

UNIVERSITY *of the* SOUTHERN CARIBBEAN (USC)

Beyond Excellence



2014 - 2016 Bulletin

THE UNDERGRADUATE SCHOOLS

School of Business
School of Education and Human Sciences
School of Humanities
School of Sciences and Technology
School of Social Sciences
School of Theology and Religion
School of Graduate, Extension, Continuing and Professional Studies

TABLE OF CONTENTS

Correspondence Information.....	
General Information.....	
Application Procedure.....	
Admission Information.....	
General Academic Information.....	
Financial Information.....	
Graduation Requirements.....	
Student Advisement Centre.....	
Degree Programmes.....	
Awarding Credit for A-Level (or Equivalent) Passes.....	
Guidelines for Awarding Credit for Two-Year Teacher Training Programme Certificates.....	
Courses Approved for S/U Grades.....	
Courses Approved for Honours.....	
Curricula for Baccalaureate and Associate Degree Programmes.....	
School of Business.....	
• Department of Accounting, Finance and Economics.....	
• Department of Marketing and Management.....	
School of Education and Human Sciences.....	
• Department of Education.....	
• Department of Family and Consumer Sciences.....	
School of Humanities.....	
• Department of Language and Communication.....	
• Department of History and Social Studies.....	
• Institute of Language Education.....	
• Department of Music and Fine Arts.....	
School of Sciences and Technology.....	
• Department of Biological Sciences.....	
• Department of Chemical and Physical Sciences.....	
• Department of Computing, Mathematics and Technology.....	
• Department of Nurse Education.....	
School of Social Sciences.....	
• Department of Behavioural Sciences.....	
• Department of Social Work.....	
• Department of Sociology.....	
School of Theology and Religion.....	
School of Graduate, Extension, Continuing and Professional Studies.....	
• Antigua Satellite Site.....	
• Barbados Satellite Site.....	
• Guyana Satellite Site.....	
• South Centre.....	
• St. Lucia Satellite Site.....	
• Tobago Extension Site.....	

- USC-USA Online.....

University Administration.....

Teaching Faculty.....

THIS BULLETIN

Every effort has been made to ensure the accuracy of information in this *Bulletin*. The student is advised, however, that its contents do not constitute an irrevocable contract between the University of the Southern Caribbean and the student. The University reserves the right to change any provision or requirement it deems necessary, at any time with prior notice. The student is responsible for final course selections and changes in registration. The responsibility for knowing and satisfying all graduation requirements rests solely with the student.

USC Telephone Numbers:
1-868-662-2241/2242

Fax Number: 1-868-662-1197

Web: www.usc.edu.tt

USC Telephone Operator's Hours:
Monday – Thursday: 8:00 a.m. - 10:00 p.m.
Friday: 8:00 a.m. - 12:00 noon
Sunday: 8:00 a.m. - 12:00 noon

Admissions Office Hours:
Monday – Thursday: 8:30 a.m. – 5:00 p.m.
Friday: 8:30 a.m. – 12:00 noon

CORRESPONDENCE INFORMATION

Mailing Address of the University:

University of the Southern Caribbean
P. O. Box 175
Port of Spain
Trinidad, West Indies

Academic Matters	School Dean
Application for Admission	Department of Recruitment, Enrollment and Admissions Management
Bulletins	Department of Recruitment, Enrollment and Admissions Management
Evaluation of Credits	Transfer Credit Officer
Transcript of Records	Records Office
Graduation Requirements.....	Records Office
Financial Aid	Director of Student Finance
Student Employment	Director of Insurance and Student Labour
Payment of Student Accounts	Director of Student Finance
Counselling	Assistant Director of the Health and Wellness Centre
Alumni Affairs	Director of Alumni Affairs
Social Activities	Vice President, Student Development & Services
Religious Affairs.....	Campus Chaplain
Satellite and Extension Sites.....	Dean, GE-CAPS
Library Services	Director of Library Services
Student Advisement Centre	Executive Director, Student Advisement Centre

GENERAL INFORMATION

MISSION STATEMENT

The University of the Southern Caribbean seeks to transform ordinary people into extraordinary servants of God to humanity through a holistic tertiary educational experience.

USC will accomplish this mission by instilling in every USC man and woman:

- a clear knowledge of and faith in God and belief in the primacy of Scripture
- an appreciation, respect and sensitivity for diverse beliefs, practices and cultures
- morals and values, which positively impact society, inclusive of integrity, honesty, and fairness
- a desire for critical thinking and problem-solving skills at the highest level
- a passion for life-long learning
- commitment to a life of service to humanity
- the capacity to be productive, conscientious, law-abiding citizens and agents of change in discharging civic responsibility
- the experiences that demonstrate the development of the head, the hand and the heart
- the ability to communicate effectively to diverse populations globally
- an appreciation for the finer graces of life, inclusive of appearance, graciousness, kindness, mercy, and the arts
- a healthy lifestyle, inclusive of practiced laws of physical and emotional health
- an appreciation and advocacy for wise use of the world's resources, inclusive of natural resources, money, and other acquired wealth

VISION STATEMENT

A Seventh-day Adventist University fully reflecting the character of God through spiritual, intellectual, physical, social and cultural development.

MOTTO

Beyond Excellence

TEXT

“And Jesus increased in wisdom and stature, and in favour with God and man.” Luke 2:52 (KJV)

CORE VALUES

The University of the Southern Caribbean is committed to:

- *LOVE* – The love of Christ constrains us to love as Christ loved
- *COMPASSION* – Sympathetic willingness to be engaged in the ministry of caring for one another-students and employees - and going beyond the call of duty as portrayed in the story of The Good Samaritan
- *INTEGRITY* – The eminence of backing positive conviction with commensurate action
- *HONESTY* – The commitment of the University family to honesty in all its dealings
- *EXCELLENCE* – The commitment to significantly exceed the minimum standards and expectations
- *COMPETENCY* – The freedom and privilege to perform competently under any circumstances
- *JUSTICE* – The commitment to treat everyone with equity and justice and to always act without fear or favor
- *PURITY AND SELF-CONTROL* –The quest to be morally upright and moderate in all that is good, with complete control over emotions, desires, and actions
- *HUMILITY* – The willingness to serve others in a sacrificial manner, with self-respect that renounces haughtiness or arrogance

PHILOSOPHY

University of the Southern Caribbean espouses the philosophy of the Seventh-day Adventist Church. It teaches that true education is the harmonious development of the head, the heart, and the hand.

Excellence in teaching, scholarship, research activities, educational innovations, and dedication to the principles of Christian education rank high in the value system of the University. The University views truth as coming from God, as an expression of the nature of God, and the Bible, as a divine frame of reference, which encompasses all truth.

For the University, the integration of faith with learning and culture is central to the social, emotional, intellectual, and spiritual development of students. It supports the concept of equal educational opportunities without regard to race, sex, religion, ethnicity, or place of residence.

University of the Southern Caribbean is predominantly a regional institution, though there are students from as many as 30 countries. It seeks to preserve the Christian heritage, and at the

same time, its graduates, following in the footsteps of Christ, seek to ameliorate the society. The University seeks to instill in students that witnessing for Christ is their highest goal.

The University's Motto, "Beyond Excellence," conveys the emphasis on developing a well-rounded USC individual, who will not only portray excellence in academia, but also the excellence to which mankind is called, as stated in Matthew 5:48: "Be ye therefore perfect, even as your Father in heaven is perfect."

OBJECTIVES

Emanating from the University's mission and philosophy is a series of objectives to guide the education of its students.

- (1) To develop and maintain a spiritual, academic, social, and physical environment in which competent workers are trained for service to God and humanity.
- (2) To provide an instructional programme that leads students to accept God as the source of all truth, and the Bible as an expression of His divine plan of salvation.
- (3) To challenge students to enlarge their world view as they integrate religion, culture, and scholarship.
- (4) To prepare students to deal with the complex problems and issues of contemporary society.
- (5) To encourage the acquisition of advanced knowledge and skills, which are necessary for professional growth.
- (6) To implement a meaningful philosophy of life, which encompasses an understanding of (a): the nature of God (b): the nature of man, and (c): the nature of reality.
- (7) To provide students with the intellectual and social tools for better understanding of themselves, and the sustenance of positive relationships with others.

HISTORY

The University of the Southern Caribbean (USC) is a private University operated by the Seventh-day Adventist Church, on a 384 acre campus in Maracas Valley, Trinidad and Tobago. The campus is located 3 kilometres away from St. Joseph, the first town in Trinidad, and 16 kilometres northeast of Port of Spain, Trinidad.

The University continues to maintain an educational system that focuses on holistic development. It prepares students for meaningful living and exceptional service to the world. The institution is committed to distinction and continuous improvements that reflect its mission, vision, and motto: "Beyond Excellence". Throughout its existence, the University of the Southern Caribbean has maintained a strong commitment to the ideals of open, democratic

governance, and responsiveness to the needs of a diverse student body.

USC was founded in 1927 as East Caribbean Training School, for the purpose of educating men and women of the Caribbean Union Conference (CUC). Two years later, it became Caribbean Training College (CTC).

In 1947, the Caribbean Training College was officially declared a junior college, and it began offering two-year post-secondary certificates in Theology, Teacher Training, and Business and Secretarial Science. In 1956, Caribbean Training College assumed a new name: Caribbean Union College (CUC).

CUC experienced significant developments in academic offerings. By 1970, the two-year junior college programme in Theology was extended to a four year Bachelor of Theology programme. Subsequent changes included the conferring from 1985, of Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, and Associate degrees in a wide range of disciplines, in affiliation with Andrews University (AU) in Berrien Springs, Michigan, USA.

At the Second Session of the Fifth Sitting of the Trinidad and Tobago Parliament in November 27, 1997, Caribbean Union College received the charter for offering Christian-based education through Act 43, 1997. This Act facilitated its recognition as a teacher training institution by the Ministry of Education.

On February 23, 2006, Caribbean Union College was granted university status by the Accreditation Council of Trinidad and Tobago (ACTT), and consequently, was renamed University of the Southern Caribbean.

The University of the Southern Caribbean, on May 2012 was awarded full institutional accreditation as a tertiary level educational institution by the Government of Trinidad and Tobago, through its accrediting body, the Accreditation Council of Trinidad and Tobago (ACTT).

