinting**3 Credits**

Techniques related to effective fingerprinting techniques are explored. Students learn the importance of identifying relevant areas to be evaluated, methods of obtaining prints from various surfaces, and how to preserve and record the prints for analysis. The history and role of fingerprinting in criminal identification are also studied to impart relevance on this technique that is central to law enforcement activities globally. **Prerequisite: CJUS231: Functions of Law Enforcement**

CJUS463 Technological and Crimes**3 Credits**

As the face of crime changes, it becomes imperative that the contemporary law enforcers arm themselves with techniques to combat and prevent the new technological crimes that have become prevalent locally and globally. This course provides the necessary information to assist practitioners in understanding technology and its utilization in effecting crime, as well as how its use may enhance crime fighting capabilities. Details on analyzing patterns, especially locations, connected to crimes also introduce *Geographic Information Systems* (GIS) and *Geographic Position Satellites* (GPS) and their role in geographic profiling. Emphasis is placed on the identification of patterns and trends among criminals, as well as clusters and locations of various offences such as burglary, rape and drug-related activities. Students are expected to construct maps using governmental and other data. **Prerequisite: CJUS220: Crimes and their victims**

CJUS464 Forensic Psychology**3 Credits**

Forensic psychology is the application of psychological methods, research, theory and practice to the study of the justice system. The course highlights the issues and responsibilities of the forensic psychologists. Additionally, it explores the techniques of criminal investigation such as profiling and jury selection and examines matters such as insanity and competency pleas and child placement. **Prerequisite: PSYC119: Principles of Psychology**

CJUS471 Restorative Justice**3 Credits**

The student in this course is exposed to the rudiments of philosophies and practices of restorative justice. The challenges experienced within traditional correction programmes are highlighted and ways in which this contemporary perspective provides a more rational approach to rehabilitation issues presented. **Prerequisite: CJUS321: Philosophy of Punishment and Corrections**

CJUS472 Juvenile Delinquents**3 Credits**

This course is designed for seniors to provide a comprehensive view of the origins and theories pertaining to delinquents and under- aged criminal offenders. It provides the student with the necessary exposure to the theories leading to the offence. Current research on the factors influencing delinquent behaviour such as mass media and technological games, environmental and psychological factors are incorporated. The juvenile policies in Jamaica and within the Caribbean are applied in the course. **Prerequisite: CJUS321 Philosophy of Punishment and Corrections**

CJUS481 Stress and Criminal Justice Workers**3 Credits**

The course is aimed at informing the student of the nature and characteristics of the stress associated in the line of duty. The course identifies the stressors innate within the profession

and introduces the student to various stress management techniques. Content areas explored in this course look at dealing with post trauma shooting, death and severe injury, testifying in court, and dealing with the public. The consequences of enforcement officers' stress are also introduced. The stress management techniques employ psychological and physical techniques for controlling stress. **Prerequisite: CJUS115: Introduction to Criminal Justice**

CJUS482 Serial Offenders

3 Credits

This course investigates the various types of serial offenders and focuses on ways to identify and address the special needs of these offenders. It requires the student's mastery of previous psychological, sociological, political and public administration theories, to adequately respond to these offenders. The course addresses areas such as the origin of serial and mass killing within a biological, psychological and sociological framework; profiles of these offenders within a gender framework; identifying potential victims; and the preventative tactics in cases of serial offences including serial murder. Students are exposed to serial offenders through interviews and other self-reports. *The course involves comparative analysis given the global nature of crime.* **Prerequisite: CJUS331: Organized Crime**

JUS483 Interviewing and Interrogation Techniques

3 Credits

This course seeks to introduce the students to the definitions and terms associated with interviews and interrogations, not excluding the identification of related ethical issues. The student will explore proper procedures and techniques in obtaining witness statements for both adults and children. The student will also be exposed to identifying the signs of truth and deception within human behaviour. **Prerequisite: CJUS231: Functions of Law Enforcement**

CJUS485: Seminar in Applied Criminal Justice

3 Credits

This course is intended as a final, capstone course to be taken in a student's last 15 credits. This course will guide students in applying theoretical perspectives and empirical evidence to address complex contemporary social problems and become better consumers and purveyors of knowledge and research. **Prerequisite: SOCI220**

CJUS495 Internship in Criminal Justice

4 Credits

Students are placed in approved criminal justice agencies, viz. *correction facility, law enforcement agency, the court, and the crime lab*, to gain practical understanding of how these institutions within the system function. They participate in effecting the daily duties of the agencies of choice so as to derive first-hand understanding of the strengths and weaknesses therein. *Students limit their choice to any two of the four agencies.* **Prerequisites: Completion of core courses and by authorized permission**

COUN110 Human Skills and Strategies

3 Credits

This course explores, explains, and describes characteristics, philosophical foundations, ethics, skills and techniques of helping professions. It assists students who are planning a career in the helping professions/human services including, counselling, psychology, social work, criminal justice, nursing, theology and other related professions to develop effective human relation skills for the workplace. The course also seeks to help students recognize the importance of personal development and self-exploration to improve their intra- and interpersonal relationships. Special considerations of the needs and expectations of professionals in the Jamaican/Caribbean context are highlighted.

COUN111: Ethical and Legal Issues in Counselling**3 Credits**

This course will cover principles and issues of professionalism and ethics in counseling. A main goal of this course is to introduce students to ethical principles, professional guidelines, and issues pertaining to special groups. Students are expected to challenge themselves to consider how their own values and backgrounds will influence their own personal sets of ethics. This course will assist students in their future daily work as professional counselors and will facilitate decision-making and consultation skills when faced with ethical dilemmas. Current legal and professional thought will be explored by drawing on court cases and clinical dilemmas. **Prerequisite: COUN110**

COUN121 Foundations of Counselling**3 Credits**

This course is designed to provide students with an introduction to the field of professional counselling; including its evolution, processes, specialties, understanding of the helping relationship, ethical and legal standards as well as practice of counselling in various settings. The course also provides students with the opportunity to appreciate the counsellor's professional identity and multifaceted role in a Jamaican/Caribbean context. **Prerequisites: COUN110(120): Human Skills and Strategies; PSYC119: Principles of Psychology**

COUN125: Academic Writing for the Behavioural and Social Sciences**1 Credit**

This practically-based course is designed to develop students' skills in academic writing unique to the behavioural and social science fields. This course will expose students to some differences in writing expectations between disciplines, while providing guidelines on basic writing standards using APA style.

COUN233 Telephone Counselling Skills and Techniques**3 Credits**

This course introduces students to telephone counselling. It will discuss the history of telephone counselling, compare and contrast different types of counselling modalities with telephone counselling. Students will also explore ethical issues with telephone counselling, how to identify and manage various types of callers, and engage in practice sessions of essential telephone counselling skills. Each student will have the opportunity to demonstrate their ability to manage critical cases and make appropriate referrals.

COUN238(338) Career Planning and Counselling**3 Credits**

This course provides opportunities for students to acquire requisite skills and techniques to help clients prepare for the world of work and life through assessment of interest, techniques for finding and utilizing job leads, workplace skills, listening and problem solving. Time and information management provide learners, primarily adolescents and young adults, with career skills for managing money, preparing for work, working on the job and learning success skills. Students will also be exposed to globalization - advantages and disadvantages and its implications for career counsellors. **Prerequisite: COUN110(120): Human Skills and Strategies**

COUN319 Conflict and Crisis Management**3 Credits**

This course introduces students to appropriate responses in crisis situations based on the conflicts faced in everyday life. The first section of the course will explore the concepts and theories related to conflict and crisis management and the second section of the course will be an application of the understanding of conflict and crisis management to various situations. This relates to disasters and critical incidents (hurricanes, fire, earthquakes, flooding, terrorist attacks, hostage situations, kidnapping, missing persons among others) and what mitigation strategies can be used to prevent, minimize or de-escalate the conflicts/crises in these situations.

COUN324 Substance Use and Treatment Methods

3 Credits

This course is a study of psychoactive substances and their use, misuse, and effects across the life span. Theories of substance abuse and current treatment methods will be explored. Learners will be exposed to prevention and intervention strategies that are directed toward substance abuser and their families. Learners will learn how to identify clinical concerns, examine substance use from a public health model, how to utilize substance use screening and assessment tools; develop case formulations, and formulate treatment plans for the abuser.

Prerequisites: COUN121: Foundations of Counselling; SOWK120: Introduction to Social Work, PSYC119 Principles of Psycholog

COUN350(348) Counselling Techniques

4 Credits

This course introduces critical basics counselling skills including attending, client observation skills, open and closed questions with sensitivity to diversity and ethics. Students examine the tenets and techniques of select counselling theories and begin the process of identifying with and developing counseling strategies which reflect and are culturally relevant to the Jamaican/Caribbean context. Extensive role-playing in dyads and groups are critiqued. Basic attending, empathy, and relationship skills are emphasized. This course includes three (3) hours of lecture and one (1) hour of supervised laboratory experience (done at a different time) per week. **Prerequisite: COUN121: Foundations of Counselling or SOWK120(199): Introduction to Social Work I**

COUN354 Child and Adolescent Counselling Techniques

3 Credits

The Child and Adolescent Counselling Techniques course presents each learner with the opportunity to review and critically analyze several cases that cover a wide cross-section of presenting problems affecting children and adolescents. Each case is organized under five subheadings: introduction, conceptualization, process, outcome, and discussion. Through the use of techniques such as rounds, dyads, triads, circles, conferencing, student-student and student-teacher interactions the learner gains hands-on experiences in dealing with cases in assimilated real life setting. **Prerequisite: COUN350(234): Counselling Techniques**

COUN355 Loss Bereavement and Grief Counselling

3 Credits

This course is designed to expose participants to improve their level of appreciation for and understanding of the emotional, psychological and social changes that occur when one experiences a loss. It facilitates personal insight into the effects of experienced and faced loss. Students are also exposed to skills and methodologies of helping and supporting self in order to maintain the level of emotional energy needed to work with people facing loss, bereavement and grief. **Prerequisite: COUN350(234): Counselling Techniques**

COUN358 Counselling At-Risk Children and Youth

3 Credits

This course exposes students to various counselling skills and techniques designed specifically to work with maladjusted, at-risk children adolescents and youth. Special emphasis is placed on the utilization of a wide range of cognitive, affective and behavioural problem management techniques, case management and other intervention skills. **Prerequisite: COUN350(234) Counselling Techniques**

COUN383 Group Dynamics in Counselling

3 Credits

This course gives each student the opportunity to examine various kinds of groups, group leadership skills, styles, strategies, use of current theories, dynamics in counselling, group process, and purpose of groups in the context of counselling. Emphasis is placed on practical

knowledge and techniques for effective group leadership. During this course students are given the opportunity to experience being a member of a group as well as to facilitate group counselling sessions. **Prerequisite: COUN350(234): Counselling Techniques**

COUN447 Administration of Guidance/Counselling Services

3 Credits

This course seeks to provide students with the administrative patterns for guidance services in typical school systems, practical application of principles and functions of guidance and counselling. Students are also exposed to policies and procedures involved in designing, maintaining, and evaluating Guidance and Counselling Services as outlined by the Ministry of Education. **Prerequisite: All core courses**

COUN495(493/494) Practicum in Counselling

3-9 Credits

In this course students are introduced to counselling practice in structured settings such as schools, social service agencies, industries and other organizations, to obtain practical experience in applying the principles and procedures in the field of counselling. The practicum experience includes weekly seminars, consultation sessions and case management meetings involving supervised interactions among students and internal and onsite supervisors. Feedback of supervised sessions are given to students on both an individual and group basis. Peer observations are encouraged. Students are required to complete 3-9 credits of practicum with 150-450 hours. **Prerequisite: Completion of all core requirements. Programme check and authorized permission.**

FLEC102 Personal Enrichment: The Art of Loving

1 Credit

This course explores the concept of personal enrichment, which provides an opportunity for the learner to return oneself to the present moment and make conscious choices, rather than reacting unconsciously. The practice of personal enrichment may be used as a tool to manage life stresses and as a way to cultivate positive emotional states. This course examines one's self in relation to family of origin and procreation. Topics include a diverse range of issues, including types of love, emotional intelligence, trust building, accepting appraisal from others among other topics. The course is primarily geared at having the learner understand the importance of what it means to be loved and to give love unconditionally.

FLEC103 My Family Photo Frame I

1 Credit

This course explores the understanding of family strengths and weaknesses and how family members relate to each other. For example, Internal Social Processes (including co-operation and conflict); and Communication (patterns and problems in husband-wife relationships and in parent-child relationships, including stress and conflict management). Primary focus is placed on exploring the impact of early childhood experiences and object relations attachment as significant factors in influencing adult attachments.

FLEC104 My Family Photo Frame II

1 Credit

Using **reframing** and other counselling micro-skills to facilitate the review of problems/issues raised in FLEC103: My Family Photo Frame I to identify alternative ways of viewing things or putting a different (more positive yet realistic) perspective on identifying problems/issues that are concerning, worrying or problematic.

FLEC105 Lifestyle Choices and Sexual Orientation

1 Credit

This course is designed for companies or individuals who want to learn more about all aspects of sex, gender and sexuality-lifestyle choices. It helps one to understand the differences and overlaps between these three, sometimes confusing areas, and how the issues faced by people

whose sexual orientation, gender identity or sexual lifestyle means they may face misunderstanding or discrimination from others. It also looks at why society is still not accepting of difference in sexuality, gender and sexual lifestyle and how the values, beliefs and attitudes may influence Western Judeo-Christian beliefs

FLEC106 The Anatomy the Adolescent Mind 1 Credit

The course introduces participants to the physical, intellectual, personality, and emotional development; sexuality and the social adjustment of the adolescent. This course focuses on the psychological growth and development of the early adolescent (ages 9-15). The course also explores the relationship of the school environment to the child's development.. For the adolescent, this period is a dramatic challenge, one requiring adjustment to changes in the self, in the family, and in the peer group. In contemporary society, adolescents experience institutional changes as well. Among young adolescents, there is a change in school setting, typically involving a transition from elementary school to either junior high school or middle school; and in late adolescence there is a transition from high school to the worlds of work, university, or childrearing (Lene, 1998). The theories available to understand adolescent development as well as methods of intervention, identification of mental health issues, legal and cultural issues are also addressed.

FLEC110: Academic Writing for the Behavioural and Social Sciences 1 Credit

This practically-based course is designed to develop students’ skills in academic writing unique to the behavioural and social science fields. This course will expose students to some differences in writing expectations between disciplines, while providing guidelines on basic writing standards using APA style.

FLEC120 Foundations of Family Life Education 3 Credit

This course introduces the learner to Family Life Education (FLE) that takes place in communities and the theory, principles, and skills necessary to prepare, present, and evaluate family life education programmes and workshops. The learner is also introduced to the business of outreach involved in FLE which require taking family science principles and practice to the general public – individuals, couples, parents, whole families – in varied educational setting outside traditional classrooms. This course also introduces the learner to functions of family life educators and some of the major tenets of the profession drawing psychology, social work, counselling and guidance, and education.

FLEC197 Family Resource Management 3 Credits

This course explores some of the major issues relating to families and individual’s management of resources such as food, clothing, shelter, health care, recreation, transportation, time, money, and human capital. This course will seek to apply management and planning skills and processes to organize tasks and responsibility of financial resources to meet the goals of individuals and families across the life-span.

FLEC202: Managing Family Conflict 1 Credit

The course introduces participants to conflict resolution techniques for individuals to resolve family conflicts and build a common understanding and framework for working through challenging conflict situations.

FLEC203: Building Positive Family Relationships 1 Credit

The course introduces students to exploring creative and simply ways to build healthy family relationships for all members thus ensuring a safe environment and a heightened sense of

cohesion. The main premise is to inculcate the notion that families with healthy relationships are able to interact with one another in a safe and respectful way.

FLEC204: Coping with Loss, Pain, and Suffering

1 Credit

This course examines both basic research and clinical aspects of pain and suffering. Following introductory lectures on suffering, pain and pain relief, a series of topics are explored, including but not limited to: definition of loss, pain and suffering; signs and symptoms of loss, pain and suffering; types of loss; effects of loss, pain and suffering; and effective techniques for dealing with the aftermath of loss. This course provides the student with the tools needed to think systematically about these questions while using the foundational principles and faith insights of the Judeo/Christian tradition.

FLEC205: Managing the Aftermath of Anger

1 Credit

Students learn the biblical principles and procedures involved in forgiveness, anger, and reconciliation as necessary tools for repairing broken relationships.

FLEC219 Marriage and Family Dynamics

3 Credits

An overview of family processes and interpersonal relationships between married couples and family members. This course heightens students' understanding of and appreciation for the family as a system; marital growth processes and seasons of marriage; multi-generational and systems learning; the family life cycle and its significance; support network; internal social processes and families with special needs.

FLEC249 Administration of Family Life Education Programmes

3 Credits

Exploration of the philosophical foundations and principles of family life education, with emphasis on designing, implementing, maintaining and evaluating needs-based family life programmes.

FLEC290 Family Life Practicum

3 Credits

Students are introduced to family life education practice in structured settings such as churches, communities and schools to obtain practical experience in applying the principles and procedures in family life education. The practicum experience includes weekly seminars, consultation sessions and case management meetings involving supervised interactions between students and supervisors. Peer observations and collaboration are necessary. Students are required to complete a minimum of one hundred (150) hours. **Prerequisite: Completion of coursework and by advisement**

FLEC302 The Family's Response to Child Molestation

1 Credit

This course provides knowledge about specific approaches to effective intervention with families and individuals involved in child sexual abuse. The focus is on understanding the nature, causes, and consequences of child abuse and neglect; and identification and explanation of attitudes about child abuse and neglect. The course is designed to help learners acquire knowledge and skills essential to the care and guidance of children such as a parent or caregiver. Emphasis is on helping the learner create an environment for children that will promote optimum development.

FLEC303 Breaking the Cycle of Family Violence

1 Credit

The course describes forms of domestic violence across the lifespan with an emphasis on violence against women. Other forms include children witnessing intimate partner violence, physical and sexual child abuse and neglect, sexual assault in marriage, dating violence, elder

abuse by an intimate partner or adult child. Each form of abuse is described and the relevant social work, justice and health policies and intervention strategies to address are outlined.

FLEC304 The Effects of Partner and Child abuse on Family Relations **1 Credit**

This course is designed to introduce students to the issues and concepts central to an understanding of the effects of partner and child abuse on family relations. The focus of the course is the study of interconnections of child abuse and domestic violence in the same family. The course explores the causes, characteristics and consequences of partner abuse and child abuse, examining issues for both the victims and offenders of these crimes.

FLEC312 Parenting in a Changing World **3 Credits**

A study of the parent-child relationship and its effects on obedience, self-esteem, values, and responsibility. Several parenting programmes are analyzed. Guided imagery and other effective methods are used to help students gain understanding into reasons for the feelings and behaviours of children (biological, foster and adopted). Effective behavioural interventions are explored and students are required to conduct parenting seminars/workshops in the community.

FLEC402 Managing Mental Health Challenges: A Family's Response **1 Credit**

This course is an introduction to counselling and mental health services, history, agencies and current issues, and the difference between functional and dysfunctional behaviours. Students develop an awareness of the factors that affect mental health by exploring traditional beliefs and new treatments. The focus is on fostering students' knowledge and professional identity by increasing awareness of various roles and duties of professional mental health counsellors as well as learning how they interact with professionals from other disciplines within the mental health field to increase the level of awareness and garner support to address mental health challenges within a family setting.

FLEC403 Behaviour Modification Strategies for At-Risk Children **1 Credit**

This course focuses on designing a sustainable comprehensive behavior management plan concentrating on developmentally appropriate strategies for parents/home classroom/school.

FLEC404 Repairing Hurting Family Relationship **1 Credit**

This course facilitates the learner exploring what constitutes a hurting relationship while exploring the use of micro counselling skills to foster the development and sustainability of healthy family relationships.

FLEC405 Coping with Infidelity **1 Credit**

This course allows the learner to explore the causes and impact of infidelity; consider tips on how to detect and avoid infidelity, how to end an affair, and restore and sustain a healthy relationship after the affair.

FLEC221 Personality, Communication, and Family Relations **3 Credits**

This course guides the learner to thoroughly review the traditional family communication theories of roles theory, family systems theory, and rules theory in an engaging, non-traditional way. This course uniquely organizes the study of family communication around the concepts of *nurturing* and *control* in all family relationships, across all family forms, and their relationships to psychological processes and communicative outcomes in families. The course also emphasizes the diversity of today's families in terms of structure, ethnic patterns, and developmental experiences.

FLEC332 Family Mediation and Conflict Management**3 Credits**

This course introduces the learner to the varied approaches to conflict management through the inclusion of both competitive and co-operative theories, and contrasting perspectives of conflict management. It also emphasizes a collaborative model for resolving conflict and the necessity and benefits in understanding competitive approaches. This course begins with an introduction to conflict, a review of the major approaches and theories of conflict management. Following a discussion of the causes and variables which exist within conflicts, the skills necessary for conflict management are analysed, including listening, the ability to seek information, the importance of understanding personality types and behaviour patterns, negotiation, and conflict assessment.

FLEC355 West Indian Families and Parenting Styles**3 Credits**

This course explores the interactive parent-child relations from infancy through adulthood and the internal and environmental forces which have an impact upon family dynamics. The individual, family, cultural, and societal influences on the parent-child relationship, as well as practical and public policy implications for promoting positive parent-child relationships within the West Indian family types are also explored. Students are challenged to integrate theory, research findings, and public policy as they consider a variety of issues related to the parent-child relationship in the Caribbean.

FLEC300 Biblical Perspective of Suffering and Forgiveness**3 Credits**

This course examines the interplay between the biological responses to negative and positive emotions. It addresses issues such as: the body, mind and spirit connection; three kinds of forgiveness- Interpersonal (others) Intrapersonal (self), existential (God); reframing the past, experiencing peace in the present and purpose for the future. Additionally, questions including 'Why God allows suffering and evil?', 'Why good things happen to bad people and bad things happen to good people?' are addressed.

FLEC447 Management of Family Life Education Programmes**3 Credits**

Students are exposed to administrative patterns for Family Life Education programmes that are offered to churches, schools, and community organizations. This course provides an excellent foundation to an understanding and appreciation of policies and procedures involved in designing, maintaining, and evaluating Family Life Education Programmes. **Prerequisites: COUN350 (234): Counselling Techniques and completion of all FLEC required core courses.**

FLEC495 Family Studies Practicum**3 Credits**

This course requires that students participate in the actual implementation of a Family Life Education programmes as offered to churches, schools, and community organizations. Through the facilitation of presentations and one-on-one group sessions with individuals and families, students in structured settings, disseminate information and use the practical skills learnt to help individuals and their families to cope with life's difficult, stressful and challenging situations. Students are introduced to counselling practice in structured settings such as schools; the practicum experience also includes weekly seminars, consultation sessions and case management meetings involving supervised interactions among students and internal and onsite supervisors. Feedback of supervised sessions are given to students both on an individual and group basis. Peer observation is required. **Prerequisite: Completion of core requirements**

LAWC101 Legal Writing and Research**3 Credits**

This is a fundamental course in any law programme. It is designed to teach students how to research legal points, documents and cases. It also educates students as to how to develop legal arguments, summarize cases and write legal papers.

LAWC107 Fundamentals of Law and Legal Systems**3 Credits**

This course is designed to give students an understanding of the principles that govern the legal system in the Caribbean Commonwealth. Students learn to put other areas of law into their proper context and show how substantive legal rules are given their validity and effect.

LAWC210 Philosophy of Law**3 Credits**

Students analyse the major schools of jurisprudential thought, incorporating how these views relate to fundamental legal issues.

LAWC211 Principles of Constitutional Law**3 Credits**

The Principles of Constitutional Law is a study of the rules and practices with a view to the student understanding concepts such as the supremacy of the written constitution and the rule of law. The course explores the fundamental rules and practices that govern the relationship between the organs of the State and that define the function of each organ, namely the legislature, the executive and the judiciary. It adopts a comparative approach, where the United Kingdom is compared against the Caribbean and the United States where formal documents exist that set out the main rules that govern the political system.

LAWC215 Criminal Law I**3 Credits**

This course exposes students to the definition of crime and how criminal law is formed. It also describes the roles and functions of criminal law and evaluates the moral, economic, and other concepts by which criminal law is criticised. Students also learn the elements of a crime, crimes of strict liability, crimes of negligence, manslaughter, murder and defenses.

LAWC221 Contract Law I**3 Credits**

People enter into contracts on a daily basis. This course is designed to give students an in-depth understanding of the principles of contract formation and the rights and remedies available to the parties concerned.

LAWC230 Contract Law II**3 Credits**

This course is designed to assess the legal obligations placed on individuals for performance and/or breach of contracts. It also incorporates issues of the legality of clauses contained in specific types of contracts. **Prerequisite: LAW221: Contract Law I**

LAW235 Law of Tort I**3 Credits**

This course exposes students to the civil remedies available to persons who are harmed by the action or inaction of others. It focuses on the basic concepts of tortious liabilities such as negligence, rights and remedies and the defenses available to a person. **Prerequisite: LAW107, LAW101**

LAWC250 Criminal Law II**3 Credits**

This course focuses on inchoate offences and offences against the person. Students are made to understand crimes such as non-fatal offences against the person, sexual offences and offences against property including larceny and fraudulent conversion. **Prerequisite: LAW215: Criminal Law I**

LAWC300 Law of Tort II**3 Credits**

This course focuses on more specific tort principles such as defamation, nuisance and occupiers' liability. At the end of the course, students demonstrate a more in-depth understanding of their civil rights and remedies. **Prerequisite: LAW235: Law of Tort I**

LAWC360 Alternative Dispute Resolution (ADR)**3 Credits**

This course has gained significant importance in the Commonwealth world, as it is now the law in most countries including Jamaica that a judge may rule that a person has to exhaust alternative means before utilising the courts for remedies. This course is both a sociological and legal course. It explores the merits of bringing disputes to alternative forums rather than utilising the courts. The course also exposes students to negotiation, mediation skills and arbitration. At the end of the course, students demonstrate that they are better negotiators and have the necessary background to pursue a course in becoming a certified mediator.

Prerequisite: LAW107: Functions of Law and Legal Systems

LAWC370 Public and Administrative Law**3 Credits**

The student evaluates the legal challenges that affect Acts of Parliament. Further, the student assesses the development of Judicial Review and the circumstances surrounding a declaration by the courts that an Act of Parliament is unconstitutional. The written constitution also provides for fundamental rights with particular focus on whether adequate redress is available for breaches of these rights. **Prerequisite: LAW211: Principles of Constitutional Law**

LAWC375 Company Law**3 Credits**

This course is taught using comparative methods, exploring the law governing the company in various Commonwealth Caribbean jurisdictions. The course focuses on aspects such as the law governing the formation of the company, the issue of shares, corporate management, finance and corporate insolvency. At the end of this course, students are able to understand and appreciate the law governing companies in the region, making them marketable to work in any Commonwealth Caribbean jurisdiction. **Prerequisite: LAW107**

LAWC410 Medical Law**3 Credits**

The student focuses on the tenets of medical negligence, the issues relating to consent and/or refusal of medical treatment. Further, the student incorporates the legality of assisted conception and law as it relates to euthanasia. **Prerequisite: LAW107**

LAWC420 Corporate Finance and Investment**3 Credits**

This course is an evaluation of the responsibility placed on banks, taking into consideration their functions and duties incorporating issues of money laundering. Further emphasis is placed on the different types of securities options and trading. **Prerequisite: LAW107**

LAWC430 International Business Law**3 Credits**

As the world is quickly becoming a global village, most business transactions today contain international aspects. This course explores matters relevant to these commercial transactions such as the choice of law clause inserted in contracts, currency problems in international contracts, the jurisdiction of courts over international contracts and recognition and enforcement of foreign judgments. **Prerequisite: LAW107**

LAWC451 Public International Law

3 Credits

This course exposes students to the principles of public international law. The course explores the definition of international law, the sources of international law, the law governing armed conflict, nationality, treatment of foreign diplomats and so forth. At the end of this course, students demonstrate an understanding of how international law governs states and international entities and the effects of international law on the individual's daily life.

Prerequisite: LAW107

LAWC480 Women and the Law

3 Credits

This course is designed to analyse the difference in the application of the law as it relates to men and women, with particular emphasis on the gender biases that accord with application of various issues under the criminal law. **Prerequisite: LAW107**

PLSC120 Foundations of Political Science and Government

3 Credits

This fundamental course introduces students to the discipline of political science and government. The course is designed to highlight the dynamism and changing faces of political science and government. Students are introduced to some basic concepts and essential building blocks of the discipline that enable them to critically analyse government and political events and their application to everyday life.

PLSC121 Foundations of Political Philosophy

3 Credits

Any meaningful understanding of how politics is practised in the world today requires an appreciation of the myriad thought processes that guide political action. Politics is never practised in a vacuum bereft of the sort of ideological convictions, which stem from the utterances of religious sages or pens of more secular philosophers. Always there is a complex and intricate thought process, which guides political action. Political philosophy is that branch of philosophy which is concerned with matters of the state and the nature of human beings as it relates to society.

PLSC210 Caribbean Politics and Government

3 Credits

This course is designed to analyse the Westminster experience in the Anglophone Caribbean, using the Plantation as a point of departure. It also identifies some of the critical periods and times associated with the Caribbean political reality and traditions of governance that were established in the early years of independence. Notions of size, viability, geography, leadership, civil society and migration will be explored. This course also focuses on the contemporary issues facing the Anglophone Caribbean as a region. It also looks at specific Caribbean States and some of the critical problems that have emerged in recent years that threaten to undermine the democratic culture of these states. Attention is placed on critical issues that have arisen as these States undergo structural and cultural changes in government and governance, inclusive of regional integration, the CSME and the CCJ. **Prerequisite: PLSC120: Foundations of Political Science**

PLSC212 The Jamaican Political System

3 Credits

This course traces the political history of Jamaica and major internal and external events that have impacted on the country's pre and post-independence political and economic development. **Prerequisite: PLSC120: Foundations of Political Science and Government; or PLSC121: Foundations of Political Philosophy**

PLSC250 Comparative Government

3 Credits

This course provides a descriptive and analytical study of political systems in major foreign

countries, in terms of both political structures and functions.

PLSC315 African Politics

3 Credits

The primary objective of this course is to enable students to understand the major forces and processes of imperialism and colonialism that have shaped and divided the continent of Africa, and to set the foundation for an understanding of pan-Africanist sentiments in the modern world. Another objective is to enable students to understand in their broad context the major political trends, contemporary issues and challenges facing Africa today. The course examines, for example, neo-colonial exploitation, population growth, underdevelopment and poverty, debt crisis, famine, governance, militarism, wars and refugees and disease. Strategies for their resolution are also considered. **Prerequisite: PLSC250: Comparative Government; it is however strongly recommended that students sit HIST355: African Civilization as a co-requisite to this course.**

PLSC320 Modern Caribbean Political Thinkers

3 Credits

This course introduces students to the thoughts of selected Caribbean thinkers and their contribution to mainstream political thought. **Prerequisites: PLSC121: Foundations of Political Philosophy; PLSC210: Caribbean Politics and Government**

PLSC350 International Relations

3 Credits

This course does not simply analyze current affairs, but also examines the recurrent activities and processes that characterize international politics in the 20th and early 21st centuries, and the relations among States. The course looks at the contexts in which States operate and the resultant policy choices employed, why, how, where and to what end. **Prerequisite: Any lower division political science or history course**

PLSC355 Democracy and Democratization

3 Credits

This course sketches out a picture of democracy that ultimately makes clear that democracy is not something that is achieved once and for all, but is a state of being that requires permanent work. The course also examines the key concept of democracy, its various forms, core elements and development since its beginning in Ancient Greece. The students are also exposed to the workings and doctrines of communism and post communism. **Prerequisite: PLSC210: Caribbean Politics and Government**

PLSC410 Politics and Government of Industrial Societies

3 Credits

This course explores the diverse political institutions and political systems of modern Europe and the United States of America. It looks theoretically at the variations in political institutions that differentiate between the various industrial states (i.e., electoral systems, party systems, types of executives and legislatures etc.). The goal of this course is to examine the different types of **political institutions** that are the fundamental building blocks of the different political systems to be examined. **Prerequisites: PLSC250: Comparative Government; PLSC355: Democracy and Democratization**

PLSC420 Politics and Government of the European Union

3 Credits

This is a specialized course that focuses only on the regional and political configurations of the European Union. This course is of academic importance and will expose students to the ramifications of a different model of regional integration especially as the Caribbean grapples with CARICOM. This course also looks at the relations that exist between Europe and the Caribbean pre and post WTO and Lomé. **Prerequisites: PLSC210 Caribbean Politics and Government; PLSC410: Politics and Government of Industrial Societies**

PLSC421 The Politics of Human Rights in the Caribbean

3 Credits

This is a specialized course. The Caribbean, like regions elsewhere, is caught in what has been called democracy's global 'Third Wave'. This course focuses on the Caribbean and common dilemmas of its democracy, namely the economic crises, drug trafficking and political instability which threatens its relatively healthy human rights profile. The course also examines the influence of foreign actors and external developments on the human rights status of the region. Particular attention is paid to the OAS, The United Nations, NGOs and International Law. **Prerequisite: PLSC355: Democracy and Democratization**

PSYC111: Ethical and Legal Issues in Psychology (3 Credits)

This course will cover principles and issues of professionalism and ethics in psychology. A main goal of this course is to introduce students to ethical principles, professional guidelines, and issues pertaining to special groups. Students are expected to challenge themselves to consider how their own values and backgrounds will influence their own personal sets of ethics. This course will assist students in their future daily work as professional and will facilitate decision-making and consultation skills when faced with ethical dilemmas. Current legal and professional thought will be explored by drawing on court cases and clinical dilemmas. **Prerequisite: COUN110**

PSYC119 Principles of Psychology

3 Credits

This is an introductory course that exposes students to the aims and methods of psychology, the study of human development, perception, learning, thinking, motivation, emotion, personality, and mental health. The course is intended to provide students with an understanding of the functions of the human mind and its relationship with behaviour within the social environment, which will help them to function more effectively as part of a whole, while maintaining their individuality.

PSYC176: Psychology for Health Professionals

3 Credits

This course provides students with basic knowledge of psychology including the aims and methods of psychology, the study of human development, personality, perception, learning, thinking, motivation, emotion, social behaviour, and mental health and its application to the delivery of healthcare, real world situations and understanding of self. A broad overview of the general field and fundamental principles of psychology is provided.

PSYC215 Human Learning

3 Credits

This course introduces students to behavioural, social, cognitive and motivational theories of learning, as well as current psychological perspectives in neuroscience and the nature of these forms of learning. It also allows for the discussion of controversial issues in the realm of human learning, and addresses the application of learning theories to everyday experiences and pedagogical development, with particular attention to the Jamaican /Caribbean reality.

Prerequisites: PSYC119: Principles of Psychology; ENGL120: Freshman Composition II

PSYC221 Developmental Psychology: The Lifespan

3 Credits

This course explores the theories of developmental psychology over the human lifespan. Special emphasis is placed on biopsychosocial changes, the nature of memory, and developmental needs and tasks from childhood to the adult stages of development.

Prerequisite: PSYC119: Principles of Psychology

PSYC224 Human Sexuality: Issues and Process

2 Credits

This course exposes students to issues and varying perspectives related to the study of human

sexuality and the evolution of sexual attitudes and practices. Social problems related to sexuality, such as AIDS, teenage pregnancy, homosexuality, illegitimate children and infidelity, are also addressed. **Prerequisite: PSYC119: Principles of Psychology**

PSYC239 Stress Management: Theory and Practice

2 Credits

This course is an exploration of the physiological and psychological nature and implications of stress and identification of stressors in a person's life. Students learn how to increase stress tolerance and implement change through the acquisition of stress reduction and management strategies. **Prerequisite: PSYC119: Principles of Psychology**

PSYC250 Social Psychology: Issues and Process

3 Credits

This course focuses on the interaction between the individual and society in the formation of attitudes, behaviours and influences, with special attention to the West Indian social environment. **Prerequisite: PSYC119: Principles of Psychology**

PSYC251(349) Statistics & Computing I

3 Credits

The course aims to provide a sound foundation in basic mathematical skills and an introduction to their application to problem solving. This course introduces students to the basic concepts of mathematics and descriptive statistics and allows practical application of statistical procedures through the utilisation of the data analysis software PASW (formerly SPSS). Topics include graphical methods, measures of central tendency and dispersion, basic probability, random variables, sampling, all examined and applied through illustrative cases and data analysis.

PSYC257 Physiological Psychology

3 Credits

This course exposes students to the basic structure and function of the nervous system, with special emphasis on the brain, and its relationship to experience, behaviour and human development. Students will cover specific content areas such as origins of behavioral neuroscience, psychopharmacology, methods of research, sleep and biological rhythms, reproductive behaviour, emotion, ingestive behaviour, learning and memory, neurological and other disorders. **Prerequisites: BIOL101: Principles of Biology I; ENGL120: Freshman Composition II**

PSYC295 Introduction to Theories of Personality

3 Credits

This is an introductory course designed to expose students to the major theories of personality and an understanding of the processes concerned with the development of the concept of personality throughout the human lifespan. The course explores various perspectives on personality development including the Caribbean perspective and the development of personality disorders, and also affords students the opportunity to explore their own personalities. **Prerequisite: PSYC119: Principles of Psychology**

PSYC340: Statistics & Computing II

3 Credits

This course introduces students to the basic concepts of inferential statistics and allows practical application of statistical procedures through the utilization of the data analysis software PASW (formerly SPSS). The roles and significance of normal distribution, random sampling distributions and the Central Limit Theorem are highlighted. The logics of hypothesis testing are introduced and applied in different contexts. Typical tests of significance such as the Z-test, T-test, ANOVA and CHI Square are examined and applied through illustrative cases and data analysis. **Prerequisite: PSYC251 Statistics & Computing I**

PSYC345 Psychological and Social Research Methods

3 Credits

This course introduces the major types of research methods, which are used by social scientists and gives the student an opportunity to write a proposal for a research study that he/she is

interested in investigating. Quantitative, qualitative, and mixed methods research procedures are examined along with the factors which may enhance or undermine the internal and external validity of typical studies. The student is also guided in understanding and writing proposals. **Prerequisites: STAT302(PSYC349): Statistics for the Behavioural and Social Sciences; ENGL120: Freshman Composition II**

PSYC415: Organizational Psychology

3 Credits

This course is an exploration of how psychology, the science of behavior and mental processes, is applied in the workplace, examination of how people behave at work. This course provides an overview of individual, group, and organizational issues that enhance the understanding of the world of business and research findings involved in the study of how people behave, think about, influence, and interact with each other at work, with an emphasis on factors that affect job performance.

PSYC430: Experimental and Applied Psychology

3 Credits

The Experimental and Applied Psychology course is designed to train psychology students who will work in either academic settings or as researchers in industry or the public sector to be able to engage in scholarly discovering using experimental and applied research designs while working closely with their supervisors at every stage of the development and implementation. Students will have the opportunity to conduct completed research in Cognitive, Developmental, Social, or Theoretical and Psychology. Students are encouraged to present their findings at research conferences. **Prerequisite: Stats, PSYC340 PSYC345**

PSYC459 Community Psychology: Fieldwork

6 Credits

This course is designed to provide an opportunity for students to work at an approved site where psychological theories and methods are applied. Classroom seminars are geared towards the processing of field experiences in a group context. Students integrate knowledge of major psychological theories and practice of ethical and professional standards consistent with the profession. **Prerequisite: Completion of core courses and departmental approval**

PSYC300 Abnormal Psychology

3 Credits

This course provides an overview of mental disorders and deviant behaviour including cause, prevention, and treatment. The course is also designed to build and sharpen students' assessment skills through case analyses. In addition, students are engaged in active discussions, in-class demonstrations and field work exercises to understand the principles underlying assessment and treatment of mental disorders. **Prerequisites: COUN350: Counselling Techniques; PSYC221: Developmental Psychology**

PSYC486 Introduction to Psychological Testing

3 Credits

This course provides a survey of the theory and practice of the development, standardization, administration, scoring and interpretation of achievement, interest, personality and intelligence tests and other related assessment tools. Students are also exposed to the psychometric properties of tests including reliability and validity, and develop practical skills in the development and validation of instruments. They are sensitized to various settings and ways in which tests are used as assessment tools, and discuss controversial issues surrounding the use of psychological testing in making important decisions about people. **Prerequisite: STAT302(PSYC349): Statistics for the Behavioural and Social Sciences**

SOCI120 Introduction to Sociology

3 Credits

This course gives the student a fundamental understanding of what Sociology is and how it

helps us understand society. Some attention is given to the history of the discipline and the main thinkers in the field. This course also introduces the student to the methods of sociological research.

SOCI220 Introduction to Social Research Methods

3 Credits

This course is an introduction to the research methods used in the social sciences. It is primarily aimed at equipping the student with the necessary tools to engage in basic social research. It covers the following areas for both quantitative and qualitative approaches: the research process, observation, research design, measurement and issues of research ethics.

SOCI231 Marriage and Family in Diverse Cultures

3 Credits

This course gives a sociological understanding of the family and the institution of marriage and how they affect and are affected by society. Emphasis is placed on family and marriage in the West Indies.

SOCI300 Sociological Theory

3 Credits

Building on the introductory course of SOCI 120, this course exposes the undergraduate student to the major debates of traditional sociological theoretical perspectives and introduces contemporary perspectives. This course serves as a foundation for future graduate candidates. The content of the course is as follows: Debates on Sociology as a Science; Perspectives of Society, Functionalism, Marxism, Semiotics, Postmodernism and Social Interaction.

Prerequisite: SOCI120: Introduction to Sociology

SOCI301 Sociology of the Caribbean

3 Credits

This course explores West Indian society. There is an examination of slum life and overcrowding, teenage pregnancy, juvenile delinquency, drug addiction, alcoholism, the culture of poverty, urbanization and the cultural deprivation of the rural areas. **Prerequisite For Minors Only: SOCI300 Sociological Theory or by consent of lecturer**

SOCI320 Survey Research: field work

3 Credits

This course is designed to equip the undergraduate with the necessary skills for carrying out a survey. Overall, the course incorporates the skills learnt from SOCI220 and PSYC251. **Prerequisite: PSYC251: Statistics and Computing I**

SOCI400 Crime, Law and Society

3 Credits

An analysis of the origin and development of law and social control agencies is provided by this course. The structural theory of the origins of crime and criminality is also studied.

SOCI401 Applied Criminology

3 Credits

Utilizing the theoretical perspectives within the study of crime and the factors contributing to its emergence found in **SOCI 400 (308)**, the student garners the appropriate techniques for the application of these models within this course. Emphasis is placed on the creation and application of workable models to adequately answer questions relating to the individual, social structure and processes regarding the cause of crime, and practical models for its reduction. Lecture: 2 hours per week; Practice: 1 hour per week.

SOCI420 Medical Sociology

3 Credits

Designed to assist trainee health care professionals and students interested in illnesses, it explores the Sociology of illness, including AIDS and mental health. The course covers the following areas: sociological perspectives on illness and mental health, health professionals

and patient interaction, comparative health care in the Caribbean. **Prerequisite: SOCI120: Introduction to Sociology; or consent of instructor**

SOCI440 Research Seminar

3 Credits

Students engage in directed research projects utilizing appropriate methodology and relevant theories and concepts, and present their research both in oral and written formats.

Prerequisite: SOCI 320: Survey Research: Fieldwork

SOCI460 Communication, Technology and Society

3 Credits

This course looks at the issue of communication and technology from a cross-cultural perspective but with particular emphasis on the diverse Jamaican society. The course is designed to meet the needs of undergraduates interested in communication and technology.

It is aimed at helping the student to understand the varying societal responses to technology and the power of communication on society. **Prerequisite: SOCI120: Introduction to Sociology; or consent of instructor**

SOCI491 Readings in Sociology

3 Credits

In this course students will do reading, analysis and discussion of selected works of leading sociological thinkers like Weber, Marx and Durkheim. There is also an attempt to examine a modern work that deals with some of the relevant issues of contemporary society.

Prerequisite: ANY 300 LEVEL SOCI COURSE

SOWK111: Ethics and Legal Issues in Social Work

3 Credits

The course is intended to assist students to assess their work with individuals, families, groups, and communities from an ethical perspective. While ethics is addressed in all areas of social work education, this course will provide the theory and framework for making sound ethical decision-making. The focus of this course begins with an overview of the values of social work practice, utilizing the NASW Code of Ethics as a framework. Students will become familiar with the challenges of negotiating value conflicts that emerge between the worker, professional standards, agency, and personal religious values versus professional values in the work environment.

SOWK125: Writing for Behavioural and Social Sciences

1 Credit

This practically-based course is designed to develop students' skills in academic writing unique to the behavioural and social science fields. This course will expose students to some differences in writing expectations between disciplines, while providing guidelines on basic writing standards using APA style.

SOWK120 Introduction to Social Work

3 Credits

This course provides an overview of the evolution of social work regionally and internationally and its relationship to social welfare. The purpose, mission, goals, functions, roles and values; fields of practice; the ecosystem perspective; introduction to the generalist approach and methods and contemporary issues confronting the profession are explored. **Prerequisites: PSYC119: Principles of Psychology; COUN110: Human Skills and Strategies**

SOWK203 Social Work: Generalist Practice**3 Credits**

In this course, students recognize and understand the difference between the workers' and the clients' role in the therapeutic process. Through continuous assessment and evaluation throughout the course, students are able to understand the fundamental theories and models used in generalist practice. **Prerequisite: SOWK120(199): Introduction to Social Work**

SOWK212 Human Behaviour and the Social Environment**3 Credits**

Using an ecosystem approach, the development and socialization of the individual across the lifespan is examined in the context of the family and social groups. **Also**, an exploration of the dynamics and behaviours of organizations and communities are examined. Theoretical explanations of the development of organizations and communities are explored, as well as the socio-economic forces that influence their behaviour. The course also examines how communities and organizations affect minority and oppressed groups. **Prerequisite: PSYC119 Principles of Psychology; Co-requisites: FLEC219 Marriage and Family Dynamics; SOWK120(199): Introduction to Social Work**

SOWK226 Social Work Economics**3 Credits**

This course provides instruction in socio-economic principles and their application that will stimulate final year students in preparation for the workforce. It introduces economic theories and policies, using case studies to develop applied knowledge. It also helps to develop students' understanding and gives insight into socio-political issues and the implications of social issues on the economy which will be valuable in whatever future career path they take as Social Workers. **Prerequisites: MATH100: Fundamentals of Mathematics; SOWK203: Social Work: Generalist Practice; SOWK319: Social Work, Social Policy and the Law; SOWK301: Social Work Macro Practice I**

SOWK243 Social Work Theory and Practice**3 Credits**

The course examines theories/perspectives, models and methods used in the discipline of Social Work. The construction of social work theory, content and contextual appropriateness, techniques suggested by each theory, and application of theory to client problems are examined. Topics include psychodynamic theories, crisis-intervention and task-centred models; behavioural models, social psychological and communication models; system theory models, radical and Marxist models. **Prerequisite: SOWK203: Social Work: Generalist Practice**

SOWK295 Social Work: Fieldwork I**1 Credit**

This one-credit course entails one hundred hours of introductory field experience and seeks to expose the novice social worker to the dynamics of social work practice. Weekly assignments and on-campus supervision are included in this course which provides the learner with practical, hands-on experience at the pre-professional level and an opportunity to link theory with practice. **Prerequisites: SOWK203: Social Work: Generalist Practice; SOWK212: Human Behaviour and Social Environment; COUN350(234): Counselling Techniques**

SOWK300 Social Work Micro Practice**3 Credits**

This course explores theoretical frameworks, knowledge processes and skills including analysis and interventions for effecting change in families and individuals using the generalist approach. Students also explore the relationship between individual and family functioning as well as problem solving. Specific issues affecting individuals and families are examined. **Prerequisites: SOWK203: Social Work Generalist Practice; (PSYC221: Developmental Psychology) or SOWK206: Human Behaviour and the Social Environment; SOWK243: Social Work Theory & Practice.**

SOWK320: (301 302) Social Work Macro Practice (4 Credits)

The major purposes of this course are: 1) to support the student's practice in the field setting by expanding the expertise of the student's practice approaches; 2) to enhance the student's ability to engage in various levels of practice modalities; 3) to strengthen assessment and intervention skills in social work BSW roles: case management, counseling and community group work, micro and macro social work practice with vulnerable populations (e.g., children and youth, mentally ill, elderly). This course builds upon practice knowledge acquired in Generalist Practice. Proposal and grant writing techniques are utilized in this course in an effort to sensitize students to the principles and functions of public/private partnerships and the soliciting of funding for social programmes and/or projects based on humanitarian work.

Prerequisites: SOWK120(199): Introduction to Social Work; SOWK203: Social Work: Generalist Practice; SOWK212: Human Behaviour & Social Environment

SOWK319 Social Work, Social Policy and the Law 3 Credits

This course is an introduction to the models of social policy, the role of the social work practitioner in policy analysis, implementation and evaluation. The course provides an overview of the major social welfare programmes in Jamaica and their impact on the social functioning and welfare of persons, especially disadvantaged and vulnerable groups, and issues for reform. Also, Social Work, Social Policy and the Law examine the interface between the law, social welfare policy and social work practice. The course also looks at the processes and forces in the development, implementation and reform, and the social worker's role in these activities. The structure and operation of the judicial system and the major laws that govern practice in social welfare settings are examined. **Prerequisites: SOWK120(199): Introduction to Social Work; SOWK203: Social Work: Generalist Practice**

SOWK350: Social Work and Vulnerable Groups

This course is designed to educate and prepare generalist social workers with the knowledge and skills needed to assess the person-in environment (PIE) configuration and decide which system(s)—individuals, families, groups, communities, and/or organizations—are most appropriate for the focus of work and service provision varying vulnerable groups such as women and children, individuals with disability, HIV/Aids, substance users, etc **Prerequisite: SOWK120(199): Introduction to Social Work; SOWK203: Social Work: Generalist Practice**

SOWK395 Social Work: Fieldwork II 3 Credits

This three-credit fieldwork involves time commitment of at least 200 hours on site, as well as classroom/seminar experience. Classroom/seminars are geared toward the processing of field experiences in a group context. Overall the course is designed to provide an opportunity for students to work at an approved site in which social work theories and methods are applied. This experience helps students integrate and apply components of their knowledge of social work and encourage the development and practice of ethical and professional standards consistent with the profession. **Prerequisites: Departmental approval and SOWK295: Social Work Field Work I; COUN383 Group Dynamics in Counselling**

SOWK400 Social Work Administration and Supervision 3 Credits

The course introduces the student to the administrative functions, tasks and processes in social service organizations and examines how they achieve optimal functioning. It also examines the skills and dynamics of social work supervision. **Prerequisites: SOWK203: Social Work: Generalist Practice; SOWK319: Social Work, Social Policy and the Law; COUN383: Group Dynamics in Counselling; ENLG120: Freshman Composition II**

SOWK460 Violence Intervention: A Systems Approach

3 Credits

Students are introduced to intra-familial and extra-familial violence, the impact it has on the family and wider societal system, factors that contribute to these phenomena as well as theories as to why this violence happens. They are also exposed to different preventative and interventive programmes for family members and will be afforded the opportunity to put theory into practice through community service. **Prerequisites: COUN383: Group Dynamics in Counselling; SOWK300: Social Work Micro Practice**

SOWK483(481) Child and Family Welfare

3 Credits

A study of significant programmes and services for the welfare of children. Students are exposed to current issues and programmes relating to juvenile court, foster care, adoptions, protective services, institutional care and special-needs services. This course also examines the past and current philosophies that underlie the child welfare field. **Prerequisite: SOWK203 Social Work: Generalist Practice; COUN312: Parenting the Growing Child; SOWK300: Social Work Micro Practice; COUN383: Group Dynamics in Counselling; ENGL120: Freshman Composition II**

SOWK495 Social Work Practicum

8 Credits

SOWK495 is a continuation of SOWK295 Social Work: Fieldwork I. It consists of 500 hours field experience in social work settings under the joint supervision of agency and the department. The practicum also includes a weekly seminar that helps to guide students in integrating theory and practice through analysis of behaviour, and evaluation of practice skills in Social Work. **Prerequisite: Completion of all core requirements. Programme check and departmental authorization are also required.**



DEPARTMENT OF COMMUNICATION STUDIES

Chair: Noreen Daley

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Tamara Bailey	Janiel Lambert
Basillia Barnaby-Cuff	Popsann Lambert-Francis
Denise Brown	Gosford Lawrence
Keisha Brown-Dixon	David Martin
Philip Clarke	Oneil Miller
Devon Crossfield	Henry Osbourne
Brian Cuff	Dwayne Palmer
Shelli-Gaye Cuff	Kadisha Sharp
Richard Delapenha	Cheryl Smith
Dionne Forrester-Malcolm	Grace Turner
Andrew Forsythe	Lorraine Walker-Mendez
Katherine Gayle	Oshane Watson
Archibald Gordon	Yoneil Wood
Lawrie Henry	

INTRODUCTION

The Department contributes to the fulfilment of the mission of the University by helping students to develop their skills in Media and Communication. The courses are structured to be strong theoretically and practically, and are based on Christian values and principles, enabling students to be balanced and well-rounded. All courses have a faith-based component and select courses carry service-learning elements. This enables the students to incorporate their academic and faith-based values into their professional endeavours.

Several online courses are offered to facilitate the 21st century learner. In order to participate in the online classes, students are required to have access to a laptop outfitted with a headset and microphone. The laptop should be formatted to the University's online specifications.

Philosophy

In a globally competitive environment, the Department seeks to continually offer superior learning opportunities by collaborating with business partners and qualified and experienced faculty. In keeping with the Seventh-day Adventist principles, the Department seeks to hone technological skills and creative talent, enabling the graduate to make a positive contribution to the growth, development and well-being of the nation.

Statement of Vision

To create a department that is the first choice for students to pursue a programme of study in Media and Communication and to become the preferred employee in the industry.

Statement of Mission

The Department of Communication Studies aims to offer academic courses with practical application within a wholistic context that embraces Christian principles and leadership, thereby enabling students to adapt to and function in Jamaica, the Caribbean, and the world.

Goals

In fulfilment of the Department's philosophy, vision, and mission, the DCS goals are to:

- Incorporate faith-based learning in all academic units, with a Christ-centred approach to teaching.
- Create a learning environment that facilitates intellectual excellence which engages students in research and hones analytical and critical thinking skills, creativity and independent thought through sound teaching methods and exposure to relevant teaching material and cutting-edge technology.
- Equip students with the requisite skills thus enabling them to have a competitive advantage globally.
- Integrate service-learning elements in select academic units to encourage a spirit of service.
- Build the capacity of the internal and external communities through diversity, inter- and intra- collaboration for innovation and social change.

Objectives

In harmony with the philosophy, vision and mission, the Department seeks to:

- Sensitize students to the role and function of communication in the global village.
- Guide students in the understanding of Christian values and ideals.
- Expose students to the theories, principles and techniques that govern and are applicable to their particular field of study; thus, creating a rounded student ready for the work environment.
- Provide a learning environment that challenges students through academic rigour and exposure to the external working environment in media and media related organizations through internships, conferences, panel discussions, and local and international competencies.
- Provide continual training for faculty and staff to enhance professional development and growth.
- Adapt the Media and Communication curricula to the needs of Jamaica and the international society.
- Provide an ethical, technical and concepts-based education for careers in the fields of media and communication.

- Foster a sense of community and a spirit of voluntarism through service learning towards the development of soft skills necessary for good citizenship.
- Continually upgrade the resources and facilities within the Department.
- Engage external media practitioners to facilitate class sessions thereby enriching and enhancing the learning experience.

PROGRAMMES OFFERED

- Bachelor of Arts in Communication Studies
- Minor in Communication Studies

Degree programmes are accredited by the University Council of Jamaica.

DURATION

The normal time for full-time students (16 credit hours per semester and 6 – 9 per summer) to complete a bachelor's degree in the Department of Communication Studies is four years. The normal time for part-time/modular students maybe longer. However, applicants with transferable credits may take less than four years of full-time study.

Students are required to have minimum passing grades of "C+" and higher in all core requirements, areas of specialization and Communication Studies electives.

MATRICULATION REQUIREMENTS

In addition to the University requirements, a student who desires to major in Communication Studies must have a pass in English in CSEC General Proficiency Grade I or II or GCE O' Level of at least a 'B' or an equivalent examination with a comparable grade. In addition, it is recommended that the passes should include Mathematics and a modern language.

All students pursuing the BA in this Department are required to do six (6) credit hours of a modern language at the intermediate level. Students who do not have a pass in a modern language in CSEC, GCE or an equivalent examination must complete the prerequisite six (6) credit hours of the beginning level course of a modern language, before enrolling in the intermediate level course.

Applicants transferring from tertiary institutions or having passed with appropriate subjects in CXC Associate Degree, GCSE ('AO' or 'A' levels) and CAPE may (upon transcript evaluation), receive credits for work done.

Persons over the age of 25 who do not meet the regular matriculation requirements must have at least three years' working experience in Media and Communication and be successful at the Alternate Entrance Examinations for undergraduate. However, a passing grade of a "A or B" should be maintained for the English Language requirement.

DCS STUDENT PROFILE

Students of the Department of Communication Studies (DCS) are expected to demonstrate behaviour, attitudes and competencies consistent with the DCS student profile articulated below:

The DCS end-product is an individual who reflects robust knowledge of media and communication theories, principles and concepts and is guided by ethical values which are fundamental to employability and entrepreneurial advancement. This independent thinker demonstrates mastery of language skills, able to work under pressure and has sound technical ability. The DCS graduate is a model of Christian virtue who is morally grounded, retains humanness, averts mechanical and inflexible undertones, and as such is:

- Competent
- A critical thinker
- Socially adaptable
- Articulate
- Poised and refined
- Observant of protocol and etiquette
- Expressive and confident
- Meticulous

Other Departmental Requirements

The Department's polo shirt is the expected attire when students participate in Departmental or University related events on or off campus.

Rights to Media Productions

Essentially, this policy covers video, audio productions and print publications. All recordings and publications produced in the Department of Communication Studies in fulfilment of class assignments, whether made on school premises or elsewhere, with or without departmental equipment or extra funds, are subject to the following ownership policy:

- All such recordings and publications are co-owned by the student and the University. In each case where the work originated with more than one student, the students should decide which student or students co-own the recordings or publications with the school.
- Either the student or the University may arrange distribution. Students who do not wish to have their recordings or publications distributed may veto distribution.
- The University will decide whether or not to put its name on a given recording or publication.
- Recordings/publications may be distributed only after the necessary approvals have been obtained.
- The co-owners of these productions may request copies.

UPDATED DEGREE

Persons who have been awarded degrees prior to the programme accreditation may choose to update their degrees by completing the Adjustment Programme for the graduates of the Bachelor of Arts in Communication Studies

The courses set out in the programme constitute a checklist against which each student's transcript will be matched against current offerings to ascertain courses to be completed. Depending on the time of graduation, some students will do fewer courses than others, as one or more of these courses may already have been completed. Students who graduated prior to 2010, may, after transcript analysis, be required to complete more than is here set out, to meet the degree requirements. All requirements for the degree must be met and where this list does not carry a requirement, the student must meet the requirement, as indicated in this Bulletin.

BACHELOR OF ARTS IN COMMUNICATION STUDIES

Students may pursue the baccalaureate degree with (a) an area of specialization OR (b) a minor (general communications degree). Students pursuing the degree with the specialization must complete a total of 136 credits as follows: 64 core credits, 21 specialization credits and 46 General Education credits. Those who wish to pursue the degree with a minor must complete a minimum of 131 credits inclusive of 64 core credits, 46 General Education credits and a minor.

CORE REQUIREMENTS	64 CREDITS	Prerequisites
COMM105 Fundamentals of Writing	2	
COMM126 (COMM100/149) Intro. to Media & Comm.	3	
COMM128 Issues in Caribbean Media	3	COMM126
COMM150 Intro. to Communication Research	2	COMM126
COMM168 (JOUR168) Introduction to Advertising	3	
COMM235(COMM205) Digital Publishing	3	COMM105,126
COMM260 (JOUR252) Outside Broadcasting	3	JOUR130, 255
COMM276 Group Dynamics and Leadership	3	COMM251
COMM316 Debate and Argumentation	3	COMM150, 251
COMM320 Communication Research Methods	3	COMM150
COMM396 Broadcast Management	3	COMM215, OMM252
COMM449 (COMM339) Production House	3	COMM320, 396
COMM499 (COMM399) Internship in Comm.	3	COMM339
COMM400 Media Entrepreneurship	3	COMM396
COMM401 Media Ethics and Legal Issues	3	COMM320
JOUR130 Introduction to Journalism	3	
JOUR255 News Writing	3	COMM105, JOUR130
PURE102 (JOUR102) Fund. of Public Relations	3	
RADI224 Techniques of Radio Production	3	COMM126, JOUR130
RADI245 (COMM245) Radio Broadcasting I (SL)	3	COMM128, RADI224
TELE135 (COMM135) Intro. to Television Production	3	COMM126
TELE215 (COMM215) Television Production I	3	COMM126, TELE135

AREAS OF SPECIALIZATION

A student who chooses to specialize in any of the following areas is not required to do a minor. Students must do the required 21 credits for their specific area of specialization and must choose the other 6 credits from the Communication Studies electives. Individuals who do not choose any of the following areas of specialization must choose a minor from another discipline.

TELEVISION	21 CREDITS	Prerequisites
TELE242 Television Broadcasting	3	TELE215, 135
TELE269 (COMM269) Screen & Script Writing	3	JOUR257
TELE270 (COMM270) Production Lighting for Film & TV	3	TELE215
TELE321 Production Audio for Film & TV	3	TELE215, 267
TELE334(COMM216) Television Production II	3	TELE321, 267
TELE447(COMM347) Advanced TV Production I	3	COMM270, 282
TELE448(COMM448) Advanced TV Production II	3	COMM347
RADIO	21 CREDITS	Prerequisites
COMM222 Theory & Practice in Audio Recording	3	COMM135
COMM259 Voice and Diction	3	COMM251
RADI246(COMM246) Radio Broadcasting II (SL)	3	RADI224,245, COMM259
RADI345(COMM345) Advanced Radio Production I (SL)	3	RADI224, 245, 246
RADI446(COMM446) Advanced Radio Production II	3	RADI345
JOUR333 Feature Writing	3	COMM126, JOUR130
JOUR335 Writing and Reporting for Broadcast	3	TELE215,246
PUBLIC RELATIONS	21 CREDITS	Prerequisites
COMM260(JOUR252) Outside Broadcasting	3	TELE215, RADI224
JOUR333 Feature Writing	3	COMM105,126
PURE201(JOUR201) Writing for Public Relations	3	PURE102
PURE202(JOUR202) Event Design, Planning & Project Mgmt.	3	PURE102
PURE300 Social & Digital Media Mgmt.	3	TELE267
PURE301(JOUR401) Case Studies in Public Relations	3	PURE300
PURE421(JOUR321) Public Relations Campaigns,301	3	PURE201
JOURNALISM	21 CREDITS	Prerequisites
JOUR131 Photo Journalism	3	
JOUR256 News Writing II	3	JOUR255
JOUR258 Web Based Journalism	3	JOUR256
JOUR333 Feature Writing	3	COMM105,126

JOUR335 Writing and Reporting for Broadcast	3	TELE215, RAD1246
JOUR356 Global Trends in Journalism	3	JOUR258
TELE267(COMM267) Techniques of Video Editing	3	TELE135

COMMUNICATION STUDIES ELECTIVES

Each student must choose 6 credits of electives. Students are free to choose electives of their choice. However, some electives are recommended for students pursuing specific areas of specialization (*please see bracketed information below*). Also, if students choose to do an elective that carries a prerequisite that is not listed on their sequence of courses, they must do the prerequisite before doing the elective. In addition, if one of the courses listed below are required for the core or area of specialization, the student cannot choose it as an elective.

ELECTIVES	21 CREDITS	PREREQUISITES
COMM222 Theory & Practice in Audio Recording (Radio & TV)	3	COMM126
COMM259 Voice and Diction (Journalism students)	3	COMM251
COMM260(JOUR252) Outside Broadcasting (Radio & TV)	3	TELE215, COMM224
JOUR131 Photo Journalism (PR students)	3	
JOUR256 News Writing II JOUR255	3	
JOUR257 Writing for the Electronic Media	3	
JOUR258 Web Based Journalism	3	JOUR256
JOUR335 Writing and Reporting for Broadcast	3	TELE215, RAD1246
PRNT154 Principles of Photography (PR & Jour. students)	3	
PURE201(JOUR201) Writing for Public Relations	3	PURE102
PURE202(JOUR202) Event Design, Plan. & Project Mgmt.	3	PURE102
PURE300 Social & Digital Media Mgt.	3	TELE267
RADI246 (COMM246) Radio Broadcasting II (SL)	3	COMM224, 245, 259
RADI345(COMM345) Advanced Radio Production I	3	RADI224, 246
RADI446 (COMM446) Advanced Radio Production II	3	RADI345
TELE242 Television Broadcasting	3	TELE215
TELE267(COMM267) Techniques of Video Editing (PR, Radio & TV students)	3	TELE135
TELE268(COMM268) Electronic Field Production	3	TELE216, COMM267
TELE269 (COMM269) Screen and Script Writing	3	JOUR257
TELE270 (COMM270) Production Lighting for Film & TV	3	
TELE321Audio Production for Film and TV	3	TELE215, 267
TELE334(COMM216) Television Production II	3	TELE215
TELE447(COMM347) Advanced Television Production I	3	TELE282
TELE448 (COMM448) Advanced Television Production II	3	TELE447

GENERAL EDUCATION REQUIREMENTS

46 CREDITS

Please account for the minimum forty-six (46) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) must be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard. Please note that all Communication Studies students are required to do the General Education course PSYC119 Principles of Psychology.**

**RECOMMENDED SEQUENCE
BACHELOR OF ARTS IN COMMUNICATION STUDIES**

Status	1 st Semester	Cr.	2 nd Semester	Cr
1 st Year/ Freshman (0-36 credits)	COMM105 Fundamentals of Writing	2	COMM128 Issues in Caribbean Media	3
	COMM126 Intro. to Media & Comm.	3	COMM168(JOUR168) Intro. to Advertising	3
	PSYC119 Principles of Psychology	3	ENGL120 Freshman Composition II	3
	EDUC100 Freshman Seminar	~	EDUC151 Fund of Christian Education	3
	ENGL119 Freshman Composition I	3	PURE102 Fundamentals of Public Relations	3
	JOUR130 Intro. to Journalism	3	TELE135 (COMM135) Intro. to Television	3
	Information & Technological Literacy Req.	3	Production	
	TOTAL CREDITS:	17	TOTAL CREDITS:	18
Summer I	RELB113 God and Human Life	3		
	Health and Wellness Requirement	3		
	TOTAL CREDITS:	3		
2 nd Year/ Sophomore (33-64 credits)	COMM235 (COMM205) Digital Publishing	3	COMM276 Group Dynamics & Leadership	3
	RADI224(COMM224) Techniques of Radio Prod.	3	JOUR255 News Writing	3
	Modern Language Requirement	3	RADI245 (COMM245) Radio Broadcasting I	3
	COMM150 Intro to Communication Research	3	RELB210 Daniel and Revelation	3
	TELE215 (COMM215) Television Production I	3	Modern Language Requirement	3
	COMM251 Oral Communication	3	Mathematics-Numeric requirement	3
	TOTAL CREDITS:	18	TOTAL CREDITS:	18
	3 rd Year/ Junior (65-96 credits)	Area of Specialization/Minor	9	Area of Specialization/Minor
COMM260 (COMM252) Outside Broadcasting		3	COMM320 Communication Research	
COMM316 Debate & Argumentation		3	Methods	3
COMM396 Broadcast Management		3	RELB205(305) Life & Teachings of Christ	3
TOTAL CREDITS:		18	Critical Thinking-Science Requirement	3
			Communication Studies Elective	3
4 th Year- Senior	Area of Specialization/Minor	6	COMM449 (COMM339) Production House	4
	Communication Studies Elective	3	COMM401 Media Ethics & Legal Issues	3
	COMM400 Media Entrepreneurship	3	COMM399 Internship in Comm.	3
	RELT451 Christian Ethics & Moral Dev.	3	COMMLACE499 Language & Content Exam	NC
	Music and Art (3 Credits)	3	TOTAL CREDITS	10
	TOTAL CREDITS:	18		

ASSOCIATE OF ARTS IN COMMUNICATION STUDIES

A student pursuing this course of study is required to complete at least 70 credits. Forty (40) of these must be Communication Studies core credits plus the recommended minimum General Education credits.

CORE REQUIREMENTS (40 Credits)	CREDITS	Prerequisites
COMM105 Fundamentals of Writing	2	
COMM126 (COMM100/149) Intro to Media and Communication	3	
COMM128 Issues in Caribbean Media	3	COMM126
COMM150 Introduction to Communication Research	2	COMM126
COMM168 (JOUR168) Introduction to Advertising	3	
COMM260(COMM252) Outside Broadcasting	3	TELE135, RAD1224
COMM276 Group Dynamics and Leadership (SL)	3	COMM251
JOUR130 (COMM168) Introduction to Journalism	3	
JOUR255 News Writing	3	COMM126, JOUR130
PURE102 (JOUR102) Fundamentals of Public Relations	3	
RADI224 Techniques of Radio Production	3	COMM126, JOUR130
RADI245(COMM245) Radio Broadcasting I	3	COMM126
TELE135 (COMM135) Introduction to Television Production	3	COMM126, JOUR130
TELE242 (COMM243) Television Broadcasting (SL)	3	TELE135

GENERAL EDUCATION REQUIREMENTS

30 CREDITS MINIMUM

Please account for the minimum thirty (30) General Education credits as stipulated in the *Bulletin*. Should any of the recommended courses be required for the core, area of specialization or elective for the degree being pursued, additional courses **must** be taken (by advisement) to complete the minimum requirements for the associate degree.

RECOMMENDED SEQUENCE ASSOCIATE OF ARTS IN COMMUNICATION STUDIES

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year-Freshman (0-32 credits)	COMM105 Fundamentals of Writing	2	COMM128 Issues in Caribbean Media	3
	COMM126 (COMM100/149) Intro to Media & Comm	3	COMM168 (JOUR168) Intro. to Advertising	3
	EDUC100 Freshman Seminar	~	ENGL120 Freshman Comp. II	3
	ENGL119 Freshman Composition I	3	PURE102 (JOUR102) Fund. of Public Relations	3
	JOUR130(COMM168) Intro. to Journalism	3	TELE135(COMM135) Intro to TV Production	3
	PSYC119 Principles of Psychology	3	EDUC151 Fundamentals of Christian Educ.	3
	Information & Technological Literacy Req.	3		
	TOTAL CREDITS:	17	TOTAL CREDITS:	18

2 nd Year-Sophomore (33-64 credits)	COMM150 Intro to Communication Research	2	COMM251 Oral Communication	3
	COMM276 Group Dynamics & Leadership	3	COMM260 (JOUR252) Outside Broadcasting	3
	JOUR255 News Writing	3	HMEC129 Social & Professional Ethics	3
	RADI224 (COMM224) Techniques of Radio Prod.	3	RADI245(COMM245) Radio Broadcasting I	3
	TELE242 (COMM234) TV Broadcasting	3	RELB210 Daniel and Revelation	3
	RELB113 God and Human Life	3	HPED111 Health and Physical Education	2
	TOTAL CREDITS:	17	TOTAL CREDITS:	17

MINOR IN COMMUNICATION STUDIES

A student pursuing this minor is required to complete at least 32 credits (26 of which are core and six (6) are electives). If a student chooses to do an elective that carries a prerequisite that is not listed in the sequence of courses, they must do the prerequisite before doing the elective. All courses listed under Core requirements **must** be done.

CORE REQUIREMENTS (26 Credits)

	CREDITS	Prerequisites
COMM105 Fundamentals of Writing	2	
COMM126 (COMM100/149) Intro to Media and Comm.	3	
COMM168 (JOUR168) Introduction to Advertising	3	
COMM276 Group Dynamics and Leadership (SL)	3	COMM251
JOUR130 Introduction to Journalism	3	
JOUR255 News Writing	3	COMM126, JOUR130
PURE102 (JOUR102) Fundamentals of Public Relations	3	
RADI224 (COMM224) Techniques of Radio Production	3	COMM126, JOUR130
TELE135 (COMM135) Introduction to Television Production	3	COMM126, JOUR130

COMMUNICATIONS STUDIES ELECTIVES (Choose any two (2) of the following)

	CREDITS	Prerequisites
COMM128 Issues in Caribbean Media	3	COMM126
COMM222 Theory & Practice in Audio Recording	3	COMM126
COMM235(COMM205) Digital Publishing	3	COMM105,126
COMM326 Debate and Argumentation	3	COMM251
JOUR255 News Writing	3	JOUR130
JOUR257 Writing for the Electronic Media	3	
JOUR333 Feature Writing	3	
JOUR335 Reporting and Writing for Broadcast	3	JOUR130, 255
PRNT154 Principles of Photography	3	
PURE202(JOUR202) Event Design, Planning & Project Mgt.	3	PURE102
PURE300 Social & Digital Media Management	3	TELE267
RADI245(COMM245) Radio Broadcasting I	3	COMM128, RADI224

TELE215 (COMM135) Television Production I	3	
TELE242 (COMM243) Television Broadcasting	3	
TELE267 (COMM267) Techniques of Video Editing	3	TELE135
TELE270 (COMM268) Production Lighting for Film &	3	TVELE215
TELE321 Production Audio for Film & TV	3	TELE215

DESCRIPTION OF COURSES

COMM105 Fundamentals of Writing **2 Credits**

Students are guided through a review of Basic English grammar, with an emphasis on different modes of creative writing. They are introduced to the language and jargon of the communication/media practitioner.

COMM126 Introduction to Media and Communication **3 Credits**

This course explores the nature, functions, theories and responsibilities of mass media. Students are exposed to the various media and communication theories and examine their application in the diverse 21st century communication arena. It explores media convergence, the advent of social media and evolving communication technologies and their impact on media and communication.

COMM128 Issues in Caribbean Media **3 Credits**

This course exposes students to issues affecting media coverage in the Caribbean. Students will examine the situation in different countries, critique the similarities and differences in structure, practice and cultural nuances in Caribbean media organisations and look at how differences in journalistic practices and societal diversity impact the coverage of politics, culture and regional development and integration. **Prerequisite: COMM126(COMM100/149) Introduction to Media and Communication**

COMM150 Introduction to Communication Research **2 Credits**

The course is an introduction to the nature, value and practice of research. It highlights various approaches to research, emphasizing issues in media and communication. Research methodologies and the impact of the Internet and social media on research, are also examined. Students are required to generate research topics and write research proposals. **Prerequisite: COMM126(COMM100/149) Introduction to Media and Communication**

COMM168 (JOUR168) Introduction to Advertising **3 Credits**

Examines essential viewpoints and issues from the standpoint of both the literature and the practitioner. Students learn why advertising is used, the kind of goal set for it, ways in which advertising programmes are developed to achieve these goals and much about why and how advertising accomplishes its aims. Finally, students are exposed to the interaction between advertising and society and the implications for successful advertising. **Prerequisite: COMM126(COMM100/149) Intro to Media and Communication**

COMM222 Theory and Practice in Audio Recording**3 Credits**

Students are introduced to the theory and teaching of the multi-channel recording studio. The selection and physical basis of all equipment are explored. Students are competent in editing sound and carrying out the operations of the recording studio. Students are required to use cutting edge technology and apply these techniques in studio. **Prerequisite:** TELE135(COMM135) Intro to TV Production

COMM 235 (COMM205) Digital Publishing**3 Credits**

The course examines the study and use of digital lettering, type styles, graphics, page layout and design. The course is designed to study the advancement and refinement of graphic art techniques, with emphasis on the proper use of mechanical tools and computer-aided digital publishing systems. **Prerequisites:** COMM105, 126

COMM251 Oral Communication**3 Credits**

The course is an exploration of the dynamic process of intrapersonal, interpersonal, small group, and public speaking communication contexts. It includes practical emphasis on the acquisition of skills in these four contexts of communication. **Prerequisite:** ENGL120 Freshman Composition II

COMM259 Voice and Diction**3 Credits**

A course which provides training for improvement in the use of the speaking voice. Attention is focused on range, flexibility, clarity of articulation and standards of pronunciation, with individual help in the correction of faulty speech habits. **Prerequisite:** COMM251 Oral Communication

COMM260 (JOUR252) Outside Broadcasting**3 Credits**

This course provides students with a platform on which the successful staging of an outside broadcast for radio and television are affected. Students are exposed to management and leadership theories which underpin the execution of an outside broadcast. Students are involved in proposal writing and the successful execution of fund-raising events. **Prerequisites:** TELE215(COMM215) Television Production I; RAD1224: Techniques of Radio Production

COMM276 Group Dynamics and Leadership (SL)**3 Credits**

This course focuses on interpersonal relationships in the small group; and leadership as a function in group cohesiveness and productivity. It provides exposure to leadership theories which are tested in field application. The course has an off-campus component which facilitates experiential learning and a strong Service-Learning component. **Prerequisite:** COMM251 Oral Communication

COMM316 Debate and Argumentation**3 Credits**

The study of reasoned argument through creative application of the rules of evidence and reasoning. Students will be exposed to the steps used in the formulation of a hypothesis and will be required to develop hypotheses individually. Research techniques will be explored in this course to ensure that arguments presented are logical and cohesive. **Prerequisite:** COMM251 Oral Communication

COMM320 Communication Research Methods

3 Credits

This is a practical course designed to have students apply the theories and concepts learnt in *Introduction to Communication Research*. Emphasis is placed on practical application. Students are required to complete research on a topic of their choice, from the field of media and communication. Students may also be required to work as research assistants for a faculty member who is engaged in research. **Prerequisite: COMM150 Introduction to Communication Research**

COMM396 Broadcast Management

3 Credits

A study of the various components involved in managing a media facility with special emphasis on the Jamaican landscape (as well as close interaction with the regulating body, the Broadcasting Commission). **Prerequisites: TELE215(COMM215) TV Production I; COMM260(JOUR252) Outside Broadcasting**

COMM400 Media Entrepreneurship

3 Credits

This course entails using practical skills learnt throughout the programme to develop and grow a business. Exposure to proposal writing and developing strategic partnerships is integral to this course and students are guided through this process. **Prerequisite: COMM396 Broadcast Management**

COMM401 Media Ethics and Legal Issues

3 Credits

An overview of legal aspects of the media, with emphasis on libel, copyright, censorship, privacy and other issues confronting professional communicators. This is an online course. **Prerequisite: COMM320 Communication Research Methods**

COMM449(COMM339) Production House

4 Credits

Students are given the opportunity to get hands-on experience. Students must prepare and present approved proposals, a portfolio and signed workshop attendance logs at a panel interview assessment session. Students who are unsuccessful at Production House will not proceed on Internship. Students should have completed at least nine (9) credits in their emphasis before being eligible for Production House. *(Offered in Spring)*. **Prerequisite: COMM320 Communication Research Methods**

COMM499 (COMM399) Internship in Communication

3 Credits

Students are required to apply academic content, demonstrate mastery of their subject area or an area in which they are placed as well as professional ethics at a journalistic, publication, broadcast or related facility. Internship is usually for a six-week period under the supervision of a professional. Grading is by an external professional, based on work ethics, competence and initiative. *(Offered in Summer)*. **Prerequisites: COMM449(COMM339) Production House**

JOUR130 Introduction to Journalism

3 Credits

Students are introduced to the field of Journalism and the theories and practices of the local and global news media landscape. The work of the Journalist and the general structure and operations of the newsroom are covered. News gathering and interviewing techniques are also emphasized.

- JOUR131 Photojournalism** **3 Credits**
Teaches the core elements of identifying the perfect shot for the perfect news story. Learning is accelerated through the use of practical sessions and case studies.
- JOUR255 News Writing I** **3 Credits**
The student is exposed to the rudiments of news gathering and news writing. Experience is gained by covering assignments and in writing articles for print and online platforms. **(Offered in Fall)**. **Prerequisite: JOUR130 Intro to Journalism**
- JOUR256 News Writing II** **3 Credits**
Advanced news gathering and news writing techniques are explored. This is a highly practical course which involves students covering assignments on and off campus. **(Offered in Spring)**. **Prerequisite: JOUR255 News Writing**
- JOUR257 Writing for E- Media** **3 Credits**
The principles and techniques of script writing for all broadcast media platforms, specifically digital platforms, are explored in this course. Students are required to do practical work. This is an online course. **Prerequisites: COMM126(COMM100/149) Intro to Media and Communication; COMM105: Fundamentals of Writing**
- JOUR258 Web-Based Journalism** **3 Credits**
Emphasizes best practices in journalistic writing for online media platforms. Students are to be exposed to technical skills in writing for this media platform. **Prerequisite: JOUR256 News Writing II**
- JOUR333 Feature Writing** **3 Credits**
Theory and practice of writing feature stories for traditional print platforms such as newspaper and magazine and online platforms. Practical assignments involve interviewing, writing, revision and marketing of articles. **Prerequisites: JOUR130 Intro to Journalism; JOUR255 News Writing**
- JOUR335 Writing and Reporting for Broadcast** **3 Credits**
This course exposes the student to advanced journalistic practices, including script writing and reporting for radio and television. Students are required to master assignment coverage and in-the-field news reporting techniques. **Prerequisites: TELE215(COMM215) Television Production I; RAD1246(COMM246) Radio Broadcasting II**
- JOUR356 Global Trends in Reporting** **3 Credits**
This course teaches awareness of cultural nuances and the skills required for writing about global issues for an international audience. **Prerequisite: JOUR256 News Writing II**
- PRNT154 Principles of Photography** **3 Credits**
A study of the basic principles of photography. Includes theory and practice of exposure, development, printing and enlarging; and the study of various types of equipment and apparatus. **Prerequisite: COMM126(COMM100/149) Intro to Media and Communication**

PURE102 (JOUR102) Fundamentals of Public Relations**3 Credits**

This course covers communication techniques used in public relations to identify and reach specified audiences through controlled media. It involves the preparation of press releases, brochures, newsletters, reports, audio-visuales, speeches and media campaigns; planning and constructing special events; underpinned by theories in communication. **Prerequisite: COMM126(COMM100/149) Intro to Media and Communication**

PURE201(JOUR201) Writing for Public Relations**3 Credits**

This course will introduce students to the various Public Relations writing tools, as well as help develop the necessary skills for PR writing, including newsletters, press release(s), feature stories, and speeches. Building on the foundation of the News Writing course, students will learn to apply the same principles in a public relations context. Students will learn to write persuasive copy for all media platforms as well as for both internal and external audiences. They will also produce written marketing support products and prepare speeches and editorial copy for companies and organizations. **Prerequisite: PURE102(JOUR102) Fundamentals of Public Relations**

PURE202(COMM202) Event Design, Planning & Project Management**3 Credits**

This course emphasizes best practices in the planning and execution of events. It introduces techniques for processing pertinent public relations information, problem-solving and communication skills for the contemporary practitioner. Participants are required to articulate the concept as expressed by an external client and execute an appropriate programme in accordance with those needs. Exposure to contingency and crisis management plans are integral to this course. An understanding of protocol and etiquette is critical to this course, which has a practical component. *(Offered in Spring)*. **Prerequisite: PURE102(JOUR102) Fundamentals of Public Relations (offered in Spring)**

PURE300 Social and Digital Media**3 Credits**

Students will utilize various platforms for managing reputation, crisis, relationships, corporate communications and branding for greater return on investment. Automation, platform management, content curation, scheduling and measurement evaluation are explored. **Prerequisite: TELE267(COMM267) Techniques of Video Editing**

PURE301(JOUR401) Case Studies in Public Relations**3 Credits**

Using the case study approach to learning, this course gives students the opportunity to review and later predict how organizations solve their respective public relations challenges. Students learn to write case statements, case summaries and position papers while critiquing and drafting solutions to given problems. **Prerequisite: PURE300 Social & Digital Media Mgt**

PURE421(JOUR321) Public Relations Campaigns**3 Credits**

Students learn the managerial and practical aspects of the public relations campaign, including research, agenda/objective setting, planning, execution and evaluation. Students cover all relevant functions of the creative and managerial process, including event planning and media relations, through the actual creation of a comprehensive public relations campaign. **Prerequisite: PURE301(JOUR401) Case Studies in Public Relations**

RADI224 Techniques of Radio Production**3 Credits**

Students are introduced to the world of radio production and learn the role of radio, its impact on society and the skills involved in creating scripts for different programme formats. Student will conceptualize programme ideas and bring them to fruition. **Prerequisites: COMM126(COMM100/149) to Media and Communication; JOUR130 Intro to Journalism.**

RADI245(COMM245) Radio Broadcasting I**3 Credits**

This course introduces the students to the intricacies of radio broadcasting. It fine-tunes their presentation skills and builds on the production skills garnered in *Techniques of Radio Production*. A theoretical background prepares students for the practical work which is done throughout the course. The emphasis is on effectively presenting a variety of radio formats. **(Offered in Fall). Prerequisites: RADI224 Techniques of Radio Production.**

RADI246(COMM246) Radio Broadcasting II**3 Credits**

A course designed to hone the skills in feature writing, interviews, newscasts and panel discussions for radio. The skills acquired enables the student to produce a variety of radio formats, including a current affairs programme. **(Offered in Spring). Prerequisites: RADI245(COMM245) Radio Broadcasting I; COMM259 Voice and Diction**

RADI345 (COMM345) Advanced Radio Production I**3 Credits**

A study of the modern radio broadcast station. The functions, requirements and skills necessary to work in broadcast are fine-tuned through practical in-studio work. Students are required to produce features and news for broadcast on NCU Radio. **(Offered in Fall). Prerequisite: RADI246 (COMM246) Radio Broadcasting II**

RADI446 (COMM446) Advanced Radio Production II**3 Credits**

Advanced level work in radio production is covered. Students produce news, features and documentaries for NCU Radio. **(Offered in Spring). Prerequisite: RADI345(COMM345) Advanced Radio Production I**

TELE135(COMM135) Introduction to Television Production**3 Credits**

A study of the fundamentals of producing for the medium. Includes script writing, directing the television studio recording and understanding the various production roles and responsibilities. Students are exposed to the use of lighting and sound in supporting video. **Prerequisite: COMM126(COMM100/149) Introduction to Media and Communication**

TELE215(COMM215) Television Production I**3 Credits**

This course highlights the theory and practical experience in producing and directing for television. Includes study of the role of the producer and director as well as styles of directing. Practical experience includes but is not limited to directing interviews and 'live' magazine and news programmes in a studio setting. **(Offered in Fall). Prerequisites: COMM126 (COMM100/149) Intro to Media and Communication, TELE135(COMM135) Intro TV Production.**

TELE243(COMM243) TV Broadcasting

3 Credits

Exposes the students to the medium of television broadcasting and includes planning, production and presentation. Emphasis is on presentation and developing and sharpening the potential broadcaster's skills on camera. Practical exercises include activities such as hosting a feature programme and anchoring news. **Prerequisites: TELE135(COMM135) Introduction to TV Production.**

TELE267(COMM267) Techniques of Video Editing

3 Credits

Students are introduced to the history, file format, capture/storage, devices and new technologies. Students will gain hands-on experience using the Adobe Suite, that will enable them to be competent in the craft of post-production. **Prerequisite: TELE135(COMM135) Intro to TV Production**

TELE321 Production Audio for Film and Television

3 Credits

Students will be exposed to the fundamentals of audio recording and editing for film and television production. Students will be required to produce a short film/feature. Focus will be on the audio.

TELE334(COMM216) Television Production II

3 Credits

Advanced theory and practical experience in directing and producing for television. Practical experience includes producing and directing a single camera production outside of the television studio. Production teams will produce dramas, interviews, features/documentaries. **(Offered in Spring). Prerequisite: TELE215(COMM215) Television Production I**

TELE347(COMM347) Advanced TV Production I

3 Credits

This course entails producing, directing and performing in a television programme and creating for the video medium. Students receive exposure to the responsibilities of the producer and director; and are taught to master the art of special effects: the creative use of lighting, scenery and makeup. Students are encouraged to produce original and experimental projects. **(Offered in Fall). Prerequisites: TELE270(COMM270) Production Lighting for Film & TV; TELE334(COMM282) Television Production II**

TELE448(COMM448) Advanced TV Production II

3 Credits

Without formal instruction, students are required to undertake all aspects involved in producing a 30-minute film by a given time. This includes script writing (done in COMM347), casting, location selection, legalities, filming, editing. A formal package must be submitted along with the video presentation. **(Offered in Spring). Prerequisites: TELE347(COMM347) Advanced TV Production I**

DEPARTMENT OF GENERAL STUDIES

Chair: Jason Wynter

E-mail: Jason.wynter@ncu.edu.jm

Telephone: (876) 963-7495; 7494

Faculty: Comprised of instructors from the designated departments in which the students may choose to do their programme of study.

INTRODUCTION

This programme is intended to give a cross-disciplinary foundation to students who desire to choose a broader, more varied programme of study. Students may cross departmental lines in order to obtain the preparation that will best fit them for the future study of other disciplines. The total number of credits should be no less than one hundred and twenty-eight (128).

OBJECTIVE

The department aims to provide students with a broad-based, educational foundation for increased flexibility in future study and career choices.

PROGRAMME OFFERED

- Bachelor of Arts in General Studies

MATRICULATION REQUIREMENTS

- Applicants must meet the requirements for entry to the University, as well as the requirements for taking the minors comprising the student's programme of study.
- Transfer students matriculating into this programme must have a cumulative GPA of 2.25 or above.

ADDITIONAL REQUIREMENTS

- Students must complete the basic General Education requirements as outlined.
- Instead of taking a major and a minor, students are required to select emphases of a minimum of twenty-seven (27) credits each, with at least 12-15 hours of upper division credits in at least three related disciplines. Credits in the areas of emphasis are exclusive of the General Education requirements, which amount to 37-49 credits.
- Students are required to have a GPA of 2.5 or above in at least two of the areas of emphasis and a GPA of 2.25 or better in the other.
- Students should file an approved course plan with the adviser or the programme co-ordinator no later than the end of the sophomore year. This plan must be approved by the Academic Board.

Each department chairperson serves as adviser for the emphasis taken within that department. The co-ordinator or chairperson of the Department of General Studies serves as general adviser for each student.

DEPARTMENT OF HUMANITIES

Chair: Mario Castillo Rangel

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FACULTY

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 Francisco Teran Cueto
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 Rhonda Harrison
 Yamirka Jackson
 Sheryl Reid
 Carolyn Wiles-Blair
 Fitzroy Williams

ADJUNCT

Orrette Burke
 Rosado Castillo
 Joan Reid
 Norman Thompson
 Othniel Williams

INTRODUCTION

The Department of Humanities contributes to the fulfilment of the mission of the University by helping students to develop an appreciation for the humanities by sharpening critical and analytical thinking, while developing creative skills through the study of languages and literature. It also seeks to acquaint students with the forces, movements, institutions and ideas that have shaped the human experience through the study of history.

OBJECTIVES

The Department seeks to:

- provide students with the tools and approaches necessary to make an informed, creative and Christian impact in their area of study;
- produce individuals who can operate at a high intellectual and moral level in rapidly changing times;
- prepare students to meet the requirements of the global and domestic labour markets with the requisite leadership, problem-solving skills as well as the ability to think, innovate, communicate and learn;
- adopt a broad historical, comparative and inter-disciplinary perspective on everyday issues;
- provide a foundation of Christ-centredness for a wide range of careers in law, journalism, library science, publishing, public relations, teaching, multilingual secretary, translation, interpretation, government, library science, diplomacy, and research;
- provide a thorough understanding of the diversity of forces which have shaped the development of the Caribbean region;
- prepare students through collaboration with the Department of Teacher Education to teach in the primary and secondary schools;

- provide students with the technology and flexibility to access online courses;
- prepare students who will offer responsible service with a high level of integrity and respect; and
- prepare students of excellence for entrance to graduate studies.

GOALS

The Department seeks to:

- prepare students in the areas of the humanities with the highest level of reputation;
- provide service to the community and people in and around the areas that we operate;
- ensure that it remains financially viable so that it can fulfil the needs of its stakeholders;
- provide an environment where students can accomplish their academic pursuit; and
- ensure that technology is the driving force behind its teaching and learning process.

PROGRAMMES OFFERED

- Bachelor of Arts in English with emphases in:
 - Literature
 - Writing
- Bachelor of Arts in History
- Bachelor of Arts in Spanish Studies
- Minor in English
- Minor in French
- Minor in History
- Minor in Social Studies
- Minor in Spanish
- English as a Second Language (ESL-proficiency)

MATRICULATION REQUIREMENTS

English

In addition to the University's entry requirements, a student who desires to major in English must have a pass in English A and English B at CSEC General Proficiency Level I or II, or GCE O' Level of at least a 'B' or an equivalent examination with a comparable grade.

History

Students majoring in History must have a pass in the subject of at least 'B' at GCE or at least Level II CSEC at the General Proficiency Level. In addition, persons may be accepted into the programme if they are successful in the Mature Age Examination which is only applicable to candidates over 25 years old.

Spanish

For admission to the Bachelor of Arts in Spanish Studies, it is recommended that the applicant have a pass in Spanish of at least a 'B' at GCE O' Level or Grade II in the CSEC General Proficiency Level or an equivalent examination with a comparable grade. Students pursuing these programmes are required to take six (6) credits of French.

Modern Language Requirement

All students pursuing a Bachelor of Arts in English are required to do six (6) credits of a modern language at the intermediate level. Students in this programme who do not have a pass in a modern language in CSEC or GCE or an equivalent examination must complete the prerequisite –

6 credit hours of the beginning course of a modern language – before enrolling in the intermediate level course.

THE ENGLISH LANGUAGE PROFICIENCY EXAMINATION (ELPENCU)

Each prospective student is required to take the English Language Proficiency Examination (ELPENCU) that is geared towards testing competence in *grammar, comprehension and writing* in order to be placed in the appropriate English course. Students who fail this examination are required to enroll in ENGL071: Introduction to Composition. A fee is charged for the examination.

Service Learning

Each student is required to complete a service-learning component whether on or off campus to satisfy the requirement of graduation. This can be accomplished through an internship programme.

Certification

Each student is required to take and complete some sort of certification relating to their programme of study before graduation.

BACHELOR OF ARTS IN ENGLISH

There are two emphases for the Bachelor of Arts degree In English: one in literature and one in writing. Each emphasis has a core of 66 credits. At least 30 of the credits for the Bachelor of Arts in English must be in upper-division courses numbered 300 or above. This degree requires a minimum of 132 credits (*Literature emphasis*) and 128 credits (*Writing emphasis*).

**BACHELOR OF ARTS IN ENGLISH
(LITERATURE EMPHASIS)**

CORE REQUIREMENTS	60 CREDITS	Prerequisites
ENGL125 (205) Introduction to Poetry	3	
ENGL126 Critical Approaches to Literature I	3	
ENGL129 (ENGL 205) Introduction to Prose	3	ENGL126
ENGL132 (ENGL206) Introduction to Drama	3	ENGL126
ENGL148 (ENGL243/248) Survey of Commonwealth Lit.	3	ENGL126
ENGL207 Sonnets - From Thomas Wyatt to Pamela Mordecai OR		ENGL148
ENGL211 (ENGL301) Modern American Poetry	3	ENGL125 & 148
ENGL214 (ENGL333) The West Indian Short Story	3	ENGL129
ENGL216 Development of the Novel	3	ENGL129
ENGL219 Introduction to Shakespeare	3	ENGL148
ENGL223 (ENGL331) Critical Approaches to Literature II	3	ENGL126
ENGL218 (ENGL333) West Indian Poetry	3	ENGL125 & 126
ENGL317 Women, Gender & Poetry	3	ENGL125 & 126
ENGL316 (ENGL333) The West Indian Novel	3	ENGL129
ENGL321(ENGL243/337) Introduction to Chaucer OR		ENGL125 & 148
ENGL311 (248/) Romantic Poetry	3	
ENGL314 (ENGL301) Modern American Prose	3	ENGL129

ENGL325 (ENGL248/427) Colonial & Post-Colonial Writings	3	ENGL129
ENGL320 (ENGL331) Critical Approaches to Literature III	3	ENGL223
ENGL478 (ENGL437) Special Author	3	ENGL129
ENGL487 (ENGL485) Literature Research Methods	3	ENGL223
ENGL491(ENGL333) Modern West Indian Dramas	3	ENGL132
ENGL 495 Women, Gender & Prose	3	ENGL129
ENGL 492(ENGL378) Modern African Prose Fiction	3	ENGL129
ENGL 494 (ENGL378) Modern African Drama	3	ENGL132
ENGL 496 African Diasporic Women’s Writings OR		ENGL129
ENGL 498 Postcolonial & Transnational Literatures	3	ENGL129

ELECTIVES

9 CREDITS

Electives may be chosen from Communication Studies or Information Science. If a student chooses an elective or a cognate which has a prerequisite, the prerequisite must be completed before the desired course. This has implications for the number of credits needed for the degree to be awarded.

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two 32 General Education credits as stipulated in the NCU *Bulletin*. See pages 44-77 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic adviser or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
BA IN ENGLISH (LITERATURE EMPHASIS)**

Status	1 st Semester	CR.	2 nd Semester	CR.
1 st Year-Freshman (0-32 credits)	ENGL119 Freshman Composition I	3	ENGL120: Freshman Composition II	3
	EDUC100/110 University Orientation	~	HPED111 Health & Physical Education	3
	MUHL100 Music Appreciation	3	PSYC 119 Principles of Psychology or	3
	RELB113 God & Human Life	3	SOCI120 Introduction to Sociology	3
	ENGL125 Introduction to Poetry	3	ENGL129 Introduction to Prose	3
	ENGL126: Critical Approaches to Literature	3	ENGL132 Introduction to Drama	3
	HIST104 World History I	3	ENGL148 Survey of Comm. Lit.	3
	TOTAL CREDITS:	18	TOTAL CREDITS:	18

2 nd Year- Sophomore (33-65 credits)	RELB210 Daniel & Revelation	3	Modern Language Requirement II	3	
	Modern Language Requirement I	3	BIOL 189 Philosophy of Science	3	
TOTAL CREDITS:	MATH100 Fundamentals of Math	3	ENGL214 West Indian Short Story	3	
	ENGL218 West Indian Poetry	3	ENGL216 Development of the Novel	3	
	ENGL219: Introduction to Shakespeare	3	ENGL207: Sonnets - From Thomas		
	ENGL223: Critical Approaches to Lit. II	3	Wyatt to Pamela Moedecai or		
			ENGL211: Modern American Poetry	3	
			COMM251: Oral Communication	3	
		18	TOTAL CREDITS:	18	
	3 rd Year- Junior (65-96 credits)	ENGL320 Critical Approaches to Lit. III	3	ENGL317: Women, Gender & Poetry	3
		ENGL311: Romantic Poetry	3	ENGL316: The West Indian Novel	3
		ENGL321: Introduction to Chaucer	3	ENGL325: Colonial & Post-Colo.	3
ENGL314: Mod. American Prose Fiction		3	Writings	3	
Health and Wellness		2	RELB 205 Life & Teachings of Christ	6	
Elective/Cognate		3	Elective/Cognate		
		17	TOTAL CREDITS:	18	
4 th Year- Senior (Over 96 credits)		ENGL492: Modern African Prose Fiction	3	ENGL478: Special Author.	3
	ENGL496: African Diasporic Women's Writings or ENGL498: Postcolonial & Transitional Literature	3	ENGL494: Modern African Drama	3	
	ENGL491: Modern West Indian Drama	3	ENGL495: Women, Gender & Prose	3	
	RELT451 Christian Ethics & Moral Dev.	3	COMM235 Digital Publishing OR	3	
			PURE300 Social and Digital Media	3	
			LACE499 Language and Content Exam	NC	
		12	TOTAL CREDITS:	15	

BACHELOR OF ARTS IN ENGLISH (WRITING EMPHASIS)

CORE REQUIREMENTS

63 CREDITS

Prerequisites

ENGL125 (205) Introduction to Poetry	3	
ENGL126 Critical Approaches to Literature I	3	
ENGL129 (ENGL 205) Introduction to Prose	3	ENGL126
ENGL132 (ENGL206) Introduction to Drama	3	ENGL126
ENGL148 (ENGL243/248) Survey of Commonwealth Lit.	3	ENGL126
ENGL208 Introduction to Linguistics	3	
ENGL221 Technical Writing	3	ENGL120
ENGL252 English Syntax	3	ENGL208
ENGL312 Applied Linguistics	3	ENGL252
ENGL315 Language Culture & Society	3	ENGL208
ENGL218 (ENGL333) West Indian Poetry	3	ENGL125 & 126
ENGL211 (ENGL 301) Modern American Poetry or		ENGL125 & 126
ENGL314 (ENGL301) Modern American Prose	3	ENGL125 & 126
ENGL223 (ENGL331) Critical Approaches to Literature II	3	ENGL126
ENGL492 (ENGL 378) Modern African Prose Fiction or		ENGL129 & 132
ENGL494 (ENGL378) Modern African Drama	3	
ENGL316 (ENGL 333) West Indian Novel or		ENGL129
ENGL491 (ENGL 333) West Indian Drama	3	ENGL132
ENGL400 Approaches to Writing	3	ENGL373

ENGL413 Hist. & Dev. of the English Lang.	3	ENGL 208/252
ENGL320(ENGL331) Critical Approaches III	3	ENGL126, 223
ENGL326 Creative Writing	3	ENGL120
ENGL373 Advanced Writing	3	ENGL120
JOUR310 Opinion Writing	3	ENGL120

REQUIRED COGNATES	9 CREDITS	Prerequisite
COMM235 Digital Publishing OR		
PURE300 Social and Digital Media	3	
ENGL319 Teaching English as a Foreign Language	3	ENGL132

ELECTIVES 9 CREDITS

Electives and conates may be chosen from Communication Studies or Information Science. If a student chooses an elective or a cognate which has a perquisite, the prerequisite must be completed before the desired course. This has implications for the number of credites needed for the degree to be awarded.

GENERAL EDUCATION REQUIREMENTS MINIMUM 32 CREDITS

Please account for the minimum thirty-two 32 General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic adviser or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
BA IN ENGLISH (WRITING EMPHASIS)**

Stat us	1 st Semester	CR.	2 nd Semester	Cr
1 st Year-Freshman (0-36 credits)	ENGL119 Freshman Comp. I	3	ENGL120 Freshman Composition II	3
	EDUC100 Freshman Seminar	~	HPED111Health & Physical Ed.	3
	HIST104 World History I	3	PSYCH 119 Introduction to Psyc. OR	
	MUHL100 Music Appreciation	3	SOCI120 Introduction to Sociology	3
	RELB113 God & Human Life	3	ENGL129 Introduction to Prose	3
	ENGL125 Introduction to Poetry	3	ENGL132 Introduction to Drama	3
	ENGL126 Critical approaches to Lit. I	3	ENGL148 Survey of Common Lit.	3
	TOTAL CREDITS	18	TOTAL CREDITS	18
Summer I	Summer I			
	MATH 100 Fund. of Mathematics	3		
	EDUC151 Fund. of Christian Ed.	3		
	TOTAL CREDITS	6		
2 nd Year-Sophomore (36-72 credits)	COMM251: Oral Communication	3	SPAN162 Intermed. Spanish II or	
	SPAN161/FREN161Intermed. Spanish or French I	3	FREN162 Intermediate French II	3
	ENGL208 Intro to Linguistics	3	BIOL189 Philosophy of Science	3
	ENGL218 West Indian Poetry	3	ENGL252 English Syntax	3
	ENGL223 Critical appro. to Lit. II	3	ENGL221 Technical Writing	3
	ENGL219 Intro. to Shakespeare	3	ENGL214 Dev. of the Novel	3
			RELB210 Daniel & Revelation	3
	TOTAL CREDITS	18	TOTAL CREDITS	18

3 rd Year - Junior (73-108 credits)	ENGL320 Critical Approaches III	3	ENGL325 Colonial & Postcolonial	
	ENGL314 Mod. American Prose Fict.	3	Writings	3
4 th Year - Senior (Over 108 credits)	ENGL373 Advanced Writing	3	ENGL316 West Indian Novel	3
	ENGL321 Introduction to Chaucer	3	JOUR 310 Opinion Writing	3
	ENGL326 Creative Writing	3	RELB 205 Life & Teach. of Christ	3
	Health and Wellness	2		
	TOTAL CREDITS	17	TOTAL CREDITS	12
	ENGL312 Applied Linguistics or		ENGL319 Teach. Eng, as For Lang.	3
	ENGL315 Lang. Culture & Society	3	ENGL478 Special Author	3
	ENGL400 Approaches to Writing	3	COMM 235 Digital Publishing or	
RELT451 Christian Ethics & Moral	3	PURE300 Social & Digital Media	3	
Dev.	3	LACE499 Language and Content Exam	NC	
ENGL491 West Indian Drama	3			
ENGL492 Mod. African Prose Fiction				
TOTAL CREDITS	15	TOTAL CREDITS	9	

BACHELOR OF ARTS IN HISTORY (MINOR REQUIRED)

The Bachelor of Arts in History consists of credits from a given core, cognates and General Education requirements. The total number of credits for the history degree is at least one hundred and thirty-four (134). Each student should take the core requirement of sixty (60) credits, the cognates of fifteen (15) credits, the necessary General Education courses and a minor of his or her choice.

COURSE CORE REQUIREMENTS	60 CREDITS	PREREQUISITES
HIST100 Introduction to History	3	
HIST104 World History I	3	
HIST105 World History II	3	HIST104
HIST205 Foundations of Archaeology	3	HIST100,104,105
HIST231 Caribbean History: 1492-1860	3	
HIST232 Caribbean History: 1860-present	3	HIST231
HIST251 United States History I	3	
HIST252 United States II	3	HIST251
HIST260 History of Jamaica	3	
HIST300 History Tour (Internship/Fieldwork)	3	HIST205,260
HIST335 Latin American History I	3	
HIST336 Latin American History II	3	HIST335
HIST341 History of the Seventh-day Adventist Church	3	
HIST355 (Survey)African Civilization	3	HIST104,105
HIST377 Nineteenth & Twentieth Century Europe I	3	
HIST378 Nineteenth & Twentieth Century Europe II	3	HIST377
HIST402 Historiography	3	(Senior History majors)
HIST491 Individualized Reading	3	HIST402
HIST492(490) Independent Study (Final Year Research Paper)	3	HIST402
HIST453 Jamaican Religious Traditions and Cults	3	HIST 260

REQUIRED COGNATES	15 CREDITS
ARTS201 Ancient African Art & Modern Society	3
GEOG102 Intro. to Human Geography	3
PLSC120 Foundations of Political Science & Gov't	3
Foreign Language	6

MINOR/GENERAL ELECTIVES REQUIREMENTS 21-24 CREDITS

A minor or several general elective courses numbering twenty-one (21) credits or twenty-four credits (24) must be chosen from another discipline. Where necessary, additional credits may be taken from any other discipline to complete a total of at least one hundred and thirty-four (134) credits, required for the degree.

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two 32 General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic adviser or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED PROGRAMME SEQUENCE
BACHELOR OF ARTS IN HISTORY
(MINOR REQUIRED)**

Status	1st Semester	CR.	2nd Semester	CR.
1st Year- Freshman (0-32 credits)	ENG100 Freshman Seminar HIST104 World History I HIST100 Introduction to History ENGL119 Freshman Comp. I SCED100 Science for Living GEOG100 Intro to Human Geog. TOTAL CREDITS	~ 3 3 3 3 3 3 15	HIST105 World History II ENGL120 Freshman Comp. II MATH100 Fund. of Math RELB113 God & Human Life MUHL100 Music Appreciation HPED111 Health & Phy. Ed. TOTAL CREDITS	3 3 3 3 3 3 18
2nd Year-Sophomore (33-65 credits)	COMM251: Oral Communication HIST231 Caribbean History: 1492-1860 HIST251 United States History I HIST205 Foundations of Archeology ART201 Ancient African Art & Mod. Soc. Modern Language Requirement I TOTAL CREDITS	3 3 3 3 3 3 18	HIST232 Caribbean History: 1860-present HIST252 United States Hist. II HIST260 History of Jamaica SOC1231 Marriages & Family BIOL 189 Philosophy of Science Modern Language Requirement II TOTAL CREDITS	3 3 3 3 3 3 18
3rd Year--Junior (65-96 credits)	HIST335 Latin American History I HIST341 History of the SDA Church HIST377 Nineteenth and Twentieth Century Europe I RELB210 Daniel & Revelation COMM235 Digital Publishing Minor TOTAL CREDITS	3 3 3 3 3 3 3 15	HIST336 Latin American History II HIST355 Survey of African History HIST378 Nineteenth and Twentieth Century Europe II PLSC211 Found. of Political Science Minor TOTAL CREDITS	3 3 3 3 3 3 12
4th Year-Senior (Over 96 credits)	RELB205(305) Life & Teachings of Christ HIST491 Individualized Reading (Research) HIST453 Jamaican Religious Traditions & Cults HIST402 Historiography Minor TOTAL CREDITS	3 3 3 3 6 18	HIST492 (490) Independent Study RELB306 Prophetic StudiesMinor TOTAL CREDITS	3 39 15

BACHELOR OF ARTS IN SPANISH STUDIES (MINOR REQUIRED)

The Bachelor of Arts in Spanish Studies is designed to integrate the study of languages and cultures with specific preparation in a variety of other programmes. The degree incorporates a minimum of 133 credit hours. The objective of this course of study is to prepare students for various international careers with language skills in the areas of government, business, international transportation, hospitality management, communication, foreign trade and banking.

Students pursuing the BA in Spanish Studies are required to do:

- A **minor** (students may choose from any of the minors offered by the University).
- Six (6) credits of French.
- An immersion trip, preferably after finishing the third year.

N.B.: For admission to the Bachelor of Arts in Spanish Studies, and the Bachelor of Arts in Spanish Education, it is recommended that the applicant have a recent pass in Spanish (less than 3 years) of at least a 'B' in GCE or Grade II in the CSEC General Proficiency Level or an equivalent examination with a comparable grade. Students with a pass in Beginning Spanish I and/or II (SPAN101, SPAN102) or an equivalent examination in another institution may also apply for this programme. Students with a pass in Intermediate Spanish I and II (SPAN161, SPAN162) applying for the BA programme will receive transfer credits for SPAN122 and SPAN132.

CORE REQUIREMENTS	66 CREDITS	Pre/Co-Requisites
SPAN122 Foundations of Spanish II	3	SPAN132 (Co-req.)
SPAN132 Spanish Conversation and Reading II	3	SPAN122 (Co-req.)
SPAN208 Hispanic Culture & civilization or		
SPAN209 Spanish Culture & Civilization	3	SPAN122,132
SPAN211 Español Intermedio I	3	SPAN122,132, Co-req. 213
SPAN212 Español Intermedio II	3	SPAN211, 213, Co-req. 214,
SPAN213 Spanish Conversation and Reading III	3	SPAN122,132, Co-req. 211
SPAN214 (205) Spanish Conversation & Reading IV	3	SPAN211, 213, Co-req. 212
SPAN225 Spanish Rhetoric	3	SPAN212, 214 (205)
SPAN233 Major Themes & Writers of Spanish Literature OR		
SPAN236 Major Themes & Writers of Hispanic Literature	3	SPAN211, 213
SPAN308 Spanish Linguistics	3	SPAN212, 214(205)
SPAN310 Advanced Spanish Grammar	3	SPAN212, 214(205)
SPAN313 Literary Criticism	3	SPAN212, 214(205)
SPAN336 Spanish Lexicology	3	SPAN212, 214(205)
SPAN361 History & Development of the Spanish Lang	3	SPAN310
SPAN368 Immersion Trip OR	3	SPAN212, 214 (205)
SPAN369 Estudios Socio-Culturales del Mundo Hispano		
SPAN425 Advanced Spanish Composition	3	SPAN225
SPAN433 Masterpieces of Spanish Literature OR	3	
SPAN434 Masterpieces of Hispanic Literature		SPAN, 212, 214(205)
SPAN435 Literature of the Spanish Speaking Caribbean	3	SPAN 212, 214(205)
SPAN456 Contrastive Analysis of English & Spanish	3	SPAN 212, 214(205)
SPAN461 Spanish Translation	3	SPAN456
SPAN462 Interpretation Techniques	3	SPAN456

ELECTIVES

Choose one (1) of the following

SPAN324 Techniques of Teaching Spanish	3	SPAN212, 214(205)
SPAN325 Business Spanish	3	SPAN212, 214(205)
SPAN341 Spanish for Hospitality Management	3	SPAN 212, 214(205)

COGNATES

French Requirement	6
SOCI120 Introduction to Sociology	3

MINOR

21-27 credits

A minor may be selected from any of those offered at the University.

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two 32 General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED SEQUENCE
BACHELOR OF ARTS IN SPANISH STUDIES**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year-Freshman (0-36) credits	SPAN122: Foundations of Spanish II SPAN132: Spanish Conv. & Reading II EDUC100: Freshman Seminar ENGL119: Freshman Composition I EDUC151: Fund. of Christian Education RELB113: God and Human Life TOTAL CREDITS	3 3 ~ 3 3 3 15	SPAN211: Español Intermedio I SPAN213: Spanish Conv. & Reading III ENGL120: Freshman Comp. II CPTR112: Intro. to Computer Science OR CPTR120: Computer Applications Mathematics Requirement TOTAL CREDITS	3 3 3 3 3 3 15
2 nd Year-Sophomore (37-72) credits	SPAN208: Hispanic Cult. & Civilization OR SPAN 209: Spanish Culture & Civil. SPAN212: Español Intermedio II SPAN214 (205) Spanish Conv. & Read. IV COMM251: Oral Communication RELB205(305): Life and Teachings of Christ TOTAL CREDITS	3 3 3 3 3 3 1 5	SPAN225: Spanish Rhetoric SPAN233: Major Themes & Writers of Spanish Literature OR SPAN236: Major Themes & Writers of Hispanic Lit. Spiritual Development Requirement SOCL120: Introduction to Sociology Minor Requirement TOTAL CREDITS	3 3 3 3 3 6 18
3 rd Year-Junior (73-108) credits	SPAN308: Spanish Linguistics SPAN310: Adv. Spanish Grammar SPAN313: Literary Criticism French Requirement Humanities & Fine Arts Req. Minor TOTAL CREDITS	3 3 3 3 3 3 18	SPAN336: Spanish Lexicology SPAN361: Hist. & Dev. Of the Span Lang. French Requirement Science & Env. Awareness Requirement Minor Requirement TOTAL CREDITS	3 3 3 3 6 18
4 th Year-Senior (over 96 credits)	SPAN425 Advanced Spanish Comp. SPAN433 Masterpieces of Span. Lit. OR SPAN434 Masterpieces of Hisp. Lit. SPAN456: Contr. Anal. of Eng & Span SPAN461: Spanish Translation Spanish Elective TOTAL CREDITS	3 3 3 3 3 15	SPAN435: Lit. of Spanish Speaking Carib. SPAN462: Interpretation Techniques. SPAN368: Immersion Trip or SPAN369 Estudios Socio-Culturales del Mundo Hispano Minor Requirement TOTAL CREDITS	3 3 3 9 18

HUMANITIES

MINORS

ENGLISH (LITERATURE EMPHASIS)	27	
	CREDITS	Prerequisites
ENGL205 Introduction to Literature I	3	
ENGL206 Introduction to Literature II	3	
ENGL208 Introduction to Linguistics	3	
ENGL252 English Syntax	3	
ENGL243(245) Survey of British Literature	3	
ENGL248 Survey of Literatures in English	3	
ENGL301 American Literature	3	
ENGL333 West Indian Writers	3	
English Elective	3	

ENGLISH (Writing Emphasis)	27 CREDITS
ENGL205 Introduction to Literature I	3
ENGL206 Introduction to Literature II	3
ENGL208 Introduction to Linguistics	3
ENGL252 English Syntax	3
ENGL243(245) Survey of British Literature	3
ENGL248 Survey of Literatures in English	3

Select three (3) of the following:

ENGL221 Technical Writing	3
ENGL326 Creative Writing	3
ENGL373 Advanced Writing	3
ENGL400 Approaches to Writing	3
JOUR255 News Writing	3
JOUR310 Opinion Writing	3
JOUR333 Feature Writing	3

FRENCH	24 CREDITS
FREN161 Intermediate French I	3
FREN162 Intermediate French II	3
FREN211 French Civilization	3
FREN212 Advanced French I	3
FREN213 Advanced French II	3
FREN325 Business French	3

Choose two (2) of the following:

FREN227 French Rhetoric	3
FREN300 Introduction to Translation	3

FREN303 La Francophonie 3
 FREN324 Techniques of Teaching French 3

HISTORY 21-24 CREDITS

HIST100 Introduction to History 3
 HIST104 World History I 3
 HIST231 Caribbean History: 1492-1860 (formerly West Indian History) 3
 HIST260 History of Jamaica 3
 HIST402 Historiography 3

Do any two (2) of the following courses:

HIST251 United States History 3
 HIST252 United States History II 3
 HIST341 History of the Seventh-day Adventist Church 3
 HIST335 Latin American History I 3
 HIST336 Latin American History II 3
 HIST355 Survey of African Civilization 3
 HIST377 19th and 20th Century Europe 3
 HIST313 History of the Christian Church I 3
 HIST314 History of the Christian Church II 3
 HIST 352 (252) Far East in the Late 19th & 20th Centuries 3
 HIST456 (256) Britain and Commonwealth 3
 HIST452 Topics in West Indian History 3

SOCIAL STUDIES 21 CREDITS

SOCI101&102 Introduction to Social Studies I & II 6
 SOCI120 Introduction to Sociology 3
 GEOG100 Introduction to Human Geography 3
 SOCI301 Sociology of the Caribbean 3 SOCI 120
 ECON 322 Caribbean Economic Problems or
 HIST 355 Survey of African Civilization 3
 PLSC 250 Comparative Government or
 PLSC120 Foundations of Political Science & Govt. 3

SPANISH 27 CREDITS

SPAN122 Foundations of Spanish II 3
 SPAN132 Spanish Conversation & Reading II 3
 SPAN211 Español Intermedio I 3
 SPAN213 Spanish Conversation and Reading III 3

SPAN212 Español Intermedio II	3
SPAN214(205) Spanish Conversation & Reading IV	3
SPAN208 Hispanic Culture & Civilization OR	3
SPAN209 Spanish Culture & Civilization	3
Choose two (2) of the following:	
SPAN225 Spanish Rhetoric	3
SPAN236 Major Themes and Writers of Hispanic Literature	3
SPAN233 Major Themes and Writers of Spanish Literature	3
SPAN324 Techniques of Teaching Spanish	3
SPAN325 Business Spanish	3

N.B.: It is recommended that students doing a minor in a modern language begin in their second year.

ENGLISH AS A SECOND LANGUAGE INSTITUTE (NCU-ESLI)

The NCU-ESLI offers an intensive English language programme designed specifically for three groups:

1. Non-English-speaking students who need English proficiency before undertaking college/university studies.
2. Non-English-speaking professionals or persons engaged in different trades who need English.
3. Non-English-speaking persons who have a personal desire to learn the language.

It is designed to help students communicate proficiently in English, both orally and in writing. Textbooks are complemented using authentic documents and audio-visual material.

Students are accepted at any level and from any field.

The programme is offered all year long and is divided into six modules. There are also six levels, from Beginning I up to Advanced II. On average, a student covers a level within two modules.

A student entering ESLI 131-134 (the Intermediate I level), must have a TOEFL score of at least 133. This TOEFL documentation must be current (within 12 months of the anticipated entry date). Students who arrive without this requirement will be tested before being placed in a class.

At the Intermediate Level, a student enrolls for ESLI classes only. At the Advanced Level, a student may be allowed to take regular university-level courses along with ESLI classes. The number of courses is determined in consultation with the Coordinator of the English as a Second Language Institute.

A student enrolled in ESLI is released from the programme upon achieving one of the following:

1. A TOEFL score of 213 (with no section lower than 18)
2. Completion of Advanced II with at least a B in all ESLI sections.

English as a Second Language Institute

Beginning I

ESLI 111 Writing Skills	4 hours/wk
ESLI 112 Grammar Skills	4 hours/wk
ESLI 113 Reading Skills	4 hours/wk
ESLI 114 Oral/Listening Skills	4 hours/wk

Beginning II

ESLI 121 Writing Skills	4 hours/wk
ESLI 122 Grammar Skills	4 hours/wk
ESLI 123 Reading Skills	4 hours/wk
ESLI 124 Oral/Listening Skills	4 hours/wk

Intermediate I

ESLI 131 Writing Skills	4 hours/wk
ESLI 132 Grammar Skills	4 hours/wk
ESLI 133 Reading Skills	4 hours/wk
ESLI 134 Oral/Listening Skills	4 hours/wk

Intermediate II

ESLI 141 Writing Skills	4 hours/wk
ESLI 142 Grammar Skills	4 hours/wk
ESLI 143 Reading Skills	4 hours/wk
ESLI 144 Oral/Listening Skills	4 hours/wk

Advanced I

ESLI 151 Writing Skills	4 hours/wk
ESLI 152 Grammar Skills	4 hours/wk
ESLI 153 Reading Skills	4 hours/wk
ESLI 154 Oral/Listening Skills	4 hours/wk

Advanced II

ESLI 161 Writing Skills	4 hours/wk
ESLI 162 Grammar Skills	4 hours/wk
ESLI 163 Reading Skills	4 hours/wk
ESLI 164 Oral/Listening Skills	4 hours/wk

Beginning I, II

An introduction to the fundamentals of English grammar and pronunciation. There is intensive practice in pronunciation and structure and the student is provided with ample opportunities to develop the different language skills. Exposure is also given to familiar everyday expressions and phrases, as well as cultural information related to English-speaking countries. **Prerequisite: n/a**

Intermediate I, II

An increased emphasis on the integration of the language skills and vocabulary building in order to improve the students' communicative skills. Students are given further exposure to the culture of English-speaking countries. **Prerequisite: Beginning II**

Advanced I, II

The presentation of the structure of the English Language at a higher level. The student develops a greater understanding of complex texts and is also capable of producing them. He/She can communicate more easily in various settings. Additional opportunities are given to students to learn about the culture of the English-speaking world. **Prerequisite: Intermediate II**

**DESCRIPTION OF COURSES
ENGLISH**

ENGL071 Introduction to Composition

No credit

Fundamentals of the language in regard to grammatical, mechanical and writing skills. Students who were not successful in the ELPENCU must take this course before taking Freshman Composition I. This course does not apply toward a degree.

ENGL119, 120 Freshman Composition I, II

6 Credits

Study and practice in the fundamental principles of composition. ENGL119 emphasizes specific writing skills and principles which apply to narrative, descriptive, expository and argumentative types of composition. ENGL 120 focuses on writing style and information-gathering techniques, with emphasis on the writing of the research paper. **These courses must be taken in sequence.** ENGL120 Freshman Composition II is generally a prerequisite to all other courses in the department.

ENGL125: Introduction to Poetry

3 Credits

This course provides an introduction to methods and techniques of critical appreciation of poetry. This course is designed for students who are at the beginning of a serious study of literature. It is intended to assist students in developing a sufficient grasp of the nature and scope of literature and to equip them with the tools to appreciate, understand and effectively evaluate literature. The works covered will be from a broad spectrum of regional and international writers who belong to our contemporary lives, as well as those from previous centuries. Additionally, particular attention will be paid to developing lifelong skills such as perceptive reading and clear, effective writing skills.

ENGL126: Critical Approaches to Literature

3 Credits

An introduction to the fundamental concepts of literary criticism that aims at the cultivation of critical skills. The primary goal is the provision of the tools necessary for confident, self-conscious critical analysis and experience in writing about literary prose, drama and poetry. In addition to text-based and other critical perspectives, the course addresses matters of style and referencing.

ENGL129: Introduction to Prose

3 Credits

An introduction to the history and development of, as well as critical concepts necessary for analyzing, prose fiction. This course is designed for students who are at the beginning of a serious study of literature. It is intended to assist students in developing a sufficient grasp of the nature and scope of literature and to equip them with the tools to appreciate, understand and effectively evaluate literature. The works covered will be from a broad spectrum of regional and international writers who belong to our contemporary lives, as well as those from previous centuries. Additionally, particular attention will be paid to developing lifelong skills such as perceptive reading and clear, effective writing skills.

ENGL132: Introduction to Drama**3 Credits**

An introduction to the study of drama. This course is designed for students who are at the beginning of a serious study of literature. It is intended to assist students in developing a sufficient grasp of the nature and scope of literature and to equip them with the tools to appreciate, understand and effectively evaluate literature. The works covered will be from a broad spectrum of regional and international writers who belong to our contemporary lives, as well as those from previous centuries. Additionally, particular attention will be paid to developing lifelong skills such as perceptive reading and clear, effective writing skills.

ENGL148: Survey of Commonwealth Literature**3 Credits**

What constitutes the canon of English Literature, and who decides? What were the literary consequences of Britain's complex colonial past, starting as a land invaded and conquered (by Germanic tribes, the Vikings, and the Normans), growing to be a world empire that colonized others, and recently, losing the empire but leaving the English language to its former subjects? In this long history of military conflict, what role did women play? The themes of love and war and love as war will help to focus these questions as we survey over a thousand years of British literature, reading such classics as Beowulf, Paradise Lost, and Emma, as well as postcolonial writers such as Seamus Heaney and Derek Walcott.

ENGL208 Introduction to Linguistics**3 Credits**

This course focuses on the various fields, aspects and branches of linguistics, with emphasis on the materials and methods of descriptive linguistics in phonology, syntax and semantics.

Prerequisite: ENGL120 Freshman Composition II or LART120 Use of English II

ENGL221 Technical Writing**3 Credits**

Skills for informational writing needed in business and industry; practice in writing letters, proposals, descriptive and analytical reports and research papers. **Prerequisite:** ENGL120 Freshman Composition II or LART120 Use of English II

ENGL252 English Syntax**3 Credits**

Descriptive grammar as it relates to the English language – parts of speech, phrases, clauses, sentence structure, syntax and punctuation. Emphasis on relationship of sentence parts.

Prerequisite: ENGL120 Freshman Composition II or LART120 Use of English II

ENGL257 Drama in Education**3 Credits**

This course exposes the student to the rudiments of drama and the significant role that drama can play in education. An activity-oriented approach will be used. **Prerequisite:** ENGL126

ENGL207: Sonnets – From Thomas Wyatt to Pamela Mordecai**3 Credits**

A survey of the sonnet form from the Early Modern Period through to the present focusing on some of the following poets: Thomas Wyatt, William Shakespeare, Elizabeth Barrett-Browning, Claude McKay, Derek Walcott, and Pamela Mordecai. The objective is to arrive at a deeper understanding of variations in theme (love, religion, politics), structure (Petrarchan, Spenserian, Shakespearean) and cultural significance, through guided independent study. **Prerequisites:** ENGL125, ENGL126 & ENGL148

ENGL211: Modern American Poetry**3 Credits**

A survey of canonical American poets World War II to the present with attention paid to the literary and social developments of this period. **Prerequisites:** ENGL 125 & ENGL126

ENGL214: The West Indian Short Story

3 Credits

An exploration of a selection of Caribbean short stories in English. **Prerequisites: ENGL126 & ENGL129**

ENGL216: Development of the Novel

3 Credits

A survey course that examines the rise of the novel from the eighteenth century through to the present. This course introduces students to the rise of the novel from the eighteenth century through to the present. In this course, students explore the literary genre of the novel. By analyzing and discussing selected novels, students learn the genre's history and fundamental features, expand their literary vocabulary, exercise critical reading and writing skills, and confront important themes suggested by the literature. Eighteenth-century English readers recognized the "novel" as a new literary form that borrowed from previous narrative traditions such as the spiritual autobiography, romance, the picaresque tale, criminal biography, and travel literature. As a genre the "novel" raises questions of authority, tradition, convention, and innovation: What distinguishes creation from bastardization? What types of "mixing" are acceptable and which are not? How is something recognized as genuinely new and how is it incorporated into an existing tradition? The genre enabled authors and readers to explore the subjectivity of the individual self, the constitution of identity within a specific environment, and the relationship between "self" and "other." In addition, we will consider issues such as gender roles, class, ethnicity, race, and colonialism. Emphasis will be on close critical reading of the novels: how to read and interpret fiction, how to enjoy reading, and how to learn from interpretation. **Prerequisites: ENGL 129**

ENGL218: West Indian Poetry

3 Credits

An introduction to a range of West Indian poetry in English, focusing on some of the following poets: Brathwaite, Walcott, Roach, Goodison, Senior, Martin, Espinet, Marson, just to name a few. **Prerequisites: ENGL125 & ENGL126**

ENGL 219: Introduction to Shakespeare

3 Credits

This course provides an introduction to Shakespeare in historical, generic and critical contexts, exploring the wide range and versatility of his work. Primary texts will normally include one play from each of the categories: tragedies, histories, and comedies as well as a selection of Shakespeare's sonnets. **Prerequisites: ENGL132, ENGL148**

ENGL 223: Critical Approaches to Literature II

3 Credits

This course is an introduction to some of the most common concepts of literary theory and criticism. Its purpose is twofold: firstly, to introduce students to key critical concepts and issues in selected twentieth century literary theories, and secondly, to enable students to apply critical theories and concepts in their own reading of literary texts. **Prerequisite: ENGL126**

ENGL 311: Romantic Poetry

3 Credits

A survey of key Romantic poets, focusing on some of the following poets: Blake, Shelley, Byron, Wordsworth, Coleridge, Keats. **Prerequisites: ENGL 125, ENGL 148**

ENGL312 Applied Linguistics

3 Credits

A study of the language learning process involving theories of language acquisition and key issues concerning the language learning process. **Prerequisites: ENGL208 & ENGL252**

- ENGL 314: Modern American Prose** **3 Credits**
A survey of canonical American texts from the World War II to the present with attention paid to the literary and social developments of this period. **Prerequisites: ENGL129**
- ENGL 316: The West Indian Novel** **3 Credits**
An exploration of a selection of Caribbean prose fiction. **Prerequisite: ENGL129**
- ENGL 317: Women, Gender & Poetry** **3 Credits**
An exploration of a selection of female poets to determine whether it is possible to generalize about the subject matter of their poetry and the ways in which this material is articulated. **Prerequisites: ENGL125 & ENGL126**
- ENGL321: Introduction to Chaucer** **3 Credits**
An introduction to Chaucer's *Canterbury Tales* and the Middle English language in which he wrote. **Prerequisites: ENGL 125, ENGL 148**
- ENGL320: Critical Approaches to Literature III** **3 Credits**
An exploration of selected topics in critical theory / aesthetics and related philosophical fields such as the audience, authorship, (literary) form, (literary) history, representation, identity, and language. **Prerequisite: ENGL223**
- ENGL 325: Colonial & Post-colonial Writings** **3 Credits**
A survey of literary texts written by British authors during the period of colonial and imperialist expansion and by authors who live in a country that was colonised, and who write in English. **Prerequisites: ENGL129**
- ENGL315 Language, Culture and Society** **3 Credits**
A study of the interrelatedness of language, culture and society. **Prerequisite: ENGL208 Introduction to Linguistics**
- ENGL319 Teaching English as a Foreign Language** **3 Credits**
The course exposes the student to the theoretical background and practical problems of English Language Teaching (ELT) both as a Modern Foreign Language and as a Second Language. It covers the basic principles of language methodology and provides an overview of the history and development of Foreign Language Teaching methods with emphasis on the teaching of English. Clinical involvement is required. **Prerequisite: EDUC301 General Methods**
- ENGL326 Creative Writing** **3 Credits**
Practice in writing short stories, poetry and drama. **Prerequisite: ENGL120 Freshman Composition II or LART120 Use of English II**
- ENGL373 Advanced Writing** **3 Credits**
Provides intensive instruction and review in the essentials of good writing and current theory on the composition process. Includes critical writing, research essays on literary topics, and various types of professional correspondence. **Prerequisite: ENGL119, 120 or LART120**
- ENGL400 Approaches to Writing** **3 Credits**
Composition theory, writing practice and discussion, with application to writing. **Prerequisite: ENGL373 Advanced Writing**

ENGL413 History and Development of the English Language **3 Credits**
 History of language, including elements that have influenced the development of the English Language at different periods. Attention is given to changes in sound, grammar and vocabulary.
Prerequisite: ENGL208/ENGL252

ENGL 478: Special Author **3 Credits**
 This course allows final year students to do research on a single major West Indian writer.
Prerequisite: ENGL129

ENGL 491: Modern West Indian Drama 3 Credits
 This course is a survey of West Indian drama in English, with attention to sources, historical development, major writers and modes, as well as performance practices and the ideas which inform them. **Prerequisites: ENGL126 & ENGL132**

ENGL 492: Modern African Prose Fiction **3 Credits**
 This course examines the nature of African narrative, its debt to orality and its innovations.
Prerequisite: ENGL 129

ENGL 494: Modern African Drama **3 Credits**
 This course is a survey of African drama in English, with attention to sources, historical development, major writers and modes, as well as performance practices and the ideas which inform them. **Prerequisite: ENGL132**

ENGL495: Women, Gender & Prose **3 Credits**
 An exploration of a selection of women’s prose fiction with special attention to gender.
Prerequisites: ENGL129

ENGL 496: African Diasporic Women’s Writings **3 Credits**
 This course defines indigenous African feminist perspectives from which to compare the diasporic African-American and Caribbean texts. **Prerequisite: ENGL129**

ENGL 498: Postcolonial & Transnational Literature **3 Credits**
 The course examines the ways in which literature has developed in response to developments in thinking about gender, the end of colonialism and globalization. It considers the contexts of colonialism and the significance of postcolonial appropriation of canonical texts for the formation of identities. **Prerequisites: ENGL129**

JOUR310 Opinion Writing **3 Credits**
 A study of how to write editorials, articles, reviews, letters and columns that take a position on issues of current interest; overview of journalism ethics, libel laws, etc. **Prerequisite: ENGL120 Freshman Composition or LART120 Use of English II**

FRENCH

FREN101, 102 Beginning French I, II **6 Credits**
 An introduction to the fundamentals of French grammar and pronunciation. Includes intensive practice in pronunciation and structure. (For students without an O’ Level or CSEC pass in French)

- FREN156 French Conversation** **3 Credits**
 Training in oral expression of items on various topics and issues, with emphasis on fluency and accuracy, integrated with the study of grammatical structures and idioms by means of dialogue, role-play and other activities. This course does not count toward a major or minor.
Prerequisite: FREN 102 Beginning French II. N.B. Students may be asked to do FREN161 Intermediate French instead.
- FREN 158 French for Hospitality and Tourism Industry** **3 Credits**
 French for the Hospitality and Tourism Industry introduces students to the specialized vocabulary that will be required in this service industry. Using the current trends in practice in Jamaica, its main focus is real-life situations requiring knowledge of the French language and its associated Francophone culture. It is expected that students will become immediately functional and proficient in French at the basic level in order to be effective in the workplace. The course is taught in French. **Prerequisite: FREN102 Beginning French II**
- FREN161, 162 Intermediate French I, II** **6 Credits**
 A thorough review of the fundamentals of grammar and conversation and continued vocabulary building through reading, aural-oral drills and written exercises. **Prerequisite: FREN102 Beginning French II or GCE/CSEC French, or its equivalent.**
- FREN211 French Civilization** **3 Credits**
 A study of the main artistic, cultural, political and religious trends in French history, and the influence of French culture from the Middle Ages to contemporary time. **Prerequisite: FREN162 Intermediate French II**
- FREN212 Advanced French I** **3 Credits**
 This is the first part of a two-part course on the advanced study of the structure of French with concentration on comprehension of complex passages taken from the French press. Emphasis is on accuracy in both written and oral expression. **Prerequisite: FREN162: Intermediate French II or its equivalent**
- FREN213 Advanced French II** **3 Credits**
 This is the second part of a two-part course on the advanced study of the structure of the French language. Emphasis is placed on the mastery of comprehension and production of complex linguistic structures. Students in this course are encouraged to sit and obtain a satisfactory pass in the corresponding level of the *Diplôme d'Études en Langue Française* (DELF) at the Alliance Française in June in Kingston, as a means of obtaining international recognition of their linguistic level. **Prerequisite: FREN212 Advanced French I**
- FREN227 French Rhetoric** **3 Credits**
 Techniques of expository writing. Includes study of the process of writing — analysis of subject, documentation and research ideas, writing and rewriting and linking of ideas. **Prerequisite: FREN212 Advanced French I**
- FREN233, 234 Survey of French Literature I, II** **6 Credits**
 A study of the development of French Literature in continental France from the Middle Ages to the 20th century, through analysis of some of its most outstanding masterpieces. **Prerequisite: FREN162 Intermediate French II**

FREN300 Introduction to Translation

3 Credits

This introductory course teaches the fundamental principles in translating documents from Standard French into English and vice versa. It expounds on the theoretical and practical aspects of translation. It provides a platform for advanced study of translating or for obtaining professional certification. The course will be taught in French.

Prerequisite: FREN213 Advanced French II

FREN303 La Francophonie

3 Credits

Explores the cultural, literary and linguistic variations of territories outside of continental France where French has the status of an official language. Includes Quebec, Martinique, Guadeloupe, French Guiana and the French-speaking African countries. **Prerequisite: FREN212 Advanced French I**

FREN317 Masterpieces of 19th Century French Literature

3 Credits

Discussion and analysis of selected works of major writers of the period. **Prerequisite: FREN213 Advanced French II**

FREN318 Masterpieces of 20th Century French Literature

3 Credits

Selected novels play and poetry of prominent writers. **Prerequisite: FREN213 Advanced French II**

FREN324 Techniques of Teaching French

3 Credits

Objectives, methods, curricula and materials for teaching French. Field experience required.

FREN325 Business French

3 Credits

Spoken and written French common to the French-speaking world of business and industry, with emphasis on business practices, and the writing and translating of business letters, documents and professional reports. **Prerequisite: FREN213 Advanced French II**

HISTORY

HIST100 Introduction to History

3 Credits

This course is designed to introduce students to the nature of the discipline, fields of study and careers in history. It seeks to provide a solid foundation for **students pursuing a degree in History**. Emphasis will be given to the theory, methods and application of historical subject matter and fields of study, the relationship of history to other disciplines, historical techniques and the use of history.

HIST103 Caribbean Perspectives

3 Credits

This course gives an interdisciplinary approach to the study of important themes in contemporary Caribbean life. These include geography and environment; labour systems, peasantry, literature and education; gender roles and race; religion, music, migration, economy and multi and transnational organisations, regional integration, American influence (to name a few). **No prerequisite required as it is opened mainly to non-History major students and can be access as a General Education course option.**

HIST104 World History I

3 Credits

This course studies world societies from the origin of human life on this planet to the time of Europe's expansion at the close of the Middle Ages. Attention will be devoted to the definition of 'civilization', while exploring the heritage of traditions and customs developed by the major

civilizations, the interactions of the various civilizations and their contribution to the shaping of human societies.

HIST105 World History II

3 Credits

This course studies world societies from about 1500 to the present. It looks at both the changes that have occurred in the past five (5) centuries and demonstrates how each new development has changed the world from communities of relative isolation to the closer ties of today's interdependent 'global village'. **Prerequisite: HIST104 World History I**

HIST205 Foundations of Archaeology

3 Credits

This course serves as an introduction to Archaeology, in which students become familiar with major concepts, techniques and approaches in the subject. It also demonstrates the interconnectivity of different disciplines, such as Ecology, Anthropology, Ethnography, and Architecture to Archaeology. Analysis of evidence (material culture) using traditional and innovative methods of research as well as interpretation and documentation of findings will be discussed and demonstrated, where possible. **Prerequisites: HIST100 Introduction to History; HIST104 World History I and HIST105 World History II**

HIST231 Caribbean History I (formerly West Indian History I)

3 Credits

This is part one of a two-part course which examines the Caribbean historical experiences from the pre-Columbian era to post Emancipation period up to the 1860s. Caribbean conquest and colonization as well as the evolution of the plantation system, slavery, imperialism, emancipation, and education will be discussed. The course will also consider the diversity of races, ethnicities and cultures within the Caribbean Diaspora.

HIST232 Caribbean History II (formerly West Indian History II)

3 Credits

The course examines the changes in the political, social, economic and cultural institutions that emerged as a result of emancipation in the nineteenth century. The course analyses the transformation of most of the population from former slaves to citizens, and Caribbean plantation economies under colonial rule into modern, nationalist states within an international socio-political and economic framework. **Prerequisite: HIST231 Caribbean History I**

HIST251 US History I

3 Credits

This course explores the creation of an American nation through Colonization of America; Migration and Expansionism; the move towards Independence; the forming of the American Constitution; the introduction and development of Slavery and Slave Communities in America; the Civil War, and Reconstruction.

HIST252 US History II

3 Credits

This course covers Twentieth Century United States History which addresses the Emancipation of the Blacks, Reconstruction, Segregation in America, the Spanish American War, World Wars I and II, the Cold War and Great Depression. The course also examines the United States amidst challenges and changes- Women Liberation, Black Power and the shift from a threat of Communism to Terrorism. **Prerequisite: HIST251 US History I**

HIST260 History of Jamaica

3 Credits

This course will provide students with a historical overview of the significant events and individuals that have shaped all aspects of Jamaica's history from pre-Columbian times to the independence era to the 21st Century. Students will vigorously analyse the historical development of Jamaican political, religious and social institutions and the contributions of some

of the individuals who have shaped the island's history. Students will examine artifacts of Amerindian social history, as well as other evidences of the island's historical development, made available by the Jamaica National Heritage Trust, Archaeology Division, Museums and the Institute of Jamaica. They will also examine the relics and retentions of plantation life through field visits to historical sites.

HIST300 History Tour

3 Credits

This course will allow students to acquire skills and techniques for the formation and operation of Archives and Museums as well as learn the art of Curatorship. A tour of selected sites in Jamaica or the Caribbean Islands will be included with emphasis on discovery learning, reading, research and discussion. Central to the purpose of the History Tour course is providing students with the knowledge of existing and potential heritage sites in the region and equipping them with the requisite skills and techniques for planning and operating tours, as well as collecting and displaying historical evidence. This course also has **an internship component** whereby students will be required to gain hands-on/'on-the-job' training on heritage sites and within history-related entities for a period. **Prerequisites: HIST205 Foundations of Archaeology; HIST260 History of Jamaica OR with prior approval.**

HIST313 History of the Christian Church I

3 Credits

This course gives a critical assessment of the movements, tendencies, doctrines and personalities in the early Christian church. It stresses the controversies facing Christendom up to the Treaty of Westphalia in 1648. **Prerequisite: HIST104 World History I OR HIST105 World History II**

HIST314 History of the Christian Church II

3 Credits

This course gives an in-depth study of the Christian church with emphasis on the Reformation and religious controversy. It examines the trends and developments in the church and its relevance in the contemporary world. **Prerequisite: HIST313 History of the Christian Church I**

HIST335 Latin American History I

3 Credits

This is part one of a two-part course that examines the history of Spanish and Portuguese America from the arrival of Columbus, to the subsequent Hispanic conquest and European domination of Meso-American and South American region up to the eve of Revolutionary Wars of Independence in the 19th century. **This course is open mainly to History and Spanish Majors as well as Education Students.**

HIST336 Latin American History II

3 Credits

This course gives an in-depth study of Spanish and Portuguese America in the post-colonial period and explores the dynamics of the Nationalistic and Regionalist movements towards social order, progress and modernity from the mid-19th century to the present. The Latino- Caribbean connections are also explored. **Prerequisite: HIST335 Latin American History I**

HIST341 History of the Seventh-day Adventist Church

3 Credits

This course gives an evaluation of the background, rise and progress of the Seventh-day Adventist church. **This course is open mainly to Theology Major Students.**

HIST352(252) Far East in the Late Nineteenth & Twentieth Centuries

3 Credits

This course explores the Far East in the late nineteenth and twentieth century, with special reference to the emergence and impact of Japan and China as world powers, and India as a non-aligned power. A history of contemporary problems facing the region will also be explored.

Prerequisites: HIST104 World History I and HIST105 World History II

HIST355 Survey of African Civilization: Pre-History to 20th Century 3 Credits

This course explores the rise and fall of the Ancient West African kingdoms; the concepts of culture and religion; the introduction, spread and impact of Islam and Christianity, the course further examines Europe's Colonization of Africa; Domestic and International Slavery; Apartheid in South Africa; African Resistance, Decolonization and Independence. **Prerequisites: HIST104 World History I and HIST105 World History II**

HIST377 Nineteenth Century Europe 3 Credits

This course gives an in-depth study of the conditions in Europe that gave rise to Nationalism, Liberalism, Colonialism, Fascism and Communism.

HIST378 Twentieth Century Europe 3 Credits

This course examines the phenomenal paradigm shift of European regional affairs becoming world affairs and having global repercussions. The World Wars, the League of Nations, United Nations Organisation (UNO), the Cold War, 'De-colonialisation' as well as the present world conflicts are therefore explored. **Prerequisite: HIST377 (19th & 20th Century Europe I)**

HIST402 Historiography 3 Credits

This course examines the history of the discipline of History and provides an in-depth study of the existing body of literature or historical writings and methodology of historical research employed by major historians. This course is a major step toward serious historical enquiry and research as is expected of senior undergraduates as well as aspiring graduates and even new post-graduates. **This course is open to senior History students ONLY. Third year students may be allowed to access the course with prior approval. Prerequisite: Completion of lower level History courses**

HIST452 Topics in West Indian History 3 Credits

This course provides an in-depth study of the developments in political, social, cultural and religious occurrences on assigned period topics in West Indian history using primary sources as extensively as possible. **Prerequisites: HIST231 Caribbean History I; HIST232 Caribbean History II and HIST402 Historiography. HIST103 Caribbean Perspectives can also be used as a prerequisite course with prior approval.**

HIST453 Jamaican Religious Traditions and Cults 3 Credits

This course examines the major religious traditions of Jamaica, including European, African and Asian Antecedents. It also includes both historical and theological dimensions of Jamaican religious identity, with a view towards broadening the context of Adventism. **Prerequisite: HIST260 History of Jamaica**

HIST456 (256) Britain and Commonwealth 3 Credits

This course is a study of Great Britain and its dealings with the Commonwealth. Emphasis will be placed on the nature of the relationship and the level of transmission of English institutions to the commonwealth. **Prerequisites: HIST232 Caribbean History II; HIST378 Twentieth Century Europe (19th & 20th Century Europe II)**

HIST491 Individualized Reading Programme 3 Credits

The course will provide students with the knowledge and methodology for historical research writing and will prepare them to undertake higher level of research at the graduate level. This

course Individualized Reading aims at equipping students with the required tools to identify historical themes and use primary and secondary source materials to produce a proposal for a monographic piece. **Prerequisite: HIST402 Historiography**

HIST492(490) Independent Study

3 Credits

The course will allow students to evaluate the authenticity of sources used in monographs, make effective use of primary sources and identify a subject area which will be used to produce a monograph in a final research paper, with the use of authentic primary sources. **Prerequisite: HIST402 Historiography**

SOCIAL STUDIES

SOSC101 Introduction to Social Studies I

3 Credits

This is part one of a two-tier introductory course designed to equip beginning teachers of secondary schools (Grades 7-11) with the knowledge, understanding and skills relevant to the teaching of Social Studies at that level. This course will draw its content from many disciplines Science, Geography and Economics. Students will be allowed, through the interdisciplinary units of this course to appreciate the unity of knowledge, through examination of science, geographic studies and economic issues and to propose solutions to contemporary problems.

SOSC102 Introduction to Social Studies II

3 Credits

This is part two of a two-tier introductory course designed to equip beginning teachers of secondary schools (Grades 7-11) with the knowledge, understanding and skills relevant to the teaching of Social Studies at that level. While requiring students to critically appraise a variety of situations, relationships and activities in human society, these courses draw their content from many disciplines particularly the Social Sciences and History. Students will be required to examine aspects of the society, social institutions as well as historical and cultural realities. An examination of real-life situations to find solutions to contemporary problems will be emphasized. **Prerequisite: SOSC101 Introduction to Social Studies I**

SOSC291 Caribbean Society I

3 Credits

This is part one of a two-tier advanced course designed to equip student teachers with the knowledge and understanding of the development of Caribbean Society, and to help them to develop an awareness of the continued efforts of Caribbean peoples to bring about meaningful change. Special emphasis will be given to the role of women in shaping the fabric of the Caribbean society and history. The course is intended also to help them acquire the skills and attitudes essential for the acquisition of Social Science content and the critical appraisal of social issues. **Prerequisites: SOSC101, 102- Introduction to Social Studies I & II**

SOSC292 Caribbean Society II

3 Credits

This is part two of a two-tier advance course designed to provide student teachers with the knowledge and understanding of the development of Caribbean social institutions such as the family, church, media and most importantly the school, through the lens of gender. This course seeks to sensitize students to gender relations and realities within the home, media, religious and educational institutions. School attendance and performance among male and female students will be emphasized as students will be required to conduct investigative research to determine the effects of societal factors on schooling. The critical thinking, investigative research and documentation skills acquired should equip the student teachers with the essential skills and attitudes demanded of their vocation. **Prerequisite: SOSC291 Caribbean Society I**

SPANISH

SPAN101, 102 Beginning Spanish I, II

6 Credits

An introduction to the understanding and speaking of Spanish. Includes intensive practice in pronunciation and structure. (For students not having O=Level Spanish or its equivalent). This course fulfils the General Education requirement for those persons who are not required to do the intermediate level of a foreign language.

SPAN121 Foundations of Spanish I

3 Credits

Foundations of Spanish is a course that gives the student an introduction to the basic concepts in the grammar and writing of Spanish. The development of basic skills with emphasis on grammatical structure, composition and writing practice, includes intensive practice in the language structure. The course carries three (3) hours of lecture and a three (3) hour laboratory weekly. **This course must be taken concurrently with SPAN131 Spanish Conversation and Reading I. For students without O' Level or CSEC pass in Spanish.**

PAN122 Foundations of Spanish II

3 Credits

Foundations of Spanish is a course that with the introduction to the basic concepts in the grammar and writing of Spanish. The development of basic skills with emphasis on grammatical structure, composition and writing practice. Students will be able to develop a simple composition one page in length. Includes intensive practice in the language structure. This course must be taken concurrently with **SPAN132 Spanish Conversation and Reading II.**

SPAN131 Spanish Conversation and Reading I

3 Credits

Students will develop oral ability to express ideas with learned utterances on various topics, with emphasis on fluency and accuracy, integrated with the study of grammatical structures and idioms by means of dialogue, role-play and varied activities. Reading and discussion of selected texts, narratives, essays, drama, poetry and current articles to develop fluency in reading and conversation. The course carries three (3) hours of lecture and a three (3) hour laboratory weekly. This course must be taken concurrently with **SPAN121 Foundations of Spanish I. (For students without O'Level or CSEC pass in Spanish)**

SPAN132 Spanish Conversation and Reading II

3 Credits

Students will develop oral ability to handle successfully a variety of uncomplicated tasks and participate in simple conversations on topics beyond the most immediate needs. Emphasis on fluency and accuracy, integrated with the study of grammatical structures and idioms by means of dialogue, role-play and varied activities. Reading and discussion of selected texts--narratives, essays, drama, poetry and current articles to develop fluency in reading and conversation. The course carries three (3) hours of lecture and a three (3) hour laboratory weekly. This course must be taken concurrently with **SPAN122 Foundations of Spanish II. Prerequisites: SPAN121 Foundations of Spanish I and SPAN131 Spanish Conversation and Reading I or GCE/CSEC Spanish or its equivalent**

SPAN156 Spanish Conversation

3 Credits

Students will develop oral ability to express ideas on various topics, with emphasis on fluency and accuracy, integrated with the study of grammatical structures and idioms by means of dialogue, role-play and varied activities. **Prerequisite: SPAN102 (Beginning Spanish II) or its equivalent.** This course does not count toward a major or minor.

SPAN161, 162 Intermediate Spanish I, II
6 Credits

Continued development of basic skills with greater emphasis on composition, grammar, reading culture, oral and listening exercises and writing practice. Reading and discussion of selected texts--narratives, essays, drama, poetry and current articles to develop fluency in reading and conversation. **Prerequisite: SPAN102 Beginning Spanish II or CSEC/GCE Spanish or its equivalent.** This course fulfils the General Education requirement for those persons who are required to do the intermediate level of a modern language.

SPAN205 Advanced Spanish Conversation
3 credits

An intensive course in speaking Spanish with emphasis on expression, phonetics and correct grammatical structures. This course must be taken concurrently with **SPAN212 Español Intermedio II.** **Prerequisites: SPAN 211 Español Intermedio I, SPAN 213 Spanish Conversation and Reading III**

SPAN208 Hispanic Culture and Civilization
3 Credits

Lectures and reading in Spanish on Latin American geography, history, politics, arts, and literature. This course is offered in alternate years. **Prerequisites: SPAN212 Español Intermedio II, SPAN214 Spanish Conversation and Reading IV**

SPAN209 Spanish Culture and Civilization
3 Credits

Lectures and reading in Spanish on Spanish geography, history, politics, arts, and literature. This course is offered in alternate years. **Prerequisites: SPAN212 Español Intermedio II; SPAN214 Spanish Conversation and Reading IV**

SPAN210 Advanced Spanish
3 Credits

Training in oral and written self-expression with emphasis on fluency and accuracy. Attention is given to Spanish syntax and style. This course is offered in alternate years. **Prerequisites: SPAN212 Español Intermedio II; SPAN214 Spanish Conversation and Reading IV or SPAN162 Intermediate Spanish II**

SPAN211 Español Intermedio I
3 Credits

Students will develop the ability to handle successfully most uncomplicated writing tasks associated with social situations. Development of intermediate skills with emphasis on reading and culture. Reading and discussion of selected texts--narratives, essays, drama, poetry and current articles to develop fluency in reading. This course must be taken concurrently with **SPAN213 Spanish Conversation and Reading III.** **Prerequisites: SPAN122 Foundation of Spanish II; SPAN 132 Spanish Conversation and Reading II**

SPAN212 Español Intermedio II
3 Credits

Students will develop the ability to express ideas on a broad variety of everyday situations with confidence and the ability to link sentences smoothly. Emphasis is on accuracy, integrated with the study of grammatical structures and idioms by means of dialogue, role-playing and varied activities. **This course must be taken concurrently with SPAN214 Spanish Conversation and Reading IV.** **Prerequisites: SPAN 211 Español Intermedio I; SPAN 213 Spanish Conversation and Reading III**

SPAN213 Spanish Conversation and Reading III
3 Credits

Students will develop the ability to create with the language by combining and recombining learned elements in a primarily reactive manner. Reading and discussion of selected texts – narratives, essays, drama, poetry and current articles to develop fluency in reading. This course

must be taken concurrently with **SPAN211 Español Intermedio I**. **Prerequisites: SPAN 122 Foundations of Spanish II; SPAN 132 Spanish Conversation and Reading II**

SPAN214 Spanish Conversation and Reading IV

3 Credits

Students will develop oral ability to express ideas on various topics in a participatory fashion. There will be an increased ability to convey and comprehend meaning with diverse language strategies orally and in the written form. Emphasis is on fluency and accuracy, integrated with the study of grammatical structures and idioms by means of dialogue, role-play and varied activities. **This course must be taken concurrently with SPAN212 Español Intermedio II.** **Prerequisites: SPAN 211 Español Intermedio I, SPAN 213 Spanish Conversation and Reading III**

SPAN225 Spanish Rhetoric

3 Credits

Techniques of expository writing. Includes study of the process of writing, documentation and research, ideas, writing of drafts and rewriting. **Prerequisites: SPAN212 Español Intermedio II, SPAN214 Spanish Conversation and Reading IV**

SPAN233 Major Themes & Writers of Spanish Literature

3 Credits

A study of leading writers and masterpieces from the Middle Ages to 20th Century peninsular literature. This course is offered in alternate years. **Prerequisites: SPAN212 Español Intermedio II, SPAN214 Spanish Conversation and Reading IV**

SPAN236 Major Themes & Writers of Hispanic Literature

3 Credits

A study of leading writers and masterpieces from the colonial period to 20th Century Hispanic Writers. This course is offered in alternate years. **Prerequisites: SPAN212 Español Intermedio II, SPAN214 Spanish Conversation and Reading IV**

SPAN301 Spanish Literature of the 18th & 19th Centuries

3 Credits

Literature and thought of the 18th and 19th centuries; neoclassicism, romanticism, and realism; drama, poetry, essay, and novel. This course is offered in alternate years. **Prerequisite: SPAN313 Literary Criticism**

SPAN308 Spanish Linguistics

3 Credits

This course is designed to expose students to basic concepts in Spanish linguistics and to help them to understand and appreciate the dynamic nature of language. This course also provides the basis for describing and explaining different levels and varieties of language. It is hoped that an understanding and appreciation of language as a phenomenon will lead to improved language proficiency and an awareness of the greatness of the Creator of language. **Prerequisites: SPAN212 Español Intermedio II; SPAN214 Spanish Conversation and Reading IV**

SPAN310 Advanced Spanish Grammar

3 Credits

Training in oral and written self-expression, with emphasis on fluency and accuracy. Attention is given to Spanish syntax and style. The course carries three (3) hours of lecture and a three (3) hour laboratory weekly. **Prerequisites: SPAN212 Español Intermedio II; SPAN214 Spanish Conversation and Reading IV**

SPAN313 Literary Criticism

3 Credits

This course surveys the currently most influential modes of literary criticism and considers the cultural/political contexts which spawned or fostered each school. Although the different schools of criticism@ may not be examined chronologically, the focus of the course is upon the

disparate approaches themselves: their premises, goals, methods, utility, limitations, and political effects. **Prerequisites:** SPAN212 Español Intermedio II, SPAN214 Spanish Conversation and Reading IV

SPAN315 Spanish Literature of the 20th Century **3 Credits**
 Poetry, drama, and prose fiction in Spain from the Generation of 1898 through to the contemporary period. This course is offered in alternate years. **Prerequisite:** SPAN313 Literary Criticism

SPAN318 20th Century Hispanic Narrative **3 Credits**
 A study of selected major contemporary Hispanic writers. This course is offered in alternate years. **Prerequisite:** SPAN313 Literary Criticism

SPAN320 Hispanic Women Writers **3 Credits**
 A study of the works of some of the contemporary women writers of the Caribbean region. It addresses themes that are gender-related and seeks to examine across the literary genres some of the issues that are common to women writers of the region, as well as their individual concerns and perspectives. This course is offered on a biennial basis. **Prerequisite:** SPAN313 Literary Criticism

SPAN324 Techniques of Teaching Spanish **3 Credits**
 Objectives, methods curricula, and methods for teaching Spanish. Field experience required. **Prerequisites:** SPAN212 Español Intermedio II, SPAN214 Spanish Conversation and Reading IV (SPAN205)

SPAN325 Business Spanish **3 Credits**
 Spoken and written Spanish common to the Spanish-speaking world of business and industry, with emphasis on business practices, and the writing and translating of business letters, documents and professional reports. **Prerequisite:** SPAN310 Advanced Spanish Grammar

SPAN336 Spanish Lexicology **3 Credits**
 The primary objective of the class is to offer theoretical knowledge and practice concerning synchronic, diachronic and dialectical aspects in order to develop and internalize knowledge of an important part of linguistics. The course will allow students through their theoretical conception to gain greater appreciation of Spanish lexicology and at the same time gradually enrich their vocabulary by introducing them to the field of semantics and its application to the Spanish language. **Prerequisites:** SPAN308 Spanish Linguistics

SPAN341 Spanish for Hospitality Management **3 Credits**
 Students will study vocabulary and themes essential to hospitality management. Students will learn to express themselves in a variety of roles through dialogues, grammar exercises, situational role-plays, and reality-based activities to reinforce the vocabulary. **Prerequisite:** SPAN310 Advanced Spanish Grammar

SPAN361 History & Development of the Spanish Language **3 Credits**
 This course is primarily designed to present the historical development of the Spanish Language to students in such a way as to provide them with an understanding of present-day Spanish. It will introduce students to both the internal and external factors that have moulded the Spanish language throughout its historical development. **Prerequisite:** SPAN310 Advanced Spanish Grammar

- SPAN368 Immersion Trip** **3 Credits**
 During this immersion trip students will be required to spend time immersed in a Spanish speaking environment, which will allow them to participate in language activities and cultural activities aimed at reinforcing and enhancing the knowledge acquired during the previous years. This course, which is to be taken upon completion of the third year, will conclude with a research report.
- SPAN425 Advanced Spanish Composition** **3 Credits**
 This course broadens the aspects studied in **SPAN225 Spanish Rhetoric**. Students will be exposed to a deeper study of the research process and suitable techniques for the writing of academic documents in Spanish. **Prerequisite: SPAN225 Spanish Rhetoric**
- SPAN433 Masterpieces of Spanish Literature** **3 Credits**
 This course offers a deeper and broader study of the aspects introduced in SPAN233, Major Themes and Writers of Spanish Literature, including and advanced approach to the literary production of Spain. **Prerequisite: SPAN233 Major Themes and Writers of Spanish Literature, SPAN313 Literary Criticism**
- SPAN434 Masterpieces of Hispanic Literature** **3 Credits**
 This course offers a deeper and broader study of the aspects introduced in SPAN234, Major Themes and Writers of Hispanic Literature, including and advanced approach to the literary production of Latin America. **Prerequisite: SPAN236 Major Themes and Writers of Hispanic Literature, SPAN313 Literary Criticism**
- SPAN435 Literature of Spanish Speaking Caribbean** **3 Credits**
 This course will expose students to the literary trends and authors from the Spanish-Speaking Caribbean from colonial times to the present, including representative works from Cuba, Dominican Republic, Puerto Rico, as well as the Caribbean coastal areas of Central and South America. **Prerequisite: SPAN233 Major Themes and Writers of Spanish Literature OR 236 Major Themes and Writes of Hispanic Literature, SPAN313 Literary Criticism**
- SPAN456 Contrastive Analysis of English and Spanish** **3 Credits**
 This course will compare and contrast the linguistic structure, phonology, morphosyntax and discourse levels of English and Spanish and will apply such knowledge to teaching Spanish as a second language (SSL) to speakers of English. **Prerequisite: SPAN310 Advanced Spanish Grammar**
- SPAN461 Spanish Translation** **3 Credits**
 The course will introduce students to translation techniques and attention will also be paid to précis writing, business correspondence and idiomatic expressions. Students will be expected to compile glossaries from their readings and to make oral presentations in classes. They will initially be trained to translate routine and general documents and will be given increasingly difficult and lengthy texts to translate as the course progresses. **Prerequisite: SPAN456 Contrastive Analysis of English and Spanish**
- SPAN462 Interpretation Techniques** **3 Credits**
 The course will introduce students to interpretation techniques, emphasizing on consecutive and whisper, and attention will also be paid to conference and business meetings interpretation. Students will be expected to perform basic interpretation exercises. **Prerequisite: SPAN456 Contrastive Analysis of English and Spanish**

DEPARTMENT OF MUSIC AND FINE ARTS

Chair: Diana Wilson

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FACULTY

Glenda Anderson
Earlon Cornwall
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ADJUNCT

Marilyn Anderson
Doran McCarthy
O'Neal Mundle
Erick Parris

Shaun Richards
Jo-Ann Richards-Goffe
Stephen Shaw-Naar
Carline Waugh

INTRODUCTION

The Department of Music and Fine Arts functions within the College of Humanities, Behavioural and Social Sciences and provides students with access to quality music instruction in a variety of degree and certificate programmes. Students are prepared for graduate school, employment in teaching, industry or self-employment.

STATEMENT OF VISION

To create a stimulating and scholarly culture; where the best practices of pedagogy, integration of faith and learning, research, and servant leadership are modelled.

STATEMENT OF MISSION

The mission of the Department of Music, in accordance with the Institution's mission, is to prepare students to serve within the church as well as the wider regional and global communities. The Department of Music is committed to academic excellence and to providing students with a music education based on a Seventh-day Adventist Christian worldview. Working together, faculty and students create an atmosphere within which intellectual, social and artistic development can take place.

PROGRAMME GOALS

The general goals of the Music Programme of Northern Caribbean University are to:

1. assist the student in the development of a Christian philosophy that will acknowledge the restorative and ennobling power of music.
2. instil in the student an intellectual and experiential understanding of music histories and culture, musical styles and the theoretical principles of music.
3. prepare the student to perform competently and confidently in his or her speciality.
4. acquire perceptive skills needed for sensitive ensemble participation.
5. develop the student's creativity in all aspects of musical expression.
6. lay a solid basis for a career in music and/or graduate study.
7. prepare the student to understand the multifaceted world of professional music and to become a functioning contributor to the musical life of the community.

PROGRAMME OBJECTIVES

The general objectives of the Music Programme of Northern Caribbean University are to help students:

1. acquire a functional knowledge of the language and grammar of music
2. hear, identify and relate the rhythmic, melodic, harmonic and formal elements of music.
3. develop intimate knowledge of a wide selection of music literature representing the principal eras and genres.
4. attain a functional ability in those performing areas appropriate to the student's needs and interests and requirements of the degree programme.
5. demonstrate fluency in sight-reading, dictation and improvisation skills.
6. acquire functional basic piano skills.
7. rehearse choral and instrumental ensembles.
8. deliver high quality and relevant music curricula at the high school and/or elementary school levels.

PROGRAMMES OFFERED

- Bachelor of Arts in Music
- Bachelor of Music in Music Education
- Bachelor of Music in Performance and Pedagogy
- Associate of Arts in Music
- Minor in Music
- Certificate in Music Performance and Pedagogy

MATRICULATION REQUIREMENTS

In order to matriculate, applicants must satisfy University entry requirements as well as appear before the Music faculty for an audition in their performance medium and pass the Music Theory Placement Examination, before or during orientation week.

These exams are designed to determine a student's knowledge and competence in the areas of Theory, piano skills and their applied music area. The results of these exams are used to determine whether students are prepared to enter directly into one of the degree programmes or whether they need to take prerequisite courses in the area(s) in which a deficiency or deficiencies are present. These may include **MUTH100(MUCT101/2) Fundamentals of Theory**, MUPF056-57 Applied Music; and/or **MUCL102(MUPF102) Class Piano I** (See *Music Student Handbook* for further details.)

GENERAL REQUIREMENTS

Music Student Handbook

All music students will receive a copy of the *Music Student Handbook* upon entering any of the music programmes. Current students will also receive an updated version at the beginning of each successive school year. The *Handbook* contains all the requirements and procedures, as well as general information that students need to know about the music facilities and the music degree programmes offered by the Department. Students are responsible for and required to be informed about its contents.

Ensembles

All majors, associate degrees and minors must participate in a departmental ensemble each consecutive semester (except when a student is teaching or on internship) until the ensemble degree requirements are fulfilled. Students may enrol in no more than two ensembles in any given semester. Large and small ensembles include: The University Chorale, Chamber Ensemble and Concert Band.

Forums

Forums are seminars designed for majors, associate degrees and minors to perform in a friendly environment and participate in scholarly discussions and performance. Attendance is required for all music majors.

Solo Recitals

All majors are required to present both a Junior and a Senior recital as graduation requirements. Each of these must be preceded by a pre-recital four weeks prior to the proposed recital date. (See *Music Student Handbook* for further details.)

Piano Proficiency

Each major, including Teacher Education majors, is required to pass a Piano Proficiency Examination at the end of the sophomore year. Students who fail the exam will be required to register for Piano Proficiency courses until the examination is passed. (See *Music Student Handbook* for further details.)

Jury Examinations

All Music students who are registered for Applied Music for credit in any semester are required to appear before the music faculty for a jury examination at the end of that semester. At the jury examination, the student will present the compositions, in their principal instrument, studied during that semester, but which have not been presented at a previous jury. The length of the jury is determined by the number of credits for which the student is registered that semester. (See *Music Student Handbook* for further details.)

Advancement to Candidacy

This mid-matriculation interview occurs at the jury at the end of the sophomore year (Sophomore Evaluation). This Evaluation examination is designed to ensure that students will be able to continue in the programme for which they are enrolled based upon their current levels of academic and performance skills. (See *Music Student Handbook* for further details.)

Concert and Recital Attendance

Attendance at all major concerts, recitals, and forums sponsored by the Department is required of all music students.

Applied Music

All students enrolled in the Bachelor's degree programmes in music are required to register for fourteen (14) 60-minute Applied Music Lessons per semester in their primary performing medium in order to obtain credit. Students enrolled in the Associate degree programmes as well as minors in music are required to register for fourteen (14) 30-minute lessons per semester in order to obtain credit.

Career Opportunities

Some career opportunities including: performance, teaching, music therapist, architectural acoustics consultant, arts management, music biographer, church musician, composer, conductor, musicologist, lyricist, music attorney, music industry (including radio, television, and publishing) and music librarian. Some of these will require graduate studies in their appropriate disciplines.

BACHELOR OF ARTS IN MUSIC

This degree offers a broad-based study of music within a liberal arts curriculum. Students who are interested in a General Music degree but who may wish to pursue another major, Associate's degree or a minor in another discipline, are encouraged to opt for this degree. A minimum of thirty (30) additional credits of coursework must be chosen in an area outside of music along with the required General Education courses in order to complete the minimum one hundred and twenty-eight (128) credits required to graduate with a bachelor's degree.

Students pursuing this major must pass the Theory Placement Entrance Exam and an audition on the instrument in which they intend to major. Further details for the entrance exam requirements are published in the *Music Student Handbook*.

Core Requirements	40 Credits
MU Ensemble	2
MUCT170 Introduction to Music Notation Software	1
MUHL320(MUHL205) Music History I	3
MUHL322(MUHL206) Music History II	3
MUHL425 Seminar in Music History	2
MUPF143 Introduction to Conducting	1
MUPF Applied Music and Forum	8
MURC390-2 Junior Recital	NC
MURC490-2 Senior Recital	NC
MUTH111, 113(MUCT203, 204) Theory I, II	6
*MUTH112, 114 (MUCT110, 111) Sight Singing & Dictation I, II	2
MUTH211, 213(MUCT303, 304) Theory III, IV	6
**MUTH212, 214(MUCT212, 213) Sight Singing & Dictation III, IV	2
MUTH310(MUCT305) Form and Analysis	2
MUTH311(MUCT308) Orchestration or	
MUTH216(MUCT221) Composition	2
*Must be taken concurrently with MUTH111,113(MUCT203,204)	
**Must be taken concurrently with MUTH211,212(MUCT303,212)	

MUSIC ELECTIVES

15 CREDITS

Students must consult with and be advised by the Chair of the Music Department in the selection of their music electives.

Note: Students should take MUHL130 Survey of Caribbean Music to satisfy the Humanities General Education Course requirement.

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two (32) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

ASSOCIATE OR MINOR REQUIREMENTS

An Associate’s degree, Minor or a concentration of courses of at least thirty (30) credits must be chosen from another discipline to complete the minimum total of one hundred and twenty-eight (128) credits required for a bachelor’s degree.

**RECOMMENDED SEQUENCE
BACHELOR OF ARTS IN MUSIC**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	MUTH111(MUCT203) Music Theory I	3	MUTH113(MUCT204) Music Theory II	3
	MUTH112(MUCT110) Sight Singing & Dictation I	1	MUTH114(MUCT111) Sight Sing. & Dictation II	1
	MUPF Applied Music & Forum	1	MUSC170 Intro to Music Notation	
	MU Ensemble	1	Software	1
	CPTR112 Intro. to Computer Science	3	MUPF Applied Music & Forum	1
	EDUC100 /110 University Orientation	~	MU Ensemble	1
	ENGL119 Freshman Composition I	3	ENGL120 Freshman Composition II	3
	EDUC151 Fund. of Christian Education	3	Mathematics Requirement	3
			Associate/Minor Elective	3
		TOTAL CREDITS	15	TOTAL CREDITS
2 nd Year- Sophomore (33-65 credits)	MUTH211(MUCT204) Music Theory III	3	MUTH213 (MUCT304) Music Theory IV	3
	MUTH212(MUCT212) Sight Singing & Dictation III	1	MUTH214 (MUCT213) Sight Sin. & Dictation IV	1
	MUPF Applied Music & Forum	1	MUPF Applied Music & Forum	1
	Personal Dev. Requirement	1	MUPF143 Intro to Conducting	1
	RELB 113 God and Human Life	3	Personal Dev. Requirement	1
	Music Electives	3	RELB205(305) Life and Teachings of Christ	3
	Associate/Minor Emp. Electives	6	COMM251 Oral Communication	3
			Music Electives	2
			Associate/ Minor Elective	3
		TOTAL CREDITS	18	TOTAL CREDITS
	Summer I			
	RELT206 Prophetic Studies	3		
	TOTAL CREDITS	3		

3 rd Year--Junior (65-96 credits)	MUHL320(MUHL205) Music History I	3	MUHL322(MUHL206) Music History II	3
	MUPF Applied Music & Forum	1	*MUTH311(MUCT308) Orchestration or	
	Modern Lang. Requirement	3	MUTH216(MUCT221) Composition	(2)
	*MUTH216(MUCT221) Composition or		MUPF Applied Music & Forum	1
	MUTH311(MUCT308) Orchestration	(2)	Modern Language Requirement	3
	MUTH310(MUCT305) Form and Analysis	2	MURC390-2 Junior Recital	NC
	MUHL130 Survey of Caribbean Music - (Humanities Requirement)	3	Music Electives	3
	Associate/Minor Elective	3	Associate/Minor Elective	6
	TOTAL CREDITS	16(18)	TOTAL CREDITS	16(18)
	4 th Year--Senior (Over 96 credits)	MUPF Applied Music & Forum	1	MUPF465 Applied Music & Forum
MUHL425 Seminar in Music History		2	MURC490-2 Senior Recital	0
Ethics & Moral Development Requirement		3	RELB210 Daniel and Revelation	3
Science and Env. Requirement		3	Associate/ Minor Electives	12
Music Electives		2	FAMUSLACE499 Language and Content Examination	NC
Associate/Minor Electives		7	TOTAL CREDITS	16
TOTAL CREDITS		18		

*Students are required to do either MUTH216(MUCT221) Composition or MUTH311(MUCT308) Orchestration

BACHELOR OF MUSIC IN MUSIC EDUCATION

Graduates from this programme will be both Certified and Specialist teachers. They will be qualified to teach either instrumental and/or choral music at the primary and secondary level. Students should note that because this is a professional degree it will require a minimum of 145 credits for completion. This programme is designed to be completed in five (5) years. It includes sixty-three (63) credits of Music core requirements, forty (40) credits of Professional Education and the requisite minimum credits of General Education courses.

Students pursuing this major must pass the Theory Placement Entrance Exam and an audition on the instrument in which they intend to major. Further details for the entrance exam requirements are published in the *Music Student Handbook*.