The University is also fully accredited by the Board of Regents, Department of Education, General Conference of Seventh-day Adventists in Washington D.C., USA.

Furthermore, USC is affiliated with Andrews University (AU), Berrien Springs, Michigan, USA. Students obtain degrees from AU in a limited number of areas by following the programmes listed in the Affiliation Agreement between USC and AU which is accredited by the North Central Association of Colleges and Schools. Moreover, Andrews University is on the list of approved Universities in Trinidad and Tobago. Since 2006, nationals of Trinidad and Tobago have been able to access Government Assistance for Tuition Expenses (GATE), while pursuing their degrees at USC.

APPLICATION PROCEDURE

Freshman admission decisions are based on a student's academic preparation. An applicant who does not meet the stated academic criteria, but who shows potential in areas not easily evaluated by standardized tests may be considered.

The applicant is required to submit academic grade transcripts from all academic institutions he/she has attended. All validated copies of transcripts, GED test scores and other credentials submitted to the Office of Admissions become the property of University of the Southern Caribbean.

A non-refundable fee must accompany each application.

The following supporting documents must accompany the application:

- Official transcripts, which must come directly from the issuing institutions. The applicant must request that transcripts be sent directly to the Office of Admissions.
- Notarized English translations must accompany all non-English documents.
- Proof of education equivalent to the following: GCE/CXC/CSEC/GED/Dutch HAVO/High School Diploma/French Baccalaureate.

The application package may be downloaded from www.usc.edu.tt
OR collected from:

Office of Admissions
University of the Southern Caribbean
Royal Road, Maracas
St. Joseph
Trinidad and Tobago, W.I.

ADMISSIONS INFORMATION

ADMISSION REQUIREMENTS FOR THE ACADEMIC PROGRAMMES AT THE UNIVERSITY OF THE SOUTHERN CARIBBEAN

A. Admission

All University of the Southern Caribbean (USC) undergraduate degree programmes are two-year and four-year post-secondary programmes, with some exceptions which may entail an additional trimester to complete. The following admission policies shall govern these degree programmes offered at USC.

Applications for admission to the USC programmes should be processed via the USC Admissions Office.

1. Regular Admission

NOTE: Before 1998, a CXC pass at the general level was indicated by grades 1 or 2. Beginning June 1998, a CXC/CSEC pass at general level is shown as 1, 2, or 3.

Regular admission to baccalaureate and associate degree programmes (minors not included) shall be on the basis of any certificate giving regular university entrance status for the country of origin of the student making the application. This may include one of the following:

- a. Five O-level GCE/CSEC passes, including English language.
 - i. Business students are also required to present Mathematics as one of the five passes.
 - ii. Biology students are also required to present Biology and Mathematics as two of the five passes.
 - iii. Computing students are also required to present Mathematics as one of the five passes.
 - iv. Elementary Education students are also required to present Mathematics and a Science subject as two of the five passes.
 - v. Students pursuing a B.S. Nursing degree are required to have English, Mathematics and a Science subject among their five O-level passes. Additionally, he/she must have a nursing permit from the Nursing Council of Trinidad and Tobago.
- b. One A-level (GCE/CAPE) pass may be used to replace a lacking O-level (GCE or CSEC) pass.

- i. Business students are also required to present Mathematics as one of the five passes.
 - ii. Biology students are also required to present Biology and Mathematics as two of the five passes.
 - iii. Computing students are also required to present Mathematics as one of the five passes.
 - iv. Elementary Education students are also required to present Mathematics and a Science subject as two of the five passes.
- c. Three O-level GCE or CSEC passes and a transcript and diploma from an approved accredited tertiary institution.

Students will be required to take six remedial credits for each missing O-level pass.

- i. Business students are also required to present Mathematics as one of the three passes.
 - ii. Biology students are also required to present Biology and Mathematics as two of the three passes.
 - iii. Computing students are also required to present Mathematics as one of the three passes.
- d. High School diploma and transcript with a minimum GPA of 2.00.
- e. Three O-level GCE/CSEC passes, which include English, mature age of 21 and above, and successful completion of the PUC programme.
- f. A Bachelor of Science in Educational Service. This B.S. degree is designed to serve a unique clientele, namely, educators who have earned certification in specialized areas related education.
- i. Five O-level GCE or CSEC level passes or equivalent.
 - ii. Two-year Teacher Diploma.
**Note: Persons without a Teacher's Diploma will be assessed individually.*
 - iii. Certification/Diploma in a specialized field (minimum 475 contact hours required)

2. Provisional Admission-Pathways to Regular Admission

Provisional admission to baccalaureate and associate degree programmes may be given if a student has one of the following:

- a. Three O-Level GCE or CSEC passes including English, and recognized mature age in his/her country of origin.

Individual evaluations will be made based on such evidence as work experience, examination results, interviews and prior academic work.

For Trinidad and Tobago applicants, the mature age is 30 years. For an applicant from a Caribbean country other than Trinidad and Tobago the mature age recognized for University entrance in the country of origin will apply.

- i. To achieve regular status, the student must earn 24 credits with a minimum GPA of 2.00 and no grade lower than a C within the first two semesters with a concession of a third semester to acquire a GPA of 2.00 or above.
- ii. A student who lacks Mathematics or English as one of the three O-level passes must additionally complete 6 MATH or ENGL non-degree related credits within his/her first three semesters of attendance.

There will be a reduction of six (6) credits for each missing O-level.

- b. Three O-level GCE or CSEC passes including English and a GED certificate with an average composite score of 45, with no single score below 40 on the GED examination.

To achieve regular status, the student must earn 24 credits with a minimum GPA of 2.00 and no grade lower than a C within the first two semesters with a concession of a third semester to acquire a GPA of 2.00 or above.

- c. A GED certificate with an average composite score of 50, with no single score below 45 on the GED examination.

To achieve regular status, the student must earn 24 credits with a minimum GPA of 2.00 and no grade lower than a C within the first two semesters with a concession of a third semester to acquire a GPA of 2.00 or above.

- d. Mature age and a GED certificate with an average composite score of 45, with no single score below 40 on the GED examination.

To achieve regular status, the student must earn 24 credits with a minimum GPA of 2.00 and no grade lower than a C within the first two semesters with a concession of a third semester to acquire a GPA of 2.00 or above.

- e. Five O-level GCE or CSEC passes including English but lacks required Mathematics.

To achieve regular status, the student must earn Mathematics O-level GCE or CSEC within the first year.

- f. Pre-University Certificate (PUC)

Persons who are twenty-one (21) years and over and have three (3) CSEC passes including English can apply to do this programme. The courses to be completed are: Foundation Mathematics, Academic Skills & Study Preparation, College Success & Career Planning, and Information Technology. The programme will be offered from May to August. Students can access this programme through the Student Advisement Center (SAC). A Certificate of Achievement will be given to students who successfully pass the course with a C+ or above. Students receiving a passing grade of C+ will be offered pathways to degrees in Social Sciences, Humanities, Business and Theology. The Pre University Courses taken are not transferrable to any degree programme at USC.

***Please note** that students who pursue this programme will not be employed as teachers in the Teaching Service Commission of Trinidad and Tobago.*

- g. Complete missing CSEC subjects at the Student Advisement Centre (SAC)

A student who lacks the required number of CSEC passes for regular admission into a programme of choice, can register with the SAC for instructional support to write the CSEC examination.

- h. Four (4) CSEC passes plus six (6) university credits

Any applicant, who possesses four (4) CSEC passes including English, may be provisionally accepted to pursue programmes of study at USC. In order to complete the matriculation requirements, that is, to compensate for the missing subject, the accepted applicant will be required to register and successfully complete six (6) credits under advisement by the Student Advisement Centre (SAC). These six (6) credits will count towards matriculation/admission and cannot be applied to fulfill any degree requirements. Any specific entry requirements in any program must be met in the four (4) CSEC passes obtained.

The accepted applicant will be required to pay the regular tuition and fees for the six (6) credits since GATE funding is not available to meet University entrance requirements. On successful completion of the six (6)

credits, the student can apply for regular admission to his/her programme of choice and then qualify for GATE funding if he/she is a national of Trinidad and Tobago. Nationals of Trinidad and Tobago who will require employment as teachers by the Ministry of Education are not eligible to use this pathway.

Note: All Provisional Students must follow the procedures outlined below

- i. Read and SIGN the USC Provisional Contract at the Admissions Office before collecting the Acceptance Letter
- ii. Upon fulfillment of conditional requirements, please visit the Provisional Officer in the Records Office for documentation of your regularization.

3 Interpreting Mathematics Entrance Requirements

- a. The following categories of students are required to take the Mathematics Proficiency Examination.
 - A student who does not have GCE O-level grades A-C/ or CSEC Mathematics grades I- III or equivalent.
 - A High School Diploma student who does not have a grade C or above on his/her High School transcript.
 - A student who has taken the GED to meet entrance requirements.
 - A student who has been accepted under the Mature Age provision.
- b. Passing score is 2.00. If a lower score is earned he/she may choose to repeat the placement examination. Failure to secure a passing grade on the second attempt requires completion of the course MATH090 before registration into any other Math course.
- c. A student who passes the Math Placement Examination may proceed to take the required Math course for his/her emphasis, usually MATH165 or higher.

4. A Student Continuing After Completion of a Degree

A student who graduates from USC and wishes to take additional courses, must apply for readmission before additional courses can be recorded on the transcript.

5. Undeclared Status

Normally, upon admission into a programme, a student declares an emphasis. However, student may be granted “undeclared status.” This normally is used by a student who opts for continuing education and who does not seek a degree.

This status is permitted for as long as a student desires, but with the following stipulations:

- a. Courses taken as an **undeclared student** do not automatically apply to any degree.
- b. If a student decides at a later date to enter a degree programme, he/she should complete and submit a Request Form for a change of programme.
- c. A student may petition for courses taken as an undeclared student to be accepted towards the degree programme as appropriate. In some cases, if there has been a significant interval between the time a course was taken and the request for a change of programme, a course may need to be updated or repeated. This is especially true in technology areas such as Computer Science, where course content can change significantly.
- d. A student may be admitted under **undeclared** status and take the requirements for a minor.
 - i. The transcript would include the courses taken but the minor would not be listed.
 - ii. If the student graduated previously, the minor cannot be added to the previous degree.