Core Requirements	63 Credits	Prerequisites
MUED230 (MUED358) Elementary Music Methods	3	
MUED231(MUED359) Secondary Music Methods	3	
MUHL320(MUHL205) Music History I	3	MUTH113, 114
MUHL322(MUHL206) Music History II	3	MUTH113, 114
MUHL425 Seminar in Music History	2	MUHL320, 322
MUPD150 Teaching of Brass	1	
MUPD151(MUED383, 386) Teaching Woodwinds	1	
MUPD152(MUED383, 386) Teaching of Percussion	1	
MUPD153(MUED383, 386) Teaching of Voice	1	
MUPD154 Teaching of Strings	1	
MUPD155 Teaching of Piano	1	
MUPD156 Teaching Fretted Instruments	1	
MUPF143 Introduction to Conducting	1	MUTH113 & 114
MUPF356 Choral Conducting	2	MUPF143, MUTH213 & 214

TEACHING PRACTICUM***10 CREDITS**

MUED459 Elementary Supervised Teaching	4	MUED230 & MUED231
MUED497 Music Teaching Workshop I	1	MUED230 & MUED231
MUED496 Secondary Supervised Teaching	4	MUED230 & MUED231
MUED498 Music Teaching Workshop II	1	MUED230 & MUED231

GENERAL EDUCATION REQUIREMENTS**36-49 credits**

Students must take the minimum of thirty-six (36) General Education credits as stipulated in the *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

CPTR112	Information and Technology Literacy	3
EDUC100	Freshman Seminar or	
EDUC110	University Orientation	1
	Health and Wellness	2
EDUC151	Fundamentals of Christian Education	3
RELB113	God and Human Life	3
RELB305	Life and Teachings	3
RELT210	Daniel and Revelation	3
RELB206	Prophetic Studies	3
*LART119	Use of English I	3
*LART120	Use of English II	3
COMM251	Oral Communication	3
**PSYCH119	Principles of Psychology	3

ELECTIVES: Choose any three-credit course from one of the following areas:

****Humanities and Fine Arts**

- Personal Development
- Caribbean Culture and History
- Moral Development
- Science and Environmental Awareness
- Entrepreneurship

NOTE:

***Music Education Majors should take LART119 and LART120 "Use of English_1 and II instead of "ENG119 and ENG120 "Freshman Composition I and II".**

****Music Education majors should take PSYC119 Principles of Psychology**

*****Music Education Majors must take MUHL130 Survey of Caribbean Music to fulfil the Humanities and Fine Arts requirement in General Education.**

**RECOMMENDED SEQUENCE
BACHELOR OF MUSIC IN MUSIC EDUCATION**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	MUTH111 (MUCT204) Music Theory I	3	MUTH113(MUCT304) Music Theory II	3
	MUTH112(MUCT110) Sight Singing & Dict. I	1	MUTH114(MUCT111) Sight Singing & Dictation II	1
	MUPF Applied Music & Forum	NC	MUPF Applied Music & Forum	1
	MU Ensemble		MU Ensemble	1
	EDUC100 Freshman Seminar or University Orientation	1	MUPD150-6 Teaching of Instrument/Voice	3
	LART119 Use of English	3	LART120 Use of English II	3
	CPTR112 Intro. to Computer Science	3	Numeric (Mathematica) Requirement	3
	RELB 113 God and Human Life	3	EDUC195 Child & Adolescent Psychology	2
	PSYCH119 Principles of Psychology	3	Health & Wellness	3
	TOTAL CREDITS	18	TOTAL CREDITS	18
	2 nd Year- Sophomore (33-65 credits)	MUTH211(MUCT303) Music Theory III	3	MUTH213(MUCT304) Music Theory IV
MUTH212(MUCT212) Sight Singing & Dictation III		1	MUTH214(MUCT213) Sight Singing & Dictation IV	1
MUCT170 Intro. to Music Notation Software		1	MUTH216(MUCT221) Composition	2
MUHL320(MUHL205) Music History I		3	MUHL322(MUHL206) Music History II	3
MUPF Applied Music & Forum		1	MUPF Applied Music & Forum	1
MU Ensemble		1	MUPF143 Introduction to Conducting	1
MUPD150-6 Teaching Instrument/Voice		1	MU Ensemble	NC
Modern Language Requirement		3	MUPD150-6 Teaching Instrument/Voice	1
LRDG220 Fundamentals of Literacy Instruction		3	EDUC220 Educational Psychology	3
Health and Physical Education Requirement		1	RELB205(305) Life and Teaching of Christ	3
TOTAL CREDITS		18	TOTAL CREDITS	18
3 rd Year- Junior (65-96 credits)	MUTH311(MUCT308) Orchestration	2	MUTH 310(MUCT305) Form and Analysis	2
	MUPF143 Choral Conducting	2	MUPD150-6 Instrument/Voice	1
	MUPD150-6 Teaching Instrument/Voice	1	MUPF Applied Music and Forum	1
	MUPF Applied Music & Forum	1	MURC390-2 Junior Recital	NC
	MUED230(MUED358) Elem. Music Methods	3	MUPD150-6 Teaching of Instrument/Voice	1
	MU Ensemble	NC	MUED231(MUED120) Sec. Music Methods	3
	EDUC343 Classroom Test & Measurement	3	MU Ensemble	1
	EDUC301 General Methods	3	EDUC305 Life and Teaching of Christ	3
	LRDG371 Secondary Content Literacy	3	EDC1526 Foundations of Christian Education	3
	TOTAL CREDITS	18	RELT210 Daniel and Revelation	3
			Piano Proficiency Examination	P/F
TOTAL CREDITS	18	TOTAL CREDITS	18	

4 th Year- Senior (Over 96 credits)	MUPF Applied Music & Forum	1	MUPF Applied Music & Forum	1
	MUPF Ensemble	NC	MUPF Ensemble	NC
	MUPF358 instrumental Conducting	2	MURC490-2 Senior Recital	NC
	MUPD150-6 Teaching Instrument/Voice	1	MUPD150-6 Teaching Instrument/Voice	1
	MUHL425 Seminar in Music History	2	EDCI527 Technology & Learning	3
	COMM251 Oral Communication	3	MUHL130 Survey of Caribbean Music	3
	EDUC435(341) Professional School Administration	3	EDCIS520 Assessment of Learning Outcomes	3
	EDUC1526 Pedagogical Foundations (EDUC198)	3	Science and Environ. Requirement	3
	EDUC547 Foundations of Curriculum Development	3	FAMUSLACE499 Language and Content Examination	NC
	TOTAL CREDITS	18	TOTAL CREDITS	14
	Summer I			
	MUED426 Seminar in Music Research	3		
	TOTAL CREDITS	3		
5 th Year- Senior (Over 128 credits)	MUED459 Elementary Supervised Teaching	4	MUED496 Secondary Supervised Teaching	1
	MUED497 Music Teaching Workshop I	1	MUED498 Music Teaching Workshop	4
			HUBSLACE499 Language and Content Examination	NC
	TOTAL CREDITS	5	TOTAL CREDITS	5

MUSIC & FINE ARTS

BACHELOR OF MUSIC IN PERFORMANCE AND PEDAGOGY

The Bachelor of Music in Performance and Pedagogy programme is designed to prepare graduates to function as private music studio teachers, active performers on their chosen instrument, accompanists, Specialist Teachers, and church musicians. Graduates from this programme will be able to continue in Graduate studies leading to degrees in a variety of areas such as performance, pedagogy, theory and composition, musicology, church music and music therapy.

Students pursuing this major must pass the Theory Placement Entrance Exam and an audition on the instrument in which they intend to major. Further details for the entrance exam requirements are published in the *Music Student Handbook*. Only those who have achieved a high level of performance skills on their instrument, prior to applying, will be admitted to this degree programme.

Core Requirements	84 credits
MU Ensemble	1
MUCT170 Introduction to Music Notation Software	4
MUHL314-335 Music Literature	3
MUHL320(MUHL205) Music History I	3
MUHL322(MUHL206) Music History II	3
MUHL425 Seminar in Music History	2
MUHL427 Directed Study	2
MUPD360-365(MUED375-6) Pedagogy	4
MUPD 410, 411 Practicum	2
MUPF143 Introduction to Conducting	1
MUPF356 Choral Conducting	2
MUPF358 Instrumental Conducting	2
*MUPF 230-3 Singer's Diction or	
MUPF341, 342 Chamber Music or	
MUPF340 Accompanying	4
MUPF___ Applied Music and Forum	2.4
MURC390-2 Junior Recital	NC
MURC490-2 Senior Recital	NC
MUTH111, 113(MUCT203, 204) Theory I, II	6
MUTH112, 114(MUCT110, 111) Sight Singing & Dictation I, II	2
MUTH211, 213(MUCT303, 304) Theory III, IV	6
MUTH216(MUCT221) Composition	2
MUTH310(MUCT305) Form and Analysis	2
MUTH311(MUCT308) Orchestration	2
**MUTH212, 214(MUCT212, 213) Sight Singing & Dictation III, IV	2

*All Voice majors should take four (4) credits of Singer's diction; i.e., one (1) credit each in English, French, German and Italian diction. Keyboard majors should take two (2) credits each of Accompanying and Chamber Music and Instrumental majors should take four (4) credits of Chamber Music.

**Must be taken concurrently with MUTH211, 213(MUCT303,304)

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two (32) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic adviser or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED SEQUENCE
BACHELOR OF MUSIC IN PERFORMANCE AND PEDAGOGY**

Status	1st Semester	Cr	2nd Semester	Cr
1 st Year- Freshman (0-32 credits)	EDUC100 Freshman Seminar	~	ENGL120 Freshman Composition II	3
	ENGL119 Freshman Composition I	3	Computer Science Req.	3
	HPED Physical Education Req.	1	HLED Health Education	1
	RELB113 d & Human Life	3	MUPF197 Applied Music	1
	MUTH196 Applied Music Forum	1	MUTH113(MUCT204) Music Theory III	3
	MUTH111(MUCT203) Theory I	3	MUTH 114(MUCT111) Sight Singing & Dictation II	3
	MUTH112(MUCT110) Sight, Singing & Dictation I	3	MUCT170 Intro. to Music Notation Software	1
	MU Ensemble	1	MU Ensemble	1
	TOTAL CREDITS:	14	TOTAL CREDITS	16
	Summer I			
Ethics & Moral Development Elective	3			
TOTAL CREDITS	3			
2 nd Year-Sophomore (33-65 credits)	MUPF296 Applied Music Forum	3	MUPF297 Applied Music & Forum	3
	MUTH211(MUCT303) Music Theory III	3	MUTH213(MUCT304) Theory IV	3
	MUTH212(MUCT212) Sight, Singing & Dictation III	1 3	MUTH214(MUCT213) Sight Singing & Dictation IV	1 2
	MUHL320(MUHL205) Music History I	(1)	MUTH216(MUCT221) Composition	3
	*(MUPF230 Singer's Diction)	(1)	MUHL322(MUHL206) Music History II	1
	*(MUPF231 Singer's Diction)	3	MUPF143 Intro to Conducting	3
	MUHL130 Survey of Caribbean Music.	1	RELB210 Daniel and Revelation	1
	MU Ensemble		MU Ensemble	
	TOTAL CREDITS	14/16	TOTAL CREDITS	17

MUSIC & FINE ARTS

	Summer I			
	EDUC151: Fund. of Christian Edccation	3		
	TOTAL CREDITS	3		
3rd Year--Junior (65-96 credits)	MUPF396 Applied Music & Forum MUTH310(MUCT305) Form & Analysis MUPF356 Choral Conducting {MUPF34 Chamber} Music OR MUPF340 Accompanying MUPD360-365 Pedagogy *(MUPF232 Singer's Diction) MU Ensemble RELB210 Daniel and Revelation	3 2 2 [2] 2 1 1 3	MUPF397 Applied Music MUTH311(MUCT308) Orchestration MUPF358 Instrumental Conducting MUPF342 Chamber Music II or MUPF340 Accompanying MUPD360-365 Pedagogy *(MUPF233 Singer's Diction) MU Ensemble Mathematics Req. MURC Junior Recital	3 2 2 2 2 (1) 1 3 NC 14/
	TOTAL CREDITS:	16	TOTAL CREDITS:	15
4th Year-Senior (Over 96 credits)	MUPF496 Applied Music MUHL425 Seminar in Music MUHL314-325 Music Literature MUPD410 Practicum I MU Ensemble Science Requirement RELB205(305) Life and Teachings of Christ	3 2 2 1 1 3 3	MUPF497 Applied Music MUHL427 Directed Study MUHL314-325 Music Literature MUPD411 Practicum II MU Ensemble Modern Language Requirement COMM251 Oral Communication MURC Senior Recital FAMUSLACE499 Language and Content Examination	3 2 2 1 1 3 3 NC NC
	TOTAL CREDITS	15	TOTAL CREDITS	15

*All Voice majors should take four (4) credits of Singer's diction; i.e., one (1) credit each in English, French, German and Italian diction. Keyboard majors should take two (2) credits each of Accompanying and Chamber Music and Instrumental majors should take four (4) credits of Chamber Music.

**Must be taken concurrently with MUTH211, 213(MUCT303,304)

ASSOCIATE OF ARTS IN MUSIC

The Associate of Arts in Music degree is designed to provide a wide range of career options including Music Technology, Music Ministry and Performance. Twenty-five (25) credits of Music Core courses are required, and twelve (12) credits of music electives to be chosen as a concentration by the student in consultation with his/her adviser. These electives must be upper division courses from the Bachelor's degree programs offered by the department.

Students pursuing this major must pass the Theory Placement Entrance Exam and an audition on the instrument in which they intend to major. Further details for the entrance exam requirements are published in the *Music Student Handbook*.

Music Core Requirements

25 CREDITS

MUPF___ Applied Music and Forum	4
MUTH111, 113, 211(MUCT203, 204, 303) Theory I, II, III	3, 3, 3
*MUTH112, 114, 212(MUCT110,111,212) Sight Singing & Dictation I, II, III	1, 1, 1
MUCT170 Introduction to Music Notation Software	1
MUHL320(MUHL205) Music History I or	3
MUHL322(MUHL206) Music History II	
MUPF143 Introduction to Conducting	1
MU Ensemble	4
*Must be taken concurrently with MU 111, 113(MUCT203,204)	

Music Electives

12-15 CREDITS

Students must consult with and be advised by the Chair of the Music Department in the selection of their music electives.

General Education Requirements

30 CREDITS

Please account for the minimum thirty (30) general education credits as stipulated in the *Bulletin*. See pages 44-47 for more details. Should any of the recommended courses be required for the core, cognate, or elective for the degree being pursued, additional courses **must** be taken (by advisement) to complete the minimum required for the bachelor's degree. **It is therefore your personal responsibility to manage your programme in this regard.**

N.B. Students should take MUHL130: Survey of Caribbean Music as a General Education Course

RECOMMENDED SEQUENCE ASSOCIATE OF ARTS IN MUSIC

Status	1 st Semester	Cr	2 nd Semester	Cr
1st Year- Freshman (0-32 credits)	MUTH111 Music Theory I (MUCT203)	3	MUTH113 Music Theory II (MUCT204)	3
	MUTH112 Sight, Singing & Dictation I (MUCT110)	1/3	MUTH114 Sight, Singing & Dictation II (MUCT 111)	1
	MUPF Applied Music and Forum	1	MUPF Applied Music	1/3
	MU Ensemble	1	MU Ensemble	1
	MUCT170 Intro to Music Notation Software	1	MU Ensemble	3
	CPTR112 Intro. to Computer Science	3	ENGL120 Freshman Composition II	3
	EDUC100 Freshman Seminar	1	MUHL130 Survey of Caribbean Music	3
	ENGL119 Freshman Composition I	3	MU Concentration	0-3
		~	MUPF143 Introduction to Conducting	1
	TOTAL CREDITS	14/16	TOTAL CREDITS	16
Summer I			Summer II	
RELB113 God and Human Life	3	Personal Development Requirement	2	
TOTAL CREDITS	3	TOTAL CREDITS	2	
2nd Year- Sophomore (33-65 credits)	MUPF Applied Music & Forum	1/3	MUPF Applied Music & Forum	1/3
	MU Ensemble	1	MUHL320 or 322 Music History I, II	3
	MU Concentration Course	2/3	MU Ensemble	1
	MU Concentration Course	2/3	MU Concentration Course	1-3
	EDUC151 Fund. of Christian Ed.	3	Moral Development Requirement	3
	RELB306 Life and Teachings of Christ	3	COMM251 Oral Communication	3
	MATH	3		
	TOTAL CREDITS	17	TOTAL CREDITS	17

THE CERTIFICATE IN PERFORMANCE AND PEDAGOGY

The Music entrance requirements for this programme are the same as those for the Bachelor of Music in Performance and Pedagogy.

Since there are no General Education requirements for this Certificate programme, students entering this programme need not fulfil the normal University entry requirements for a degree programme. Students who complete the requirements for the Certificate programme would be certified at a more advanced level than the Licentiate Diplomas in similar areas offered by the Associated Board of the Royal Schools of Music (ABRSM) and other similar institutions.

Graduates from this programme will be able to teach in private studios and work as accompanists and as church musicians. The programme may be completed in two (2) years.

	48 credits
MUCT170 Introduction to Music Notation Software	1
MUHL314-335 Music Literature I & II	4
MUHL320(MUHL205) Music History I	3
MUHL322(MUHL206) Music History II	3
MUPF Applied Music and Forum	12
MUPF143 Introduction to Conducting	1
MUPD360-5(MUED375-6) Pedagogy I & II	4
MUPD410,411 Practicum I & II	2
MUTH111,113,211,213(MUCT203,204,303,304) Music Theory I, II, III, IV	3, 3, 3, 3
MUTH310(MUCT305) Form and Analysis	2
*MUTH112,114,212,214(MUCT110,111,212,213)	
Sight Singing & Dictation I, II, III, IV	1, 1, 1, 1
** MURC390-2 Recital	NC

Requirements:

- *Must be taken concurrently with MUTH111,113(MUCT203,204)
- **The requirements for this recital are equivalent to those for the Junior recital in the Bachelor of Music in Piano Performance and Pedagogy programme.

**RECOMMENDED SEQUENCE
CERTIFICATE IN PERFORMANCE AND PEDAGOGY**

Status	1 st Semester	Cr	2 nd Semester	Cr
1st Year- Freshman (0-32 credits)	MUTH111(MUCT203) Music Theory I	3	MUTH113(MUCT204) Music Theory II	3
	MUTH112(MUCT110) Sight, Singing & Dict. I	1	MUTH114(MUCT111) Sight, Singing & Dict. II	1
	MUPF Applied Music	3	MUPF Applied Music	3
	MU Ensemble	1	MU Ensemble	1
	MUCT170 Intro to Music Notation Soft.	1	MUPF143 Into to Conducting	1
	MUHL314-325 Music Lit. I	2	MUHL314-325 Music Lit. II	2
	MUPD360-5(MUED375-6) Pedagogy I	2	MUPD360-5(MUED375-6) Pedagogy II	2
	TOTAL CREDITS	13	TOTAL CREDITS	13
2nd Year-Sophomore (33-65 credits)	MUTH211(MUCT303) Music Theory III	3	MUTH213(MUCT304) Music Theory IV	3
	MUTH212(MUCT212) Sight-Singing and Dictation III	1	MUTH214(MUCT213) Sight-Singing and Dictation IV	1
	MUHL320(MUHL205) Music History I	3	MUPF Applied Music & Forum	3
	MUPF Applied Music & Forum	1	MUHL322(MUHL206) Music History II	1
	MUPD410 Practicum I	2	MUPD411 Practicum II	2
		0	MUTH310(MUCT305) Form and Analysis	0
		1	MURC Recital	1
	TOTAL CREDITS	11	TOTAL CREDITS	13

*MINOR IN MUSIC

Students who wish to pursue a Minor emphasis in Music must consult with and be advised by the Chair of the Music department and the Coordinator for the Music Education programme sometime during the first Semester of their Freshman year in order to avoid delays in their projected Graduation date.

	24 credits
MU Electives	5
MU Ensemble	2
MUCT170 Introduction to Music Notation Software	1
MUHL320(MUHL205) Music History I OR	
MUHL322(MUHL206) Music History II	3
MUPF Applied Music and Forum	4
MUPF143 Intro.to Conducting	1
MUTH111,113(MUCT203,204) Music Theory I, II	6
**MUTH112,114(MUCT110,111) Sight Singing & Dictation I, II	2

Requirements:

- *This minor is not available for Education majors.
- **Must be taken concurrently with MUTH111, 113(MUCT203,204)

MAJOR IN MUSIC for Secondary Teacher Education

This major requires a minimum of 36 credits. All courses, including required cognates and prerequisites, must be completed in accordance with the recommended sequence. Students pursuing this major must pass the Music Theory Placement Entrance examination, an audition in their performance area and a piano skills test, if the student is not a keyboard major.

Students with less than competence in any of these areas must take **MUTH100(MUCT101/2) Fundamentals of Theory, MUPF056-7 Applied Music & Forum.** (See *Music Student Handbook* for further details.)

Core Requirements	36 Credits
MU Ensemble	4
MUCT170 Intro to Music Notation Software	1
MUED231(MUED359) Secondary Music Methods	3
MUHL320(MUCT205) Music History I OR	
MUHL322(MUCT206) Music History II	3
*MUTH111(MUCT203) Music Theory I	3
**MUTH112(MUCT110) Sight Singing and Dictation I	1
MUTH113(MUCT204) Music Theory II	3
***MUTH114(MUCT111) Sight Singing and Dictation II	1
MUTH211(MUCT303) Music Theory III	3
****MUTH212(MUCT212) Sight Singing and Dictation III	1

	MUTH310(MUCT305) Form and Analysis	2
	MUTH216(MUCT221) Composition	2
	MUPF134 Into. to Conducting	1
	MUPF356 Choral Conducting	2
*****MUPF	Applied Music	6

Requirements:

- *Must pass the Theory Placement examination or take Fundamentals of Theory
- **Must be taken concurrently with MUTH111(MUCT111)
- *** Must be taken concurrently with MUTH113(MUCT204)
- ****Must be taken concurrently with MUTH211(MUCT303)
- *****Audition for Applied Area should be done before pursuing these credits

Students should take MUHL130 Survey of Caribbean Music as a General Education Course.

**MINOR AREA OF EMPHASIS IN MUSIC
Secondary Teacher Education**

This minor requires a minimum of 21 credits. All courses, including required cognates and prerequisites must be completed in accordance with the recommended sequence. Students pursuing this major must pass the Music Theory Placement Entrance examination, an audition in their performance area and a piano skills test, if the student is not a keyboard major.

Students with less than competence in any of these areas must take **MUTH100(MUCT101/2) Fundamentals of Theory, MUPF064-8 Applied Music** or **MUCL102(MUPF102) Class Piano I** as applicable. (See *Music Student Handbook* for further details.)

Core Requirements	21 Credits
MU Ensemble	2
MUCT170 Intro to Music Notation Software	1
MUED231(MUED359) Secondary Music Methods	3
MUHL322(MUHL206) Music History II	3
MUPF143 Introduction to Conducting	1
*MUTH111(MUCT203) Music Theory I	3
**MUTH112(MUCT110) Sight Singing and Dictation I	1
MUTH113(MUCT204) Music Theory II	3
**MUTH114(MUCT111) Sight Singing and Dictation II	1
***MUPF Applied Music	3

Requirements:

- * Prerequisite for MUTH111(MUCT203) is passing the Theory Placement Examination or take **MUTH100 (MUCT101/2) Fundamentals of Theory**
- **Must be taken concurrently with MUTH111(MUCT203) & MUTH113(MUCT204)
- ***Student must audition with the Music Department to determine readiness for the applied area of emphasis (voice, piano, instrument, etc.)

Students should take MUHL130 Survey of Caribbean Music as a General Education course.

**MINOR AREA OF EMPHASIS IN MUSIC
Early Childhood/Primary Teacher Education**

The minor is a minimum of 21 credits. All courses, including required cognates and prerequisites must be completed in accordance with the recommended sequence. Students pursuing this major must pass the Music Theory Placement Entrance examination, an audition in their performance area and a piano skills test, if the student is not a keyboard major.

Students with less than competence in any of these areas must take **MUTH100 (MUCT101/2) Fundamentals of Theory, MUPF064-8 Applied Music** or **MUCL102 (MUPF102) Class Piano I** as applicable. (See *Music Student Handbook* for further details.)

CORE REQUIREMENTS	21 CREDITS
MU Ensemble	2
MUCT170 Intro to Music Notation Software	1
MUED230(MUED358) Elementary Music Methods	3
MUHL322(MUHL206) Music History II	3
MUPF143 Introduction to Conducting	1
MUPF156-256 Applied Music	3
*MUTH111(MUCT203) Music Theory I	3
**MUTH112(MUCT110) Sight Singing and Dictation I	1
MUTH113(MUCT204) Music Theory II	3
**MUTH114(MUCT111) Sight Singing and Dictation II	1

Requirements:

- *Prerequisite for MUTH111(MUCT203) requires passing the Theory Placement Examination or taking MUTH100 Fundamentals of Theory
- **Must be taken concurrently with MUTH111(MUCT203) and MUTH113(MUCT204)
- **Students must audition with the Music Department to determine readiness for the Applied area of emphasis (voice, piano, instrument, etc.)

Students should take MUHL130: Survey of Caribbean Music to fulfil the Humanities General Education course.

DESCRIPTION OF COURSES

GENERAL MUSIC

- MUCL100 (MUPF140) Class Voice I** **1 credit**
This course is an introduction to the fundamentals of singing and is designed especially for the beginner. Not available for credit to major or minor degree requirements.
- MUCL101 (MUPF141) Class Voice II** **1 credit**
This is a continuation of **MUCL100**. Not available for credit to major and minor degree requirements.
- MUCL102 (MUPF102) Class Piano I** **1 credit**
This course is an introduction to the fundamentals of piano playing and is especially designed for the beginner. Not available for credit to major and minor degree requirements.
- MUCL103 (MUPF103) Class Piano II** **1 credit**
This is a continuation of **MUCL102**. Not available for credit to major or minor degree requirements.
- MUCL104 Class Instrument I** **1 credit**
This course is designed to instruct the beginner in the fundamentals of playing a woodwind, brass, or string instrument. Not available for credit to major or minor degree requirements.
- MUCL105 Class Instrument II** **1 credit**
This is a continuation of beginning level **MUCL104**. Not available for credit to major or minor degree requirements.
- MUHL100 Music Appreciation** **3 credits**
This course is an introduction to the music of the Western world and music of other cultures. Consideration is given to the various political, social, and religious factors that have influenced musical styles of various periods, geographical regions and cultures. Representative compositions of various styles and genres will be studied. Emphasis is placed on listening assignments, analysis, class activities and recital attendance.
- MUHL120 Survey of Jamaican Music** **3 credits**
This course is a study of the history and literature of Jamaican music and focuses on the socio-historical context in which classical music, folk music, popular music, and religious musical forms evolved.
- MUHL130 Survey of Caribbean Music** **3 credits**
This course is a study of the history and literature of musical forms indigenous to the islands of the Caribbean and focuses upon the socio-historical and cultural context in which these musical forms are evolved.
- MUPC100-107 NCU Chorale** **NC-1 credit**
Membership in this auditioned ensemble is open to all NCU students. Auditions for this ensemble usually take place during the first week of each semester. This course involves the study and performance of a plethora of choral literature spanning medieval through

contemporary repertoire. These include small and large choral works, both sacred and secular. Registrations for NC will be recorded as Pass/Fail. May be repeated for credit.

MUPC200-207 Chamber Ensemble

NC-1 credit

This small vocal ensemble of select voices is primarily made up of music majors and minors. Membership in this ensemble is by audition and consent of the director. Performance opportunities for this ensemble will include civic, religious, academic and cultural venues. Repertoire from early baroque to contemporary music will be studied and performed. Registrations for NC will be recorded as Pass/Fail at the end of the semester. May be repeated for credit.

MUPB100-107 Concert Band

NC-1 credit

This large ensemble rehearses and performs various genres of band repertoire. Membership in this ensemble is by audition. Registrations for NC will be recorded as Pass/Fail. May be repeated for credit.

MUPO100-107 NCU Orchestra

NC-1 credit

This large ensemble rehearses and performs various genres of orchestral repertoire. Membership in this ensemble is by audition. Registrations for NC will be recorded as Pass/Fail. May be repeated for credit.

MUPS100-107 Steel Band

NC-1 credit

This instrumental ensemble performs original Caribbean music as well as arrangements of classical and contemporary music. Open to all NCU students. Registrations for NC will be recorded as Pass/Fail. May be repeated for credit.

MUTH100(MUCT101, MUCT 102) Fundamentals of Theory

3-4 credits

This course is a study of the rudiments of music. It is designed for the general college student or the music major, associate and minor whose pre-college music skills are deficient. Not available for credit toward music major, associate or minor requirements.

THEORY

MUTH111(MUCT203) Theory I

3 credits

This course is the study of structural and harmonic materials of diatonic music beginning with a review of scales, intervals, triads and inversions. Principles of voice leading as well as part-writing in root position are introduced in this semester of Music Theory. Examples are drawn from the standard classical literature. Written, aural, and keyboard work are an integral part of this course. **Prerequisite:** pass the **Music Theory Placement Examination with a minimum score of 80%**

MUTH112(MUCT110) Sight Singing, Ear Training & Dictation I

1 credit

The singing of scales, intervals (ascending and descending), rhythm (quarter, 8th, and 16th notes and rests), chords (major, minor, augmented, and diminished in root position) and one-part dictation. Must be taken concurrently with **MUTH111**.

MUTH113(MUCT204) Theory II

3 credits

This course continues the study of structural and harmonic materials of diatonic music as they relate to part-writing in first inversion and six-four chords, non-chord tones, phrases and

cadences as well as analysis. Examples are drawn from the standard classical literature. Written, aural, and keyboard work are an integral part of this course. **Prerequisites: MUTH111 & 112**

MUTH114(MUCT 111) Sight Singing, Ear Training, & Dictation II **1 credit**

This course introduces the student to the study of rhythmic and melodic dictation as well as sight-singing moderately difficult tonal passages. Must be taken concurrently with **MUTH113**. **Prerequisites: MUTH111 & 112**

MUTH211(MUCT303) Theory III **3 credits**

The study of structural and harmonic materials of chromatic music as they relate to all diatonic seventh chords, secondary functions, modulation, and an introduction to the basic forms of music. Examples are drawn from standard classical literature. Written, aural, and keyboard work are an integral part of this course. **Prerequisites: MUTH113 & 114**

MUTH212(MUCT212) Sight Singing, Ear Training, & Dictation III **1 credit**

The student is introduced to the study of two-part melodic dictation and dictation in four-parts. More advanced study in sight-singing and rhythm is also undertaken. Must be taken concurrently with **MUTH211**. **Prerequisites: MUTH 113 & 114**

MUTH213(MUCT304) Theory IV **3 credits**

The study of borrowed chords, the Neapolitan sixth, the Augmented sixth, further elements of the harmonic vocabulary, expanded tonality and 20th century techniques (atonality, set theory, and serialism) are introduced in this semester. Examples are drawn from standard classical literature. Written, aural, and keyboard work are an integral part of this course. **Prerequisite: MUTH211 & 212**

MUTH214(MUCT213) Sight Singing, Ear Training & Dictation IV **1 credit**

Students are introduced to sight-singing atonal melodies. The study of four-part dictation is introduced and the study of more difficult one and two-part dictation is continued. Further rhythmic studies are also included. Must be taken concurrently with **MUTH213**. **Prerequisites: MUTH211 & 212**

UTH216(MUCT221) Composition **2 credits**

This is a course in twentieth century techniques of composition. Offered in alternate years. **Prerequisite: MUTH 211**

MUTH310(MUCT305) Form and Analysis **2 credits**

This course is an introduction to the study of the structural and harmonic analysis of tonal music. The study of the various forms and procedures of music is also included. Offered in alternate years. **Prerequisite: MUTH 211**

MUTH311(MUCT308) Orchestration **2 credits**

This course focuses on the study of the ranges, techniques and timbre of orchestral and band instruments and provides the student with the techniques for scoring for small and large ensembles including orchestra, concert band and steel band. Written exercises are an integral part of the course. Offered in alternate years. **Prerequisite: MUTH213**

MUTH312(MUCT309) Counterpoint **2 credits**
 The study of 18th century two-, three-, and four-voice counterpoint. Offered as needed.
Prerequisite: MUTH 213

MUSIC HISTORY AND LITERATURE

MUHL221(MUHL211) Survey of Steel Band Movement **3 credits**
 An overview of the cultural socio-economic factors that led to the development of steel pan. The organization of steel pan and the contributions to the literature by various arrangers, composers and innovators will also be discussed. Offered in alternate years.

MUHL314, 315 Vocal Literature **2, 2 credits**
 A survey of the song literature from 1600 to the present. The important works of all major composers and poets who contributed to the vocal literature will be studied. Extensive listening and analysis of these works will also be included. Emphasis will be placed on German Lieder, French art songs as well as the Italian, British and American Art song. The course material will be studied over two (2) semesters.

MUHL320 (MUHL205) Music History I **3 credits**
 An in-depth study of the development of Western music from the monophonic chants of the early church to the growth of polyphony, secular forms, and to music of the Reformation and Baroque periods. Compositions will be listened to, studied and analysed. Attention will be drawn to the political, religious, philosophical and social events that shape the arts of the periods being studied. Activities such as listening assignments, concert and recital attendance will also be included. **Prerequisites: MUTH113 & 114**

MUHL322 (MUHL206) Music History II **3 credits**
 The study of the development of musical styles from the classical period to the present. Compositions will be listened to, studied and analysed. Attention will be drawn to the political, religious, philosophical and social events that shape the arts of the periods being studied. Activities such as listening assignments, concert and recital attendance will also be included. **Prerequisites: MUTH113 & 114**

***MUHL324, 325 Instrumental Literature** **2, 2 credits**
 A survey of the music literature written for a particular orchestral instrument chosen by the student as his/her major performing instrument. The course will cover both the complete solo and orchestral literature written for that instrument. Emphasis will be placed on listening and analysis of these compositions, the course material will be studied over two (2) semesters.

MUHL334, 335 Piano Literature **2, 2 credits**
 A comprehensive study of the keyboard (harpichord, clavichord and pianoforte) literature from the 16th century to the present. Representative works of all major composers, their stylistic features and performance practices of the various periods will be studied. Extensive listening and analysis of the repertoire will also be included. The course material will be studied over two (2) semesters.

MUHL425 Seminar in Music History **3 credits**
 This is a seminar course designed to allow students to gain experience in independent study, research, writing papers and giving formal presentations. Various topics for the course could

include: Music in the Baroque, Romanticism in Music, Twentieth-century Music or Ethnomusicology. **Prerequisites: MUTH320, 322**

MUSIC EDUCATION

- MUED230(MUED358) Elementary Music Methods** **3 credits**
The study of behavioural techniques, methods and materials necessary to function effectively in grades one through six. Offered in alternate years. **Prerequisites: MUTH113 & 114**
- MUED231(MUED359) Secondary Music Methods** **3 credits**
The study of behavioural techniques, methods and materials necessary to teach music in High School. Offered in alternate years. **Prerequisites: MUTH113 & 114**
- MUED232 Vocal Music for Schools** **3 credits**
The organization and selection of vocal music literature appropriate for elementary and high school choirs of various levels. Offered as needed.
- MUPF143 Introduction to Conducting** **1 credits**
This course is a study of the rudimentary aspects of conducting a musical ensemble. It is designed to introduce students to simple beat patterns, gestural interpretation of dynamics and articulatory elements as well as score study procedures, and ensemble management. Emphasis will be placed on the choral repertoire with occasional forays into instrumental works. **Prerequisites: MUTH113 & 114**
- MUPF356: Choral Conducting** **2 credits**
This course involves the advanced study of conducting mixed, male, and female choral ensembles as well as advanced idiomatic pieces. Students will be introduced to more advanced technical issues of gestural leadership than those in Introduction to Conducting and apply them towards accurately interpreting a choral score. Students will also be introduced to advanced score study procedures, rehearsal planning, and ensemble management. **Prerequisites: MUPF143, MUTH213, 214**
- MUPF358: Instrumental Conducting** **2 credits**
This course involves the advanced study of concert band, and orchestral literature through analysis, rehearsal, and performance for conductors. The study will include, but not be limited to, compositions for small ensembles as well as works for orchestra, concert band and steel band. Students will master technical issues of gestural leadership and apply them towards accurately interpreting a musical score. Students will also be introduced to advanced score study procedures, rehearsal planning, and ensemble management. **Prerequisite: MUTH311**
- MUPF427 Directed Study** **2 credits**
A final year seminar course for students enrolled in the Bachelor of Music in Performance degree program. In consultation with and approval by the instructor, students will select a research topic related to their performance area and write a research paper on that topic. The student will also write a student note his/her senior recital and present a short lecture recital prior to the senior recital.

CHURCH MUSIC

MURE200(MURE120) Church Music and Worship

2-3 credits

This course introduces the student to a brief study of the history and literature of sacred music as well as the philosophy and function of music in worship both in the Seventh-day Adventist church as well as in other Christian denominations.

MURE341(MUSC230) Hymnody/Psalmody

3 credits

A study of hymns and psalms as they relate to congregational singing, their origins, histories and development through the ages, their basic styles and functions. Hymns from the Caribbean and across the world form an important part of this study. Offered in alternate years. **Prerequisite: Junior standing and/or by permission of the instructor.**

PEDAGOGY

MUPD150 Teaching of

1 credit

A study of methods, materials and physiological and technical problems involved in teaching **Brass** at the basic level. Students will have supervised experiences in in-class teaching. Offered in a seven (7) semester cycle. **Prerequisite: MUTH III**

MUPD151(MUED 383, 386) Teaching of Woodwinds

1 credit

A study of methods, materials and physiological and technical problems involved in teaching **Woodwind** instruments at the basic level. Students will have supervised experiences in teaching classes and private lessons. Offered in a seven (7) semester cycle. **Prerequisite: MUTH111**

MUPD152(MUED 383, 386) Teaching of Percussion

1 credit

A study of methods, materials and physiological and technical problems involved in the teaching of **Percussion** instruments at the basic level. Students will have supervised experiences in teaching classes and private lessons. Offered in a seven (7) semester cycle. **Prerequisite: MUTH111**

MUPD153(MUED 383, 386) Teaching of Voice

1 credit

A study of methods, materials and physiological and technical problems involved in teaching **Voice** at the basic level. Students will have supervised experiences in the teaching of classes and private lessons. Offered in a seven (7) semester cycle. **Prerequisite: MUTH111**

MUPD154 Teaching of Strings

1 credit

A study of methods, materials and physiological and technical problems involved in teaching **Strings** at the basic level. Students will have supervised experiences in the teaching of classes and private lessons. Offered in a seven (7) semester cycle. **Prerequisite: MUTH111**

MUPD155 Teaching of Piano

1 credit

A study of methods, materials and physiological and technical problems involved in teaching **Piano** at the basic level. Students will have supervised experiences in the teaching of classes and private lessons. Offered in a seven (7) semester cycle. **Prerequisite: MUTH111**

MUPD156 Teaching Fretted Instruments

1 credit

A study of methods, materials and physiological and technical problems involved in teaching **Fretted** instrument at the basic level. Students will have supervised experiences in the

teaching of classes and private lessons. Offered in a seven (7) semester cycle. **Prerequisite:** MUTH111

MUPD360, 361(MUED375) Piano Pedagogy

2, 2 credits

A comprehensive study of the methods and repertoire appropriate for teaching students of various ages and levels, the course also addresses the psychological, physiological and technical approaches to playing and teaching the piano. This course is designed for students in the Bachelor of Music in Performance and Pedagogy programme. **Prerequisites:** MUPF276, MUCT213, 214

MUPD362, 363(MUED376) Vocal Pedagogy

2, 2 credits

A comprehensive study of vocal methods and repertoire for teaching children, adolescents and adults, this course also addresses the psychological, physiological and technical approaches to developing the human voice. For students in the Bachelor of Music Performance and Pedagogy Programme. **Prerequisites:** MUPF376, MUCT213, 214

MUPD364, 365 Instrumental Pedagogy

2, 2 credits

A comprehensive study of the methods and repertoire of the major orchestral instrument studied by the student that would be appropriate for students of all ages and levels. Harp or Percussion majors should also take this course. The physiological, psychological and technical approaches to playing and teaching the chosen instrument will also be studied. For students enrolled on the Bachelor of Music in Performance and Pedagogy. **Prerequisite:** MUPF376

MUPD410, 411 Practicum

1, 1 credits

Teaching Practicum follows the pedagogy sequence for students enrolled in the Bachelor of Music in Performance and Pedagogy programme. Students will gain experiences in teaching children and adults ranging from beginning through intermediate levels over two (2) Semesters. Lessons will be observed and evaluated. **Prerequisites:** MUPD360-365

MUPF230 English Diction

1 credit

The Study of English diction for singing. Students will be introduced to the International Phonetic Alphabet as well as the particular idiosyncrasies of the English language with regard to the singing of vowels and consonants.

MUPF231 Italian Diction

1 credit

The study of Italian diction for singing. Students will be introduced to the International Phonetic Alphabet as well as the particular idiosyncrasies of the language with regard to the singing of vowels and consonants.

MUPF232 French Diction

1 credit

The study of French diction for singing. Students will be introduced to the International Phonetic Alphabet as well as the particular idiosyncrasies of the language with regard to the singing of vowels and consonants.

MUPF233 German Diction

1 credit

The study of German diction for singing. Students will be introduced to the International Phonetic Alphabet as well as the particular idiosyncrasies of the language with regard to the singing of vowels and consonants.

MUPF340 Accompanying **2 credits**

This course is designed for keyboard majors to gain experiences in accompanying both instrumentalists and vocalists studying the standard literature for both media. Students will be evaluated on their preparation and performance of the literature studied.

***MUPF341, 342 Chamber Music** **2, 2 credits**

This course provides experiences to both instrumentalist and keyboard players to rehearse and perform chamber music literature. Students will be evaluated on their preparation and performance of the literature studied. **Prerequisites: MUPD297, MUCT213, 214**

MUSIC PERFORMANCE

MUPF160 Piano Proficiency **NC**

This class is especially designed to prepare music majors who did not pass the Piano Proficiency Examination at the end of the sophomore year to be able to complete the requirement before graduating. Students will be charged the appropriate Applied lesson-fee when registering for this course.

MUPF056, 057 Applied Music I, II **NC**

This course is designed for Music students in the study of their primary performing medium who wish to take thirty-minute lessons for zero credit. These lessons also afford students who are not at the Applied Music level at which they should be to register for credit to raise their skill levels. Students will be charged the appropriate Applied Music lesson fees for this course.

MUPF156, 157 Applied Music and Forum I, II **1, 1 credit**

MUPF256, 257 Applied Music and Forum I, II **1, 1 credit**

The courses listed above are designed for students enrolled in the Associate degree programmes and also for music minors in the study of their primary performing medium. Associates and minors are allowed to take thirty-minute lessons to fulfil Applied Music requirements in their respective programmes. Students should consult the *Music Student Handbook* to note the required repertoire levels for these courses. Students who are enrolled in the Bachelor of Arts in Music and the Bachelor of Music degree programmes are not eligible to register for these courses. Students will be charged the appropriate Applied Music lesson fees for each course.

MUPF176, 177 Applied Music and Forum I, II **1, 1 credits**

MUPF276, 277 Applied Piano and Forum I, II **1, 1 credits**

MUPF376, 377 Applied Piano and Forum I, II **1, 1 credits**

MUPF476, 477 Applied Piano and Forum I, II **1, 1 credits**

The courses listed above are designed for students enrolled in the BA in Music and the BMus in Music Education degree programmes in the study of their primary performance medium and represent the eight semesters (four years) of Applied Music study required for the programmes. Students take one sixty-minute lesson each week and are expected to practice five hours per week for each credit for which they are registered. Students should also consult the *Music Student Handbook* to note the required repertoire levels for this course. Students will be charged the appropriate Applied Music lesson fees for each course.

MUPF196, 197 Applied Music and Forum I, II	3, 3 credits
MUPF296, 297 Applied Piano and Forum I, II	3, 3 credits
MUPF396, 397 Applied Piano and Forum I, II	3, 3 credits
MUPF496, 497 Applied Piano and Forum I, II	3, 3 credits

The courses listed above are designed solely for students enrolled in the Bachelor of Music in Performance and Pedagogy degree programme in the study of their primary performance medium and represent the eight semesters (four years) of Applied music study required for the programme. Students should consult the *Music Student Handbook* to note the required repertoire levels for this course. Students in this degree programme are expected to practice a minimum of fifteen hours per week each semester. Students will be charged the appropriate Applied Music lesson fees for each course.

MUPF478, 479 Applied Music and Forum I, II	0-3 credits
MUPF480, 481 Applied Music and Forum I, II	0-3 credits

The variable credit courses listed above, are designed for students who have completed the applied music requirements in their primary performance medium but have not completed the programme requirements. Students should consult the *Music Student Handbook* for details.

MUPF260(MUCT221) Foreign Language Diction	3 credits
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The study of the International Phonetic Alphabet as it pertains to romantic and Germanic languages. Offered as needed. **Prerequisite: MUED 230**

MUPF262 (MUED203) The Art of Accompaniment	3 credits
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The study of the art of accompanying vocal and instrumental music. Students will be exposed to a wide variety of the literature of both vocal and instrumental music. Offered as needed. Assigned to work with at least one vocalist and one instrumentalist during the course and will be required to present the material studied in a public performance. **Prerequisites: MUPD297, MUTH211, MUTH212**

MUSIC TECHNOLOGY

MUCT170 Intro to Music Notation Software	1 credit
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This course is designed to teach students how to use music notation software such as Finale, Sibelius, etc. **Prerequisites: MUTH113 & 114**

MUCT37 (MUTH 216) Computer Music	3 credits
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This course is an introduction to MIDI and Digital music technology. It includes composing, recording, and publishing music using the computer and MIDI keyboard. Offered as needed. **Prerequisite: MUCT170**

MUCT371(MUCT343) Music Studio Technique	3 credits
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This course is designed for running a music studio as a small business. The course covers music studio network techniques and uses windows or Mac for recording and creating vocal and/or instrumental music. Offered as needed. **Prerequisite: MUCT370**

MUCT 470(MUCT344) Computer Music Project	3 credits
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A course that requires two major projects involving: creating and recording vocal and instrumental music. Offered as needed. **Prerequisite: MUCT370**

SCIENCE

MUSC381(PHYS205) Music Acoustics

2-3 credits

An investigation of the physical properties of sound and the analysis of sound production by musical instruments and the human voice. The properties associated with sound in various performance spaces. **Prerequisite: junior status or by permission of the instructor.** Offered as needed.

RECITALS

MURC390 Junior Voice Recital

NC

MURC 391 Junior Piano Recital

MURC 392 Junior Instrumental Recital

All Junior solo recitals are preceded by a pre-recital examination before the Music faculty four weeks prior to the proposed recital date. Students must be enrolled in Applied Music for credit or no credit during the semester that the recital is to take place. All recitals must be given in the same medium and memorized according to the traditional protocol of each particular performance medium. (See *Music Student Handbook* for more details).

MURC490 Senior Voice Recital

NC

MURC 491 Senior Piano Recital

MURC 492 Senior Instrumental Recital

All Senior solo recitals are preceded by a pre-recital examination before the Music faculty four weeks prior to the proposed recital date. Students must be enrolled in Applied Music for credit or no credit during the semester that the recital is to take place. All recitals must be given in the same medium and memorized according to the traditional protocol of each particular performance medium. (See *Music Student Handbook* for more details).

FINE ARTS

Co-ordinator: Owen Scott

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INTRODUCTION

The Department Fine Arts functions within the College of Humanities, Behavioural and Social Sciences and provides students with access to quality instruction in Art. The technique of creating works of art is exciting. However, talent is not enough. Study, dedication and discipline are required to nurture, train and direct such talent through organized structural learning.

VISION STATEMENT

Intellectual nourishment feeds the artistic creativity of the student and enriches his/her life. The purpose of art courses is to introduce the students to a broader view of life, as well as prepare them for employment opportunities in art.

MISSION STATEMENT

The mission of the Department of Fine Arts in accordance with the Institution's mission, is to prepare students to serve within local as well as wider regional and global communities. The Department of Fine Arts is committed to academic excellence.

PROGRAMME GOALS

The general goals of the Fine Arts Programme of Northern Caribbean University are to:

- provide a framework of education and training in visual art, giving students an opportunity to pursue a degree in this field.
- establish and maintain consistent standards for the Associate degree in Visual Art.
- expose students to the works of Jamaican and international masters in the field of art, thereby, training them to be able to recognize the masters' contributions to our history and culture globally.
- ensure standards in respect to the quality and international compatibility of the programme content that will fulfil global demands.
- train students for international recognition as artists and art teachers, assistant curators, museum attendants, illustrators and other such occupations.

PROGRAMMES OFFERED

- Associate of Arts in Visual Art
- Minor in Art

MATRICULATION REQUIREMENTS

In addition to the University requirements, a student who desires to do the Associate of Arts in Visual Art must have at least five (5) CSEC or GCE external passes which should include Art (grades I, II, or III in CSEC and A, B or C in GCE) Mathematics, English and two others, or any other equivalent certification.

ASSOCIATE OF ARTS IN VISUAL ART

The Associate of Arts in Visual Art is a two-year programme, designed to provide the student with skills and knowledge through organized structural learning. The purpose of the art courses is to introduce the students to a broader view of life as well as prepare them for employment opportunities in art.

PROGRAMME BENEFITS

1. Students will be highly trained for international recognition as artists and art teachers.
2. Students will be equipped to work as assistant curators in galleries, docents, illustrators, and resource persons for the Jamaica Cultural Development Commission (JCDC), Institute of Jamaica, and National Library of Jamaica.
3. With a sound understanding of the relevant skills and theories, students can work as professional full-time painters or as artists in residence in various organizations, as gallery owners and occupational therapists in mental institutions and convalescence homes.
4. The associate degree will serve as the foundation for advanced studies in the field of art.
5. The degree will provide a core of knowledge that will enable the degree holders to plan and execute seminars and workshops effectively.

DURATION: Two (2) years plus the included Summer Session

The Associate of Arts in Visual Art amasses a total of seventy-two (72) credit hours (to include 36 core requirements, nine (9) cognates and twenty-seven (27) general education requirements.

CORE REQUIREMENTS	36 Credits	Prerequisites
ART*100 Visual Concepts	2	
ART*101 Introduction to the Principles of Art	3	
ART*102 Drawing, Theory & Practice	3	
ART*105 Painting, Theory & Practice	3	
ART*106 Introduction to Sculpture & Ceramics	3	
ART*201 Ancient African Art & Modern Society	3	
ART*202 West Indian Art	3	
ART*203 Advanced Drawing	2	ART*102
ART*205 Advanced Painting	2	ART*105,
ART*206 Introduction to Graphic Design	3	
ART*210 Art in Everyday Life	3	
ART*212 History of Italian Renaissance Art	3	
ART*216 Art in the Marketplace OR		
ART*220 Methods in Teaching Art	3	ART*101, ART*102, ART*105,
REQUIRED COGNATES	9 Credits	
COMM206 Graphic Design and Illustration	3	
COMM235 Digital Publishing	3	
MUHL100 Music Appreciation	3	

GENERAL EDUCATION REQUIREMENTS

27 Credits

COMM251 Oral Communication	3
CPTR112 Introduction to Computer Science OR	
CPTR120 Computer Applications	3
EDUC100 Freshman Seminar	~
EDUC151 Fundamentals of Christian Education	3
ENGL119/120 Freshman Composition I & II	6
HPED111 Health & Physical Education	2
RELB113 God and Human Life	3
RELT requirement	3
Moral Development requirement	3
Humanities requirement *met by MUHL100 Music Appreciation	

RECOMMENDED SEQUENCE FOR ASSOCIATE OF ARTS IN VISUAL ART

Status	1 st semester	Cr	2 nd Semester	Cr	
1 st Year- Freshman (0-32 credits)	ART*101: Intro. to the Prin. of Art	3	ART*100: Visual Concepts	3	
	ART*102: Drawing, Theory & Practice	3	ART*105: Painting, Theory & Practice	3	
	EDUC100: Freshman Seminar	~	ART*106: Intro. to Sculp. & Ceramics	3	
	ENGL119: Freshman Composition I	3	ART*206 Intro. To Graphic Design	3	
	HPED111: Health & Physical Education	3	CPTR112: Intro. to Computer Science OR		
	RELB113: God & Human Life	3	CPTR120: Computer Applications	3	
	TOTAL	15	ENGL120: Freshman Composition II	3	
			TOTAL	18	
	Summer I				
	RELB210 Daniel and Revelation	3			
	ART*210: Art in Everyday Life	3			
	COMM235: Digital Publishing	3			
	TOTAL	9			
1 st Year- Freshman (0-32 credits)	ART*203 Advanced Drawing	2	ART*201: Ancient African Art & Modern Society	3	
	ART*216: Art in the Marketplace OR		ART*205: Advanced Painting	2	
	ART*220: Methods in Teaching Art		ART*202: West Indian Art	3	
	COMM206: Graphic Design and Illustration	3	ART*212: History of Italian Renaissance Art	3	
	COMM251: Oral Communication	3	EDUC151: Fund. of Christian Education	3	
	MUHL100: Music Appreciation	3	Moral Development Req.	3	
		TOTAL	14	TOTAL	17

MUSIC & FINE ARTS

MINOR IN ART

The minor in art requires a minimum of 21 credits. Courses should be taken with advisement from the relevant departments.

REQUIREMENTS	30 Credits	Prerequisites
ART*101	Introduction to the Principles of Art	3
ART*102	Drawing, Theory & Practice	3
ART*105	Painting, Theory & Practice	3
ART*106	Introduction to Sculpture & Ceramics	3
<u>Art History Requirement</u>		
ART*201	Ancient African Art & Modern Society	
	and/or	3
ART*202	West Indian Art	
ART*206	Introduction to Graphic Design	3
ART*210	Art in Everyday Life	3
ART*220	Methods in Teaching Art	
	and/or	3
ART*216	Art in the Marketplace	
COMM235	Digital Publishing	3
COMM206	Graphic Design and Illustration	3

RECOMMENDED SEQUENCE MINOR IN ART

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year	ART*101: Intro. to the Principles of Art	3	ART*106: Intro. To Sculpture & Ceramics	3
	ART*102: Drawing, Theory & Practice	3	ART*201: Ancient African Art & Modern Society	(3)
	ART*105: Painting, Theory & Practice	3	ART*206 Introduction to Graphic Design	3
	TOTAL CREDITS:	9	TOTAL CREDITS:	9
2 nd Year	ART*210: Art in Everyday Life	3	ART*202: West Indian Art	(3)
	ART*216: Art in the Marketplace or		COMM206: Graphic Design and Illustration	3
	ART*220: Methods in Teaching Art	3		
	COMM235: Digital Publishing	3		
	TOTAL CREDITS:	9	TOTAL CREDITS:	6

DESCRIPTION OF COURSES

ART*100: Visual Concepts

3 Credits

Students will be introduced to the elements of design that will provide interactive activities. This will lead to artistic experiences that will encourage critical thinking. Students will make the connections between the Visual Art and Holistic Living. This will also enhance the student's ability to observe their environment and use creative approaches to the fundamentals of two and three-dimensional designs.

ART*101: Introduction to the Principles of Art

3 Credits

Students will acquire a solid foundation in art criticism, aesthetics and the philosophy of art. They will also be introduced to a wide variety of painting materials and will learn the creative approaches to the fundamentals of two-dimensional and three-dimensional designs. Students will be introduced to a cross-sectional study of European art from prehistoric times to the present. Critical theory, including iconography, will be covered. There will be discussions, analysis and criticism of painting and sculptures done by old and modern masters.

ART*102: Drawing, Theory and Practice

3 Credits

This course includes the study of materials used for drawing and their practical application in the representation of objects through form, line value, texture and perspective.

ART*105: Painting, Theory and Practice

3 Credits

In this practical course, students will learn the theories of painting and apply these in class work. They will explore the basic techniques of painting by studying the materials used and seeing the practical applications in the representation of objects, through form, colour, value, texture and perspective. Students will also learn to formally analyse paintings and decipher the psychoanalytical concepts in art criticism.

ART*106: Introduction to Sculpture & Ceramics

3 Credits

This practical course teaches the basic techniques of sculpture, primarily modelling, carving and construction in a variety of materials including clay, plaster, wood and metals. Students will be introduced to the basic hand building techniques of ceramics, which will include building slabs, coils and press and other methods by introducing them to clay bodies, basic glazes and oxidation firing.

ART*201: Ancient African Art & Modern Society

3 Credits

This course will introduce the student to African Art in the ancient world and show how this art has impacted on modern art today. The art of Egypt, Central Africa and other African regions will be explored. The student will be able to see through the eyes of an art historian, how African art has affected our lives. Discussions will be conducted on African-American, Caribbean and Jamaican art.

ART*202: West Indian Art

3 Credits

The course presents a study of the principles of art applied to the visual forms, with emphasis on West Indian art from pre-Columbian times to the present. This will be a survey course using cross-sectional studies to cover the different periods and styles in art in the West Indies. The students will be able to see through the eyes of an art historian as they see how West Indian art has developed.

- ART*203 Advanced Drawing** **2 Credits**
 This is a continuation of Art*102. It will cover the problems in the theory of drawing, study of materials used for drawing and their practical application in the representation of objects through form, line value, texture and perspective. **Prerequisite: ART*102 Drawing, Theory and Practice**
- ART*205: Advanced Painting** **2 Credits**
 This is a continuation of Art*105. It will cover the problems in the theory of painting. Design factors in contemporary fine arts will be emphasized and approaches thoroughly explored. **Prerequisite: ART*105 Painting, Theory and Practice**
- ART*206: Introduction to Graphic Design** **3 Credits**
 This course will cover the essential components of visual communication. This includes the use of ICT and manual production. Students will be exposed to the different arms of graphic arts, which include illustration, typography and printmaking. Exposure to this area will enhance students' design ability and facilitate integration with other subject areas.
- ART*210: Art in Everyday Life** **3 Credits**
 This is a very exciting, innovative and interesting course that will introduce the students to the broader vistas of life. They will be able to make their own art from objects derived from their environment. Collage, mono print, mosaic, woodcuts, graphic arts, murals, fibre art, Dada art, art installations and other forms of environmental art will be introduced.
- ART*212: History of Italian Renaissance Art** **3 Credits**
 This course will provide a study of architecture, sculpture and paintings of the 14th and 15th centuries. Emphasis will be on Italian painting from Giotto through Botticelli and on Northern painting from the Gothic Illuminators through Hugo Van der Goes.
- ART*216: Art in the Marketplace** **3 Credits**
 This is a specialized course that will deal with the business of art. Marketing is just as important as the execution of the work and requires equal attention. In this course, students will evaluate the legal challenges faced by artists and will focus on organised, strategic and direct marketing, contracts and other legal forms. The students will also be exposed to exhibition co-ordination, résumé and portfolio presentation, protocols and professionalism in the marketplace, as well as comparative collecting and art dealing. **Prerequisites: ART*101 Introduction to the Principles of Art, ART*102 Drawing, Theory and Practice and ART*105 Painting, Theory and Practice**
- ART*220: Methods in Teaching Art** **3 Credits**
 This course is designed to create an awareness of the methods used in teaching the visual arts. Instructional procedures, assessment and student learning are critical. A wide range of art forms will be covered, including media, tools, techniques and safety measures. Curriculum development and professional development will be examined, using diagnostic procedures and independent thinking. Authenticity, integrity and insight will be critical as students make connections between the visual arts and other disciplines in relation to history and culture. **Prerequisites: ART*101 Introduction to the Principles of Art, ART*102 Drawing, Theory and Practice and ART*105 Painting, Theory and Practice**



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STATEMENT OF MISSION

The College of Natural and Applied Sciences with its team of professional Christ-centred workers, technology, and research, has the mission of being an agent of positive change and development, and is committed to equip students for service to God and humanity in all areas of science, industry and education.

BIOLOGY, CHEMISTRY AND ENVIRONMENTAL SCIENCES
COMPUTER AND INFORMATION SCIENCES
DENTAL HYGIENE
MATHEMATICS AND ENGINEERING
MEDICAL TECHNOLOGY
NURSING
NUTRITION, DIETETICS AND FOOD SCIENCE

DEPARTMENT OF BIOLOGY, CHEMISTRY AND ENVIRONMENTAL SCIENCES

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 Fitzroy Brown
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 Deshaun Martin-Clarke

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 Dwight Rose
 Yaneke Watson
 Max Wellington
 Nicole White
 Vincent Wright

ADJUNCT

Sherrefa Burchell
 Paul Gyles
 Dewight Flinch
 Natainia Lumen
 Knola Oliphant
 Howard Ranger
 Kerry-Ann Thompson
 Jacqueline Vigilance
 Nadia Washington-Daley

INTRODUCTION

The members of the Department of Biology, Chemistry and Environmental Sciences believe that knowledge of life in all its varied forms and functions contributes to one's mental, social and spiritual health. The Department's goal is to provide the church and the world with workers and entrepreneurs who understand the processes of life and are dedicated to its preservation.

OBJECTIVES

The Department's curricula are designed to:

- Give students a general education in the biological, chemical, agricultural and environmental sciences.
- Prepare students for further academic pursuits within the medical, biomedical, biological, biochemical, chemical, agricultural and environmental sciences.
- Train biology, chemistry, agriculture and environmental science teachers.
- Prepare persons for employment in biological, chemical, agricultural and environmental sciences in facilities within academia, industry, and government.
- Prepare persons for entrepreneurship in fields related to the biological, chemical, agricultural and environmental sciences.

PROGRAMMES OFFERED

Agricultural Sciences

- Bachelor of Science in Agriculture
- Bachelor of Science in Agronomy
- Associate of Science in Agriculture
- Diploma in Tropical Agriculture

Biological Sciences

- Bachelor of Science in Biological Sciences
- Associate of Science in Biology
- Minor in Biology

Biochemical Sciences

- Bachelor of Science in Biochemistry

Chemical Sciences

- Bachelor of Science in Chemistry
- Associate of Science in Chemistry
- Minor in Chemistry

Environmental Sciences

- Bachelor of Science in Environmental Science
- Bachelor of Science in Applied Environmental Geography
- Minor in Environmental Science

DURATION

The normal completion time for full-time students pursuing a Bachelor of Science degree in the Department of Biology, Chemistry and Environmental Sciences is four years, and two years for an Associate of Science degree. Students are to complete the minimum credit requirement that is specified for their programme. Such requirement should be no less than one hundred and twenty-eight (128) credits for a Bachelor of Science degree, sixty-four (64) credits for an Associate of Science degree and twenty-four (24) credits for a Minor and thirty (30) for a diploma. Students with transferable credits may take less than the specified time period of full-time study to complete their programme.

MATRICULATION REQUIREMENTS

In addition to the general requirements for entry into the University, the requirements for matriculation into our departmental programmes are specified as follows:

Bachelor of Science in Agronomy: Five (5) GCE/CSEC passes in English, Math, Chemistry, Biology/Agricultural Science, and one (1) other subject with at least a grade 3 (III) or a grade of C. Students who do not have a pass in Chemistry will be matriculated into the department after successfully completing CHEM111, 112 Intro to Chemistry I, II with no grade lower than "C".

Bachelor or Associate of Science in Agriculture: Five (5) GCE/CSEC passes in English, Math, Chemistry, Biology/Agricultural Science, and one (1) other subject. Students who do not have a pass in Chemistry will be matriculated into the department after successfully completing CHEM111, 112 Intro to Chemistry I, II with no grade lower than "C". Alternatively, an Associate of Science in Agriculture or Associate of Science in a natural science programme and graduates of HEART Trust/NSTA with a level 3 or above in Agriculture will also be considered for matriculation into the BSc in Agriculture programme.

Bachelor or Associate of Science in Biological Sciences: A minimum of grade III in CSEC or grade C in GCE O' Level passes in English Language, Mathematics, Biology, Chemistry and one (1) other subject. Students who do not have a pass in Biology or Chemistry will be matriculated into the Department after successfully completing BIOL101, 102 Principles of Biology I, II and CHEM111, 112 Intro to Chemistry I, II with no grade lower than "C".

Bachelor or Associate of Science in Chemistry: A minimum of grade III in CSEC or grade C in GCE O' Level passes in English Language, Mathematics, Biology, Chemistry and one (1) other subject. Students who do not have a pass in Biology or Chemistry will be matriculated into the Department after successfully completing BIOL101, 102 Principles of Biology I, II and CHEM111, 112 Intro to Chemistry I, II with no grade lower than "C".

Bachelor of Science in Biochemistry: A minimum of grade III in CSEC or grade C in GCE O' Level passes in English Language, Mathematics, Biology, Chemistry and Physics. Students who do not have a pass in Biology or Physics will be matriculated into the department after successfully completing BIOL101, 102 Principles of Biology I, II and PHYS095, 096 (101,102) Intro to Physics I,II, with no grade lower than "C", .

Bachelor of Science in Environmental sciences: A minimum of grade III in CSEC or grade C in GCE O' Level passes in English Language, Mathematics, Biology, Chemistry and one (1) other subject. Students who do not have a pass in Biology or Chemistry will be matriculated into the department after successfully completing BIOL101, 102 Principles of Biology I, II and CHEM111, 112 Intro to Chemistry I, II with no grade lower than "C".

Bachelor of Science in Applied Environmental Geography: A minimum of grade II in CSEC or grade B in GCE O' Level in Geography and a minimum of grade III or C in English Language, Mathematics, and any two other subjects.

Diploma in Tropical Agriculture: Persons with CXC or GCE passes in Mathematics, English, Chemistry, Biology/Agricultural Science, one other subject, with at least a grade 3 (III) or a grade of C are eligible for entry or who have graduated from HEART Trust/NSTA with a level 3 or above in Agriculture. Students who do not have a pass in Biology or Chemistry will be matriculated into the department after successfully completing BIOL101,102 Principles of Biology I,II and CHEM111,112 Intro to Chemistry I,II, with no grade lower than "C".

Individuals with the relevant passes at CAPE level will receive transfer credits for the associated courses; accepted passes are grades I to III. If an individual has passes at CAPE but does not possess the relevant pass at CSEC then they would receive matriculation into the programme; but no transfer of credits.

GRADUATION REQUIREMENTS

In addition to the stated requirements, **ALL** students pursuing the Bachelor's degree in Agricultural Sciences, Biological Sciences, Biology Education, Biochemistry, Chemistry, Applied Environmental Geography and Environmental Science are required to conduct independent research that will be evaluated according to departmental specifications. The students are also required to pass an oral Language and Content Examination.

The students have ultimate responsibility, with the assistance of faculty advisers, to ensure that all requirements for graduation have been met.

SUBSTITUTION OF COURSES

The Department reserves the right to substitute a core requirement for an elective.

BACHELOR OF SCIENCE IN AGRICULTURE

INTRODUCTION

The Bachelor of Science in Agriculture is geared towards empowering individuals to be independent and to allow for a greater level of food security on the island. It is in keeping with the Government's thrust to grow what we eat and eat what we grow and it will be a beacon in equipping young and old alike with technical knowledge to successfully manage their plant and animal production businesses. No longer will the farmer be looked upon as the ignorant old man in dirty clothes with his hoe or machete slung over his shoulder, but this degree will bring credence to the profession of farmers to denote a technically savvy individual that has expertise in Agricultural Sciences. The Bachelor of Science in Agriculture programme comprises 146 credits broken down as follows: 60 credits core requirements, 48 credits cognates, and 38 credits General Education requirements.

Relevance

Increasing world population and the effects of climate change means society faces key challenges to use resources more sustainably, to provide food security and to provide energy from renewable sources.

Agriculture is at the centre of many of these challenges and offers a diverse area of study. At Northern Caribbean University, we draw on a broad range of subject areas, from biology, soil science and nutrition to management, accounting and law.

Career Opportunities

The BSc in Agriculture is geared towards creating well rounded individuals that can fit into any aspect of the agricultural field both locally and internationally. Individuals will be able to enter their own businesses, teaching, research or consultancy. Graduates will also find employment in commercial companies supplying fresh and processed produce, seeds, fertilizers, agrochemicals, animal feeds, veterinary products and equipment.

We are confident that Northern Caribbean University will develop their students to have the breadth of knowledge and skills needed to succeed in whatever they choose to do.

MATRICULATION REQUIREMENTS

Five (5) GCE/CSEC passes in English, Math, Chemistry, Biology/Agricultural Science, and one (1) other subject. Students who do not have a pass in Chemistry will be matriculated into the Department after successfully completing CHEM111, 112 Intro to Chemistry I, II, with no grade lower than "C". Alternatively, an Associate of Science in Agriculture or Associate of Science in a natural science programme and graduates of HEART Trust/NSTA with a level 3 or above in Agriculture will also be considered for matriculation into the programme.

DURATION

The duration of the Bachelor of Science in Agriculture programme is four (4) years, inclusive of internship sessions.

CORE REQUIREMENTS

AGRO206 Plant Prop. & Nursery Management
AGRO208 Agriculture Economics
AGRO212 Soil Conservation and Management
AGRO299,397,398,497,498

60 CREDITS

3
3
3

Prerequisites

BIOL155,156
MATH12
GEO102
Must complete lower level Farm

Farm Practice I, II, III, IV, V (1 cr) x 5	5	Practices before upper level
AGRO305 Veterinary Science	4	BIOL257 & CHEM211
AGRO310 Vegetable, Field & Forage Crops	3	BIOL258
AGRO312 Farm Machinery and Spray Equipment	2	PHYS152
AGRO316 Plant Protection	3	BIOL156
AGRO318 Soils & Fertilizer	3	GEOG102
AGRO329 Reproductive Physiology	3	BIOL257(255)
AGRO331 Animal Nutrition	3	BIOL257(255) & CHEM121,122
AGRO358 Agri-Seminar I	1	Completion of ALL 2 nd Year Courses
AGRO360 Agri-Seminar II	1	AGRO358
AGRO361 Farm Buildings & Structures	3	PHYS152
AGRO402 Small Stock Production	3	AGRO331, BIOL257(255) & BIOL395
AGRO404 Poultry Production	3	AGRO331, BIOL257(255) & BIOL395
AGRO406 Beef & Dairy Science	3	AGRO331, BIOL257(255) & BIOL395
AGRO412 Animal & Plant Breeding	3	AGRO331, BIOL257(255) & BIOL395
AGRO436 Tree Crops	2	AGRO318 & BIOL258(256)
AGRO438 Farm Management & Agribusiness	3	AGRO208
AGRO456 Internship and Extension	3	Completion of ALL courses
AGRO489 Undergraduate Research Project	N/C	BIOL347
BCESLACE499 Language and Content Exam	N/C	Must be in final year

REQUIRED COGNATE

48 CREDITS Prerequisites

BIOL155,156 Foundations of Biology I, II	8	O' Level Biology grades A-C or CSEC Biology grades I-III
BIOL257(255) Animal Biology	4	BIOL155,156
BIOL258(256) Plant Science	4	BIOL155,156
BIOL347 Principles of Research	2	Completion of all 2 nd year courses
BIOL350 Biostatistics	3	MATH121
BIOL395 Genetics	4	BIOL155,156
CHEM121,122 General Chemistry I, II	8	O' Level Chemistry grades A-C or CSEC Chemistry grades I-III or CHEM111,112
CHEM211 Organic Chemistry I	4	
BCHM201 Intro. to Biochemistry	4	CHEM121
GEOG102 Intro. to Physical Geography	3	BIOL155
PHYS152 General Physics II	4	O' Level Physics grades A-C or CSEC Physics grades I-III or PHYS095,096 (101,102)

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two (32) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN AGRICULTURE (146 Credits)**

Status	1 st Semester	Cr.	2 nd Semester	Cr.
1 st Year- Freshman (0-32 credits)	BIOL155 Foundations of Biology I	4	BIOL156 Foundations of Biology II	4
	CHEM121 General Chem. I	4	CHEM122 General Chem. II	4
	ENGL119 Freshman Comp. I	3	ENGL120 Freshman Comp. II	3
	EDUC100 Freshman Seminar	~	RELB113 God & Human Life	3
	MATH121 College Algebra	3	GEOG102 Intro. to Physical Geography	3
	EDUC151 Fund. of Christian Education	3		
	TOTAL CREDITS	17	TOTAL CREDITS	17
2 nd Year--Sophomore (33-65 credits)	AGRO206 Plant Prop. & Nrsry. Mgmt.	3	AGRO208 Agriculture Economics	3
	BCHM201 Intro. to Biochemistry I	4	AGRO212 Soil Conservation and Mgmt.	3
	BIOL257 Animal Biology	4	AGRO299 Farm Practice I	1
	CHEM211 Organic Chem. I	4	BIOL258(256) Plant Science	4
	RELB210 Daniel and Revelation	3	CPTR120 Computer Applications	3
			PHYS152 General Physics II	4
	TOTAL CREDITS	18	TOTAL CREDITS	18
3 rd Year--Junior (65-96 credits)	AGRO305 Veterinary Science	4	AGRO310 Vegetable, Field & Forage Crops	3
	AGRO329 Reproductive Physiology	3	AGRO318 Soil & Fertilizer	3
	AGRO358 Agri-Seminar I	1	AGRO331 Animal Nutrition	3
	AGRO397 Farm Practice II	1	AGRO360 Agri-Seminar II	1
	BIOL347 Principles of Research	2	AGRO398 Farm Practice III	1
	BIOL350 Biostatistics	3	BIOL395 Genetics	4
	COMM251 Oral Communication	3	Humanities Requirement	3
	HLED109 Health Education	1	COMS300 Community Service	N/C
	TOTAL CREDITS	18	TOTAL CREDITS	18
4 th Year--Senior (Over 96 credits)	AGRO361 Farm Buildings & Struct.	3	AGRO312 Farm Machinery & Spray Equip.	2
	AGRO316 Plant Protection	3	AGRO402 Small Stock Production	3
	AGRO412 Animal & Plant Breeding	3	AGRO404 Poultry Production	3
	AGRO436 Tree Crops	2	AGRO406 Beef & Dairy Science	3
	AGRO497 Farm Practice IV	1	AGRO438 Farm Mgmt. & Agribusiness	3
	COMS300 Community Service	N/C	AGRO498 Farm Practice V	1
	Modern Language	3	RELB451 Christian Ethics and Moral Dev.	3
	RELB205(305) Life & teachings of Christ	3	AGRO489 Undergraduate Research Project	N/C
			BCESLACE499 Language and Content Exam	N/C
	TOTAL CREDITS	18	TOTAL CREDITS	18
	Summer I			
	AGRO456 Internship and Extension	3		
TOTAL CREDITS	3			

ASSOCIATE OF SCIENCE IN AGRICULTURE

INTRODUCTION

The Associate of Science in Agriculture is a two-year programme that is geared towards empowering individuals to be independent and to allow for a greater level of food security on the island in a shorter period. It is in keeping with the Government's thrust to grow what we eat and eat what we grow and it will be a beacon in equipping young and old alike, with technical knowledge to successfully manage their plant and animal production businesses. No longer will the farmer be looked upon as the ignorant old man in dirty clothes with his hoe or machete slung over his shoulder, but this degree will bring credence to the profession of farmers to denote a technically well informed individual that has expertise in Agricultural Sciences. The Associate of Science in Agriculture programme comprises 69 credits broken down as follows: 23 credits core requirements, 24 credits cognates, and 22 credits General Education requirements.

MATRICULATION REQUIREMENTS

Five (5) GCE/CSEC passes in English, Math, Chemistry, Biology/Agricultural Science, and one (1) other subject. Students who do not have a pass in Chemistry will be matriculated into the department after successfully completing CHEM111, 112 Intro to Chemistry I, II with no grade lower than "C".

Duration

The duration of the Associate of Science in Agriculture is two years or 4 semesters.

CORE REQUIREMENTS

23 CREDITS

Prerequisites

AGRO212 Soil Conservation and Management	3	GEOG102
AGRO299, 397 Farm Practice I, II (1 credit) x2	2	Must complete lower level Farm Practices before upper level Farm Practices
AGRO305 Veterinary Science	4	BIOL257(255) & CHEM211
AGRO310 Vegetable, Field & Forage Crops	3	BIOL258(256)
AGRO312 Farm Machinery and Spray Equipment	2	PHYS152
AGRO316 Plant Protection	3	BIOL156
AGRO331 Animal Nutrition	3	CHEM211,212 &BIOL257(255)
AGRO402 Small Stock Production	3	AGRO331; BIOL257(255) &BIOL395

REQUIRED COGNATES

24 CREDITS

Prerequisites

BIOL155,156 Foundation of Biology I, II	8	O' Level Biology grades A-C or CSEC Biology grades I-III
BIOL257() Animal Biology	4	BIOL155,156
CHEM121, 122 General Chemistry I, II	8	MATH121
PHYS152 General Physics II	4	O' Level Physics grades A-C or CSEC Physics grades I-III or PHYS095, 096 (101, 102)

GENERAL EDUCATION REQUIREMENTS

22 Credits

Please account for the General Education credits as stipulated in the *Bulletin*; they should account for a minimum of 25% of your programme. Should any of the recommended courses be required for the core, cognate, or elective for the degree being pursued, additional courses **must** be taken (by advisement), if needed to complete the minimum requirements for the associate degree. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED SEQUENCE
ASSOCIATE OF SCIENCE IN AGRICULTURE (69 Credits)**

Status	1 st Semester	Cr.	2 nd Semester	Cr.
1st Year- Freshman (0-32 credits)	BIOL155 Foundation of Biology I	4	BIOL156 Foundations of Biology II	4
	CHEM121 General Chemistry I	4	CHEM122 General Chemistry II	4
	ENGL119 Freshman Composition I	3	ENGL120 Freshman Composition II	3
	EDUC100 Freshman Seminar	~	RELB205(305) Life & Teachings of Christ	3
	EDUC151 Fund. Of Christian Education	3	AGRO299 Farm Practice I	1
	Information & Technological Literacy Requirement	3	RELB113 God & Human Life	3
	TOTAL CREDITS	17	TOTAL CREDITS	18
1st Year- Freshman (0-32 credits)	BIOL257 Animal Biology	4	AGRO331 Animal Nutrition	3
	AGRO305 Veterinary Science	4	AGRO212 Soil Conservation & Mgmt.	3
	COMM251 Oral Communication	3	AGRO402 Small Stock Production	3
	AGRO316 Plant Protection	3	AGRO312 Farm Machinery & Spray Equip.	2
	AGRO397 Farm Practice II	1	AGRO310 Vegetable, Field and Forage Crops	3
			PHYS152 General Physics II	4
	TOTAL CREDITS	15	TOTAL CREDITS	18

BACHELOR OF SCIENCE IN AGRONOMY

INTRODUCTION

Agronomy is a branch of agriculture dealing with field-crop production and soil management, which has led to major improvements in yield and quality of food, fibre and energy crops over the last century. This degree considers crop production systems that meet the economic objectives of producers, demands from society and consumers, and changing climatic conditions. Agriculture is one of the primary means for survival in the current global economic environment; hence there is always a drive to find innovative means and strategies to facilitate increased production. Because of the value and importance of agriculture, knowledgeable and trained individuals will be necessary to effectively carry out improvements in the agronomy sector. The Bachelor of Science in Agronomy programme comprises 140 credits broken down as follows: 60 credits core requirements, 42 credits cognates, and the minimum General Education credit requirements.

Relevance

Increasing world population and the effects of climate change means society faces key challenges to use resources more sustainably, to provide food security and to provide energy from renewable sources. Agriculture is at the centre of many of these challenges and offers a diverse area of study. At Northern Caribbean University, we draw on a broad range of subject areas, from biology, soil science and nutrition to management, accounting and law.

Career Opportunities

Whilst many persons who studied Agronomy are employed in farm management or go on to manage their own farms, others use the breadth of skills and experience that they develop during their degree to follow a range of opportunities in the service and supply industries. These include research, and advisory and consultancy work with public and private organizations.

MATRICULATION REQUIREMENTS

CXC or GCE passes in Mathematics, English, Chemistry, Biology/Agricultural Science, one other subject, with at least a grade 3 (III) or a grade of C. Students who do not have a pass in Chemistry will be matriculated into the department after successfully completing CHEM111, 112 Introduction to Chemistry I, II with no grade lower than "C".

DURATION

The duration of the undergraduate program in Agronomy is 4 years or 8 semesters, with two semesters of internship.

CORE REQUIREMENTS
60 CREDITS Prerequisites

AGRO203 Ornamental Horticulture	3	BIOL258(256)
AGRO206 Plant Prop. & Nursery Management	3	BIOL155,156
AGRO208 Agriculture Economics	3	MATH121
AGRO299,397,497,498 Farm Practice I, II, IV, V (1 cr) x 4	4	Must complete lower level Farm Practices before upper level Farm Practices
AGRO308 Weed Science	2	BIOL258(256)
AGRO310 Vegetable, Field & Forage Crops	3	BIOL258(256)
AGRO312 Farm Machinery and Spray Equipment	2	PHYS152
AGRO316 Plant Protection	3	BIOL156
AGRO318 Soils & Fertilizer	3	GEOG102
AGRO322 Principles of Agro Ecology	2	BIOL155,156
AGRO358 Agri-Seminar I	1	Completion of ALL 2 nd Year Courses
AGRO360 Agri-Seminar II	1	AGRO358
AGRO361 Farm Buildings & Structures	3	PHYS152
AGRO408 Agro Climatology & Irrigation	3	AGRO322 & GEOG102
AGRO432 Plant Breeding	3	BIOL258(256) & BIOL395
AGRO434 Post Harvest Physiology & Storage	4	BIOL258(256) & CHEM211
AGRO436 Tree Crops	2	BIOL258(256) & AGRO318
AGRO438 Farm Management and Agribusiness	3	AGRO208
AGRO440 Soil Microbiology	4	BIOL258(256)
AGRO446 Forestry & Land Husbandry	3	BIOL258(256) & AGRO318
AGRO456 Internship and Extension	3	Completion of ALL Courses
COMS300 Community Service	0	
BIOL347 Principles of Research	2	Completion of ALL 2 nd Year Courses
BCESLACE499 Language and Content Exam	N/C	Must be in final year
AGRO489 Undergraduate Research Project	N/C	BIOL347

REQUIRED COGNATES
42 CREDITS Prerequisites

BIOL155,156 Foundations of Biology I, II	8	O' Level/CSEC Biology grades A-C/I-III
BIOL258(256) Plant Science (Botany)	4	BIOL155,156
BIOL350 Biostatistics	3	MATH121
BIOL395 Genetics	4	BIOL155,156
BCHM201 Intro. to Biochemistry I	4	BIOL155,156
CHEM121,122 General Chemistry I, II	8	O' Level/CSEC Chemistry grades A-CI-III or CHEM111, 112
CHEM211 Organic Chemistry I	4	CHEM121,122
GEOG102 Intro. to Physical Geography	3	O' Level Physics grades A-C or CSEC
PHYS152 General Physics II	4	Physics grades I-III or PHYS095,096 (101,102)

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two (32) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN AGRONOMY (140 credits)**

Status	1 st Semester	Cr.	2 nd Semester	Cr.
1 st Year- Freshman (0-32 credits)	BIOL155 Found. of Biology I	4	BIOL156 Found. of Biology II	4
	CHEM121 Gen. Chem. I	4	CHEM122 Gen. Chem. II	4
	ENGL119 Freshman Comp. I	3	ENGL120 Freshman Comp. II	3
	EDUC100 Freshman Seminar	~	HLED109 Health Education	1
	MATH121 College Algebra	3	GEOG102 Intro. to Physical Geo.	3
	EDUC151 Fund. of Christian Educ.	3	RELB113 God & Human Life	3
	TOTAL CREDITS	17	TOTAL CREDITS	18
2 nd Year- Sophomore (33-65 credits)	BCHM201 Intro. to Biochemistry I	4	BIOL258(256) Plant Science	4
	CHEM211 Organic Chem. I	4	PHYS152 General Physics II	4
	Humanities Requirement	3	CPTR120 Computer Applications	3
	AGRO206 Plant Prop. &Nrsry. Mgmt.	3	AGRO208 Agriculture Economics	3
	COMM251 Oral Communication	3	AGRO299 Farm Practice I	1
			RELB210 Daniel and Revelation	3
	TOTAL CREDITS	17	TOTAL CREDITS	18
3 rd Year--Junior (65-96 credits)	AGRO308 Weed Science	2	AGRO310 Vegetable, Field & Forage Crops	3
	AGRO358 Agri-Seminar I	1	BIOL395 Genetics	4
	AGRO397 Farm Practice II	1	Modern Language Requirement	3
	RELB205(305) Life & Teachings	3	AGRO318 Soils & Fertilizer	3
	BIOL347 Principles of Research	2	AGRO408 Agro Climatology & Irrigation	3
	BIOL350 Biostatistics	3	AGRO360 Agri. Seminar II	1
	AGRO322 Principles of Agro-Ecology	3	COMS300 Community Service	N/C
	TOTAL CREDITS	18	TOTAL CREDITS	17
4 th Year-Senior (Over 96 credits)	AGRO436 Tree Crops	2	AGRO432 Plant Breeding	3
	RELB451 Christian Ethics & Moral Dev.	3	AGRO434 Post-Harvest Physiology & Storage	4
	AGRO203 Ornamental Horticulture	3	AGRO440 Soil Microbiology	4
	AGRO446 Forestry & Land Husbandry	3	AGRO498 Farm Practice V	1
	AGRO316 Plant Protection	3	AGRO438 Farm Mgmt.& Agribusiness	3
	AGRO361 Farm Buildings & Structures	3	AGRO312 Farm Machinery & Spray Equipment	2
	AGRO497 Farm Practice IV	1	BCESLACE499 Language & Content Exam	N/C
	COMS300 Community Service	NC	AGRO489 Undergraduate Research Project	N/C
	TOTAL CREDITS	18	TOTAL CREDITS	17
	Summer I			
	AGRO456 Internship and Extension	3		
TOTAL CREDITS	3			

DIPLOMA IN TROPICAL AGRICULTURE

INTRODUCTION

The Diploma in Tropical Agriculture is geared towards exploring the intricacies of agriculture specific to the tropical region. This diploma will delve into the cultural and best practices of tropical agricultural systems and the strategies used in livestock and crop production. The aim is to empower individuals both locally and internationally with practical exposure and hands on learning opportunities to have a deeper understanding of tropical agricultural systems to the effect of managing their own enterprises or act as advisors in the public or private sectors. The Diploma in tropical Agriculture programme comprises 78 credits broken down as follows: 31 credits core requirements, 28 credits cognates, and 19 credits General Education requirements.

Relevance

Tropical agricultural systems are primarily geared towards meeting local demand as a result a deeper understanding of the dynamics which govern the performance of crops and livestock is necessary for maximizing the potential output of production. The principles that govern tropical agricultural systems vary based on location and ambient environmental conditions; therefore, the suitability of crops for a particular location has to be considered.

With this in mind the diploma in tropical agriculture will provide students with comprehensive and practical exposure to the dynamics of tropical agriculture systems in relation to environmental conditions and how they influence crop and livestock performance. Students will also be equipped with the knowledge and skills needed to adequately manage pests and diseases relative to the location and climatic conditions.

Career Opportunities

The Diploma in Tropical Agriculture is geared towards creating well rounded individuals that can fit into any aspect of the agricultural field both locally and internationally. Individuals will be able to enter their own businesses, teaching, research or consultancy. Graduates will also find employment in commercial companies supplying fresh and processed produce, seeds, fertilizers, agrochemicals, animal feeds, veterinary products and equipment.

MATRICULATION REQUIREMENTS

Persons with CXC or GCE passes in Mathematics, English, Chemistry, Biology/Agricultural Science, one other subject, with at least a grade 3 (III) or a grade of C are eligible for entry or who have graduated from HEART Trust/NSTA with a level 3 or above in Agriculture.

DURATION

The Diploma in Tropical Agriculture is two years or 4 semesters, with two summer sessions and one semester of internship.

CORE REQUIREMENTS	31 CREDITS	Prerequisites
AGRO299,397,398, Farm Practice I, II, III (1 credit) x 3	3	
TRAG101 Introduction to Tropical Agricultural Systems	2	
TRAG105 Tropical Climatology and Irrigation Systems	3	
TRAG201 Tropical Plant and Animal Breeding	3	
TRAG205 Pest & Disease Control in Tropical Crops & Livestock	3	BIOL155/6, CHEM121/2
TRAG210 Tropical Food Production Systems	3	BIOL155/6, TRAG101

TRAG215 Tropical Entomology	3	BIOL155/6
TRAG220 Tropical Ornamental and Orchard Crop Production	3	
BIOL257 Animal Biology	4	
BIOL258 Plant Science	4	

REQUIRED COGNATES 28 CREDITS

BIOL155,156 Foundation of Biology I, II	8
CHEM121, 122 General Chemistry I, II	8
CHEM211, 212 Organic Chemistry I, II	8
PHYS151 General Physics I	4

GENERAL EDUCATION REQUIREMENTS 19 CREDITS

Please account for the General Education credits as stipulated in the *Bulletin*; they should account for a minimum of 25% of your programme. Should any of the recommended courses be required for the core, cognate, or elective for the degree being pursued, additional courses may be taken (by advisement), if needed to complete the minimum requirements for the Diploma. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED SEQUENCE
DIPLOMA IN TROPICAL AGRICULTURE (78 credits)**

Status	1 st Semester		2 nd Semester	
1 st Year- Freshman (0-32 credits)	BIOL155 Foundations of Biology I	4	BIOL156 Foundations of Biology II	4
	CHEM121 Gen. Chem. I	4	CHEM122 Gen. Chem. II	4
	ENGL119 Freshman Comp. I	3	ENGL120 Freshman Comp. II	3
	EDUC100 Freshman Seminar	~	TRAG101 Introduction to Trop. Ag. Sys.	2
	MATH121 College Algebra	3	TRAG105 Trop. Climatology & Irrg. Sys.	3
	RELB113 God & Human Life	3	AGRO299 Farm Practice I	1
	TOTAL CREDITS	17	TOTAL CREDITS	17
2 nd Year-Sophomore (33-65 credits)	BIOL257 Animal Biology	4	BIOL258 Plant Science	4
	CHEM211 Organic Chem. I	4	CHEM212 Organic Chem. II	4
	PHYS151 General Physics I	4	TRAG205 Pest & Disease and Livestock	3
	TRAG201 Trop. Plant & Animal Breeding	3	TRAG210 Trop. Food Prod. Sys.	3
	AGRO397 Farm Practice II	1	RELB205(305) Life & teachings of Christ	3
	TOTAL CREDITS	16	AGRO398 Farm Practice III	1
	TOTAL CREDITS	16	TOTAL CREDITS	18
	Summer I			
	TRAG215 Tropical Entomology	3		
	TRAG220 Tropical Orchard Crop Prod.	3		
EDUC151 Fund. Of Christian Edu.	3			
TOTAL CREDITS	9			

BACHELOR OF SCIENCE IN BIOLOGICAL SCIENCES

PHILOSOPHY

The Bachelor of Science in Biological Sciences degree programme was formulated to meet various needs, namely: provide education in the biological sciences for conservation, protection and improvement of ecosystems for the advancement of plant and animal life, and to solve related problems. Graduates should be able to pursue the enhancement of agricultural, biomedical, environmental and industrial endeavours in Jamaica, the Caribbean and the world. This programme is expected to bring to the awareness of students an in-depth appreciation of the beauty of the natural world in which we live, and of the relationships among and between living and non-living things.

INTRODUCTION

This degree equips students with quality education in the biological sciences; prepares students for entry into medical, dental and graduate schools; prepares students for employment and entrepreneurship in research facilities and industrial organizations. The Bachelor of Science in Biological Sciences degree programme consists of 132-136 credits, broken down as follows: 64 credits of core courses, 23 credits of cognates, 6-10 credits of biology electives and 39 credits of general education requirements.

PROGRAMME LEARNING OUTCOMES

At the end of this programme, students should be able to:

- Devise strategies for the protection, conservation, and improvement of ecosystems.
- Demonstrate proficiency in classification and identification of organisms in the biosphere.
- Understand key biological processes and their roles in living organisms.
- Demonstrate an understanding of laboratory techniques relevant to the biological sciences.
- Design, conduct and present research in a select biological sub-discipline.
- Critically analyse and proffer solutions to biologically related problems.
- Appreciate the wonders and complexity of the ecosystems.
- Apply knowledge and skills gained for the enhancement of agricultural, biomedical, environmental and industrial endeavours in Jamaica, the Caribbean and the world.

CORE REQUIREMENTS

64 CREDITS

Prerequisites

BIOL155,156 Foundations of Biology I, II	8	O' Level Biology grades A-C or CSEC Biology grades I-III
BIOL257(255) Animal Biology (Zoology)	4	BIOL155, 156
BIOL258(256) Plant Science (Botany)	4	BIOL155, 156
BIOL347 Principles of Research	2	Completion of all 2 nd year courses
BIOL349 General Ecology	3	BIOL155, 156
BIOL350 Biostatistics	3	MATH121
BIOL360 General Microbiology	4	BIOL155, 156
BIOL395 Genetics	4	BIOL155, 156

BIOL399 Biology Seminar I	1	BIOL257(255), 258(256)
BIOL420/473 Animal/Plant Physiology	4	BIOL257(256)/258(256)
BIOL471 Advanced Molecular Biology and Biotechnology	3	BIOL498
BIOL489 Undergraduate Research Project	4	BIOL347
BIOL494 Principles of Nanoscience	3	BIOL395
BIOL496 Cell Biology-Histology	4	BIOL257(255), 258(256)
BIOL498 Molecular Biology	4	BIOL395
BIOL499 Biology Seminar II	1	BIOL399
CHEM211, 212 Organic Chemistry I & II	8	CHEM121,122

BIOLOGY ELECTIVES (BY ADVISEMENT) * 6-10

BIOL325 Field Natural History	2	BIOL257(255),258(256)
BIOL405 Special Topics in Biology	2	BIOL347
BIOL434 Medicinal Plants	3	BIOL257(255), 258(256)
BIOL475 Human Anatomy	4	BIOL347, 395
BIOL476 Human Physiology	4	BIOL347, 395

Other Biology courses for Biological Sciences majors as listed in Course Description section.

*Students who intend to pursue a career in the field of Medicine, Dentistry, Optometry, or other related medical programmes are required to do 10 credits of Biology electives, including BIOL475, 476.

REQUIRED COGNATES**23 CREDITS**

CHEM121, 122 General Chemistry I, II	8	O' Level Chemistry grades A-C or CSEC Chemistry grades I-III or CHEM111,112
CPTR120 Computer Applications	3	
MATH165 Pre-Calculus I	4	MATH121
PHYS151,152 General Physics I, II	8	O' Level Physics grades A-C or CSEC Physics grades I-III or PHYS 095,096 (101,102)

GENERAL EDUCATION REQUIREMENTS**MINIMUM 32 CREDITS**

Please account for the minimum thirty-two (32) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

RECOMMENDED SEQUENCE BACHELOR OF SCIENCE IN BIOLOGICAL SCIENCES (136)

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	BIOL155 Foundations of Biology I	4	BIOL156 Foundations of Biology II	4
	CHEM121 General Chemistry I	4	CHEM122 General Chemistry II	4
	EDUC100 Freshman Seminar	~	RELB113 God and Human Life	3
	ENGL119 Freshman Comp. I	3	ENGL120 Freshman Comp. II	3
	MATH 121 College Algebra	3	CPTR120 Computer Applications	3
	EDUC151 Fund. Of Christian Ed.	3	HLED109 Health education	1
	TOTAL CREDITS	17	TOTAL CREDITS:	18
2 nd Year-Sophomore (33-65 credits)	BIOL257(255) Animal Biology	4	BIOL258(256) Plant Science	4
	CHEM211 Organic Chemistry I	4	CHEM212 Organic Chemistry II	4
	COMM251 Oral Communication	3	HMEC129 Social & Prof. Ethics	3
	MATH165 Pre-Calculus I	4	Modern Language Req.	3
	RELB210 Daniel and Revelation	3	PHED101 Physical Education	1
	TOTAL CREDITS	18	TOTAL CREDITS	15
3 rd Year--Junior (65-96 credits)	BIOL347 Principles of Research	2	PHYS152 General Physics II	4
	BIOL349 General Ecology	3	BIOL395 Genetics	4
	BIOL350 Biostatistics	3	Biology Electives	3
	PHYS151 General Physics I	4	Humanities & Fine Arts	3
	BIOL360 General Microbiology	4	RELB205(305) Life & Teachings of Christ	3
	BIOL399 Biology Seminar I	1	COMS300 Community Service	n/c
	TOTAL CREDITS	17	TOTAL CREDITS	17
4 th Year-Senior (Over 96 credits)	BIOL496 Cell Biology-Histology	4	BIOL471 Adv. Molecular Biology & Biotech.	3
	Biology Electives	4	BIOL499 Biology Seminar II	1
	BIOL420/473 Plant/Animal Physiology	4	BIOL494 Principles of Nanoscience	3
	BIOL498 Molecular Biology	4	Biology Electives	3
	COMS300 Community Service	n/c	BIOL489 Undergraduate Research Project	4
	TOTAL CREDITS	16	RELB451 Christian Ethics and Moral Dev. BCESLACE499 Language & Content	3 n/c
		TOTAL CREDITS	17	

ASSOCIATE OF SCIENCE IN BIOLOGY

PHILOSOPHY

The Associate of Science in Biology programme was created to offer informed, intelligent, and productive technical assistance in meeting various needs, solving problems and educating in the biological sciences areas for preservation, protection and improvement of natural habitats and ecosystems, and advancement of plant and animal life. Graduates from the programme should be able to assist in the pursuit of enhancement of agricultural production in Jamaica, the Caribbean region, and the world. The programme, as offered by a Christian institution, can bring to the awareness of students the appreciation of the beauty of the natural world in which we live, and of the relationships among and between kingdoms of living organisms.

INTRODUCTION

The Associate of Science in Biology degree is a two-year programme that comprises a total of 70 credits, and is broken down as follows: 32 credits core requirements, 11 credits of cognates and a minimum of 27 credits of General Education requirements.

CORE REQUIREMENTS**32 CREDITS Prerequisites**

BIOL155,156 Foundations of Biology I, II	8	GCE O' Level Biology grades A-C or CSEC Biology grades I-III
BIOL165, 166 Anatomy & Physiology I, II	8	GCE O' Level Biology grades A-C or CSEC Biology grades I-III
BIOL257(255) Animal Biology	4	BIOL155, 156
BIOL258(256) Plant Science	4	BIOL155, 156
BIOL498 Molecular Biology	4	BIOL395
BIOL395 Genetics	4	BIOL155, 156

REQUIRED COGNATES**11 CREDITS**

CHEM121, 122 General Chemistry I, II	8	O' Level Chemistry grades A-C or CSEC Chemistry grades I-III
CPTR120 Computer Applications	3	

GENERAL EDUCATION REQUIREMENTS**27 CREDITS**

Please account for the General Education credits as stipulated in the *Bulletin*; they should account for a minimum of 25% of your programme. Should any of the recommended courses be required for the core, cognate, or elective for the degree being pursued, additional courses may be taken (by advisement) if needed to complete the minimum requirements for the associate degree. **It is therefore your personal responsibility to manage your programme in this regard.**

RECOMMENDED SEQUENCE**ASSOCIATE OF SCIENCE IN BIOLOGY (70)**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	BIOL155 Foundations of Biology I	4	BIOL156 Foundations of Biology II	4
	EDUC100 Freshman Seminar	~	BIOL166 Anatomy & Physiology II	4
	BIOL165 Anatomy & Physiology I	4	CHEM122 General Chemistry II	4
	ENGL119 Freshman Comp. I	3	ENGL120 Freshman Comp. II	3
	CHEM121 General Chemistry I HLED109 Health Education	4 1	CPTR120 Computer Applications	3
	TOTAL CREDITS	16	TOTAL CREDITS	18
	2 nd Year- Sophomore (33-65 credits)	BIOL257(255) Animal Biology	4	BIOL258(256) Plant Science
COMM251 Oral Communication		3	BIOL395 Genetics	4
BIOL498 Molecular Biology		4	Humanities & Fine Arts	3
EDUC151 Fund. Of Christian Ed.		3	HMEC129 Social & Prof. Ethics	3
RELB113 God and Human Life		3	PHED101 Physical Education	1
TOTAL CREDITS		17	RELB205(305) Life & Teachings of Christ	3 18
			TOTAL CREDITS	18

MINOR IN BIOLOGY

The Minor in Biology programme consists of 28 credits, broken down into 20 credits core requirements and 8 credits cognates.

CORE REQUIREMENTS	20 CREDITS	Prerequisites
BIOL155,156 Foundations of Biology I, II	8	O' Level Biology grades A-C or CSEC Biology grades I - III
BIOL255,256 Zoology or Botany	4	BIOL156
BIOL498 Molecular Biology	4	BIOL395
BIOL395 Genetics	4	BIOL156

REQUIRED COGNATES	8 CREDITS	
CHEM121,122 General Chemistry I, II	8	O' Level Chemistry grades A-C or CSEC Chemistry grades I - III

BACHELOR OF SCIENCE IN BIOCHEMISTRY

PHILOSOPHY

The Bachelor of Science in Biochemistry programme was designed to meet needs, solve problems, educate, and find new pragmatic and sustainable ways of enhancing the lives of humans in areas that concern the chemistry and molecular biology of life. The focus of the programme is to serve the Jamaican populace, the Caribbean region, and the wider sphere of the world. The programme seeks to be driven by the principle of diligence in exploration and exploitation of our natural world through the tools of intellect and the oversight of God for the benefit of humanity.

INTRODUCTION

This programme gives students a basic education in chemistry of living organisms; prepares students for entry into medical, dental, and graduate schools; trains teachers to apply themselves in biology and chemistry in secondary schools; and prepares students for employment in research facilities and industrial organizations. The programme comprises 136 credits with 83 credits core requirements in biochemistry, biology, and chemistry, 12 credits of cognates, 3 credits of electives and 39 credits General Education requirements.

CORE REQUIREMENT IN BIOCHEMISTRY	27 CREDITS	Prerequisites
BCHM201,202 Intro to Biochemistry I, II	8	BIOL155,156
BCHM301, 302 Biochemistry I, II	8	BCHM201,202
BCHM390 Analytical Biochemistry (Instrumentation)	3	BCHM201,202
BCHM400 Applied Biochemistry	3	BCHM301,302
BCHM401 Advanced Biochemistry	4	BCHM301,302
BCHM420 Biochemistry Seminar	1	BCHM301,302
BCHM489 Undergraduate Research Project	N/C	BIOL347
BCESLACE499 Language and Content Exam	N/C	

CORE REQUIREMENT IN BIOLOGY**32 CREDITS**

BIOL155,156 Foundations of Biology I,II	8	O'Level Biology grades A-C or CSEC Biology grades I-III
BIOL257(255) Animal Biology (Zoology)	4	BIOL155, 156
BIOL258(256) Plant Science (Botany)	4	BIOL155, 156
BIOL350 Biostatistics	3	MATH121
BIOL347 Principles of Research	2	Completion of all year 2 courses
BIOL395 Genetics	4	BIOL155, 156
BIOL498 Molecular Biology	4	BIOL395
BIOL471 Adv. Molecular Biology & Biotechnology	3	BIOL498

CORE REQUIREMENTS IN CHEMISTRY**24
CREDITS**

CHEM121, 122 General Chemistry I, II	8	CSEC grades I-III or GCE grades A-C in Chemistry
CHEM201 Analytical Chemistry I	4	CHEM111,112
CHEM211, 212 Organic Chemistry I, II	8	CHEM122, 211
CHEM219 Inorganic Chemistry	4	CHEM212

BIOCHEMISTRY/BIOLOGY ELECTIVES**3**

Select a 300 or 400 level course

3

REQUIRED COGNATES**12 CREDITS**

MATH165 Pre-Calculus I	4	MATH121
PHYS151,152 General Physics I, II	8	CSEC grades I-III or GCE grades A-C in Physics

GENERAL EDUCATION REQUIREMENTS**MINIMUM 32 CREDITS**

Please account for the minimum thirty-two (32) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic adviser or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN BIOCHEMISTRY (136)**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	BIOL155 Found. of Biology I EDUC100 Freshman Seminar CHEM121 General Chemistry I ENGL119 Freshman Comp. I MATH121: College Algebra EDUC151 Fund. of Christian Ed.	4 ~ 4 3 3 3 3	BIOL156 Found. of Biology II CHEM122 General Chemistry II ENGL120 Freshman Comp. II RELB113 God & Human Life Modern Language Requirement HLED109 Health Education	4 4 3 3 3 1
	TOTAL CREDITS	17	TOTAL CREDITS	18
	Summer:			
	TOTAL CREDITS	3		
		3		
2 nd Year-Sophomore (33-65 credits)	BCHM201 Intro. to Biochemistry I BIOL257(255) Animal Biology CHEM211 Organic Chemistry I MATH165 Pre-Calculus I	4 4 4 4	BCHM202 Intro. to Biochemistry II BIOL258(256) Plant Science CHEM212 Organic Chemistry II COMM251 Oral Communication RELB205(305) Life & Teachings of Christ	4 4 4 3 3 18
	TOTAL CREDITS	16	TOTAL CREDITS	18
3 rd Year--Junior (65-96 credits)	BCHM301 Biochemistry I BIOL347 Principles of Research BIOL350 Biostatistics PHYS151 General Physics I CPTR120 Computer Applications	4 2 3 4 3	BCHM302 Biochemistry II BCHM390 Analytical Biochemistry (Inst.) BIOL395 Genetics PHYS152 General Physics II COMS300 Community Service RELB210 Daniel and Revelation	4 3 4 4 n/c 3
	TOTAL CREDITS	16	TOTAL CREDITS	18
4 th Year-Senior (Over 96 credits)	CHEM201 Analytical Chemistry I BCHM401 Adv. Biochemistry BCHM420 Biochemistry Seminar BIOL498 Molecular Biology PHED101 Physical Education Humanities Requirement COMS300 Community Service	4 4 1 4 1 3 n/c	BCHM400 Applied Biochemistry Biochemistry/Biology Elective BIOL471 Adv. Molecular Biology & Biotechnology CHEM219 Inorganic Chemistry RELB451 Christian Ethics and Moral Development BCESLACE499 Language & Content Exam BCHM489 Undergraduate Research Project	3 3 3 4 3 n/c n/c
	TOTAL CREDITS	14	TOTAL CREDITS	16

BACHELOR OF SCIENCE IN CHEMISTRY

This baccalaureate programme in Chemistry will support and may be used as a base for other areas in chemistry such as **medicinal chemistry** which involves pharmaceutical drugs to treat or cure illnesses that may be developed and synthesized; and through **materials chemistry** novel materials, such as fabric, plastics and metal alloys may be developed to continue improving the lifestyle of man. This degree gives students a major education in chemistry; prepares them for entry in graduate school; trains chemists to deal with the world of chemistry; prepares students for employment in research facilities and industrial organizations. The Bachelor of Science in Chemistry programme comprises 132 credits broken down as follows: 61 credits core requirements, 23 credits cognates, 6 credits electives and 42 credits General Education requirements.

MATRICULATION REQUIREMENTS

Each applicant must have CSEC/GCE O' Level passes (General I, II, III or A, B, C) in English, Mathematics, Chemistry, Biology and one (1) other subject.

CORE REQUIREMENTS IN CHEMISTRY

61 Credits
Prerequisites

CHEM121,122 General Chemistry I,II	4,4	O'Level Chemistry grades A-C or CSEC Chemistry grades I-III
CHEM201 Analytical Chemistry I	4	CHEM122
CHEM202 Analytical Chemistry II	4	CHEM201
CHEM211 Organic Chemistry I	4	CHEM121
CHEM212 Organic Chemistry II	4	CHEM122
CHEM351 Inorganic Chemistry I	4	CHEM122
CHEM352 Inorganic Chemistry II	4	CHEM352
CHEM361 Physical Chemistry I	4	CHEM122
CHEM362 Physical Chemistry II	4	CHEM361
CHEM401 Principles of Chemistry Research	1	Completion of 1 st & 2 nd year courses
CHEM402 Scientific Writing	1	
CHEM420 Independent Laboratory Research	4	CHEM401
CHEM432 Food Chemistry	3	
CHEM451 Environmental Chemistry	3	
CHEM452 Industrial Chemistry and Catalysis	3	
CHEM462 Materials Chemistry	3	
CHEM461 Computational Chemistry	3	
BCESLACE499 Language and Content Exam	N/C	

REQUIRED COGNATES

23 Credits
Prerequisites

BIOL155 Foundations of Biology I, II	8	O'Level Biology grades A-C or CSEC Biology grades I-III
BIOL350 Biostatistics	3	MATH 121
MATH165 Pre-Calculus I	4	MATH121
PHYS151 General Physics I, II	8	O'Level Physics grades A-C or CSEC Physics grades I-III or PHYS095,096 (101,102)

ELECTIVES

6 Credits

BCHM301 Biochemistry I	4	CHEM211, 212
CHEM431 Forensic Chemistry	3	

CHEM441 Chemistry in Medicine and Agriculture 3

CHEM442 Chemistry in Sports 3

GENERAL EDUCATION REQUIREMENTS
39 CREDITS

Please account for the General Education credits as stipulated in the *Bulletin*; they should account for a minimum of 25% of your programme. Should any of the recommended courses be required for the core, cognate, or elective for the degree being pursued, additional courses may be taken (by advisement), if needed to complete the minimum requirements for the bachelor's degree. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN CHEMISTRY (132)**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	BIOL155 Foundations of Biology I	4	ENGL120 Freshman Composition II	3
	CHEM121 General Chemistry I	4	BIOL156 Foundations of Biology II	4
	EDUC100 Freshman Seminar	~	HLED109 Health Education	1
	ENGL119 Freshman Composition I	3	PHED101 Physical education	1
	EDUC151 Fund. of Christian Educ.	3	CHEM122 General Chemistry II	4
	MATH121 College Algebra	3	RELB113 God and Human Life	3
	TOTALCREDITS	17	TOTALCREDITS	16
2 nd Year- Sophomore (33-65 credits)	COMM251 Oral Communication	3	CPTR120 Computer Application	3
	MATH165 Pre-Calculus I	4	Humanities and Fine Arts	3
	CHEM201 Analytical Chemistry I	4	CHEM202 Analytic Chemistry II	4
	CHEM211 Organic Chemistry I	4	CHEM212 Organic Chemistry II	4
	RELT206 (204) Prophetic Studies	3	HMEC129 Social & Prof. Ethics	3
	TOTALCREDITS	18	TOTALCREDITS	17
3 rd Year- Junior (65-96 credits)	BIOL350 Biostatistics	3	RELB205(305) Life and Teachings of Christ	3
	PHYS151 General Physics I	4	PHYS152 General Physics II	4
	CHEM351 Inorganic Chemistry I	4	CHEM352 Inorganic Chemistry II	4
	CHEM361 Physical Chemistry I	4	CHEM362 Physical Chemistry II	0
	CHEM401 Principles of Chemistry Research	1	COMS300 Community Service	3
	TOTALCREDITS	16	CHEM432 Food Chemistry	18
	TOTALCREDITS		TOTALCREDITS	
4 th Year- Senior (Over 96 credits)	CHEM402 Scientific Writing	1	Chemistry Electives	6
	Modern Language	3	CHEM420 Independent Lab. Research	4
	CHEM451 Environmental Chemistry	3	RELB451 Christian Ethics and Moral Development	3
	COMS300 Community Service	N/C	CHEM461 Computational Chemistry	3
	CHEM462 Materials Chemistry	3	BCESLACE499 Language & Content Exam	N/C
	CHEM452 Industrial Chemistry and Catalysis	3	BCHM489 Undergraduate Research Project	N/C
	TOTALCREDITS	13	TOTALCREDITS	16
	TOTALCREDITS		TOTALCREDITS	

ASSOCIATE OF SCIENCE IN CHEMISTRY

The Associate of Science in Chemistry programme consists of 66 credits broken down into 24 credits of core requirements, 15 credits of cognates and 27 credits of General Education Requirements.

CORE REQUIREMENTS	24 CREDITS	Prerequisites
CHEM121,122 General Chemistry I, II	4,4	O' Level Chemistry grades A-C or CSEC Chemistry grades I - III
CHEM201, 202 Analytical Chemistry I, II	4,4	CHEM122
CHEM211, 212 Organic Chemistry I, II	4,4	CHEM122

REQUIRED COGNATES	15 CREDITS	Prerequisites
MATH121 College Algebra	3	
MATH165 Pre-Calculus I	4	See Maths Section of the <i>Bulletin</i>
PHYS 151,152 General Physics I, II	4,4	O' Level/CSEC Physics grades A-C/I-III or PHYS095,096 (101,102)

GENERAL EDUCATION REQUIREMENTS **27 CREDITS**

Please account for the General Education credits as stipulated in the *Bulletin*; they should account for a minimum of 25% of your programme. Should any of the recommended courses be required for the core, cognate, or elective for the degree being pursued, additional courses may be taken (by advisement), if needed to complete the minimum requirements for the associate degree. **It is therefore your personal responsibility to manage your programme in this regard.**

RECOMMENDED SEQUENCE ASSOCIATE OF SCIENCE IN CHEMISTRY (66)

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	CHEM121 General Chemistry I	4	CHEM122 General Chemistry II	4
	ENGL119 Freshman Comp. I	3	ENGL120 Freshman Comp. II	3
	EDUC100 Freshman Seminar	~	EDUC151 Fund. of Christian Ed.	3
	RELB113 God and Human Life	3	CPTR120 Computer Applications	3
	MATH121 College Algebra	3	Humanities & Fine Arts	3
	TOTAL CREDITS	13	TOTAL CREDITS	16
	2 nd Year- Sophomore (33-65 credits)	CHEM201 Analytical Chemistry I	4	CHEM202 Analytical Chemistry II
CHEM211 Organic Chemistry I		4	CHEM212 Organic Chemistry II	4
PHYS151 General Physics I		4	PHYS152 General Physics II	4
MATH165 Pre-Calculus I		4	HMEC129 Social & Prof. Ethics	3
HLED109 Health Education		1	COMM251 Oral Communication	3
PHED101 Physical education		1		
TOTAL CREDITS		18	TOTAL CREDITS	18

MINOR IN CHEMISTRY

CORE REQUIREMENTS	24 CREDITS	Prerequisites
CHEM121,122 General Chemistry I, II	4, 4	O' Level Chemistry grades A-C or CSEC Chemistry grades I - III
CHEM201, 202 Analytical Chemistry I, II	4, 4	CHEM122
CHEM211, 212 Organic Chemistry I, II	4, 4	CHEM122

The Minor in Chemistry programme comprises 24 credits of core requirements.

BACHELOR OF SCIENCE IN ENVIRONMENTAL SCIENCE

The Bachelor of Science in Environmental Science will facilitate the mission of Northern Caribbean University by providing quality Christ-centred environmentalists. A background in environmental science will integrate the principles of Christian and professional ethics. A person with a bachelor's level education in environmental science is prepared to assume a wide variety of positions in industry, education, and/or public service. The candidate will also be able to work in government and non-government institutions/organizations, pursue careers in areas such as policy, advocacy, conservation, consulting, administration, law and education. The Bachelor of Science in Environmental Science programme comprises 134 credits, broken down as follows: 68 credits of core requirements, 8 credits of cognates, 16 credits of electives and 42 credits of General Education requirements.

CORE REQUIREMENTS	68 CREDITS	Prerequisites
BIOL155, 156 Foundations of Biology I, II	4, 4	O' Level Biology grades A-C or CSEC Biology grades I-III
BIOL335 Marine Biology	3	BIOL257(255), 258(256)
BIOL347 Principles of Research	2	Completion of all 2 nd year courses
BIOL349 General Ecology	3	BIOL156
BIOL350 Biostatistics	3	MATH121
BIOL360 General Microbiology	4	BIOL156, 156
CHEM122 General Chemistry II	4	CHEM121
CHEM211 Organic Chemistry I	4	CHEM121, 122
CHEM451 Environmental Chemistry	3	CHEM211
ENSC110 Principles of Sustainable Dev.	3	
ENSC215 Soil Resources: Erosion & Land Husban.	2	BIOL156, CHEM122
ENSC250 Environmental Policy and Ethics	3	
ENSC294 Survey of Environmental Tech.	2	
ENSC320 Environmental Meteorology	3	CHEM122, BIOL156
ENSC345 Eco-Toxicology	3	CHEM211
ENSC355 Forest Resources	3	BIOL156, ENSC110
ENSC426 Solid & Hazardous Waste Mgt.	3	CHEM211
ENSC430 Water Resource Management	3	CHEM211
ENSC490 Environmental Resource Mgt.	3	BIOL156, CHEM211
ENSC495 Project in Environmental Science	2	Completion of all ENSC 3 rd year courses
ENSC402 Scientific Writing	1	
GEOG330(430) Coastal Zone Management	3	
BCESLACE499 Language and Content Exam	N/C	

REQUIRED COGNATES

CHEM121 General Chemistry I

8 Credits

4

O' Level Chemistry grades A-C

or CSEC Chemistry grades I-II

MATH165 Pre-Calculus I

4

MATH121

ELECTIVES**16 Credits**

BIOL225 Field Natural History

2

BIOL155,156

BIOL257 (255) Animal Biology (Zoology)

4

BIOL155,156

BIOL258 (256) Plant Science (Botany)

4

BIOL155,156

BIOL420 Animal Physiology

4

BIOL255

BIOL473 Plant Physiology

4

BIOL256

GEOG202 Natural Hazards & Environ. Mgt.

3

GEOG204 Atmosphere & Biosphere

3

GEOG216 Climatology: Theoretical & Applied

3

GEOG305 Soils and Plant Growth

3

GEOG316 Earth Materials

3

GEOG361 Economic Systems & Dev.

3

GEOG404 Soil Conservation & Water Res.

4

GEOG410 Env. Pollution and Remediation

3

GENERAL EDUCATION REQUIREMENTS**MINIMUM 32 CREDITS**

Please account for the minimum thirty-two (32) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN ENVIRONMENTAL SCIENCE (134)**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	BIOL155 Found. of Biology I	4	BIOL156 Found. of Biology II	4
	EDUC100 Freshman Seminar	~	ENGL120 Freshman COMP II	3
	ENGL119 Freshman COMP I	3	CHEM122 General Chemistry II	4
	MATH121 College Algebra	3	ENSC110 Prin. of Sustain. Dev.	3
	CHEM121 General Chemistry I	4	RELB113 God & Human Life	3
	TOTAL CREDITS	14	TOTAL CREDITS	17
2 nd Year-Sophomore (33-65 credits)	CHEM211 Organic Chemistry I	4	ENSC250 Environ. Policy & Ethics	3
	ENSC215 Soil Resources: Erosion and Land Husbandry	2	COMM251 Oral Communication	3
	ENSC294 Survey of Environ. Tech. Electives	2	Humanities and Fine Arts	3
	MATH165 Pre-Calculus I	4	Modern Language Requirement	3
	HLED109 Health Education	4	RELB210 Daniel and Revelation	3
	PHED101 Physical Education	1	CPTR120 Computer Applications	3
	TOTAL CREDITS	18	TOTAL CREDITS	18
3 rd Year--Junior (65-96 credits)	BIOL347 Principles of Research	2	BIOL335 Marine Biology	3
	BIOL349 General Ecology	3	ENSC320 Environ. Meteorology	3
	BIOL350 Biostatistics	3	ENSC355 Forest Resources	3
	HMEC129 Social & Prof. Ethics	3	GEOG330 Coastal Zone Mgmt.	3
	ENSC345 Eco-Toxicology	3	RELB205(305) Life & Teachings of Christ	3
	BIOL360 General Microbiology	4	COMS300 Community Service	n/c
	TOTAL CREDITS	18	TOTAL CREDITS	15
4 th Year-Senior (Over 96 credits)	ENSC426 Solid and Hazardous Waste Mgt.	3	ENSC430 Water Resource Mgmt.	3
	ENSC402 Scientific Writing	1	CHEM451 Environ. Chemistry	3
	Electives	6	ENSC490 Environ. Resource Mgmt.	3
	EDUC151 Fund. of Christian Educ.	3	ENSC495 Project in Environ. Sci.	2
	RELB451 Christian Ethics and Moral Dev.	3	Electives	6
	COMS300 Community Service	N/C	BCESLACE499 Language & Content Exam	N/C
	TOTAL CREDITS	16	TOTAL CREDITS	17

MINOR IN ENVIRONMENTAL SCIENCE

The Minor in Environmental Science programme consists of 27 credits of core requirements.

CORE REQUIREMENTS

BIOL 155, 156 Foundations of Biology I, II	8
BIOL 349 General Ecology	3
BIOL 360 General Microbiology	3
ENSC 110 Principles of Sustainable Development	3
ENSC 250 Environmental Policy and Ethics	3
ENSC 3__ 3 rd -year Environmental Science core (choose 1)	3
ENSC 490 Environmental Resource Management	3

27 Credits

Prerequisites

O'Level Biology grades A-C or CSEC Biology grades I-III
BIOL156
BIOL156, 166
CHEM121
BIOL156, CHEM122
BIOL156, CHEM211

**BACHELOR OF SCIENCE IN
APPLIED ENVIRONMENTAL GEOGRAPHY
(MINOR OR GENERAL ELECTIVES REQUIRED)**

All events take place in geographical space. Geography seeks to explain and predict the spatial inter-relationship between the physical and socio-eco-political process, which fosters understanding of and gives character to the earth's variable surface through time. Environmental issues are increasingly becoming a dominant area of geographical study and focus for the global community. Environmental geography in the contemporary world fosters traditional and newly developed technical skills which prepare individuals not only for academic positions in schools, colleges and universities, but also for a variety of jobs in international, local and non-governmental agencies.

The Applied Environmental Geography degree consists of credits from a given core, cognates and General Education requirements. The total number of credits for this degree is at least one hundred and thirty-eight (138). All students are required to do 62 credits of core requirements, 12 credits of cognates, with of 36 credits of General Education requirements and a choice between a minor and general elective credit. Students who wish to pursue a minor must complete 24 credits of the chosen minor whereas those who wish to do general electives must complete 24 credits.

CORE REQUIREMENTS	62 Credits	Prerequisites
GEOG100 Intro. to Human Geography	3	
GEOG102 Intro. to Physical Geography	3	
GEOG115 (315) Map Reading and Aerial Photo Interpretation	3	GEOG100 & 102
GEOG200 Caribbean Geography	3	GEOG100
GEOG202 Natural Hazards & Env. Management	3	GEOG100 & GEOG102
GEOG215 Geomorphology	4	GEOG102
GEOG216 Climatology: Theoretical and Applied	3	GEOG102
GEOG226 (416) Intro. to Geographical Info. Systems	3	GEOG115 (315)
GEOG230 Methods of Geographical Investigation	3	GEOG100 & GEOG102
GEOG305 Soils and Plant Growth	3	GEOG102
GEOG316 Earth Materials	3	GEOG215
GEOG330 (430) Coastal Zone Management	3	GEOG102
GEOG361 Economic Systems and Development	3	
GEOG362 Agricultural Geographical Systems	3	GEOG100 & GEOG200
GEOG404 Soil Conservation and Water Resources	4	GEOG305
GEOG410 Environmental Pollution and Remediation	3	CHEM112 and BIOL335
GEOG415 Field Techniques in Geography	3	GEOG115,226,316
GEOG425 Spatial Planning	3	GEOG115,226,361/362
GEOG460 Field Work in Geography	6	GEOG226,230,305,361/362,330
BCESLACE499 Language and Content Exam	N/C	Final year
REQUIRED COGNATES	12 Credits	Prerequisites
BIOL225 Field Natural History	2	BIOL155, 156 (Foundations of Biology) or GEOG102 (Physical Geography)**
BIOL335 Marine Biology	3	BIOL155, 156 (Foundations of Biology). <i>GEOG430 (New Code GEOG330)**</i>
CHEM111 Introduction to Chemistry I	4	
Statistics Requirement	3	

ELECTIVES STREAMS FOR GEOGRAPHY MAJORS

24 CREDITS

Groups from which electives will be chosen for the BSc, Applied Environmental Geography:

GEOGRAPHY	CR	PREREQUISITES
GEOG105 World Regions	3	
GEOG201 Urban Geography	3	GEOG 100
GEOG203 Geosphere and Hydrosphere	3	GEOG 102
GEOG204 Atmosphere and Biosphere	3	GEOG 102
GEOG206 Geography of North America	3	GEOG100 & GEOG102
GEOG235 Statistical Geography	3	Statistics Background
GEOG300 Introduction to Meteorology	3	GEOG102
GEOG401 Advanced Meteorology	3	GEOG300
GEOG420 The Developing World	3	Instructor's Consent
GEOG490 Directed Investigation	3	Instructor's Consent
TOURISM	CR	PREREQUISITES
HMG1401 Facilities and Leisure Management	3	TOUR 308/ GEOG430(330)
TOUR286 Logistics and Management of Global Tourism	3	HMG119 /GEOG100
TOUR308 Sustainable Tourism Development	3	HMG119 /GEOG100
TOUR311 Ecotourism and Special Interest Travel	3	HMG119/GEOG100 & GEOG102
TOUR404 Attractions and Leisure Management	2	TOUR 308/ GEOG430(330)
TOUR410 Tourism Policies & Practices of the Caribb.	3	TOUR 311/GEOG 200
NATURAL/ENVIRONMENTAL SCIENCE	CR	PREREQUISITES
BIOL349 General Ecology	3	BIOL156/GEOG100
BIOL456 Biogeography	2	BIOL349/GEOG204 or GEOG305
ENSC205 Environmental Policy and Ethics	3	Instructor's Consent
ENSC426 Solid and Hazardous Waste Management	3	Instructor's Consent
ENSC430 Water Resource Management	3	Instructor's Consent
ENSC490 Environmental Resource Management	3	Instructor's Consent

NOTE: Students will be able to choose approximately 24 credits of electives from these areas. It is recommended that they stay within these groups.

GENERAL EDUCATION REQUIREMENTS 36 CREDITS

Please account for the General Education credits as stipulated in the *Bulletin*; they should account for a minimum of 25% of your programme. Should any of the recommended courses be required for the core, cognate or elective for the degree being pursued, additional courses must be taken (by advisement) to complete the minimum requirements for the bachelor's degree. **It is therefore your personal responsibility to manage your programme in this regard.**

RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN APPLIED ENVIRONMENTAL GEOGRAPHY (138)

*Please note that GEOG460: Geography Fieldwork is a year-long research-based course done in the senior year which will be shared among instructors in the Programme.

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	GEOG100 Intro. to Human Geogr.	3	GEOG102 Physical Geography	3
	GEOG115 Map Reading & Air Photo	3	ENGL120 Freshman Comp. II	3
	EDUC100 Freshman Seminar	~	CPTR120 Computer Applications	3
	ENGL119 Freshman Composition I	3	MATH121 College Algebra	3
	CHEM111 Intro. to Chemistry I	4	EDUC151 Fund. of Christian Educ.	3
	RELB113 God and Human Life	3	HLED109 Health Education	1
			PHED101 Physical Education	1
	TOTAL CREDITS	16	TOTAL CREDITS	17
2 nd Year- Sophomore (33-65 credits)	GEOG200 Caribbean Geography	3	BIOL225 Field Natural History	2
	GEOG216 Climatology: Theo. & Applied	3	GEOG215 Geomorphology	4
	GEOG226 Introduction to GIS	3	GEOG202 Natural Hazards & Environ. Mgt.	3
	GEOG230 Methods of Geographical Inv.	3	HIST104 World History I	3
	COMM251 Oral Communication	3	Elective/Minor	6
	RELB210 Daniel and Revelation	3		
	TOTAL CREDITS	18	TOTAL CREDITS	18
3 rd Year- Junior (65-96 credits)	GEOG305 Soils and Plant Growth	3	BIOL335 Marine Biology	3
	GEOG361 Economic Systems & Development	3	GEOG316 Earth Materials	3
	Electives/Minor	4	GEOG330 Coastal Zone Management	3
	Statistics Requirement	3	GEOG362 Agric. Geog. Systems	3
	RELB205(305) Life & Teachings of Christ	3	Electives/Minor	4
			COMS300 Community Service	n/c
TOTAL CREDITS	16	TOTAL CREDITS	16	
4 th Year- Senior (Over 96 credits)	GEOG460 Field Work in Geography	6	GEOG404 Soil Conservation & Water Res.	4
	GEOG410 Environmental Pollution and Remediation	3	GEOG415 Field Techniques in Geo.	3
	GEOG425 Spatial Planning	3	Electives/Minor	6
	Electives/Minor	3	RELB451 Christian Ethics and Moral Dev.	3
	Modern Language	3	BCESLACE499 Language & Content Exam	n/c
	COMS300 Community Service	N/C	GEOG489 Undergraduate Research Project	n/c
	TOTAL CREDITS	18	TOTAL CREDITS	16

DESCRIPTION OF COURSES

GENERAL

General Courses offered by the Department of Biology, Chemistry and Environmental Sciences to all students.

BIOL101, 102 Principles of Biology I, II **8 Credits**

An introduction to the basic concepts of biology as they apply to man. Three lectures and one three-hour laboratory weekly for two semesters. May be used to satisfy the general education requirement, but not toward a major or a minor in the sciences. BIOL101 is a prerequisite to BIOL102. Credits cannot be applied toward graduation for Biology Majors.

BIOL189 Philosophy of Science **3 Credits**

The course has been designed to introduce to students the nature, method(s) and scope of scientific inquiry as they relate to our current understanding of the existence/non-existence of God, origin of the universe, origin of life and consciousness. Specifically, the philosophy of science deals with what science is, how it works, and the logic through which we construct scientific knowledge. It involves an introduction to and an examination of the relationship that exists between science, philosophy and theology, and discussions on current ethical issues and their implications. The central concern of this course is the investigation of the 'scientific methodology' and an understanding of the role that philosophical and theological constructs play in its growth and development.

HLED109 Health Education **1 Credit**

An introduction to the basic principles of healthful living, the prevention of disease, and the maintenance of physical, emotional, social and spiritual well-being. One class session lecture per week.

HPED102 Weight Training and Aerobics I **1 Credit**

Individually programmed instruction in the fundamental skills of weight training and aerobic activity. Progressive instruction involves more advanced levels of weight training and comprehensive aerobic development.

HPED103 Volleyball Level I **1 Credit**

This is a course in which students learn the theoretical concepts necessary for successful participation in the game of volleyball. Topics covered include mechanical analysis of fundamentals through volleyball skills, offensivestrategies, rules and officiating.

HPED104 Netball Level I **1 Credit**

This course is designed to give the student the theoretical concepts necessary for successful participation in the game of netball. Topics covered will include mechanical analysis of fundamentals through netball skills, offensive/defensive strategies, rules and skills.

HPED111 Health and Physical Education **2 Credits**

An introduction to the basic principles of healthful living, the prevention of disease, and the maintenance of physical, emotional, social and spiritual well-being. Includes an exercise programme that the student is encouraged to maintain after finishing the class. Two lectures and one hour of physical education.

AGRICULTURAL SCIENCE/AGRONOMY

AGRO200 Crop Protection

3 credits

An introduction to Integrated Pest Management, use of chemical agents and investigations into biological control of plant pest and diseases, seed propagation and land preparation.

AGRO203 Ornamental Horticulture

3 credits

This course will examine the principles and practices in the development, production and use of horticultural crops (greenhouse, turf, nursery, floral and landscape). Includes the classification, structure, growth and development, and environmental influences on horticultural plants: horticultural technology: and an introduction to the horticultural industries. **Prerequisite: BIOL258(256) Plant Science**

AGRO206 Plant Propagation & Nursery Management

3 credits

Introduction to plant propagation, sexual and asexual propagation, plant life cycles theory and practice of nursery management, introduction to greenhouse technology. **Prerequisites: BIOL155,156 Foundations of Biology I, II**

AGRO208 Agriculture Economics

3 credits

Introduction to the field of economics as it relates to the agricultural sector, the structure and organization of the Jamaican agricultural sector in comparison to other third world and first world sectors, focus on the components of agro economic systems, and policies and laws governing such. **Prerequisite: MATH121**

AGRO220 Quantitative Agriculture

3 credits

The purpose of this course is to provide a relevant review of basic arithmetic, statistical interpretation, and algebraic concepts to prepare students for mathematics involved in other agriculture and horticulture courses. **Prerequisite: MATH121**

AGRO212 Soil Conservation and Management

3 credits

Assess the importance, quality and quantity of soil and water as natural resources for ecosystems and societies. Understand the principles of soil erosion processes and management practices to decrease erosion in urban, cropland and rangeland systems. Understand the principles of the soil water cycle to improve water use efficiency of dry land and irrigated systems. Understand how to utilize soil resource assessment tools to make land management decisions. Examine the role of soil management in the mitigation and adaptation in agricultural systems. **Prerequisite: GOEG102 Introduction to Physical Geography**

AGRO299, 397,398,497,498 Farm Practice

1 credit each

This course provides students with experience on the farm. It gives students the opportunity to apply in practical terms the theory that they learn in the various courses. **Prerequisite: Must complete lower level Farm Practices before upper level Farm Practices**

AGRO305 Veterinary Science

4 credits

This course seeks to explore the gamut of ailments that occur in animal rearing and ways and means of identifying and treating animal diseases. It also looks at disease prevention and basic surgical methods. **Prerequisites: BIOL257(255) Animal Biology and CHEM211 Organic Chemistry I**

AGRO308 Weed Science **2 credits**
 Principles and procedures in weed biology, ecology and management. Identification of weeds and assessment of their impact on crop production. **Prerequisite: BIOL258(256) Plant Science**

AGRO310 Vegetable, Field and Forage Crops **3 credits**
 Principles and practices used in vegetable, field and forage crop production for local and international markets in terms of cultural methods, post harvesting, handling etc., ecology and nutritional requirements for optimal vegetable, field and forage crop production and challenges experienced with the different crops. **Prerequisite: BIOL258(256) Plant Science**

AGRO312 Farm Machinery and Spray Equipment **2 credits**
 Outline the variety and use of farm machinery and spray equipment, hands on experience with farm machinery and spray equipment, basic repair and maintenance, proper usage and storage. **Prerequisite: PHYS152 General Physics II**

AGRO316 Plant Protection **3 credits**
 This course deals with the pests and diseases that affect agricultural plants and methods used to control these pests and diseases. It will draw on other areas such as Biotechnology and Agro ecology to find integrated and sustainable approach for crop protection. **Prerequisite: BIOL156 Foundations of Biology II**

AGRO318 Soils and Fertilizer **3 credits**
 Explores the chemistry of soils and fertilizers, soil formation and types. Also, nutrient cycling, erosion and management of soils. Investigates the use of fertilizers to meet plant requirements and discussions about soil sustainability and methods of soil conservation. **Prerequisite: GEOG102 Introduction to Physical Geography**

AGRO320 Forest Resources **3 credits**
 Explores forest reserves in the world, where and how forests grow, the economics of forest reserves, ecological benefits and human impact on forest reserves. **Prerequisite: BIOL258(256) Plant Science**

AGRO322 Principles of Agro Ecology **2 credits**
 Investigates the interrelationships between agricultural plants and animals and how they are impacted by the wider environment with emphasis on environmentally sustainable practices and approaches to agriculture. **Prerequisites: BIOL155,156 Foundations of Biology I, II**

AGRO329 Reproductive Physiology **3 credits**
 The purpose of this course is to help students learn and understand the principles and mechanisms of reproductive physiology in farm animals and the maladies that may arise. **Prerequisite: BIOL257(255) Animal Biology**

AGRO331 Animal Nutrition **3 credits**
 Basic nutrition and feeding practices for the various species of commercial livestock. Feeds, their sources, composition, characteristics and feed value will be explored. Ration balancing and its practical field application will be discussed. **Prerequisites: BIOL257(255) Animal Biology (Zoology) and CHEM211, 212 General Chemistry I, II**

AGRO358 Agri-Seminar I **1 Credit**
 Students will report on and discuss recent literature and current investigations relative to the

Food and Agricultural Sciences and preparation of reports on selected topics and be exposed to scientific writing techniques. **Prerequisite: Completion of ALL 2nd Year Courses**

AGRO360 Agri Seminar II**1 Credit**

This is a continuation of Agri Seminar 1 where students will report on and discuss recent literature and current investigations and innovations relative to the Food and Agricultural Sciences and preparation of reports on selected topics and be exposed to scientific writing techniques. It introduces the management of agricultural enterprises, focussing on the theories and practices of agribusinesses for sustainability. **Prerequisite: AGRO358 Agri-Seminar I**

AGRO361 Farm Buildings and Structures**3 credits**

The course describes the requirements and nature of the basic structures for the comfort of farm animals; to store farm produce and equipment and to facilitate human occupational safety and health. **Prerequisite: PHYS152 General Physics II**

AGRO389 Aquaculture**3 credits**

Provides an overview of the field of aquaculture, including water quality, production systems, nutrition, spawning, and the common fish and invertebrate groups cultured in different regions.

AGRO402 Small Stock Production**3 credits**

This course provides technical hands on experience to students on all aspects of sheep and goat production, development and management. This course also explores breed improvement and education and improvement in small stock infrastructure. **Prerequisites: AGRO331 Animal Nutrition, BIOL257(255) Animal Biology (Zoology) and BIOL395 Genetics**

AGRO404 Poultry Production**3 credits**

This course explores in depth the business of poultry production, including rearing, identification and treatment of pest and diseases, poultry health and housing on various scales. It allows students to gain knowledge of the poultry industry both locally and internationally and ways of starting their own poultry business. **Prerequisites: AGRO331 Animal Nutrition, BIOL257(255) Animal Biology (Zoology) and BIOL395 Genetics**

AGRO406 Beef and Dairy Science**3 credits**

This course explores essential aspects of beef and dairy production. It gives an in depth look at the husbandry of beef and dairy cattle, how to recognize pests and their treatment along with the general requirements for successful cattle rearing. The course will also examine aspects of breed improvement, processing and marketing of meat and milk. **Prerequisites: AGRO331 Animal Nutrition, BIOL257(255) Animal Biology (Zoology) and BIOL395 Genetics**

AGRO408 Agro Climatology and Irrigation**3 credits**

Defining climatology and irrigation in relation to dry land agriculture, investigation of the mechanisms employed in irrigation and the available technology in irrigation, modeling and analysis techniques and applications to water resource management. **Prerequisites: AGRO322 Principles of Agro Ecology and GEOG102 Intro. to Physical Geography**

AGRO412 Animal and Plant Breeding **3 credits**
 This is an in-depth look at plant and animal breeding and the application of modern technology in gene manipulation to achieve desirable traits in plants and animals and the application of technologies to improve breeds. **Prerequisites: AGRO331 Animal Nutrition, BIOL257(255) Animal Biology (Zoology) and BIOL395 Genetics**

AGRO426 Planning and Agriculture Development **3 credits**
 Insights into the processes involved in establishing agricultural industries, explores policies and laws governing local and international agricultural sectors.

AGRO432 Plant Breeding **3 credits**
 Explorations into traditional and modern methods of plant breeding along with the technologies and techniques used in sustainable plant breeding. The course explores the modification of food to meet growing world demands. **Prerequisites: BIOL258(256) Plant Science, BIOL395 Genetics**

AGRO434 Post Harvest Physiology and Storage **4 credits**
 An examination of the physiological and biochemical changes unique to post harvest development and deterioration, principles and practices of post-harvest food crop handling and storage of different types of crops. **Prerequisites: BIOL258(256) Plant Science, CHEM211 Organic Chemistry I**

AGRO436 Tree Crops **2 credits**
 Explores sustainable farming systems, recognizing pests and diseases of tree crops, the morphological and anatomical features of tree crops and their uses. **Prerequisites: BIOL258(256) Plant Science, AGRO318 Soils & Fertilizer**

AGRO438 Farm Management and Agribusiness **3 credits**
 Introduces management and the business side of agriculture, exposure to economic principles and practices as applied to farm management. **Prerequisite: AGRO208 Agriculture Economics**

AGRO440 Soil Microbiology **4 credits**
 Basic techniques in microbiology, introduction to the micro ecology of soils and the transformations brought about by micro flora. The course looks at the various roles of soil micro-organisms in breaking down organic matter, their reaction to chemicals and ecological interrelationships in the soil. **Prerequisite: BIOL258(256) Plant Science**

AGRO456 Internship and Extension **3 Credits**
 The course provides a hands-on experience gained through training, visiting and monitoring farming enterprises and farm families to foster adaptive technologies through cooperative and group dynamics, for sustainability. **Prerequisite: Completion of ALL Courses**

AGRO446 Forestry and Land Husbandry **3 credits**
 A sustainable approach to land management, principles and practices of land husbandry, planning for optimal land use, comparison of soil management versus land management. **Prerequisite: BIOL258(256) Plant Science, AGRO318 Soils & Fertilizer**

AGRO460 Food Technology **2 credits**
 Explorations into traditional and modern methods of food technology, explores the modification of food to meet growing world demands. **Prerequisites: CHEM211 Organic**

Chemistry I & AGRO310 Vegetable, Field and Forage Crops

AGRO471 Turf Grass Management

3 credits

Students will develop project plans/proposals for the establishment and maintenance of turf, groundcover and other landscape plants in various landscape settings. Students will have an opportunity to assess various systems such as institutional grounds, parks, sports fields, golf courses, and roadsides and learn to develop site specifications and budgets. **Prerequisites: BIOL258(256) Plant Science & AGRO308 Weed Science**

BIOLOGY

BIOL155, 156 Foundations of Biology I, II

8 Credits

An introductory course integrating botany and zoology; it is designed to form a firm foundation for students majoring in the biological sciences. Three hours lectures and one three-hour laboratory weekly, for two semesters. **Prerequisites: O' Level, CSEC pass in biology (C or III) and a minimum grade of C in BIOL101, 102; co-requisite CHEM111, 112**

BIOL257(255) Animal Biology

4 Credits

A systematic study of animal phyla and the protozoans. Classification, comparative anatomy and physiology, and interrelationships are considered. Field trips are taken to study the organisms in their natural habitats. A marine laboratory will be visited. Three lectures and one three-hour laboratory per week. **Prerequisite: BIOL156 Foundations of Biology II**

BIOL258(256) Plant Science

4 Credits

Systematic study of the algae, fungi, and the flowering and non-flowering plants with emphasis on classification. Three lectures and one three-hour laboratory per week. **Prerequisite: BIOL156 Foundations of Biology II**

BIOL347 Principles of Research

2 Credits

The aim of this course is to provide an integrative approach to the fundamental theories governing 'scientific' research techniques, incorporating the use of statistical analyses to assist in the process of planning, design, development and execution of research concepts. Students undertaking this course have a unique opportunity to develop core research skills relevant to a wide spectrum of biological research, including written and oral communication, skills in making scientific observations, and recording and analyzing data by participating in an individual or group research project associated with a discipline of interest to them. **Prerequisites: Completion of Years 1 & 2 courses**

BIOL349 General Ecology

3 Credits

Study of organisms and their interaction with the living and non-living environment, including conservation, management and application of field experimental techniques to laboratory component exercises. Field Trips to relevant ecosystems. **Prerequisite: BIOL156: Foundations of Biology II**

BIOL350 Biostatistics

3 Credits

This course is designed to introduce the major concepts of descriptive statistics. The major theoretical principles of inferential statistics are discussed and applied during an examination of hypothesis testing after random sampling. The laws of probability, and distributions, including binomial and normal, are thoroughly discussed. A research paper is required. Three lectures per week. It is not applicable toward the General Education requirement for biology

majors. **Prerequisite: MATH165 Pre-Calculus I**

BIOL395 Genetics

4 Credits

The study and understanding of the properties of genetic material. Mechanisms of heredity are considered using genetic analysis. Laboratories feature experiments in chromosome analysis, statistical techniques, and recombinant DNA technology. Three lectures and one three-hour laboratory weekly. **Prerequisite: BIOL156 Foundations of Biology II**

BIOL399 Biology Seminar I

1 Credit

Scientific knowledge is doubling every few years. Keeping up-to-date and critically appraising information are essential future skills for any career in biological science. In this course, students will improve their skills in literature review, critical appraisal, scientific writing and oral presentation. This course assists students to critically appraise scientific papers in biology and to improve presentational skills. Students will dissect and present one paper given each week as a group, and answer questions from the audience relating to their presentation.

Prerequisites: BIOL257(255), 258(256) Animal Biology, Plant Science

BIOL496 Cell Biology/Histology

4 Credits

The cell is presented as a functional unit in the major organs and systems of the body. The microscopic anatomy, cytology and ultra-structure of normal tissues and organ systems are correlated with function. The molecular mechanism of cellular functioning is looked at during a review of current concepts and theories. Three hours of lecture and one laboratory per week. **Prerequisites: BIOL257(255), 258(256) Animal Biology, Plant Science or BIOL360: Microbiology**

BIOL489 Undergraduate Research Project:

4 Credit

The purpose of this course is to engage students in the basic research skills and concepts needed to plan, conduct, and analyze data from a research project. A research project will be carried out and the results presented before a panel of lecturers. **Prerequisite: BIOL347**

BIOL499 Biology Seminar II

1 Credit

This course instructs students in developing effective writing and speaking skills required for preparation of scientific manuscripts and presentations, and communicating in the scientific world. Students will be required to prepare and present oral presentations, submit critical analyses of various topics in the Biological Sciences. Biology majors and minors are expected to attend and evaluate departmental seminars (open to all regardless of class standing or enrolment for the course). One one-hour meeting per week.

Prerequisite: BIOL399 Biology Seminar I

GROUP A: ENVIRONMENTAL BIOLOGY

BIOL325Field Natural History

2 Credits

Field Natural History is a course designed to introduce the student to the flora and fauna of Jamaica and the Caribbean. It includes the landscape and formation processes of the environment, identification of native plants and animals, their inter-relationships and habitats, and the study of their biology in the field. Rivers, freshwater and saltwater marshes and lakes, swamps, caves, hardwood and elfin forests and seashore environments are explored on planned field excursions. Students observe and study species of animals and plants which are characteristic of these habitats, learn about the physical and chemical factors which affect their survival, and become aware of the impact that human activities have on the natural

environment both historically and presently. It uses field observations and/or field lab work to allow students to draw conclusions and understand aspects of biology, animal biology, hydrology, geology, plant science, and/or soil and environmental sciences. **Prerequisite: BIOL156 Foundations of Biology II**

BIOL335 Marine Biology **3 Credits**

A study of the marine organisms of the Caribbean coral reefs and associated mangrove communities. Basic principles governing the marine environment will be included. Field trips and a visit to a marine laboratory are required. **Prerequisites: BIOL155, 156 Foundations of Biology I, II or BIOL257(255), 258(256) Animal Biology, Plant Science**

BIOL405 Special Topics in Biology **2 Credits**

This course will be applicable to students who are doing their final year research and therefore entails one (1) credit of coursework and one (1) credit of lab work. It focuses on research and literature review of a selected current topic in the biological sciences. Discussions are geared toward depth in the specific area of study and increasing the awareness and knowledge base of each participant in the area. This course can be repeated for up to 6 credits (2 credits each) because the topic changes every semester. **Prerequisite: BIOL347 Principles of Research**

BIOL456 Biogeography **2 Credits**

A study of the natural laws governing the distribution of organisms throughout the earth. Two lectures weekly. **Prerequisites: BIOL257(255), 258(256), 349 Animal Biology, Plant Science, General Ecology**

BIOL459 Entomology **3 Credits**

An introductory study to the fundamental aspects of insect biology. Two lectures and one three-hour laboratory weekly. **Prerequisites: BIOL257(255), 258(256) Animal Biology, Plant Science**

GROUP B: MORPHOLOGICAL AND FUNCTIONAL BIOLOGY

BIOL165,166 Anatomy & Physiology I, II **8 Credits**

Structure and function of the human body are correlated. Three Lectures and one three-hour laboratory weekly for two semesters. **Prerequisite: GCE O'Level Biology or CSEC Biology, Human and Social Biology**

BIOL305 Embryology **3 Credits**

A study of the developmental stages of vertebrates, from the formation of germ cells in the parents to the completion of the early stages of organogenesis in the embryo. In the laboratory special attention is given to the development of the frog and the chick. Two lectures and one three-hour laboratory weekly. **Prerequisites: BIOL257(255), 258(256) Animal Biology, Plant Science**

BIOL320 Forensic Pathology **3 Credits**

This course will require one (1) credit course work and one (1) credit lab work. It is designed to give students an understanding of the pathologic process, injury or disease that directly result in or initiates a series of events which leads to a person death. This course will focus on death in most jurisdictions which may include homicide, accidental, natural, suicidal and undetermined causes. **Prerequisites: BIOL165, 166 Anatomy & Physiology I, II**

BIOL360 General Microbiology **4 Credits**

A study of the morphology, physiology, genetics and culture of microorganisms. Emphasis is placed on the diversity of microorganisms and the relationship of microbes to humanity and the environment. Three lectures and one three-hour laboratory weekly. **Prerequisites: BIOL165, 166 Anatomy & Physiology I, II or BIOL155, 156 Foundations of Biology I, II**

BIOL385 Immunology **3 Credits**

The study of a host's specific defences to a pathogen. Specific defences, innate resistance, and immunity will be examined. The mechanism of host defences involving invading organisms such as pathogenic bacteria, viruses, fungi, protozoa, helminths and foreign materials including pollen, insect venom, and transplanted tissue will be examined. Properties of antigens and antibodies, host antigen interactions, and cellular immune responses will be studied. **Prerequisites: BIOL257(255), 258(256) Animal Biology, Plant Science**

BIOL420 Animal Physiology **4 Credits**

A study of the physiological basis for normal and pathological conditions in the human body. Emphasis is placed on the physiology of the animal system. Four lectures weekly. **Prerequisites: BIOL257(255)**

BIOL423: DNA Technology in Forensic Chemistry **3 Credits**

Focus will be on methods of Molecular Biology in the application and use of DNA technology in forensic sciences. Students will gain an understanding of the basic scientific concept relevant to DNA techniques and maintain records to exacting standard required for court-admissible evidence. Laboratory and computer methods, good communication skills, problem solving and critical thinking skills are required.

BIOL426 Parasitology **3 Credits**

The biology of parasitism including functional morphology, essentials of classification, and distribution with emphasis on the better known human parasites. Special attention is given to host-parasites relationships involving ecological factors concerned with host-parasite contact, pathogenicity and pathology, and treatment effects on parasitized populations. Two lectures and one three-hour laboratory weekly. **Prerequisite: BIOL257(255), 258(256) Animal Biology, Plant Science**

BIOL470 Plant Morphology **4 Credits**

A study of cell, tissue structure and reproduction in vascular and nonvascular Plants. Three lectures and one laboratory each week. Offered alternate years on demand. **Prerequisite: BIOL258(256) Plant Science.**

BIOL471 Advanced Molecular Biology & Biotechnology **3 Credits**

Exploration of current advances and developments in the field of molecular biology and exposure to application of techniques using biotechnology and in areas such as molecular diagnostics, next generation sequencing, gene editing e.g., CRISPR/cas systems elaboration on modern molecular studies. **Prerequisite: BIOL498 Molecular Biology**

BIOL473 Plant Physiology **4 Credits**

A study of the functions of plant organs with a detailed review of vascular tissues and organs. Three lectures and one laboratory each week. **Prerequisite: BIOL258(256) Plant Science**

BIOL475 Human Anatomy**4 Credits**

A study of the anatomical structure of the human body, and develops a basic understanding of the structure and function of body organs and systems, and their interactions. Body structure is studied by organ systems and involves a balance between gross anatomical study and histology. Form-function relationships are emphasized. Successful completion of this course gives students a working knowledge of human anatomical features, systems, and nomenclature with the intent of applying this information to future clinical situations they may encounter. **Prerequisite: BIOL395 Genetics**

BIOL476 Human Physiology**4 Credits**

A study of the body's functional mechanisms and their underlying regulation. The course explores the biological systems and their interconnections in the human being to maintain health and well-being. Components of the course examined include Body Fluids & Compartments, Membranes & Transport, Acid-Base Balance, Muscle, Cardiovascular, Pulmonary, Renal, Gastrointestinal, and Endocrine systems. **Prerequisite: BIOL395 Genetics**

BIOL498 Molecular Biology**4 Credits**

This course introduces students to the structure and molecular mechanism of cellular functioning. The structure and function of genes, mechanisms of DNA replication, recombination and repair, regulation of genes, and experimental methodology of molecular biology are reviewed.

BIOCHEMISTRY**BCHM131 Principles of Biochemistry****3 Credits**

The rudimentary molecules that make up living organisms, their cellular Organisation, structures and importance. Introduction to dietary Food Metabolism: Digestion, assimilation, transport and storage. Two hours of lecture and one hour of lab per week

BCHM201 Introduction to Biochemistry I**4 Credits**

The Cell: the unit of life; the hierarchy of cellular organization; elements compounds, functional groups and biomolecules; intra- and intermolecular bonds in living organisms. Water, aqueous solution chemistry and buffers. Carbohydrates: mono-, di-, oligo- and polysaccharides. Amino acids, polypeptides and proteins; essential amino acids; protein structural organization; protein types, complexity and biological functions. Protein sequencing and analysis. Introduction to enzyme kinetics.

BCHM202 Introduction to Biochemistry II**4 Credits**

Lipids: fatty acids, neutral lipids, phospholipids, sphingolipids, waxes, isoprenoids cholesterol-based lipids. Biological membranes: membrane fluidity, membrane organization, membrane transport systems. Nucleotides, DNA and RNAs. Vitamins and their functional derivatives; macro- and microminerals.

BCHM301 Biochemistry I**4 Credits**

Introduction to Metabolism. Digestion, absorption, transport and storage of ingested macromolecular carbohydrates, lipids, proteins and nucleic acids. Production and functions of hormones for metabolism of carbohydrates, lipids and proteins. Types I, II and gestational diabetes mellitus. Lipoproteins. Carbohydrate metabolism: glycolysis, TCA cycle, glyoxylate cycle, electron transport and oxidative phosphorylation, glycogenesis, glycogenolysis, gluconeogenesis, pentose phosphate pathway. Lipid metabolism: fatty acid catabolism and

lipid biosynthesis. Photosynthesis. **Prerequisites: BCHM201, 202: Introduction to Biochemistry I, II**

BCHM302 Biochemistry II **4 Credits**

Bioenergetics: Enthalpy, entropy and free energy change, high energy biomolecules, coupled processes, energy charge, phosphorylation potential, substrate cycling. Protein and amino acid biosyntheses and catabolism. Nucleotide biosyntheses and catabolism. Vitamins, their derivatives and functions. Metabolic integration, organ specialization to metabolic adaptation. Minerals in protein and enzyme complexes and functions. Signal transduction.

BCHM323 Enzymology **3 Credits**

Introduction to enzymes. Enzyme classification, composition, structure-function relationships. Lock of key and induced fit hypotheses. Enzyme syntheses and activation; enzyme specificity. Enzyme kinetics – initial velocity, steady state, Michael’s constant, expression of enzyme activity; single and bisubstrate reactions; mechanisms of enzyme catalysis; regulations of enzyme activity. Ribozymes and abzymes.

BCHM390 Analytical Biochemistry (Instrumentation) **3 credits**

This course deals with the principles, procedures and applications of biochemical separation, purification and detection techniques. Such laboratory techniques include spectrophotometry, centrifugation, various types of chromatography, electrophoresis, isoelectric focusing, dialysis, pH, PCR, ELISA, radiology, bioluminescence and chemiluminescence. Sampling and error treatment in biochemical laboratory studies are initially introduced. **Prerequisite: BCHM302 Biochemistry II**

BCHM401 Advanced Biochemistry **4 Credits**

This course is an advanced level discussion of the application of biochemical principles to complex biological problems. Students will be expected to explore research literature. Topics include virology, oncology, eukaryotic gene expressions, advanced enzymology and an introduction to aspects of molecular physiology (general microbiology, muscle contraction, hormones and neurotransmitters). **Prerequisites: CHEM212, 301**

BCHM420 Biochemistry Seminar **1 Credit**

Discussions are held concerning current trends in the field of Biochemistry. Focus will be on the application of Biochemistry and the use of Molecular Biology. One meeting per week. **Prerequisite: BCHM301**

CHEMISTRY

CHEM111, 112 Introductory Chemistry I, II **8 Credits**

Chemistry is a central science. It involves the investigation of our physical environment: its makeup, the arrangement and interaction of its basic units, conditions required for change, and types of change that result. This course will introduce the basic language, processes, and fundamental concepts of the chemistry of carbon compounds, commonly referred to as organic chemistry. It will provide you with the foundational processes of both naturally occurring and industrial systems that are of economic importance to society. It will also lay the foundation for further studies in both organic and biochemistry. **Credit cannot be applied to graduation for CHEM111, 112**

CHEM113 Intro to Forensic Chemistry**3 Credits**

This is an introductory forensic chemistry course investigating the physical and chemical properties of matter. Specific chemical topics include: significant figures, naming compounds, structure of an atom, VSEPR theory, and properties of solutions, organic chemistry (functional groups and DNA), thermodynamics, ideal gas law, reaction kinetics, equilibrium and nuclear chemistry. These concepts are linked to criminal cases and how chemical evidence help to solve crimes. Students will also be exposed to forensic techniques and their relevant chemical principles in the laboratory.

CHEM121 General Chemistry I**4 Credits**

This course gives a broad view of the origins and importance of chemistry and a full appreciation for the simplicities derived from the establishment of periodic trends among the chemical elements. The concepts of atomic structure (and the associated atomic properties) and the principles behind the quantum theory and quantum numbers are introduced. A full appreciation of the chemical bond, the mechanism of bond formation and the reasons why chemical bonds are formed by atoms, is given such that the link between atomic structure and molecular structure may be made. Chemical kinetics and thermodynamics **Prerequisites: O' Level passes in mathematics and chemistry or minimum grade of C, MATH 121 College Algebra and CHEM112 Introductory Chemistry II**

CHEM122 General Chemistry II**4 Credits**

This course introduces students to the core areas in chemistry. These are *inter alia*: (1) **analytical principles and procedures** (*viz.* analysis of errors,); (2) **Inorganic Chemistry** (incorporating such topics as the transition elements, and periodic trends, Born-haber cycle); (3) **Physical Chemistry** (to include Intermolecular Forces, electrochemistry and the gas laws); and (4) **Organic Chemistry** (which will explore properties, synthesis and reaction of hydrocarbons, Thermochemistry). **Co-requisite: CHEM121 General Chemistry I**

CHEM201 Analytical Chemistry I**4 Credits**

This course teaches students how to describe and represent, qualitatively and quantitatively, the chemistry of aqueous systems using chemical equilibrium principles. From this, and understanding (from both the chemical and mathematical vantage). The concepts behind mass spectrometry and chromatography (TLC, HPLC, GC) will be outlined. Calculation surrounding the construction of a pH curve in acid-base systems will be carried out. Detailed knowledge on statistical and graphical methods of evaluating and interpreting analytical data obtained in a repetitive manner will be imparted.

CHEM202 Analytical Chemistry II**4 Credits**

This course covers principles of spectrochemical analysis (Atomic emission and absorption), electrochemistry, ultra-violet/visible and infrared spectroscopies, as well as gravimetric and titrimetric, analysis. Three hours of lecture and three hours of laboratory weekly, 1 or 2 semesters. **Prerequisite: CHEM231 Analytical Chemistry I**

CHEM211, 212 Organic Chemistry I, II**8 Credits**

The chemistry of carbon containing compounds with emphasis on molecular structure, spectra-structure relationships, and a mechanistic approach to organic reactions. The elucidation of organic structures using NMR, UV, Mass and IR spectroscopy. Three lectures and one three-hour laboratory weekly for two semesters. **Prerequisite: CHEM122 General Chemistry II**

CHEM219 Inorganic Chemistry**4 Credits**

In this course, students will learn to describe the type of bonding in various solid materials and how this influences the physical properties of these materials. An illustration of orbital shapes, especially as it relates to a description of degeneracy and splitting of d orbitals in an octahedral and a tetrahedral field will be given. Consequently, the existence of high spin and low spin transition complexes, their magnetic and physical properties, e.g. colour, will be explained via the above concepts. This course teaches students how to: (1) recognize the symmetry elements for any three-dimensional structure; (2) identify point groups based on the symmetry elements present for a given structure; (3) rationalize data concerning the structures of molecules and extended solid arrays; (4) correlate molecular structure of compounds with the chemical bonds present; and (5) how to understand periodic group trends with respect to basic chemical reactions. **Prerequisite: CHEM122 General Chemistry II**

CHEM352 Inorganic Chemistry II**4 Credits**

This course teaches students how to: (1) recognize the symmetry elements for any three-dimensional structure; (2) identify point groups based on the symmetry elements present for a given structure; (3) rationalize data concerning the structures of molecules and extended solid arrays; (4) correlate molecular structure of compounds with the chemical bonds present; and (5) how to understand periodic group trends with respect to basic chemical reactions. **Prerequisite: CHEM219**

CHEM361 Physical Chemistry I**4 Credits**

Ideal Gases, Real Gases. Compression Factors, Real Gas Equations of State, Condensation, Critical Data and Equations of State, The law of Corresponding States, Distribution of Molecular Speeds in an Ideal Gas, applications of Maxwell Distribution Collisions with a wall and effusion, Molecular Collisions and mean free path, thermal conductivity, viscosity, diffusion, electrical conductivity, chemical bonding in solids, cohesive energies of solids, theoretical calculation of cohesive energies, crystal structures, defects in solids, liquids, the interphase region, curved interfaces, surface tension.

CHEM362 Physical Chemistry II**4 Credits**

Classical Mechanics, P-V work and heat, the law of thermodynamics, Enthalpy, Heat capacities, the Joule and Joule-Thomson experiments, perfect gases and the first law, the molecular nature of integral energy, heats of solutions. The second law of Thermodynamics, heat engines entropy, calculation of entropy changes, reversibility and irreversibility, the thermodynamic temperature scale. Thermodynamic properties of non-equilibrium systems, Determination of standard enthalpies of formation, Temperature dependences of reaction heats, conventional entropies and the third law of thermodynamics, standard Gibbs energy of reactions, estimation thermodynamic properties, the phase rule, one component phase equilibrium, the clapeyron equation, solid-solid phase transitions, Higher-Order phase transitions.

CHEM420 Independent Laboratory Research**4 Credits**

Water analysis, chemical analysis in cement and bauxite. Petroleum distillation and Anilin point test. Oil analysis, Potassium Nitrate Fertilize production, coal analysis (Moister, ash and volatile matter). Enamel production and metal coating, Hexane, Toluene distillation and mass-energy balance.

CHEM431 Forensic Chemistry**3 Credits**

Case-oriented approach will be used to explore selected topics of forensic Chemistry: These

include: (1) The scientific and technological foundation for examination of events (2) the scope of expert qualifications and testimony, the legal status of scientific techniques, and the admissibility of the results in evidence; (3) the analysis of trace evidence, including glass, soil, hair, fibres, paint, gunpowder residue and bullet fragments; (4) forensic toxicology and pharmacology are applied to the analysis of alcohol, poisons, and drugs; and (5) the characterization of blood and other body fluids. An understanding of the DNA structure and its relation to criminal investigation will be discussed. Student will also study various case studies.

CHEM432 Food Chemistry**4 Credits**

Evaluate the chemical, physical and functional prosperities of food constituents and the effects of processing on those constituents using an array of both basic and recently developed chemical, biochemical and instrumental technologies in accordance with current food industry and regulatory agency practices.

CHEM441 Chemistry in Medicine and Agriculture**3 Credits**

The synthesis organic compounds of medicinal and agricultural interest. General principles of drug action; structure-Activity Relationships; Principles of drug design. Synthetic approaches to selected pharmacologically active compounds e.g. sulphonamides, pyrimidines, penicillins, central nervous system drugs – tranquillizers, antidepressants, hallucinogens. Insecticides, fungicides, herbicides, growth regulators. Natural products used in medicine and agriculture. A practical course of 36 hours.

CHEM442 Chemistry in Sports**3 Credits**

The use of supplements, pharmacological or otherwise, and the topics of doping control and gender verification present complex moral, legal and health-related difficulties. Further, unique problems are associated with international sporting events, such as the effects of travel and acclimatization and the attempt to balance an athlete's participation with his or her health. Apply the chemistry of sports to atomic and molecular interactions; thermodynamics; acid/base chemistry; bonding and electrochemistry.

CHEM452 Industrial Chemistry and Catalysis**3 Credits**

Drinking water and waste water treatment, Nitrogen industry, Sulphuric acid, Chlorine-Alkali Systems, Hydrogen production and Hydrogen Energy Systems, Nitration, Oxidation, Dyes, Petrochemicals Pharmaceutical Industry.

CHEM461 Computational Chemistry**3 Credits**

An overview of Computational Chemistry, Molecular mechanic structure methods. Semiempirical and abinitio methods. Density functional methods, applications, single point calculations, geometry optimizations examining Molecular Orbitals. Predicting moments and atomic charges. Studying Chemical Reactivity. Theoretical approach to Molecular Spectroscopy. IR, UV-Visible.

CHEM462 Materials Chemistry**3 Credits**

Materials Chemistry has emerged as an important sub-discipline within Chemistry. It is the Mechanics, to understand the mechanical properties and their structural applications, Solid-state physics and quantum mechanics, for the electronic. Thermal magnetic, chemical, structural and optical properties of materials. Chemistry and polymer science, for the understanding of plastics, colloids, ceramics, liquid crystals, solid state chemistry, and polymers.

ENVIRONMENTAL SCIENCE

CHEM451 Environmental Chemistry**3 Credits**

This course examines the structure, characteristics and chemical behaviour of both anthropogenic and natural toxicants. It investigates their impact on the structure and function of ecosystem and human health. The conceptual framework of this course aims to establish linkages between toxicants and environmental issues. Some of the fundamentals to be covered include chemodynamics, abiotic- and bio- transformation, and distribution (toxic kinetics), and intoxication mechanism and the expression of toxicity (toxicodynamics). **Prerequisite: CHEM211 Organic Chemistry I**

ENSC110 Principles of Sustainable Development**3 Credits**

The earth's climate is changing, there are still hundreds of millions of people living in extreme poverty and rich countries are dependent on dwindling oil supplies. The implications of this is examined. Sustainable development offers an alternative approach – one that recognizes the limits of our environment. The course provides an understanding of sustainable development, enabling evaluation of project sustainability, policies and lifestyles. **Prerequisite: Consent of instructor**

ENSC205 Environmental Policy & Ethics**3 Credits**

This course is concerned with how environmental policies are created, implanted and contested. Covering legislative, regulatory, and collaborative approaches to environmental issues, it also includes a critical analysis of values and traditions of environmental through the philosophy of environmental policy issues and ethical systems related to environmental thought. **Prerequisite: Consent of instructor**

ENSC251 Soil Resources: Erosion and Land Husbandry**2 Credits**

This course emphasizes the problems caused by misuse of land, and causes and techniques of control of soil erosion and sedimentation. Areas also included: Salt-affected soils and their reclamation; recommendations for delineating specific land usages; soil percolation test for sewer pits, and building construction. Carries laboratory and field practical components. **Prerequisites: CHEM121, 122 General Chemistry I, II or BIOL155, 156 Foundations of Biology I and II**

ENSC294 Survey of Environmental Technologies**2 Credits**

This course introduces students to current and conventional technologies used in both remedial and mitigative environmental management activities. It will also introduce students to technologies and engineering strategies currently used to find solution to today's volatile environmental issues. **Prerequisite: Consent of instructor**

ENSC345 Eco-Toxicology**3 Credits**

Ecotoxicology is the environmental science sub-discipline that melds the fields of ecology and toxicology. Its focus concerns monitoring, investigation, assessment for risk, and regulation of adverse effects of chemical (and radiological) substances on ecological systems and their biotic components and processes. The objective of this course is to provide students with a solid understanding of the toxicology of pervasive environmental pollutants. It builds on and reinforces the fundamentals of animal physiology and chemistry to provide a deeper understanding of the key physiological responses of wildlife and humans to certain

environmental contaminants. Students engage in ongoing discussions on the unsustainable practices contributing to environmental pollution, the global impact of, and possible solutions to anthropogenic pollution.

ENSC402 Scientific Writing

1 Credit

This course will require frequent informal writing and oral presentations of scientific papers. Students will acquire the skills to meet international standards in scientific writing.

ENSC426 Solid and Hazardous Waste Management

3 Credits

Waste is defined as any substance that is discarded, emitted, or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment, and as such, is generated in three forms: solid, liquid and gas. By approaching waste as a resource, waste products are explored as potential resource before disposal. This course includes topics such as: the identification and use of recyclable materials and waste management (including the generation, collection, separation, storage, re-user, recycling, transportation, transfer, treatment and disposal of waste). **Prerequisite: CHEM351 or consent of instructor**

ENSC430 Water Resource Management

3 Credits

This course examines the sustainable use of water, including the disposal of waste-water after use, quantity and quality of precipitation, and surface and ground water. Hydrological theory is applied for problem solving exercises in this course. **Prerequisite: CHEM352 Environmental Chemistry or consent of instructor**

ENSC490 Environmental Resource Management

3 Credits

The objective of this course is to assist students in developing their own comprehensive understanding of the environmental planning and management, both in theory and in practice. The emphasis will be on understanding planning practices that can promote sustainability, especially, in Caribbean urban regions. Particular attention will be given to contemporary and emerging challenges in environmental planning and management. **Prerequisite: BIOL349 General Ecology or consent of instructor**

ENSC495 Project in Environmental Science

2 Credits

Students will produce a 4,000-word typed and bound local fieldwork paper or case study conducted on a project approved by the Department. Environmental Science, majors are expected to attend departmental seminars and external seminars in the field of environmental science. **Prerequisite: Completion of all third year ENSC core courses or consent of instructor**

APPLIED ENVIRONMENTAL GEOGRAPHY

GEOG100 Introduction to Human Geography

3 Credits

The field of Human Geography is examined. The course covers population growth and distribution and population structure. Migration and geography of food resources are also studied. The course also explores world food problems, agricultural systems, population and resources, settlements and transportation systems, methods of geographical investigation; data presentation and analysis are also examined. (12 hours of practical work)

GEOG102 Introduction to Physical Geography

3 Credits

An introduction to geomorphic processes is provided in this course. It also gives an introduction to climatology and meteorology, and to vegetation and soils. Methods of

geographical investigation are explored. This course also covers weathering, tectonics and volcanism. (24 hours of practical work)

GEOG115(315) Map Reading & Aerial Photo Interpretation 4 Credits

This course reviews in detail fundamental concepts and techniques, many of which will be partly familiar to students (e.g., map scale and symbols, compass directions, contours, map overlays, profiles, etc.). More advanced techniques are also covered (e.g., UTM grid, use of Global Positioning Systems, Compass, Stereoscopes, Air-photo overlays, area and height measurements from air-photos as well as observing intervisibility). Material is presented through one lecture session and a three-hour Laboratory session per week as well as several Fieldwork activities, which will include a "hands-on" approach to map and air-photo reading. Concepts and skills will be demonstrated and used repetitively in a process of cumulative learning. **Prerequisites: GEOG100 Introduction to Human Geography and GEOG102 Introduction to Physical Geography**

GEOG200 Caribbean Geography 3 Credits

An investigative and analytical approach to studying the Caribbean's diverse physical (natural), economic and socio-cultural environment. The geographical vulnerability and viability of the Caribbean region will be examined, especially as it relates to tectonics, environmental integrity, cultural and political dynamics and demographic trends. The sustainability of Caribbean territories will explore small island developing states (SIDS) initiatives. There will be a two-hour lecture session per week. At the end of the semester, student will go on a one-week field exercise to a selected Caribbean territory. **Prerequisite: GEOG100 Introduction to Human Geography**

GEOG202 Natural Hazards and Environmental Management 3 Credits

Natural hazards assessment and mitigation measures will be examined for the Caribbean Region. Primary hazards such as Earthquakes, Volcanoes, Hurricanes and Droughts will be observed as well as the associated chain hazards of Tsunamis, landslides, floods, bush fires, etc. Differentiation will be made between hazards and disasters where the origin, scope, controllability of cause and impact, predictability and magnitude will be analyzed. Analysis of the normal, emergency, disasters and recovery state will be done as well as the resources needed for disaster prevention or mitigation. In Environmental Management, Sustainable development, sustainability and the core principles of Environmental Impacts (EIA) will be discussed. EIA case studies will be examined and students will use applied knowledge to create EIA of a particular developments. There will be two (2) weekly lectures, 12 hours of applied work through simulation scenarios and up to three (3) field trips to get more "hands on" approach in the real world. **Prerequisites: GEOG100 Introduction to Human Geography and GEOG102 Introduction to Physical Geography**

GEOG201 Urban Geography 3 Credits

Urban Geography examines the roles and functions of cities; economic base of cities; classification of cities; urban land use patterns; models of urban structure and hierarchy; urban transportation issues. An in-depth analysis of the central place theory is undertaken. Urban Problems of the developing world such as that of the Caribbean will be investigated. There will be two lecture sessions per week and two field trips to different urban areas. **Prerequisite: GEOG100 Introduction to Human Geography**

GEOG203 Geosphere & Hydrosphere 3 Credits

Geosphere: Hill slope geomorphology, hill slope processes, classification of mass movements.

It will emphasize topics such as Fluvial geomorphology – dynamics and hydraulics of rivers, fluvial processes and landforms; Coastal geomorphology – waves, tides, currents, coastal processes and landforms. Hydrosphere: Hydrological cycle, precipitation – types of spatial and temporal variation. There will be two lecture sessions per week. Students will visit various environments to understand this course through applied fieldwork. **Prerequisite: GEOG102 Introduction to Physical Geography or Consent of Instructor**

GEOG204 Atmosphere & Biosphere

3 Credits

Atmosphere: Influences on tropical climatic variations topography, ocean currents, El Nino, etc. Small-scale climates; Climatic classification; Climate change - causes and implications are topics in this course. Biosphere: Ecology and Ecosystems - energy flows, material cycling is also examined. Biomes factors influences, spatial pattern of biomes, species diversity. The course covers subject matters such as Vegetation succession; Environmental gradients; species relationships and interactions. This course involves fieldwork in various locations to give students firsthand knowledge of this course. **Prerequisite: GEOG102 Introduction to Physical Geography or Consent of Instructor**

GEOG206 Geography of North America

3 Credits

Physiography and human alteration of the North American landscape; agro-industries, environmental realities, demographic trends and their attendant impacts on the Caribbean region will be the focus of this course. **Prerequisites: GEOG10 & 102 Introductions to Human and Physical Geography or Consent of Instructor**

GEOG215 Geomorphology

4 Credits

This course will examine the theoretical and applied concepts of endogenic and exogenic geomorphologic processes and how geomorphology shapes our physical landscape. Global Topography, patterns of global relief and landforms, lithological and structural control, Hill slope morphology, hill slope processes, fluvial and coastal morphology will be investigated discussed and tested through applied knowledge and remote sensing technology. Rates of erosion, flows, transportation and deposition will be tested under controlled laboratory procedures as well as through fieldwork. There will be one lecture session and two (2) laboratory hours per week. Student will also go on fieldtrips to test their skills in the fluvial and coastal environment (2 laboratory hours per week). **Prerequisite: GEOG102 Physical Geography**

GEOG216 Climatology: Theoretical and Applied

3 Credits

A systematic study of the major climatic elements, with special emphasis on the heat and water balances and its influence on the human and natural environment. Applied knowledge will be gained through the use of equipment to test precipitation amount, wind direction and speed, air pressure and heat. Various sources of rainfall and its impact will be examined. Students will look at the combination of weather factors and how weather patterns are influenced in the Caribbean. (2 laboratory hours per week). **Prerequisite: GEOG102 Physical Geography or equivalent**

GEOG226(416) Introduction to Geographical Information Systems (GIS)

3 Credits

This course introduces students to concepts and applications of Geographical Information Systems (GIS), and remote sensing. Areas cover by the subject include data acquisition and processing, database management, spatial analysis, image classification and GIS project and will be carried out through a series of lectures addressing the theoretical and conceptual aspects of the subject. The course will also place emphasis on the practical and operational

components of the course. ArcGIS and image processing software will be used for remote sensing processing and the analysis of data and creation of spatio-temporal patterns. There will be one (1) lecture session and three (3) laboratory hours per week. **Prerequisite: GEOG115(315) Map-Reading and Air Photo Interpretation**

GEOG230 Methods of Geographical Investigation

3 Credits

The concepts and methodologies of both human and physical geography will be explored mainly through a system, theoretical and a practical approach. Geographic assessment will be carried out through to assist in identifying, gathering and applying data through quantitative and qualitative techniques. Geographical Measurement and use of descriptive statistics and sampling techniques will be examined. Reconnaissance trips and pilot projects will be carried out to demonstrate the applied nature of this course. In addition, essentials or research design and writing will be taught. There will be a one lecture session per week. Majority of the duration of this course will be spent in the field conducting research. GIS knowledge will be an asset for this course. **Prerequisite: GEOG102 Physical Geography or GEOG100: Introduction and Human Geography**

GEOG235 Statistical Geography

3 Credits

An introduction to the methods of geographical measurement, the geographic use of descriptive statistics and spatial sampling theory will be examined in this course. Climate and weather data and interpretation of weather maps are also other areas of study. Students will have opportunity to try their hand at weather reporting and forecasting and using other geographic statistical methods. Background in statistics would be helpful. **Prerequisite: Background in Statistics or Consent of Instructor**

GEOG300 Introduction to Meteorology

3 Credits

This course provides an introduction to the dynamics of weather and climate from a meteorological perspective. Emphasis will be placed on atmospheric dynamics - structure, energy moisture - global circulation; microclimates and climate change, global warming, greenhouse effect, El Niño, etc. This course will be highly practical in nature where students are introduced to weather equipment and how to read and use them. **Prerequisites: GEOG102 Physical Geography and GEOG204 Atmosphere & Biosphere**

GEOG305 Soils and Plant Growth

3 Credits

This course emphasizes the edaphic requirements of soils. Soil conditions for plant growth – physical, chemical, biological. Water movements and water potential in soil. Soil structure composition and degradation will be examined. The course undertakes a diagnosis of soils and plants for nutrient and fertilizer recommendations. Limiting requirements for growth media, composting, methods of soil sampling are also examined. Tillage systems, land drainage and irrigation. Two (2) hour laboratory investigations will be done per week. Observations will be done in the field using an applied approach. **Prerequisite: GEOG102 Introduction to Physical Geography**

GEOG316 Earth Materials

3 Credits

Focus will be on the mineralogy and petrology of the different rock types. Applied Sedimentology and structural geology techniques will illustrate local land formation. Minerals of different rock types will be analysed for habit, cleavage, streak, hardness, fracture, chemical composition etc. Rock microscopes will show mineral features such as colour, type of twinning, refraction, symmetry, etc. The mafic, ultramafic, felsic, phaneritic, aphanatic properties of rock bearing minerals will be examined. The uses of economic minerals such as diamond, chlorite,

fluorite, obsidian, asbestos will be discussed. Rock and minerals will be identified through hand specimen, and fieldtrips to different rock environments. There will be three (3) laboratory and two (2) lecture sessions per week. **Prerequisite: GEOG215 Geomorphology**

GEOG330 (430) Coastal Zone Management**3 Credits**

Defining and managing the coastal zone resources. Development of shore features formed by waves and currents: erosional and depositional landforms are studied using scale models of different processes. Marine inshore ecosystems including mangrove swamps and corals: Analysis of the part played by humans in deteriorating beaches and inshore marine environments. Environmental Impact Assessment (EIA) and Cost Benefit Analysis (CBA) of coastal developments are examined. Solutions for mitigation and coastal remediation are explored. Two lecture sessions per week. Fieldwork will play an important role in providing first hand and applied knowledge of understanding coastal resources, development and management. GIS background will be an asset for this course. **Prerequisite: GEOG102 Physical Geography or consent of instructor**

GEOG361 Economic Systems and Development**3 Credits**

This course focuses on the nature and scope of economic geography; concepts of development; models of development, such as Mrydal's cumulative causation; Rostow's model; Plantopolis model; etc. It also focuses on development disparities between developed and developing countries; the role of agriculture; Industrial location; Energy resources; Transportation systems. It employs statistical methods and geographic information systems to measure and analyze economic development (12 hours of practical work). **Prerequisite: GEOG100: Introduction to Human Geography**

GEOG362 Agricultural Geographical Systems**3 Credits**

This course will examine the spatial patterns and systematic approach to the development of agriculture in the Caribbean and how it has built economies, shaped societies and defined landscapes. Focus will be on human resources, agricultural systems, environmental relationships, agricultural decision making, and agricultural innovation and diffusion will be explored. Food security, green revolution and use new technologies in solving the world food problem will be investigated. Agriculture and population growth concepts will be discussed as well as agricultural land use theories. The factors the environmental, social and economic problems affecting agriculture will be analyzed. There will be two (2) lecture session per week and twelve hours of applied work involved. Also, there will be a four (4) day field trip to an agricultural community. **Prerequisite: GEOG102 Physical Geography or GEOG100: Introduction and Human Geography**

GEOG401(301) Advanced Meteorology**3 Credits**

This course is aimed at giving students first-hand experience where they are taught to operate a fully functional weather station. Students will be placed at weather collection stations for internship (one month) activities to get applied knowledge of how weather is collected, analyzed and reported. Students will have opportunity to try their hand at weather reporting and forecasting. **Prerequisite: GEOG300 Introduction to Meteorology**

GEOG404 Soil Conservation and Water Resources**4 Credits**

Problems associated with the misuse of land and water resources will be investigated in great detail. In depth analysis of hydrological principles associated with precipitation, interception, evaporation, infiltration, percolation, ground water flow, soil water flow and retention capacity and runoff will be carried out in an applied manner through the use of formula and equation to

calculate flow, storage and rates of movements. Soil hysteresis, Darcy's Law, Horton's and Hewlett's methods of measuring runoff will be used in the field. Soil erosion and sediment control, nature of water erosion and factors affecting it will be examined. Soil erodability and water erosion control techniques as above for wind erosion. Salt-affected soils and reclamation will be studied. Recommendations for delineating specific land usages; soil percolation tests for sewage pits, etc. Soil physics for engineering purposes: bulk density, hydraulic conductivity, soil plasticity (the chemistry and physics of clays), laboratory and field investigations will be done. (3 laboratory hours per week) **Prerequisites: GEOG305: Soils & Plant Growth, GEOG203 Geosphere & Hydrosphere or Equivalent**

GEOG410 Environmental Pollution & Remediation

3 Credits

This course is designed to familiarize students with the applied techniques for monitoring ongoing pollution phenomena in soils, water and air. This includes the application of laboratory and field measurements. Current strategies and techniques of remediation are studied in this course. Fieldwork will be conducted in conjunction with Governmental Agencies, Non-Profit Organizations and the Private Sector to observe, participate and physically assist in ensuring that environmental stewardship is maintained or otherwise improved. GIS background will be an asset for this course (2 laboratory hours per week). **Prerequisite: Any first year Biology Course or Chemistry 111 or Consent of Instructor**

GEOG415 Field Techniques in Geography

3 Credits

This course undertakes the observation of form and character of landscapes through the utilization of plane tabling, theodolite triangulation, sampling techniques and scale modelling. Use of Compass, Clinometers, Tape Measure, Levels, Global Positioning system (GPS), will be critical to the exploration of the applied nature of this course. Map-reading skills are assumed. The collection, storage analysis and display of spatially referenced data to produce information essential for planning and decision making in the public and private sector. Principles and practice of GIS design and operation; practical experience in GIS application through lab assignments are undertaken. This course will be majority fieldwork. **Prerequisites: GEOG115 (315) Map Reading & Air Photo Interpretation, GEOG226 (416) Intro. to Geographical Information Systems (GIS) and any University Statistics course.**

GEOG420 The Developing World

3 Credits

This course explores the geographical constraints on development in the Third World. Impacts of colonization on economic, political and cultural geography in emerging nation-states are examined. International relations and possible reasons for poverty in developing countries are also examined. **Prerequisite: Consent of Instructor**

GEOG425 Spatial Planning

3 Credits

This course examines the different approaches to the application of urban and regional planning through the use of urban planning techniques. The understanding of development standards will be crucial. Urban Design Principles of, sustainability, appropriate technology, liveability, life between buildings and smart growth will be examined and analyzed in greater detail to give a hands-on approach to the understanding urban morphology and city squares. Regional and international case studies, students will be using full in understanding the spatial, societal and cultural differences that are created through urban design and morphology. The course will also examine the different steps and stages involved in the planning process, focusing on the different roles played by government, owners of businesses, the public at large and other stakeholders. **Prerequisites: GEOG115(315) Map Reading & Air Photo Interpretation, GEOG226(416) Intro. to Geographical Information Systems (GIS), GEOG361**

Economic Systems and Development or GEOG362 Agricultural Geographical Systems or by Instructor's Consent

GEOG460 Field Work in Geography

6 Credits

This course is a field project approved by the Department. Students will produce a 6,000-word project typed and bound and is fit enough for journal publication and contribute to an existing body of knowledge. This project will engage students' knowledge in topics of interest to them and demonstrate an understanding of previous knowledge garnered throughout their programme of study. Students will spend one year formulating topic, conducting research and applying knowledge in their research project. Here student will get to demonstrate all applied learned previously. This project will demonstrate a student's readiness of the working world or graduate programme. The project is normally marked by a panel of Instructors and selected persons from the public and private sector. The grade is deferred at the end of the first semester, but all six credits are awarded at year end. **Prerequisites: GEOG226 (416) Intro to Geographical Information Systems (GIS), GEOG230 Methods of Geographical Investigation, GEOG305 Soils and Plant Growth, GEOG361 Economic Systems and Development or GEOG362 Agricultural Geographical Systems, GEOG330 (430) Coastal Zone Management**

GEOG490 Directed Investigation

3 Credits

Readings, analyses and discussion of significant monographs dealing with a specified topic, under the guidance and supervision of a department member are undertaken in this course. **Prerequisite: Consent of Instructor**

TROPICAL AGRICULTURE

TRAG101 Introduction to Tropical Agricultural Systems

2 credits

The intention of this course is for students to become familiar with the diverse array of intensive farming systems in tropical regions and the cultures in which these systems exist. The objective is to familiarize students with the agricultural environment, production systems and resources in Jamaica and the Caribbean. Students will be able to reflect on the similarities and differences between agriculture in Jamaica and other tropical regions.