6. Retroactive Admissions

A student who has registered for and taken course work but who has never been admitted to a USC programme, may not be admitted retroactively, regardless of the cause of the omission, after more than five calendar years from the start of the first of such courses.

GRADUATION REQUIREMENTS

Baccalaureate Degrees

1. A minimum of 128 semester credits must be earned, including an emphasis and/or a minor (if required), plus specified cognates and general education requirements.
2. A minimum grade point average of 2.00 (C) is required in all credits used to meet degree requirements, and in all credits earned at Andrews University. (Individual programmes may have higher minimum GPA requirements).
3. Elementary education students are required to have a minimum overall grade point average of 2.50 in all courses taken at USC and in those transferred, as well as an average of 2.50 in all emphasis and minors, and in all professional education courses, with no grade lower than a C. Students in the B.S. in Educational Services programme will have their transfer work considered as a block of courses without consideration for individual grades.
4. A minimum grade point average of 2.25 in all transfers and credits earned at USC is required to count for an emphasis, and 2.00 in all transfers and credits earned at USC to count for a minor. (Individual programmes may have higher minimum GPA requirements).
5. No course with a grade below C- can count toward an emphasis or minor.
6. A minimum of 1/3 of the credits required for an emphasis, and 3 credits required for a minor, must be earned in residence, in courses numbered 300 or above.
7. A minimum of 30 of the last 36 semester credits applied to a baccalaureate degree must be earned in residence, i.e. on USC campus. The other 6 credits or any part thereof, if taken at another university, must be approved by the Vice President for Academic Administration.
8. Baccalaureate degree candidates must complete all general and departmental assessment activities required for their respective emphasis.
9. A student may earn more than one emphasis for a single degree. All requirements for each emphasis must be met including cognates. If the emphases are offered for different degrees, students must specify which degree they wish to receive and complete the General Education requirements for that degree.
10. A course may be used to fulfill the requirements for more than one emphasis or minor, provided at least 75 per cent of the credits used for any emphasis or minor are not also counted for another emphasis or minor. A course may not be used to fulfill the requirements of more than one emphasis or minor in teacher preparation programmes.

11. Independent Study credits applied toward an undergraduate degree may account for no more than 10% of the total credits for the degree.
12. A student may earn a second B.A. degree or a second B.S. degree, if desired. However, they must:
 - a. Complete at least 30 semester credits in residence beyond those required for the first baccalaureate degree. Meet all published requirements for the second degree as stipulated in the *Bulletin*.
 - b. Complete a minimum of 3 credits in religion, if the first degree did not include a comparable General Education component in religion.
 - c. If a student repeats a course, the grades and quality earned for the higher grade will be used to compute the GPA at graduation.
13. The grade report that a student receives at the end of each semester reflects residence courses and grades only. No transfer work is included on the semester grade report. It is, therefore, not possible to determine the graduation distinction from the grade report.
14. Graduation with academic distinctions shall be granted to a bachelor and associate degree student who has completed at least 45 credits taken at the University of the Southern Caribbean. The following designations based on the final overall grade point averages will be printed on the diploma and the student's transcript:

Summa Cum Laude	3.90 - 4.00
Magna Cum Laude	3.75 - 3.89
Cum Laude	3.50 - 3.74
15. Additional requirements are listed under the various schools.

Associate Degrees

1. A minimum of 62 semester credits must be earned, including the General Education requirements plus the specific requirements for the degree, including core, emphasis, minor and cognates.
2. A minimum grade-point average of 2.00 is required in all transfer credits, and in credits earned on USC campus that are used to meet degree requirements. (Individual schools or departments may have higher minimum GPA requirements).
3. A minimum GPA of 2.25 is required in all transfer credits, and in all credits earned on USC campus that are counted for an emphasis or minor. (Individual schools or departments may have higher minimum GPA requirements).

4. A minimum of 15 of the last 21 semester credits applied to a degree must be earned in residence. The other 6 credits, or any part thereof, must be approved by the Vice President for Academic Administration.
5. A minimum of 9 semester credits of the emphasis or minor must be taken in residence.

AREA OF CONCENTRATION, EMPHASIS, AND MINOR

The specific requirements for the emphasis, minors, and areas of concentration are listed under the respective departments in the section, "Courses of Instruction". In some instances, courses related to the emphasis or minor may also be required. These are known as cognates. In general, such courses are not included as a part of the emphasis or minor. The areas of concentration are interdisciplinary in nature, and thus allow courses to be included that are offered in other departments. If an area of concentration is chosen, then no minor is required. All courses used to meet emphasis requirements must be selected in consultation with the advisor.

GENERAL ACADEMIC INFORMATION

STUDENTS GOVERNING BULLETIN

A student is expected to know the rules that govern academic matters. The *Bulletin* presents answers to general questions regarding academic policies. A student with specific problems and circumstances should consult the Programme Coordinator, Department Chair, Director or Dean of the Academic School where his/her programme of study originates. Responsibility for meeting degree requirements rests with the student. Each student is required to be aware of all relevant requirements published in the *Bulletin*, under which he/she plans to graduate. Ordinarily, a student who receives regular admission status will receive a degree by fulfilling the requirements of a curriculum, as specified in the *USC Undergraduate Bulletin*. The University, however, is not obligated to offer in any particular year, a course listed in this *Bulletin*. The institution reserves the right to make any changes it deems necessary in the curricula and in regulations.

A student is required to examine the requirements of the degree for:

1. The total number of credits for a particular course.
2. The total number of credits for the following relevant sections of a degree:
 - a. General Education
 - b. Core Courses
 - c. Emphasis
 - d. Cognate
 - e. General Electives
 - f. Professional Education and Clinical Requirements, where applicable
 - g. Planned Programme Minor where applicable
3. The total number of credits for a particular degree

A student needs to note the pages in the *Bulletin*, where graduation requirements are printed, and to quote the page numbers when petitioning for transfer courses and credits to be substituted for required courses and credits.

CHANGES IN BULLETIN REQUIREMENTS

The provisions of this *Bulletin* are not to be regarded as an irrevocable contract between a student and the University. The University reserves the right to change any provision or requirement at any time within the student's term of residence. **All regulations** adopted and published by the Board of Trustees or the Administration after publication of this *Bulletin*, have the same force as those published herein. Assigned Affiliation Agreements and *Bulletins* are year-specific. Applications to change the year of the *Bulletin* and/or agreement to which a student is assigned, as indicated in the acceptance letter, must be authorized by Andrews University or the respective School Dean, before changes can be effected. Emphasis and minors must be governed by the assigned *Bulletin*, except otherwise authorized.

ATTENDANCE AT THE UNIVERSITY

The admission of a candidate, his/her remaining as a student, his/her status, the awarding of academic credits and the granting of degrees, are all subject to the regulatory powers of the University, which reserves the right to cancel, at its discretion, any of these privileges for reasons considered sufficient by the University.

School Deans reserve the right to review a student's grades periodically. Together with the faculty, they may recommend that a student performing unsatisfactorily should discontinue his/her degree programme. A student who receives such a recommendation has the option of applying for temporary withdrawal from his/her approved programme, and registering at the Student Advisement Centre. A Non-Trinidad and Tobago citizen needs approval from the USC Immigration Representative before attempting to drop USC classes and register full-time with the Student Advisement Center.

REGISTRATION

Instructions for registering using the automated student records system may be obtained from the Student Advisement Centre.

Registration is a compulsory procedure for a student who is desirous of receiving credits for courses and meeting his/her graduation requirements. A student should plan to register during the period assigned for registration on the official academic calendar, and great care should be taken to follow all procedures in the registration process as outlined. Registration is not official until all sections of the registration process have been completed, including financial arrangements.

LATE REGISTRATION SERVICE FEE

A student who does not complete registration during the assigned calendar dates is required to pay a late service fee. The fee is to be paid in cash except otherwise approved by the Finance Office. A student may not register after the last official day to "add/enter any class" as indicated on the school calendar.

CHANGES IN REGISTRATION

A course may be dropped or added using the University's Electronic Academic Management System. After completing the transaction, the student must verify that the process was completed, and that the desired change appears on his/her records. Official dates as to when changes may be made, when charges for changes go into effect, and when W or F grades are effective when withdrawing from classes, will appear in the *Academic Calendar*. The drop/add procedure is compulsory for the official dropping of a course. **Non-attendance or non-payment for courses will not constitute a drop. In all such cases students will remain responsible for payment for the courses.**

CHANGES IN PERSONAL INFORMATION

A student should provide and promptly update personal information at the USC Records Office. Changes in name, postal and email addresses, telephone contact numbers, mailing lists for USC transcripts and grade reports and documents for additional certificates, diplomas or degrees earned while attending USC should be filed at the Records Office.

WITHDRAWAL FROM THE UNIVERSITY

The student is singly responsible for the management of his/her class registrations and withdrawals. The University's Electronic Academic Management System class attendance sheet should be checked after the last day to add a class, and before the last day to drop, for each trimester. The objective of checking the attendance sheet is to ensure that the record of the courses for which the student is enrolled, is correct. The student should also check his/her account and the attendance sheet after making any change in registration. If the record of courses dropped or added is not reflected on the University's Electronic Academic Management System, the student should contact the **Data Entry Office** for assistance. Ignoring an incorrect record may result in an "F" grade being placed on the student's permanent transcript.

Applications for retroactive drops are rarely entertained and reflect poorly on the student's ability to cope with the demands of university life. A student who wishes to withdraw from all USC courses and leaves the University **in good standing** must complete and submit an official withdrawal form.

No courses and no A-F letter grades will be recorded for the student who submits a withdrawal form.

When a student withdraws from the University, all incomplete courses are recorded as courses from which the student withdrew. The grade report of a withdrawn student will not reflect A-F letter grades.

A withdrawal form is not the same as a drop form. A student who withdraws from the University will be given the grade of W. Until the student drops the registered course on the University's Electronic Academic Management System and receives final clearance at the Finance Office, he/she is still considered a bona fide member of a respective course. The University will not change an official registration without the student's consent. A student must clarify requirements for payment or repayment of GATE funds with the USC GATE representative before leaving the campus.

FRESHMAN ORIENTATION

Orientation is compulsory for a new student. To commence registration, a new student must present his/her acceptance letter and temporary identification certificate or ID card, to receive the registration package. A returning student must satisfy the conditions outlined under "Returning Students". To complete registration, a student must complete every required step in the process. **Registration is not official until all steps are completed and Data Entry receives the completed transaction.** A student who attends classes without registering for them will not receive university credit for work done.