TRAG105 Tropical Climatology and Irrigation Systems

3 credits

This is an intensive course which seeks to expose students to tropical climatology in terms of the analysis of climate patterns and statistics as it relates to tropical agricultural systems and the investigation of the mechanisms employed in irrigation and the available technology in irrigation, modeling and analysis techniques and applications to water resource management.

TRAG201 Tropical Plant and Animal Breeding

3 credits

This is an in-depth look at plant and animal breeding and the application of modern technology in gene manipulation to achieve desirable traits in plants and animals and the application of technologies to improve breeds as it relates to tropical agricultural systems.

TRAG205 Pest and Disease Control in Tropical Crops & Livestock

3 credits

Students will be exposed to the pests and diseases unique to tropical crops and animals and the methods of identification, their effect on crops and livestock and their control in terms of traditional and mainstream practices

TRAG210 Tropical Food Production Systems

3 credits

Students learn how to integrate and apply knowledge on biological production systems in the tropics, tropical soils and agricultural economics to characterize production systems in the tropics and better understand constraints and options for natural resources management. Students will be exposed to field methods, diagnostic tools and a deeper understanding of the cultural and socio-economic context of Agricultural production systems in tropical regions.

TRAG215 Tropical Entomology

3 credits

This course will give students hands-on exposure to insect biodiversity, ecology, and behaviour in tropical Agricultural system. Students will gain experience in insect sampling and survey methods, insect identification to the family level, insect natural history, experimental design and data collection in a field setting, basic statistics, interpretation and evaluation of scientific literature, and scientific writing.

TRAG220 Tropical Ornamental and Orchard Crop Production

3 credits

This course is an introduction to the many facets of ornamental and orchard crop production in Jamaica and the Caribbean, including organization, history and nature of the industry; discussion of professional development and identification of career opportunities. It seeks to give students practical knowledge and skill sets to garner a fuller understanding of the field of study.

DEPARTMENT OF COMPUTER AND INFORMATION SCIENCES

Interim Chair: Damion Mitchell

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FACULTY

Melvin Narayana
Michael Reid
Halzen Smith
Keron Tooma
Ricardo Thompson
John Williams

ADJUNCT

Marlon Richards

INTRODUCTION

The programmes offered in this Department are designed to provide knowledge and experience in the pure and applied areas of computer science, information science and information technology. Beyond this, the Department seeks to imbue in its students' Christian values, moral soundness, and professional ethics. These, along with the theories and applications of logic programming and problem solving through practical applications will prepare students for service in all branches of science, business, and the humanities.

DEPARTMENT GOALS

The Department aims to:

- instil and exemplify Christ-like principles of order, honesty, integrity, respect and selfless service.
- prepare students for work in the multi-faceted areas of computer science, and computer information systems, and information technology.
- provide the foundation for advanced study.
- foster multi-cultural approach to teaching and learning experience.
- facilitate the development of pacesetters in technology locally and internationally.
- provide the community with courses that will introduce and enhance practical knowledge of computers.

SPECIFIC OBJECTIVES:

Students will be able to:

- analyze a problem, and identify and define the computing requirements appropriate to its solution;
- demonstrate effective team work through interpersonal, communication and presentation skills via participation in group projects;
- design, implement and evaluate a computer-based system, process, component or programme to meet desired needs;
- describe the professional, ethical, legal, security and social issues and responsibilities related to the field of computing;
- communicate effectively with a range of audiences;
- recognize the need for and the ability to engage in continuing professional development;

- write efficient and effective computer programmes in different programming paradigms using various programming languages such as, but not limited to, C++, C#, Java;
- identify and explain fundamental concepts and principles of an information system (people, procedures, data, hardware and software) and their impact on society as well as the future of technology;
- analyze the local and global impact of computing on individuals, organizations, and society;
- apply knowledge of computing and mathematics appropriate to the discipline;
- practice and apply strong analytical skills in order to assess and solve problems efficiently;
- use current techniques, skills, and tools necessary for computing practice;
- effectively design, develop, implement, test, document as well as review large software and web projects using the relevant tools available; and
- independently conduct research in the computer and information sciences domain.

PROGRAMMES OFFERED

Computer Science

- Bachelor of Science in Computer Science
(Concentrations available in Software Engineering, Information Security, and Data Communications and Networks)

Computer Information Systems

- Bachelor of Science in Computer Information Systems
(Concentrations available in Networking, Data Management, Information Security, Technology Management, and Digital Design)
- Minor in Computer Information Systems

Information Technology

- Bachelor of Science in Information Technology
- Associate of Science in Information Technology
- Diploma in Information Technology

The following competency certificates are available for students as well as non-NCU students:

CompTIA Certifications	Microsoft Certifications	TestOut Certifications	CIW
<ul style="list-style-type: none"> • A+ • Linux+ • Network+ • Project+ • Security+ 	<ul style="list-style-type: none"> • 70-410: Installing and Configuring Windows Server 2012 • 70-411: Administering Windows Server 2012 • 70-412: Configuring Advanced Windows Server 2012 Services • 70-740: Installation, Storage, and Compute with Windows Server 2016 	<ul style="list-style-type: none"> • Desktop Pro • PC Pro • Network Pro • Security Pro • Linux Pro • Routing Pro • Switching Pro 	<ul style="list-style-type: none"> • Internet Business Associate • Site Development Associate • Network Technology Associate • Advanced HTML5 and CSS3 Specialist • User Interface Designer • Database Design Specialist

MATRICULATION REQUIREMENTS

Stated programme durations are based on the presumption that students have met all matriculation requirements and are taking a full course load each semester.

Computer Information Systems / Information Technology

Students must have five (5) external passes including Mathematics, English, and Information Technology (CSEC General Proficiency grades I, II, or III; GCE at grades A, B, C) or equivalent, or satisfactory grades in SAT I and SAT II where applicable.

Computer Science

Students must have five (5) external passes including Mathematics, English, and Information Technology (CSEC grades I or II / GCE grade A or B), and a science subject preferably Physics (CSEC General Proficiency grades I, II or III; GCE at grades A, B, or C) or equivalent, or satisfactory grade in SAT I and SAT II where applicable. Integrated Science may not be used to satisfy the science requirement.

Diploma

Students must have at least three (3) external passes (CSEC General Proficiency grades I, II, or III; GCE at grades A, B, or C) or equivalent, or satisfactory grade in SAT I and SAT II where applicable.

All Degree Programmes

1. A 'C+' grade is the required pass mark for the course CPTR113: Introduction to Programming. However, a minimum grade of 'C' allows the student continued enrolment in the Department and subsequent resits.
2. Applicants who do not have a pass in Information Technology in CSEC or an equivalent pass from another external examination entity will be required to take CPTR112: Introduction to Computer Science.
3. For the Computer Science major, the science elective may **NOT** be BIOL189: Philosophy of Science or DIET120: Principles of Nutrition.
4. Students are permitted to take a maximum of 18 credits per semester according to course offerings. It is recommended that students seek approval from their academic adviser.

GRADUATION REQUIREMENTS

1. An overall GPA of 2.5, a minimum GPA of 2.5 in core classes.
2. At least a 'C+' grade for all core courses, elective concentrations and CPTR120 Computer Applications. Additionally, at least a 'C' grade for all other courses (e.g., cognate, general education, etc.).
3. All required external examination passes.
4. Complete at least 100 hours of Professional Advancement Credits (PAC) **
5. A passing score on the Language and Content Examination (Oral Exam.)

** *Bachelor's degrees only*

INTERNSHIPS

Internships provide the opportunity for upper level students to garner practical work experience in their field through temporary supervised positions in public or private organizations. This will provide enhanced learning through the application of skills acquired in a professional environment. All students are encouraged to participate in this programme.

PROFESSIONAL ADVANCEMENT CREDITS (PAC)

Students must accumulate a minimum of 100 PACs starting in their junior year. Each one-hour activity will be assigned five (5) PACs. Credits can be obtained through participation in relevant and approved seminars, workshops and conferences. Membership in approved professional organizations is awarded up to 10 PACs. Completion of at least 100 PACs is a requirement for the course CPTR401: Seminar in Computer and Information Sciences.

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Students are required to complete a minimum of 136 credits towards the Bachelor of Science degree in Computer Science as follows: 70 core, 21 cognates, and 45 General Education credits.

CORE REQUIREMENTS	70 Credits	Prerequisites
CPTR113 Introduction to Programming	3	
CPTR151 Principles of Programming I	3	CPTR113, MATH121
CPTR204 Website Design and Implementation	3	CPTR151
CPTR213 Fundamentals of Databases	3	CPTR120, CPTR151
CPTR235 Software Engineering	3	CPTR151
CPTR242 Principles of Programming II	3	CPTR151
CPTR252 Data Structures and Algorithms	3	CPTR151, MATH165
CPTR282 Computer Organization and Architecture	3	CPTR151, MATH165
CPTR293 Field Group Project	2	CPTR204, 213, 230/235, 252
CPTR300 Colloquium	1	CPTR230, 252, COMM251
CPTR304 Internet Authoring	3	CPTR204, 213, 230, 252
CPTR311 Discrete Structures in Computer Science	3	CPTR242, MATH165
CPTR313 Fundamentals of Information Security	3	CPTR252
CPTR315 Theories of Programming Languages	3	CPTR242, CPTR252
CPTR355 Algorithm Design and Analysis	3	CPTR252, CPTR311
CPTR365 Artificial Intelligence	3	CPTR252, CPTR311
CPTR375 Operating Systems	3	CPTR252
CPTR380 Data Telecommunications	3	CPTR252
CPTR401 Seminar in Computer Info. Science	1	CPTR300
CPTR415 Human Computer Interaction	3	CPTR300
CPTR450 Database Systems	3	CPTR213, 252, 300
CPTR489 CIS Project/Research Proposal Development	1	CPTR293, CPTR304
CPTR490 Advanced Project	2	CPTR293, 304, 489
300/400 Level Computer Electives	9	

Students may use their electives to form concentrations in areas related to Computer Science. Some of these areas are identified below. Normally a student will not take all of the courses listed for an area, but rather only those courses which best meet his/her educational objectives.

SOFTWARE ENGINEERING

- CPTR322 Mobile Application Development
- CPTR370 Expert Systems
- CPTR413 Cryptography
- CPTR430 Assembly Language Programming
- CPTR440 Enterprise Information Systems
- CPTR453 Computer Graphics

CPTR465 Advanced Application Development
 CPTR467 Compiler Design and Development
 CPTR470 Data Security

DATA COMMUNICATIONS AND NETWORKS

CPTR363 Information Security Policy and Auditing
 CPTR421 Systems Administration and Engineering
 CPTR425 Network Design and Implementation
 CPTR460 Distributed Systems
 CPTR470 Data Security
 CPTR483 Security Vulnerabilities and Attack Prevention

INFORMATION SECURITY

CPTR363 Information Security Policy and Auditing
 CPTR413 Cryptography
 CPTR421 Systems Administration and Engineering
 CPTR470 Data Security
 CPTR483 Security Vulnerabilities and Attack Prevention

REQUIRED COGNATES

	21 CREDITS	Prerequisites
MATH165 Pre-Calculus I	4	MATH121
MATH166 Pre-Calculus II	4	MATH165
MATH271 Calculus I (171)	4	MATH166
MATH278 Linear Algebra	3	MATH165
MATH305 Probability and Statistics	3	MATH165
MGMT252 Principles of Management	3	

Science Requirement for Computer Science Programmes:
The following courses may be used to satisfy the science requirement:

BIOL155 Foundations of Biology I
 PHYS151 General Physics I

Other potential courses are subject to approval

GENERAL EDUCATION REQUIREMENTS

MINIMUM 45 CREDITS

Please account for the minimum forty-five (45) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

Students pursuing the Bachelor of Science in Computer Science **must** successfully complete the following courses as part of their General Education requirements:

- CPTR120: Computer Applications (*Foundation Studies*)
- MATH121: College Algebra (*Foundation Studies*)
- PSYC119: Principles of Psychology (*Humanities*)
- CPTR123: Computer Ethics (*Moral Development*)

RECOMMENDED SEQUENCE BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year-Freshman (0-32 credits)	CPTR113: Intro to Programming	3	CPTR123: Computer Ethics	3
	CPTR120: Computer Applications	3	CPTR151: Programming I	3
	EDUC100: Freshman Seminar	~	ENGL120: Freshman Comp. II	3
	EDUC151: Fund. of Christian Educ.	3	MATH165: Pre-Calculus I	4
	ENGL119: Freshman Composition I	3	RELB113: God and Human Life	3
	MATH121: College Algebra	3		
	PSYC119: Principles of Psychology	3		
	TOTAL CREDITS:	18	TOTAL CREDITS:	16
2 nd Year-Sophomore (33-64 credits)	CPTR204: Website Design & Impl.	3	COMM251: Oral Communication	3
	CPTR213: Fund. of Databases	3	CPTR252: Data Structures & Algorithms	3
	CPTR235: Software Engineering	3	CPTR282: Computer Org. & Arc.	4
	CPTR242: Programming II	3	MATH271 (171): Calculus I	3
	MATH166: Pre-Calculus II	4	MGMT252: Principles of Management	3
			Personal Development Requirement	2
	TOTAL CREDITS:	16	TOTAL CREDITS:	18
3 rd Year-Junior (65-96 credits)	CPTR293: Field Group Project	2	CPTR304: Internet Authoring	3
	CPTR300: Colloquium	1	CPTR355: Alg. Analysis & Design	3
	CPTR311: Discrete Str. in Comp Science	3	CPTR365: Artificial Intelligence	3
	CPTR313: Fund. of Info Security	3	CPTR375: Operating Systems	3
	CPTR315: Theories of Prog. Lang.	3	CPTR380: Data Telecommunications	3
	MATH278: Linear Algebra	3	Modern Language Requirement	3
	RELB210: Daniel and Revelation	3	TOTAL CREDITS:	18
	TOTAL CREDITS:	18		
4 th Year-Senior (Over 96 credits)	CPTR415: Human Comp Interaction	3	CPTR401: Seminar in CIS	1
	CPTR489: CIS Project/Research Proposal	1	CPTR450: Database Systems	3
	300/400 Level Computer Electives	3	CPTR490: Advanced Project	2
	300/400 Level Computer Electives	3	300/400 Level Computer Electives	3
	MATH305: Probability & Statistics	3	BIOL/CHEM/PHYS Science Req.	4
	RELB205(305) : Life & Teach. of Christ	3	RELT451 Christian Ethics & Moral Development	3
	TOTAL CREDITS:	16	LACE499 Language & Content Exam.	N/C
			TOTAL CREDITS:	16

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

Students are required to complete a minimum of 133 credits towards the Bachelor of Science degree in Computer Information Systems as follows: 70 core, 12 electives, 7 cognates, and the required General Education credits.

CORE REQUIREMENTS

70 Credits Prerequisites

CPTR113	Introduction to Programming	3	
CPTR151	Principles of Programming I	3	CPTR113, MATH121
CPTR204	Website Design and Implementation	3	CPTR151
CPTR213	Fundamentals of Databases	3	CPTR120, CPTR151
CPTR230	Systems Analysis and Design	3	CPTR151
OR			
CPTR235	Software Engineering		
CPTR240	Upgrade and Repair of PC	3	CPTR151, MATH121
CPTR242	Principles of Programming II		
OR			
CPTR262	Visual Programming		
CPTR252	Data Structures and Algorithms	3	CPTR151, MATH165
CPTR282	Computer Organization and Architecture	3	CPTR151, MATH165
CPTR293	Field Group Project	2	CPTR204, 213, 230/235, 252
CPTR300	Colloquium	1	CPTR230, 252, COMM251
CPTR303	IT Training and Support	3	CPTR120, 230, 240, COMM251
CPTR304	Internet Authoring	3	CPTR204, 213, 230, 252
CPTR326	Foundations of Information Systems	3	MGMT252, CPTR120, CPTR230
CPTR356	IT Project Management	3	CPTR230
CPTR375	Operating Systems	3	CPTR252
CPTR380	Data Telecommunications	3	CPTR252
CPTR401	Seminar in Computer Information Science	1	CPTR300
CPTR489	CIS Project/Research Proposal Development	1	CPTR293, CPTR304
CPTR490	Advanced Project	2	CPTR489

Business Core Requirements

ACCT102	Accounting Fundamentals	3	
ACCT103	Financial Accounting	3	ACCT102
MGMT252	Principles of Management	3	
ECON216	Microeconomics		
OR			
ECON217	Macroeconomics	3	
MKTG311	Principles of Marketing	3	MGMT252
MGMT452	Organizational Behaviour	3	MGMT252, PSYC119

COGNATES

7 Credits

MATH165	Pre-Calculus I	4	MATH121
MATH305	Probability and Statistics	3	MATH165

**RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year-Freshman (0-32 credits)	CPTR113: Intro to Programming	3	CPTR151: Programming I	3
	CPTR120: Computer Applications	3	CPTR123: Computer Ethics	3
	EDUC100: Freshman Seminar	~	ENGL120: Freshman Comp II	3
	EDUC151: Fund of Christian Education	3	MATH165: Pre-Calculus I	4
	ENGL119: Freshman Composition I	3	RELB113: God and Human Life	3
	MATH121: College Algebra	3		
	TOTAL CREDITS:	15	TOTAL CREDITS:	16
2 nd Year-Sophomore (32-63 credits)	COMM251: Oral Communication	3	ACCT102: Accounting Fundamentals	3
	CPTR204: Website Design & Impl.	3	CPTR240: Upgrade and Repair of a PC	3
	CPTR213: Fund of Databases	3	CPTR252: Data Structs & Algorithms	3
	CPTR230: Systems Analysis & Design <i>or</i>		CPTR282: Comp Org & Architecture	3
	CPTR235: Software Engineering	3	MGMT252: Principles of Management	3
	CPTR242: Programming II <i>or</i>		Modern Language Requirement	3
	CPTR262: Visual Programming	3		
PSYC119: Principles of Psychology	3			
TOTAL CREDITS:	18	TOTAL CREDITS:	18	
3 rd Year-Junior (64-95 credits)	ACCT103: Financial Accounting	3	CPTR304: Internet Authoring	3
	CPTR293: Field Group Project	2	CPTR356: IT Project Management	3
	CPTR303: IT Training & Support	3	CPTR375: Operating Systems	3
	CPTR300: Colloquium	1	CPTR380: Data Telecommunications	3
	CPTR326: Foundations of Info. Systems	3	Elective 2	3
	Elective 1	3	RELB305: Life & Teaching of Christ	3
	RELB210: Daniel and Revelation	3	TOTAL CREDITS:	18
TOTAL CREDITS:	15			
4 th Year-Senior (Over 95 credits)	CPTR489: CIS Project/Research Proposal	1	CPTR401: Seminar in CIS	1
	ECON216: Microeconomics <i>or</i>		CPTR490: Advanced Project	2
	ECON217: Macroeconomics	3	MATH305: Probability & Statistics	3
	MGMT452: Organizational Behaviour	3	Science & Environmental Awareness	3
	MKTG311: Principles of Marketing	3	Personal Development Requirement	2
	Elective 3	3	Elective 4	3
	RELT451 Christian Ethics & Moral Development	3	<i>Language & Content Examination</i>	N/C
TOTAL CREDITS:	16	TOTAL CREDITS:	16	

MINOR IN COMPUTER INFORMATION SYSTEMS

REQUIRED COURSES

	18 Credits	Prerequisites
CPTR113 Introduction to Programming	3	
CPTR151 Principles of Programming I	3	CPTR113, MATH121
CPTR204 Website Design & Implementation	3	CPTR151
CPTR213 Fundamentals of Databases	3	CPTR120, CPTR151
CPTR230 Systems Analysis & Design	3	CPTR151
CPTR240 Upgrade & Repair of a PC	3	CPTR151, MATH121

Chooses two courses from the following

	6 Credits	
CPTR242 Principles of Programming II	3	CPTR151
OR		
CPTR262 Visual Programming	3	CPTR151
CPTR252 Data Structures & Algorithms	3	CPTR151, MATH165
CPTR303 IT Training & Support	3	CPTR120, 230, 240, COMM251
CPTR304 Internet Authoring	3	CPTR204, 213, 230, 252
CPTR326 Foundations of Information Systems	3	MGMT252, CPTR120, CPTR230
CPTR313 Fundamentals of Security Technologies	3	CPTR252

TOTAL CREDITS

24 Credits

Students pursuing the Minor in Computer Information Systems **must** successfully complete the following courses in addition to the ones stated above:

- CPTR120: Computer Applications (*Foundation Studies*)
- MATH121: College Algebra (*Foundation Studies*)
- MATH165: Pre-Calculus I

Students who wish to advance from a Minor to an Associate degree in Computer Information Systems, must complete 16 additional 200-400 level computer (CPTR) credits not listed under the minor.

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Students are required to complete a minimum of 130 credits towards the Bachelor of Science degree in Information Technology as follows: 61 core, 12 electives, 13 cognates, and the required General Education credits.

CORE REQUIREMENTS

61 Credits Prerequisites

CPTR113	Introduction to Programming	3	
CPTR151	Principles of Programming I	3	CPTR113, MATH121
CPTR204	Website Design and Implementation	3	CPTR151
CPTR213	Fundamentals of Databases	3	CPTR120, CPTR151
CPTR230	Systems Analysis and Design	3	CPTR151
CPTR242	Principles of Programming II		CPTR151
OR			
CPTR262	Visual Programming	3	CPTR151
CPTR240	Upgrade and Repair of a PC	3	CPTR151, MATH121
CPTR252	Data Structures and Algorithms	3	CPTR151, MATH165
CPTR282	Computer Organization and Architecture	3	CPTR151, MATH165
CPTR293	Field Group Project	2	CPTR204, 213, 230/235, 252
CPTR300	Colloquium	1	CPTR230, 252, COMM251
CPTR303	IT Training and Support	3	CPTR120, 230, 240, COMM251
CPTR304	Internet Authoring	3	CPTR204,213,230,252
CPTR313	Fundamentals of Security Technologies	3	CPTR252
CPTR356	IT Project Management	3	CPTR230
CPTR375	Operating Systems	3	CPTR252
CPTR380	Data Telecommunications	3	CPTR252
CPTR425	Network Design and Implementation	3	CPTR375, CPTR380
CPTR401	Seminar in Computer Information Science	1	CPTR300
CPTR421	Systems Administration and Engineering I	3	CPTR375, CPTR380
CPTR422	Systems Administration and Engineering II	3	CPTR421
CPTR458	Cloud Computing	3	CPTR213, CPTR375, CPTR380
CPTR489	CIS Project/Research Proposal Development	1	CPTR293, CPTR304
CPTR490	CIS Advanced Project	2	CPTR489

COGNATES

13 Credits

MATH165	Pre-Calculus I	4	MATH121
MATH305	Probability and Statistics	3	MATH165
MGMT252	Principles of Management	3	
MGMT297	Introduction to Entrepreneurship	3	

ELECTIVES

9 Credits

Any other 300/400 level computer information systems courses may be used to satisfy these electives subject to the approval of the academic advisor or department chair.

GENERAL EDUCATION REQUIREMENTS

44-45 CREDITS

Please account for the minimum forty-four (44) General Education credits as stipulated in the *Bulletin*. Should any of the recommended courses be required for the core, cognate or elective for the degree being pursued, additional courses must be taken (by advisement) to complete the minimum requirements for the Bachelor's degree.

Students pursuing the Bachelor of Science in Information Technology **must** successfully complete the following courses as part of their General Education requirements:

- CPTR120: Computer Applications (*Foundation Studies*)

- MATH121: College Algebra (*Foundation Studies*)
- PSYC119: Principles of Psychology (*Humanities*)
- CPTR123: Computer Ethics (*Moral Development*)

RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year-Freshman (0-32 credits)	CPTR113: Intro to Programming CPTR120: Computer Applications EDUC100: Freshman Seminar EDUC151: Fund of Christian Education ENGL119: Freshman Composition I MATH121: College Algebra TOTAL CREDITS:	3 3 ~ 3 3 3 15	CPTR123: Computer Ethics CPTR151: Programming I ENGL120: Freshman Comp II MATH165: Pre-Calculus I RELB113: God and Human Life TOTAL CREDITS:	3 3 3 4 3 16
2 nd Year-Sophomore (32-63 credits)	CPTR204: Web Design & Impl. CPTR213: Fund of Databases CPTR230: System Analysis & Design CPTR240: Upgrade & Repair of a PC CPTR242: Programming II <i>or</i> CPTR262: Visual Programming PSYC119: Principles of Psychology TOTAL CREDITS:	3 3 3 3 3 3 18	COMM251: Oral Communication CPTR252: Data Structs & Algorithms CPTR282: Comp Org & Architecture MGMT252: Principles of Management RELB210: Daniel and Revelation Personal Development Requirement TOTAL CREDITS:	3 3 3 3 3 2 17
3 rd Year-Junior (64-95 credits)	CPTR293: Field Group Project CPTR300: Colloquium CPTR303: IT Training & Support CPTR313: Fundamentals of Info Security CPTR380: Data Telecommunications RELB210 Daniel and Revelation <i>Elective 1</i> TOTAL CREDITS:	2 1 3 3 3 3 3 18	CPTR304: Internet Authoring CPTR356: IT Project Management CPTR375: Operating Systems MGMT297 Intro. to Entrepreneurship Modern Language Requirement RELB205(305) Life & Teachings of Christ TOTAL CREDITS:	3 3 3 3 3 3 18
4 th Year-Senior (Over 95 credits)	CPTR421: System Administration I CPTR425: Network Design & Imple. CPTR489: CIS Project/Research Proposal MATH305: Probability & Statistics CPTR458: Cloud Computing <i>Elective 2</i> TOTAL CREDITS:	3 3 1 3 3 3 16	CPTR401: Seminar in CIS CPTR422: Systems Administration II CPTR490: Advanced Project RELT451 Christian Ethics & Moral Development Science & Environmental Awareness <i>Elective 3</i> CPTRLACE499 Language & Content Exam TOTAL CREDITS:	1 3 2 3 3 3 N/C 15

ASSOCIATE OF SCIENCE IN INFORMATION TECHNOLOGY

Students are required to complete a minimum of 68 credits towards the Associate of Science degree in Information Technology as follows: 32 core, 7 cognates, and the recommended General Education credits.

CORE REQUIREMENTS

32 Credits Prerequisites

CPTR113	Introduction to Programming	3	
CPTR151	Principles of Programming I	3	CPTR113, MATH121
CPTR204	Website Design and Implementation	3	CPTR151
CPTR213	Fundamentals of Databases	3	CPTR120, 151
CPTR230	Systems Analysis and Design	3	CPTR151
CPTR240	Upgrade and Repair of a PC	3	CPTR151, MATH121
CPTR242	Principles of Programming II OR		CPTR151
CPTR262	Visual Programming	3	CPTR151
CPTR252	Data Structures and Algorithms	3	CPTR151, MATH165
CPTR282	Computer Organization and Architecture	3	CPTR151, MATH165
CPTR293	Field Group Project	2	CPTR204, 213, 230/235, 252
CPTR303	IT Training and Support	3	CPTR120, 230, 240, COMM251

COGNATES

7 Credits

MATH121	College Algebra	3	
MATH165	Pre-Calculus I	4	MATH121

GENERAL EDUCATION

29-30 CREDITS

Please account for the minimum twenty-nine (29) General Education credits as stipulated in the *Bulletin*. Should any of the recommended courses be required for the, cognate or elective for the degree being pursued, additional courses must be taken (by advisement) to complete the minimum requirements for the associate degree. **It is therefore your personal responsibility to manage your programme in this regard.**

Students pursuing the Associate of Science in Information Technology **must** successfully complete the following courses as part of their General Education requirements:

- CPTR120: Computer Applications (*Foundation Studies*)
- CPTR123: Computer Ethics (*Moral Development*)



**RECOMMENDED SEQUENCE
ASSOCIATE OF SCIENCE IN INFORMATION TECHNOLOGY**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year-Freshman (0-32 credits)	CPTR113: Intro to Programming	3	CPTR123: Computer Ethics	3
	CPTR120: Computer Applications	3	CPTR151: Programming I	3
	EDUC100: Freshman Seminar	~	ENGL120: Freshman Comp II	3
	EDUC151: Fund of Christian Edu.	3	MATH165: Pre-Calculus I	4
	ENGL119: Freshman Composition I	3	RELB113: God and Human Life	3
	MATH121: College Algebra	3		
	TOTAL CREDITS:	15	TOTAL CREDITS:	16
2 nd Year-Sophomore (32-64 credits)	CPTR204: Web Design	3	CPTR252: Data Structs. & Algorithms	3
	CPTR213: Fund of Databases	3	CPTR282: Comp Org & Architecture	3
	CPTR230: Systems Analysis & Design	3	CPTR293: Field Group Project	2
	CPTR242: Programming II OR	3	CPTR303: IT Training & Support	3
	CPTR262: Visual Programming		Spiritual Development	2
	CPTR240: Upgrade & Repair of a PC	3	Personal Development Requirement	2
	COMM251: Oral Communication	3	PSYC119: Principles of Psychology	3
	TOTAL CREDITS:	18	TOTAL CREDITS:	18

DIPLOMA IN INFORMATION TECHNOLOGY

Students will complete six (6) courses to earn the diploma. Each course includes and covers the requirements for industry certifications.

Module	Course	Certification Content
1	CPTR120: Computer Applications	TestOut Desktop Pro Plus Microsoft Office Specialist
2	CPTR240: PC Upgrade & Repair	TestOut PC Pro CompTIA A+
3	CPTR425: Network Design and Implementation	TestOut Network Pro CompTIA Network+
4	CPTR313: Fundamentals of Security Technologies	TestOut Security Pro CompTIA Security+
5	CPTR421: Systems Administration I	TestOut Server Pro 2016: Install and Storage
6	CPTR422: Systems Administration II	TestOut Linux Pro CompTIA Linux+

DESCRIPTION OF COURSES

CPTR112 Introduction to Computer Science

3 Credits

This course serves as an introduction to computers with attention to computing concepts, practical applications of technology theory, and emphasis on the historical and societal impacts of technological innovations. Topics feature integrated coverage of management information systems, networking, e-mail, and the Internet. The course is applicable to computer concepts for personal or business use.

CPTR113 Introduction to Programming

3 Credits

Introduction to the concepts of problem-solving and computer programming. Topics include the programme development life cycle, developing algorithms (using flow charts and pseudocode), control structures, top-down development and modular design, functions, strings, arrays and structures. An introduction to procedural programming using a modern programming language. The structure and operation of a computer are also discussed. **Co-requisite: MATH121 College Algebra**

CPTR120 Computer Applications

3 Credits

Business oriented introduction to electronic spreadsheets, relational databases, and computer aided presentations. In depth study of electronic spreadsheets with emphasis on creating, modifying, formatting and printing spreadsheets with calculated cells and mathematical formulas. Introduction to relational databases including creating, modifying, sorting, searching and creating reports. Includes advanced word processing techniques and introduces the basics of computer aided presentations.

CPTR123 Computer Ethics

3 Credits

This course encourages students to think about current ethical implications in the context of computing. Topics include social implications of computing, professional and ethical responsibilities, risk and liabilities of computer based systems, privacy and civil liabilities, intellectual property and computer crimes.

CPTR151 Principles of Programming I

3 Credits

This course builds on CPTR113: Introduction to Programming and provides in-depth coverage of C++, with an emphasis on object-oriented programming. Topics include: multi-dimensional arrays; sorting and searching techniques; data abstraction and information hiding; pointer and reference variables; recursion; file processing techniques; classes, inheritance and polymorphism; memory management and exception handling. **Prerequisites: CPTR113 Introduction to Programming, MATH121 College Algebra**

CPTR204 Website Design and Implementation

3 Credits

This course teaches the essentials of HTML5, Cascading Style Sheets (CSS) and JavaScript. Students create Web pages using HTML5 structure elements, embed video and audio, and develop cross-browser user-input forms. CSS3 is used to position and format content, and to create effects such as transformations, transitions and animation. Students also learn basic JavaScript coding, and use HTML5 APIs to extend the functionality of Web pages with modern features such as geolocation, drag-and-drop, canvas and offline Web applications. In addition, techniques for code validation and testing, form creation, inline form field validation, and mobile design for browsers and apps, including Responsive Web Design (RWD) are taught. **Prerequisite: CPTR151 Principles of Programming I**

CPTR213 Fundamentals of Databases**3 Credits**

This is an introductory course dealing with database structures and design. It is structured to familiarize students with database theories that facilitate the understanding of how databases work. Students learn the differences between database analysis and design and how the two concepts work together. Eventually, they learn how to design an efficient database, then take that design and implement it. **Prerequisites:** CPTR120 Computer Applications, CPTR151 Principles of Programming I

CPTR230 Systems Analysis and Design**3 Credits**

A methodical approach to developing computer systems. Includes system planning, analysis, feasibility study, design, testing, implementation and software maintenance. Group project is mandatory. **Prerequisite:** CPTR151 Principles of Programming I. **Recommend that this be taken with CPTR213 Fundamentals of Databases**

CPTR235 Software Engineering**3 Credits**

This is an introductory course in software engineering, addressing the software development process. Topics include software process modelling, requirements gathering and documentation, software architecture design and analysis, detailed design and programming, graphical user interface (GUI) design and prototyping, software quality assessment, software testing, software maintenance and evolution management, personal and team-based development. **Prerequisite:** CPTR151 Principles of Programming I. **Recommend that this be taken with CPTR213 Fundamentals of Databases**

CPTR240 Upgrade and Repair of PCs**3 Credits**

This course provides a fundamental understanding of computer technology, networking, and security. Students gain the necessary skills to identify hardware, peripheral, networking, and security components. The successful student understands the basic functionality of the operating system and basic troubleshooting methodology, practice proper safety procedures, and effectively interact with customers and peers. The objectives of the CompTIA A+ and TestOut PC Pro certifications are covered. **Prerequisites:** CPTR151 Principles of Programming I, MATH121 College Algebra

CPTR242(152) Principles of Programming II**3 Credits**

This course extends programming skills through the introduction of an alternative programming language such as Java. Topics include but are not limited to an overview of Java syntax, control structures, methods, I/O, strings, arrays, recursion, exception handling, abstract data types and object-oriented programming. Students are also exposed to graphical user interfaces and applets using the javax.swing package. **Prerequisites:** CPTR151 Principles of Programming I, MATH121 College Algebra

CPTR252 (250) Data Structures and Algorithms**3 Credits**

Continuation of CPTR151: Principles of Programming I, with an emphasis on the definition and use of data structures. Topics covered include but are not limited to: algorithm analysis, abstract data types, linked lists and pointers, stacks and queues, recursion, binary trees, general trees, hashing techniques, graphs, advanced sorting and searching methods. **Prerequisites:** CPTR151 Principles of Programming I, MATH165 Pre-Calculus I

CPTR262 Visual Programming**3 Credits**

This course is a study of the theory and application of developing dynamic desktop and web based applications using the .NET Framework and C#. Students get the opportunity to use the

.NET platform to develop, deploy and support distributed applications. This course examines the architecture of the C# IDE and ADO.NET. Students are able to build applications by using component-based programming techniques, in the .NET environment using C# and ADO framework. Using ASP.NET, students focus on server-side processing to augment web page interactivity, especially through connecting to back-end databases. **Prerequisites: CPTR120 Computer Applications, CPTR151 Principles of Programming I, MATH121 College Algebra**

CPTR282 (202) Computer Organization and Architecture 3 Credits

Further study for the computer science student, covering internal data representation, number base conversion, Boolean algebra, computer operating systems and architecture, with an introduction to assembly language. **Prerequisites: CPTR151 Principles of Programming I, MATH165 Pre-Calculus I**

CPTR293 Field Group Project 2 Credits

A continuation and application of theories taught in Systems Analysis. The course provides students with experience in designing, coding and testing a significant software application utilizing any of the taught programming languages or one recommended by the instructor. Students are also introduced to project management and software design tools. At the end of the course each group presents a complete software package and makes an oral presentation to a general forum. **Prerequisites: CPTR204 Website Design and Implementation, CPTR213 Fundamentals of Databases, CPTR230 Systems Analysis & Design or CPTR235 Software Engineering, CPTR252 Data Structures and Algorithms.**

CPTR300 Colloquium 1 Credit

Students are exposed to the reading and analysis of technical literature and are familiarized with practices employed in the preparation and presentation of technology related publications. This includes a discussion of proper research and documentation techniques. This is a pre-cursor to CPTR401 Seminar in Computer Information Science. **Prerequisites: COMM251 Oral Communication, CPTR230 Systems Analysis & Design or CPTR235 Software Engineering, CPTR252 Data Structures & Algorithms**

CPTR303 IT Training and Support 3 Credits

This course examines the contemporary theories, media and practices that empower IT professionals to provide effective and consistent training and support to users at different levels of proficiency. Topics include assessing training needs, developing training plans and training manuals, training and delivery methods, use of technology for training delivery, and assessment of training success, onsite and remote troubleshooting procedures, IT support policy and procedures, IT forms and records, and planning for change, etc. **Prerequisites: COMM251 Oral Communication, CPTR120 Computer Applications, CPTR230 Systems Analysis & Design, CPTR240 Upgrade & Repair of PC**

CPTR304 Internet Authoring 3 Credits

This course introduces Internet technologies and webpage development concepts. This is a programming intensive course that introduces several programming languages used in the development of data-driven websites. The main goal is to provide students with the knowledge required to develop fully functional database driven web sites. New technologies introduced as appropriate. **Prerequisites: CPTR204 Website Design & Implementation, CPTR213 Fundamentals of Databases, CPTR230 Systems Analysis & Design or CPTR235 Software Engineering, CPTR252 Data Structures & Algorithms**

CPTR311 Discrete Structures in Computer Science**3 Credits**

Introduction to discrete mathematical structures and their applications to computer science. Topics include logic, mathematical reasoning, set theory, recursion, functions and relations and graph theory. **Prerequisites:** CPTR242 Principles of Programming II or CPTR262 Visual Programming, MATH165 Pre-Calculus I

CPTR313 Fundamentals of Security Technologies**3 Credits**

This course introduces the basic principles of computer security, focusing on system elements. Among the topics covered are access control and integrity, system analysis, intrusion detection and prevention systems, policy formation and enforcement, and legal, ethical, and professional issues in information security. Basic concepts on various cipher systems are presented. Students cover requirements for the CompTIA Security+ and TestOut Security Pro certifications. **Prerequisite:** CPTR252 Data Structures & Algorithms

CPTR315 Theories of Programming Languages**3 Credits**

This course examines the nature, background and structure of programming languages in general. Language runtime systems, specification of syntax and semantics are discussed. This leads to an enhancement of language choice when developing software. **Prerequisites:** CPTR242 Principles of Programming II, CPTR252 Data Structures & Algorithms

CPTR317 Digital Graphic Design**3 Credits**

This course provides students with a practical introduction to digital graphic design which includes principles such as typography, colour schemes, and imagery. Through a series of projects, students will experience the planning, conceptualization, and creation of digital images. Basic design practices are covered and students are familiarized with modern graphic design technologies. **Prerequisites:** ARTS101 Intro. to Art, CPTR151 Principles of Program. I

CPTR322 Mobile Application Development**3 Credits**

This project-oriented course examines the principles of mobile application design and development. Students learn application development on a mobile platform. Topics include memory management, user interface design, data persistence, messaging and networking techniques and publishing applications. Students are expected to work on a project that produces a professional-quality mobile application. Coursework includes project conception, design, implementation, and pilot testing of mobile phone software applications. **Prerequisites:** CPTR204 Website Design & Implementation, CPTR242 Principles of Programming II, CPTR252 Data Structures & Algorithms, CPTR293 Field Group Project

CPTR326 Foundations of Information Systems**3 Credits**

This course explores contemporary information systems (IS) and its role within an organization. It seeks to provide a fundamental understanding of the impact of information technology on decision making and key organization rules. It discusses how information systems and technology act as an enabler for businesses to operate differently and more efficiently, and introduces systems theory, process improvement and the development of information systems. **Prerequisites:** CPTR120 Computer Applications, CPTR230 Systems Analysis, MGMT252 Principles of Management

CPTR355 Algorithm Analysis and Design

3 Credits

Introduces formal techniques to support the design and analysis of algorithms, focusing on both the underlying mathematical theory and practical considerations of efficiency. Topics include asymptotic complexity bounds, techniques of analysis, algorithmic strategies, and an introduction to automata theory and its language to language translation. **Prerequisites: CPTR252 Data Structures & Algorithms, CPTR311 Discrete Structures in Computer Science**

CPTR356 IT Project Management

3 Credits

The concepts and use of project management tools, techniques and methodologies are becoming all pervasive. This course addresses project management in the context of IT projects, including software projects. Using the framework of project life cycle, the course covers various aspects pertaining to (i) project initiation, (ii) project planning and scheduling, (iii) project monitoring and control, and (iv) project termination. For planning and scheduling of projects, the use of project network and estimation of time and cost are covered in detail. Scheduling of projects with resource limitations is covered next. **Prerequisite: CPTR230 Systems Analysis or CPTR235 Software Engineering**

CPTR363 Information Security Policy and Auditing

3 Credits

This course covers the development and need for information security policies and the principles and practices related to the secure operation of existing information technology. It also covers legal issues and legislation that impact the design, implementation, and administration of secure infrastructures. **Prerequisite: CPTR313 Fundamentals of Information Security**

CPTR365 Artificial Intelligence

3 Credits

Artificial Intelligence (AI) is the area of computer science focusing on creating computer systems that can engage in behaviours that humans consider intelligent. This course introduces methods for the analysis, design and applications of intelligent agents. Basic methods of expressing knowledge in forms suitable for computer systems and methods for deriving consequences by automated reasoning are addressed. **Prerequisites: CPTR252 Data Structures & Algorithms, CPTR311 Discrete Structures in Computer Science**

CPTR366: Fundamentals of Robotics

3 Credits

This course introduces students to the field of Robotics, and covers a variety of multidisciplinary topics necessary to understand the fundamentals of designing, building, and programming robots. Students are required to gradually complete the design and construction of a robot, not limited to the Vex Robotic System Kit. The course is organized as a series of lectures and laboratory work. Topics include: an overview of the history and current developments in the field of robotics, basic electronics and electrical concepts, fundamentals of kinematics, dynamics and control of robot manipulators, robotic vision and sensing, elementary principles on proximity, force sensing, vision sensors, motion detection, and the application of programming concepts in robotics platforms. **Prerequisites: CPTR113: Introduction to Programming, CPTR151: Principles of Programming I, MATH165: Pre-Cal. I**

CPTR370 Expert Systems

3 Credits

This course introduces students to expert systems in general and rule-based systems specifically. Students also learn advanced programming techniques which include topics of inexact reasoning, and intelligent database management methods. They learn how to develop a community of expert systems, which cooperate over a blackboard structure, and they build a

rule-based expert system to address a real-world problem. **Prerequisites:** CPTR252 Data Structures & Algorithms, CPTR311 Discrete Structures in Computer Science

CPTR375 (410) Operating Systems**3 Credits**

Concepts and issues in the design of operating systems including file management, scheduling, memory management, resource management, protection and security. **Prerequisites:** CPTR252 Data Structures & Algorithms, CPTR282 Computer Organization & Architecture

CPTR377 Animation Fundamentals**3 Credits**

This course introduces the principles of animation using relevant industry technologies. Students gain practical exposure to various animation concepts and techniques that may include basic movement, rotoscoping, and timing. This is a project-based course that requires students to create an animation using the techniques covered in the course. **Prerequisite:** CPTR317 Digital Graphic Design

CPTR380 Data Telecommunications**3 Credits**

Fundamental concepts, principles, methods, and standards in electronic data communication. Focus is "computer to computer", as well as "computer to work station" communication. **Prerequisite:** CPTR252 Data Structures & Algorithms

CPTR382 Topics in Computer Information Science**3 Credits**

An open course designed to introduce a selected topic of interest in Computer Science or Information Systems. Sample topics for selection: networking, operating systems, web languages, computer applications etc. **Prerequisite:** Depends on the topic and level; however, CPTR252 Data Structures is expected

CPTR401 Seminar in Computer Information Science**1 Credit**

Analysis, integration, synthesis and evaluation of combined core content. Current trends and standards in Information Science/Technology. At the end of the course, each student is required to prepare and present a significant research paper. **This course is open to seniors only. Prerequisite:** CPTR300 Colloquium

CPTR404 Electronic Commerce**3 Credits**

Presents concepts and skills for the strategic use of e-commerce and related information technology from three perspectives: business to consumers, business-to-business, and intra-organizational. Examination of e-commerce in altering the structure of entire industries, and how it affects business processes including electronic transactions, supply chains, decision making and organizational performance. **Prerequisite:** CPTR304 Internet Authoring

CPTR413 Cryptography**3 Credits**

This course introduces the principles of number theory and how they are applied to cryptographic algorithms. Topics examined are: several classic ciphers, modern cryptographic methods, symmetric encryption, public key cryptography, hash functions, key management, digital signatures, certificates, electronic mail security, steganography, and recent developments affecting security and privacy on the Internet. The focus is on how cryptography and its application can maintain privacy and security in computer networks. **Prerequisites:** CPTR313 Fundamentals of Information Security, CPTR355 Algorithm Analysis & Design

CPTR415 Human Computer Interaction

3 Credits

A comprehensive study of the principles and techniques of human-computer interaction. Topics include foundations, human-centered software development and evaluation, graphical interface design and programming, multimedia systems, collaboration and communication.

Prerequisites: CPTR252 Data Structures & Algorithms, CPTR300 Colloquium

CPTR421 Systems Administration and Engineering I

3 Credits

The course presents a practical approach to systems administration. Students gain practical exposure to challenging administrative subjects such as mail, kernel building, DNS configuration, user authorization, access control audit, firewalls, benchmarking and system performance. **Prerequisites:** CPTR375 Operating Systems, CPTR380 Data Telecommunications

CPTR422 Systems Administration and Engineering II

3 Credits

The course presents a practical approach to systems administration in a Unix/Linux environment. Students gain practical exposure to GNU and Unix commands, Linux file systems, scripting, data management, essential services and security, among other things.

Prerequisites: CPTR375 Operating Systems, CPTR380 Data Telecommunications

CPTR425(385) Network Design and Implementation

3 Credits

This course is an introduction to the design, maintenance, and configuration of basic networks. Course sections cover local area networks, their topologies and functions. It provides a general understanding of the basic LAN protocols and covers utilization of application software using a local area network to share resources among network members, transferring files between users, set-up and administration of a network, identification of hardware and software needs. The objectives required to earn the CompTIA Network+ and TestOut Network Pro certifications are covered. **Prerequisites:** CPTR375 Operating Systems, CPTR380 Data Telecommunications

CPTR430 Assembly Language Programming

3 Credits

Advanced study of computer architecture, machine language, and microcomputer assembly language. Emphasizes writing and debugging assembly language programmes. Offered on demand. **Prerequisites:** CPTR252 Data Structure & Algorithms, CPTR282 Computer Organization & Architecture

CPTR440 Enterprise Information Systems

3 Credits

Focuses on enterprise-level information systems, technologies, and infrastructures that are emerging as the first generation 21st century application integration design strategies and tools. Included are managing Web-based client/server and distributed environments, evaluation of vendor strategies, legacy system migration issues, performance, interoperability, scalability, security concerns, service-oriented application integration, mobile devices, business process integration, and emerging standards. Cases of enterprise systems and architectures are analyzed. **Prerequisite:** CPTR326 Foundations of Information Systems

CPTR450 Database Systems

3 Credits

Advanced study of database systems and administration. Includes data warehousing techniques as well as relational database design, setup, manipulation, and use. Other issues such as data mining techniques, data integrity, security, backup and recovery, and database administration are discussed. Programming projects are required. **Prerequisites:** CPTR213 Fundamentals of Databases, CPTR252 Data Structures & Algorithms, CPTR300 Colloquium

CPTR453 Computer Graphics**3 Credits**

Basic principles of interactive computer graphics: raster graphics, colour models, anti-aliasing and texture, image-space and object-space methods, 3D homogeneous co-ordinates, perspective, illumination models, depth cueing, hidden line elimination, morphing and other techniques. **Prerequisites:** CPTR252 Data Structures & Algorithms, MATH166 Pre-Calculus II, MATH278 Linear Algebra

CPTR455 Fundamentals of Data Mining and Warehousing**3 Credits**

This is an introductory course in data mining and warehousing, which introduces the concepts, algorithms, techniques, and systems of data warehousing and data mining. Topics include: getting to know your data, data pre-processing, integration and transformation, design and implementation of data warehouse and OLAP systems, data cube technology, mining frequent patterns and association, basic concepts and advanced methods, and cluster analysis basic concepts. **Prerequisites:** CPTR213 Fundamentals of Databases, CPTR300 Colloquium

CPTR458: Cloud Computing**3 Credits**

This course provides students with the history and background of cloud computing and how it may be used to address real-world problems. The advantages of cloud computing services compared to on-premise services are explored. Various cloud service models (IaaS, PaaS and SaaS) are discussed. Students are introduced to popular cloud offerings (e.g., Amazon Web Service, Microsoft Azure, and Google Cloud). Students are given hands-on activities to set up, configure, and manage an account on a cloud service. **Prerequisites:** CPTR213: Fundamentals of Databases, CPTR375: Operating Systems, CPTR380: Data Telecommunications

CPTR460 Distributed Systems**3 Credits**

A direct study of distributed systems in general and a detailed look at areas such as: distributed architectures, communication protocols, time synchronization, consistency and replication, distributed file systems, transactions and concurrency control, failure detection, fault tolerance, distributed shared memory, and security in distributed systems. In addition, each student is presented with a thorough comprehension of the most significant issues in distributed systems, both from the point of view of the choices available to the system designer and the circumstances under which such options are most useful. **Prerequisite:** CPTR421 Systems Administration

CPTR465 Advanced Application Development**3 Credits**

This course explores the development of advanced computer applications. It involves an in-depth study of event-driven programming, database integration, and server-side programming. Students are exposed to advanced programming on the .NET platform, web services, and other topics of current interest. **Prerequisites:** CPTR293 Field Group Project, CPTR304 Internet Authoring

CPTR466 IT Infrastructure Management**3 Credits**

Discusses fundamental information technology and telecommunications infrastructure such as data, video, VOIP, networking, web services and the integration of enterprise applications. Covers key concepts, models, systems architectures, essential protocols, noteworthy standards, information security and assurance as well as the design, deployment and administration of networks. Additionally, the course examines servers, various storage and distributed systems such as cluster, grid and cloud computing. Further explores the development and implementation of relevant technologies to serve an organization in a dynamic and competitive environment. An introduction to essential concepts relating to technology management and the role of IT managers/directors is also presented. **Prerequisite:** CPTR326 Foundations of Information Systems

CPTR467 Compiler Design and Development

3 Credits

This course introduces and examines the principles, algorithms, and data structures involved in the design and construction of a compiler, but also a real sense of how they fit together to make a workable, usable compiler. Topics include lexical analysis, context-free grammars, parsing techniques, symbol tables, error recovery and code generation. **Prerequisite: CPTR355 Algorithm Analysis & Design**

CPTR470 Data Security

3 Credits

This course introduces the basic principles of computer security, focusing on system elements. Among the topics covered are access control and integrity, system analysis, security in programming, policy formation and enforcement, legal and social issues and network security. Basic concepts on various cipher systems are presented. **Prerequisites: CPTR313 Fundamentals of Information Security, CPTR375 Operating Systems**

CPTR483 Security Vulnerabilities and Attack Prevention

3 Credits

A treatment of security issues related to computers and computer networking. This course is designed for advanced users, system administrators and network administrators. The course covers TCP/IP security issues, security policies, packet filtering, Internet firewall architecture and theory, detecting and monitoring unauthorized activity, password authentication, intrusion detection and prevention and other security issues involving Linux, UNIX and Microsoft Windows operating systems. A team project is included. **Prerequisite: CPTR421 Systems Administration & Engineering**

CPTR489 CIS Project/Research Proposal Development

1 Credit

An advanced computer project/research that incorporates theories learned in programming, data structures, database, and/or systems analysis classes. Project/Research must be applicable to a real-world problem. The project/research requires the student to do some investigation before implementation. Students delve into areas such as: How have others approached this problem; new techniques or technologies needed to successfully complete this project? **Prerequisites: CPTR293 Field Group Project, CPTR304 Internet Authoring**

CPTR490 Advanced Project

2 Credits

An advanced computer project/research that incorporates theories learned in previous computer classes. This is a continuation of the proposal development course (CPTR489), where students are required to implement the idea that was previously proposed. Project/research report, and other supporting documentations are required. Project/Research is done in consultation with an instructor. Students have **1 semester** to complete the project/research. **Prerequisites: CPTR293 Field Group Project, CPTR489 CIS Project/Research Proposal Development**

CPTR495 Advanced Topics in Computer Information Science

3 Credits

An open course designed to enhance previous learning experiences by incorporating advanced technologies and theories. In-depth research may be required. **Open to seniors only.** **Prerequisite: CPTR300 Colloquium**

CPTR499 Internship

3 Credits

An educational strategy that integrates classroom studies with work-based learning that is related to the student's academic curriculum and career goals. **Prerequisites: CPTR293 Field Group Project, CPTR300 Colloquium**

DEPARTMENT OF DENTAL HYGIENE

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BACHELOR OF SCIENCE IN DENTAL HYGIENE

AIM

The Bachelor of Science in Dental Hygiene programme adopts the core values of the Northern Caribbean University and aims to prepare efficient graduates and competent practitioners who can meet the healthcare needs of all individuals, families and communities, throughout their lifespan at the primary, secondary and tertiary levels.

VALUE STATEMENT

The Northern Caribbean University Department of Dental Hygiene embraces the core values of the Northern Caribbean University which are Christ-centredness, affirmation, respect, excellence and stewardship. In addition, we also value student-centredness, critical thinking, lifelong learning, professionalism, loyalty and commitment to God, the Dental Hygiene profession, our clientele and the University through consistent quality service and evidence-based practice.

STATEMENT OF MISSION

The mission of Northern Caribbean University Department of Dental Hygiene is to provide quality Christ-centred education through a well-designed curriculum underpinned with the core functions of Dental Hygiene practice globally.

STATEMENT OF VISION

The Department of Dental Hygiene embraces the vision of the Northern Caribbean University and envisions itself to be the centre of excellence in academia and research for the Caribbean Region, with international recognition. It strives to educate Registered Dental Hygienists whose practice will demonstrate the Christian philosophy as they provide holistic care to diverse people, nations, and cultures.

INTRODUCTION

The baccalaureate programme in dental hygiene extends over four academic years. The curriculum focuses on the total care of individuals and is not exclusive to dental hygiene. Students learn to assess oral health needs, evaluate oral health status and plan and implement appropriate dental hygiene interventions. Upon completion of the programme, students sit the Dental Council of Jamaica Dental Hygiene Board Examination for Dental Hygiene registration, which qualifies them to practise in any of the English-speaking Caribbean islands. Courses are designed to emphasize the professional roles and legal responsibilities for dental hygienists.

Northern Caribbean University's role is a small part of a worldwide mission, which includes Andrews Memorial Hospital, Loma Linda University, Andrews University, Oakwood University and other associated institutions. Every effort is made to maintain the standard of conduct, which reflects the spiritual philosophy of NCU.

OBJECTIVES

The programme endeavours to prepare students who are able to:

- Conduct a preliminary examination to be used in ascertaining the patient's medical/dental status and need for dental care (*medical history, charting of existing oral conditions, vital signs, pulp vitality, etc.*).
- Demonstrate the ability to assess the patient's preventive oral health needs and provide an atmosphere to maximize patient learning.
- Demonstrate the ability to customize the oral hygiene recommendations taking into account other factors, such as educational, social, financial, mental, etc.
- Evaluate the patient's dental needs and administer the appropriate treatment within the framework of the dental hygienist's responsibilities.
- Evaluate the need for appropriate radiographs, and appropriate intervals for radiographic exposure.
- Evaluate the need for the appropriate pain control measures (local anaesthesia, nitrous oxide/oxygen).
- Successfully pass the dental hygiene licensing examination.
- Be competent contributors to the community and dental hygiene profession.

DEPARTMENT OF DENTAL HYGIENE

- Bachelor of Science in Dental Hygiene
- Associate of Science in Dental Hygiene

MATRICULATION REQUIREMENTS

To be accepted to Bachelor of Science in Dental Hygiene Programme, the prospective student must attend a scheduled Department interview, be at least 17 years of age, and have five CSEC passes at the General Proficiency Level Grade I, II or III, or GCE O' Level passes at Grade A, B, or C including Math, English, Chemistry, Biology and Physics. Students who have not fully matriculated (science subjects) are required to obtain a minimum grade of C in the introductory courses in Chemistry, Biology and Physics offered by NCU for full matriculation into the bachelor's degree programme. Other credentials will be evaluated according to the entry requirements of NCU.

BACHELOR OF SCIENCE IN DENTAL HYGIENE

The Bachelor of Science in Dental Hygiene programme comprises minimum 146 credits with 63 credits being Core requirements in Dental Hygiene, 51 credits as Required Cognates and 32 minimum credits as General Education requirement.

CORE REQUIREMENTS	63 CREDITS	Prerequisites
DENT129 Dental Radiology I	2	
DENT141 Oral Embryology & Histology	3	
DENT152 Oral Anatomy & Physiology	3	
DENT173 Dental Materials	2	DENT129, DENT141, DENT152
DENT175 Head & Neck Anatomy	1	DENT129, DENT141, DENT152
DENT186 Fundamentals of Dental Hygiene	3	DENT129, DENT141, DENT152
DENT187 Dental Radiology II	2	DENT129
DENT215 Dental Health Ed. & Assessment	2	DENT186
DENT233 Oral Pathology	2	DENT186
DENT241 Clinical Rotation I	4	DENT186
DENT262 Clinical Rotation II	4	DENT241
DENT276 Dental Community Health	2	DENT215
DENT290 Dental Nutrition	2	DENT187
DENT325 Dental Seminar	1	DENT233
DENT330 Oral Microbiology	3	DENT186
DENT341 Clinical Rotation III	4	DENT262
DENT367 Anaesthesia & Pain Control	2	DENT262
DENT375 Pharmacology for the Dental Hygienist	3	DENT186
DENT380 Periodontology	3	DENT186
DENT447 Dental Hygiene for Special Needs Patients	3	DENT325
DENT452 Dental Hygiene Research	3	DENT341, BIOL350
DENT460 Clinical Rotation IV	4	DENT341, DENT367
DENT492 Boards Review	1	DENT341
DENT482 The Professional Hygienist	1	DENT341; co-req. DENT460
DENT498(470) Practicum	3	DENT492

REQUIRED COGNATES	51 CREDITS	PREREQUISITES
BIOL155 Foundations of Biology I	4	Biology Grades I-III
BIOL156 Foundations of Biology II	4	BIOL155
BIOL165 Anatomy & Physiology I	4	Biology Grades I-III
BIOL166 Anatomy & Physiology II	4	BIOL165
BIOL350 Biostatistics	3	
CHEM121 General Chemistry I	4	O'Level Chemistry Grades A-C OR CSEC/Chemistry Grades I-III
CHEM122 General Chemistry II	4	CHEM121
CHEM211 Organic Chemistry I	4	CHEM122
CHEM212 Organic Chemistry II	4	CHEM211
MTCH105 Medical Terminology	2	
PHYS151 General Physics I	4	CSEC/Physics Grades I-III
PHYS152 General Physics II	4	PHYS151
MATH121 College Algebra	3	
DENT298 Ethics, Jurisprudence & Practice	3	

Core Requirements	63 credits
Required Cognates	51 credits
General Education Requirements	32 credits
Total Credits	146

NB: Students must provide documentary evidence of at least 100 hours of supervisory attendance in a dental office/dental hygiene facility.

GENERAL EDUCATION REQUIREMENTS 32 CREDITS

Please account for the minimum thirty-two (32) General Education credits as stipulated in the *Bulletin*. See pages 44-47 for more details. Should any of the recommended courses be required for the Core, Cognate or Elective for the degree being pursued, additional courses **must** be taken (by advisement) if needed to complete the minimum requirement for the bachelor’s degree. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED SEQUENCE
BSC IN DENTAL HYGIENE**

Status	1 st Semester	Cr	2 nd Semester	Cr
1st Year Freshman (0-36)	ENGL119 Freshman Composition I	3	ENGL120 Freshman Comp II	3
	EDUC100 Freshman Seminar	~	BIOL156 Foundations of BiologyII	4
	BIOL155 Foundations of Biology I	4	BIOL166 Anatomy & PhysiologyII	4
	BIOL165 Anatomy & Physiology I	4	CHEM112 General Chemistry II	4
	CHEM111 General Chemistry I	4	DENT152 Oral Anatomy & Physiology	3
	DENT175 Head & Neck Anatomy	1		
	TOTAL CREDITS:	16	TOTAL CREDITS:	18
	Summer I			
	HPED111 Health & Phys. Ed	2		
	RELB113 God and Human Life	3		
	EDUC151 Fundamentals of Christian Education	3		
	TOTAL CREDITS:	8		
2 nd Year Sophomore (36-72)	DENT129 Dental Radiology I	2	DENT173 Dental Materials	2
	DENT141 Oral Emb. & Histology	3	DENT186 Fund. Of Dent. Hygiene	3
	MTCH105 Medical Terminology	2	DENT187 Dental Radiology II	2
	PYS151 General Physics I	4	PYS152 General Physics II	4
	CHEM211 Organic Chemistry I	4	CHEM212 Organic Chemistry II	4
	DENT290 Dental Nutrition	2	RELB203 Daniel & Revelation	3
	TOTAL CREDITS:	17	TOTAL CREDITS:	18
	Summer I			
	COMM251 Oral Communication	3		
	SOCI120 Introduction to Sociology OR ENTR297 Intro. to Entrepren.	3		
	TOTAL CREDITS:	6		
3 rd Year Junior (72-108)	DENT380 Periodontology	3	DENT262 Clinical Rotation II	4
	DENT233 Oral Pathology	2	DENT276 Dental Comm. Health	2
	DENT241 Clinical Rotation I	4	DENT298 Ethics, Jurisprudence & Practice	3
	DENT375 Pharmacology for the Dental Hygienist	3	DENT215 Dental Health Education & Assessment	2
	MATH121 College Algebra	3	DENT325 Dental Seminar	1
	DENT330 Oral Microbiology	3	Computer Science Requirement	3
	TOTAL CREDITS:	18	TOTAL CREDITS:	15
4 th Year Senior (Over 108)	DENT447 Dental Hygiene for the Special Needs Patient	3	DENT452 Dental Hygiene Research	3
	DENT341 Clinical Rotation III	4	DENT460 Clinical Rotation IV	4
	DENT367 Anaesthesia & Pain	3	DENT482 The Prof. Hygienist	1
	RELB305 Life & Teachings of Christ	3	DENT492 Boards Review	1
	BIOL350 Biostatistics	3	Modern Language Requirement	3
	TOTAL CREDITS	15	Language & Content	N/C
	TOTAL CREDITS	15	TOTAL CREDITS	12
	Summer I			
	DENT498(470) Practicum	3		
	TOTAL CREDITS:	3		

D E N T A L H Y G I E N E

ASSOCIATE OF SCIENCE IN DENTAL HYGIENE

INTRODUCTION

Students are prepared to become registered dental hygienists. Students learn to assess oral health needs, evaluate oral health status and plan, and implement appropriate dental hygiene interventions. Upon completion of the programme, students sit the Dental Council of Jamaica Dental Hygiene Board Examination for Dental Hygiene registration, which qualifies them to practise in any of the English-speaking Caribbean islands. Courses are designed to emphasize the professional roles and legal responsibilities for dental hygienists.

Northern Caribbean University's role is a small part of a worldwide mission, which includes Andrews Memorial Hospital, Loma Linda University, Andrews University, Oakwood University and other associated institutions. Every effort is made to maintain the standard of conduct, which reflects the spiritual philosophy of NCU.

OBJECTIVES

The programme endeavours to prepare students who are able to:

- Provide quality preventive dental hygiene care to patients in clinics and other settings.
- Provide effective treatment, care and education for patients based on thorough assessment data.
- Develop and demonstrate professional ability in dental hygiene.
- Be competent contributors to the community and dental hygiene profession.
- Successfully pass the dental hygiene licensing examination.

MATRICULATION REQUIREMENTS

To be accepted to Associate of Science in Dental Hygiene, the prospective student must attend a scheduled department interview; be at least 17 years of age, and have five CSEC passes at the General Proficiency Level Grade I, II or III, or GCE O' Level passes at Grade A, B, or C including Math, English, Chemistry, Biology/Human & Social Biology and one other subject. A passing grade of C or better in CHEM121 & CHEM122: Introduction to Chemistry I & II may satisfy the CSEC Chemistry requirement. Other credentials will be evaluated according to the entry requirements of NCU.

The Associate of Science in Dental Hygiene programme comprises minimum 80 credits with 43 credits being Core requirements in Dental Hygiene, 9 credits as Required Cognates and 28 minimum credits as General Education requirement.

CORE REQUIREMENTS	43 CREDITS	Prerequisites
DENT129	Dental Radiology I	2
DENT141	Oral Embryology & Histology	3
DENT152	Oral Anatomy & Physiology	3
DENT173	Dental Materials	2
DENT175	Head & Neck Anatomy	1
DENT186	Fundamentals of Dental Hygiene	3
DENT187	Dental Radiology II	2
DENT215	Dental Health Ed. & Assessment	2
DENT233	Oral Pathology	2
DENT241	Clinical Rotation I	4
DENT262	Clinical Rotation II	4

DENT276	Dental Community Health Nutrition	2	DENT290 Dental
DENT290	Dental Nutrition	2	All courses up to DENT187
DENT325	Dental Seminar	1	All courses up to DENT215
DENT330	Oral Microbiology	3	All first semester courses
DENT375	Pharmacology for the Dental Hygienist	3	
DENT380	Periodontology	3	All first year courses
DENT492	Boards Review	1	All courses up to DENT325

REQUIRED COGNATES

9 CREDITS

Prerequisites

CHEM121	General Chemistry I	4	O'Level Chemistry Grades A-C or CSEC/Chemistry Grades I-III
MTCH105	Medical Terminology	2	
DENT298	Ethics, Jurisprudence & Practice	3	

Core Requirements	43 credits
Required Cognates	9 credits
General Education Requirements	28 credits
Total Credits	80

NB: Provide documentary evidence of at least 100 hours of supervisory attendance in a dental office/dental hygiene facility

GENERAL EDUCATION REQUIREMENTS

28 CREDITS

Please account for the minimum twenty-eight (28) General Education credits as stipulated in the Bulletin. Should any of the recommended courses be required for the Core, Cognate or Elective for the degree being perused, additional courses **must** be taken (by advisement) if needed to complete the minimum requirement for the associate degree. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED SEQUENCE
ASSOCIATE OF SCIENCE IN DENTAL HYGIENE**

Status	1 st Semester	Cr	2 nd Semester	Cr	
1st Year Freshman (0-32)	DENT29 Dental Radiology I	2	DENT173 Dental materials	2	
	DENT141 Oral Emb. & Histology	3	DENT186 Fundamentals of Dental Hygiene	3	
	DENT152 Oral Anatomy & Physiology	3	DENT187 Dental Radiology II	2	
	DENT174 Head & Neck Anatomy	1	DENT215 Dental Health Education & Assessment	2	
	EDUC100 Freshman Seminar	~	DENT290 Dental Nutrition	2	
	ENGL119 Freshman Comp I	3	ENGL120 Freshman Comp II	3	
	CHEM121 General Chemistry I	4	HPED111 Health & Phys. Ed	2	
			MTCH105 Medical Terminology	2	
	TOTAL CREDITS:		16	TOTAL CREDITS:	18
		Summer I		Summer II	
	RELB113 God and Human Life	3	SOCI120 Introduction to Sociology OR		
	MATH121 College Algebra	3	ECON132 Personal Finance & Development	3	
	TOTAL CREDITS:	6	TOTAL CREDITS:	3	
2 nd Year Sophomore (32-64)	COMM251 Oral Communication	3	DENT375 Pharmacology for the Dental Hygienist	3	
	DENT330 Oral Microbiology	3	DENT262 Clinical Rotation II	4	
	DENT380 Periodontology	3	DENT276 Dental Community Health	2	
	DENT233 Oral Pathology	2	DENT298 Ethics, Jurisprudence & Practice	3	
	DENT241 Clinical Rotation I	4	EDUC151 Fundamentals of Christian Education	3	
	DENT325 Dental Seminar	1	DENT492 Boards Review	1	
	RELT206 Prophetic Studies	2/3			
	TOTAL CREDITS:	18	TOTAL CREDITS:	16	
		Summer I			
		Computer Science Requirement	3		
	TOTAL CREDITS:	3			

DESCRIPTION OF COURSES

DENTAL HYGIENE

- DENT129 Dental Radiology I** **2 Credits**
The student learns the theory of radiation production and safety. Learning methods include lectures, demonstrations, visuals and clinical observation
- DENT141 Oral Embryology and Histology** **3 Credits**
The student is able to understand the origins of human tissues and relate these to the clinical Dental Hygiene practicum, emphasizing the histological foundations of preventive dentistry. Orofacial embryology and histology form a basis for future understanding of periodontology, general and oral pathology, and for making clinical evaluations of patients with common oral diseases. Three (3) hours lecture weekly.
- DENT152 Oral Anatomy and Physiology** **3 Credits**
Four (4) hours lecture and one three-hour laboratory weekly. The student demonstrates knowledge of the gross and microscopic anatomy of the Human body involving the nervous system, cardiovascular system and skeletal system. The course also covers the teeth, tissues, organs of the oral cavity, nomenclature, functions and forms of the teeth, as well as identify normal and malocclusions.
- DENT173 Dental Materials** **2 Credits**
The student demonstrates an understanding of the physical and chemical properties of materials used in dentistry and their proper manipulations and applications. This course consists of two (2) hours lecture-discussion and clinical observation. **Prerequisites: DENT129 Dental Radiology I; DENT141 Oral Embryology & Histology; DENT152 Oral Anatomy & Physiology**
- DENT174 Oral Microbiology** **3 Credits**
The student classifies and describes the main groups of microorganisms, and isolate and cultivate microorganisms in the laboratory. The concepts of general microbiology correlated with the oral ecology and factors associated with pathogenesis. Special emphasis is placed upon correlation to periodontology, dental caries and phase contrast microscopy. Sterilization, disinfections, asepsis, and chemotherapy are also emphasized. Two (2) hours lecture, one three-hour laboratory weekly. **Prerequisites: All first semester courses**
- DENT175 Head and Neck Anatomy** **1 Credit**
The student identifies, describes, and locates the bones of the skull, muscles of mastication, tongue, face, pharynx, and glands of the head and neck. One (1) hour lecture. **Prerequisite: DENT141 Oral Embryology & Histology; DENT152 Oral Anatomy & Physiology**
- DENT186 Fundamentals of Dental Hygiene** **3 Credits**
This course prepares the student to perform preventive, educational, and therapeutic services supporting total health for the control of oral diseases, ultimately strengthening the ability to analyze patients' needs and to treat them appropriately. The student demonstrates procedures which include taking health histories and other screening procedures, performing the oral prophylaxis, applying preventive treatment and patient educating. Nine (9) hours clinical practice weekly. **Prerequisites: DENT129 Dental Radiology I; DENT141 Oral Embryology & Histology; DENT152 Oral Anatomy & Physiology**

DENT187 Dental Radiology II **2 Credits**
 The course provides the student with knowledge necessary to utilize the techniques of bisecting and paralleling for the exposure of radiographs. The course provides students with the knowledge necessary to differentiate between normal anatomical structures and pathological conditions. Learning methods include lectures, demonstrations, slides, tapes, and laboratory experiences. One (1) hour lecture, 3 hours laboratory exercise. **Prerequisite: DENT129 Dental Radiology I**

DENT210 Introduction to Pharmacology **2 credits**
 The Introduction to Pharmacology course for dental hygiene students is designed to help students develop an understanding of basic pharmacological concepts, drug action and clinical implications. It equips the student or health professional with the historical background of pharmacology and provides introductory material for application of basic knowledge of the principles governing the administration of drugs. The content covers information regarding the laws and regulations controlling drug usage, drug classifications and their importance in medical and non-medical settings across the life span. Drug therapy is an integral part of health care; hence allied health students have a vital role in drug therapy and observance of drug effects. Two (2) hours lecture weekly. **Prerequisites: All courses up to DENT 241 Clinical Rotation I**

DENT215 Dental Health Education and Assessment **2 Credits**
 The student develops learning strategies and teaches dental health education lessons to a variety of grade levels in a public school setting encompassing the areas of prevention, maintenance, consumer education, and nutritional counseling. Two (2) hours lecture weekly. **Prerequisites: DENT 186 Fundamentals of Dental Hygiene; DENT174 Oral Microbiology**

DENT227 Periodontology I **2 Credits**
 The student expands his/her knowledge of prevention of gingival and periodontal disease by (1) identifying the etiology, and (2) applying methods available to treat gingival and periodontal diseases. Two (2) hours lecture weekly. **Prerequisites: All first year courses**

DENT233 Oral Pathology **2 Credits**
 The student makes clinical evaluations of conditions related to general and pathologic conditions, etiologies of disease, inflammation, infection, immunity, and degeneration processes. Two (2) hours lecture weekly. **Prerequisites: All first year courses**

DENT241 Clinical Rotation I **3 Credits**
 Provides a transition from the pre-clinical setting to a more in depth dental hygiene patient care setting. An orientation to clinical procedures and protocols as well as an opportunity to apply pre-clinical skills to patient care including prophylaxis, sealants, fluoride, radiographs, oral photography and diagnostic casts. Twelve (12) hours clinical practice weekly and two (2) hours lecture. **Prerequisites: DENT186 Fundamentals of Dental Hygiene; current CPR certificate; Hepatitis B vaccination; personal instruments**

DENT258 Dental Seminar **1 Credit**
 The student develops professional acuity to current theories, methodologies, and dilemmas in dental hygiene practice through a seminar-discussion. The course includes a review of current literature, case presentations, and exposure to personnel associated with dental hygiene practice. Students also learn the eight specialties recognized by the Jamaican Dental Association. Two (2) hours lecture weekly. **Prerequisites: All courses up to DENT 215**

- DENT262 Clinical Rotation II** **3 Credits**
 The student administers comprehensive dental hygiene care to patients based on individual treatment plans and makes referrals when indicated. The course is a continuation of DENT 241. Twelve (12) hours clinical practice weekly. **Prerequisites: Current CPR certificate; Hepatitis B vaccination; personal instruments; all courses up to DENT241**
- DENT276 Community Dental Health** **2 Credits**
 The student provides dental health services to the community using programme planning, health, education, and population survey techniques. Learning methods include seminar, field experience, and lectures. Two (2) hours lecture weekly. **Prerequisites: All courses up to DENT215**
- DENT290 Dental Nutrition** **2 Credits**
 The student relates the biological and chemical needs of patients to their nutritional intake. Nutritional disturbances observed in the clinic are identified, analyzed and discussed. Treatment of nutritional problems has direct application to didactic material. Two (2) hours lecture. **Prerequisites: All Semesters I and II courses**
- DENT298 Ethics, Jurisprudence and Practice Management** **3 Credits**
 The student places dental hygiene practice within the perspective of ethics and law, develop leadership skills and acquire practice in management skills. Two (2) hours lecture weekly. **Prerequisites: All courses up to DENT 215**
- DENT341 Clinical Rotation III** **4 Credits**
 The student administers comprehensive dental hygiene care to patients based on the individual treatment plans and make referrals when indicated. Keen attention is also given to administration of anaesthesia and the role of multi-disciplinary approach to patient management. The student begins to do more extensive periodontal cases including curettage and root planning. The course is a continuation of DENT 262. Fifteen (15) hours clinical practice weekly, (3) three hours of lecture. **Prerequisites: DENT262 Clinical Rotation II; DENT210 Introduction to Pharmacology; current CPR certificate; Hepatitis B vaccination; personal instruments and all courses up to DENT 290**
- DENT367 Anaesthesia and Pain Control** **2 Credits**
 The study of anaesthetic techniques used in dentistry, techniques of administration of vocal, topical and local anaesthesia. Safety precautions and a review of head and neck anatomy are conducted. Medical emergencies, prevention, consequences and legal ramifications are also discussed **Prerequisites: DENT210 Introduction to Pharmacology and all first and second year courses**
- DENT396 Periodontology II** **3 Credits**
 The student expands his/her knowledge gingival and periodontal disease. Students are exposed to surgical interventions in treating severe periodontal and gingival conditions. They apply the newest treatment modalities available in the treatment of these conditions. Two (2) hours lecture weekly **Prerequisites: All first and second year courses**
- DENT 398 Clinical Rotation IV** **4 Credits**
 Clinical procedures including the maintenance of surgical periodontal cases, suture removal, medical and dental emergencies, treatment of special needs patients, aesthetic concerns,

whitening, night guards and extracoronal splinting. **Prerequisites:** DENT 341 Clinical Rotation III; DENT367 Anesthesia and Pain Control; DENT396 Periodontology II; current CPR certificate; Hepatitis B vaccination; personal instruments

DENT447 Dental Hygiene for the Special Needs

3 Credits

Lecture and clinical rotations to provide care for those patients with special needs: mentally and physically challenged, speech and hearing impaired, home-bound and institutionalized. Students are introduced to sign language, geriatrics and children’s homes. The student learns how to manage these patients in different settings. **Prerequisites:** All course up to DENT398

DENT450 Clinical Rotation V

4 Credits

Advanced dental hygiene procedures including removal of plaque and dental calculus from roots surfaces during surgical procedures, students also perform advanced medical and dental emergencies techniques and treat of special needs patients. **Prerequisites:** ALL courses up to DENT 398 Clinical Rotation IV; current CPR certificate; Hepatitis B vaccination; personal instruments

DENT455 Clinical Rotation VI

4 Credits

This course exposes the student to expanded functions for the dental hygienist that would include placement of temporary fillings in an already prepared tooth, insertion of avulsed and splinting and making referral to the dentist. Student incorporates the entire dental team when preparing a treatment plan for a patient so as to provide optimum dental health. **Prerequisites:** All courses up to DENT450; current CPR certificate; Hepatitis B vaccination; personal instruments

DENT470 Practicum

3 Credits

The student is rotated through various health care facilities to experience different modes of health care delivery to include hospitals, government clinics and selected private offices. **Prerequisites:** All courses up to DENT455

DENT 482 Professional Hygienist

3 Credits

A course that prepares the student for the “real world”. It involves, résumé preparation, interview techniques, personal development, coping mechanisms, sexual harassment, death and dying, child and sex abuse and other preparation for the world of work. Lecture format with panel discussions, selected guest speakers and “live” interviews videotaped for student feedback, evaluation and critique. **Prerequisites:** All courses up to DENT 447

DENT492 Boards Review

2 Credits

Preparation for international, regional and local board examinations. Exam taking techniques, format and design of the various examinations are discussed. All licensure requirements as well as content review, test construction, effective review methods, test taking strategies and anxiety control are presented. **Prerequisite:** Completion of the dental hygiene curriculum or eligibility to sit the Board Examination. Open to graduates of other dental hygiene programmes who wish to do remedial or review for the Dental Hygiene Board examination. Students may be exempted from this course if they are already registered with the Dental Council of Jamaica and have one year’s working experience.

DEPARTMENT OF MATHEMATICS AND ENGINEERING

Chairperson: Trevor Simpson

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FACULTY

Calvin Campbell
Faithlyn Granville
Cedric Hanson
Paul Jackson

Vaughan Leslie
Kerry-Ann Reid
Tora Simpson

ADJUNCT

Paul Bourne

INTRODUCTION

The programmes offered in the Department are designed to provide knowledge and experience in the pure and applied mathematics, physics and engineering. Beyond this, the department seeks to inculcate in the students, Christian values of excellence, moral soundness and professional ethics. These, along with the theories and applications of logic, creative thinking, problem-solving and effective communication skills will fit the students for service in all branches of physical science, business and the humanities. The Department provides the mathematical knowledge and skills that are required by students in most departments of the University. The Bachelor of Science in Mathematics offers Actuarial Science and Pure and Applied Concentrations; while the Bachelor of Science in Electrical and Electronic Engineering offers concentrations in Power Systems, Renewable Energy Systems. A Bachelor of Science in Computer Systems Engineering and an Associate of Science in Engineering are offered, as well as minors in Mathematics and Engineering.

OBJECTIVES

The Department aims to:

- exemplify Christ-like principles of order, honesty, integrity and selfless service;
- prepare students for jobs in the multi-faceted areas of mathematics and engineering;
- provide foundational work for further study in mathematics and engineering; and
- provide computing services and resources for students, staff and faculty.

PROGRAMMES OFFERED

BSc Degrees in Mathematics

- Bachelor of Science in Mathematics
 - Pure and Applied Mathematics Concentration
 - Actuarial Science Concentration
 - Minor (optional from any other department)
- Minor in Mathematics

BSc and ASc Degrees in Engineering

- Bachelor of Science in Electrical and Electronic Engineering
 - Power Systems and Process Control Concentration
 - Renewable Energy Systems Concentration

- Bachelor of Science in Computer Systems Engineering
- Associate of Science in Engineering
- Minor in Engineering

MATRICULATION AND TRANSFER REQUIREMENTS

- In the case of any deficiencies in the CSEC/GCSE matriculation requirements stated below, applicants must enrol in the Pre-university Department of the University to prepare to take external examinations.
- Applicants transferring from tertiary institutions or having passes in appropriate subjects in CSEC Associate of Science, GCSE ('AO' or 'A' levels) and CAPE may (upon transcript evaluation), receive credits for work done.
- In addition to meeting all other University requirements as stated in the 'Admissions' section of the current Bulletin, all Mathematics applicants, at a minimum, must have passes in five (5) CSEC or GCSE subjects, including English Language, Mathematics and Physics (CSEC General Proficiency level I, II or III/GCSE at grade A, B, or C 0, I, or 3), a satisfactory score in SAT I and SAT II (outside this region) or equivalent.
- For all Engineering programmes, students must enter with the minimum standard stated above and in addition, Chemistry and one other technical or science-related subject.

MATHEMATICS PLACEMENT EXAMINATION

ALL students (*except those with CAPE/A LEVEL or Additional Math passes*) are required to do the Mathematics Placement Examination in order to determine their readiness for any prescribed mathematics course in their area of study. The placement test is NOT an additional matriculation requirement. It is simply a placement tool designed to identify students who need to undertake foundational studies in mathematics before embarking on the mathematics course(s) required for their programme of study. The test is applicable to both new students as well as to current students in ANY year of study. The test content seeks to assess mastery of basic concepts in algebra, consumer arithmetic and geometry. **Table 1** below identifies the recommended courses related to the percentage scores received on the test. A minimum score of 50% is required for the student to matriculate to Fundamentals of Mathematics, whereas a minimum score of 60% is required for the student to matriculate to College Algebra depending on the student's course of study. A student obtaining a minimum grade of C in MATH095: Introductory Mathematics will be able to matriculate to MATH121: College Algebra or MATH100: Fundamentals of Mathematics as their Bulletin requires.

TABLE 1: MATHEMATICS PLACEMENT RESULTS

SCORE	MATH121: College Algebra	MATH100: Fundamentals of Mathematics	MATH095: Introductory Mathematics
60% OR MORE	X	X	
50% - 59%		X	
LESS THAN 50%			X
NO EXAM			X

COURSE TRANSFER CREDITS

Table 2 given below provides information on external board exam passes and their corresponding NCU course transfer credits.

Table 2: Course Transfer Credits and Exemptions

TRANSFER CREDITS		
SUBJECT (Pure or Applied)	“Minimum” Grade/Score per unit	NCU Course Transfer Credit(s) Granted
A LEVEL/CAPE MATH (Units 1 AND 2)	A-B OR (I-II)	MATH100, MATH121, MATH165, MATH166, MATH271 (171)
A LEVEL/CAPE MATH (Units 1 AND 2)	C OR III	MATH100, MATH121, MATH165, MATH166
ADDITIONAL MATH (CXC/GCSE)	1, II OR A, B	MATH100, MATH121, MATH165
A LEVEL	D	
CAPE MATH (Unit 1)	I, II	MATH100, MATH121, MATH165
ADDITIONAL MATHEMATICS (CXC/GCSE)	III OR C	
CAPE MATH (Units 1 AND 2)	III, IV	MATH100, MATH121, MATH165
CAPE PHYSICS (Units 1 AND 2)	I-III	PHYS151, PHYS152, ENGR210(121)
CSEC PHYSICS CAPE PHYSICS (Units 1)	I-III IV	PHYS095(101), PHYS096(102), PHYS151
SAT II MATHEMATICS (USA, OTHER)	550	MATH100
ACT MATHEMATICS (USA, OTHER)	22	MATH100
EXEMPTIONS		
COURSE		NCU Course Exemption(s)
APPLIED MATHEMATICS UNITS 1 and 2	I-III	MATH305

PREREQUISITE/CO-REQUISITE COURSES

Each course in the Department has one or more prerequisite or co-requisite requirement(s). **A student is not allowed to register for a course until all these requirements are fully met. Please see the ‘Description of Courses’ below for prerequisites and co-requisites.**

GRADUATION REQUIREMENTS

1. An overall GPA of 2.5; a minimum G.P.A. of 2.67 in core courses and a minimum GPA of 2.5 in the minor.
2. At least a 'B-' grade for all core courses.
3. At least a 'C' grade in all cognate classes.
4. All required external examination passes.

BACHELOR OF SCIENCE IN MATHEMATICS

The BSc degree in Mathematics is designed to be completed within four years for those students who satisfy all the requirements for matriculation. This programme consists of 55 credits of core mathematics courses, 6 credits of mathematics and engineering electives, 24 credits of concentration or minor courses, 17 credits of required cognates and the required General Education courses (10 credits of the minimum General Education requirements are already satisfied by the programme required cognates), constituting a minimum of 128 credits. To satisfy graduation requirements, each student must complete all core, cognate and recommended General Education courses. A student pursuing a BSc in Mathematics may choose to do one of the specified Mathematics Concentration or any minor offered by the University.

CORE REQUIREMENTS

55 CR

Prerequisites

MATH 121 College Algebra	3	MATH095/MATH100/ Placement Test
MATH165 Pre-Calculus I	4	MATH121
MATH166 Pre-Calculus II	4	MATH165 (Co-requisite)
MATH271(171) Calculus I	4	MATH166
MATH272(172) Calculus II	4	MATH271(171)
MATH175 History of Mathematics	3	MATH166
MATH205 Probability Theory and Statistics	3	MATH165
MATH261 Finite Mathematics	3	MATH165
MATH278 Linear Algebra	3	MATH166
MATH381(281) Calculus III	3	MATH272(172)
MATH282 Calculus IV	3	MATH381 (281)
MATH301 College Geometry	3	MATH166
MATH340 Ordinary Differential Equations	3	MATH272(172)
MATH342 Real Analysis	3	MATH272(172)
MATH343 Complex Analysis	3	MATH272(172)
MATH345 Numerical Analysis	3	MATH272(172)
MATH499 Project in Mathematics	3	Final Year students

Mathematics/Engineering Electives

6 CR

Prerequisites

MATH315 Financial Mathematics	3	MATH 172, MATH205
MATH371 MODERN Algebra	3	MATH 172
ENGR210(121) Applied Physics with Calculus I	3	PHYS152, MATH271(171)
ENGR122 Applied Physics with Calculus II	3	ENGR210(121), MATH272(172)
ENGR123 Software Technque & Computational Meth.	3	MATH166

Required Cognates

17 CR

Prerequisites

PHYS151 General Physics I	4	PHYS096(102) or CXC
PHYS152 General Physics II	4	PHYS151

CPTR113 Introduction to Programming	3	
CPTR151 Principles of Programming I	3	CPTR104,113
ECON132 Personal Finance & Development	3	

Pure and Applied Mathematics Concentration **24 CR**

		Prerequisites
MATH325 Mathematical Probability	3	MATH205, MATH272(172)
MATH326 Mathematical Statistics	3	MATH325
MATH385 Partial Differential Equations	3	MATH340, MATH381(281)
MATH453 Advanced Statistical Methods with Applications	3	MATH205, MATH385
MATH454 Fundamentals of Time Series	3	MATH205, MATH385
MATH455 Advanced Partial Differential Equations	3	MATH205, MATH385
MATH458 Stochastic Calculus	3	MATH205, MATH382(282), MATH385
MATH459 Fundamentals of Group and Number Theory with Applications	3	MATH205, MATH371, MATH385

Minor Concentration

Minor concentration core (As per subject area) **24 CREDITS**

* A minor may be selected from any degree programme offered by the University (see section of the bulletin on Minor Requirements)

GENERAL EDUCATION REQUIREMENTS **36 CREDITS**

Please account for the minimum thirty-six (36) General Education credits as in the *Bulletin*. See pages 44-47 for more details. Should any of the recommended courses be required for the core, cognate or elective for the degree being pursued, additional courses **must** be taken (by advisement) to complete the minimum requirements for the Bachelor of Science Degree. **It is therefore your personal responsibility to manage your programme in this regard.**

Note: A student without a CXC/GCSE or equivalent pass in Physics must first take Introduction to Physics I & II.

**RECOMMENDED SEQUENCE
BSC MATHEMATICS**

Status	1 st Semester	CR	2 nd Semester	CR	
1 st Year- Freshman (0-32 credits)	PHYS151 General Physics I	4	PHYS152 General Physics II	4	
	ENGL119 Freshman Composition I	3	MATH165 Pre-Calculus I	4	
	MATH121 College Algebra	3	MATH166 Pre-Calculus II	4	
	EDUC100 Freshman Seminar	~	ENGL120 Freshman Composition II	3	
	MATH175 History of Mathematics	3	CPTR113 Introduction to Programming	3	
	EDUC151 Fundamentals of Christian Education	3			
	TOTAL CREDITS:	16	TOTAL CREDITS:	18	
2 nd Year- Sophomore (33-65 credits)	MATH271 (171) Calculus I	4	MATH272 (172) Calculus II	4	
	HPED111 Health and Phys. Education	3	ECON132 Personal Finance & Dev.	3	
	MATH205 Probability and Statistics	2	MATH210 (301) College Geometry	3	
	MATH 261 Finite Mathematics	3	MATH278 Linear Algebra	3	
	CPTR151 Principles of Programming I	3	Modern Language Requirement	3	
	RELB113 God and Human Life	3			
	TOTAL CREDITS:	18	TOTAL CREDITS:	16	
3 rd Year-- Junior (65-96 credits)	MATH340 Ordinary Differential Equat.	3	MATH382 (282) Calculus IV	3	
	MATH381 (281) Calculus III	3	MATH385 Partial Differential Equations	3	
	MATH/Engineering Elective	3	Pure and Applied Concentration	3	
	MATH342 Real Analysis	3	MATH/Engineering Elective	3	
	COMM251 Oral Communication	3	MATH343 Complex Analysis	3	
	RELB210 Daniel and Revelation	3	MATH345 Numerical Analysis	3	
	TOTAL CREDITS:	18	TOTAL CREDITS:	18	
	Summer 1				
	MATH499 Project (Internship) in Mathematics	3			
	TOTAL CREDITS:	3			
4 th Year- Senior (Over 96 credits)	MATH325 Mathematical Probability	3	MATH326 Mathematical Statistics	3	
	MATH455 Advanced Partial Differential Equations	3	MATH454 Fundamentals of Times Series	3	
	MATH453 Advanced Statistical Methods	3	MATH458 Stochastic Calculus	3	
	RELB205(305) Life & Teachings of Christ	3	MATH459 Fundamentals of Group and Number Theory	3	
		3	RELT451 Christian Ethics & Moral Dev.	15	
	TOTAL CREDITS:	13	TOTAL CREDITS:		
			TOTAL CREDITS:		

**BACHELOR OF SCIENCE IN MATHEMATICS
(With Concentration in Actuarial Science)**

The BSc degree in Mathematics takes four years (inclusive of a summer internship) for those students who satisfy all the requirements for matriculation. This programme consists of 55 credits of core mathematics courses, 9 credits of Mathematics Electives; 12 credits of Required Cognates; 24 credits for the Actuarial Science concentration; 3 credits of Business Electives and the required General Education courses, making up a minimum of 128 credits. To satisfy graduation requirements, each student must complete all core including the courses for the concentration, cognate and required General Education courses. years (inclusive of a summer internship)

CORE REQUIREMENTS	55 CREDITS	Prerequisites
MATH 121 College Algebra	3	MATH095/MATH100 PLACEMENT TEST
MATH175 History of Mathematics	3	N/C
MATH165 Pre-Calculus I	4	MATH121
MATH166 Pre-Calculus II	4	MATH165
MATH271(171) Calculus I	4	MATH166
MATH272(172) Calculus II	4	MATH271(171)
MATH261 Finite Mathematics	3	MATH165
MATH278 Linear Algebra	3	MATH166
MATH381 (281) Calculus III	3	MATH272(172)
MATH382 (282) Calculus IV	3	MATH381(281)
MATH210 (301) College Geometry	3	MATH166
MATH340 Ordinary Differential Equations	3	MATH272(172)
MATH205 Probability and Statistics	3	MATH166
MATH342 Real Analysis	3	MATH272(172)
MATH343 Complex Analysis	3	MATH272(172)
MATH325 Mathematical Probability	3	MATH305,
MATH326 Mathematical Statistics	3	MATH325
Choose Mathematics Electives from the following	(9 credits)	
MATH371 Modern Algebra	3	MATH272(172)
MATH385 Partial Differential Equations	3	MATH340
MATH497 Topics in Actuarial Science	3	
MATH499 Project (Internship) in Mathematics	3	Final Year Students
REQUIRED COGNATES (12 CREDITS)		
CPTR113 Introduction to Programming	3	
CPTR120 Computer Applications	3	
CPTR151 Principles of Programming I	3	CPTR113, MATH121
ECON132 Personal Finance and Development	3	
ACTUARIAL SCIENCE CONCENTRATION	(Choose 24 Credits)	
CPTR213 Fundamentals of Database	3	CPTR120
CPTR252 Data Structures and Algorithm	3	CPTR151
ACCT103 Financial Accounting	3	
ACCT104 Managerial Accounting	3	ACCT103
ECON216 Principles of Micro-Economics	3	

ECON217 Principles of Macro-Economics	3	
FNCE341 Financial Management Principles	3	ECON217
FNCE437 Risk Management and Insurance	3	FNCE341
BSAD301 Business Communication	3	ENGL120, OTEC130
MATH315 Financial Mathematics	3	MATH381 (281)

Choose Business Electives from the following: (Choose 3 credits)

FNCE470 Investment Analysis	3	FNCE341
MGMT252 Principles of Management	3	
BSAD341 Business Law	3	MGMT252
FNCE378 Intermediate Financial Management	3	FNCE341

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two (32) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

RECOMMENDED SEQUENCE

Bachelor of Science in Mathematics (Actuarial Science Emphasis)

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	ENGL119 Freshman Comp. I	3	MATH165 Pre-Calculus I	4
	MATH121 College Algebra	3	MATH166 Pre-Calculus II	4
	EDUC100 Freshman Seminar	~	ENGL120 Freshman Composition II	3
	RELB113 God and Human Life	3	CPTR113 Intro. to Programming	3
	MATH175 History of Math.	3	RELB210 Daniel and Revelation	3
	EDUC151 Fundamentals of Christian Education	3		
	TOTAL CREDITS:	15	TOTAL CREDITS:	17
2 nd Year- Sophomore (33-65 credits)	MATH271 (171) Calculus I	4	MATH272 (172) Calculus II	4
	CPTR120 Computer Applications	3	CPTR213 Fundamentals of Database	3
	MATH205 Prob. Theory & Stats.	3	MATH210 (301) College Geometry	3
	MATH 261 Finite Mathematics	3	MATH278 Linear Algebra	3
	CPTR151 Principles of Prog. I	3	ECON132 Personal Finance & Dev.	3
	TOTAL CREDITS	16	TOTAL CREDITS	16
3 rd Year- Junior (65-96 credits)	MATH315 Financial Mathematics	3	ACCT104 Managerial Accounting	3
	MATH340 Ordinary Diff. Equations	3	MATH382 (282) Calculus IV	3
	MATH325 Math. Probability	3	MATH326 Mathematical Statistics	3
	ACCT103 Financial Accounting	3	MATH343 Complex Analysis	3
	MATH381 (281) Calculus III	3	FNCE437 Risk Mgt. and Insurance	3
	MATH342 Real Analysis	3	FNCE341 Financial Mgt. Principles	3
	TOTAL CREDITS	18	TOTAL CREDITS	18

	Summer I			
	MATH499 Project (Internship) Math	3		
	TOTAL CREDITS:	3		
4th Year-Senior (Over 96 credits)	BSAD301 Business Communication	3	ECON217 Principles of Macro Econ.	3
	ECON216 Principles of Micro Econ.	3	FNCE470 Investment Analysis	3
	MATH371 Modern Algebra	33	MATH497 Topics in Actuarial Sc.	3
	Modern Language Requirement	3	CPTR213 Data Structures and Algorithm	3
	RELB205(305) Life and Teachings of Christ	2	RELT451 Christian Ethics & Moral Development	3
	HPED111 Health and Phys. Ed	17		
	TOTAL CREDITS		TOTAL CREDITS	15

MINOR IN MATHEMATICS

Students from other departments who wish to offer mathematics as a minor may do so by completing 28 credits.

CORE REQUIREMENTS:

28 CREDITS

MATH165 Pre-Calculus I	4	MATH121
MATH166 Pre-Calculus II	4	MATH165
MATH271(171) Calculus I	4	MATH166
MATH272(172) Calculus II	4	MATH271(171)
MATH205 Probability Theory and Statistics	3	MATH165
MATH278 Linear Algebra	3	MATH165
MATH210(301) College Geometry	3	MATH166
MATH3xx *Mathematics elective (must be at the 300 level or above)	3	

ASSOCIATE OF SCIENCE IN ENGINEERING

INTRODUCTION

The engineering profession is one in which the knowledge of mathematical and scientific principles is gained by study, experience and practise and is applied to develop the scientific infrastructure for the social and economic benefit of mankind.

The Associate of Science in Engineering is a two (2) year programme designed to achieve the major objective of producing world class engineering students, who have the unique blend of theoretical and practical engineering skills needed to solve the real problems of the 21st century. In keeping with the ethos of the University, the preparation of students is enriched with an emphasis on high moral standards, a strong and disciplined work ethic, and an unswerving commitment to God and to mankind.

The Associate of Science degree in Engineering is equivalent to the first two years of the Bachelor of Science in Electrical Engineering. The minimum number of credits required for the ASc in Engineering is 73 credits.

GENERAL EDUCATION REQUIREMENTS

22 CREDITS

Please account for the minimum twenty-two (22) General Education credits as stipulated in the *Bulletin*. See pages 44-47 for more information. Should any of the recommended courses be required for the core, or cognate for the degree being pursued, additional courses **must** be taken (by advisement) to complete the minimum requirements for the associate degree. **It is therefore your personal responsibility to manage your programme in this regard.**

CORE REQUIREMENTS

32 CREDITS

Prerequisites

MATH166 Pre-Calculus II	4	MATH165 (Co-requisite)
MATH271 (171) Calculus I	4	MATH166
MATH272 (172) Calculus II	4	MATH271 (171)
ENGR110 Engineering Orientation & Ethics	3	
ENGR111 Engineering Design with CAD	3	
ENGR112(119,120) Electro-Mechanical Workshop	2	ENGR110 (Co-requisite)
ENGR210(121) Applied Physics with Calculus I	3	PHYS152/CAPE pass
ENGR212(122) Applied Physics with Calculus II	3	ENGR210(121)
ENGR235(130) Engineering Tools & Technology	3	ENGR110, ENGR111
ENGR251 Electrical Circuit Theory & Analysis I	3	ENGR110, PHYS152

REQUIRED COGNATES

19 CREDITS

Prerequisites

PHYS151 General Physics I	4	PHYS096(02)/CSEC pass
PHYS152 General Physics II	4	PHYS151
CPTR113 Introduction to Programming	3	
CHEM121 General Chemistry I	4	CHEM111/CSEC pass
CHEM122 General Chemistry II	4	CHEM121

N.B.: To advance to their second year, ALL engineering students MUST maintain a minimum grade of 'B-' for their core courses and 'C+' for their cognate courses.

**RECOMMENDED SEQUENCE
ASSOCIATE OF SCIENCE IN ENGINEERING**

Status	1 st Semester		2 nd Semester	
1 st Year- Freshman (0-36 credits)	EDUC100 Freshman Seminar	~	PHYS152 General Physics II	4
	PHYS151 General Physics I	4	MATH166 Pre-Calculus II	4
	ENGL119 Freshman Composition I	3	CHEM122 General Chemistry II	4
	MATH121 College Algebra	3	ENGL120 Freshman Composition II	3
	ENGR110 Engineering Orientation & Ethics	3	RELB113 God and Human Life	3
	CHEM121 General Chemistry I	4		
	TOTAL CREDITS:	17	TOTAL CREDITS:	18
	Summer I			
	EDUC151 Fundamentals of Christian Education	3		
	TOTAL CREDITS:	3		
2 nd Year- Sophomore (39-73 credits)	ENGR251 Electrical Circ. Theory & Analysis I	3	CPTR113 Intro to Programming	4
	ENGR121 Applied Physics with Calculus I	3	RELB201 Daniel	3
	MATH171 Calculus I	4	ENGR121 Electro-Mech. Workshop II	1
	ENGR111 Engineering Design with CAD	3	ENGR122 Applied Physics with Calc II	3
	COMM251 Oral Communications	3	ENGR130 Eng. Tools & Technology	3
	ENGR120 Electro-Mech. Workshop I	1	MATH172 Calculus II	4
	TOTAL CREDITS:	17	TOTAL CREDITS:	18
	Summer I			
	XXXX Humanities requirement	2		
	TOTAL CREDITS:	2		

BACHELOR OF SCIENCE IN ELECTRICAL AND ELECTRONIC ENGINEERING

The Bachelor of Science degree in Electrical and Electronic Engineering is designed to be completed over four (4) academic years by students who satisfy all the matriculation requirements. It comprises 135/136 academic credits containing 66/68 core engineering, 22/21 supporting engineering electives, 22 cognate credits, and the recommended general education credits.

In keeping with the ethos of the university, the preparation of students is enriched with an emphasis on high moral standards, a strong and disciplined work ethic, and an unswerving commitment to mankind and to God.

The areas of specialization are as follows:

- Power Systems and Process Control
- Renewable Energy Systems

INDUSTRIAL APPRENTICESHIP

Before graduation, all final year engineering students are required to complete a minimum of four (4) weeks industrial experience with an assigned engineering firm.

NVQJ (National Vocational Qualification)

As a means of increasing the competitive advantage of the NCU Engineering programme, engineering students wishing to pursue National Vocational Qualification in their respective disciplines are assisted in achieving this meaningful practical qualification, through partnership with the relevant agencies.

POWER SYSTEMS AND PROCESS CONTROL SPECIALIZATION

CORE REQUIREMENTS	66 CREDITS	Prerequisites
MATH166 Pre-Calculus II	4	MATH165 (Corequisite)
MATH271(171) Calculus I	4	MATH166
MATH272(172) Calculus II	4	MATH271 (171)
MATH340 Ordinary Differential Equations	3	MATH272 (172)
ENGR110 Engineering Orientation & Ethics	3	
ENGR111 Engineering Design with CAD	3	
ENGR112(119,120) Electro-Mechanical Workshop	2	ENGR110 (Corequisite)
ENGR210(121) Applied Physics with Calculus I	3	PHYS152, MATH271 (171)
ENGR212(122) Applied Physics with Calculus II	3	ENGR210(121)
ENGR235(130) Engineering Tools & Technology	3	ENGR110, ENGR111
ENGR251 Electrical Circuit Theory & Analysis I	3	ENGR110, PHYS152
ENGR252 Electrical Circuit Theory & Analysis II	3	ENGR251
ENGR301 Electronics I	4	ENGR251, MATH340
ENGR302 Electronics II	4	ENGR301
ENGR303 Electrical Power Systems I	3	ENGR251, MATH340
ENGR304 Electrical Power Systems II	4	ENGR303

ENGR405(305) Communications Systems I	3	ENGR251, MATH340
ENGR314 Control Systems & Mechatronics I	4	ENGR251, MATH340
ENGR425(320) Signal & Systems	3	ENGR251, MATH340
ENGR424(324) Digital Signal Processing	3	ENGR251, MATH340

ENGINEERING ELECTIVES

22 CREDITS

ENGR428(328) Ant, RF & Microwave Circuit Design	4
ENGR330 Embedded Systems Design I	4
ENGR430(332) Embedded Systems Design II	4
ENGR312 Elect. Drives & Power Electronics I	4
ENGR419 Renewable System Design	4
ENGR499 Project (Internship) in Engineering	2

Prerequisites

ENGR302, ENGR405(305), ENGR310
ENGR301, ENGR307
ENGR330
ENGR301, ENGR303, ENGR307
ENGR330
Final Year Students

REQUIRED COGNATES

22 CREDITS

PHYS151 General Physics I	4
PHYS152 General Physics II	4
CPTR113 Introduction to Programming	3
CHEM121 General Chemistry I	4
CHEM122 General Chemistry II	4
ENGR440(340) Engineering Economics	3

Prerequisites

PHYS096(102)/CSEC pass
PHYS151
CHEM111/CSEC pass
CHEM121
ENGR110, MATH278

**RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN ELECTRICAL & ELECTRONIC ENGINEERING
POWER SYSTEMS AND PROCESS CONTROL SPECIALIZATION**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	PHYS151 General Physics I	4	PHYS152 General Physics II	4
	ENGL119 Freshman Comp. I	3	MATH166 Pre-Calculus II	4
	MATH121 College Algebra	3	CHEM122 General Chemistry II	4
	ENGR110 Engineering Orientation & Ethics	3	ENGL120 Freshman Composition II	3
	CHEM121 General Chemistry I	4	EDUC151 Fundamentals of Christian Education	3
	EDUC100 Freshman Seminar I	~		
	TOTAL CREDITS:	17	TOTAL CREDITS:	18
2 nd Year- Sophomore (33-65 credits)	ENGR251 Electrical Circuit Theory & Analysis I	3	CPTR113 Introduction to Programming	3
	ENGR210(121) Applied Physics with Calculus I	3	RELB113 God and Human Life	
	MATH271 (171) Calculus I	4	ENGR112(119,120) Electro-Mechanical Workshop	2
	ENGR111 Engineering Design with CAD	3	ENGR212(122) Applied Physics with Calculus II	3
	COMM251 Oral Communications	3	ENGR235(130) Engin. Tools & Tech.	3
			MATH272 (172) Calculus II	4
	TOTAL CREDITS:	16	TOTAL CREDITS:	18
3 rd Year- Junior (65-96 credits)	ENGR351(252): Electrical Circuit Theory & Analysis II	3	ENGR302 Electronics II	4
	ENGR301 Electronics I	4	ENGR304 Electrical Power Systems II	4
	ENGR303 Electrical Power Systems I	3	ENGR312 Electrical Drives & Power Electronics I	4
	ENGR314 Control Systems & Mechatronics	4	ENGR330 Embedded System Design I	4
	MATH340 Ordinary Differential Equations	3	RELB210 Daniel and Revelation	1
	TOTAL CREDITS	17	TOTAL CREDITS	17
4 th Year- Senior (Over 96 credits)	RELB205(305) Life and Teachings of Christ	3	ENGR499 Project (Internship) in Engineering	2
	ENGR405(305) Communication System I	3	ENGR428(328) Antennae, RF & Microwave Circuit Design	4
	ENGR425(320) Signal & Systems	3	Modern Language Requirement	3
	ENGR424(324) Digital Signal Processing	3	ENGR430(332) Embedded Systems Design II	4
	ENGR440(340) Engineering Economics	3	Humanities Elective	3
	TOTAL CREDITS:	15	TOTAL CREDITS:	16

RENEWABLE ENERGY SYSTEMS SPECIALIZATION

CORE REQUIREMENTS

	68 CR	Prerequisites
MATH166 Pre-Calculus II	4	MATH165 (Co-requisite)
MATH271(171) Calculus I	4	MATH166
MATH272(172) Calculus II	4	MATH271 (171)
MATH340 Ordinary Differential Equations	3	MATH272 (172)
ENGR110 Engineering Orientation & Ethics	3	
ENGR111 Engineering Design with CAD	3	
ENGR112(119,120) Electro-Mechanical Workshop	2	ENGR110 (Co-requisite)
ENGR210(121) Applied Physics with Calculus I	3	PHYS152, MATH271 (171)
ENGR212(122) Applied Physics with Calculus II	3	ENGR210(121)
ENGR235(130) Engineering Tools & Technology	3	ENGR110, ENGR111
ENGR251 Electrical Circuit Theory & Analysis I	3	ENGR110, PHYS152
ENGR252 Electrical Circuit Theory & Analysis II	3	ENGR251
ENGR301 Electronics I	4	ENGR251, MATH340
ENGR302 Electronics II	4	ENGR301
ENGR315 Intro. to Renewable Energy Systems	3	ENGR111, ENGR212(122), ENGR351(252)
ENGR455/ Process Control and Implementation SCIE101 for Energy Systems	3	ENGR302
ENGR470(370) Fundamental of Fluid Dynamics	3	MATH340, ENGR325(215)
ENGR472(372) Thermodynamics	3	MATH340, ENGR325(215), ENGR470(370)(Co-requisite)
ENGR475/ Wind Turbine Design & Installation I SCWT101	3	ENGR315, ENGR470(370) ENGR302 (Corequisite)
ENGR465/ Solar PV Design & Installation I SCPV101	3	ENGR315, ENGR470(370) ENGR302 (Corequisite)
ENGR330 Embedded System Design I	4	ENGR301, ENGR307

ENGINEERING ELECTIVES

	21 CR	Prerequisites
ENGR374 Aerodynamics for Energy Systems	3	ENGR470(370)
ENGR485/ Hydro-Turbine Design & Installation SCHT101	3	ENGR470(370)
ENGR325(215) Engineering Mechanics I	3	ENGR212(122), MATH272 (171)
ENGR326(216) Engineering Mechanics II	3	ENGR325(215)
ENGR440(340) Engineering Economics	3	ENGR110, MATH278
ENGR495 Applied Computation for Energy Systems	4	ENGR315
ENGR499 Project (Internship) in Engineering	2	Final Year Students

REQUIRED COGNATES

	22 CR	Prerequisites
PHYS151 General Physics I	4	PHYS096(102)/CSEC pass
PHYS152 General Physics II	4	PHYS151
CPTR113 Introduction to Programming	3	
CHEM121 General Chemistry I	4	CHEM111/CSEC pass
CHEM122 General Chemistry II	4	CHEM121
MATH278 Linear Algebra	3	MATH166

RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN ELECTRICAL AND ELECTRONIC ENGINEERING
RENEWABLE ENERGY SYSTEMS SPECIALIZATION

Status	1 st Semester	Cr	2 nd Semester	
1 st Year- Freshman (0-32 credits)	PHYS151 General Physics I	4	PHYS152 General Physics II	4
	ENGL119 Freshman Composition I	3	MATH166 Pre-Calculus II	4
	MATH121 College Algebra	3	CHEM122 General Chemistry II	4
	ENGR110 Engin. Orientation & Ethics	3	ENGL120 Freshman Composition II	3
	CHEM121 General Chemistry I	4	EDUC151 Fundamentals of Christian Ed.	3
	EDUC100 Freshman Seminar	~		3
	TOTAL CREDITS:	17	TOTAL CREDITS	18
2 nd Year- Sophomore (33-65 credits)	ENGR251 Electrical Circuit Theory & Analysis I	3	CPTR113 Introduction to Programming	3
	ENGR210(121) Applied Physics with Calculus I	3	RELB113 God and Human Life	3
	MATH271 (171) Calculus I	4	ENGR112(119,120) Electro-Mechanical Workshop	2
	COMM251 Oral Communications	3	ENGR212(122) Applied Physics with Calculus II	3
	ENGR111 Engineering Design with CAD	3	ENGR235(130) Engineering Tools & Technology	2
			MATH272 (172) Calculus II	4
	TOTAL CREDITS	16	TOTAL CREDITS	17
3 rd Year-- Junior (65-96 credits)	MATH340 Ordinary Differential Equations	3	ENGR326(216) Engineering Mechanics II	3
	ENGR325(215) Engineering Mechanics I	3	MATH385 Partial Differential Equations	3
	MATH278 Linear Algebra	4	RELB210 Daniel and Revelation	1
	ENGR301 Electronics I	4	ENGR302 Electronics II	4
	ENGR315 Introduction to Renewable Energy Systems	3	ENGR475 Wind Turbine Design and Installation	3
			ENGR465 Solar Photo-Voltaic Design and Installation I	3
	TOTAL CREDITS	16	TOTAL CREDITS	17
	Summer I			
	RELB205(305) Life & Teach. of Christ	3		
	TOTAL CREDITS	3		
4 th Year- Senior (Over 96 credits)	ENGR499 Project (Internship) in Engineering (preferably with Wigton Windfarm /BMR (Done in the Summer)	2	ENGR440(340) Engineering Economics	3
	ENGR470(370) Fund. of Fluid Dynamics	3	ENGR330 Embedded System Design I	4
	ENGR472(372) Thermodynamics	3	ENGR455 Process Control and Implementation for Energy Systems	3
	Environmental Science Elective	3	ENGR495 Applied Computation for Energy Systems	4
	Modern Language Requirement	3	Humanities Requirement	3
	RELT451 Christian Ethics & Moral Dev.	3		
	TOTAL CREDITS:	17	TOTAL CREDITS:	17

BACHELOR OF SCIENCE IN COMPUTER SYSTEMS ENGINEERING

The Bachelor of Science degree in Computer Systems Engineering is designed to be completed over four (4) academic years by students who satisfy all the matriculation requirements. It comprises 135 academic credits containing 72 core courses (38 computer systems and 24 engineering), 26 required cognates, 7 electives and the required general education credits.

CORE REQUIREMENTS	72 CR	Prerequisites
CPTR113 Introduction to Programming	3	
CPTR151 Principles of Programming I	3	CPTR113, MATH121
CPTR213 Fundamental of Databases	3	CPTR120, CPTR151
CPTR242 Principles of Programming II	3	CPTR151
CPTR235 Software Engineering	3	CPTR151, CPTR213
CPTR252 Data Structures and Algorithms	3	CPTR242, MATH165
CPTR230 System Analysis and Design	3	CPTR151, CPTR213
CPTR311 Discrete Structure in Comp. Sci.	3	CPTR242, MATH165
CPTR313 Fundamentals of Security Technologies	3	CPTR252
CPTR355 Algorithm Design and Analysis	3	CPTR252, CPTR311
CPTR375 Operating Systems	3	CPTR252, CPTR282
CPTR380 Data Telecommunications	3	CPTR252
CPTR365 Artificial Intelligence	3	CPTR252, CPTR311
CPTR370 Expert Systems	3	CPTR252, CPTR311
CPTR413 Cryptography	3	CPTR313, CPTR355
CPTR425 Network Design and Implementation	3	CPTR375, CPTR380
ENGR301 Electronics I	4	ENGR251, MATH340
ENGR302 Electronics II	4	ENGR301
ENGR307 Digital Circuits & Microprocessors I	3	ENGR251, MATH340
ENGR251 Electrical Circuit Theory & Analysis I	3	ENGR110, PHYS152
ENGR252 Electrical Circuit Theory & Analysis II	3	ENGR251
ENGR424(324) Digital Systems Processing	3	ENGR307
ENGR330 Embedded System Design I	4	ENGR301, ENGR307
ENGINEERING ELECTIVES	7 CREDITS	Prerequisites
ENGR110 Engineering Orientation & Ethics	3	
ENGR111 Engineering Design with CAD	2	
ENGR112(119,120) Electro-Mechanical Workshop	2	ENGR110 (Corequisite)
REQUIRED COGNATES	26 CREDITS	Prerequisites
MATH166 Pre-Calculus II	4	MATH165
PHYS151 General Physics I	4	PHYS096(102)/CSEC pass
PHYS152 General Physics II	4	PHYS151
CPTR113 Introduction to Programming	3	
CHEM121 General Chemistry I	4	CHEM111/CSEC pass
CHEM122 General Chemistry II	4	CHEM121
ENGR440(340) Engineering Economics	3	ENGR110, MATH278

**RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN COMPUTER SYSTEMS ENGINEERING**

Status	1 st Semester		2 nd Semester	
1 st Year- Freshman (0-32 credits)	PHYS151 General Physics I ENGL119 Freshman Composition I MATH121 College Algebra ENGR110 Engineering Orientation & Ethics CPTR113 Intro. to Programme EDUC100 Freshman Seminar TOTAL CREDITS:	4 3 3 3 3 ~ 16	PHYS152 General Physics II MATH166 Pre-Calculus II CPTR151 Principles of Program. I ENGL120 Freshman Composition II ENGR111 Engineering Design with CAD TOTAL CREDITS:	4 4 3 3 3 17
	Summer I EDUC151 Fundamentals of Christian Education TOTAL CREDITS:	3 3		
2 nd Year-Sophomore (33-65 credits)	ENGR251 Electrical Circuit Theory & Analysis I ENGR210(121) Applied Physics with Calculus I MATH271 (171) Calculus I CPTR242 Principles of Programming II RELB113 God and Human Life TOTAL CREDITS:	3 3 4 3 3 16	CPTR213 Fundamentals of Databases ENGR351(252) Electrical Circuit Theory & Analysis II ENGR212(122) Applied Physics with Calculus II ENGR112(119,120) Electro-Mechanical Workshop CPTR230 Systems Analysis and Design MATH272 (172) Calculus II TOTAL CREDITS:	3 3 3 2 3 4 18
	Summer I RELB210 Daniel and Revelation TOTAL CREDITS	3 3		
3 rd Year--Junior (65-96 credits)	CPTR213 Software Engineering ENGR301 Electronics I ENGR307 Digital Circuits and Microprocessors I CPTR311 Discrete Structures in Computer Sciences CPTR252 Data Structures and Algorithms TOTAL CREDITS	3 4 3 3 3 16	ENGR302 Electronics II CPTR313 Fundamentals of Security Technologies CPTR355 Algorithm Design and Analysis Humanities Requirement COMM251 Oral Communication RELB205(305) Life & Teac. of Christ TOTAL CREDITS	4 3 3 3 3 3 16
4 th Year-Senior (Over 96 credits)	CPTR425 Network Design and Implementation CPTR365 Artificial Intelligence ENGR424(324) Digital Signal Proces. CPTR425 Network Design & Imp. CPTR370 Expert Systems RELT451 Christian Ethics & Moral Development TOTAL CREDITS:	3 3 3 3 3 3 18	ENGR330 Embedded System Design I ENGR440(340) Engineering Economics CPTR375 Operating Systems Modern Language Requirement CPTR413 Cryptography TOTAL CREDITS:	4 3 3 3 3 16

MINOR IN ENGINEERING

Students from other departments who wish to achieve a minor in engineering may do so by completing the 33 credits stated below:

CORE REQUIREMENTS:	33 CREDITS	Prerequisites
ENGR110 Engineering Orientation & Ethics	3	
ENGR111 Engineering Design with CAD	3	
ENGR112(119,120) Electro-Mechanical Workshop	2	ENGR110 (Corequisite)
ENGR210(121) Applied Physics with Calculus I	3	PHYS152, MATH271(171)
ENGR212(122) Applied Physics with Calculus II	3	ENGR210(121)
ENGR213(123) Software Techniques & Comp. Methods	3	
		MATH271(171) (Co-requisite), CPTR151
ENGR325(215) Engineering Mechanics I	3	ENGR212(122), MATH272(172)
ENGR326(216) Engineering Mechanics II	3	ENGR325(215)
ENGR251 Electrical Circuit Theory & Analysis I	3	ENGR110, PHYS152
ENGR3XX Engineering Elective Course	3	
 REQUIRED COGNATE		
MATH271 (171) Calculus I	4	MATH166

DESCRIPTION OF COURSES

MATHEMATICS

MATH095 Introductory Mathematics **3 Credits**

This course teaches the basic concepts and operations in mathematics. It should be done by students who do not have passes in mathematics at the CXC/GCE level. Topics include basic operations in arithmetic and algebra. Students will learn mathematical operations on the whole numbers, integers, fractions and decimals. Credits in this course will **not** be applied towards credit required for any degree.

MATH100 Fundamentals of Mathematics **3 Credits**

Study of mathematical concepts in the field of number theory, number systems, algebra, including graphs and statistics. Designed to meet the General Education requirement for the baccalaureate degree, but will not apply toward a major or minor in mathematics.

Prerequisite: Completion of MATH 095 (Introductory Mathematics) or have a pass in mathematics at CXC or GCE level

MATH121 College Algebra **3 Credits**

The fundamental operations of algebra, inequalities, absolute values, systems of linear equations, number systems, exponents, radicals, matrices and determinants, relations and functions. **Prerequisite: Math 095 (Introductory Mathematics) or pass in mathematics at CXC or GCE level.**

MATH165 Pre-Calculus I **4 Credits**

Introduction to Series, Sequences, Binomial Expansion, advance quadratic equations, theory of equations, functions and their graphs, matrices and determinants, logarithmic and exponential functions, linear programming and an introduction to limits and the definition of both differentiation and integration. **Prerequisite: MATH121 College Algebra or equivalent**

MATH166 Pre-Calculus II **4 Credits**

Sets, fundamental operations of algebraic expressions, theory of equations, functions and their graphs, matrices and determinants, logarithmic and exponential functions, complex numbers and an introduction to differentiation and integration. Trigonometric functions and their graphs, identities, solutions of triangles, introduction to polar co-ordinates, polar equations and their graphs and an introduction to conic sections. **Prerequisite: MATH 121 (College Algebra)**

MATH271 (171) Calculus I **4 Credits**

Functions and their graphs, limits and continuity, differentiation and integration, implicit differentiation, curve sketching. **Prerequisite: MATH166: Pre-Calculus II or equivalent**

MATH272 (172) Calculus II **4 Credits**

Applications of the definite integral, transcendental functions, partial fractions and additional techniques of integration. **Prerequisites: MATH271(171): Calculus I or equivalent**

MATH261 Finite Mathematics **3 Credits**

An introduction to logic, set theory, matrices, vectors, elementary probability, linear programming, theory of games and applications from various fields of business.

Prerequisite: MATH165: Pre-Calculus

MATH278 Linear Algebra **3 Credits**
 Systems of linear equations, vectors and matrices, and determinants, vector spaces, linear transformation, eigenvalues, eigenvectors and fundamental concepts in numeric analysis -:
MATH165 Pre-Calculus I

MATH381 (281) Calculus III **3 Credits**
 The calculus of indeterminate forms, improper integrals, three-dimensional vector space; partial differential, sequence and series divergence and convergence. **Prerequisite: MATH172 Calculus II**

MATH382 (282) Calculus IV **3 Credits**
 Multivariable calculus, partial derivatives, multiple integrals, Green's Theorem, Stoke's Theorem, Introduction to differential equations. **Prerequisite: MATH 281 (Calculus III)**

MATH210 (301) College Geometry **3 Credits**
 The fundamentals of Euclidean Geometry, including proofs and construction; Introduction to non-Euclidean geometries. **Prerequisite: MATH 166 (Pre-Calculus II)**

MATH305 Probability and Statistics **3 Credits**
 Introduction to probability, frequency and probability distributions, elements of statistical inference, sampling, estimations, hypothesis testing, regression, correlation and one way analysis of variance. **Prerequisites: MATH 166 (Pre-Calculus II)**

MATH315 FINANCIAL Mathematics **3 Credits**
 The goal of the Financial Mathematics course is to provide an understanding of the fundamental concepts of financial mathematics; and how those concepts are applied in calculating present and accumulated values for various streams of cash flows as a basis for future use in: reserving, valuation, pricing, duration calculation, asset/liability management, investment income, capital budgeting and valuing contingent cash flows. This course contains the material tested on the Society of Actuarial Science Exam FM/2. **Prerequisite: MATH 281 (Calculus III)**

MATH325 Mathematical Probability **3 Credits**
 The purpose of this course is to develop knowledge of the fundamental probability tools for quantitatively assessing risk. The application of these tools to problems encountered in actuarial science is emphasized. It contains the material tested on the Society of Actuarial Science Exam P/1. **Prerequisites: MATH 305 (Probability and Statistics, Co-requisite MATH 282 Calculus IV)**

MATH 326: Mathematical Statistics **3 Credits**
 Estimation Theory and Application, Hypothesis Testing Theory and Application, Regression and Correlation and Analysis of Variance. **Prerequisites: MATH 325 Mathematical Probability, MATH 278 Linear Algebra**

MATH340 Ordinary Differential Equations **3 Credits**
 A study of first order and higher order differential equations with constant and variable coefficients. Series solutions, integral transforms and applications are also examined.
Prerequisite: MATH 172 (Calculus II)

MATH342 Real Analysis
3 Credits

This is a course geared to teach students the essentials of the mathematical analysis of real numbers, and their associated function, as relating to convergence of sequences and series, continuity, differentiability, Riemann integrals, metric spaces, sequences and series of functions, uniformity, and the interchange of limit operations. Emphasis is placed on the use of abstract concepts inductions and proofs in the general teaching methodology. **Prerequisites: MATH272(172)**

MATH343 Complex Analysis
3 Credits

Topics covered are: Complex numbers and functions; complex limits and differentiability; elementary examples; analytic functions; complex line integrals; Cauchy's theorem and the Cauchy integral formula; Taylor's theorem; zeros of holomorphic functions; the Open Mapping theorem and Inverse Function theorem; Schwarz' Lemma; automorphisms of the ball, the plane and the Riemann sphere; isolated singularities and their classification; Laurent series; the Residue Theorem; calculation of definite integrals and evaluation of infinite series using residues; Montel's Theorem and the Riemann Mapping Theorem. Prerequisite: MATH272 (172)

MATH371 Modern Algebra
3 Credits

This course explores the theory and applications of the algebraic mathematical structures known as groups, rings and fields. Topics covered include dihedral groups, homomorphisms and isomorphisms; subgroups and cyclic subgroups; group actions; permutations; Cosets and Lagrange's Theorem, Cayley's Theorem; the Sylow Theorems and the Fundamental Theorem of Finitely Generated Abelian Groups. Following this thorough investigation of group theory, students begin to explore the basic ideas of ring theory. **Prerequisite: MATH 172 (Calculus II)**

MATH385 Partial Differential Equations
3 Credits

An advanced undergraduate level or introductory graduate level course designed to equip students with a thorough understanding of the fundamental techniques of solving partial differential equations. The course engages an application perspective as related to various real life dynamical processes and transient phenomena. It builds on foundational concepts from the MATH340 course in ODE's, which would have already introduced students to the formulation and solution of IVP's BVP's and IVBP's under a variety of Boundary conditions (Neumann, Dirichlet, Mixed and Robin). It extends such analysis to DE's of two or more variables (PDE's), their classifications (Parabolic, Elliptic and Hyperbolic) and behaviours under various boundary conditions. **Prerequisite: MATH340 Ordinary Differential Equations**

MATH403 History of Mathematics
3 Credits

This course traces the growth of mathematics from the time of ancient Greece to the beginning of the nineteenth century. It establishes the historical origins of modern Calculus, Geometry and Algebra. It also examines the contributions of many specific mathematicians (including non-European ones), whose key insights shaped the evolution of the mathematical sciences. **Prerequisite: MATH 301 College Geometry**

MATH453 Advanced Statistical Methods
3 Credits

This is an advanced senior year or introductory graduate level course intended to introduce the study of advanced topics in simple and multivariate linear regression, two and three way ANOVA's, time series regression and forecasting, cluster analysis, factor analysis, conjoint analysis, and multidimensional scaling. Prodigious use is made of statistical software to investigate local industrial applications, conduct nonlinear regression analysis, Multiple logistic

regression, Multiple linear regression, Poisson and Cox regression. Applications are investigated using MATLAB and R software packages. **Prerequisites: MATH205 (MATH305) Prob. Theory & Stats; MATH371 Modern Algebra; MATH385 Partial Diff. Equations.; MATH383 Calculus IV**

MATH454 Fundamentals of Time Series Analysis

3 Credits

An advanced senior year or introductory graduate level course that introduces the study of stochastic, neural networks and SVM based models, together with their inherent forecasting strengths and weaknesses. Various issues related to time series modelling, such as stationarity, parsimony, overfitting, are investigated. Model building, data analysis, inference and forecasting using auto regressive (AR), moving average (MA), ARMA, and ARIMA processes is also an important part of this course. Finally, practical investigations into stationary and non stationary processes, seasonal processes, auto-correlation and partial auto-correlation functions, identification of models, estimation of parameters, and spectral analysis are accomplished using MATLAB and R software packages. **Prerequisites: MATH205 (MATH305) Prob. Theory & Stats; MATH371 Modern Algebra; MATH385 Partial Diff. Equations.; MATH383 Calculus IV**

MATH 456 - Numerical Analysis

3 Credits

This course will emphasize the development of numerical algorithms to provide solutions to common problems formulated in science and engineering. The primary objective of the course is to develop the basic understanding of the construction of numerical algorithms, and perhaps more importantly, the applicability and limits of their appropriate use. The emphasis of the course will be the thorough study of numerical algorithms to understand (1) the guaranteed accuracy that various methods provide, (2) the efficiency and scalability for large scale systems. and (3) issues of stability. Topics include the standard algorithms for numerical computation: **Prerequisite: MATH 172 Calculus II**

MATH458 Stochastic Calculus

3 Credits

Stochastic Calculus is an advanced senior year or introductory graduate level course that provides an in-depth introduction to the branch of mathematics that operates on stochastic (random) processes. The theory of integrals of stochastic processes with respect to these processes is the overarching theme of this course. Approaching processes using the Itô and Stratonovich integrals, and to a much lesser extent the Malliavin integral is the main emphasis. Expressing the Stratonovich integral in terms of the Itô integral is of key importance. An emphasis is placed on modelling systems (financial/ physical/engineering) that behave randomly. **Prerequisites: MATH205(MATH305) Prob. Theory & Stats; MATH371 Modern Algebra; MATH385 Partial Diff.Equations; MATH383 Calculus IV**

MATH459 Fundamentals of Group and Number Theory

3 Credits

This advanced senior year or introductory graduate level course builds largely upon the foundation of MATH288 and MATH80 to provide a detailed introduction to fundamentals of group theory, subgroups, fields and Galois theory, rings and their relationships, symmetry elements and point groups, group representations and cohomology, algebraic number theory, topology and algebraic structure and Adeles related concepts. Number theory aspects of this course include theory of integers, divisibility, prime numbers, primality testing, factorization methods, congruences, Diophantine problems, arithmetical functions, Fermat's little theorem, primitive roots, quadratic reciprocity, Diophantine equations, Fermat's last theorem, arithmetical functions and so on. Applications are drawn from Cryptology, and

Coding theory among others. **Prerequisites:** MATH205 (MATH305) Prob. Theory & Stats; MATH371 Modern Algebra; MATH385 Partial Diff. Equations; MATH383 Calculus IV

MATH497 Topic in Actuarial Science **3 Credits**
 A course in an area of Actuarial Science. **Prerequisite:** MATH381(281) Calculus III

MATH499 Project (Internship) in Mathematics **3 Credits**
 A guided study of a topic in pure or applied mathematics. To be arranged with the department chairperson. **Prerequisite:** MATH381(281) Calculus III

ENGINEERING

ENGR110 Engineering Orientation and Ethics **3 Credits**
 This course in engineering is designed to give freshmen a general introduction to university life and especially an overview of the engineering profession they will study. It is designed to provide a thorough understanding of core skills required to be a successful engineering through assigned projects. It also focuses on ethics in the engineering profession and the importance of developing morally sound practices as an engineering professional.

ENGR111 Introduction to Engineering Design with CAD **3 Credits**
 The engineering student is introduced to the fundamental science of how systems are designed, and how a useful product is brought from the stage of conceptualization to market. It covers the fundamentals of the design process and the development of Computer Aided Design (CAD) representations of prototypes.

ENGR112 (119,120) Electro-Mechanical Workshop **2 Credit**
 Students are introduced to safety and other accepted practices in the mechanical and electrical workplace. Basic background theory and written tests on fundamental workshop processes, basic background theory on sensor control, instrumentation and wiring of single and three phase circuits and loads are covered over the first four to five weeks of the course, along with a safety and lab induction. The remaining 10 to 11 weeks of the course are all practical and require students to complete a design project utilizing the concepts learnt.

ENGR325(215) Engineering Mechanics I: Statics of Mechanical Systems **3 Credits**
 This first year applied science/engineering course introduces students to the principles of static equilibrium by applying Newton's laws of motion to solve engineering problems. Special emphasis is placed on drawing free body diagrams and self-checking strategies. Important topics include introduction to forces; 2D and 3D equilibrium of particles and rigid bodies; centre of gravity and centroids; distributed loading and hydrostatics; friction; analysis of structures including trusses, frames and machines; and shear force and bending moment diagrams. **Corequisite:** MATH181 (MATH272 (172) Calculus I with Analytical Geometry

ENGR326(216) Engineering Mechanics II: Dynamics of Mechanical Systems **3 Credits**
 This first year applied science/engineering course focuses on teaching students how to apply Newtonian physics to relatively simple physical situations. Building on concepts learnt in Engineering Statics, it considers systems that are not in equilibrium i.e., with velocity and acceleration. Some of the topics covered are pure kinematics (a mathematical description of motion only), while others are kinetic (determine motion in problems involving the concepts of force and energy). The course restricts itself to 2-D (planar) mechanisms. **Prerequisite:** ENGR325(215) Engineering Mechanics I: Statics of Mecanical System

ENGR235(130) Engineering Tools and Technology**3 Credits**

This course first teaches the fundamental concepts of Computer Aided Design (CAD) as outlined in the ENGR111 course but combines the element of design and CAD development with 3D printing fundamentals. Students are able to print the prototype models they develop in addition to investigating and understanding the inner workings of a 3D printer. Students are also introduced to Microprocessors and their programming using Arduino. Labview is also introduced in this course as an introduction to an embedded system type program/software. Basic background theory on sensor control, instrumentation and wiring of single and three phase circuits and loads can also be covered in this course. **Prerequisite: ENGR110 Engineering Orientation and Ethics, ENGR111 Engineering Design with CAD**

ENGR210(121) Applied Physics with Calculus I**3 Credits**

This first year course introduces students to the study of motion and thermal physics including vectors, kinematics, forces, Newton's three laws of motion, circular motion and rotations, harmonic motion, momentum, energy and work, gravity, fluids, and thermodynamics from a calculus based perspective. **Corequisite: MATH272(172) Calculus I Prerequisite: PHYS151 General Physics**

ENGR212(122) Applied Physics with Calculus II**3 Credits**

This course helps the student to understand and solve problems in physical applications involving Electricity, Magnetism and Optics. Key concepts explored are includes electric fields, and electric potential, current flow, resistance and capacitance, magnetic fields, Faraday's law and inductance, electric circuits and electromagnetic oscillations, and electromagnetic waves and light propagation all from a calculus-based perspective. **Prerequisite: ENGR210(121) Applied Physics with Calculus I**

ENGR213(123) Software Techs and Computational Methods**4 Credits**

A practically designed course with an active lab component for achieving basic student competency in coding, simulation analysis and implementation of basic FD & FE methods in the following key software packages: MATLAB/SIMULINK, LabVIEW, MULTISIM and EAGLE CAD. The course consists of a minimum of a week's overview of the core essentials of each package and an integrated design project that links application of all packages via interlinked numerical tasks. The solutions of the Heat, Wave and Poisson equations under varying boundary conditions (Dirichlet, Neumann, Robin, Mixed) are investigated through practical application questions. There is a compulsory weekly 3-hour lab session. **Prerequisite: MATH271(171), CPTR151**

ENGR251 Electrical Circuit Theory and Analysis I**3 Credits**

This course explores the basics of electrical circuits as relating to Ohm's Law, Kirchoff's Voltage and Current laws, Loop and Nodal analysis along with important network theorems such as the Thevenin, Norton and Maximum Power Transfer Theorems. Phasors and multiphase AC circuits are also investigated along with basic magnetic circuits. **Prerequisites: ENGR110, PHYS152**

ENGR351(252) Electrical Circuit Theory and Analysis II**3 Credits**

Application of operational methods to the solution of electrical circuits is the focus of this course. Topics include effects of poles and zeroes on the circuit response; transfer functions of electrical networks; Laplace and Fourier transforms; network parameters. **Prerequisite: ENGR251 Electrical Circuit Theory and Analysis I**

ENGR301 Electronics I**4 Credits**

The focus of this course is the theory and operation of electronic devices, and their uses as system blocks in the development and implementation of larger systems. Devices such as diodes, bipolar transistors, FET's, MOSFETS's, and IGBT transistors are emphasized, along with OP amps and Op amp circuits. The design of amplifiers and linear power supplies, their uses in larger systems, and the effect of loads on their operation are also major areas of focus. This course carries a compulsory weekly 3-hour lab session. **Prerequisites: ENGR251 Electrical Circuit Theory and Analysis I, MATH340 Ordinary Differential Equations**

ENGR302 Electronics II**4 Credits**

This course in electronics has a emphasis on equivalent circuit representation and analysis of electronic analogue circuits and systems, their frequency response and behaviour under feedback control. The design of oscillators and frequency dependent, and the effect of loads on their operation are also major areas of focus. Emphasis is also placed on applications of integrated circuits and design of analogue, control, communication and digital electronic systems. There is a compulsory weekly 3-hour lab session. **Prerequisite: ENGR301 Electronics I**

ENGR303 Electrical Power Systems I**3 Credits**

In this course, an introduction is provided to power systems, system components and integration; transformers, induction machines, synchronous machines, direct current machines, and special machines. **Prerequisites: ENGR351(252) Electrical Circuit Theory and Analysis II, MATH340 Ordinary Differential Equations**

ENGR304 Electrical Power Systems II**4 Credits**

This course builds on the foundation laid in ENGR303. A more detailed and advanced and analytical treatment is provided for power systems, system components and integration; transformers, induction machines, synchronous machines, direct current machines, and special machines. Special emphasis is placed on High voltage transmission, transformation and distribution systems as typical of Utility power networks (eg. JPS). There is a compulsory weekly 3-hour lab session. **Prerequisite: ENGR303 Electrical Power Systems I**

ENGR405(305) Communication Systems I**3 Credits**

An introductory course in the field of analogue communication systems in which transmitters, receivers, and different modulation and demodulation techniques are studied. A preliminary treatment of noise and an introduction to digital and wireless communications are also included. **Prerequisites: ENGR251 Electrical Circuit Theory and Analysis I, MATH340 Ordinary Differential Equations**

ENGR307 Digital Circuits and Microprocessors I**3 Credits**

This is an intermediate level course exploring the fundamentals of digital circuits. Combinational and sequential logic functions and their realization, K-Maps and minimization. It also explores digital circuit technologies, rules for application, design, AD/DA conversion, CAD simulation, PLAs. and digital memories. The basics of MCs with respect to Von Neuman and Harward architectures and general concept of microcomputers are also explored. Data presentation, code structure, instruction sets and programming of a chosen microprocessor along with peripherals and I/O's. Finally programming of microprocessor systems, use of assemblers, development and debugging of firmware are practical activities conducted in the course. **Prerequisites: ENGR251 Electrical Circuit Theory and Analysis I, MATH340 Ordinary Differential Equations**

ENGR310 Engineering Electromagnetics**3 Credits**

This course explores static electric and magnetic fields and general electromagnetic theory and Maxwell's equations; steady electric current magnetic field of ferromagnetic materials. The relation between field and circuit theory; waves and wave polarization, reflection, refraction, and diffraction. **Prerequisites:** MATH343 Complex Analysis; ENGR351(252) Electrical Circuit Theory and Analysis II

ENGR312 Electrical Drives and Power Electronics I**4 Credits**

A study of the energy conversion principles, operating behaviour of AC and DC electric machines and standard power electronic control topologies (Buck, Boost, Buck-Boost, Flyback, etc.) used in electronic drives. Circuit models are developed to study their steady-state characteristics and their transient responses. Practical applications include AC/DC motor control systems and PV/Wind energy harvesting applications. Also examined are the industrial methods of starting, stopping and controlling of electro-mechanical machines. The course carries a compulsory weekly 3-hour lab session. **Prerequisites:** ENGR301 Electronics I, ENGR303 Electrical Power Systems I, ENGR307 Digital Circuits and Microprocessors I

ENGR314 Control Systems and Mechatronics I**4 Credits**

This course involves an analysis of linear time-invariant feedback control systems and introduces the basics of mechatronic systems. System modelling, time and frequency-domain response, stability and accuracy are all applied to the design of controls for mechatronic systems. Analysis by use of Root- Locus, Bode plots, Nyquist diagram is carried out on mechatronic system models. This course carries a compulsory weekly 3-hour lab session. **Prerequisite:** ENGR351(252); **Corequisites:** ENGR301 Electronics I, ENGR307 Digital Circuits and Microprocessors I

ENGR315 Intro to Renewable Energy Systems**3 Credits**

This course is intended as an introductory module to provide students with a broad overview of the renewable energy landscape. This gives the student a general understanding of the workings of the various types of renewable energy sources and their systems, with focus on Hydro, Solar, and Wind Turbine Systems. Students will also begin to understand and appreciate the socio-economic issues associated with the widespread use of renewable energy. In this course the students will go into more details of Hydro-turbine systems, as they will go into details of Wind and Solar later in their course study.

ENGR425(320) Signals and Systems**3 Credits**

The basic concepts of and analysis of continuous and discrete-time signals and their propagation through various LTI and non-linear systems are addressed. The course involves analysis of signal-system operation using the mathematical tools of Fourier series, the discrete Fourier transform and the Laplace Transform. Real world applications involving signal convolution, impulse response and modelling are explored. Further still applications in signal filtering, sampling and spectral analysis and filter design are also actively explored in various simulations and practical demonstrations. **Prerequisites:** ENGR351(252) Electrical Circuit Theory and Analysis II, MATH340 Ordinary Differential Equations.

ENGR424(324) Digital Signal Processing**3 Credits**

In this course general DSP concepts along with digital design techniques involving low pass, bandpass, high pass, and notch filters are explored. Topics include sensitivity and high order filters, modelling of DSP systems, Z transform, IIR and FIR systems, Algorithms for convolution,

correlation functions, DFT, and FFT computation, engineering applications. **Prerequisites:** ENGR351(252) Electrical Circuit Theory and Analysis II, MATH340 Ordinary Differential Equations

ENGR428(328) Antennas, RF and Microwave Systems I**4 Credits**

This course introduces linear antennas, linear arrays and aperture antennas as well as far field pattern calculation and measurement techniques. Analysis and design of high frequency amplifiers and oscillators: stability, scattering parameters, use of the Smith chart and other practical design tools, noise. Microwave antennas, waveguides and communication circuits are practically investigated through lab activities. This course carries a compulsory weekly 3-hour lab session. **Prerequisites:** ENGR302 Electronics II, ENGR405(305) Communication Systems I, ENGR310 Engineering Electromagnetics

ENGR330 Embedded System Design I**4 Credits**

This course focuses on the implementation of MCU implementation for control of electromechanical systems. Principles of embedded computing systems: architecture, hardware/software components, interfacing, hardware/software co-design, and communication issues as well as an introduction to programming of synchronous state machines to capture behaviour of time-oriented systems for running on microcontrollers are included. This course carries a compulsory weekly 3-hour lab session. **Prerequisites:** ENGR301 Electronics I, ENGR307 Digital Circuits and Microprocessors I

ENGR430(332)(451) Embedded System Design II**4 Credits**

This fourth year elective course is designed to introduce students to the design, operation and control of embedded operating systems in real-world electronic systems, which must operate perfectly in real time. It explores the key design challenges, system implementation, and validation of real-time and embedded systems. Key course topics include device architectures, resource management, concurrency, best practices for code security, software development and coding, memory mapping and management, timeline-based design and analysis using metrics, schedule based testing, hardware interfacing, device driver programming, and boot kernels, firmware, communication transmission and networking, troubleshooting and code debugging in live systems. Concepts will be developed by various project related assignments in C/C++ programming language among others. **Prerequisite:** ENGR330 Embedded System Design I

ENGR334 Fourth Year Design Project**2 Credits**

The course aims to test the capabilities of final year students to design a complete system, while adhering to real world constraints. Constraints such as professional ethics, oral communications, project feasibility studies, proposal writing, human factors, intellectual property, liability, standards and schedules are enforced. Feasibility, economic, reliability, safety ethics, and social impact are the focus of this design project. The design project runs over the entire year and is chosen by the student in consultation with their project supervisor/lecturer and is presented and assessed at the end of the programme. A passing grade on this final year project is a requirement for graduation. **Prerequisite:** ENGR333 Third Year Design Project

ENGR440(340) Engineering Economics Analysis and Entrepreneurship**3 Credits**

This course introduces the basic methods of engineering economic analysis including equivalence, value measurement, interest relationships and decision support theory and techniques as applied to capital projects. Logistics management is also introduced.

Prerequisite: ENGR110 Engineering Orientation and Ethics; MATH278 Linear Algebra

ENGR350 Machine Learning for Computer Engineers

3 Credits

This course provides a general introduction to machine learning and statistical pattern recognition. Major topics include: supervised learning unsupervised learning, learning theory; reinforcement learning and adaptive control. The course also addresses recent applications of machine learning, in areas such as robotic controls, data mining, autonomous navigation, bioinformatics, speech/text recognition and web data processing. **Prerequisite: MATH178 Linear Algebra; CPTR151 Principles of Programming I**

ENGR470(370) Fundamentals of Fluid Dynamics

3 Credits

This is a course is intended to teach graduate mathematics students the fundamentals of fluid dynamics as especially related to process flow in reaction vessels and flow channels. Topics include fundamentals of open and closed channel flows, dimensionless numbers in flow analysis, laminar and turbulent flow characteristics, fundamentals of reaction kinematics. Representations of process kinetics will be solved, both analytically and numerically, using MATLAB/Simulink, LabVIEW and Scilab/XCOS Software packages. **Prerequisites: ENGR212(122) Applied Physics w/Calculus II; MATH340 Ordinary Differential Equations. Co-requisite, MATH385 Partial Differential Equations**

ENGR371 Heat & Mass Transfer with Applications

3 Credits

This is a course is intended to teach graduate mathematics students the fundamentals of heat and mass transfer as especially related to process flow in reaction vessels and flow channels. Topics include the conduction, convection and radiation heat transfer modes; continuity, momentum and energy equations; energy balance diagrams; fundamentals of open and closed channel flows, dimensionless numbers in flow analysis, laminar and turbulent flow characteristics; fundamentals of reaction kinematics; Systems representations will be solved, both analytically and numerically, using MATLAB/Simulink, LabVIEW and Scilab/XCOS Software packages. **Prerequisites: ENGR212(122) Applied Physics with Calculus II; MATH381 (281) Calculus III**

ENGR472(372) Thermodynamics with Applications

3 Credits

This is an advanced course that teaches students the applications in Thermodynamics approached from a calculus-based perspective. Representations of physical systems will be solved, both analytically and numerically, using MATLAB/Simulink, LabVIEW and Scilab/XCOS Software packages. **Prerequisites: ENGR212(122) Applied Physics w/Calculus II; ENGR213(123) Software Techniques and Computational Methods; MATH283 (MATH381 (281)) Calculus with Analytical Geometry III**

ENGR373 Introduction to Computational Fluid Dynamics

3 Credits

This is a course intended to teach students the fundamentals of computational fluid dynamics as specially related to process flow in reaction vessels and flow channels. Topics include analytical and numerical solutions to the governing equations of fluid dynamics (Navier Stokes and Energy Equations), partial differential equation classification, discretization, stability analysis, model representation and solution, meshing and grid development, and grid transformations. Systems will be solved, both analytically and numerically, using MATLAB/Simulink, LabVIEW and Scilab/XCOS Software packages. **Prerequisite: ENGR470(370) Fundamentals of Fluid Dynamics with Applications**

ENGR400 Fundamentals of Engineering Exit Examination**NC-1 Credit**

This is a written final year exit examination which is comprehensive of fundamental engineering knowledge from all four (4) years of study. Students who have applied for graduation must sit and pass this examination as the first part of their Language and Content Examination, before they are eligible to graduate.

ENGR418 Industrial Process Design**3 Credits**

The supporting theoretical underpinning, simulation and design guidelines for industrial process engineering students engaging in their final year design project are provided in this course. **Prerequisites:** ENGR330 Embedded Systems I; MATH272(172) Calculus II

ENGR419 Renewable Energy Systems Design**4 Credits**

The study of current and upcoming alternative energy technologies and solutions is the focus of the course. Introduction of photovoltaic, wind, and hydroelectric systems for small, medium and large power generating systems is introduced as well as general components, balance of system, market effects, environmental impacts, energy dispatch schemes, schemes to introduce and promote alternative energy in large scale. It provides the supporting theoretical underpinning, simulation and design guidelines for renewable energy engineering students engaging in their final year design project. **Prerequisites:** ENGR330 Embedded System Design I; MATH272(172) Calculus II

ENGR420 Modern Communications System Design**3 Credits**

This fourth year elective course is designed for students who desire to enhance their engineering knowledge in communication systems. State-of-the-art techniques in FM, digital communication, phase locked loops, noise treatment, threshold improvement, and other industry aspects are included as well as small and large scale communication schema and analysis of methodologies used for selection. **Prerequisites:** ENGR302 Electronics II; ENGR405(305) Communication Systems I; ENGR428(328) Antennas, RF and Microwave Systems I

ENGR455 Process Control and Implementation for Energy Systems**3 Credits**

This course covers a study of the energy conversion principles, operating behavior of industrial processes and standard industrial electronic topologies used in process control. It covers the design of power electronic topologies used in industrial systems for process control applications. Students gain a thorough understanding of how to design and operate control systems for industrial processes. Practical applications will include PLC and PLD control systems, Microprocessors and Programmable Logic systems control. **Prerequisite:** ENGR302 Electronics II

ENGR495 Applied Computation for Energy Systems & Studies**3 Credits**

This course will have students integrate their knowledge of energy systems, programming, mathematics, as well as CAD (Computer-aided design) for application towards analysis and design of energy systems. It will go into the details of using software programs, such as MATLAB/Simulink, NI LabVIEW, and other industry rated software package that are specific to renewable energy for industrial process control applications. The key aim of this module is to enable the computing skills of the students that will aid them throughout the programme and in future careers in the renewable energy industry. **Prerequisite:** ENGR315 Introduction to Renewable Energy Systems

ENGR499 Project (Internship) in Engineering

2 credits

This course aims to test the capabilities of final year students to design a complete system, while adhering to real world constraints. Constraints such as professional ethics, oral communications, project feasibility studies, proposal writing, human factors, intellectual property, liability, standards and schedules are enforced. Feasibility, economic, reliability, safety ethics, and social impact are the focus of this design project. The design project runs over the entire final year and is chosen by the student in consultation with their project supervisor/lecturer and is presented and assessed in the final semester. Students are encouraged to fulfill this course by way of internship with a known engineering firm/company. Students choosing to do an internship instead of a project must still meet the requirements stated above through presentation on the work/project from their internship. A passing grade on this final year project is a requirement for graduation. **Prerequisite: Must be a final year student**

PHYSICS

PHYS095(101) Introduction to Physics I

4 Credits

This basic course introduces students to the rules governing the behaviour of matter and forces, as well as the utilisation, production and transmission of energy in the form of sound and heat. Three hours laboratory per week for the semester are required.

PHYS096(102) Introduction to Physics II

4 Credits

This course provides further investigation of the theory and laws governing the behaviour of matter and forces, and the utilization, production and transmission of energy in the form of electricity, light and radioactivity. Three hours laboratory per week for the semester are required. **Prerequisite: PHYS095(101)**

PHYS151 General Physics I

4 Credits

This college level physics course introduces the fundamental concepts of classical and modern physics. A more advanced study of mechanics, heat and sound concepts ensues. Three hours laboratory per week for the semester are required. **Prerequisite: PHYS096(102) Introductory Physics II or a pass in CSEC or GCE Physics. Corequisite: MATH 165 Pre-Calculus I**

PHYS152 General Physics II

4 Credits

Further investigation into the fundamental concepts of classical and modern physics is undertaken. A more advanced study of light, optics, electricity, atomic and nuclear physics, elementary particles and quantum mechanics. Three hours laboratory per week for the semester are required. **Prerequisite: PHYS151 General Physics I**

RENEWABLE ENERGY MODULES/SHORT COURSES

SCPV101/ENGR465 Solar Photo-voltaic System Design and Installation I

3 credits

This course teaches the fundamental concepts of Solar Photo-voltaic Systems Design and Installation for residential applications. It provides background theory on solar energy fundamentals, solar energy availability and its effective utilization. Students are taught to properly size PV system components (PV arrays, battery banks, charge controllers etc.) for meeting user load requirements; design a complete PV installation for a residential application (Grid-Tie and Off-Grid); perform system optimization and upgrades using industry standard software and via basic analytical techniques. At minimum, students must demonstrate ability to install a basic PV system comprising a battery bank, inverter, charge controller, combiner box, circuit breakers, a grounding mechanism, a lightning arrester, PV wire connectors and a

sub-panel. The course is directly aligned to the requirements for North American Board of Certified Energy Professionals (NABCEP) certification in PV systems and prepares students to sit the NABCEP Entry Level Examination. **Prerequisite: BMS101 or CSEC Mathematics**

SCSH101 Solar Heating, Cooling and Ventilation Systems Design and Installation I 3 credits

The fundamental concepts of Solar Heating and Cooling Systems Design and Installation, solar radiation collection, absorption and efficient energy conversion for heating and cooling residential applications are taught in this course that provides background theory on solar energy fundamentals, solar energy availability and its effective utilization. Students are taught to properly size solar heating and cooling system components (solar thermal collectors, circulating pumps and pipework, heat pumps, refrigerants, flow and temperature controllers, control and relief valves, working fluids etc.) for meeting user load requirements; design a complete solar heating and cooling installation (e.g., 1 – 10 kW_t system) for a residential application (Grid-Tie and Off-Grid); perform system optimization and upgrades using industry standard software and via basic analytical techniques; demonstrate ability to install a basic heating/cooling system comprising a solar collector, an artificial heat source, flow controller, circulating pump, flow controller, and combi-system storage tank. The course is directly aligned to the requirements for North American Board of Certified Energy Professionals (NABCEP) certification in PV systems and will prepare students to sit the NABCEP Entry Level Examination. **Prerequisites: BMS101 or CSEC Mathematics; ENGR315 Intro. to Renewable Energy Systems**

SCWT101/ENGR475 Wind Turbine Systems Design and Installation I 3 credits

This course teaches the fundamental concepts of Low Power Wind Turbine systems design and installation, wind abstraction and efficient energy conversion for residential applications. It provides background theory on wind energy fundamentals, wind energy availability and its effective utilization. Students are the principles of wind energy systems, harvesting wind energy, wind power curves, MPPT, turbine control mechanisms and efficient energy conversion for residential applications During the course student will properly size wind turbine system components (Turbine motors, blades, battery banks, charge controllers, inverters etc.) for meeting user load requirements; design a complete wind turbine installation (eg. 1 – 10 kW_e system) for a residential application (Grid-Tie and Off-Grid); perform system optimization and upgrades using industry standard software and via basic analytical techniques; demonstrate ability to install a basic wind turbine system comprising a turbine, inverter, charge controller, battery bank, circuit breakers, a grounding mechanism, a lightning arrester, load and a sub-panel, design its control/protection system. This course is directly aligned to the requirements for North American Board of Certified Energy Professionals (NABCEP) certification in PV systems and will prepare students to sit the NABCEP Entry Level Examination. **Prerequisites: BMS101 or CSEC Mathematics; ENGR315 Intro. to Renewable Energy Systems**

SCEA101 Economic Analysis of RE Systems 3 credits

This course teaches students the fundamentals of evaluating the economics of implementing a renewable energy system or solution. It covers the fundamentals of microeconomics as applied to the evaluation of the cost effectiveness of a proposed Renewable Energy solution within given site, climatic, financial and local market conditions. **Prerequisite: BMS101 or CSEC Mathematics**

SCBM101 Basic Math & Science for Technicians 3 credits

This course is primarily designed to teach basic mathematical and computational skills to

electro-mechanical technicians in the local industry who are without CSEC passes in Mathematics, but who need formal mathematics education and certification for their job positions. The course content is similar to that of MATH095, but is highly practical and applications focused in relation to the work related needs of technicians.

SCPE101 Practical Electronics and Instrumentation

3 credits

This course teaches the fundamental concepts in electronics and instrumentation skills. It begins with the fundamentals of electrical circuit theory such as Ohm's Law, Kirchhoff's Voltage and Current laws, RLC circuits and key concepts in instrumentation and troubleshooting. Loop and node analysis is also done on various electrical network configurations of passive and active semiconductor electronic components, namely the p-n junction diode, SCR, TRIAC's, DIAC's, UJT's, and the BJT, FET, MOSFET's and IGBT transistors. The practical use of these components in practical circuits such as rectifiers, power supplies, filters, amplifiers and controllers is investigated in practical lab experiments and also by various simulations in PSPICE, PSIM and MATLAB/Simulink. Finally, widely utilized IC based circuits built around chips such as the LM555 timer and the LM741 Op-Amp are assigned for project building and troubleshooting. Students wishing to obtain NVQ certification in this area may also do so through the departmental collaboration with HEART Trust/NSTA. **Prerequisite: BMS101 or CSEC Mathematics**

SCTD101 3D Printing and Design with CAD

3 credits

This course first teaches the fundamental concepts of Computer Aided Design (CAD) as outlined in the ENGR111 course but combines the element of design and CAD development with 3D printing fundamentals. Students are able print the prototype models they develop in addition to investigating and understanding the inner workings of a 3D printer.

SCMF101 Metal Fabrication & Machining

3 credits

This course teaches the fundamental concepts of metal fabrication and machining. It provides background theory on important concepts in metalwork, such as metallurgy, heat treatment, lathework, milling and drilling operations. It also covers the basics of fabrication with metal sheeting, hollow and angle sections. Basic techniques electric-arc and oxy-acetylene welding are also taught. Students wishing to obtain NVQ certification in this area may also do so through the departmental collaboration with HEART/NSTA. **Prerequisite: BMS101 or CSEC Mathematics**

SCHT101/ENGR485 Hydro-Turbine Systems Designs & Installation I

3 credits

This course teaches the fundamental concepts of Low Power Hydro-Power Turbine systems design and installation, hydro-power abstraction and efficient energy conversion for distributed applications. It provides background theory on hydro-power energy fundamentals, hydro-power availability and its effective utilization. During the course student will properly size hydro turbine system components (Turbine motors, blades, battery banks, charge controllers, inverters etc.) for meeting user load requirements; design a complete hydro turbine installation (eg. 1 – 10 kW_e system) for a residential application (Grid-Tie and Off-Grid); perform system optimization and upgrades using industry standard software and via basic analytical techniques; demonstrate ability to install a basic hydro turbine system comprising a turbine, inverter, charge controller, battery bank, circuit breakers, a grounding mechanism, a lightning arrester, load and a sub-panel, design its control/protection system. This course is directly aligned to the requirements for North American Board of Certified Energy Professionals (NABCEP) certifications. **Prerequisites: BMS101 or CSEC Mathematics; ENGR315 Intro. to Renewable Energy Systems**

SCEM101 Electrical Machines & Industrial Drives Design

3 credits

This course covers a study of the energy conversion principles, operating behavior of AC and DC electric machines and standard power electronic control topologies used in electronic drives. It is designed for practicing engineers and technologists with a good background in electrical installation or electronics. It covers circuit models developed to study their steady-state characteristics of electrical machines and their transient responses. Students gain a thorough understanding of how to design and operate electrical drive systems for electrical machines. Practical applications will include AC/DC motor control systems and PV/Wind energy harvesting applications. Also examined will be the industrial methods of starting, stopping and controlling of electro-mechanical machines. This course carries a compulsory weekly 3-hour lab session. **Prerequisites: BMS101 or CSEC Mathematics, PEI101 or NVQ Certification in Electrical Installation**

SCIE101 Industrial Electronics & Process Control Design

3 credits

This course covers a study of the energy conversion principles, operating behavior of industrial processes and standard industrial electronic topologies used in process control. It is designed for practicing engineers and technologists with a good background in electrical installation or electronics. It covers the design of power electronic topologies used in industrial systems for process control applications. Students gain a thorough understanding of how to design and operate control systems for industrial processes. Practical applications will include PLC and PLD control systems, Microprocessors and Programmable Logic systems control. This course carries a compulsory weekly 3-hour lab session. **Prerequisites: BMS101 or CSEC Mathematics, PEI101 or NVQ Certification in Electrical Installation**

SCPE101 Power Electronics & Renewable Energy Conversion System Design

3 credits

This course covers a study of power electronics for energy conversion principles. It is designed for practicing engineers and technologists with a good background in electrical installation or electronics. It covers the design of energy conversion systems utilizing standard power electronic topologies (Buck, Boost, Buck-Boost, Forward, Flyback, etc.) in voltage and current mode control schemes. Standalone embedded system and microprocessors and applications for solar and wind energy conversion are practical examples of course design activities. This course carries a compulsory weekly 3-hour lab session. **Prerequisites: BMS101 or CSEC Mathematics, PEI101 or NVQ Certification in Electrical Installation**

SCDE101 Digital Electronics & PLCs for Process Control

3 credits

This course covers the fundamentals of digital circuits, combinational and sequential logic functions and their realization, K-Maps and minimization. It is designed for practicing engineers and technologists with a good background in electrical installation or electronics. It explores digital circuit technologies, rules for application, design, AD/DA conversion, CAD simulation, PLAs. and digital memories. The basics of MCs with respect to Von Neuman and Harvard architectures and general concept of microcomputers are also explored. Data presentation, code structure, instruction sets and programming of a chosen microprocessor along with peripherals and I/Os. Finally programming of microprocessor systems, use of assemblers, development and debugging of firmware are practical activities conducted in the course. Programming and design of industrial Programmable Logic Controller (PLC) based control systems is also explored. **Prerequisites: BMS101 or CSEC Mathematics, PEI101 or NVQ Certification in Electrical Installation**

SCML101 MATLAB & Simulink with Industrial Applications

3 credits

This course covers the fundamentals of the MATLAB/Simulink software package for industrial process control applications. It is designed for practicing engineers and technologists with a good background in electrical installation or electronics. **Prerequisites: BMS101 or CSEC Mathematics, PEI101 or NVQ Certification in Electrical Installation**

SCLV101 LabVIEW with Industrial Applications

3 credits

This course covers the fundamentals of the NI LabVIEW software package for industrial process control applications. It is designed for practicing engineers and technologists with a good background in electrical installation or electronics. **Prerequisites: BMS101 or CSEC Mathematics, PEI101 or NVQ Certification in Electrical Installation**

DEPARTMENT OF MEDICAL TECHNOLOGY

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FACULTY:

Vivienne Thomas
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Fabian Pitkin
Kacey Reid
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CLINICAL INSTRUCTORS:

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INTRODUCTION

The Medical Technology programme at Northern Caribbean University is designed to equip students with knowledge and skills necessary for scientists in this field. This preparation may also be used as a base for branching into medicine and other related scientific fields, or advanced studies. The correlation of theory with practical applications in the clinical laboratory is an integral part of this programme.

PROGRAMME GOALS**The Department aims to:**

- Provide excellent undergraduate professional education in the Medical Technology.
- To prepare students to function in career-entry, professional positions as medical laboratory science practitioners for the healthcare environment of the 21st century.
- To prepare students to be life-long learners to remain current with advances in medical laboratory science.
- To prepare students to function in a culturally diverse, global society that demonstrates variations in intellectual expression and human creativity.
- Contribute to the health sciences body of knowledge through basic and clinical research.
- Function as an expert resource within the University community and the Caribbean region regarding all issues related to Medical Technology.

LEARNING OBJECTIVES**Upon completion of the Bachelor of Science degree programme students will be able to:**

- Demonstrate proper procedures for the collection, safe handling, and analysis of biological specimens.
- Utilize scientific principles, laboratory principles, and methodologies in the clinical setting.
- Perform laboratory testing with accuracy.
- Evaluate problems that impact the clinical laboratory services and take basic corrective action.
- Operate equipment properly, troubleshoot, and perform preventive and corrective maintenance.
- Interpret clinical significance, clinical procedures, and laboratory test data accurately.
- Evaluate laboratory data using statistical analysis.
- Apply principles of continuous assessment to all laboratory services.

- Utilize principles of quality assurance and quality improvement for all phases of laboratory services.
- Comply with established laboratory safety regulations and regulations governing regulatory compliance related to laboratory practice.
- Communicate, through oral and written skills, effectively and professionally to enable consultative and educational interactions with health care personnel, the public, and patients in order to function successfully as a member of the healthcare team.
- Evaluate published scientific studies utilizing knowledge of research design.
- Demonstrate ethical behaviour and professionalism, maintain confidentiality of patient information, and participate in continuing education for one's own professional career development.
- Demonstrate a commitment to the future of the medical technology profession through involvement in a professional society

PROGRAMMES OFFERED

- Bachelor of Science in Medical Technology
- Phlebotomy Technician Certificate

BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY

The four-year programme of studies for the Bachelor of Science degree includes three years of pre-clinical and one year of clinical studies. In the clinical year, students complete one semester of lectures, intense laboratories exercises and six months' internship at a clinical site. One hundred and thirty-four (134) credits are taken in the categories of core (80), cognates (27), and general education requirements (27-35). In order to enter the final year of studies, students must submit an application and be accepted into the Fundamental/Clinical Year Programme.

PROGRAMME RECOGNITION

The Bachelor of Science programme is recognized by the Council for Professions Allied to Medicine, (CPAM), Ministry of Health (MOH) in Jamaica and accredited by the University Council of Jamaica (UCJ) and the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA).

PROFESSIONAL REGISTRATION AND CERTIFICATION

Graduates of the programme are eligible to register with the Council for Professions Allied to Medicine which permits entry into professional employment in government and private laboratories in Jamaica. Graduates are also eligible to qualify for international medical technology certification examinations required for employment in the USA and other territories globally.

MATRICULATION REQUIREMENTS

- To be admitted into the programme, students must meet the admission requirements of Northern Caribbean University. They are required to have General Certificate of Education (GCE), Caribbean Secondary Education Certificate (CSEC) or Bahamas General Certificate of Secondary Education (BGCSE) passes in general or human and social biology, chemistry, English, mathematics, and one other subject, preferably physics, all at the general level. Students with SAT scores must have SAT subject test scores of minimum 550 to qualify for entry. Passes in equivalent examinations from other territories are subject to assessment by NCU approved certifying bodies.
- CAPE passes are accepted as transfer credits. To receive transfer credits for CAPE

biology and chemistry, students must have earned at least a grade two pass in those subjects.

- Transfer from other Medical Technology Programmes

Students desirous of transferring from a Medical Technology programme to Northern Caribbean University's BSc in Medical Technology must meet the requirements for entry into the programme. A maximum of 96 transferrable credits may be applied towards the completion of the BSc programme. A minimum grade of C+ is required for core courses. Students are accepted in fall semester only.

- Applicants must be successful in an interview with the Medical Technology Admissions Committee.

CLINICAL YEAR ADMISSIONS REQUIREMENTS

To be accepted into the clinical year:

1. Students must submit an application form (available online) to the Department by September 16 of the year prior to the clinical year. Each application will be reviewed by the Fundamental/Clinical Year Acceptance Committee.
2. Acceptance is based on successful completion of all general requirements, prerequisites and MTCH100 and 200 level courses with a cumulative grade point average of 2.50, and no grade lower than C+ in core courses. Note that in order to maintain the prescribed minimum GPA of 2.5, students are cautioned to earn a grade of C+ for no more than 3 core courses for the entire duration of the programme.
3. Continuance of enrolment during the Fundamental/Clinical Year is conditional on acceptable professional, academic (minimum C+ for core courses) and practical performance. Any breach of the professional code of conduct at any time during the programme will lead to dismissal from the Medical Technology Department.
4. The Oral Language and Content Examination is completed during the first semester of the senior year. This requirement must be met before students are allowed to progress to internship.
5. All academic requirements including the Oral Language and Content Examination must be met before students commence internship which is six (6) months of clinical experience working with practising laboratory professionals at an approved laboratory.
6. To take 300 level Medical Technology clinical courses, students must complete all required cognates, general education requirements and all Medical Technology core courses up to the 200 level, and specified 300 level non-clinical courses.
7. The Fundamental/Clinical Year comprises only Medical Technology core clinical courses. At this point, there is no room in the curriculum for students to register for general education requirements or cognates. To do so puts the student at risk for delayed completion of the programme, hence a delayed graduation date.

BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY

CORE REQUIREMENTS

80 Cr Prerequisites

*** Permission of Fund/Clin Year Acceptance Committee needed for courses with the*** below

MTCH105 Medical Terminology & Intro. to Health Professions	2	
MTCH107 Introduction to Clinical Laboratory Science	1	Completion or concurrent enrolment in MTCH105
MTCH161 Clinical Microscopy	2	Completion of MTCH105 and 107
MTCH200 Professional Ethics in Health	3	Completion of MTCH 105, 107, 161
MTCH205 Medical Orientation and Phlebotomy	1	Completion of all MTCH100 courses
MTCH221 Principles of Immunology and Serology	3	Completion of all MTCH100 courses
MTCH271 Principles of Cytology/Histopathology	2	BIOL155,156
MTCH295 Introduction to Medical Research Methods	2	Completion of MTCH 105, 107, 161
MTCH311 Fundamentals of Haematology and Haemostasis	4	***
MTCH321 Immuno-assay and Molecular Diagnostics	3	BIOL155, 156, MTCH 200 level courses
MTCH330 Mycology, Virology and Parasitology	3	BIOL155, 156, MTCH 200 level courses
MTCH331 Fundamentals of Clinical Microbiology	4	***
MTCH341 Fundamentals of Immunohaematology	2	***
MTCH351 Fund. of Clinical Chemistry and Instrumentation	4	***
MTCH371 Clinical Cytology/Histology	2	***
MTCH395 Seminar	1	MTCH200, 205 and 221
MTCH411 Haematology and Haemostasis	4	MTCH311
MTCH412 Haematology and Haemostasis Practicum	5	MTCH411
MTCH422 Clinical Immunology Practicum	2	MTCH421
MTCH431 Clinical Microbiology	4	MTCH331
MTCH432 Clinical Microbiology Practicum	5	MTCH431
MTCH441 Immunohaematology	3	MTCH341
MTCH442 Immunohaematology Practicum	3	MTCH441
MTCH451 Clinical Chemistry	4	MTCH351
MTCH452 Clinical Chemistry Practicum	5	MTCH451
MTCH462 Clinical Microscopy Practicum	1	MTCH161
MTCH472 Cytology/Histology Practicum	3	MTCH371
MTCH485 Laboratory Management	1	***
MTCH495 Independent Research Project	1	***
LACE499 Language and Content Interview	NC	MTCH311

M E D I C A L T E C H N O L O G Y

REQUIRED COGNATES

- BIOL155 Foundations of Biology I
- BIOL156 Foundations of Biology II
- CHEM121 General Chemistry I
- CHEM122 General Chemistry II
- CHEM211 Organic Chemistry I
- BCHM203 Clinical Biochemistry
- MATH121 College Algebra

27 CR. Prerequisites

- 4 CSEC or O'Level Biology
- 4 BIOL155
- 4 CSEC or O'Level Chemistry
- 4 CHEM121
- 4 CHEM121,122
- 4 CHEM211
- 3 CSEC or O'Level Math

Additional courses recommended for pre-medicine

- CHEM212 Organic Chemistry II 4 CHEM211
- MATH165 Pre-Calculus I 4 MATH121,122
- PHYS151, 152 General Physics I, II 8 MATH165,166

GENERAL EDUCATION REQUIREMENTS: 27-35 CREDITS

Please account for the General Education credits as stipulated in the NCU Bulletin and outlined on your department program checklist. Given that, a single course can fulfil up to two general education requirements your Major and Minor department's check sheet will identify which two requirements are being met with each prescribed course. Additionally, where applicable, courses used for the general education requirement may also be counted towards minors and cognates; **but not the core within a major, which can only be used once.** It is therefore your personal responsibility to manage your programme in this regard.