The academic guidelines and regulations outlined below are general. Academic queries not answered through these regulations may be answered by your School Dean and any Student Advisement Centre representative, or through written academic petitions. Forms are available at the reception area of the Registrar's Office. Each student is required to be aware of and meet all the requirements outlined in the USC student *Bulletin*, under which he/she plans to graduate.

Every deviation from the published requirements must be approved in writing on the Academic Petition form. The responsibility for meeting graduation requirements rests upon the student.

RESPONSIBILITIES OF A STUDENT

1. To maintain an appropriate and lawful immigration status while attending the University of the Southern Caribbean.
2. To obtain and maintain appropriate medical insurance.
3. To attend all classes, laboratories, and other academic appointments. To read and seek the instructor's clarification on unclear statements in the class attendance policy.
4. To regularly check the University's Electronic Academic Management System registration records for correctness.
5. To read, identify and understand how to satisfy the published requirements for graduation.
6. To attend all scheduled orientation sessions.
7. To seek an appointment with the Student Advisement Centre to determine how to complete orientation requirements, if admitted after the published trimester date for the orientation exercises.
8. To develop a personal relationship with the assigned advisor, whereby the student schedules and re-schedules as necessary, appointments to request assistance in assessing academic requirements and career values and goals; and seeks assistance in developing strategies to accomplish stated goals.
9. To register at the Student Advisement Centre if admitted on a provisional basis; or if a GPA below 2.00 is earned for any trimester.
10. To cooperate with the Student Advisement Centre by following the contracted guidelines and procedures for regularization of admission status, if admitted provisionally.
11. To secure a current *USC Calendar of Events* and perform all stipulated transactions by the published deadlines.
12. To write all required examinations at the scheduled dates and times arranged by the instructor or published in the University Examination Schedule.
13. To persist in following-up issues requiring approval for transfer credits, credit by exam, waiver of credits and approved substitutions.
14. To understand and accept the fact that attendance at USC is a privilege and not a right.

15. To drop/add courses by the published calendar deadlines.
16. To submit a withdrawal form, if the student must stop attending classes.
17. To provide current mailing and email addresses and telephone numbers to the Registrar's Office on the prescribed forms.
18. To maintain a loose-leaf binder with documentation for acceptance, regularization of admission, credit by exam, transfer credit, waiver and substitution of credits and courses, incomplete contracts, deferred grade contracts, extensions and removal of probationary status, make-up courses and credits for admission, course outlines, payment for fees, and copies of GATE forms submitted.
19. To check the USC e-mail periodically for announcements and information.

BREAK IN RESIDENCE

When a student graduates or has a break in residence of more than one semester, and then returns to start an additional or new degree programme, or to resume study, the current *Bulletin* will be in effect.

READMISSION

A previously admitted degree-seeking student who has not enrolled in any course at the University of the Southern Caribbean for one full academic year or more is eligible for readmission. The student must submit the USC re-admission form and meet the current admission and programme requirements in effect at the time of readmission. A student who has not enrolled for a period of two years must submit a new medical along with his/her application.

Immigration regulations prohibit an international student from enrolling without being admitted into a formal degree or certificate programme. An international student will, therefore, not be allowed to enroll as a non-degree seeking or non-certificate student.

Registration - Conditions for a Returning Student

1. A provisional student must have fulfilled all requirements and have regularized his/her academic admission status by the expiry date on the provisional contract, no later than the first calendar day for registration for the semester. Provisional entry is only for the academic year specified in the acceptance letter. Extensions will be valid only with written authorization.

A student who defaults on his/her provisional admission contract, and who is desirous of appealing the decision to be withdrawn from classes must submit an application for an Extension of the Provisional Year, to the USC Provisional Admissions Officer. The student must secure a recommendation from the Student Advisement Centre to have the provisional year extended. The application for an extension must be approved before attempting to register on the University's Electronic Academic Management System.

2. A prospective graduate should have written approval for regular admission into his/her main programme by the first published calendar day for registration of the first semester of his/her senior year.
3. Admission status may be cancelled or annulled when a student does not meet the conditions specified for continuing enrollment, or when the admission status is based on documents later found to be fraudulent.
4. Re-admission may be denied when a student does not meet admission standards, when his/her provisional admission contract expires before he/she meets his/her contractual obligations, when his/her behaviour and lifestyle do not conform to USC standards, or when he/she submits transcripts or records found to be fraudulent.
5. A student must have written approval for a change in programme. Approval must be endorsed by the Registrar's Office on the Change of Programme (COP) Form, before the student can register for a programme which differs from the one for which the student was previously admitted.
6. A returning student must have a satisfactory citizenship grade, and financial clearance, and must conform to the University's dress code before registration can be completed.

PRE-REQUISITES

Some degrees and courses require pre-requisites. Pre-requisites are listed with course descriptions in the *Bulletin* under the various schools. A student will not be allowed to register for courses for which he/she has not met the pre-requisites.

ADMISSION TO CLASSES

No student will be officially admitted to a class without completing the registration process.

TO DROP/ADD DURING REGULAR PUBLISHED REGISTRATION PERIODS

To officially drop a course, during **regular registration periods**, the student must:

1. Enter the request to drop or add the course on the University's Electronic Academic Management System.
2. Check to ensure that the request has been cleared by (a) Academic Advisor, (b) Student Development (c) the Student Finance Director.
3. Check the University's Electronic Academic Management System record to ensure that the record reflects the dropped or added course.

NOTE: Refer to published dates for dropping and adding in the University Calendar.

ATTENDANCE REGULATIONS

- **Class Attendance**

A student is required to attend all scheduled classes, laboratories, chapel/assembly exercises, and examinations. Any irregularity in attendance may lower a student's course grade. Faculty members are required to keep regular attendance records. The instructor's

course outline notifies a student of attendance regulations. Class attendance is also a requirement for GATE funding (Trinidad and Tobago only).

- **Absences on the First Day of Class**

A student is required to take his/her seat from the first day of instruction. The final grade that a student receives for any given class will be impacted by his/her entry into the class.

- **Absences and Failing Grade**

Whenever the number of absences exceeds 20% of the total course appointments, the lecturer may give a failing grade. Absence from the campus does not exempt the student from this policy. Absences recorded because of late registration, suspension, and early/late vacation leaves are not excused. Class work missed as a result of authorized absences may be made up only with the permission of the lecturer.

- **Absences, Excuses and Incomplete Courses**

Excused absences do not negate the student's responsibility to complete all requirements for a course.

- **Attendance, Examinations and Public Holidays**

Classes and examinations are not generally held on official public holidays of Trinidad and Tobago.

- **Absences for Illness**

If class attendance is affected by illness, a student should submit a medical certificate from a currently registered physician by the second day of any illness that persists.

COURSE LOAD

Course load is expressed in semester credits. Each semester credit represents one (1) fifty-minute class period or equivalent, per week, for one semester. Preparation time of approximately two hours for each class period is assumed. Thus a four (4) credit class meets four (4) times a week. A laboratory or practicum experience of three (3) hours is considered equal to one regular class period, unless otherwise noted in the course syllabus.

A student who shows poor performance in work or study over two consecutive semesters will be asked to re-adjust his/her schedule, and to temporarily withdraw from a degree or certificate programme, and register at the Student Advisement Centre.

WORKLOAD

The course load of a student who engages in full or part-time employment must be adjusted to provide a reasonable balance of work and study. In determining the proper balance, the student's intellectual capacity and previous academic record are considered.

The following work/study load is recommended:

10 - 20 hours work per week	12 - 16 credit hours
20 - 30 hours work per week	7 - 11 credits

Over 30 hours	1 - 6 credit hours
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Exceptions to the guidelines above require approval by the student's respective Dean. This must be done on prescribed forms.

COURSE OVERLOAD

A student shall rarely be allowed to carry a load of more than 16 credits during any one semester, and then only by permission of the Vice President for Academic Administration. Under no circumstances may a student take more than 19 credits. A student with good performance in study may be allowed to take extra credits with approval from their respective Dean, according to the following guidelines:

<u>Overall GPA</u>	<u>Course Load</u>
3.00 - 3.49	17 credits
3.50 - 3.89	18 credits
3.90 - 4.00	19 credits

For the third semester, a student is not permitted to register for more than 12 credits.

CLASS SIZE

The University reserves the right to refuse to offer classes for insufficient students. A minimum of 12 students constitute a class size for regular lecture courses. A student who registered on the University's Electronic Academic Management System for cancelled courses must drop the courses on the University's Electronic Academic Management System and complete the transaction by the calendar deadline for dropping courses.

GRADES AND QUALITY POINTS

The right to assign grades rests with the instructor of the course. Quality points (on a 4.00 scale) are given to each letter grade (A-F) for use in determining a student's grade-point average (GPA). The GPA is the average number of quality points earned per credit hour, in all courses that are assigned grades A-F.

PROFILING GRADE EXPECTATIONS THROUGH THE USE OF DESCRIPTORS

Grade descriptors show how a given level of performance will be reflected in a grade. They act as guidelines for the student and the course instructor. In some environments, profiling grades simply means identifying "A" as excellent, "B" as good etc. Other environments develop a more sophisticated analysis, such as "A", a high level of conceptual understanding; excellent knowledge of facts; strong written and oral skills in communicating information, etc. Such a profile (which may vary for different levels of a programme) provides students with knowledge of departments' expectations as well as assists faculty in grading with longer, non-objective forms of assessment. These grades and descriptions are often also tied to fixed percentage points.