ADVISEMENT

Students are responsible for following the stipulations of the *Bulletin* and are liable for any misadventure that may arise from deviation without advisement from the responsible department.

The Department of Medical Technology reserves the right to amend the *Bulletin* and will communicate such changes, if any, in a timely manner.

**RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY**

M E D I C A L T E C H N O L O G Y

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	MTCH105: Medical Terminology	2	MTCH161: Clinical Microscopy	2
	MTCH107: Intro. to Clin. Lab. Sci.	1	BIOL156: Found. of Biology II	4
	BIOL155: Found. of Biology I	4	CHEM122: General Chemistry II	4
	CHEM121: General Chemistry I	4	ENGL120: Freshman Composition II	3
	EDUC100: Freshman Seminar	~	EDUC151: Fundamentals of Christian Education	3
	ENGL119: Freshman Composition I	3		
	TOTAL CREDITS:	14	TOTAL CREDITS:	16
2 nd Year- Sophomore (33-65 credits)	MTCH205: Medical Orientation & Phlebotomy	3	MTCH200: Professional Ethics in Health	3
	MTCH221: Principles of Immunology/Serology	1	MTCH295: Introduction to Medical Research Methods	2
	CHEM211: Organic Chemistry I	3	MTCH395: Medical Technology Seminar	1
	COMM251: Oral Communication	4	BCHM203: Clinical Biochemistry	4
	RELB113: God and Human Life	3	MATH121: College Algebra	3
			Humanities Requirement	3
	TOTAL CREDITS:	17	TOTAL CREDITS:	16
3 rd Year- Junior (65-96 credits)	MTCH271: Principles of Cytology/Histopathology	2	MTCH311: Fund. of Haemat./Haemo.	4
	MTCH321: Immuno-assay & Molecular Diag.	3	MTCH331: Fund. of Clinical Microbio.	4
	MTCH330: Mycology, Virology & Parasitology	3	MTCH341: Fund. of Immunohaem.	2
	Modern Language I Requirement	3	MTCH351: Fund. of Clin Chem & Instrumentation	4
	RELB210 Daniel and Revelation	3	MTCH371: Clinical Cyto/Histology	2
	Submit Fundamental/Clinical Year Application By September 15	3		
	TOTAL CREDITS:	17	TOTAL CREDITS:	16
	Summer 1			
	RELB205(305) Life & Teachings of Christ	3		
	RELT451 Christian Ethics & Moral Development	3		
	TOTAL CREDITS	6		
4 th Year- Senior (Over 96 credits)	MTCH411: Haematology & Haemostasis	4	INTERNSHIP	
	MTCH431: Clinical Microbiology	4	MTCH412: Haematology & Haemostasis Correlation & Practicum	5
	MTCH441: Immunohematology	3	MTCH432: Clinical Microbiology Correlation & Practicum	5
	MTCH451 Clinical Chemistry	4	MTCH452: Clinical Chemistry Correlation & Practicum	5
	MTCH485: Laboratory Management	1	MTCH495: Independent Research Project	1
	LACE499 Language and Content Examination	N/C		
	TOTAL CREDITS:	16	TOTAL CREDITS:	16
	Summer I Year IV (Internship)			
	MTCH422: Clin Immunol Sero Corr & Practicum	2	RELB205(305) Life & Teachings of Christ	
	MTCH442: Immunohaematology Correlation & Practicum	3		
	MTCH462: Clinical Microscopy Corr. & Practicum	3		
	MTCH472: Cyto/Hist Corr. & Practicum	1		
	TOTAL CREDITS:	9		

DESCRIPTION OF COURSES

MEDICAL TECHNOLOGY

- MTCH105 Medical Terminology** **2 Credits**
 An in-depth study of medical terminology and an introduction to the health professions including job descriptions and professional organizations. Special emphasis is placed on the clinical sciences. Two hours of lecture per week.
- MTCH107 Introduction to Clinical Laboratory Science** **1 Credit**
 A primer to principles and procedures of the major disciplines in medical technology. One three-hour lecture/laboratory per week. **Prerequisite: Completion or concurrent enrolment in MTCH105**
- MTCH161 Clinical Microscopy** **2 Credits**
 A study of the function of the urinary excretory system; physical characteristics, chemical constituents and microscopic elements of urine and other body fluids; methods of assay and correlations with patient conditions. One hour of lecture and three hours of laboratory per week. **Prerequisites: MTCH105 Medical Terminology, MTCH107 Introduction to Clinical Laboratory Science**
- MTCH200 Professional Ethics in Health** **3 credits**
 A survey of the values and ethical principles that guide the professional conduct of healthcare practitioners. Three hours of lecture per week. **Prerequisites: Completion of MTCH105 Medical Terminology, MTCH107 Introduction to Clinical Laboratory Science, MTCH161 Clinical Microscopy**
- MTCH205 Medical Orientation and Phlebotomy** **1 Credit**
 Demonstration, discussion, and practice in phlebotomy techniques; patient identification; anticoagulants; isolation techniques; ethics; phlebotomy practicum. The student must achieve approved proficiency. Three hours of discussion/laboratory per week. **Prerequisites: Completion of MTCH105 Medical Terminology, MTCH107 Introduction to Clinical Laboratory Science, MTCH161 Clinical Microscopy**
- MTCH221 Principles of Immunology and Serology** **3 Credits**
 Study of cellular and humoral components of the human immune system. Topics include immune cells of the blood and bone marrow, chemical and biological properties of the immune system, hypersensitivity, transplantation, major histocompatibility complex, principles of immunologic/serologic procedures and correlation with disease states. Two hours of lecture and three hours of laboratory per week. **Prerequisites: MTCH105 Medical Terminology, MTCH107 Introduction to Clinical Laboratory Science, MTCH161 Clinical Microscopy**
- MTCH271 Principles of Cytology Histopathology** **2 Credits**
 This course consists of the systematic study of cellular components as well as the grouping/organization of tissues into major organ systems. Tissue processing, microscopic and virtual identification and morphology of cells, tissues, and organ substructures are emphasized. Two hours of lecture and three hours of laboratory per week. **Prerequisites:**

MTCH295 Introduction to Medical Research Methods

2 Credits

This course provides a basic understanding of the main techniques, concepts and models for conducting medical/clinical research using both quantitative and qualitative methodologies. Students evaluate the research of others, define a problem, formulate hypotheses about the problem, design and carry out a valid and reliable study, apply the correct statistics, discuss results and inferences, and generate a logical report. Two hours of lecture per week.

Prerequisites: Completion of MTCH105 Medical Terminology, MTCH107 Introduction to Clinical Laboratory Science, MTCH161 Clinical Microscopy

MTCH311 Fundamentals of Haematology and Haemostasis

4 Credits

An introduction to the production, maturation, and function of the various blood cells; manual and semi-automated blood cell counts and indices, differential leukocyte counts; erythrocytic sedimentation special staining and techniques; coagulation system with analysis of selected coagulation factors, correlation of clinical and laboratory data in select pathologies. Three hours of lecture and three hours of laboratory per week. **Prerequisites: Completion of all years 1, 2 and prescribed year 3 Medical Technology Courses, all cognates and all general education requirements**

MTCH321 Immuno-assay and Molecular Diagnostics

3 Credits

A study of the performance of standard serological and routine immunologic tests and exposure to molecular diagnostic techniques, the clinical significance of test results as they relate to human immune response and quality control. Two hours of lecture and three hours of laboratory per week. **Prerequisites: Completion of all year 1 and 2 Medical Technology courses**

MTCH330 Mycology, Virology, Parasitology

3 Credits

Orientation to the clinical microbiology laboratory with special emphasis on fungi, viruses and parasites as human pathogens; specimen selection, collection and transport; microscopic evaluation; stains and sterilization techniques; culture, media and incubation selections; identification of clinically significant pathogens of these types; automation and quality assurance. Two hours of lecture and three hours of laboratory per week. **Prerequisites: Completion of all year 1 and 2 Medical Technology courses**

MTCH331 Fundamentals of Clinical Microbiology

4 Credits

Orientation to the clinical microbiology laboratory; specimen selection, collection and transport; microscopic evaluation; stains and sterilization techniques; media and incubation selections; identification of clinically significant microorganisms; susceptibility testing; automation and quality assurance. Three hours of lecture and three hours of laboratory per week. **Prerequisites: Completion of all years 1, 2 and prescribed year 3 Medical Technology Courses, all cognates and all general education requirements**

MTCH341 Fundamentals of Immunohaematology

2 Credits

An introduction to blood grouping and typing, blood group antigen systems, compatibility testing, antibody identification, donor processing and quality control. One hour of lecture and three hours of laboratory per week. **Prerequisites: Completion of all years 1, 2 and prescribed year 3 Medical Technology Courses, all cognates and all general education requirements**

MTCH351 Fundamentals of Clinical Chemistry and Instrumentation **4 Credits**

Orientation to clinical laboratory procedures, safety and math and application of statistical procedures in quality control. Principles of clinical laboratory instrumentation to include spectrophotometers, nephelometers, fluorometers, flame photometers, electrophoresis, and chromatography. Three hours of lecture and three hours of laboratory per week.

Prerequisites: Completion of all years 1, 2 and prescribed year 3 Medical Technology Courses, all cognates and all general education requirements

MTCH371 Cytology/Histology **2 Credits**

Overview of the normal cells and changes caused by different disease processes, cytopreparation and staining procedure with emphasis on special stains, study of tissue morphology, histotechnologic techniques and staining procedures with emphasis on special stains. One hour of lecture and three hours of laboratory per week. **Prerequisites:**

Completion of all years 1, 2 and prescribed year 3 Medical Technology Courses, all cognates and all general education requirements

MTCH395 Seminar **1 Credit**

Topics relevant to the specialized needs and interests of the medical technology student are presented by guest speakers and students from reports of senior research projects, presentations of senior research papers, and from current literature. Seminars are open to the public but second year medical technology students are required to attend. One-hour seminar per week. **Prerequisites: Completion of MTCH200 Professional Ethics in Health, MTCH205 Medical Orientation and Phlebotomy and MTCH221 Principles of Immunology Serology**

MTCH411 Haematology and Haemostasis **4 Credits**

Cellular elements of the blood, their maturation, functions and morphologies; abnormal and disease state haematologies; assay methodologies; correlation of patient conditions with results of the assay procedures; coagulation system and problem solving; and quality control. Three hours of lecture and three hours of laboratory per week. **Prerequisites:**

MTCH311 Fundamentals of Haematology and Haemostasis, permission of the clinical year committee

MTCH412 Haematology and Haemostasis Correlation and Practicum **5 Credits**

Haematopathology and disorders of coagulation correlated with practicum and emphasis on professional health care procedures. **Prerequisites: MTCH411 Haematology and Haemostasis or equivalent; permission of the clinical year committee**

MTCH422 Clinical Immunology/Serology Correlation and Practicum **2 Credits**

Host immune interactions correlated with practicum and emphasis on patient care applications of immunology. **Prerequisites: MTCH421 Clinical Immunology and Serology, permission of the clinical year committee**

MTCH431 Clinical Microbiology **4 Credits**

Simulated clinical practice for the differentiation of clinical pathogenic microorganisms from normal flora encountered in various body sites; emphasis on identification of unusual pathogens, solving case histories, discrepancies and unknowns; antimicrobial susceptibility; medical parasitology; medical mycology and medical virology. Three hours of lecture and three hours of laboratory per week. **Prerequisites: MTCH331 Fundamentals of Clinical Microbiology, permission of the clinical year committee**

- MTCH432 Clinical Microbiology Correlation and Practicum** **5 Credits**
 Pathophysiology and medical microbiology correlated with practicum; emphasis on patient care applications of bacteriology, mycology, parasitology, and virology. **Prerequisites:** **MTCH331 Fundamentals of Clinical Microbiology, permission of the clinical year committee**
- MTCH441 Immunohaematology** **3 Credits**
 Blood grouping and typing, blood group antigen systems; compatibility testing, antibody identification, blood component therapy, quality control, donor processing, donor recruitment, blood banking records, grouping and compatibility problem solving and patient clinical state correlations. Two hours of lecture and three hours of laboratory per week. **Prerequisites:** **MTCH341 Fundamentals of Immunohaematology, permission of the clinical year committee**
- MTCH442 Immunohaematology Correlation and Practicum** **3 Credits**
 Disease state, transfusion and component therapy correlated with practicum; emphasis on patient care applications of immunohaematology. **Prerequisites:** **MTCH441 Immunohaematology, permission of the clinical year committee**
- MTCH451 Clinical Chemistry** **4 Credits**
 Study of carbohydrate, lipid, enzyme, electrolyte, trace element, and protein systems; liver function, acid-base balance, gastric system, renal function, hormones, toxicology, and therapeutic drug monitoring, correlation with normal physiology and selected pathological conditions, and analysis of relevant blood and body fluid constituents. Three hours of lecture and three hours of laboratory per week. **Prerequisites:** **MTCH351 Fundamentals of Clinical Chemistry and Instrumentation or equivalent, permission of the clinical year committee**
- MTCH452 Clinical Chemistry Correlation and Practicum** **5 Credits**
 Pathophysiology and instrumentation correlated with practicum and emphasis on patient care application of chemistry. **Prerequisites:** **MTCH451 Clinical Chemistry, permission of the clinical year committee**
- MTCH462 Clinical Microscopy Correlation and Practicum** **1 Credit**
 Disease states in urinary system correlated with practicum, and emphasis on patient care applications of urinalysis and other body fluid evaluation. **Prerequisites:** **MTCH161 Clinical Microscopy, permission of the clinical year committee**
- MTCH472 Cytology/Histology Correlation and Practicum** **3 Credits**
 Identification and correlation of abnormal cells with disease states correlated with practicum, and emphasis on application of specimen preservation, preparation, and staining techniques. **Prerequisites:** **MTCH371, 373 Clinical Cytology, Clinical Histology, permission of the clinical year committee**
- MTCH485 Laboratory Management** **1 Credit**
 Basic management and supervision techniques as applied to the clinical laboratory, emphasis on legal aspects of laboratory work, decision making, financial management, business organization and policy, management development, communications, industrial relations and salary administration. One hour of lecture per week. **Prerequisite:** **permission of the fundamental/clinical year committee**

MTCH495 Independent Research Project

1 Credit

Literature search or project conducted, and publishable scientific report prepared and delivered orally. Topics selected may be from laboratory management, education, the profession, evaluation of the performance of a laboratory test procedure, initiation of a new procedure, other areas of health care, or applications especially relevant to clinical laboratory science. **Prerequisites: Completion of MTCH395 Seminar; permission of the clinical year committee**

DEPARTMENT OF NURSING

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STATEMENT OF VISION

The Department of Nursing embraces the vision of Northern Caribbean University and sees itself to be the centre of excellence in academia, research and Christian service for the Caribbean region, with international recognition.

STATEMENT OF MISSION

The mission of the Northern Caribbean University Department of Nursing is to provide quality Christ-centeredness nursing education through a systematically designed curriculum, for effective and efficient professional nursing practice nationally and globally.

AIM

The programme aims to educate student and prepare graduates who meet world-class standards as competent practitioners whose service will demonstrate Christian philosophy to provide wholistic care to diverse peoples, nations and cultures. This care is offered throughout their lifespan at the primary, secondary and tertiary levels.

VALUE STATEMENT

The core values of the Northern Caribbean University Department of Nursing are Christ-centredness, excellence, mutual respect, student-centredness, critical thinking, lifelong learning, professionalism, leadership development, integrity, loyalty and commitment to the nursing profession, and the University, through consistent quality service and evidence-based practice.

OVERVIEW OF THE BACHELOR OF SCIENCE IN NURSING PROGRAMME

Northern Caribbean University, the trendsetter in nursing education, is the premier institution in the Caribbean granting a Bachelor of Science degree in Nursing. The programme commenced in 1970, and since then, the Department has graduated over 1,700 nurses. These graduates possess the expertise to function in a variety of health care settings and are gainfully employed locally, regionally and internationally.

Over the years, the Department of Nursing has maintained an outstanding pass rate in the licensure examination Regional Examination for Nurse Registration (RENRR) set by the Nursing Council of Jamaica (NCJ). The Department of Nursing continues to experience exponential growth in enrolment comprising local and international students.

PROGRAMME OBJECTIVES

The Northern Caribbean University Department of Nursing prepares students who will:

- Integrate the principles of Christian and professional ethics with appropriate nursing interventions in the delivery of quality health care.
- Make sound clinical judgments based on nursing science using critical thinking and ethical decision making.
- Embark on an interdisciplinary approach in assessing, planning, implementing and evaluating specific client objectives and care outcomes.
- Apply knowledge in a rapidly changing global environment based on current health-related trends.
- Apply research findings to clinical problems, to promote evidence-based practice in maintaining and restoring health.
- Synthesize knowledge from the humanities and sciences in providing care that is wholistic and socially relevant.
- Demonstrate accountability for professional growth, through the provision of appropriate nursing care and lifelong learning.
- Demonstrate marketable skills that will enable them to practise in a variety of settings.
- Perform the roles of a professional nurse, capable leader and a responsible citizen, committed to the total well-being of the individual, the family and the community.
- Use the Bachelor of Science degree in Nursing in preparation for graduate studies.

PROGRAMMES OFFERED

1. Bachelor of Science in Nursing (Generic)
The Baccalaureate degree in Nursing comprises 141 credit hours and extends over four academic years of full-time study and is broken down as follows.
 - Core 85 Credits
 - Cognates 26 Credits
 - General Education 30 Credits
2. Bachelor of Science in Nursing (RN-BSc Upgrade)
Total credits to be taken is dependent on the number of transferred credits.
3. Preceptorship Programme

DESCRIPTION OF PROGRAMMES

Bachelor of Science in Nursing (Generic)

The Bachelor of Science in Nursing (Generic) programme has been approved by the Nursing Council of Jamaica (NCJ). It uses the curriculum-Blueprint for the Regional Examination for Nurse Registration (RENr) for CARICOM countries in conjunction with the University's curricular design. "In this Blueprint, nursing science is organized in keeping within the following eight domains, which serve as anchors of the nursing profession. These domains are Nursing Practice, Professional Conduct, Health Promotion and Maintenance of Wellness, Caring Interventions, Nursing Leadership and Management, Communication, Clinical Decision-making and Professional Reflection and Visioning" (Blueprint, RENr 2013 CARICOM).

Eligible senior (fourth) year students write the Regional Examination for Nurse Registration (RENr) which qualifies them to practise in any of the CARICOM countries. Passing the RENr enables graduates to be eligible to sit the licensure examinations in the United States of America, United Kingdom, Canada and other parts of the world. Competency is achieved through theoretical instruction, skills laboratory sessions and clinical practice. The courses are designed to emphasize professional and clinical roles, legal responsibilities, and the use of critical thinking juxtaposed with evidence-based practice. To provide the necessary diversity of clinical experiences, students are assigned to all the types of health centres (I-V), specialized and general hospitals.

MATRICULATION REQUIREMENTS: BSc in Nursing – Generic (until 2020)

For entry to the programme applicants must:

1. Be at least 17 years of age.
2. Satisfy the University requirements for normal matriculation of five CSEC/GCE subjects as well as the NCJ's minimum requirements.
3. Participate in an interview conducted by the Department of Nursing.
4. Have a minimum GPA of 2.5 to be accepted, if transferring from other institutions or any department within the University.

The NCJ's requirements:

This is to advise that the minimum requirement for entry to the BSc Nursing Programme is:

- Five (5) CSEC subjects at Grades I, II, III or GCE A, B, C or a combination of both. However, only two [2] of these subjects should be passed at Grade III (CSEC) or Grade C (GCE).
- CAPE subjects may also be accepted at Grades I - IV in combination with CSEC or GCE. For subjects that have both Unit 1 and Unit 2, the passes must be in both units.
- NO APPLICANT SHOULD BE TURNED AWAY IF HE/SHE DOES NOT HAVE CAPE SUBJECTS.
- Please also be reminded that CSEC and CAPE are not equivalent examinations

Please note that a subject passed at different levels or from different examination boards will be counted as ONE subject for matriculation purposes, e.g., French passed at CSEC and GCE and CAPE, would be counted as one subject.

Three (3) compulsory subjects:

1. **English Language A** (CSEC General Proficiency [Grades I-III], GCE O'Level (Grades A-C) to be included **or** Communications Studies (CAPE – Grades I-IV)
2. **Science - Biology OR Human and Social Biology** (CSEC General Proficiency (Grades I-III), GCE O'Level (Grades A-C) OR Biology (CAPE Grades I-IV)
3. **Mathematics** (CSEC General Proficiency (Grades I-III), GCE O'Level- (Grades A-C OR Pure Mathematics or Applied Mathematics CAPE – Grades I-IV)
4. **Two other subjects from the following list:**

CSEC or CAPE	
Agricultural Science (double/single) Caribbean History Chemistry Economics English Literature or Literatures in English Food and Nutrition Information Technology (general/technical) or Computer Science or Computer Studies Modern Languages, e.g., French or Spanish	Integrated Science Principles of Accounts Principles of Business or Management of Business Physics Religious Education Social Studies or Caribbean Studies or Sociology
GCE	
Accounts Business Studies Chemistry English Literature Food and Nutrition French Geography	History Information Technology Physics Psychology Religious Education/Bible Knowledge Spanish
<p>N.B. NCJ will accept only two (2) Grade III in CSEC or two (2) Cs in GCE or a combination of both. Since June 1998, CSEC Grade III is accepted as a passing grade.</p>	

Please note:

1. The NCJ does not accept the following subjects: Visual Arts, Clothing & Textile, Office Procedures/Office Administration, Electrical Installation, Technical Drawing, Physical

Education, Shorthand, Typewriting and Music.

2. Applicants who are educated in a country in which CSEC/GCE examinations are not offered will be required to possess equivalent admission requirements. The applicant must submit the documents from those schools or examination authorities to the University Council of Jamaica (UCJ) for verification before applying to the Northern Caribbean University (NCU). Please note that there is a fee for this process which is determined by the UCJ.

Nursing students desirous of transferring from an approved School of Nursing, as stipulated by the NCJ, to Northern Caribbean University Department of Nursing must meet the requirements for entry into the programme. For information regarding transfer credits, please see Academic Policies and other relevant sections of the *Bulletin*. A total of **96** transferrable credits may be applied towards the completion of the BSc in Nursing programme. The last thirty-two (32) credit hours must be spent in residence at NCU, including a minimum of twenty (20) credit hours of upper-division work distributed in the major and minor (page 58).

MATRICULATION REQUIREMENTS: BSc in Nursing GENERIC (effective January 2021)

Effective January 2021, the minimum educational requirements for entry into nursing are as follows:

- Mathematics
- English Language
- Biology
- Chemistry or Physics
- One other subject from the Approved List of Subjects the passing grades are I-III, CSEC or Grades A-C, GCE.

N.B. Compulsory subjects must be passed at Grades I or II for CSEC or A or B for GCE

CXC/CSEC or CAPE	
Agricultural Science (double/single) Biology (Compulsory) Caribbean History Chemistry or Physics (Compulsory) Economics English Language (Compulsory) English Literature or Literatures in English Environmental Science Food and Nutrition and Health French or Modern Languages Geography History Human and Social Biology	Information Technology (general/technical) or Computer Science or Computer Studies Integrated Science Mathematics (Compulsory) Music Physical Education Principles of Accounts Principles of Business or Management of Business Religious Education Social Studies or Caribbean Studies or Sociology Spanish or Modern Languages
GCE or A' Level	
Accounts Biology (Compulsory) Business Studies Chemistry or Physics (Compulsory) English Language (Compulsory) English Literature Food and Nutrition French Geography	History Human and Social Biology Information Technology Mathematics (Compulsory) Psychology Religious Education/Bible Knowledge Spanish

NB: CAPE passes must be in Units 1 & 2, Grades I-IV

Nursing students desirous of transferring from an approved School of Nursing, as stipulated by the NCJ, to the Northern Caribbean University Department of Nursing must meet the requirements for entry into the programme. For information regarding transfer credits, please see Academic Policies and other relevant sections of the *Bulletin*. A total of **96** transferrable credits may be applied towards the completion of the BSc in Nursing programme. The last thirty-two (32) credit hours must be spent in residence at NCU, including a minimum of twenty (20) credit hours of upper-division work distributed in the major and minor (page 58).

PROGRESSION

For students to progress, they must meet the following requirements:

1. All students are expected to use the RENR *Blueprint* to guide their academic preparation.
2. According to the Nurses and Midwives Act 1964 (revised 2005 and 2011), all first-year students must be indexed within thirty days of admission. Students must submit to the Department the relevant documents for the NCJ indexing process by the first week of September. This process attracts a fee.
3. Immunization update is required as per each year group to meet the stipulation of the different clinical sites. Students who fail to maintain current immunization schedules will not be allowed to progress.
4. Students are expected to follow the recommended sequence of courses. Failing any course

in the semester or summer may prevent progression to the next semester/year.

5. All *Tour of Duty* Forms must be submitted within a week after the rotation is completed.
6. A minimum grade of C+ must be achieved in all nursing (core) courses. A minimum of C must be achieved in all required Cognates and General Education courses.
7. Students must maintain a GPA of 2.5 each semester in the core courses. Students whose GPAs fall below 2.5 in their core will be automatically placed on academic probation.
8. Students must pass the Department of Nursing's Comprehensive Written Examination with a minimum score of 65% in all papers. This will qualify the student to take the NCJ's Clinical Examination (Span of Duty) before sitting the Regional Examination for Nurse Registration (REN R). **On no account will students be recommended to write the REN R if they have not passed the NCJ's Clinical Examination (Span of Duty). Each student is eligible for (3) sittings of the clinical examination; that is, a first sitting and two (2) additional sittings after that. If the student fails on the third attempt, the student will be required to withdraw from the nursing programme** (Nursing Council of Jamaica, 2013). Details of the process for the Nursing Council's Practical Examination are provided in the *Nursing Students' Handbook*.
9. Students are required to maintain current Cardio-Pulmonary Resuscitation (CPR) certification with the American Heart Association as scheduled biennially by the Department of Nursing. This certification attracts a fee.
10. All nursing students are required to attend the Department's annual Capping and Dedicatory ceremony, during which Sophomore students are dedicated for service. This is generally scheduled on the third Wednesday of October to mark this significant milestone in their academic and professional life.
11. With each year of progression, students are awarded a strip on the left side of the cap and on the sleeve of the shirts for males. This strip is received with the progression letter and to be affixed as instructed.
12. The Language and Content Examination is embedded in the Nursing Council's Clinical Examination (Span of Duty), in which the student receives a Pass or Fail grade during the Senior Practicum clinical rotation. The student must attain at least 75% to be considered successful. Two opportunities for the student to resit exist. Each panel consists of external and internal nursing experts.
13. All senior students are required to attend an exit interview or fill in an exit interview questionnaire based on the Department's schedule.
14. Graduands are expected to attend the Pinning and Dedication Ceremony scheduled during the graduation weekend in August to mark the end of the academic journey and their transition as professional nurses pending the passing of the REN R.

POLICY ON RE-ENTRY TO THE NURSING PROGRAMME AFTER WITHDRAWAL

- Discontinuation from the Nursing Programme will require that the student complete the NCJ *Discontinuation Form* and the *Recommencement Form* upon return. Any student who discontinues the Nursing Programme for one (1) calendar year or more, regardless of the reason, is required to reapply to the Recruitment and Admissions Management Department and communicate with the Department of Nursing. Based upon a recommendation from the Director of Nursing, the student will be required to resit an interview, retake the Dosage and Solution Test (Medication Administration Test) for a small fee and be assigned to Nursing Skills Lab for the upgrading of skills before re-entry.

- Any student requesting a leave of a non-emergency nature is expected to write an official letter to the Director of Nursing or designee, requesting a leave of absence, giving the rationale for the request. This should be submitted promptly in advance of expected departure.
- Students on Leave of Absence should contact their academic adviser and the Director of Nursing three months before they are due to register for the semester in which they will return. The student must complete the NCJ *Recommencement Form*.
- If the student does not return from leave at the designated time, his/her space in the nursing programme may be relinquished.
- Students are required to read and abide by the policies outlined in the *Nursing Students' Handbook*. The Department of Nursing reserves the right to change the curriculum, procedures and regulations as deemed necessary according to the Nursing Council of Jamaica, RENR, the International Council of Nurses and evidence-based practice.

BACHELOR OF SCIENCE IN NURSING (GENERIC PROGRAMME)

For a detailed description of prerequisites and co-requisites of core nursing courses please review the description of courses on pages 483-488. The guidelines for prerequisites and co-requisites should be strictly observed.

CORE/MAJOR REQUIREMENTS 85 CREDITS	CR	Co-requisites	Prerequisites
NRS105(104) Introduction to the Profession of Nursing & Ethics	3		
NRS210(261) Foundations of Nursing	4	NRS222(247)	
NRS214 Health Assessment	2		
NRS217 Principles of Wholistic Health	2		
NRS222(247) Foundations of Nursing Clinical	2	NRS210(261)	
NRS224 Principles of Health Promotion	2		
NRS230 Pathophysiology	3		
NRS232 Pharmacology	3		
NRS241 Adult Nursing I	4	NRS244	
NRS244 Adult Nursing Clinical I	2	NRS241	
NRS343 Parent Neonate Nursing	4	NRS346	
NRS345 Adult Nursing II	4	NRS346	
NRS346 Parent Neonate Nursing Clinical	2	NRS343	
NRS348 Adult Nursing Clinical II	2	NRS345	
NRS351 Psychiatric Mental Health Nursing Clinical	2	NRS353	
NRS353 Psychiatric Mental Health Nursing	4	NRS351	
NRS358 Nursing the Child & Adolescent	4	NRS361	
NRS361 Nursing the Child & Adolescent Clinical	3	NRS358	
NRS366 Community Health Nursing	3	NRS290	
NRS390 Community Health Nursing Clinical	3	NRS366	
NRS420 Nursing Leadership and Management	4	NRS473	
NRS421 Specialized Nursing	4	NRS427	
NRS427 Specialized Nursing Clinical	3	NRS421	
NRS430 Gerontological Nursing	2	NRS432	
NRS432 Gerontological Nursing Clinical	2	NRS430	
NRS446 Nursing Research	3	Math305	
NRS455 Adult Nursing III	2	NRS457	
NRS457 Adult Nursing Clinical III	2	NRS45	

NRSG473 Nursing Leadership and Management Clinical.	2	NRSG420
NRSG488 Nursing Review	1	
NRSG494 Senior Nursing Practicum	1	

REQUIRED COGNATES 26 CREDITS Credits

BCHM125 Biochemistry for Nursing	3
BIOL165, 166 Anatomy and Physiology I, II	8
BIOL176 Microbiology for Nurses	3
DIET223 Nutrition & Diet Therapy	3
MATH305 Probability & Statistics	3
PSYC176 Psychology for Health Professionals	3
SOCI120 Introduction to Sociology	3

Prerequisites

Nursing students only
 Nursing students only
 Completion of Fall Sophomore year College Algebra

GENERAL EDUCATION REQUIREMENTS

Please account for the minimum thirty-two 32 General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

MINIMUM 32 CREDITS

**RECOMMENDED SEQUENCE FOR GENERIC STUDENTS
BACHELOR OF SCIENCE IN NURSING**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year- Freshman (0-32 credits)	EDUC100 Freshman Seminar	~	BIOL166 Anatomy and Physiology II	4
	ENGL119 Freshman Composition I	3	ENGL120: Freshman Composition II	3
	BCHM125 Biochemistry for Nurses	3	BIOL176 Microbiology for Nurses	3
	BIOL165 Anatomy & Physiology I	4	NRS105(104) Introduction to the Profession of Nursing & Ethics	3
	PSYC176 Psychology for Health Prof.	3	MATH121 College Algebra	3
	EDUC151 Fundamentals of Christian Ed.	3		
	TOTAL CREDITS	16	TOTAL CREDITS	16
	Summer I		Summer II	
	SOCI120 Introduction to Sociology	33	REL113 God & Human Life	33
	Information & Technological Literacy Req.	6	COMM251 Oral Communication	6
	TOTAL CREDITS		TOTAL CREDITS	
2 nd Year-Sophomore (33-65 credits)	NRS224 Principles of Health Promo.	2	NRS232 Pharmacology	3
	NRS230 Pathophysiology	3	NRS 241 Adult Nursing I	4
	NRS214 Health Assessment	3	NRS244 Adult Nursing Clinical 1	
NRS210 (261) Found. of Nursing	4	(Clinical hours – 160)	2	
NRS222 Foundations of Nursing Clinical -		DIET223 Nutrition & Diet Therapy	3	
(Clinical hours – 160)	2	REL210 Daniel and Revelation	3	
NRS217 Prin. of Wholistic Health	2	REL205(305) Life and Teachings of Jesus Christ	3	
	TOTAL CREDITS	16	TOTAL CREDITS	18
	Summer I			
	MATH305 Probability & Statistics	2		
	REL451 Christian Ethics and Moral Dev.	3		
	TOTAL CREDITS	5		
3 rd Year--Junior (65-96 credits)	NRS343 Parent Neonate Nursing	4	NRS353 Psychiatric Mental Health Nursing	4
	NRS346 Parent Neonate Nursing Clinical	2	(Clinical hours – 160)	2
	(Clinical hours – 160)		NRS351 Psychiatric Mental Health Nursing Clinical (Clinical hours – 160)	4
NRS345 Adult Nursing II	4	NRS358 Nursing the Child & Adolescent (1 month-18 years)	3	
NRS348 Adult Nursing Clinical II	2	NRS361 Nursing the Child & Adolescent (1 month-18 years) Clinical (Clinical hours – 240)		
(Clinical hours - 160)	3			
	TOTAL CREDITS	15	TOTAL CREDITS	13
	Summer I		Summer II	
	NRS366 Community Health Nursing	3	NRS390 Community Health Nursing Clinical-(Clinical hours -240)	3
	TOTAL CREDITS	3	TOTAL CREDITS	3

4 th Year-Senior (Over 96 credits)	NRSG446 Nursing Research	3	NRSG421 Specialized Nursing	4
	NRSG430 Gerontological Nursing	2	NRSG427 Specialized Nursing Clinical (Clinical hours – 240)	3
	NRSG432 Gerontological Nursing Clinical-- (Clinical hours – 160)	2	NRSG420 Nursing Leadership & Mgt.	4
	NRSG455 Adult Nursing III	2	NRSG473 Nursing Leadership & Mgt. Clinical-(Clinical hours – 160)	2
	NRSG457 Adult Nursing Clinical III (Clinical hours – 160)	2	NRSG488 Nursing Review	1
	TOTAL CREDITS:	11	TOTAL CREDITS:	14
	Summer Session I / Module 5			
	NRSG494 Senior Nursing Practicum (200)	1		
	TOTAL CREDITS	1		

N U R S I N G



BACHELOR OF SCIENCE IN NURSING (RN-BSc Upgrade)

MATRICULATION REQUIREMENTS: REGISTERED NURSE – RN to BSc in Nursing Programme

Acceptance to RN-BSc Upgrade Programme will be based on the applicant’s ability to satisfy the following requirements:

1. Employment History:
 - a. Curriculum Vitae
 - b. Letter of Professional Life from past/current supervisor highlighting professionalism and competence on the job.
2. Competency-Based System - Prior Learning Assessment & Recognition (PLAR):
 - a. Educational Competency:
 - i. Submission of Diplomas/Certificates or Associate Degree in Nursing from an approved nursing school
 - ii. Submission of valid transcripts of all basic and post-basic nursing-related training and other tertiary studies
 - iii. Each applicant’s educational record is individually evaluated by the Director or Coordinators in the Department of Nursing, to ascertain the level of course, transferability.
 - b. Clinical Competency:
 - i. Evidence of current Cardio-Pulmonary Resuscitation (CPR)/Basic Life Support (BLS) certification
 - ii. Current Jamaican Registered Nurse licence or eligibility to receive it
 - iii. Evidence of successful completion of at least 23 credits of clinical hours in specified areas during years of training. This information will be verified from the applicant’s transcripts and will be credited as ‘S’ (Satisfactory) clinical competence. Where applicants may have a deficit of clinical hours from their basic programme, evidence of involvement in current nursing practice, substantiated by a letter from the employer/supervisor, will be required.
3. After the requirements have been satisfied, the applicant is required to pass an interview conducted by the Department of Nursing. Passing the interview and the PLAR assessment will precede acceptance to the programme.

PROGRAMME REQUIREMENTS AND PROGRESSION

For applicants to enter the programme and progress, the RN must complete the prerequisite, corequisite and other required courses recommended in the *Bulletin*:

1. Must have completed at least 60 credit hours of academic coursework, with a GPA of at least 2.5 or ‘B’ average from an accredited nursing school or university.
2. Students may request in writing to do Challenge Examinations for courses taken in their certificate or diploma programme to validate equivalency to university courses. However, there must be prior approval before the examination(s) can be administered.
3. Students are required to maintain current CPR certification with the American Heart

Association as scheduled by the Department of Nursing. This certification attracts a fee.

4. A minimum grade of C+ must be achieved in all nursing (core) courses. A minimum of C must be obtained in all required cognates.
5. Students must maintain a GPA of 2.5 each semester in the core courses. Students whose GPAs fall below 2.5 in their core will be automatically placed on academic probation.

N.B.: A minimum of 25 credits in the core must be completed with Northern Caribbean University for a degree to be awarded. Nursing core courses are offered only in Modular timetable in the online delivery format. All seniors are required to pass the Language and Content Examination based on the Department’s schedule.

REGISTERED NURSES (RN-BSc PROGRAMME)

In addition to the General Education courses and required cognates, RNs are required to take a minimum of 17 credits of core requirements.

CORE REQUIREMENTS 18 CREDITS

NRSG214 Health Assessment	3
NRSG217 Principles of Wholistic Health	2
NRSG446 Nursing Research	3
NRSG437 Methods of Teaching and Testing	3
NRSG420 Nursing Leadership and Management	4
NRSG489 Issues and Trends in Nursing	5

REQUIRED COGNATES

26 CREDITS

Prerequisites

BCHM125 Biochemistry for Nursing	3	Must be a nursing student
BIOL165, 166 Anatomy and Physiology I, II	8	
BIOL176 Microbiology for Nurses	3	Must be a nursing student
DIET223 Nutrition & Diet Therapy	3	Completion of Fall Sophomore year
MATH305 Probability & Statistics	3	College Algebra
PSYC176 Psychology for Health Professionals	3	
SOCI120 Introduction to Sociology	3	

GENERAL EDUCATION REQUIREMENTS

MINIMUM 32 CREDITS

Please account for the minimum thirty-two (32) General Education credits as stipulated in the NCU *Bulletin*. See pages 44-47 for more details. Each General Education requirement may also be counted towards minors, cognates, electives but not the core within a major. It means therefore, if a recommended General Education course(s) is/are required as a core for this degree, additional course(s) **must** be taken, by advisement in consultation with the academic advisor or departmental chair, to complete the minimum requirements. **It is therefore your personal responsibility to manage your programme in this regard.**

RECOMMENDED COURSES FOR RN-BSC UPGRADE PROGRAMME

The following is a listing of the recommended sequence of courses but will be individualized based on transferred credits, course offerings, prerequisites taken, and advisement from assigned departmental advisers. Each student will be given a personalized checksheet from the department based on transcript review.

YEAR ONE	Cr	YEAR TWO	Cr
GENERAL EDUCATION REQUIREMENTS		GENERAL EDUCATION REQUIREMENTS	
University Orientation		COMM251: Oral Communication	3
EDUC110 University Orientation	3	RELB205(305): Life & Teachings of Jesus Christ	3
Communication		STATISTICS REQUIREMENT (COGNATE)	
ENGL119 Freshman Composition I	3	BIOL350: Biostatistics or	
ENGL12: Freshman Composition II	3	ECON272: Business and Economic Statistics or	3
Information & Technological Literacy		PSYC349 Statistics or	
CPTR112/120 Computer Requirement	3	MATH305 Probability & Statistics	
SDA Educational Philosophy		CORE COURSES	
EDUC151 Fund. of Christian Education	3	NRSG437 Methods of Teaching & Testing or	
Values and Ethics		EDUC343: Classroom Test & Measurement	3
RELB/RELT Option	3	NRSG420 Nursing Leadership & Mgt.	4
RELB113 God & Human Life	3	NRSG446 Nursing Research	3
Critical Thinking/Problem Solving			
MATH121 College Algebra or	3		
ECON170: Business & Economic Calculus I			
Communication			
SPAN101/FREN101: Beginning Spanish I			
or French	3		
COGNATES			
PSYC119: Principles of Psychology or			
SOCI120: Introduction to Sociology	3		
CORE COURSES FOR YEAR 1			
NRSG217: Princ. of Wholistic Health	2		
NRSG489: Issues & Trends in Nursing	5		
NRSG214: Health Assessment	3		
TOTAL CREDITS:	37	TOTAL CREDITS:	19
COURSES THAT <u>MAY</u> BE TRANSFERRED BASED ON A REVIEW OF EACH APPLICANT'S TRANSCRIPT(S)			

BCHM125 Biochemistry for Nurses	3	NRSG210 (261) Foundations of Nursing	4
BIOL165 Anatomy & Physiology I	4	NRSG232 Pharmacology	3
BIOL166 Anatomy and Physiology II	4	DIET223 Nutrition & Diet Therapy	3
BIOL176 Microbiology for Nurses	3	NRSG230 Pathophysiology	3
NRSG105(104) Introduction to the Profession of Nursing & Ethics	3	NRSG 241 Adult Nursing I	4
NRSG224 Principles of Health Promotion	2	NRSG343 Parent Neonate Nursing	4
		NRSG 345 Adult Nursing II	4
		NRSG353 Psychiatric Mental Health Nursing	4
		NRSG358 Nursing the Child & Adolescent	4
		NRSG366 Community Health Nursing	3
		NRSG455 Adult Nursing III	2
		NRSG430 Gerontological Nursing	2
		NRSG 421 Specialized Nursing	4

DESCRIPTION OF COURSES

All nursing core courses are guided by the **REN R Blueprint** organized in keeping within the following eight domains, which serve as anchors of the nursing profession. These domains are Nursing Practice, Professional Conduct, Health Promotion and Maintenance of Wellness, Caring Interventions, Nursing Leadership and Management, Communication, Clinical Decision-making and Professional Reflection and Visioning.

NRSG105(104) Introduction to the Profession of Nursing and Ethics 3 Credits

This foundational course in nursing explores the historical, philosophical, scientific, and legal bases for the profession of nursing. Ethical concepts such as beneficence, non-maleficence, respect for autonomy and deontology are discussed. The International Code of Ethics, the framework for nursing practice, is taught. Students are exposed to ethical dilemmas. It examines nursing as a profession and prepares students to acquire the knowledge, attitudes and skills necessary to function as a Registered Nurse. This course also provides students with the knowledge of the principles of providing first aid in emergencies in the home, community and health care facilities. Concepts in First Aid and Basic Life Support are taught by the American Heart Association for certification. **Prerequisite: NCJ Indexing**

NRSG210(261) Foundations of Nursing 4 Credits

This course introduces the student to basic nursing skills. It focuses on concepts of caring, body image, pain, loss, grief and the grieving process, dying and death, immobility and chronicity. The student is introduced to the client's experience regarding hospitalization and the nurse's responsibility concerning surgical interventions is also examined. **Prerequisite: Successful completion of Freshman year; Corequisite: NRSG222(247) Foundation of Nursing Clinical**

NRSG214 Health Assessment 3 Credits

This course introduces the student to the nursing process and a systematic appraisal of health individuals throughout the lifecycle. The nursing process framework is used for interviewing, data collection and performing a physical assessment. Opportunities are provided for students to practice data collection and health assessment with healthy

individuals of all ages. Recording and reporting of data are included with the review of diagnostic tests. **Prerequisites: Successful completion of Freshman year courses**

NRSG217 Principles of Wholistic Health

2 Credits

Explores the Seventh-day Adventist’s philosophy on health and exposes the students to different alternative modalities; natural remedies in the treatment and prevention of common health disorders are emphasized from a wholistic perspective.

NRSG222(247) Foundations of Nursing Clinical

2 Credits

This course provides an opportunity for students to implement selected basic nursing skills related to the course **Foundations of Nursing**. The focus of the course is to assist students to develop competence and confidence in the application of basic skills before progressing to more advanced clinical nursing courses. Basic clinical skills are practised in the clinical skills laboratory before engaging in clinical experience in the health care settings. **Prerequisite: Successful completion of ALL Freshman year courses; Corequisite: NRSG210(261) Foundations of Nursing**

NRSG224 Principles of Health Promotion

2 Credits

This course explores concepts of health, health promotion, health protection and illness prevention throughout the lifespan. Concepts, models and strategies of health promotion including international, regional and national policies, charters and declarations, as well as issues and barriers to health promotion are explored. **Prerequisite: Successful completion of Freshman year courses**

NRSG230 Pathophysiology

3 Credits

A study of the structural and physiological changes occurring in the body as a result of disease processes. The course introduces students to the concepts of abnormality and provides information on the sequel of diseases, alterations in body structure, body functions, and related clinical manifestations. This course is a prerequisite course to Adult Nursing I. **Prerequisites: Successful completion of ALL Freshman year courses**

NRSG232 Pharmacology

3 Credits

This course introduces the students to the knowledge and principles of pharmacology, a brief history of pharmacology and information on the sources, preparation and administration of drugs. Information on laws and regulations, which control the use of medications in Jamaica, is included. It also provides for the classification of medicines, their actions in the body and their therapeutic use. It also addresses the area of traditional or Ethno-medicine. The content of the course is incorporated throughout clinical classes. **Prerequisites: Successful completion of ALL Freshmen and Sophomore Fall semester courses.**

NRSG241, 345, 455 Adult Nursing I, II, III

4, 4, 2 Credits

These courses are taken concurrently with the related clinical component. They address a system approach to prepare the student to administer competent nursing care to adult patients 19-64 years and their families who are experiencing problems relating to the transport of gases and nutrients (Respiratory, Cardio-vascular, Haematology and Lymphatic Systems), to the erect and moving body (Musculoskeletal System), fluid and electrolyte balance (Renal System), control and integration of body functions (Nervous, Sensory and Endocrine Systems), metabolism (Gastro-intestinal System), and to sexuality (Reproductive System). The emphasis is on providing wholistic care, using the nursing process approach in

the assessing, planning, implementation and evaluation of nursing care to adults in secondary, and tertiary health care settings. **Prerequisites: Successful completion of all the previous semester courses; Corequisite: NRSG244, 348,457 Adult Nursing Clinical I, II, III**

NRSG244, 348, 457 Adult Nursing Clinical I, II, III **2, 2, 2 Credits**

These courses are taken concurrently with the related theory component. The courses represent the clinical of the **Adult Nursing** courses. Includes application of the nursing process while providing wholistic nursing care for adult patients with standard maladaptive states. The student is expected to integrate the knowledge and skills learnt for adult patients. Each clinical course is for two credits (160 hr) **Perquisites: Successful completion of all the previous semester courses; Corequisite: NRSG 241, 345, & 455 Adult Nursing I, II, III.**

NRSG343 Parent Neonate Nursing **4 Credits**

This course presents a basic nursing theory of childbearing families from conception through delivery and the neonate. Exploration of healthy changes/processes of pregnancy and childbirth including the neonate, as well as the physical, emotional, cultural, spiritual, and psychosocial needs of the childbearing family and newborn, are presented. The course provides knowledge and understanding of the role of parents and siblings and the nursing management of the mother and child during the antenatal period, pregnancy, delivery and post-partum. Related clinical practicum skills are provided in the associated Parent Neonate Nursing Clinical Practicum. **Prerequisite: Successful completion of ALL Freshman and Sophomore year courses; Corequisite: NRSG346 Parent Neonate Nursing Clinical**

NRSG346 Parent Neonate Nursing Clinical **2 Credits**

This course provides the experience for the student to integrate theory and skills in the nursing interventions for maternal and foetal health during pregnancy, childbirth and the postpartum period, and the neonate up to 28 days of life. Practice settings include inpatient hospital settings, health care centres, as well as supportive community agencies. **Prerequisite: Successful completion Sophomore year; Corequisite: NRSG343: Parent Neonate Nursing**

NRSG351 Psychiatric Mental Health Nursing Clinical **2 Credits**

The clinical experience of this course enhances theoretical learning related to the mental health needs of individuals and families. The essential features of the clinical experience in a variety of settings are caring, professionalism, skills and competency development, therapeutic communication skills, and therapeutic use of self. **Prerequisite: Successful completion of ALL Freshman, Sophomore and Fall Junior year courses; Corequisite: NRSG353: Psychiatric Mental Health Nursing**

NRSG353 Psychiatric Mental Health Nursing **4 Credits**

This course focuses on mental health, as well as the underlying psychopathology of mental disorders of individuals and families throughout the lifecycle who are experiencing varying states of mental health. The environmental influences affecting the mental health of the individual are examined within the context of the family and/or community. The nurse/patient relationship is emphasized as the foundation for therapeutic communication and nursing interventions. Collaboration with other health team members and/or community resources is explored as a way to address the needs of the individual and family using various treatment modalities. Students are expected to apply the knowledge gained to patient situations in clinical settings during the Psychiatric Mental Health Nursing Clinical

course. **Prerequisites: Successful completion of ALL Freshman, Sophomore and Fall Junior year courses; Corequisite: NRS351 Psychiatric Mental Health Nursing Clinical**

NRS358 Nursing the Child and Adolescent (1 month-18 years) 4 Credits

This course prepares students to promote the health and wellbeing of children and adolescents (birth to 18 years) in a variety of health care settings. Growth and development of the child from 1 month-18 years, the healthy child as well as the sick and hospitalized child with a variety of health problems and their families are emphasized. The nursing process framework is used to provide nursing interventions to the age group during adaptive and maladaptive states. Nursing the Child Clinical Practicum course provides related integrated clinical experience. **Prerequisite: Successful completion of ALL Freshman, Sophomore and Junior Fall year courses; Corequisite: NRS361 Nursing the Child and Adolescent Clinical**

NRS361 Nursing the Child and Adolescent Clinical 3 Credits

This practicum course concentrates on health maintenance and the prevention of illness, care of the child one month to 18 years. The practicum provides opportunities for students to deliver nursing care that is adapted to the unique health and developmental needs of children and their families in Jamaica. **Prerequisites: Successful completion of ALL Freshman, Sophomore and Fall Junior year courses; Corequisite: NRS358: Nursing the Child & Adolescent**

NRS366 Community Health Nursing 3 Credits

This course introduces the student to basic concepts of community-based nursing, focusing on the family and community as units of care. Primary Health care concepts are included. The course examines cultural, lifestyle, socioeconomic, environmental, epidemiological influences and community resources on health promotion and protection in individuals, families and communities. This course also introduces the student to the fundamental concepts of epidemiology. It examines the modes of disease transmission characteristics of communicable diseases, methods of prevention, at the local, regional and international levels. Students are guided in the identification of sources of data, the use of appropriate measures of calculations, the analysis and interpreting of data and the application of findings to infection prevention and control. The students are provided with the opportunity to assess health promotion and health maintenance needs of selected families during the Community Health Nursing Clinical Practicum. **Prerequisites: Successful completion of ALL Freshman, Sophomore and Junior year semester courses. Corequisite: NRS390 Community Health Nursing Clinical**

NRS390 Community Health Nursing Clinical 3 Credits

This course focuses on community health nursing clinical practicum in the community. Guided clinical experiences are provided at selected community-based agencies and organizations to enable students to observe and participate in the role of members of the health team. Students demonstrate progressive independence in selected nursing practice activation. **Prerequisites: Successful completion of ALL Freshman year, Second year and Junior year semester courses; Corequisite: NRS366: Community Health Nursing**

NRS420 Nursing Leadership and Management 4 Credits

This course explores management and leadership concepts and theories and their application to nursing. The course is designed to introduce the student to elements and techniques of management of health care facilities and personnel. The role of the nurse as a

supervisor, leader, change agent and manager in the delivery of health services is emphasized. Current issues, opportunities and challenges for nursing leadership in different nursing, community and organizational venues are included. **Prerequisite: Successful completion of ALL Freshman, Sophomore, Junior and Fall Senior year courses; Corequisite: NRS473 Nursing Leadership and Management Clinical**

NRS421 Specialized Nursing

4 Credits

This course provides information on the organization, structure, personnel, functions and care of patients in the specialized units, namely the Accident and Emergency, Operating Theatre, Recovery Room, and Intensive Care Unit. Trauma management, emergency management, and disaster preparedness and mitigation are also included. **Prerequisite: Successful completion of ALL Freshman, Sophomore, Junior and Fall Senior year courses. Corequisite: NRS427 Specialized Nursing Clinical**

NRS427 Specialized Nursing Clinical

3 Credits

This course enables the student to integrate and consolidate acquired knowledge and skills and to gain practical experiences in the areas covered in the Specialized Nursing course. **Prerequisite: Successful completion of ALL Freshman, Sophomore, Junior and Fall Senior year courses. Corequisite: NRS421: Specialized Nursing**

NRS430 Gerontological Nursing

2 Credits

This course critiques and applies social and biological theories of ageing (60 years and over) and psychosocial models of growth and development to the study of the elderly in a variety of settings such as the community, acute care and long-term care facilities. It focuses on factors, which encourage healthy ageing. Epidemiological, demographic and socio-economic determinants are explored, as well as issues and implications of physiological, emotional and psychological changes and community initiatives and resources. International and national declarations and standards are applied to meet the needs of the elderly. Related clinical practicum skills are provided in the associated course Gerontological Clinical. **Prerequisites: Prerequisite: Successful completion of ALL Freshman, Sophomore and Junior year courses; Corequisite: NRS432 Gerontological Nursing Clinical**

NRS432 Gerontological Nursing Clinical

2 Credits

The application of health and nursing concepts and theories in the care of the elderly patient and family. Emphasis is on practising interdisciplinary health care, advocacy to promote health and prevent illness, disability and disease of the elderly. The role of the nurse in assisting the elderly to maintain wellness and minimize the effects of chronic conditions is also stressed. **Prerequisites: Successful completion of ALL Freshman, Sophomore and Junior year courses. Corequisite: NRS430: Gerontological Nursing**

NRS437 Methods of Teaching and Testing

3 Credits

This course provides the learner with the basic teaching concepts necessary for the care of both the healthy and the sick client in all age groups. Content includes learning theories, taxonomies of instruction, performance objectives, teaching tools and health education needs of the client/patient. **RN students only**

NRS446 Nursing Research

3 Credits

An overview of a range of research methods, including qualitative and quantitative designs associated with scientific research. The course provides students with the necessary tools for conducting research projects in nursing and techniques in the preparation and presentation

of research projects. **Prerequisites: Successful completion of ALL Freshman, Sophomore and Junior year courses and MATH305: Probability and Statistics. (For RNs - BIOL350: Biostatistics OR ECON272: Business and Economic Statistics).**

NRSG473 Nursing Leadership and Management Clinical **2 Credits**

The application of the concepts and theories of the Nursing Management and Leadership course to the management of patient care units. All previously learned knowledge and skills are integrated into the clinical experience. Students will apply leadership skills and patient care management theories in managing patient care units. **Prerequisite: Successful completion of ALL Freshman, Sophomore, Junior and Fall Senior year courses; Corequisite: NRSG420: Nursing Management & Leadership. Capstone project required for RNs only.**

NRSG488 Nursing Review **1 Credit**

Designed to provide senior nursing students with a review of nursing content and to assist them in passing the nurse registration examination. The analysis focuses on the additive synthesis of nursing knowledge, skills, and caring approaches in transitioning into a professional role within an interdisciplinary health care model of care. A comprehensive examination is given at the end of the semester for eligibility to take the Nursing Council of Jamaica Clinical Examination. **Prerequisite: Successful completion of ALL Freshman, Sophomore, Junior and Fall Senior year courses**

NRSG494 Senior Nursing Practicum **1 Credit**

This clinical component is designed to allow the students an immersion experience of pre-service practicum while completing 200 hours. The Nursing Council Jamaica Practical Examination is taken during this practicum. During this time, students sit the Language and Content Examination. **Prerequisites: Successful completion of ALL senior year courses and eligibility to sit the Regional Examination for Nurse Registration (RENr)**

NRSG498 Issues and Trends in Nursing **5 Credits**

Structured to assist the registered nurse with re-entry into the student role, and to acquaint the RN with Northern Caribbean University's Department of Nursing's philosophy. Includes a survey of significant trends and issues in the field of nursing and their impact on the role of the professional nurse. **RNs only**

DEPARTMENT OF NUTRITION, DIETETICS AND FOOD SCIENCE

Chair, Dietetics and Internship Director: Vinola Richards

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FACULTY:

Vinola Richards
Delphene Grandison
Shani Jones
Simone Morgan
Tabitha Muchee

ADJUNCT:

James Fallah

STATEMENT OF MISSION

The mission of Northern Caribbean University, Department of Nutrition, Dietetics and Food Science is to provide quality Christ-centred nutrition and dietetics education through a specified integrated undergraduate internship programme, for lifelong learning and professional competencies.

STATEMENT OF VISION

The Department of Nutrition, Dietetics and Food Science prepares dietetics and nutrition practitioners to work effectively within a variety of settings to improve the quality of life of a giving population, and to embrace new technology and standards in modelling professional practice.

AIM

The programme aims to educate students by providing learning experiences for the development of professional attitudes, skills, self-confidence, maturity and instil a commitment to lifelong learning, increase knowledge and enhance professional competence.

VALUE STATEMENT

The core values of Northern Caribbean University, Department of Nutrition, Dietetics and Food Science are Christ-centredness, mutual respect, student centeredness, communication, problem solving, critical thinking, and commitment of lifelong learning, leadership, professionalism, integrity, and loyalty to the nutrition and Dietetics profession and the university.

INTRODUCTION

The Bachelor of Science degree in Dietetics at Northern Caribbean University is a coordinated undergraduate programme consisting of 138 credits, with an integrated supervised practice consisting of 1200 hours. It is designed to equip students with the knowledge and skills necessary for a professional occupation within the fields of nutrition and dietetics. This preparation may also be used for advanced studies in nutrition. The correlation of theory in addition to practical applications in clinical (hospital) and community settings (including clinics) are an integral part of this programme.

OBJECTIVES

The Dietetics curriculum is designed to:

1. To prepare students with the professional competencies necessary for assuring entry level careers in food and nutrition and graduate study.
2. Provide foundations for advanced academic work both locally and internationally.
3. Enable students to register with the Council for Professions Allied to Medicine (CPAM) as Registered Dietitians (RD) and Registered Nutritionists (RNutr.) and other related fields.
4. To develop communication, and critical thinking skills, self-assessment, and commitment to lifelong learning.
5. To provide learning experience for students to develop a scientific attitude, and ability to evaluate and or apply evidenced-based research in solving problems.
6. Apply evidence-based guidelines and evaluate emerging research for application in dietetics practice.
7. To prepare students to keep up with technology and innovation as required in the fourth industrial revolution and beyond.

DURATION

The normal completion time for full-time students (16 credit hours per semester and 4-6 credits per summer after the second year) is four (4) years for the Bachelor of Science degree and three (3) years for the Associate of Science degree. However, trained applicants, with transferable credits, may take less than four or three years of full-time study respectively, based on the number of credits that are transferred.

MATRICULATION REQUIREMENTS

Individuals seeking admission into the Department of Nutrition, Dietetics and Food Science must satisfy one of the following requirements:

Regular Admittance

- All applicants must have a passing grade at the CSEC level or equivalent examination in English, mathematics, chemistry, biology/human and social biology and one other subject.
- Transfer with at least sophomore standing from a recognized tertiary institution.
- Completion of a diploma or an associate degree from a recognised tertiary institution. NCU students receiving the associate degree must apply for admission into the (baccalaureate programme).

Provisional Admittance

Applicants who do not have chemistry, but one other science subject, may be accepted under a provisional basis and will be required to complete one year of Introduction to Chemistry I and II.

MINIMUM REQUIREMENT FOR GRADUATION

The Bachelor of Science degree in Dietetics consists of credits from a given core, cognates and

general education requirements. The total number of credits for the Dietetics degree is at least one hundred and thirty-eight (137) credits. Each student should take the core requirements of sixty-four (64) credits, the cognates of thirty-five (35) credits and thirty-eight (38) general education credits.

The Associate of Science Degree in Dietetics consists of credits from a given core, cognates and general education requirements. The total number of credits for the Associate Degree in Dietetics is seventy-eight (78) credits. Each student should complete the core requirements of twenty-six (26) core courses, twenty-two (22) cognates and thirty (30) general education requirements.

No student will be allowed to graduate if at least 20 credit hours in the respective major has not been taken in residence and passed satisfactorily. Where students have received exemptions for courses in a major, they must either take additional elective courses that are in the major or retake courses from which they have received exemption so as to meet the requirement of 20 credits. Students must maintain a minimum cumulative G.P.A. of 2.50 with no grade lower than a 'C+' for courses in the major field, simultaneously demonstrating acceptable professional and practical performance to remain in good academic standing and be eligible for graduation. The students have ultimate responsibility, with the assistance of faculty advisers, to ensure that all requirements for graduation have been met.

INTERNSHIP ADMISSION REQUIREMENTS

Admission to the programme is open to students who meet the requirements below.

1. Students pursuing a BSc degree in the Co-ordinated Undergraduate Programme; and holders of the BSc in Nutrition and Dietetics.
2. Students must submit an application (<http://goo.gl/forms/4yHXvkBkuJ>) to the Department by February 7 of the year of the first set of rotations.
3. Submission of an 800-1,000-word essay stating your purpose for admission to the Dietetics Internship. To be submitted by February 7 of the year of the first set of rotations.
4. Verification statement from the Dietetics Programme Co-ordinator.
5. Official transcript of all coursework completed prior to and after earning a baccalaureate degree.
6. Cumulative grade point average 2.5 on a 4.0 scale; and no grade lower than C+ in core courses.
7. Two letters of recommendation.
8. A valid food handler's permit.
9. For students enrolled at NCU, the Oral Language and Content Examination must be satisfied after the first supervised practice experience (at the third year).

PROGRAMMES OFFERED

- Bachelor of Science in Dietetics
- Associate of Science in Dietetics
- Minor in Food and Nutrition

DIETETICS PRACTICUM REQUIREMENT

The practicum DIET416 Food Service Systems Management rotation and DIET446 Clinical Rotations are the final components of the Bachelor of Science degree in Dietetics/Nutrition but

this does not replace the professional internship. The requirements for practicum are as follows:

- For the Bachelor of Science degree, students are required to complete all required courses before commencing the practicum in hospital and community. This practicum is a structured programme which extends over twelve (12) weeks of rotation, consisting of eight (8) hours per day, five (5) days per week. Approximately four hundred and eighty (480) hours must be completed in both given areas.
- For the Associate of Science degree, students are only required to complete DIET416, Food Service Systems Management. This includes all required courses before commencing the practicum in hospital. The practicum is a structured programme which lasts over eight (8) weeks rotation consisting of eight (8) hours per day, five (5) days per week. Approximately three hundred and twenty (320) hours must be completed.

LANGUAGE AND CONTENT EXIT EXAMINATION

For students enrolled at the University, the oral language and content examination must be satisfied April of the final year prior to graduation. Students must receive no less than a C+ for this examination. If a student is not successful in the examination, the department will arrange for a resit in November of the same year. For students who are enrolled under the Supervised Practice Coordinated programme the exit examination must be satisfied after the first supervised practice experience during the third year. This enables the student to integrate academic knowledge with practical application. It can also enhance educational experience by making subsequent study more meaningful.

BACHELOR OF SCIENCE IN DIETETICS

The Bachelor of Science degree in Dietetics consists of credits from a given core, cognates and general education requirements. The total number of credits for the Dietetics degree is at least one hundred and thirty-seven (137) credits. Each student should take the core requirements of sixty-four (64) credits, the cognates of thirty-five (35) credits and thirty-eight (38) general education credits.

CORE REQUIREMENTS		64 CREDITS	Prerequisites
DIET120	Fundamentals of Nutrition	3	DIET120
DIET128	Applied Principles of Food Science	4	
DIET215	Principles of Community Nutrition	3	DIET120
DIET220	Nutrition in the Life Cycle	3	DIET120
DIET307(HMEC 330)	Quantity Food Production and Service	4	DIET125(HMEC128)
DIET308 (HMGT332)	Mgmt. & Org. of Food Service	3	DIET125(HMEC128)
DIET313	Medical Nutrition Therapy I	3	DIET120, MTCH105
DIET314	Medical Nutrition Therapy II	3	DIET313
DIET360	Maternal & Child Nutrition	3	DIET220
DIET380 (HMEC390)	Food in World Cultures	3	DIET125(HMEC128)
DIET399	Experimental Foods	4	CHEM122,
DIET412(415)	Research Methods in Dietetics I	3	
DIET420	Pharmacology in Medical Nutrit Therapy	3	DIET313, DIET314, DIET422
DIET421	Nutrition Care Management & Ethics	3	DIET314, DIET412
DIET422	Nutritional Assessment & Counselling	3	DIET210, DIET 314
DIET424	Research Methods in Dietetics II	3	DIET 412(415)
DIET430	Advanced Nutrition & Metabolism	3	DIET412(415), DIET414, DIET422
DIET490	Supervised Practice I	3	Successful Completion of all 2 nd year courses
DIET495	Supervised Practice II	4	Successful completion of all 3 rd year courses
DIET496	Supervised Practice III	3	Successful completion of all 4 th year courses

N.B.: Please note that students who have matriculated under the 2014-2016 *Bulletin* are required to complete DIET416 Practicum in Dietetics I and DIET446 Practicum in Dietetics II.

REQUIRED COGNATES		35 CREDITS	Prerequisites
ACCT102	Fundamentals of Accounting	3	
BCHM131	Introduction to Biochemistry	3	
BIOL165	Anatomy & Physiology I	4	
BIOL166	Anatomy & Physiology II	4	
BIOL350	Biostatistics	3	MATH 121
BIOL360	General Microbiology	4	
CHEM 121	General Chemistry I	4	
CHEM 122	General Chemistry II	4	CHEM121
CHEM211	Organic Chemistry I	4	CHEM122
MTCH 105	Medical Terminology	2	

GENERAL EDUCATION REQUIREMENTS

MINIMUM 38 CREDITS

Please account for the General Education credits as stipulated in the NCU Bulletin and outlined on your department programme checklist. Given that, a single course can fulfil up to two General Education requirements your Major and Minor department's check sheet will identify which two requirements are being met with each prescribed course. Additionally, where applicable, courses used for the general education requirement may also be counted towards minors and cognates, **but not the core within a major, which can only be used once**. It is therefore your personal responsibility to manage your programme in this regard.

GENERAL EDUCATION REQUIREMENTS

MINIMUM 38 CREDITS

Please account for the minimum thirty-eight (38) General Education credits as stipulated in the *Bulletin*. See pages 44-47 for more details. Should any of the recommended courses be required for the core, cognate or elective for the degree being pursued, additional courses **must** be taken (by advisement) to complete the minimum requirements for the bachelor's degree. **It is therefore your personal responsibility to manage your programme in this regard.**

**RECOMMENDED SEQUENCE
BACHELOR OF SCIENCE IN DIETETICS**

Status	1 st Semester	Cr	2 nd Semester	Cr	
1 st Year-Freshman (0-32 credits)	BIOL165 Anatomy & Physiology I	4	BIOL166 Anatomy & Physiology II	4	
	CHEM111 Intro. to Chemistry I OR		CHEM112 Intro. to Chemistry II OR		
	CHEM121 General Chemistry I	4	CHEM122 General Chemistry II	4	
	DIET120 Fundamentals of Nutrition	3	DIET128 Applied Principles Food		
	EDUC100 Freshman Seminar	~	Science	4	
	ENGL119 Freshman Composition I	3	ENGL120 Freshman Composition II	3	
	Information & Technological Literacy		PSYC119 Principles of Psychology	3	
	Req.	3			
	TOTAL CREDITS	17	TOTAL CREDITS	18	
2 nd Year - Sophomore (33 -64 credits)	CHEM211 Organic Chemistry I	4	ACCT102 Fundamentals of	3	
	DIET220 Nutrition in the Life Cycle	3	Accounting		
	EDUC151 Fundamentals of Christian		BCHM131 Intro to Biochemistry	3	
	Education	3	COMM251 Oral Communication	3	
	MATH121 College Algebra	3	DIET215 Prin. of Community Nutr	3	
	MTCH105 Medical Terminology	2	RELB113 God and Human Life	3	
	DIET307 Quantity Foods Production	3	DIET308 Organization and		
			Management of Food Service	3	
		TOTAL CREDITS	18	TOTAL CREDITS	18
		Summer I			
		3			
	DIET490 Supervised Practice I				
	TOTAL CREDITS	3			

3 rd Year-Junior (65- 96 credits)	BIOL350 Biostatistics BIOL360 General Microbiology DIET313 Med. Nutrition Therapy I HPED111Health & Physical Education HMEC129 Social & Professional Ethics RELB210 Daniel and Revelation	3 4 3 2 3 3	DIET314 Med. Nutrition Therapy II DIET360 Maternal & Child Nutrition DIET399 Experimental Foods SPAN101 Beginning Spanish I OR FREN101 Beginning French 1 RELB205(305) Life and Teachings of Christ	3 3 4 3 3
	TOTAL CREDITS	18	TOTAL CREDITS	16
	Summer I			
	DIET495 Supervised Practice II	3		
	TOTAL CREDITS	3		
4 th Year-Senior (Over 96 credits)	DIET422 (321) Nutrition Assessment & Counselling. DIET390 Food in World Cultures DIET 417 (412) Research Methods in Dietetics I DIET421 Nutrition Care Mgt. & Ethics	3 3 3 3	DIET424 Research Methods in Dietetics II DIET420 Pharm. in Med. Nutrition Therapy DIET431 Advanced Nutrition and Metabolism RELT451 Christian Ethics & Moral Development	3 3 3 3
	TOTAL CREDITS	12	TOTAL CREDITS	12
	Summer I			
	DIET496 Supervised Practice III	4		
	TOTAL CREDITS	4		

**RECOMMENDED SEQUENCE
ASSOCIATE OF SCIENCE IN DIETETICS**

Status	1 st Semester	Cr	2 nd Semester	Cr
1 st Year-Freshman (0-32 credits)	BIOL165 Anatomy & Physiology I	4	BIOL166 Anatomy & Physiology II	4
	CHEM111 Intro to Chemistry I OR	4	CHEM111 Intro to Chemistry II OR	4
	CHEM121 General Chemistry I	3	CHEM122 General Chemistry II	3
	DIET120 Fundamentals of Nutrition	~	ENGL120 Freshman Composition II	4
	EDUC100 Freshman Seminar	3	DIET128 Applied Principles of Food Science	4
	ENGL119 Freshman Composition I	3		
	TOTAL CREDITS:	14	TOTAL CREDITS:	15
2 nd Year-Sophomore (33-63 credits)	COMM251 Oral Communication	3	ACCT 102 Fundamentals of Accounting	3
	DIET220 Nutrition in the Life Cycle	3	BCHM131 Intro. to Biochemistry	3
	EDUC151 Fund. of Christian Ed.	3	DIET210 Professional Issues in Dietetics	2
	MATH121 College Algebra	3	RELB113 God and Human Life	3
	TOTAL CREDITS:	12	TOTAL CREDITS:	11
3 rd Year-Junior (63-91 credits)	DIET313 Med. Nutrition Therapy I	3	DIET314 Medical Nutrition Therapy II	3
	DIET307 Quantity Food Production	4	CPTR120 Computer Applications	3
	PSYC119 Principles of Psychology	3	DIET308 (HMG332) Organ. and Management of Food Service	3
	RELB210 Daniel and Revelation	3	HPED 111 Health & Physical Edu.	2
	TOTAL CREDITS	13	TOTAL CREDITS	11
	Summer I			
	DIET416 Practicum in Dietetics I	4		
TOTAL CREDITS	4			

MINOR IN FOOD AND NUTRITION

MINOR IN FOOD AND NUTRITION

23 CREDITS

DIET120	Fundamentals of Nutrition	3
DIET128	Applied Principles of Food Science	4
DIET220	Nutrition in the Life Cycle	3
DIET307(HMG330)	Quantity Foods Production	4
DIET308	Organization and Management of Food Service	3
DIET380(HMEC390)	Food in World Cultures	3
HMEC221	Meal Management	3

DESCRIPTION OF COURSES

NUTRITION AND DIETETICS

DIET120 Fundamentals of Nutrition 3 Credits

A study of the different nutrients contained in the basic diet and how these are utilized by the body to ensure and sustain wellness throughout life. Emphasis is given to the availability of adequate nutrients that God has provided in the foods of the various regions of the world and the wide choices available for individual preferences.

DIET128 Applied Principles of Food Science 4 credits

This course promotes an awareness of scientific principles upon which food preparation is based and the methods involved. Special attention is given to sanitation, food storage and preparation and service of meals to meet a variety of specifications. It includes the managerial, socio-cultural, nutritional, economical and aesthetic implications in meal planning and service. Principles of Food Preparation also expose students to the writing of time plans and recipes as well as the interpretation of recipes. The course facilitates and encourages acquisition of further knowledge in the utilization and service of local foods. **A laboratory is required and must be taken concurrently.**

DIET210 Professional Issues in Dietetics 2 Credits

This course formally introduces the students to the profession of dietetics. This includes a review of the standards of professional practice, and the professional ethics. Students are able to demonstrate lifelong learning and professional development.

DIET220 Nutrition in the Life Cycle 3 Credits

This course is designed to provide the students with in-depth knowledge of the human life cycle and specific nutrient requirements of each stage. The physical and psychological needs and the role of nutrition in preventing, alleviating or correcting these needs are carefully examined. Meal planning to meet the needs of individuals of varying conditions throughout the life cycle with focus on the nutrition of the child, adolescent, adult, pregnant and lactating mothers and the elderly. **Prerequisite: DIET120 Fundamentals of Nutrition**

DIET307 (HMGT330) Quantity Food Production 4 Credits

This course is a study of the principles and techniques of quantity food production and service for food service entities. Emphasis is placed on modern developments influencing food service operations, kitchen organization, standard of professionalism, recipe standardization, measurement analysis, controlling food costs, safe food handling, food presentation and garnishes. Factors affecting quantity; food service and planning; quality food preparation and service; and the functions of catering will be explored. A fieldtrip to a food establishment is required. **A laboratory is required and must be taken concurrently. Prerequisite: DIET128(HMEC124) Applied Principles of Food Science**

DIET308 (HMGT332) Organization and Management of Food Service 3 Credits

This course is designed to help students apply the principles of management and organization to food service systems. Emphasis is placed on managerial functions, the management process, planning and organizing the food service operation and staffing. Students acquire knowledge

of Critical Points and the costs of operating the food service entity. A fieldtrip to a food establishment is required. **Prerequisites: DIET222 (HMEC221) Meal Management and DIET125 (HMEC128) Applied Principles of Food Science**

DIET313 Medical Nutrition Therapy I**3 Credits**

The course entails the study of the role of nutrients in human disease at the physiological, biochemical and anatomical levels, and focuses on the medical aspects of food and nutrition in health and disease states and integrates the science of food and nutrition with the prevention, management and control of the disease. This course allows students to appreciate and understand the concept of energy metabolism and obesity. The use of enteral formulas in treating certain conditions, and the nutrition management of diseases of the upper and lower gastrointestinal tract, diabetes mellitus and cardiovascular diseases are covered in this course.

Prerequisites: DIET120 Fundamentals of Nutrition, BIOL166 Anatomy & Physiology II, MTCH105 Medical Terminology

DIET314 Medical Nutrition Therapy II**3 Credits**

This course is a continuation of Medical Nutrition Therapy I. It advances into more complex disease states and how medical nutrition therapy is used to manage nutrition related diseases. The focus is on medical nutrition therapy of diseases that require diet modification for major nutrients such as protein, calories, fats and certain minerals. The students are introduced to the nutrition care process using the ADIME format. **Prerequisite: DIET313 Medical Nutrition Therapy I**

DIET360 Maternal & Child Nutrition**3 Credits**

This course focuses on the relationship between nutrition and pregnancy outcomes. The main focus is on preconception, pregnancy, infancy and childhood. The students learn about how to detect nutritional deficiencies in the early periods of life and be able to implement nutrition interventions to help correct or alleviate the problems. The course affords the students the opportunity to use new tools in assessing children and use evidenced-based practice to link the intricate relationship nutrition plays in early life. **Prerequisite: DIET120 Fundamentals of Nutrition**

DIET380 (HMEC390) Food in World Cultures**3 credits**

This course examines food as it is prepared, served and eaten in various cultures particularly, Jamaican, African, Chinese, Italian/Mexican, French and Spanish cuisine. It looks at the religious, socio-economic significance of food and rituals associated with eating. **Prerequisite: DIET125 (HMEC128) Applied Principles of Food Science**

DIET399 Experimental Foods**4 Credits**

Development of experimental methods and their application to investigate the chemical and physical aspects of food preparation and storage. It includes the objective and subjective methods of evaluating food products. Students are required to develop an acquaintance with literature within the field and produce an original research project. Students are required to develop a food product. **A laboratory is required and must be taken concurrently.**

Prerequisites: DIET128 Applied principles of food Science CHEM122 General Chemistry II

DIET412 (417) Research Methods in Dietetics I**3 Credits**

This course provides a basic understanding of the main techniques, concepts and models for conducting research using quantitative, qualitative and mixed methodologies. Students are provided with information about the logic of scientific enquiry; they are guided through the

research process, starting from formulation of research problem, objectives and hypothesis, writing the purpose of the statements, the review of literature, sampling procedures, data analysis, and research report and evaluation. They will also be made aware of the myriad researchable and research-needed questions encountered in daily practice. Students will also evaluate evidence based studies of others. All students are expected to prepare and present a research proposal. **Prerequisites: DIET314 Medical Nutrition Therapy II, MATH121 College Algebra**

DIET416 Practicum in Dietetics I**6 Credits**

This practicum provides opportunities for a unique practical experience in a hospital and community setting. The student receives exposure to the roles of the dietitian in food service systems management, and community and administrative dietetics. **Prerequisite: completion of all coursework**

DIET420 Pharmacology in Medical Nutrition Therapy**3 Credits**

This course reviews the most common medications used for the treatment of some of the more common Nutrition-related diseases. It helps the students to understand the biochemical and physiological effect of the drug and the rationale for treatment of these disease states. The course also allows the student to understand the drug cycle and how medications can affect nutrient absorption, utilization and excretion. An understanding of the country's drug regulations and a brief look at how commonly used natural remedies can also affect nutrient absorption, utilization, excretion and the nutritional state of the client being treated. **Prerequisites: DIET321 Nutrition Assessment & Counseling, DIET313 Medical Nutrition Therapy I and DIET314 Medical Nutrition Therapy II.**

DIET421 Nutrition Care Management and Ethics**3 credits**

This course is intended to formally introduce the students to the profession of dietetics as well as familiarize them with various aspects of management and its application to the various specialty areas in dietetics and nutrition. The students will also be exposed to the process of conducting a needs assessment, and the formulation of budgets for various nutrition programmes. This includes a review of the education and practice of dietetics. Emphasis will be placed on behaviour in the field of dietetics. **Prerequisites: DIET313 Medical Nutrition Therapy I, DIET314 Medical Nutrition Therapy II.**

DIET422 Nutritional Assessment & Counselling**3 credits**

This course provides the students with the opportunity to do comprehensive nutritional assessment by defining nutritional status; using medical, social, nutritional, and medication histories; physical examination; and anthropometric measurements. Students are also able to identify the nutrition diagnosis through evidence-based knowledge. It provides exposure to counselling theories and approaches for lifestyle behaviour modification. **Prerequisites: DIET210 Professional Issues in Dietetics, DIET314 Medical Nutrition Therapy II**

DIET424 Research in Dietetics Methods II**2 Credits**

Students will be exposed to carrying out actual scientific nutrition and dietetics research using the proposals developed in research I. They will do data gathering, data analysis, data interpretation, and conduct an action plan based on the recommendations given. The students will gain skills of presenting the research findings which may lead to publications. **Prerequisite: DIET412(415) Research Methods in Dietetics I**

DIET431 Advanced Nutrition & Metabolism**3 Credits**

The primary focus of this course is on the pathways of intermediary metabolism by which all cells synthesize and degrade carbohydrates, lipids (fats), and nitrogenous compounds. This course is an intensive study of functions, interrelationship, cellular, metabolism of micronutrients, it reviews energy transformation, fluid and electrolytes balance. Students are able to identify problems and pitfalls inherent in research, and are able to critically analyse scientific literature. **Prerequisites: DIET314 Medical Nutrition Therapy II, CHEM131 Foundations of Biochemistry.**

DIET446 Practicum in Dietetics II**6 Credits**

These notations consist of Clinical and Public Health Nutrition students who are able to apply the knowledge of disease entities and the physiological factors which influence their development. Students are able to provide comprehensive nutrition care for individuals in the clinical setting, by assessing nutrition status, developing nutrition care plans and presenting case management under the direction of the registered dietitian. **Prerequisite: completion of all coursework**

DIET490, 495, 496 Supervised Practice I, II & III**3, 3, 4 Credits**

The Supervised Practice programme is a comprehensive supervised practice which provides the dietetics interns with the opportunities to acquire competencies necessary to function as entry level practitioners. Dietetic interns are able to collaborate learning experiences in a variety of settings in the areas of nutrition, nutrition education, nutrition therapy, Public Health nutrition and food service systems management. The Supervised Practice programme also provides students with learning experiences for the development of professional attitudes, skills, self-confidence, maturity and instil a commitment of lifelong learning to increase knowledge and enhance professional competence. Interns develop a scientific attitude and evaluate and apply evidence-based research in solving problems in dietetics. **Prerequisite for DIET490: completion of all second year courses; Prerequisite for DIET495 is completion of all third year courses and pre-requisite for DIET496 is the completion of all fourth year courses.**

DEPARTMENT OF PROFESSIONAL AND CONTINUING EDUCATION

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INTRODUCTION

As part of its mission, Northern Caribbean University's Department of Professional and Continuing Education was established as a medium through which the University provides high-quality, Christ-centred education to the numerous individuals with work and/or has prior college experience, who are unable to access the main campus for full-time upgrading or retraining programmes. Some individuals are unable to leave their jobs or to be absent from their families for long periods of time. Additionally, employers need to find means to enable their employees to maximize their potential in order to become more effective and to function more productively in the workplace. The Department therefore anticipates change and seeks to develop innovative approaches to satisfying its clientele. It provides an environment for individuals to achieve their potential by offering degrees and facilitating the upgrading of their skills in the professional world of work.

The regional campuses have in the last three years embarked on having day classes for students who cannot attend classes on the main campus during the days because of various reasons. Note some students will start their programmes on the regional campuses namely East and West Regional Campuses for the first or second year of their programme and then transfer to the main campus to finish their programme of study.

There are currently three Regional Campuses and they are located in Kingston -- 63 Half-Way-Tree Road; Montego Bay -- Harrison Memorial High School Campus and in St. Anns Bay.

OBJECTIVES

The Department seeks to:

- Provide offsite classes for individuals wishing to pursue a degree in Business Administration, Management Studies, Guidance Counselling, Social Work, Primary or Secondary Education and other programmes of study.
- Facilitate surrounding businesses and industries in co-operative education through programmes that are current and relevant in today's changing world and structure specific programmes for companies or other clientele.
- Provide a general interdisciplinary programme of study to enable graduates of the programme to function as educated citizens.
- Ensure that graduates of the prospective degree programmes acquire the skills and competencies necessary to perform effectively in their chosen careers.
- Offer credit and non-credit courses, seminars, training programmes, special activities and conferences for self-improvement.
- Provide short-term courses for non-traditional students and individuals requiring retooling for the job market.

QUALITY ASSURANCE

The Department of Professional and Continuing Education offers programmes with flexibility but with the same quality of education available on the main campus. The course outlines are similar to those on the main campus and the same textbooks are used.

Students are to realize that in spite of being working students their degrees are of the same quality as the main campus and therefore, the amount and quality of coursework must be consistently the same. The programmes of study are of a high quality and are responsive to learners' needs in the context of a comprehensive lifetime learning experience.

LIBRARY RESOURCES

It is extremely important that students avail themselves of library resources in their course of study. Although all three campuses have their own library facilities, arrangements have been made for students in to use the library facilities of the University of the West Indies (UWI) as well as the University of Technology (UTech). This is in addition to the online resources of the NCU library, the intra and inter-library loan facility and the resources of H.W. Wilson, EBSCO, EMERALD Insight and ERIC databases to which the University subscribes.

As the locus of current, relevant print and non-print media, Hiram S. Walters Resource Centre (on the main campus) provides quality, Christian service to all patrons, and supports the larger mission of Northern Caribbean University by stimulating academic excellence and spiritual development, to which the Continuing Education department has full access.

The Library currently subscribes to H.W. Wilson Database which provides access to a multitude of outstanding magazines and scholarly journals, including indexing and abstracts for key publications such as *The New York Times Business Section* and *The Wall Street Journal*.

Users enjoy quick access to feature articles, product evaluations, interviews, biographical sketches, corporate profiles, obituaries, surveys, statistical rankings, book reviews, reports from associations, societies, trade shows and conferences, and more.

- **Full-text of articles**, plus page images, from nearly 500 publications as far back as 1995.
- **Abstracting and indexing** of almost 900 publications as far back as 1982.

- **Over 600,000 corporate names** with cross-references to specific industries and countries.

A list of current titles is available on the University Library's website at <http://ncu.edu.jm/library/>

PROGRAMMES OFFERED

- Bachelor of Science in Business Administration (**See department's listing**)
- Associate of Science in Business Administration (**See department's listing**)
- Bachelor of Science in Management Studies (**See department's listing**)
- Bachelor of Science in Secondary Education (**See department's listing**)
- Bachelor of Arts in Secondary Education (**See department's listing**)
- Bachelor of Arts in Primary Education (**See department's listing**)
- Bachelor of Science in Guidance Counselling (**See department's listing**)
- Bachelor of Social Work (**See department's listing**)
- Associate of Science in Social Work (**See department's listing**)
- Associate of Science in Information Technology (**See department's listing**)

MATRICULATION REQUIREMENTS

Business Administration or Management Studies: Five subjects at CSEC / GCE O'Level, including English Language and Math/Principles of Accounts, or at least **32 transferable credits** from a recognised tertiary institution, with at least a sophomore standing. Conditions apply please departments new matriculation requirements

Social Work: Five subjects at CSEC / GCE O'Level, including English Language, or at least **32 transferable credits** from a recognised tertiary institution, with at least a sophomore standing.

Guidance Counselling: Five subjects at CSEC / GCE O'Level, including English Language. (Conditions apply)

Teacher Education: Diploma in Teacher Education.

Class Structure

Modules – The Continuing Education programme is set up on a modular basis of seven weeks each plus two days for examinations, with a break between each module. The modules can be equated to the semester on the main campus as follows:

- Modules 1 & 2 - 1st Semester
- Modules 3 & 4 - 2nd Semester
- Modules 5 & 6 - 1st & 2nd Summer sessions

Class Time – Classes are normally held Mondays to Thursdays, 5:30 to 8:30 p.m.

Examinations – Final examinations are normally held on the final two school days of each module.

Class Load – Students normally carry six credits per module (Monday/Wednesday and Tuesday/Thursday). In the year in which students expect to graduate, only the courses completed during **modules 1 to 5 will count towards graduation**.

Fees

Payment of fees is to be made to any branch of Paymaster or Bill Express or through any other financial medium approved by the Finance Department. Fees are due and payable by the first day of classes. Upon proving to the Finance Office that your account is up to date, you will receive the 'Permit to enter classes'. Any arrangements made otherwise must be made with the office of Student Finance.