Assessment Criteria

The following criteria are used to provide descriptors of student grade achievement:

- Mastery of course content whether based on a corpus of knowledge and/or skills
- Originality and creativity in thought and expression
- Ability to use critical thinking and problem-solving skills
- Ability to analyze and synthesize information and sustain a coherent argument in both oral and written forms.
- Capacity to complete tasks efficiently whether independently or in a group setting

Grade	Quality Point per Semester Credit		Description
A Excellent	A	4.00	Excellent mastery of course content, evidence of extensive background reading. Student performance indicates a very high degree of originality, creativity, and problem-solving skills.
	A-	3.67	Excellent performance in analysis, synthesis and critical expression, oral or written. Student works independently or in groups as is required with unusual effectiveness.
B Very Good	B+	3.33	Very good mastery of course content, evidence of substantial background reading.
	B	3.00	Student performance indicates a high degree of originality, creativity and problem-solving skills.
	B-	2.67	Very good performance in analysis, synthesis and critical expression, oral or written.
			Student works very well independently or in groups as is required.
C Satisfactory	C+	2.33	Acceptable mastery of course content, evidence of some background reading.
	C	2.00	Student demonstrates some degree of originality, creativity and problem-solving skills.
			Acceptable performance in analysis, synthesis and critical expression, oral or written.
			Student works independently or in groups at an acceptable level.
C- Unsatisfactory	C-	1.67	Unacceptable mastery of course content, very little evidence of background reading.
			Student demonstrates little degree of originality, creativity and problem-solving skills.
			Unacceptable performance in analysis, synthesis and critical expression, oral or written.
			Student displays unacceptable level of proficiency in

			working independently or in groups.
D Deficient	D	1.00	Deficient in mastery of course content, no evidence of background reading.
			Originality, creativity and problem solving skills absent from performance.
			Deficient performance in analysis, synthesis and critical expression, oral or written.
			Deficient in ability to work independently and in groups.
F Unacceptable	F	0.00	No comprehension or grasp of course content, no evidence of background reading.
			Originality, creativity and problem solving skills totally absent from performance.
			Unacceptable performance in analysis, synthesis and critical expression, oral or written.
			Displays neither aptitude nor ability to work independently or in groups.

Grade	Meaning	Description
AU	Auditing Classes	Registration for attendance only. Permission to audit a class must be granted by the instructor.
UA	Unsatisfactory Audit	This grade is given to a student who is auditing a class but fails to attend at least 80% of classes.
I	Incomplete	A student's work is incomplete because of illness or unavoidable circumstances, but not because of negligence or inferior performance.
DG	Deferred Grade	A DG may be given in certain courses when all requirements are not likely to be completed within one semester. A DG will be changed to the letter grade which can only be earned on completion of the course by the end of the following semester.
W	Withdraw	A grade of W is given to students who officially withdraw from a course by the withdrawal deadline in a given semester.
S	Satisfactory	Credit is granted but no grade points assigned.
U	Unsatisfactory	A permanent grade indicating that a credit attempted was not acceptable. An "unsatisfactory" grade merits no grade points and is not computed in the grade point average.

HOW TO COMPUTE YOUR GPA

The GPA is computed only via 'A' through 'F' letter grades listed above. A student may calculate a semester's GPA as follows:

Multiply the number of credit hours by the number of quality points given to the letter grade earned in each class. Do the same for each class graded A-F. Add the number of quality points earned in all classes for the semester. Divide the total number of quality points by the total number of credit hours attempted.

INCORRECT GPA

A student who has documentary evidence to prove that his/her University's Electronic Academic Management System GPA has been incorrectly calculated should submit the completed **GPA Correction Request Form** to the Data Entry Officer, within two days of viewing his/her University's Electronic Academic Management System grade reports.

ADDITIONAL GRADES

Additional letter grades and their definitions, which may appear on a student's academic record include:

- **AU - Auditing Classes**

It is possible to audit any class, except private music lessons and independent study courses, provided (1) there is room in the class (2) the student has an appropriate background, and (3) permission is obtained from the instructor. The term "audit" refers to registration for attendance only, and a student who is auditing a class is expected to attend all class appointments as agreed on when the respective lecturer grants auditing privileges. Instructors are required to state the conditions for auditing a course in their course outlines.

The tuition charge to audit lecture type courses is half the rate for credit courses. **A student who audits classes earns no credit or grades in these classes but may change their registration from audit to credit by the deadline indicated on the Academic Calendar.**

- **UA - Unsatisfactory Audit**

A student who is auditing a class must attend at least 80% of classes. If he/she fails to do so a UA grade - Unsatisfactory Audit – will be assigned/given.

- **I - Incomplete**

Incomplete suggests that a course is not completed due to illness or unavoidable circumstances, and not because of negligence or inferior performance. An 'I' may be assigned upon mutual agreement between the instructor and the student; or by the instructor's decision before the final class. This agreement is sealed upon completion of an Incomplete Contract signed by both the instructor and the student, along with the payment of the requisite fee. The contract designates the assignments to be completed, and the deadline for submitting the work. The student must submit documentary evidence in support of his/her reason for not completing requirements. The evidence must be attached to the instructor's grade report. Decisions on substantial progress, potential to pass the course, and a valid reason for the request are to be decided by the instructor. Ordinarily, an 'I' must be removed by the following semester. Any request for an extension of time beyond the contracted time shall be done by a written petition

approved by the Dean of the school in which the course is taught. Extensions are rarely approved. Approval is given only in highly unusual or severely extenuating circumstances. The credits for an 'incomplete' should be computed in determining the student's class and workload.

Where necessary, the **Incomplete Contract** should include the signature of any additional instructor needed for successful completion of the course. Incomplete contracts should be submitted for every 'incomplete' recorded on the grade report sheet. It is the student's responsibility to ascertain that the coursework is completed according to the contract. Anomalies in the completion of an 'incomplete' could delay the student's graduation by one year.

- **DG - Deferred Grade**

A DG may be given for certain courses recognised to be of such a nature that all their requirements are not likely to be completed within one semester. Such courses include tours, field/clinical experience, internships, project and independent study courses, courses containing research, and courses that require mastery level learning.

- **W – Withdraw**

A student who withdraws after the last day to drop and before the deadline for withdrawal will receive a grade of W.

CHANGES IN EMPHASIS

A fully admitted student may change emphasis, provided he/she meets the entrance requirements for the new programme. Applications for programme change must be submitted via a *Change of Programme Form* to the Records Office. The form is available at the reception area of the Registrar's Office. The student is subject to the degree requirements in effect at the time of the requested change of the degree.

A student who is granted provisional entry may not change emphasis until he/she has regularized his/her admission status. Changes must be approved in writing before graduation application for the new programme is submitted. Separate graduation applications must be submitted by a student who wants to graduate with more than one degree.

CHANGES IN REQUIRED NUMBER OF COURSE CREDITS

Courses must be taken for the assigned credits stated in the *Bulletin*. Courses cannot be offered for more or less credits than published. Credits cannot be added or deleted to suit individual student needs.

APPROVED TRANSFERS AND REQUIRED CREDITS

Where transferred credits are less than the required number stated in the *Bulletin*, a student must do an independent study for the number of credits in the area where such a lack exists. The independent study must be numbered IDSC followed by the course title.

CHANGES IN NAMES

A woman who marries during her course of study can have her name changed. In order to do so, an original and copy of the marriage certificate should be submitted. The copy will be validated and the original returned immediately upon submission. Names should be written in the same sequence on all official documents.

COLLECTING GRADE REPORTS

A student is required to check his/her grades on the University's Electronic Academic Management System. At registration, a student is required to specify the organization or person to whom his/her grades should be sent. Registration is incomplete without such organization or person's name and address, if mailing the grade report to a second party is desired.

QUERY ON GRADE REPORT

All queries on courses and credits must be submitted to the Registrar's Office. Grade queries must be submitted on the **Grade Query form** within two weeks of the date of posting of grades and forwarded to the Dean of the School in which the course is being queried.

GRADE GRIEVANCE POLICY

If a student desires to query his/her final course grade the matter must first be discussed with the instructor assigning the grade **no later than** mid-semester of the next semester.

If the instructor disagrees with the student's reason for changing the grade, the student may appeal to the Chairperson of the department that offers the course. If the Chairperson disagrees, the student may appeal to the respective Dean or programme Director. If the Instructor, Chairperson, Dean, etc. all disagree with the student's request, the student may then appeal to the Office of the Vice President for Academic Administration. The Vice President for Academic Administration makes a final decision.

ACADEMIC GRIEVANCE POLICY

Any student desirous of expressing concern regarding instructional matters such as perceived unfair grading, cheating, or misunderstanding, should first confer with the course Instructor, the Department Chair, and the Dean, in that order as necessary.

If they all disagree with the student's request, then the appeal may be made to the Vice President for Academic Administration. A further appeal could then be made to the President's Cabinet – for final arbitration if there is no solution at the Vice President's level.

- ***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 grade and not individual assignments or sectional examinations, or for an individual pursuing the resolution of a grading dispute. It cannot be used for class section dispute, i.e. not on behalf of two or more students. The student must contact the instructor within seven (7) days after the beginning of the ensuing semester.

The three-step process is as follows:

Step # 1 (Informal)

If the course instructor is unavailable, the student must leave a written request for an appointment in the department office. The Department Chair will act as a substitute, listen to the grievance, and render a decision provided that a prior written explanation was submitted, to the Chair stating the reason for the grade. The student may then appeal the Chair's decision to the next step, but the course instructor is expected to accept the decision as final.

Step # 2 (Formal) Department Chair

If the student is dissatisfied, then he/she may file a written formal grievance to the Department Chair, who may request a meeting with the course instructor and the student, acting only as mediator and not decision-maker. This should be done within five (5) working days of receiving the request.

Step # 3 (Formal) Dean of the School

Failure to come to an amicable resolution affords the student the privilege of filing a written request to the Dean of the School in which the course was offered.

- ***Grade Grievance Policy Intent***

This policy is intended to facilitate a procedure for prompt and fair processing. A student should be given adequate opportunity to bring complaints to the attention of the institution, with the assurance that the relevant officials will promptly investigate and evaluate presented facts objectively. The intent of this policy is to handle only cases that require adjudication.

REPEATING CLASSES

A student may repeat a course in which he/she receives an unsatisfactory grade. In such cases, the record of each attempt is not erased from the transcript. The credits and quality points earned in the course with the higher grade are used to calculate the GPA. Course grades may be replaced only by grades for course work repeated on campus. When a course with a laboratory is repeated, the laboratory part also must be repeated. The Records Office shall insert in the transcript, the "include/exclude" symbols, as appropriate, for repeated courses.

Required courses with grades lower than a "C-" in all areas, except general education requirements, must be repeated. If the grade point average (GPA) on a course report falls below 2.00, the Academic Improvement Plan and Contract must be submitted before registering for the next subsequent trimester.

In a sequence-type course (course numbers ending in 1 or 2), a student who earns an 'F' for one semester must automatically repeat that course before being permitted to enroll or remain enrolled in subsequent courses in that sequence. A student who earns a 'D' in such a course should consult with the instructor on the advisability of continuing the course.

REPEATING CLASSES FOR A SECOND DEGREE

A student who repeats a course that counts toward a degree previously earned, and who needs that repeated course for graduation requirements for a subsequent degree, will have the grade and

points earned at the higher attempt counted towards graduation for the subsequent degree. However, the grades and points earned at the first attempt will not be erased. Inserted on the transcript will be the “include/exclude” symbols as appropriate, for repeated courses.

WAIVERS

When the waiver of a course is approved by petition, the specific course requirement is waived. However, the overall credit requirements for that specific area, such as general education, emphasis, or minor requirements, still remain. A student should petition to substitute an appropriate course to fulfill the credit requirements.

CREDIT SHORTAGES

Credit shortages will not be approved. All published credit requirements for graduation must be satisfied.

EXAMINATIONS

Credit is not granted in courses unless the required examinations are completed by the student. Examinations are given at the end of each semester, and the student is required to take the examinations at the scheduled time. If a student has any conflict, it is his/her responsibility to check with his/her School Dean and appeal to the Examinations Council for changes before the examinations. The student is expected to follow the published examination schedule.

A student is required to present a valid student identification card in order to enter the examination hall.

EXAMINATION COUNCIL

The Examination Council of the University of the Southern Caribbean is responsible for supervising examinations and executing all other facets of the final examination process at the end of each semester.

Modes of Communication with the Examination Council:

- examcouncil@usc.edu.tt
- Academic school representative
- Academic school administrative assistant

Modes of Executing Final Examinations

- Conventional Testing
- Computer Based Testing (CBT)

Final Examination Schedule & Students Responsibility

The Examination Council prepares and posts the examination schedule which indicates the day, time, and place of each examination for the current semester. The schedule is posted at the following times in each school:

- First draft - seventh week
- Second draft – ninth week
- Final copy – eleventh week

After the schedule is posted, a student with legitimate challenges (clashes etc.) is required to

communicate with the Council through the three modes identified above. After the final examination copy has been posted, no changes will be made. The student is responsible to address challenges before the posting of the final examination schedule.

Final examination dates are published in the University's Calendar. The University makes **no provision** for a student with return travel dates before the completion of final examinations.

Services Offered by the Council

The Examination Council offers the following services to a student:

- Letters to employers (working students)
- Examination Prayer Ministry (Campus Ministry initiative)

Incomplete Examinations

The University of the Southern Caribbean grants a student an "I" grade under the following extenuating circumstances with the following necessary proof:

- Family death ... copy of death certificate
- Sickness ... medical certificate
- Accident ... proof of same

To qualify for an "I" grade the student should meet the following requirements:

- Contact the instructor of the specific course indicating the circumstance
- Provide the proof of the stated circumstance

This entire process must be completed before grades are due for the specific semester

All "Incomplete" examinations are done on the second Friday of the preceding semester, as per published date in the University's calendar.

Examination Rules and Regulations:

- A student is NOT allowed to bring into the examination room pencil cases, bags, paper, cell phones or any electronic or electrical data storage devices, even if these devices are on silent or switched off. A student will only be allowed to bring into the exam room writing equipment (and other equipment necessary in completing the exam and allowed as indicated by examiners).
- A secured room with a numbering system is provided for all personal belongings. Personal belongings must be lodged there before entering the examination room.
- Strict adherence to USC's dress code is required for all examinations. A student in breach of the dress code WILL NOT be allowed into the examination room. (Check Student's Handbook for dress code)
- All examinations will take place either in the New Building Auditorium, and /or the Pre-Fab Classrooms adjacent to the Administration Building unless otherwise stated/published. Please read the final examination schedule carefully and confirm the correct time and room for your examination(s).

- All examinations are for two hours, a student will not be allowed to leave the exam room before an hour has elapsed.
- A student should be seated in the examination room at least ten (10) minutes before the starting time for each examination since instructions and/or corrections will only be given ten (10) minutes before each examination. Instructions will not be repeated for latecomers. The examination room will be opened 15-20 minutes before each examination.
- The USC ID card must be shown, on entering the examination room and should be displayed on the desk/table during each examination.
- No form of communication with another student is permitted while in the examination room. This will be considered a breach of regulations and could lead to disqualification from that examination.
- Absence from an examination (because of lack of knowledge or mix-up about the schedule) is considered negligence. The consequence for missing a scheduled examination is an automatic “F”. A student will not be able to get an incomplete “I” in such cases.

THE HONOURS PROGRAMME OF THE UNIVERSITY

The University of the Southern Caribbean Honours Programme is a special curriculum integrated into the four-year baccalaureate degree. A student meeting such requirements shall have his/her diploma and transcript issued by the University so endorsed, e.g. Bachelor of Arts with Honours or BA *cum laude* with Honours.

To be accepted into the Honours Programme, a student must have a cumulative minimum GPA of 3.33 and complete an application process, which will include an essay, recommendations, and a personal statement. To continue in the Honours Programme, a student must earn a minimum GPA of 3.50 in each subsequent semester.

- **Graduating with Honours**

Requirements for graduation with Honours via the Honours Programme include:

1. Maintaining a 3.50 overall GPA, and completing a minimum of **15 honours semester credits**, earning a minimum GPA of 3.50 in those courses.
2. Honours credits will be taken from normal course offerings in the **General Education Requirements**, identified on the class schedule by the addition of a “**Section 50**” component; and from specific honours courses designated by the ‘**HONS**’ acronym, as offered by departments.
3. Honours credits may also be earned by any combination of the following courses:

HONS 180, 380 Topics in ...	2-3 semester credits
HONS 295, 495 Independent Study	2-6 semester credits

4. An honours student shall develop, with an advisor, a proposal for a research project in his/her desired area of specialization. Research writing for and writing of this paper is done under the course number, **HONS497 Senior Honours Research**, for 2-3 semester credits.
5. During the final semester, an honours student intending to graduate with honours in that year must register for **HONS398 Interdisciplinary Honours Seminar** (1 credit). The final year honours student will present his/her research on flash drive, via email, hard copy and orally. A copy of the research is filed in the Library of the University of the Southern Caribbean.

- **Honours Audits**

To enhance an honours student's opportunities for academic growth, the honours student enrolled full-time (a minimum of 12 regular credits), may attend one course free, each semester, registering as an Honours Audit (HN), which is indicated on the transcript. No credit is earned for this audit, but the opportunity is provided for the student to broaden his/her knowledge at no cost, even if it results in an overload. Registration for an Honours Audit (HN) should take place during regular registration, and not later than the regular drop/add date. Attendance and other regulations for an audit apply. Further information about the Honours Programme can be procured from the Working Policy.

INDEPENDENT STUDY

An independent study/research project provides an opportunity for a student to research a topic of his/her own choice, in a manner that he/she would not be able to do in a normal class. The supervising instructor assists the student in using a decision-making process to brainstorm an array of topics. These may include current problems and emerging national or world issues related to the topic. The student selects a topic for which he/she has a passion. Such opportunities also provide the opportunity for a USC student to develop independent thinking and analytical skills.

A student desirous of taking a course for credit through Independent Study or undergraduate Independent Research with a USC faculty member must consult with his/her advisor. The advisor will then provide direction regarding faculty and their areas of expertise, required forms, and processes for Independent study research. *The USC Undergraduate Independent Study Contract* must be submitted to the advisor, Dean or designee, no later than Tuesday of the first week of classes.

A student must take Independent Study as part of his/her emphasis, minor, or cognate, to receive a grade (A-F) for the Independent Study. Independent Study, which is not part of an emphasis, minor or cognate, will be assigned an "S" [Satisfactory] or "U" [Unsatisfactory] grade.

Independent study credits applied toward any undergraduate degree will count for no more than 10% of the total number of credit hours required for the student's degree.

An applicant for Independent Study must have earned a minimum GPA of 2.50. The Data Entry Office must verify the student's GPA before the student is approved by the supervising instructor.

The contract must state the following:

1. A five line summary of the course
2. The topic of the study, which will appear on the student's transcript
3. Course objectives [new analytical skills and information to be acquired]
4. Texts, Readings and Resources to be used
5. Any other procedures
6. Method of evaluation
7. The number of times the supervising instructor will meet with the student
8. The date for the completion of the research.

THE PRESIDENT'S HONOUR ROLL, THE ACADEMIC VICE PRESIDENT'S HONOUR ROLL AND THE DEAN'S LIST

The President's Honour Roll, the Academic Vice President's Honour Roll, and the Dean's List are comprised of students with high scholastic achievement. To qualify for any of these lists a student must:

- a. register for and complete 12 graded credits per semester, with no 'incomplete', and no individual grade below "C".
- b. attain a minimum cumulative quality point average of 3.50.

All students attaining a minimum cumulative GPA of 3.50 will receive special recognition at the annual Honours' Convocation Exercise.

- **The President's Honour Roll**
To be listed on the President's Honour Roll, a student must attain a cumulative GPA of 4.00, and must complete at least two full consecutive semesters, with A-F letter grades, or 24 credits.
- **The Academic Vice President's Honour Roll**
To be listed on the Academic Vice President's Honour Roll, the student must attain a cumulative GPA of 3.74 – 3.99, and must complete at least two full consecutive semesters, with A-F letter grades, or 28 credits. The individual must have no 'I' (incompletes) and no individual grade below "C".
- **Dean's List**
All students who maintain a minimum grade point average of 3.50 for one semester of the school year, with at least 12 A-F letter-graded credits with no individual grade below "C" and no "I's" (incompletes), are placed on the Dean's List.

CREDIT BY EXAMINATION (CBE)

A student may apply up to 30 semester Credits by Examination (CBE) to a 128 semester credit degree. CBE assumes that the student already has the required information for the specific course. The student needs to secure approval from the course lecturer, the Dean of the School offering the desired course, and from the Dean of his/her School. Documentary evidence of prior knowledge is a prerequisite for consideration.

CBE may be granted in two ways: (1) through recognized standardized tests and (2) through examinations prepared by the related departments and administered by the Examination Council of the University.

CBE is never regarded as credit taken in residence, and no type of CBE may be used to replace failures or other low grades received at USC.