Identification Card, ID Number/Account Number – Memorize your identification number which is necessary for use during your tenure at Northern Caribbean University. Your identification number will provide you access to the Library and other related areas on the campus. Students are required to display their identification card during school hours and at examination periods.

Change in Registration – Students needing to change a subject for which they are registered **OR** wishing to **discontinue** subject(s) are required to complete the *Change in Registration Form online*. Classes dropped within the first week of class will merit a 90% refund; classes dropped within the second week of school will merit a refund of 60%; classes discontinued **after the second week attract NO REFUND**. Changes in registration must be online. **NOT ATTENDING A CLASS FOR ANY REASON DOES NOT CONSTITUTE A CHANGE IN REGISTRATION**.

Transfer Credits – Students who have attended other tertiary institutions are expected to request from their previous institutions a transcript of their grades. The transcripts will be evaluated and the student advised about the subject(s) for which an exemption or a waiver will be received. **ONLY** subjects with at least a grade of C (not C-) can be transferred.

Profile – A Profile denotes a listing of subjects required for the completion of a programme of study. Each student should retain the copy received and fill in grades as the subjects are taken. This is a guide for each student. Subjects must be completed in sequence and General Education Requirements must be fulfilled.

Grades – Official grade reports are issued by the Office of the University Registrar. Persons whose companies require periodic grade updates must make the request in writing to the Chair of Continuing Education.

Assemblies – Assemblies are held at several times during each year—at least once per module. Students are required to attend and are responsible for obtaining information disseminated at these gatherings.

Advisement – Individuals are designated from the office of Continuing Education and the academic departments to meet with students periodically for advisement and programme checks. This may also be done through online advisement and via e-mail. **Students are required to maintain a minimum cumulative average of 'C' (2.00 quality point average), along with a Grade Point Average (GPA) of at least 2.50 for their major and 2.25 for their minor.**

Examination Permits – Permits are issued for all examination periods. Full payment of fees is a requirement for receiving an exam permit which must be presented at the time of examinations. **No student will be allowed to sit an examination without a permit.**

Graduation Requirements/Graduation in Absentia – Students who have completed, or are on track to complete, the requirements set out for their programme of study must complete an Application for Graduation form online. The application must be submitted by March 31st of the year preceding the expected graduation. Final academic checks and preparation of degrees cannot be made without this online application form. Students, who for legitimate reasons are unable to attend the graduation exercises must indicate on the online graduation application form.

Please refer to pages 6-79 of this Bulletin for other important academic guidelines and requirements.

REQUIRED SEQUENCE

FOR REQUIRED SEQUENCE, PLEASE REFER TO RELEVANT LISTING UNDER THE DEPARTMENT PROGRAMME YOU ARE DOING.

SCHOOL OF RELIGION AND THEOLOGY



SIMON BWAMBALE, DEAN
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STATEMENT OF MISSION

The School of Religion and Theology exists to prepare pastors and teachers for effective ministry for the congregations in which they will be assigned providing and exemplifying servant-leadership while fostering commitment, loyalty and evangelistic fervour in the finishing of the work of the gospel.

RELIGION AND THEOLOGY

SCHOOL OF RELIGION AND THEOLOGY

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Earl Cameron	Orlando Moncrieff
Merylyn Campbell-Flinch	Wayne Palmer
Newton Cleghorne	Joseph Smith
Joel Haye	Errol Thomas
Eric Henry	Meric Walker

STATEMENT OF VISION

Our vision is to become a world leader in:

The education and training of Pastor-Evangelists, Bible Workers, church leaders and enhancing theological research, impacting communities and ultimately the world.

STATEMENT OF MISSION

The School of Religion and Theology exists to prepare men and women for effective ministry to the congregations in which they will be assigned providing and exemplifying servant-leadership while fostering commitment, loyalty and evangelistic fervour in fulfilling the work of the gospel.

CORE VALUE STATEMENT

Faithfulness to God and service to humanity.

OBJECTIVES

The School of Religion and Theology seeks to:

1. Provide excellent and relevant training to prepare students for pastoral ministry and other ministry-related missions.
2. Stimulate the students' systematic study of God's revelation in both nature and Scripture that culminates in the mission and ministry of Jesus Christ.
3. Facilitate students to develop a keen interest in, and appreciation for, religious studies from a Seventh-day Adventist perspective.
4. Foster students' appreciation of the perspectives of other religious denominations to enable them to practise ministry with a balanced and informed attitude.
5. Facilitate students' further encounter with the transforming Christ in the classroom experience, and to deepen their zeal and commitment to ministry.
6. Nurture in students an ever-deepening personal relationship with Jesus Christ, resulting in lifestyles that impact the University's community and environs.
7. Lay a foundation for students' advanced study in ministry and other related areas to make their services relevant in a dynamic world.

8. Equip students with theoretical and practical skills necessary to foster disciple-making in the contemporary dynamic culture.
9. Involve students in extracurricular seminars to develop them into all-round products to address contemporary challenges in ministry.
10. Equip students with abilities to use all possible technological modes in their learning and ministry experiences.

MATRICULATION REQUIREMENTS AND ADMISSION

- a. The entry requirements for the Bachelor of Arts in Religion and Theology are the regular Northern Caribbean University requirements for admission. (See reference for University matriculation, p. 19).
- b. Applicants are accepted in Fall Semesters only, except for those applicants transferring from other departments of Northern Caribbean University.
- c. Applicants should submit recommendations from their pastors and/or their local church boards.
- d. Seventh-day Adventist applicants should be interviewed by their local conference president or his designee and a letter confirming such an interview should also be submitted. In addition, the applicant should be interviewed by a panel designated by the Dean for SRT.
- e. Non-Seventh-day Adventists will be accepted based on 1, 2 and 3 above.

PROGRAMME OFFERED

Bachelor of Arts in Religion and Theology

MINORS

- Minor in Religion and Theology
- Minor in Biblical Languages
- Minor in Youth Ministry

STATEMENT OF SUPPORT BY MAJOR STAKEHOLDER ENTITIES

The School of Religion and Theology (SRT) is supported mainly by three entities: Jamaica Union Conference and its conferences, the Atlantic Caribbean Union (ATCU) and its conferences, and Northern Caribbean University. The Union Conference entities support the SRT in terms of financial subsidies and recommending individuals to the School to be trained for ministry. In addition, the entities, through their Board of Ministerial and Theological Education (BMTE), monitor the quality of training by approving the School's curriculum and endorsing faculty members deemed to possess qualities and abilities to train ministers. The University provides administrative and technical support in the development of courses and programmes that enhance the preparation of men and women who testify to the divine call to the evangelistic and pastoral ministry. The University guides the School in its endeavour to equip the trainees to deal with the practical and complex dynamics which face Seventh-day Adventist ministers.

Based on the statement above, the entities are mindful of the quality of persons who are admitted to the School of Religion and Theology. Their suitability to be ministers is evaluated prior to entry into the School. The following are the basic areas considered in evaluating individuals for admission into ministry:

- a. Evidence of conversion and call to the Gospel ministry.
- b. Basic knowledge of the Scriptures.
- c. Personal commitment to the mission of Christ and the church.
- d. Disposition to intellectual achievement.
- e. The student's natural talent for public speaking.
- f. The student's healthy interpersonal and social relationships.
- g. Evidence of balanced social life and exemplary family life (if married).
- h. A comprehensive psychological test.
- i. Pre-evaluation by the congregation in which the applicant holds membership.
- j. Recently baptised applicants are required to spend at least three years working on a pre-admission procedure including active involvement in church activities. On completion of the procedure, the evaluation in (i) must be done and submitted to the Department.

Disclaimer: Completion of the programme does not guarantee employment in Seventh-day Adventist ministry or any other church employment.

ORIENTATION AND ADVISEMENT

Each student will be assigned an adviser who will serve as an academic guide and counsellor to the student. However, it is the full responsibility of each student to read the academic bulletin and other guiding documents to meet all the requirements of the programme. Upon advisement, students will be required to sign a document indicating their acceptance or refusal of the professional advice.

IN-PROGRAMME REQUIREMENTS

Ministerial students are accepted on a conditional basis and must continually present evidence of their calling through exemplary Christian character and academic excellence.

- a. Junior and Senior students are expected to conduct no fewer than two evangelistic series before completion of their programme.
- b. Students are required to attend the annual Ministerial Refresh, K. G. Vaz Lecture Series, Theological Symposium/Conference, SRT Day in the annual University Research Week and other ministerial seminars, and events organized and prepared by the School or the Ministerial Association.
- c. Students must actively participate in the religious activities of the University Church and the University.
- d. Students are required to show responsibility and punctuality in their attendance at classes and in completion of assignments and other obligations.
- e. Students should show interest in the spiritual and missionary programmes of the church, participating in programmes, such as, ingathering, personal ministries and youth ministry activities.
- f. Students are expected to complete the Master Guide and Senior-Youth-Young Adult Ministry training courses before graduation. Certificates of completion are issued upon being invested.
- g. Students are expected to complete a specific minimum of hours of literature evangelism as required by the Inter-American Division of the Seventh-day Adventist Church.

PROBATION

Ministerial students, who do not demonstrate a sense of responsibility in the completion of the requirements given above, may be placed under professional discipline in any of the following ways:

- a. Probation. If this is not lifted by the end of the semester, the SRT faculty will decide on the case.
- b. Advised to exit the programme.

MINISTERIAL ADVANCEMENT TO THE UPPER BIENNIUM

The student who has been accepted into the ministerial studies' programme must apply for Ministerial Advancement to the Upper Biennium sometime between the end of their second year and the beginning of the third year. In order to advance to the upper biennium, the student must give evidence of a balanced personality with appropriate capacity to take on the responsibility of the ministry.

Ministerial Advancement to the Upper Biennium for the ministry requires the following:

- a. Application to be advanced to the upper biennium.
- b. Evaluation and recommendation by the Academic Adviser and the Evaluation Sub-Committee appointed by the SRT committee for this purpose.

Recommendation given by the Evaluation Sub-Committee will take into account the following:

- a. An overall GPA of no less than 2.5 for a major and 2.25 for a minor.
- b. A GPA of no less than 2.5 in the professional concentration.
- c. Approval by the academic adviser and the Evaluation Sub-Committee.
- d. The Dean for the SRT will inform the student of the decision taken by the Sub-Committee. In case of dissatisfaction with the decision, the student has the right to appeal to the Dean.

Evaluation and Recommendation to the Gospel Ministry

The last stage is the oral evaluation of the ministerial student that takes place during his or her final year. This examination is divided into two parts: The Language and Content Oral examination and the Evaluation-for-Denominational-Employment.

Standing Committee for Language and Content Evaluation Oral Examination

The Evaluation Committee consists of the following persons: (Consistency - needs to be in line with that of Evaluation Committee below.)

- a. The Dean for the School of Religion and Theology
- b. All full-time Faculty
- c. Presidents of the Fields
- d. Ministerial Secretaries of JAMU and ATCU
- e. University President, Ex Officio
- f. VP, Academics, Ex Officio
- g. VP, Students Services, Ex Officio
- h. Non-Adventist Representative
- i. NCU Church Pastor
- j. A representative from the Humanities Department.

Standing Committee for Evaluation-for-Denominational-Employment

The Evaluation Committee consists of the following persons:

- a. Dean, School for Religion and Theology
- b. All field Presidents
- c. Ministerial Secretaries, JAMU and ATCU
- d. VP of Academics, Ex Officio
- e. VP Students Services, Ex Officio
- f. A representative from the Humanities Department.
- g. Two SRT faculty members.

The Standing Committee for Evaluation-for-Denominational-Employment, guided by the Dean, may review the permanent file of the candidate as part of the evaluation. Upon being satisfied, the Committee will mandate the Dean to recommend the candidate to his/her local conference or mission that recommended him/her.

Placement

The conference or field from which the student comes has preference in placing a call. However, if this does not happen, other organizations may then take the initiative. It is recommended that the presidents of the fields be in constant communication with the students from their constituents to ensure eligibility for employment.

CONTINUOUS IN-RESIDENCE PRACTICUM

Continuous In-residence Practicum is an advanced Field Practicum initiative. It is an initiative that ensures that the student receives the hands-on, nuts-and-bolts and practical aspects of preparation in the pastoral discipline for all the semesters of his/her ministerial preparation. This will make for a greater understanding of and working relationship with the churches and the Senior Pastors or mentors to whom they will be assigned after graduation and formal employment with a local conference, mission or field. The following gives an expanded view of the process:

Freshmen

Freshmen are required to attend the NCU church for at least three Sabbaths in each month. There are those, however, who may have had wide experiences in the area of church leadership, management and administration who may formally seek exemption. A recommendation from the student’s pastor and church explaining and confirming such involvement is taken into consideration. Nevertheless, such persons will be required to serve the NCU church during the first year as Elders, Deacons or as such offices or experiences for which they will be recommended.

Sophomores

Sophomores are involved in the services of the NCU Church and will be evaluated continuously and mentored simultaneously by their adviser, the pastoral staff of NCU Church and other designated persons.

Juniors and Seniors

Juniors and Seniors may take speaking appointments outside of the NCU Church and be supervised in a rotational schedule working with the Pastors in the greater Mandeville area. The

Dean, and those assigned, periodically debrief and visit the pastoral sites to which these students are assigned. There is an evaluation of the students by the Pastor, and a reciprocal evaluation by the students. The local church, through its board, is also involved in the process of evaluation, assisting the pastor with the final appraisal.

N.B.: Only juniors and seniors may accept speaking engagement, that is, after they have successfully completed Homiletics I and II. All students must complete the Service Request Form for authorisation.

BACHELOR OF ARTS IN RELIGION AND THEOLOGY

The Bachelor of Arts in Religion and Theology carries a minimum of one hundred and thirty-one (131) credits for completion. The programme consists of the following: 51 Biblical and Theological studies, 15 Language studies, 33 Pastoral and Practical studies and 32 General Education credits

CORE REQUIREMENTS

51 CREDITS

Biblical and Theological Studies (51 Credits)

COURSE CODES AND TITLES	CR	PREREQUISITES
RELB105: Gospels	3	
RELB310(154): Bible Doctrines I	2	
RELB316(156): Bible Doctrines II	2	RELB310(154): Bible Doctrines I
RELB314(306): Pentateuch	3	
RELB315(306): Survey of the Old Testament	3	RELB314(306): Pentateuch
RELB341: Ancestry of the Bible	3	
RELB390(385): Principles of Hermeneutics	3	All Biblical Language courses
RELB404(204): Apocalyptic Literature I	3	
RELB405(205): Apocalyptic Literature II	3	RELB404(204): Apocalyptic Lit. I
RELB409: Acts	3	RELB 105: Gospels
RELB410 Epistles	3	RELB409: Acts
RELB444: Studies in Science and Religion	3	
RELT293: Introduction to Theological Research I	2	
RELT294: Introduction to Theological Research II	2	RELT293(299): Intro. to Theo Res. I
RELT306: Prophetic Studies	3	
RELT451: Christian Ethics and Moral Development	3	
RELT460(RELT352): World Religions and Missions	3	
RELT490(497): Systematic Theology I	2	
RELT491(498): Systematic Theology II	2	RELT490(497): Systematic Theo. I

Biblical Languages (15 Credits)

RELL213: Beginning Greek I	3	
RELL214: Beginning Greek II	3	RELL213: Beginning Greek
RELL221(421): Beginning Hebrew	3	
RELL222(422): Intermediate Hebrew	3	RELL221(421): Begin. Hebrew
RELL315: Intermediate Greek	3	RELL213, REL214

Pastoral and Practical (33 Credits)

Course Units	Cr	PREREQUISITES
HIST315: History of the Christian Church	3	
REL168(268)(254): Biblical Spirituality (Formerly Spiritual Formation)	3	
REL193(393): Ministry of Stewardship	3	
REL219(319:) Homiletics I	2	
REL220: Homiletics II (Includes preaching lab)	2	REL219(319)(250): Homiletics I
REL340(328): Evangelism I	2	
REL341(329): Evangelism II (Field practicum)	2	REL340(328): Evangelism I
REL364(464): Principles of Worship	3	
REL436(336): Pastoral Leadership & Admin I	2	
REL437: Pastoral Leader. & Admin II (with Practicum)	2	REL436(336) Pastoral Lead. & Admin I
REL496: Pastoral Care and Counselling	3	
RELT320: Development of SDA Theology	3	
YMIN194: Youth and Young-Adult Ministry	3	

GENERAL EDUCATION

32 Credits

Thirty-two (32) General Education credits are required for the programme (including the six [6] modern language credits). If, however, a student has a CSEC (General) or GCE pass in Spanish or French I or II/ A or B, he/she will be exempted from the Beginning I level of the modern language course. **It is therefore your personal responsibility to manage your programme in this regard.**

Course Unit	Cr	Prerequisites
COMM251: Oral Communication	3	ENGL120: Freshman Comp. II
EDUC100: Freshman Seminar	~	
EDUC151: Fund. of Christian Education	3	
ENGL119: Freshman Composition I	3	
ENGL120: Freshman Composition II	3	ENGL119: Freshman Comp. I
FLEC219: Marriage & Family Dynamics	3	
HPED111: Physical and Health Education	2	
Information and Technological Literacy requirement	3	
MATH100: Fundamentals of Mathematics	3	
Modern Language requirements	6	
MURE200: Church Music & Worship	3	

**RECOMMENDED SEQUENCE FOR
BACHELOR OF ARTS IN RELIGION AND THEOLOGY**

Status	1 st Semester	Cr	2 nd Semester	Cr	
1 st Year-Freshman (0-35 Credits)	EDUC100/110 University Orientation	n/c	ENGL120: Freshman Composition II	3	
	EDUC151: Fund. of Christian Education	3	FLEC219: Marriage & Family Dynamics	3	
	ENGL119: Freshman Composition I	3	MURE200: Church Music	3	
	HPED111: Health and Physical Ed.	2	Modern Language Requirement II	3	
	Modern Language Requirement I	3	RELP168(268...): Biblical Spirituality	3	
	RELB105: Gospels	3	RELP193(393): Ministry of Stewardship	3	
	YMIN194: Youth and Young-Adult Min.	3			
	TOTAL CREDITS	17	TOTAL CREDITS	18	
	2 nd Year-Sophomore (36-67 Credits)	COMM251: Oral Communication	3	HIST315: History of the Christian Ch.	3
		CPTR112: Introduction to Computer Science OR CPTR120: Computer App.	3	MATH100: Fund. of Mathematics	3
RELL213: Beginning Greek I		3	RELL214: Beginning Greek II	3	
RELL221(421): Beginning Hebrew		3	RELL222(422): Intermediate Hebrew	3	
RELP219(319): Homiletics I		2	RELP220: Homiletics II (preaching lab and voice & diction)	2	
RELT293: Intro. to Theological Research		2	RELT294: Intro. to Theo. Research II	2	
TOTAL CREDITS		16	TOTAL CREDIT	16	
3 rd Year-Junior (68-100 Credits)		RELB310(154): Bible Doctrines I	2	RELB316(156): Bible Doctrines II	2
	RELB314(306): Pentateuch	3	RELB315(306): Survey of the OT	3	
	RELL315: Intermediate Greek	3	RELB341: Ancestry of the Bible	3	
	RELP340(328): Evangelism I	2	RELB390(385): Princ. of Hermeneutics	2	
	RELP364: Principles of Worship	3	RELP341(329): Evang. II (with Field practicum)	3	
	RELT320 Development of SDA Theology	3	RELT306: Prophetic Studies	3	
	TOTAL CREDITS	16	TOTAL CREDITS	16	
	4 th Year-Senior (101-131 Credits)	RELB404(204): Apocalyptic Literature I	3	RELB405(205): Apocalyptic Literature II	3
RELB409: Acts		3	RELB410: Epistles	3	
RELP436(336): Pastoral Lead. & Admin I		2	RELB444: Studies in Sc. and Religion	3	
RELT451: Christ. Ethics and Moral Dev.		3	RELP437 (337): Pastoral Leadership & Administration II (with practicum)	2	
RELT460 World Religions and Mission		3	RELP496: Pastoral Care and Counselling	3	
RELT490(497): Systematic Theology I		2	RELT491(498): Systematic Theology II	2	
			THEOLACE499 Language and Content Examination	NC	
TOTAL CREDITS		16	TOTAL CREDITS	16	

MINORS
MINOR IN RELIGION AND THEOLOGY (27 CREDITS)

Course Requirements	Cr	Prerequisites
HIST320: Development of SDA Theology	3	
RELB310(154): Bible Doctrines I	2	
RELB314(306): Pentateuch	2	
RELB316(156): Bible Doctrines II		RELB310(154): Bible Doctrines I
RELB404(204): Apocalyptic Literature I	3	
RELB405(205): Apocalyptic Literature II	3	RELB404(204): Apocalyptic Lit. I
RELL213: Beginning Greek I	3	
RELL221(421) Beginning Hebrew	3	
RELP436(336): Pastoral Leadership & Administration I	2	
RELT451: Christian Ethics and Moral Development	3	
RELT460: World Religions and Missions	3	

MINOR IN BIBLICAL LANGUAGES (30 CREDITS)

Course Requirements	Cr	Prerequisites
RELL213: Beginning Greek I	3	
RELL214: Beginning Greek II	3	RELL213: Beginning Greek I
RELL221(421): Beginning Hebrew	3	
RELL222(422): Intermediate Hebrew	3	RELL221: Beginning Hebrew
RELL223(418): Hebrew Grammar and Syntax	3	RELL222: Intermediate Hebrew
RELL224(419): Hebrew Exegesis	3	RELL223: Heb. Grammar & Syntax
RELL225(424): Introduction to Aramaic	3	RELL223: Heb. Grammar & Syntax
RELL315: Intermediate Greek	3	RELL213 & 214 Begin. Greek I & II
RELL413: Greek Grammar and Syntax	3	RELL315: Intermediate Greek
RELL426: Greek Exegesis	3	RELL413: Greek Gramm. & Syntax

MINOR IN YOUTH MINISTRY (30 CREDITS)

Course Requirements	Cr	Prerequisite
RELL213: Beginning Greek I	3	
RELL221(421): Beginning Hebrew	3	
RELP168(268)(254): Biblical Spirituality (Formerly Spiritual Formation)	3	
YMIN302: Ministry to At-Risk Youth	3	
YMIN304: Counselling Youth and Young-Adults	3	
YMIN305(RELP305): Contemporary Youth Culture	3	
YMIN318: Conflict Resolution	3	
YMIN320: Contextualized Preaching to Youth	3	
YMIN407: Adolescent Youth Ministry	2	
YMIN408: Leadership in Youth Ministry	2	
YMIN485: Youth Ministry Practicum	2	All ten previous courses

DESCRIPTION OF COURSES

The section below contains course descriptions for all courses that are offered by the School of Religion and Theology to the students of the School and those from other Colleges. Facilitators and students should carefully note the following for guidance.

1. The course descriptions are given under two sections: (I) Course Descriptions for SRT major and minor programmes, **and** (II) Undergraduate Core and/or General Education courses offered by SRT.
2. *Some course units have prerequisites*; the choice of such courses should follow successful completion with required passing grade of prerequisites.
3. *Some courses have variable credits*; i.e., with either 2 or 3 credits. Students should be careful to make sure they select the right course with the required number of credits at registration. Facilitators and academic advisers should give appropriate guidance to course load.

I. COURSE DESCRIPTIONS FOR SRT MAJORS AND MINORS

Biblical and Theological Studies

BIBLICAL STUDIES

RELB105: Gospels

3 Credits

This course presents the significance and relevance of the life and teachings of Jesus Christ. The core of the course is seen from the perspectives of the four Gospels' portraits of Jesus. This course presents Jesus within the context of the Greco-Roman world of the first century CE (Common Era). It explains His impact on history, civilization, art, culture, literature, and philosophy. In addition, the course presents Jesus as God's supreme revelation, as the desire of all nations even in our modern world, the fulfilment of the Old Testament Scriptures, and the norm of theology and ethics.

RELB310(154): Bible Doctrines I

2 Credits

This course is an in-depth study of biblical doctrines commonly espoused by the Christian Church. It presents to students the biblical basis for the theological perspectives of the Christian Church. The course investigates the relevance and importance of doctrines and theology in the contemporary world. The course also guides students to explore the development of doctrines through history.

RELB314(306): Pentateuch

3 Credits

This is a study of the major themes and literary structure of the books in the Pentateuch. Topics briefly examine the six-day creation, the origin and the fall of humanity and the covenant and the atonement. The course introduces the literary critical views and how students should respond to them. Emphasis is placed on the way the Pentateuch impacts the New Testament, the worldview elements of Christianity, and modern society.

RELB315(307): Survey of the Old Testament

3 Credits

The course is a short introduction to the books of the Old Testament from the book of Joshua to the Book of Malachi (except for the book of Daniel). Literary structure, genre, style, and major themes in the books are briefly discussed. Emphasis is placed on the books' impact on the New

Testament and on the worldview elements of Christianity. **Prerequisite:** RELB314(306): Pentateuch

RELB316(156) Bible Doctrines II **2 Credits**

This course is an in-depth study of biblical doctrines distinctively espoused by the Seventh-day Adventist Church. It helps students to understand the biblical basis for the theological perspectives of the Seventh-day Adventist Church. Taking the course, students understand the relevance and importance of the doctrines and the theology of the Seventh-day Adventist Church. **Prerequisite:** RELB310(154) Bible Doctrines I

RELB341: Ancestry of the Bible **3 Credits**

The course takes students through a historical development of the Bible from the original autographs to modern English translations. It emphasises Scripture as inspired, as self-canonising and authenticating. It tackles areas that include scriptural preservation, transmission, and translation and stresses the rationale for textual criticism.

RELB390(385): Principles of Hermeneutics **3 Credits**

This class presents the basic principles for the interpretation of the biblical text. It includes a survey of the history and methods of biblical interpretation through the centuries, with a focus on current views of interpreting the biblical text. It gives students opportunity to integrate their knowledge and skills of the biblical languages in the study of the biblical text. It links Scripture to Christian life, mission and ministry. Emphasis is placed on the Seventh-day Adventist approach to hermeneutics. **Prerequisites:** RELL222(422): Intermediate Hebrew; REL314: Intermediate Greek

RELB404(204): Apocalyptic Literature I **3 Credits**

An exegetical study of the Book of Daniel, the course increases students' understanding of the Old Testament and the book's contribution to eschatology and Messianic interpretation. Underscoring concepts that portray God as sovereign, dependable and omniscient, in regard to time and human history, it challenges students to live a life of conviction and confidence. **Prerequisite:** All biblical language courses

RELB405(205): Apocalyptic Literature II **3 Credits**

This course involves a study of the background and content of the book of Revelation with emphasis on apocalyptic prophecy. It explores the exegetical and theological significance of the literary sections, the biblical themes and symbolic imagery of this New Testament apocalypse. Students are exposed to the relevance of Revelation for ministry in contemporary times, especially as it relates to Seventh-day Adventist origin, identity and mission. **Prerequisite:** RELB404(204): Apocalyptic Literature I

RELB409: Acts **3 Credits**

This course is a study of the historical narrative recorded in the book of Acts, tracing the inception, growth and spread of the Christian church from Jerusalem to the significant regions of the Greco-Roman world of the first century AD. **Prerequisites:** RELB105: Gospels; RELL213: Beginning Greek I; RELL214: Beginning Greek II

RELB410: Epistles **3 Credits**

The course is a survey of the background, context and theology of the Pauline and other epistles which make up the greater portion of the books of the New Testament. Students learn and explore the relevance of the epistles for contemporary Christian life, mission and ministry. **Prerequisite:** RELB409: Acts

RELB444: Studies in Science and Religion**3 Credits**

The deliberations between religion and science are explored in this class. It tackles various topics that include scientific evolution, progressive evolution and how they positively or negatively impact biblical revelation. It helps students recognise that despite contention between science and religion, there are points of convergence that may aid gospel ministers to design theological reflections for missional and evangelistic framework for contemporary and secular minds.

THEOLOGICAL STUDIES**RELT293: Introduction to Theological Research I****2 Credits**

The class is an introduction to basic techniques of theological research style. Topics include major steps in the research process: choosing a topic, development of a research problem statement, the significance of the research, scope of study, and the research methodology. At the end of the course, a well-written proposal is required. The proposal would develop into a credible research paper in the course RELT294: Introduction to Theological Research II. **Prerequisites: ENGL119: Freshman Composition I; ENGL120: Freshman Composition II**

RELT294: Introduction to Theological Research II**2 Credits**

This course is an application of the research skills gathered in RELT293: Introduction to Theological Research I. It is, therefore, a continuation of the research proposal developed in the former course and is further developed into a credible paper with clear research elements including organization, formatting, footnoting, bibliography and other pertinent research elements. Prerequisite: RELT293: Introduction to Theological Research I

RELT306(206): Prophetic Studies (Formerly Prophetic Gift)**3 Credits**

This course is a biblical presentation of the prophetic ministry in both Old and New Testament times. The course focuses on the need, purpose, character traits and contribution of prophecy to society. It further analyses the presence of the prophetic gift in the church, and surveys evidence that support Ellen G. White as a post New Testament prophet.

RELT320: Development of the SDA Theology**3 Credits**

A study of the origin and subsequent modification of characteristic Seventh-day Adventist teachings in such areas as the Sabbath, sanctuary, atonement, covenants, creation, conditional immortality, worship, typology, eschatology, Christology and righteousness by faith

RELT460: World Religions and Missions**3 Credits**

This course introduces the various beliefs of the major religions of the world including Hinduism, Buddhism, Shintoism, Confucianism, Judaism and Islam. The course investigates these religions with a goal to gather biblical, historical, and cultural strategies to carry out mission in communities that adhere to these religions.

RELT490(497): Systematic Theology I**2 Credits**

This course is an inquiry into the systematic grouping of biblical themes as they unfold the will of God and His relationship to human life and destiny.

RELT491(498): Systematic Theology II**2 Credits**

This course is a continuation of an inquiry into the systematic grouping of biblical themes as they unfold the will of God and His relationship to human life and destiny. **Prerequisite: RELT490(497): Systematic Theology I**

Biblical Languages

RELL213: Beginning Greek I

3 Credits

This course is an introduction to biblical Greek with emphasis on the fundamental elements needed for grammar and basic reading. It includes the learning of the Greek alphabet, vocabulary and other parts of speech of the language (nouns, verbs, pronouns, articles, adjectives, conjunctions, prepositions). Students are taught to provide the foundation in preparation for the translation and exegesis of the New Testament Greek text.

RELL214: Beginning Greek II

3 Credits

This course continues the study of the fundamentals of biblical Greek. It emphasizes the forms, functions and principles of other varied aspects of the Greek language that are essential for proper translation and exegesis of the Greek New Testament text. It aims at helping students to improve in their vocabulary, understanding and use of Greek as it relates to the study of the New Testament. **Prerequisite: RELL 213: Beginning Greek I**

RELL221(421): Beginning Hebrew

3 Credits

This course is an introduction to the fundamentals of biblical Hebrew language. It covers the alphabet and equips students to use it to construct Hebrew words. Additionally, it enables them to study and identify the basic parts of grammar and familiarises them with vocabulary and other basic essential elements of the language.

RELL222(422): Intermediate Hebrew

3 Credits

This course is a continuation of RELL 221: Beginning Hebrew. It takes students to the depth of rudiments of the Hebrew grammar and emphasises Hebrew verbal systems and other necessary components to help students read, parse and interpret the biblical Hebrew text. In addition, it introduces translation and parsing of selected portions of the Hebrew Bible. **Prerequisite: RELL221: Beginning Hebrew**

RELL223(418): Hebrew Grammar and Syntax

3 Credits

This course is a continuation of RELL222: Intermediate Hebrew. The course emphasizes the grammar of the Hebrew language and further explores how the grammar works syntactically to form the message. **Prerequisite: RELL222: Intermediate Hebrew**

RELL224(419): Hebrew Exegesis

3 Credits

The course is a continuation of REL223: Hebrew Grammar and Syntax. It places more attention on the exegesis of Hebrew texts of the Bible.

RELL225(424): Introduction to Aramaic

3 Credits

This course is an introduction to the fundamentals of biblical Aramaic language. The course covers the alphabet and equips students to use it to construct Aramaic words distinguishing them from Hebrew words. In addition, it enables students to study and identify the basic parts of grammar and familiarises them with vocabulary and other essential elements of the language.

RELL315: Intermediate Greek

3 Credits

This course is an advanced study of biblical Greek with emphasis on the application of the knowledge from Beginning Greek I and II in translation of New Testament passages. It provides opportunity for students to practise and sharpen the ability and skill to identify, translate and

parse Greek words from Bible texts. It also prepares the student for further Greek language study and New Testament exegesis. **Prerequisite: RELL214: Beginning Greek II**

RELL413: Greek Grammar and Syntax

3 Credits

The course is a continuation of Intermediate Greek. More attention is given to the grammar of the Greek language. The course further explores how the grammar works syntactically to form the message of the Bible. **Prerequisite: RELL315: Intermediate Greek**

RELL426: Greek Exegesis

3 Credits

This course is a continuation of RELL413: Greek Grammar and Syntax. It presents to students, tools to use to get the meaning of the text. In the course, more attention is given to exegesis of selected texts of the New Testament Greek.

Pastoral and Practical

RELP168(268)(254): Biblical Spirituality (Formerly Spiritual Formation)

2 Credits

This course presents fundamental principles, concepts and theories governing the formation and cultivation of spiritual and moral characters throughout the phases of human development. The course covers spiritual growth and development through the psychological, environmental, biological and other variables that impact spiritual development. There is emphasis on the importance of maintaining a personal spiritual life that yields impactful ministry.

RELP193(393): Ministry of Stewardship

3 Credits

This course is a study of the biblical teaching of human obligation to God as a steward of time, body, talent, treasure of the environment, and the revealed truth. Students are made aware of, and are given solutions to the major challenges the stewardship concept generates in the contemporary world.

RELP219(319): Homiletics I

2 Credits

A study of the art of preaching. This includes the techniques of sermon preparation and delivery. It informs the students of some of the biblical genres and models with respect to biblical preaching. It further examines a theological view of preaching, and the hermeneutical models that have impacted preaching.

RELP220: Homiletics II (includes Preaching Lab and Voice and Diction)

2 Credits

This course translates students' preaching methods theory learned in RELP319: Homiletics I into practical experiences. It stimulates a sense of urgency for students to adopt practical and meaningful preaching and challenges them to identify hands-on materials and programmes that facilitate preaching. Students perfect their voice and diction skills through video recordings to enable peer and self-critique. They are equipped to use technology to preach to physical and virtual audiences.

RELP340(328): Evangelism I

2 Credits

This course equips students with biblical principles and methods of public evangelism, witnessing and outreach with emphasis on methodologies and models of the New Testament. It further traces the theology and the historical development of evangelism within the Christian Church. The course is designed to stimulate students to develop a sense of urgency for gospel mission and the passion to share their faith openly and boldly.

RELP341(329): Evangelism II (Field Practicum)

2 Credits

This course translates the students' evangelistic methods theory learned in *RELP340: Evangelism I* into practical experiences. It challenges them to identify resources and hands-on materials available to do practical and meaningful outdoor evangelism. Emphasis is placed on voice and diction.

RELP364: Principles of Worship

3 Credits

This course is a survey of the historical, theological, and practical aspects of Christian worship. It places emphasis on the development, planning and the conducting of worship. It further seeks to encourage and develop the student's creative ability in conducting of spiritually enriching worship.

RELP436(336): Pastoral Leadership and Administration I

2 Credits

This course incorporates basic techniques of Church leadership and administration. Emphasis is placed on conducting church business, the pastor's relation to his/her study, community, family and commitment to the Seventh-day Adventist Church and its mission. This course is designed to inform students of some of the biblical models for pastoral administration.

RELP437(337): Pastoral Leadership and Administration II (with practicum)

2 Credits

This course is a continuation of *RELP436(336): Pastoral Leadership and Administration I*. It translates the students' theoretical knowledge attained into practical church leadership experience. It further examines and highlights the organizational structures and policies of the Seventh-day Adventist Church at its various levels. It stimulates students to identify the resources available to assume practical and meaningful leadership in the church. To fulfil the goal of this course, students are assigned churches inside or in the vicinity of the University to have a hands-on experience. In this way, they perfect their skills through the mentorship of the Church/District Pastors under whom each of them is placed.

RELP451: Christian Ethics and Moral Development

3 Credits

In this course, the Bible is used as a basis for evaluation of some of the major moral and ethical practices that have been advocated for in human history and how they impact moral decisions. The evaluation of the various theories against biblical absolutes provides a moral framework to guide personal life and choices.

RELP496: Pastoral Care and Counselling

3 Credits

The course enables students to acquire the biblical basis for counselling as a component of the calling to ministry. It equips a minister with the ability to employ a variety of healing methods. It establishes the relationship between the pastor, his/her congregation and the wider community as counsellor.

YMIN194: Youth and Young-Adult Ministry

3 Credits

This course equips the student for dynamic and effective youth ministry in and through the ministry of the church and, by extension, the wider community. The course covers youth ministry in contemporary settings and prepares the student to address and resolve the rising tide of issues the youth face in and outside the church.

YMIN302(RELP302): Ministry to At-Risk Youth

3 Credits

This course aims at reaching those youth that are most susceptible to being swept away by the negative influences of societal ills. The course develops approaches to combat these ills by identifying those who are affected, and through dialogue, move them forward towards positive living amidst the issues.

YMIN304: Counselling Youth and Young-Adults**3 Credits**

This course provides the tools necessary to effectively reach youth with the goal of focusing on the facilitation of answers to their challenges in a one-to-one atmosphere.

YMIN305(RELP305): Contemporary Youth Culture**3 Credits**

This course focuses on the challenges of contemporary youth culture. It emphasises dealing with the issues of music, dress, sexuality, drugs and competition. It empowers the youth, in a laboratory setting, providing them with the tools necessary to address these personally, while assisting their peers.

YMIN318(RELP318): Conflict Resolution**3 Credits**

This course describes the process of resolving conflicts, especially among youth. At a time when youth are resolving conflicts through violence, this course enters into in-depth processes of peer-mediation, foundation of conflict analysis, management and resolution. It deals with the psychological and emotional causes of conflict and all other potential reasons for conflict, and the negative impact it has on all strata of society.

YMIN320: Contextualized Preaching to the Youth**3 Credits**

This course is designed to prepare individuals to reach youth in a user-friendly approach to preaching that addresses their needs. It employs an approach to narrative sermons that resonate with young people.

YMIN407(RELT407): Adolescent Youth Ministry**2 Credits**

This course concentrates on the development of adolescents at all stages, and the need to understand them at this time, if we will do effective ministry to them. Focus is placed on dealing with persons within this age range and providing effective ministry to them.

YMIN408(RELT408): Leadership in Youth Ministry**2 Credits**

This class addresses all areas of leadership to young people and empowers those who deliver in youth ministry to function at their best. It equips students to meet the spiritual, mental, social and physical needs of the youth.

YMIN485(RELP485): Youth Ministry Practicum**2 Credits**

This course exposes the emerging youth leader to the expertise of those who have worked and are working in this area. Students are assigned to these professionals and gain valuable experience in conduct and implementation.

II. UNDERGRADUATE GENERAL EDUCATION COURSE OPTIONS OFFERED BY SRT**RELB113: God and Human Life****3 Credits**

This course is a study of the way(s) in which God interacts with humanity. The course includes: a study of the process of revelation, principles of reading and interpreting scripture and similarly inspired material, the nature of God and His expectations for humanity. The evaluation of these concepts as presented in Scripture and the classical literature of various religions help learners to have a better understanding of God and his relationship to human life and destiny.

RELB305: Life and Teachings of Christ**3 Credits**

This course is a study of the significance and relevance of the life and teachings of Jesus Christ. It reveals that His life and teachings are important and are a focal point of modern theological

debates. It underscores His impact on the world as evident in many areas of our modern life such as history, civilization, art, culture, literature, politics, religion and philosophy.

RELB210: Daniel and Revelation

2/3 Credits

This course looks at both the books of Daniel and Revelation with particular emphasis on basics of interpreting the symbolic prophecies that span history to the end of time. It presents concepts that portray God as sovereign, omniscient and dependable regarding time and human history and revealing His assurance that believers will ultimately triumph. A term paper is required for a student who opts to take 3 credits.

RELB310(154) Bible Doctrines I

2 Credits

This course incorporates a brief overview of the fundamental biblical beliefs common to most of the Christian Churches. It deals with the importance of preserving sound doctrines, with emphasis on the nature of the church and basic doctrinal principles.

RELB316(156) Bible Doctrines II

2 Credits

This course examines the fundamental doctrines of the Christian Church, with particular emphasis on the perspective taken in the fundamental doctrines of the Seventh-day Adventist Church.

RELB353: Historical and Cultural Context of the New Testament

3 Credits

An investigation into the religious, economic, social and political conditions of the Greco-Roman world during the New Testament period, and how they impinged upon writers.

RELT234(434): Philosophy of Religion

(Formerly Introduction to Philosophy of Religion)

3 Credits

This course is an examination of Western philosophical thought and its relationship to Christianity. Special emphasis is placed on issues such as the means of discovering truth, faith and reason; religious authority, and the problem of evil.

RELT453: Major Caribbean Religions and Cultures

3 Credits

This course is an examination of the major religions in the Caribbean region with particular emphasis on the Jamaica society. It surveys religions and their possible roots including indigenous, European, African, North American, Asian, etc. The course observes the rich cultural diversity manifested in norms, values, and practices of society in the region and how they may foster human development.

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ADJUNCT

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M.S.W., Andrews University, 2011; B.Sc. Social Work, Northern Caribbean University, 2009. On faculty since 2011

Christopher Harper, LLM, Instructor

Master of Laws (LLM) Human Rights Law, Queen Mary, University of London 2019, Legal Education Certificate, Norman Manley Law School, 2017, Bachelor of Laws (LLB), University of the West Indies, Cave Hill, 2015.

Amoy Johnson-Adams, M.S.W. – Instructor

M.S.W., Andrews University, 2011; B.Sc. Social Work, Northern Caribbean university, 2009. On faculty since 2011

Grace Kelly, PhD., Associate Professor, Ph.D., in Curriculum and Instruction: Guidance Education Emphasis, Andrews University, 2003; Ed.S., in Curriculum and Instruction: Guidance Education, Andrews University, 2000; M.A., School Counselling, Andrews University, 1995; B.A., Secondary Teacher Education, Northern Caribbean University, 1993. Diploma, in Grief and Bereavement Therapy, Stonebridge Associated Colleges, United Kingdom 2012. On faculty since 1995

Dadria Lewis, Ph.D. – Assistant Professor

Ph.D. Counselling and Counsellor Education, University of Florida, 2014; Ed.S. Marriage and Family Therapy, University of Florida, 2008; M.Ed. Marriage and Family Therapy, University of Florida, 2008; B.Sc. Accounting and Management, University of the West Indies, Mona, 1999. On faculty since

Venese Madden, Ph.D. – Assistant Professor

Ph.D. Counselling Psychology, Northern Caribbean University, 2015; M.Sc. Counselling Psychology, Northern Caribbean University, 2007; B.Sc. Psychology, Northern Caribbean University, 2005. On faculty since 2016

Camille Morris-Robinson, M.Sc. – Instructor

M.Sc. Government (International Relations – Trade & International Law), University of the West Indies-Mona, 2004; B.A. Philosophy and Political Science, University of the West Indies-Mona, 2002. On faculty since 2016

Kareem Reid, LLB – Instructor

Certificate of Legal Education, Norman Manley law School, 2012; L.L.B., University of the West Indies, Cave Hill, 2010. On faculty since 2019

Fay Williams, Ph.D. – Assistant Professor

Ph.D., Juvenile Justice, Prairie View A&M University 2010; M.P.H., University of the West Indies, 2002; B.Sc. Community Health Education (Hons.), Central Washington University, 1991; Bachelor of Education University of Windsor, On faculty since

Lacey-Ann Bartley, MSc. Instructor

MSc. Government (International Relations), University of the West Indies, Mona 2012, B.Sc., Management Studies, University of the West Indies, Mona, 2008.

Makala Monga, MSc, Instructor

MSc Social Work, Silliman University, 2013, BA Social Work, BBA, Business Administration with a concentration in Accounting, Rusangu University, 2010.

Lanasia Nicholas, LLB Instructor

BLL, University of the West Indies, Mona 2014, Legal Education Certificate, Norman Manley Law School, 2016.

DEPARTMENT OF COMMUNICATION STUDIES

Noreen Daley, M.A. - Assistant Professor

M.A., Andrews University, Berrien Springs, Michigan, 1998. B.A., Northern Caribbean University, 1990.

Ralna Simmonds, M.A. - Instructor

M.A., Education, Northern Caribbean University; B.A., Mass Communication, Northern Caribbean University, 2006. On faculty since August 2006

Rhoma Tomlinson Whyte, M.A. - Chair & Assistant Professor

M.A., International Journalism, Cardiff University; B.A., Mass Communication, UWI, 1996. On faculty since August 2002

Adjunct

Glendon Atkinson, B.A. - Instructor

B.A. in History/Archaeology, University of the West Indies, 1996. On faculty since January 2013

Judith Bodley, M.A. - Instructor

M.A., Education (Curriculum and Instruction), Northern Caribbean University, (Pending); B.A., Mass Communication, Northern Caribbean University, 2009. On faculty since August 2010

Nadeen Campbell, M.A. (Pending) - Instructor

M.A. in New Media, Governance and Democracy, University of Leicester (Pending); B.A. in General Science (Emphasis in Geography) UWI, 1988. On faculty since August 2011

Rosette Chisholm Salazar, M.A. - Instructor

M.A. in Communication Studies, UWI, Mona, 2004; B.A. in Linguistics, UWI, 1997; Diploma in Ed, Shortwood Teachers' College, 1993. On faculty since August 2004

Jennifer Grant, M.L.A. - Instructor

Master in Liberal Arts (MLA), major in Media and Business Administration, New York University, 1991; B.A. (Honours) in Communications and Social Sciences, University of the West Indies, 1980. On faculty since August 2013

Lawrie Henry, B.A. - Instructor

B.A. in Mass Communication, Northern Caribbean University, 2008. On faculty since August 2011

Kerry-Kay McCatty, M.Sc. - Instructor

M.Sc. Journalism, University of Illinois, 2006; B.A., Media & Communication, University of the West Indies, 2005. On faculty since August 2012

Elaine Oxamendi Vicet, M.A. - Assistant Professor

M.A. in Communications, UWI; B.A. in Economics and History, UWI, 1986. On faculty since January 2008

Grace Turner, Ph.D. - Instructor

PhD., Communication Studies, University of the West Indies, 2005; M.A., Communication Studies, University of the West Indies, 1999; B.A., University of the West Indies, 1982; Diploma in Mass Communication, University of the West Indies, 1986. On faculty since August 2011

Everett Wiles, M.A. - Assistant Professor

M.A., Communication Arts, New York Institute of Technology; B.F.A. in Communication Arts, New York Institute of Technology, 2000; A.Sc., Northern Caribbean University, 1996. On faculty since August 2000

DEPARTMENT OF HUMANITIES

Grace Beckford, B.A. – Instructor, Co-ordinator, Language Centre

B.A., University of the West Indies, 1993. On faculty since 2007

Mario Castillo-Rangel, Ph.D. – Professor in English and Modern Languages (On Sabbatical)

Ph.D., Friedrich Schiller University, 1988; B.A., University of Havana, 1970. On faculty since 2003

Fiona Dyer-Wilson, M.A. – Instructor in History

M.A., University of the West Indies, 2007; B.A., Northern Caribbean University 2001. On faculty since 2004

Rhonda Harrison, PhD - Assistant Professor III

Ph.D., Literatures in English, 2015, University of the West Indies (St Augustine). On faculty since August 2015

Yamirka Candeau Jackson, M.A. – Instructor

M.A., Higher Pedagogical Institute “Frank País”, 1993; Diploma in Teaching Spanish as a Second Language, 2007. On faculty since 2014

Sheryl Reid, M.Phil. – Assistant Professor in History

M.Phil., University of the West Indies, 2000; B.A., University of the West Indies, 1987. On faculty since August 2007

Norman Thompson, M.A. – Assistant Professor

Maîtrise FLE, Université de Toulouse-le Mirail, 1991; B.A., Université de Toulouse-Le Mirail, 1990; B.Th., Northern Caribbean University, 1972. On faculty since 1996

Carolyn Wiles-Blair, M.A. – Instructor

M.A., Andrews University, 1997; B.A., Northern Caribbean University, 1993. On faculty since 2001

Fitzroy Williams, M.A. – Instructor in History

M.A., Northern Caribbean University; B.A., Northern Caribbean University 2004; A.Sc., Northern Caribbean University 2003. On faculty since August 2007

DEPARTMENT OF MUSIC & FINE ARTS

MUSIC

Diana Rebecca (Sinclair) Wilson, Ph.D. - Acting Chair, Associate Professor

Ph.D., University of Arizona, 2005; MMus, Andrews University, MI, USA, 1994; Post Graduate Certificate in Education, Birmingham Polytechnic, 1986; BMus, Newbold College, Berks, UK, 1984. On faculty since 2015.

Glenda Anderson, B.A. – Instructor

B.A., Northern Caribbean University, 1997; Diploma, Northern Caribbean University, 1981. Certificate, Joint Board of Teacher Education, Jamaica, 1981. On faculty since 1997

Earlon Cornwall, MA – Instructor

M.A., University of Chichester, 2019; B. A., Northern Caribbean University. On faculty since 2019

Ariesky Garcia, BA – Instructor

B.A., in Violin, University of the Arts, ISA, Cuba, 2014; on faculty since February 2020.

ADJUNCT

Marilyn Anderson – Professor

Ed. D., Florida International University, USA 2000; MA, Eastern Michigan University USA, 1977; B.A., Eastern Michigan University, USA, 1974; B.A., Eastern Michigan University, USA 1972; LRSM, The Associated Board of Royal Schools Music London, UK 1968; Diploma in Secretarial Science, Northern Caribbean University, 1964. On faculty since

Doran McCarthy, BMus. – Instructor, trumpet

A.Sc., Institute of Management and Production, 2005; A.Sc., University of Technology, 2007; B.Sc., University College of the Caribbean, 2011; BMus., Edna Manley College of the Visual and Performing Arts. On faculty since 2019

Jo-Ann Richards – Instructor, Caribbean Music

M.A., Bethel University, Minnesota, 2005; B.A., Jamaican Theological Seminary, 1989. On faculty since 2015

Shawn Richards, B.Mus. – Instructor, Guitar

Diploma, Edna Manley College of the Visual and Performing arts, 2006; BMus., Edna Manley College of the Visual and Performing arts, 2018. On faculty since 2013

Steven Shaw-Naar, M.M. – Instructor, Piano

BMus. Texas Christian University, 2001; MMus. University of Southern California, 2008. On faculty since 2018.

Carline Waugh, D.M.A. – Instructor, Voice

BMus., Atlantic Union College, 2009; MMus., University of Mississippi, 2012; DMA, Louisiana State University 2012-15. On faculty since 2015.

FINE ARTS

Dr Owen Scott, Co-ordinator, Associate of Visual Arts & Art Minor,

Edna Manley College of Visual and Performing Arts. Diploma (Hon) in Art Education.1987; Northern Caribbean University. BA - Teacher Education. 1999. Joint Board of Teacher Education Certificate in Education 1980; Nova Southeastern University. M.Sc.- Teaching and Learning. 2004; Breyer State University. Ed. D. 2009 Contracted part-time from Fall 2019.

COLLEGE OF NATURAL AND APPLIED SCIENCES, ALLIED
HEALTH AND NURSING

DEPARTMENT OF BIOLOGY, CHEMISTRY AND ENVIRONMENTAL SCIENCES

Patience Bazuaye-Alonge, Ph.D. – Professor in Microbiology. Ph.D. University of the West Indies, 2006; Post Grad. Diploma, 2014; M.Sc. Uniben Nigeria, 1995, B.Sc. Unicross Nigeria, 1991. On staff since 2008

Sherrefa Burchell, Ph.D. – Assistant Professor in Physiology. Ph.D. Loma Linda University, 2017; B.Sc. NCU, 2011. On staff since 2017.

Clifton Foster, M.Sc. – Instructor in Biology. MPH Northern Caribbean University, 2008; B.Sc. NCU, 2002; A.Sc. CASE, 1997. On staff since 2010.

Mark Harris, Ph.D. –Professor in Geography Ph.D., University of Adelaide, 2000; M.Sc., University of Adelaide, 1996; M.A., Flinders University, 1995; B.A., University of Windsor, 1976. On faculty since 2002

M. Edmond Lewis, M.Sc. Assistant professor in Agriculture/Agronomy. Postgraduate Diploma in Education, VTDI, 2015; M.Sc., Sam Houston State University, 1989, B.Sc., UWI, 1979. On staff since 2019.

Gordon Lightbourn, Ph.D. – Professor in Genetics and Molecular Biology. Ph.D. Virginia Polytechnic Institute and State University, 2004; M.Phil., University of the West Indies, 1994; B.Sc., UWI, 1986. On staff since 2012.

Deshaun Martin-Clarke, M.Sc. Instructor in Environmental Science. M.Sc. NCU.B.Sc. CASE. On staff since 2007

Alston Miller III, M.Sc. – Assistant Professor in Cell and Animal Biology M.Sc., Northern Caribbean University 2003; B.Sc., Northern Caribbean University, 2001. On faculty since 2003

Gad Onywere, Ph.D. – Assistant Professor in Biochemistry. Ph.D., NCU, 2016. M.Sc. NCU; B.Sc. NCU. On staff since 2016.

Erica Robinson Sturridge, Ph.D. –Professor in Biostatistics and Human Anatomy. Ph.D., University of the West Indies 1997; B.Sc., University of the West Indies, 1991. On faculty since 2004

Dwight Rose, M.Sc. – Instructor in Environmental Science. M.Sc., State University of New York College of Environmental Science and Forestry, 2000; B.Sc., Northern Caribbean University, 1994. On faculty since 1994

Yaneke Watson, M.Sc. – Assistant professor in Geography. M.Sc. Planning and Development. University of the West Indies, 2005; B.A., UWI, 2003; Diploma in Education, Church Teachers' College, 2010. On staff since 2007.

Max Wellington, Ph.D. – Professor in Biochemistry. Ph.D., UWI/AIU in 2007; MPhil, UWI in 1993; Postgraduate Diploma in Education in 2011; Graduate Certificate in Plant Genetic Engineering, 1993; B.Sc. UWI in 1988. On staff since 2010

Nicole White, Ph.D. - Assistant Professor in Chemistry. Ph.D. University of the West Indies, 2007; B.Sc. University of the West Indies 1999. On staff since 2007

Vincent Wright, Ph.D. –Professor in Environmental Science. Ph.D., University of the West Indies, 1995; MBA, Nova Southeastern University, 1998; M.Sc., Auburn University, 1982; B.Sc. Tuskegee University, 1978; Dip., Jamaica School of Agriculture, 1975. On staff since 2003

Adjunct

Dewight Flinch, MPH – Instructor M.A. Brooklyn College City University of New York; B.S. St. Joseph's College (1988), A.A., New York Technical College (1984). On faculty since 2001

Paul Gyles, Ph.D. – Professor in Cell Biology Ph.D., Howard University, 1995; M.Sc., Howard University, 1992; B.Sc., Howard University, 1990. On faculty since 1996

Natainia Lummen, Ph.D. Assistant Professor in Geography and Environmental Science. Ph.D. Ph.D. Kumamoto University 2015; MPhil, UWI, 2012;

Knola Oliphant, Ph.D. in Geography. Ph.D., NCU, 2011; M.A. Andrews University, 1996; B.Ed., UWI, 1988. On staff since 2001.

Howard Ranger. Instructor in badminton.

Kerry-Ann Thompson, PhD. Ph.D. UWI, 20014; B.Sc. UWI, 2007. On staff since 2019.

Jacqueline Vigilance, Ph.D. in Human Physiology.

Nadia Washington-Daley, M.Sc. Instructor in Anatomy and Physiology.

M.Sc. NCU. On staff since 2019.

DEPARTMENT OF COMPUTER & INFORMATION SCIENCES

Damion Mitchell, M.Sc. – Department Chair

Assistant Professor in Computer & Information Sciences

M.Sc. in Computer Science, University of Illinois Urbana-Champaign, 2011; B.Sc. in Information Science, Northern Caribbean University, 2007. On faculty since 2011

Melvin Narayana, M.S. – Instructor in Computer & Information Sciences

M.S. in Computer Applications, Madras University, 1998; B.Sc. in Computer Science, Madras University, 1992. On faculty since 2007

Micheal Reid, M.Sc. – Instructor in Computer & Information Sciences

M.Sc. in Database & Information Systems, University of London, 1998; M.Sc. in International Securities, Finance & Banking, University of Reading, 2008; B.Sc. in Electronics & Micro Computing, University of Dundee, 1988. On faculty since 2007

Halzen Smith, M.Sc. – Assistant Professor in Computer & Information Sciences

M.Sc. in Computer Science, Iona College, 1987; B.Sc. w/honours in Civil Engineering, University of the West Indies 1978. On faculty since 2003

Ricardo Thompson, M.B.A. – Instructor in Computer & Information Sciences

M.B.A. in Managing Information Systems, University of the West Indies, 2019; B.Sc. in Computer Science, Northern Caribbean University, 2012. On faculty since 2020

Keron Tooma, M.Sc. – Instructor in Computer & Information Sciences

M.Sc. in Information Systems, Northern Caribbean University, 2012; B.Sc. in Information Science, Northern Caribbean University, 2006. On faculty since 2013

John Williams, M.Sc. – Assistant Professor in Computer & Information Sciences

M.Sc. in Information Systems Management, University of Technology, 2014; B.Sc. in Information Technology, University College of the Caribbean, 2012. On faculty since 2020

Adjunct

Marlon Richards, M.Eng. – Instructor in Computer & Information Sciences

M.Eng. in Internetworking, Dalhousie University, 2003; B.Sc. in Electrical & Computer Engineering, University of the West Indies, 1999. On faculty since

DEPARTMENT OF DENTAL HYGIENE

Curtis Foster, MPH, RDH- Instructor (Coordinator)

Postgraduate diploma in Education, Northern Caribbean University, 2019; M.P.H., Northern Caribbean University, 2015; B.Sc., Northern Caribbean University, 2011; Registered Dental Hygienist (RDH), Dental Council of Jamaica 2009, A.Sc., Northern Caribbean University, 2008. On faculty since 2009.

James Fallah, DHSc, MD – Associate Professor

Postgraduate diploma in Education, Northern Caribbean University, 2019; DHSc, A.T. Still University, 2018; MPH, Northern Caribbean University, 2004; Postgraduate Studies, Stavropol State Medical School, 1997; MD, Stavropol State Medical School, 1994; Higher Teachers' Certificate, Milton Margai Teacher's College, Sierra Leone 1986. On faculty since 2005

Adjunct

Ottaney Bell, BSc, RDH - Clinical Supervisor/ Dental Hygienist

B.Sc., Northern Caribbean University, 2017; A.Sc., Northern Caribbean University, 2015. Registered Dental Hygienist (RDH), Dental Council of Jamaica, 2016. On faculty since 2018

Lesline Davis DDS

D.D.S., University of the West Indies, St Augustine, 2003; M.Sc., Kings College London, 2010. On faculty since 2007

Ricardo Dawkins, BSc RDH (MSc. candidate) – Clinical Supervisor/ Dental Hygienist
MSc., University of Suffolk (Pending), Registered Dental Hygienist (RDH), Dental Council of Jamaica, 2018, BSc., Northern Caribbean University, 2017; ASc., Northern Caribbean University, 2015. On faculty since 2019

Dewight Flinch, MPH – Instructor

M.A. Brooklyn College City University of New York; B.S. St. Joseph's College (1988), A.A., New York Technical College (1984). On faculty since 2001

Tiffany Reid DDS (MPH candidate)

Master of Public Health (MPH), Northern Caribbean University, (pending), Doctor of Dental Surgery (DDS), Institute Superior de Las Ciencias Medical, Santa Clara, Cuba, 2007. Bachelors of Science in Biological Science, Northern Caribbean University, 2000. On faculty since 2016

DEPARTMENT OF MATHEMATICS AND ENGINEERING

Simpson, Trevor, Ph.D. – Chair, Assistant Professor in Mathematics & Engineering

Ph.D. Groundwater Modelling, Cranfield University, U.K. 2007, MSc. Theoretical and Applied Fluid Dynamics. University of Manchester, U.K. 2002, BSc (hons) Mathematics & Statistics, University of London, 1991. PGCE in Secondary Mathematics 2012. On faculty since 2015

Campbell, Calvin, MSc. - Assistant Professor in Mathematics

M.Sc. Actuarial Science, Temple University, USA, 1991; B.Sc. Mathematics and Actuarial Science, Howard University, USA. On faculty since 2007

Hanson, Cedric M.Sc. – Instructor in Mathematics & Engineering

MSc Environmental Science 2017, B.Sc., Mathematics, both Northern Caribbean University, 2009. On faculty since 2009

Jackson, Paul, BSc-Laboratory Manager

BSc in Mechanical Engineering- University of Technology, Kingston. 1995
On Faculty since 2018

Leslie, Vaughan, M.A., - Instructor in Mathematics

M.A. Actuarial Science, Central Connecticut State University, USA, 2008 (Actuarial Science); B.Sc. (Hons) Mathematics, University of the West Indies, 2006. On faculty since 2010

Preddie-Granville, Faithlyn, M.Sc. – Instructor in Mathematics

M.Sc. Finance, University of Leicester, UK, 2009, Postgraduate Diploma in Mathematics Education, University of the West Indies (Mona) 2010, B.Sc. Mathematics (Actuarial Science) (Hons) University of the West Indies, 2002. On faculty since 2009

Reid, Kerry-Ann, MSc – Instructor in Mathematics

MSc. in Mathematics, Emporia State University, Kansas USA-2019; B.Sc. in Mathematics (Actuarial Science), Northern Caribbean University, 2012, B.Sc. in Computer and Information Science, Northern Caribbean University, 2011. On faculty since 2013

Simpson, Tora MSc-Instructor in Mathematics and Engineering

MSc Mechanical Engineering-2011. BSc Aerospace Engineering-2009 both Embry Riddle Aeronautical University, Florida, USA. On faculty since January 2017

DEPARTMENT OF MEDICAL TECHNOLOGY

Fabian Pitkin, MPH – Interim Department Chair and Instructor (Level I) M.P.H., Northern Caribbean University, 2011; B.Sc. in Medical Technology, Northern Caribbean University, 2002, Certificate in Biorisk Management and Infectious Shipping, PAHO/WHO/CARPHA, 2011 Postgraduate Diploma in Education, Northern Caribbean University 2019. On faculty since 2009

Joneshia Bryan-Thomas, MSc – Assistant Professor Level (III) and Clinical Instructor, M.Sc. in Environmental Science, Northern Caribbean University, 2015; B.Sc. in Medical Technology, Northern Caribbean University, 2005, Postgraduate Diploma in Education, Northern Caribbean University 2018. On faculty since 2014

Vivienne Bryan, M.Sc. – Instructor (Level I) M.Sc. in Applied Microbiology and Biotechnology, University of Wolverhampton, 2009; B.Sc. in Medical Technology, Northern Caribbean University, 2002. On faculty since 2011

Kacey Reid, Ph.D. – Assistant Professor (Level I) Ph.D. in Biology, Northern Caribbean University, 2016; M.Sc. in Molecular Biology, Northern Caribbean University, 2004; B.Sc. in Medical Technology, Northern Caribbean University, 2002. On faculty since 2011

Delbert Robinson, M.Sc. – Instructor (Level I), M.Sc. in Biology, Northern Caribbean University, 2017; BSc. in Medical Technology, Northern Caribbean University, 2008. On faculty since 2014

Tudi Mitchell, BSc, – MPH (Candidate) Clinical Instructor B.Sc. in Medical Technology, Northern Caribbean University, 2011. On staff since 2014

Anton Irving, M.Sc. – Clinical Instructor, M.Sc. in Biology, Northern Caribbean University, 2017; BSc. in Medical Technology, Northern Caribbean University, 2008. On staff since 2020

DEPARTMENT OF NURSING

Juliet E. Poyser, MSN/Ed, BSN, WOCN, RN – Acting Director of Nursing and Assistant Professor MSN/Ed University of Phoenix, 2010. BSN, Northern Caribbean University, 1985. CWOCN Emory University, 2002. On faculty since, 2018.

Barbara Afflick, EdD, MSN, RN, RM.—Associate Professor—Northern Caribbean University. EdD in Education Leadership, emphasis on Curriculum and Instruction—University of Delaware, 2009. MSN—Clinical Nurse Specialist, Maternal Child Nursing, 1996. BSN—Wilmington University, former Wilmington College—1991. Registered Midwife—University Hospital of the West Indies—1976. Registered Nurse—University of the West Indies—1973. Diploma in Arts and Sciences—Northern Caribbean University, former West Indies College, 1976. On Faculty, 2001-2002, 2011-2013, 2019 -present.

Natanya Bent Burton, MSN (Ed), BSc in Nursing, RN - Instructor
MSN (Ed.) UWI 2014, BSc in Nursing West Indies College 1997. RN 1997. On faculty since 2014

Joy Braham, MPH, BSc, RN – Assistant Professor
MPH - University of the West Indies, 1997; BSc - West Indies College, 1983; RN- Nursing Council of Jamaica, 1983. On faculty since August 2012

Jaunell Latty-Miller, MSN., RN – Assistant Professor
MSN, Loma Linda University, 2009; RN, BSc, Northern Caribbean University 1997. On Faculty since, 2002

Joy E. Lyttle –DHA; DCC; MSc (Mngt); BA (HONS); Cert. Advanced Nrsg. ED; RNM; RGN. Associate Professor, Instructor. DCC- Doctor of Christian Counselling: Central Christian University, 2011; DHA – Doctor of Health Administration - American University, 2014; MSc. Management, St Thomas University, 1995; BA (Hons) University of the West Indies 1980; Certificate in Advanced Nursing Education, University of the West Indies; RM -Registered Midwife, University Hospital of the West Indies, RGN – Registered General Nurse - University Hospital of the West Indies, Head of Department of Nursing Northern Caribbean University – 2008-2014; On staff (Faculty) since 2019

Rose Henry Morgan MSN-FNP, MEd-Nursing, BSN, RN Associate Professor Assistant Nursing Director - Mandeville campus MSN-FNP Howard University 1994 MEd-Nursing Education Teachers College, Columbia University 1980 BSN Northern Caribbean University 1975. On faculty since 2016

Erica Lawrence MSN, RN - Post Grad Dip (Ed.); MScN (Nrsg. Ad) BScN (Public Health); RN Post Graduate Diploma in Education (2017)- UTECH; Master's degree in Nursing Administration (2013) - University of the West Indies School of Nursing (UWISON) Bachelor's degree in Public Health Nursing (2007) - University of Technology (UTECH); Certificate - Registered Nursing-UHWI School of Nursing (1995). Adjunct since January 2020

Dian Russell Parkes, RN, MPH, CNE- Nursing Instructor
BSN- Northern Caribbean University, 2008, MHP- University of Liverpool, 2015, CNE- Penn State University, 2015
On faculty since 2017

Kamar Thompson-Davis, MSN., RN- Assistant Professor
MSN (Ed.) Walden University, 2014; RN, BSc., Northern Caribbean University, 2008. On faculty since August 2018.

Carrol Stewartson, MPH; BSN; RN, CERN – Instructor
MPH -University of the West Indies 2011, CERN, University Hospital of the West Indies 2000; Certificate Nursing Administration-Ministry of Health-MOH In-Service Education Unit 1994; RN, BSc, Northern Caribbean University, 1993. On faculty since May 2010

Horace Williams, MScN (Ed.); BSc in Nursing; Cert. Psychiatry; Diploma, RN. – Instructor, Assistant Director (Acting). MScN (Ed.) - University of the West Indies, 2013; BSc in Nursing - Excelsior Community College and University of Technology, 2012; Diploma RN – EXED, 2005; Cert. Psychiatry, MOH In-Service Education, 2009. Adjunct 2007-2012; On Faculty since August 2012.

Violet Wright, MPH, RN, RM, CCRN, CERN, Dip. H.Ed. – Assistant Professor

MPH; University of the West Indies, 1997, CERN, University Hospital of the West Indies 2009; RM, University Hospital of the West Indies School of Midwifery 1982; CCRN; University Hospital of the West Indies 1984; RN, University Hospital of the West Indies 1978; Dip.HEd., University of the West Indies, 1991. On faculty since April 2008

Adjunct

Aloma Lai, MSc, BSN, RN - Adjunct Faculty

Master of Science Nursing Education - University of the West Indies – 2014, Bachelor of Science Nursing - Northern Caribbean University – 2006, Certificate Nursing - University Hospital of the West Indies – 1984. Adjunct Faculty since 2008

Advella Meikle, MSN; MPH, BSN; RN, RM – Assistant Professor

MSN – Loma Linda University, 2014, MPH – Northern Caribbean University, 2011, Certificate Nursing Administration – Ministry of Health-MOH In-Service Education Unit 2004; R.M. – Kingston School of Nursing - School of Midwifery, Victoria Jubilee Hospital, 2000; R.N., B.Sc., Northern Caribbean University, 1996. On faculty since June 2009

DEPARTMENT OF NUTRITION, DIETETICS AND FOOD SCIENCE

Vinola Richards, MA, RDN – Chair, Department of ND&FS & Associate Professor in Nutrition and Dietetics, BSc (Hons). Pratt Institute, 1976, Dietetic Internship Peter Bent Yale University 1977, MA Nutrition New York University 1979. Adjunct 1988-2004, (On faculty since August 2015).

Delphene Grandison, MPH- Instructor (Nutrition) Diploma Com. Health – UWI Mona 1999, CAST 1984, Dip. Ed Credit Cert. Teacher Education West Indies College/JBTE Ed 1980, Certificate EAN Andrews Memorial Hospital/NAJ 1971/1972, NCU 2004 (on faculty since September 2010)

Shani R. Jones MPH, Nutrition-Instructor MPH, UWI Mona, (2012), Health Education/ Health Promotion; BSc Nutrition & Dietetics, NCU (2002). (On faculty since October 2013)

Tabitha Muchee, Ph.D. Associate Professor- Nutrition and Family, University of the Philippines, (2004); MSc Home Economics and Nutrition (2000), BSc Religious Studies (1996). (On faculty since January 2018)

Adjunct

James Fallah, Associate Professor, M D- 1994 Stavropol State Medical School, M. Medicine-1997 Stavropol State Medical School, MPH-2004 Northern Caribbean University. (On faculty since January 2013).

Simone A. Morgan, Instructor – M.S., Dietetics and Nutrition Florida International University, Miami, Florida 2012; BSN., Nursing 2007 Florida International University, Miami, Florida, Dietetic Internship Florida International University Baptist Hospital 2015. (On faculty January 2020)

DEPARTMENT OF PROFESSIONAL AND CONTINUING EDUCATION
 ADJUNCT FACULTY

EAST JAMAICA REGIONAL CAMPUS(KINGSTON)			
NAME	QUALIFICATION	NAME	QUALIFICATION
Bailey, Jason	MSc	Manderson, Melesha	MSc, MBA
Bailey, Randell	MSc	McDermott, Samuel	MA
Bennett, Delroy	MBA	McKenzie, Susan	BA
Bennett, Lorraine	MSc	McLaren, Bradna	M.A.
Brown, Hortense	MSc	Miller, Robert	M.B.A.
Brown, Lorenzo	PhD	Minott, Opal	MSW
Brown, Vivienne	MA	Montgomery, Desmond	M.Sc.
Burnett, Joseph	BSc	Moodie-White, Eleanor	MSc
Clarke, Keriffe	MA	Moving, Hopeton	MSc
Dallas, Marsha-Jay	MA	Myrue, Dalton Patrick	MBA
Delahaye, Winston	MSc	Richards, Bernard	M.B.A.
Dickenson, Andrea	M.B.A.	Roseway-Williams, Noreth	MBA
Edwards, Latoya	MSc	Salmon, Donovan	MSc
Ellis-Green, Glenis	MPH	Salazar, Rosette	MA
Esty-Josephs, Diana	MSc	Scott, Nicole	PHd
Fagan, Damieon	MBA	Seymour, Gregory	MSc
Duke, Dianne	MSW	Smith, Claire	MEd
Franklin, Geovanni	MSc	Smith, Dennese	MSc, LLB
Francis, Melvin	MA, MSc	Smith-Whyte, Sharon	MA
Gabriel-Bailey, Sophia	M.B.A.	Thomas, Ixesroy	MBA
Gardner, Vermiline	PHd	Thomas, Marston	PHd
Gillespie, George	MA	Thomas, Owen	MA
Gordon, Chrishe	MSc	Thompson-Elliott, Karen	MBA
Gordon, Coldrex	MSc	Thompson, Holland	MA
Gough, Howard	MA	Thompson, Reynaldo	MSc
Grant, Ian	MA	Thompson, Suzette	MPH
Gray, Gerlyn	M.B.A.	Vernon, St. Theresa	MSc
Hamilton, Grace	M.Sc	Watts, Darian	MBA
Hanslip, Henrithia	BA.	Webster, Dennis	BA
Hasting, Noya	MSc	Weir, Morrett	MEd
Cooke-Hawthorne, Allison	M.S.W.	White, Yaneke	MSc
Henry-Donaldson, Ann-Marie	MBA	Whyte, Alanzo	D.Min
Hunter, Andrew	M.B.A.	Young, Patricia	MBA
Hurlock, Carlene	M.A.		
Jackson, Francine	MSc		

F A C U L T Y

NORTH JAMAICA REGIONAL CAMPUS (ST ANN'S BAY)

NAME	QUALIFICATION	NAME	QUALIFICATION
Allen, Patricia	M.Ed	Lyons, Sherrice	M.B.A.
Barnes-Wilson, Suzette	M.A.	Maxwell, Verona	M.Ed.
Bell-Jones, Patricia	M.B. A	McKenzie, Duwarner	M.Ed.
Brown, Denise	B.A.	McNally, Dameon	M.Sc.
Campbell-Miller, Linda	B.A.	Panton, Eloise	M.Sc.
Codner, Delroy	B.A.	Reynolds, Mark	M.S.W.
Dennis, Lincoln	M.Sc.	Rhoden, Bernard	B. Sc.
Edwards, Minetta	D.B.A.	Samuels-Pryce, Rose-Ann	B.A.
Gordon, Carlton	M.B.A.	Scott- Elliott, Trudean	MSc.
Hawthorne-Revers, Lysette	M.A.	Sinclair, Andre	B.A.
Harvey, Leroy	M.P.A.	Staines-Gordon, Nathalie	M.Sc.
Helps, Donnette	M.B.A.	Steele, Rupert	M.Sc.
Hood, Yvonne	Ph.D.	Waugh-Fagan, Ozette	B.A., M.Sc. Cand.
Kenieca Boswell-Ellis	M.S.W.	Willams, Beverly	M.S.W.

WEST JAMAICA REGIONAL CAMPUS (MONTEGO BAY)

NAME	QUALIFICATION	NAME	QUALIFICATION
Baker, Corina	B.Sc.	Lecky, Bridgette	M.B.A., P.G.D.
Barton, Ellen	M.A.	Lightbody, Jennifer	M.B.A.
Barnes-Brown, Tania	M.B.A.	McGrowther, Janice	ACCA, P.G.D.
Bingham-Armstrong, Shirleen	M.B.A.	McKenzie, Sylvia	M.A.
Brevitt, Charles	M.A.	Messado, Carlene	M.Sc.
Brown, Gloria	M.A.	Momby-Lalor, Patricia	M.Sc.
Brown, Gregory	M.A.	Myrie, Jonathan	M.A.
Butler, Kadian	M.A.	Patterson, Andrea	B.Sc
Clarke, Daynielle	M.B.A.	Roper, Judith	M.A.
Clarke, Errol	M.A.	Scott, Marie	M.B.A.
Clarke-Bowen, Sonia	M.B.A.	Simpson, Jennifer	M.Sc.
Dawes, Jacinth	M.B.A.	Smith-Merchant, Norda	M.Sc.
Dawes, Renee Shawn	M.A.	Sonlin, James	M.Min.
Dillon-Barrett, Jeanne-Marie	M.Sc.	Spence, Melva	Ph.D.
Dixon, Lenford	M.B.A.	Sukhram, Leonie	M.A.
Dyer, Kennea	M.Sc.	Taylor-Brown, Jacqueline	M.Sc.
Gardner, Garey	M.Sc.	Townsend, Tracy	M.Sc.
Gardner, David	M.Sc.	Vidal, Trevor	M.Sc.
Gordon, Carlton	M.B.A.	Warren, Ruiz	M.Sc.
Gordon, Kenneth	M.P.H.	Wheatle, Marceleen	M.P.H.
Grant, Egnal	M.A.	White-Hines, Tamara	M.A.
Green, Oliver	M.A.	Whittingham, Eulalee	M.Sc.
Griffiths-Matheson, Sheron	M.A.	Whittingham-Tucker, Stacey-Anne	M.Sc.
Hayle, Randy	M.B.A.	Wiggan, Paulette	M.Sc.
Heron, Clover	M.Sc.	Williams, Tanika	B.Sc.
Kington, Michael	M.P.H.	Willis, Winsome	M.Sc.

SCHOOL OF RELIGION AND THEOLOGY

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Simon Bwambale, Ph.D. - Dean, Associate Professor

Ph.D., Adventist International Institute of Advance Studies, 2011; M.Div., Adventist International, Institute of Advance Studies, 2007; MAPS, Andrews University, Solusi Campus, 2001, B.Th., Bugema University, 1991. On faculty since 2016.

Earl Cameron, D.Min. – Professor

D.Min., Andrews University, 1993; M.Div., Andrews University, 1977; B.Th., Northern Caribbean University (formerly West Indies College), 1974. On faculty since 2006.

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MAPTh, Inter-American Adventist Theological Seminary, 2017, MSIS, Northern Caribbean University, 2020; Post-Graduate Certificate, University of Liverpool, 2019; B.A., Northern Caribbean University, 2004. On faculty since 2019.

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Ph.D., Adventist International Institute of Advanced Studies, 2012, Silang, Cavite; M.A., Andrews University, Babcock University Campus, 2004; B.A., Babcock University, 2001; B.A. Biology, Babcock University, 2001. On faculty since 2017.

Nicordo Wilson, M.A. Religion, Instructor (Level III)

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Joel Haye, M.Sc. – Senior Pastor, University Church

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Eric Henry Ph.D. – Associate Professor

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Ph.D. Greenwich University School of Theology, 1994; D.Min., Andrews University, 1979; M.Litt., Birmingham University, 1991; M.Div., Andrews University, 1978; B.Th., Northern Caribbean University (formerly West Indies College), 1968. On faculty since 2001.

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Wayne Palmer, Ph.D. – Instructor

Ph.D., Northern Caribbean University, 2016; M.A., Andrews University, 1998; B.A., Northern Caribbean University (formerly West Indies College), 1984.

Immanuel Paul, Ph.D. – Associate Professor

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Joseph Smith, Ph.D. – Instructor

Ph.D., Northern Caribbean University, 2014; M.A., Andrews University, 1998; B.A., Northern Caribbean University (formerly West Indies College), 1988. On faculty since 2016.

GLOSSARY

Academic Adviser - A faculty member assigned to you, who helps you plan your university schedule, choose a major and answer questions regarding your programme of study and university life in general.

Academic Standing - An indication of a student's status or ranking with respect to his/her achievement of the academic requirements to remain enrolled at the University.

Academic Probation - An indication of marginal academic performance. A warning that a student has lost good academic standing and is in jeopardy of losing his/her enrolment at the University.

Adjunct - An instructor hired on a temporary basis to teach one or more courses. This person does not have the privileges of a regular faculty member.

Accreditation - Recognition granted to schools and colleges or programmes by professional agencies authorised by law to examine the status of institutions in meeting the standards set for accreditation. An accredited school, college or programme has measured up to the standards of quality imposed by professional groups and accrediting agencies.

Baccalaureate Degree - The formal name for a four-year college degree, also commonly referred to as the Bachelor's Degree. The two major types offered at Northern Caribbean University are the Bachelor of Arts (B.A.), and the Bachelor of Science (B.Sc.).

Challenge Exam - A Challenge Exam may be taken by students who wish to waive certain published requirements or to validate credits from a non-accredited college-university or to accelerate their studies.

Classification of Students - Nomenclature ascribed to students based on their credit status in a four-year programme, which may also label them by year in the programme. The designations are:

Freshman - first year student who has completed less than 32 credits.

Sophomore - second year student who has completed less than 64 credits.

Junior - third year student who has completed less than 96 credits.

Senior - fourth year student who has completed more than 96 credits and undergoing final preparations to exit the baccalaureate degree.

CLEP - Stands for College Level Examination Programme. This is a series of tests a student may take to demonstrate proficiency in various college subjects. For each test passed, credit is earned for college courses.

Cognate - Course that is required to complement one's major or minor.

College - Part of the University offering a wide selection or a specialized group of courses leading to various certificates, diplomas or degrees. It represents a body of faculty having a common purpose and common duties in instruction, research, scholarship and public service. NCU has six colleges designated as:

1. The College of Arts and General Studies
2. The College of Natural and Applied Sciences

3. The College of Business & Hospitality Management
4. The College of Teacher Education & Behavioural Science
5. The School of Religion and Theology
6. The College of Graduate Education & Leadership

Commencement - The ceremony for conferring degrees on graduates which Northern Caribbean University conducts in August each year.

Course Number - Courses are numbered using select letters that align with the discipline or field of study and numbers that reflect the year level in a degree programme. For example, a first year course in history could be written as HIST: 103, while a third year course would be HIST: 366. Undergraduate courses are numbered from 100-400.

Course Outline - A written document given to students on the first day of class outlining the lecturer's, as well as the students' obligations and requirements for successfully completing a given course.

Credit Hours - A value assigned to a course based on the hours of lecture, laboratory or field work required. Generally, the number of hours a class meets each week. Students accrue credit hours as a measure for the completion of that programme.

Curriculum - The total programme of courses required for a degree, diploma or certificate in a particular discipline or field of study.

Dean - The administrative head of a school, college or student-related unit within the University. Academic-related deans report to the Vice President for Academic Administration and student-related deans report to the Vice President for Student Services.

Dean's List - An academic honour given to students who earn a minimum grade point average of 3.50 during each semester of an academic year.

Department - An academic or administrative unit organised around a particular discipline or set of disciplines or functions, e.g., the department of History, Geography and Social Sciences, organised around the disciplines of History, Geography, Sociology, Anthropology, etc.

Department Heads - Persons in charge of providing administrative and academic leadership for a department within an individual college or management area (e.g. the Head of the Department of Computer Studies). Department Heads are synonymously referred to as Department Chairs.

Discipline - A field of study, e.g., Business or Information Science.

Dismissal - Usually a status for which a student may be required to leave the University for academic or disciplinary reasons.

Elective - A course that is accepted toward fulfilment of credits for a programme of study, based on a student's choice to take the course, whether from a given list of courses or from any programme of the University. Electives are of two types: 1) Required electives – in which the student must choose (a) course(s) that is/are required from a given list within his/her programmes of study; 2) General electives – in which the student may choose (a) course(s) that is/are not required for his/her requirement for graduation, from any programme of study in the

University.

Emphasis - Specialized area in one's major field of study, e.g., **Major:** Business Administration, **Emphasis:** Finance

Enrolled student - One who has been accepted to the University but is not attending classes.

ESLI - English as a Second Language Institute

Examinable credits - A numerical value assigned to a course based on the hours of lecture, laboratory or fieldwork for which official evaluation is required. This evaluation may take any form as approved by the University in measuring student performance. Evaluation may include, but is not limited to, quizzes, sectionals, projects, research assignments, final examinations, etc. Examinable credits include those that may or may not count towards the earning of a degree (e.g., MURE200: Church Music and Worship, MATH095: Introductory Mathematics, etc.).

Extracurricular - A word describing activities, clubs or organizations in which students may join and participate above and beyond their academic programme of work.

Final Examinations - Comprehensive assessment held in each course during the last week or two of the semester.

Full-time Student - A student who registers for 12 or more credits each semester.

General Education - A collection of courses which introduces students to a broad, liberal education in the major areas of knowledge that comprise the elements of life necessary for basic existence and wholesome living.

Good Academic Standing - An indication that a student meets or exceeds minimum academic requirements to remain enrolled at the university.

Grading System - The system of assessment used to assign a rating to the coursework and examinations completed by the student.

Grades - Alphabetical symbols (Usually A-F) assigned to student performance, translated from the numerical measurement of coursework and examinations completed by the student.

Grade Point Average (GPA) - An academic rating on a number scale, usually 0-4, which represents a student's overall performance for the semester or year. When two or more semesters are rated, the rating is referred to as the 'Cumulative GPA'.

Graduate Student - A person who has earned at least a bachelor's degree and is presently enrolled in a programme granting a master's degree and/or a doctorate.

Honours - Most tertiary institutions recognise good grades in the form of academic honours. Dean's List is the most common award. Honours are also awarded at graduation to students and the following Latin words are used: *cum laude* (with praise), *magna cum laude* (with great praise), and *summa cum laude* (with highest praise).

Hours - Another word for credits. Generally, there is a one-to-one relationship between the number of hours you spend in the classroom each week and the number of credits you can earn from the course. The exception to this general rule is where more hours are spent in laboratories and practicums, seminars, etc., for less credit than the actual clock hours.

Internship - An arrangement that permits students to earn credits in a setting where they can apply the academic principles they have learned in their major, under the watchful eyes and supervision of trained professionals or practitioners in the field.

Leave of Absence - Withdrawing completely from university with the intention of seeking re-admittance at a later date.

Major - Your area of specialization in university in which you do a significant number of credits compared to your minor area of study. It is the area after which your degree is named and in which the degree is awarded.

Matriculation - Enrolment into the University or a particular college/school programme by virtue of meeting specific entry requirements.

Minor - A minimum of 24 credits that provides a specific focus in an area of study outside of your major.

Orientation - The period in which new students and their parents are introduced to academic programmes, facilities and services provided by the University.

Part-time Student - A student who registers for fewer than 12 credit hours per semester.

Practicum - An opportunity for Juniors and Seniors to gain experience in their field of study. Students are assigned to particular companies or the relevant entities, to apply what they have learned in theory and laboratory experiences, under supervised conditions.

Pre-registration - The practice of currently enrolled students registering for courses in the semester prior to the one in which they are to take those courses.

Prerequisite - A course that must be completed before another in a series may be attempted. Such first courses are said to be the prerequisites for the subsequent courses in the same or similar areas. It is the student's responsibility to check for prerequisites in the current bulletin.

President - The chief executive officer of the University. The President reports directly to the Board of Governors, which is comprised of the senior officers of the church in the Jamaica Union Conference (JAMU) and constituency members drawn from the same region.

Probation - A warning that you are not making satisfactory academic progress toward your programme. Probation is followed by dismissal, unless the situation is corrected. Probation may also exist for disciplinary reasons which may be followed by suspension/dismissal.

Professor - A term commonly used in reference to college/university teachers. College/university teachers are typically ranked as instructor, assistant professor, associate professor and full professor.

Registered student - One who has selected classes and whose account has been activated to allow attendance at classes.

Registrar - The University administrator who directs the registration process and sees to the documentation and security of the academic record of each student.

Residence Hall - Another term for dormitory. A residence hall is student housing operated by the University.

Sabbatical - A period of paid release time for professors to conduct research or other activities that make a contribution to their academic advancement and/or the University.

Seminar - A course, generally at the upper level, containing fewer students than a lecture class, in which the teacher facilitates discussions and all students participate. It may also be described as a presentation format that utilizes the lecture/discussion method in out-of-class settings.

Special Request Course - A Special Request Course (SRC) is any course in the curriculum for which a department has granted permission for a student to take by special request modality.

Student-Teaching - An internship in an elementary or secondary school that all teacher education students must do for the purpose of developing the skills of teaching through practice.

Syllabus - A listing of topics to be completed in a course or a set of prescribed subjects to be taken in a programme of study.

Transcript - A certified copy of courses and credits (hard copy/electronic) which a student has earned in high school or in tertiary institutions attended. The transcript carries a detailed account of courses taken by the student and his/her performance on each course, and in the programme overall. The submission of a transcript is one of the most important prerequisites for admission to the University.

Thesis - A document that is the outcome of an extensive research study as partial fulfilment of the requirements for an undergraduate or graduate degree. In many instances, a thesis is not required at the undergraduate level, but a project report is.

TOEFL - Test of English as a Foreign Language

Undergraduate Student - A person who has enrolled in a college/university and is studying toward earning certification in a baccalaureate degree programme.

Vice-President - A senior administrator of the University who is responsible for major areas of operation. There are five main areas at Northern Caribbean University: Academic Administration; Finance & Industries; Planning, Admissions & Retention; Student Services; and Technology, Extensions & Strategic Planning; each of which has a vice-president presiding.

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