All CBE must be taken during the first year of study at the University. No CBE of any type can be taken during the semester immediately preceding graduation. Grades awarded for courses completed by CBE are S (satisfactory) or U (unsatisfactory). S and U are not used in computing the GPA. The student is advised that this can be a disadvantage.

TRANSFER CREDITS

An applicant hoping to receive transfer credits from teacher training college, and any other tertiary institutions, must arrange to have all transcripts, certificates and professional transcript evaluations submitted as part of the admissions process. An applicant for USC admission and an applicant for transfer credits are also required to submit an official statement of accreditation or recognition from the relevant accrediting associate or Ministry of Education for each institution attended, or he/she must submit a website address for the institution responsible for recognition or accreditation of certificates, diplomas or degrees submitted to USC. Transfer applicant must have a minimum GPA of 2.00 on a 4.00 point scale for consideration. The transfer applicant who is desirous of pursuing education as an emphasis must have minimum GPA of 2.50 on a 4.00 scale for transfer consideration. Please consult the website and the undergraduate admission instructions for additional information about transfer admissions credits.

PLACING TRANSFER CREDITS ON TRANSCRIPTS

Transfer credits, credits earned at the University of the Southern Caribbean and all other undergraduate credits will be listed when the student graduates.

OFF-CAMPUS COURSES FOR CONCURRENT CREDIT

(Off campus relates to all Adventist Universities and Extension/Satellite Sites)

A student wishing to take courses for credit at off-campus locations must complete the **"Permission to Take Classes for Credit Off-campus" Form** before taking such courses. The course load policy and the following guidelines will apply.

1. A student will not be permitted to take courses for credits at another university while registered for courses at USC during the same semester.

2. To be eligible to apply for a course(s) at an off-campus Institution, the student must meet the following criteria
 - The student's cumulative grade point average must be 2.50 or above at the time of the request.
 - The student must meet the prerequisites for the course(s).
 - The course is not available through the extension sites.
 - The course must not be a duplicate of a course for which the student has already received credit.
 - The course must not be a duplicate of a course previously attempted (earned a letter grade, failed, withdrawn or incomplete) at USC.
3. A student must apply during the semester prior to the one in which he/she wishes to take the course(s).
4. Once a student has received prior permission and taken a course, the student must have an official transcript from that institution sent to the Registrar's Office as soon as the transcript is available.

CORRESPONDENCE STUDY

The School of Distance Education at Andrews University, holding membership in the National University Extension Association and accredited by National Home Study Council, is officially recognized by Andrews University and is recommended for students needing correspondence credit.

A maximum of 24 credits may be accepted toward degree requirements. However, such credits may be applied on an emphasis or a minor, only with the approval of the Department Chairperson. Normally, a student does not take correspondence courses while in residence but may be allowed to do so because of a conflict in schedules. Permission must be obtained in writing from the Dean of the School for the application of credit to the student's emphasis. The correspondence work is counted as part of the regular University load. Six months is normally allowed from the time of enrollment for the completion of a course.

All transcripts for work done by correspondence must be submitted to the Registrar's Office at least one semester prior to completion of programme.

CLASSIFICATION OF A STUDENT

A regular student is classified academically during the first semester according to the levels of academic achievement listed below.

Freshman:	0-32 credits
Sophomore:	33-64 credits
Junior:	65- 96 credits
Senior:	97 + credits with a minimum GPA 2.00

A student designated **freshman** or **sophomore** is by policy allowed to register only for lower division courses; that is, courses numbered between 100 and 299 only.

ACADEMIC INTEGRITY

In harmony with its mission statement, the University of the Southern Caribbean expects that a student will demonstrate the ability to think clearly for himself/herself and exhibit personal and moral integrity in every sphere of life. Thus, a student is expected to display honesty in all academic matters.

Academic dishonesty includes (but is not limited to) the following acts:

1. Falsifying official documents.
2. Plagiarizing, which includes copying others' published work, and/or failing to give credit properly to other authors and creators.
3. Using media from any source, including the Internet (e.g., print, visual images, music) with the intent to mislead, deceive or defraud.
4. Presenting another's work as one's own (e.g., homework assignments).
5. Using materials during a quiz or examination other than those specifically allowed by the instructor
6. Stealing, accepting, or studying from stolen quizzes or examination materials
7. Copying from another student during a regular or take-home test or quiz
8. Assisting another in acts of academic dishonesty (e.g. falsifying attendance records; providing unauthorized course materials)
9. Any other act that seeks to give the student an unfair advantage or which compromises the standards and integrity of USC.

Institutional policy on academic dishonesty includes incremental discipline for multiple offenses and severe penalties for some offenses. Consequences may include denial of admission, revocation of admission, warning from a teacher with or without formal documents, warning from the Departmental Chair or School Dean with formal documentation, receipt of a reduced or failing grade with or without notification of the reason on the transcript, suspension or dismissal from the course, suspension or dismissal from the programme, expulsion from the University, or degree cancellation. Departments and faculty members may publish additional, more stringent, penalties for academic dishonesty in specific programmes or courses.

SATISFACTORY ACADEMIC PROGRESS

A student is expected to maintain the following minimum academic performance standards:

- Successfully complete at least 60% of all courses attempted, following initial enrollment.
- Maintain an overall GPA of at least 2.00 (average grade of C). If a student fails to maintain an overall GPA of 2.00 (on a 4.00 system), his/her enrollment category is changed to **Probationary**.

ACADEMIC PROBATION

A student is placed on academic probation at the end of any semester in which his/her grade point average on all credits attempted falls below a "C" average (2.00). A new or transfer student admitted with less than a "C" average is automatically placed on academic probation.

A student is required to examine his/her University's Electronic Academic Management System grade reports on the published calendar dates for viewing grades. A student with a GPA below 2.00 is required to register at the Student Advisement Centre before attempting to register for the subsequent trimester. Advisors should not clear a student for registration if his/her University's Electronic Academic Management System GPA falls below 2.00. Automatic registration holds will be placed on the University's Electronic Academic Management System and Advisors are required to observe this regulation.

A student on probation is required to discuss credit and workloads with his/her assigned advisor. A student on academic probation for one semester will have his/her class load reduced to 12 credits. A student on probation for two consecutive semesters will not be permitted to re-register for an additional semester, without presenting a workable plan and contract for academic improvement on the prescribed form – *My Academic Plan for Improvement*.

Continuance in the emphasis is contingent upon approval from the Student Advisement Centre (SAC) and the Dean of the School in which the student is registered. The student will be evaluated on his/her willingness to comply with the stipulations on the Academic Plan Form, which becomes a contractual arrangement for continuance at USC.

A student on probation may not hold office in student organizations, and will only be allowed limited participation in any co-curricular organization that represents the University on or off campus. Academic policies will be implemented by the SAC and the student will not be allowed to register on the University's Electronic Academic Management System for a new semester.

TRANSCRIPTS

Academic transcripts for a student who has graduated shall be issued as per policy outlined:

1. Only the Registrar's Office of the University of the Southern Caribbean is authorized to issue official academic transcripts to students.
2. Transcript requests must be dated and signed. There is no exception to this policy.

The transcript of grades is the complete record of grades for all registered courses attempted. The GPA is calculated on all grades earned for courses taken in residence. A student is not free to choose which courses will be placed on the transcript. When the student graduates and re-enrolls to commence another degree, the GPA calculation continues from the first course completed at the institution. The transcripts of graduates will contain the complete record of courses and grades for all courses attempted, in addition to approved transfer courses used to satisfy graduation requirements. Transcripts with missing grades will not be released.

CHANGES OF PROGRAMME

When a student already admitted into a degree programme changes his/her programme by adding or dropping another emphasis, the student's programme will be governed by the current *Bulletin*. A student, who adds a minor may remain on the *Bulletin* already in effect, provided there have been no substantive changes in minor course requirements. A student who drops a minor, associate degree or second emphasis remains on the same *Bulletin*.

RETAINING OFFICIAL DOCUMENTS

A student is advised to download and secure **all official documents**, including the official USC *Bulletin* for his/her year of graduation. Documents to secure include letter of acceptance, checklist for admission to undergraduate programmes, transfer credits, credit by exam, and all course outlines and syllabi. If a student plans to further his/her education, his/her transcript will not be sufficient to evaluate the level of work done. A student will need to submit course outlines and the *Bulletin*. The Records Office will not be able to supply a student with a second copy of any of these items.

RESPONSIBILITY OF THE STUDENT

It is the student's responsibility to comply with the requirements outlined in the *Bulletin* under which he/she first registered. There is no exception to this policy.

GENERAL GRADUATION INFORMATION

Annual graduation exercises are held at the end of the second semester of every school year. The responsibility for meeting requirements for graduation rests primarily upon the student. He/she should be acquainted with the various requirements set forth in the *Bulletin* for his/her specific year of graduation, and should plan an academic programme accordingly. Please refer to the graduation requirements for the baccalaureate and associate degrees found elsewhere in the *Bulletin*.

MINIMUM GRADE POINT AVERAGES REQUIRED FOR GRADUATION

A minimum grade point average of 2.00 (C) is required in all credits used to meet degree requirements, and in all credits earned at USC. (Individual programmes may have higher minimum GPA requirements).

All degrees except Education	GPA	Elementary and Secondary Education degrees only	GPA
Emphasis	2.25	Emphasis	2.50
Minor and Concentration	2.00	Minor and/or Professional Edu.	2.50
Cognate	2.00	Cognate	2.50
Overall (transfer, USC)	2.00	Overall (transfer, USC)	2.50

For an Elementary and Secondary Education student, a minimum overall grade point average of 2.50 is required in **all** courses taken at the University of the Southern Caribbean, or transferred, plus a 2.50 in **all** emphasis and minors, and in **all** professional education courses, with no grade lower than a C. A student in the Educational Services programme will have his/her transfer work considered as a block of courses without consideration for individual grades.

No course with a grade below C- can count toward an emphasis or minor.

RELEASE OF STUDENT INFORMATION FROM EDUCATIONAL RECORDS

The University of the Southern Caribbean assures the confidentiality of a student's educational records. The Records Office makes available without consent, as it deems appropriate, general information such as the name of student, date of attendance, major field of study, graduation date, and enrollment status, and any information required by GATE officers as a compulsory part of the student's application for funding. The information above may be released or published by the University of the Southern Caribbean without prior written consent, unless a request for exception is made in writing by the student or the parents of a dependent student. With the exception of the aforementioned, records are not released to a third party without students' written consent.

ADVISEMENT FOR SATISFYING GRADUATION REQUIREMENTS

While a student may feel free to seek counsel from staff members at all times, it is to the student's advantage at the time of registration and when completing the graduation contract to receive special assistance concerning graduation requirements from his/her assigned academic advisor. Failure to do so could result in graduation setback.

MEMBERSHIP IN THE SENIOR CLASS

To be eligible for membership in the senior class, the student must show reasonable assurance of being able to complete the course requirements by the end of the semester immediately preceding the May Commencement. Towards this end, the student must have submitted the following by the published calendar date for the *Notification of Intention to Graduate*.

1. The graduation application with all lacking courses to be taken
2. The Graduation Preparation Package identifying how all required courses are to be satisfied
3. Approved applications for Credit by Examination
4. Approved applications for transfer credit
5. Approved petitions for waivers and substitutions
6. Action Plan for denied transfers and changes in Graduation Contract
7. All other relevant graduation forms in the *Graduation Handbook*

After a contract has been submitted, a student's approved programme may not be changed without prior written approval of the designated **graduation auditor** for the emphasis, and the **School Dean**. The approval must be done on the Change in Graduation Contract Form. Exceptions from the published requirements are considered only with the written approval of the School Dean.

GRADUATION APPLICATION PROHIBITIONS

A student may only submit a graduation application and contract if:

- He/she has no correspondence work to complete
- He/she has no incomplete courses
- His/her GPA is not below 2.00

COURSES AND CREDIT WHICH WILL NOT BE COUNTED TOWARDS GRADUATION REQUIREMENTS

- Courses used to make up admission requirements, [Except for B.S. in Educational Service]
- Courses with grades below C- in an emphasis, minor, and transferred credits
- Courses with grades below C for B.S. Elementary and B.S. in Educational Service
- Credits for Incompletes
- Topics In and Independent Study courses not accompanied by the Instructor Approval Card
- Courses which should be repeated
- Unapproved overload
- Courses with deferred, late, or no grades
- Credits for anticipated transfers not yet approved
- Courses stated on graduation contract but not scheduled or approved by the Dean
- Extension school courses with late or no grades
- Credits for courses registered on the University's Electronic Academic Management System as audit
- Transfer approvals which show less credits awarded than required for a transfer course
- Credits for transfers to an emphasis above the one third earned in resident regulation
- Minors which do not indicate a minimum of one course earned at USC
- Courses with incorrect credits on the University's Electronic Academic Management System
- Courses taken without the University's Electronic Academic Management System registration clearance
- Anticipated Credit by Exam without documentary approval
- Courses taken in a semester in which a student withdraws
- Courses approved for transfer but later taken at USC

DEADLINE FOR SUBMISSION OF GRADUATION APPLICATION CONTRACT AND SUPPORTING DOCUMENTS

The graduation application and contract should be submitted by the published calendar deadline. At the time of submission of the graduation application and contract, all written approvals for transfer credits, credits by exam, credits for A' levels, waivers, and substitutions of courses must be on file at the Registrar's Office. Approvals not on file should be submitted along with the graduation contract. The list of graduates is compiled from the contracts submitted by the

deadline. There is no guarantee that late contracts for the May graduation or for the December degree conferral exercise will be processed.

CONTRACT DEADLINE FOR A TRANSFER STUDENT

A transfer student enrolling for the senior year only, must submit his/her contract as part of his/her admissions procedure. A student attending for summer semesters only, must turn in his/her request for graduation during the summer proceeding the summer in which he/she plans to graduate.

FINANCIAL INFORMATION

INTRODUCTION

The facilities of USC represent a large investment by the Seventh-day Adventist Church, in buildings and equipment. The University finances its programme of education without assistance from government. Services will, of necessity, incur costs. It is important, therefore, that the student be informed about his/her financial obligations. Before attending classes the student must register and pay the required tuition fees.

FINANCIAL PACKAGE

The Director of Student Finance will help the student develop a financial package to meet the direct expenses of attending USC. It will consist of one or more of the following components: family contributions, summer earnings, work-study, and scholarships.

No student should conclude that he/she cannot meet expenses at USC before seeking advice from the Office of Student Finance to help develop a financial package.

It is the policy of University of the Southern Caribbean to keep charges for tuition, board, and room at a minimum. The university reserves the right to revise rates should this become necessary.

SCHOLARSHIPS

A number of scholarships are available through USC. They require different application procedures, and are not necessarily based on financial need.

- ***Two-way Scholarship***

To be eligible the student must apply to the Seventh-day Adventist (SDA) church where he/she holds membership. Following approval of the student's application by the church, the University will apply 50% of the awarded sum, per semester, an amount not exceeding five hundred dollars (TT\$500.00) per semester to the student's account. The amount stipulated by the University to be awarded to the student is in no way intended to influence or limit the generosity of the local church. This scholarship is restricted to conferences/missions in the Caribbean Union.

- ***Literature Evangelist Scholarship***

Application for this scholarship should be made through the "Student Colporteur Club." Scholarships are applied to the student's account in the following way: To the earnings (65% of annual tuition and fees) of a student literature evangelist who qualifies, USC adds fourteen percent (14%), the Adventist Book Center, fourteen percent (14%) and the Conference, or Mission, seven percent (7%).

- ***Recruitment Plan***

For every bona fide student recruited, accepted and enrolled at the university, the student recruiting that individual earns a tuition discount of ten percent (10%). This 10% is

calculated on the recruited student's tuition for the first semester. A letter of testimony from the recruited student is required along with a request letter from the recruiting student. The letters are to be submitted to the Office of Student Development and Services who will then forward their approval to the Finance Office.

- ***Industrial Scholarships***

A student may work "full-time", a minimum of forty (40) hours weekly (for one year), and on completion of the required number of hours, will receive fifteen percent (15%) bonus. (Open to nationals of Trinidad and Tobago only).

- ***Specially Named Scholarships***

Distinguished alumni and friends of the university, annually provide monies toward student scholarships. These scholarships have specific criteria. Enquiries and applications can be made via the Office of Alumni Affairs.

- ***Tuition Scholarship***

USC awards two-year tuition scholarships annually to a recent graduate, from each of the S.D.A. high schools in the Caribbean Union Conference. Based on the results of the CSEC examinations, a recipient must be the top performer in his/her school. The principal of the high school must also recommend him/her. A student on this scholarship must maintain a 3.0 GPA at the end of the first semester in order to benefit in the second semester. Scholarships must be used in the year they are awarded.

STUDENT EMPLOYMENT

USC has a considerable investment in auxiliary enterprises, and a few industries have been established on the campus to provide opportunities for a student to work. These organizations make it possible for a student with limited financial resources to earn a portion of his/her educational expenses in a given semester. The different industries as well as the service departments operate as business enterprises. A registered student of USC is eligible for employment as long as he/she maintains satisfactory citizenship, scholarship, and labour records and is expected to be efficient and businesslike.

The Director of Student Labour will attempt to place a student who is in financial need and who adheres to the conditions listed below:

- a. Employment is provided in exchange for credit to the student's school account. Limited cash will be disbursed.
- b. Before registering for classes, the student should obtain employment and arrange the hours of labour per week, so that there will be coordination between work programme and class schedule. All employees are expected to be punctual and regular.
- c. Changes in the labour agreement, relating to number of hours, type of work, etc. are to be made only through the Director of Student Labor and the relevant

department head

- d. To obtain a leave of absence from a work programme, a student must have the approval of the head of department/work supervisor.
- e. Full-time summer employment may be available to a student currently enrolled at USC, who has been accepted for the subsequent school year, and is eligible to work in Trinidad and Tobago. Summer employment is extended with the understanding that the earnings of the student will be applied to his/her account and cannot be withdrawn.
- f. A student who performs unsatisfactorily in one department will lessen his/her chances of obtaining employment in another department.

STUDENT TITHING POLICY

USC encourages the payment of the tithe by a student worker. In order to facilitate this practice, ten percent (10%) of earnings will be deducted as tithe. The University then transfers these funds to the Treasurer of the Caribbean Union Conference of Seventh-day Adventists.

REFUND POLICY FOR TUITION, GENERAL AND OTHER FEES

A student who withdraws from the University will be charged for tuition up to the time of official withdrawal. However, no refund or adjustment of the tuition will be made after four weeks of any semester. The refund policy is as follows:

1. Refunds will be issued based on the date classes begin.
2. **80% TUITION** refund will be issued **within** four weeks of the date classes begin.
3. **No TUITION** refund will be issued **after week four** of the date classes begin.
4. **Dorm and cafeteria refund** will be prorated from the date classes begin to the date the withdrawal is completed in the manner noted below.
5. **General and other fees** will be prorated from the date classes begin to the date the withdrawal is completed in the manner below.

<u>First day of class</u>	<u>Amount Refunded</u>
Up to One Week	90%
Up to Two Weeks	75%
Up to Three Weeks	50%
Up to Four Weeks	25%
Later than Four Weeks	No refund

EDUCATIONAL DISCOUNTS

The following discounts shall apply to a student attending USC:

1. A discount of five percent (5%) may be granted to a student who pays the total calculated cost for the school year at the time of matriculation. Discount is given on tuition cost only and on the last month of the second semester.
2. A discount of five percent (5%) of the tuition charges for two children from one family, provided the same person is paying all the expenses. Written application

and proof must be provided.

3. A discount of ten percent (10%) of the tuition charges for three or more children from one family provided the same person is paying all the expenses. Written application and proof must be provided.

Discounts are not retroactive and will be granted only to those whose accounts are kept in balance.

TUITION

A student is required to pay a fee for each course requiring a lab session.

BILLING

Tuition fees, rent for dormitory and other student accommodation, cafeteria and all other fees are billed in full at the beginning of each semester, and are to be paid according to one's financial contract with the University. Please see the current Financial FAQ for details of these contracts.

PRIVATE LESSONS

Private lessons in voice, piano, organ, string, woodwind, brass, and percussion instruments are available. Charges will be made for private instruction in addition to tuition. A drop voucher must be used to discontinue music lessons. Refund will be made according to the refund schedule. No refunds are made for occasional absences whether caused by sickness or other reasons. Lessons missed through the fault of the instructor will be made up. Lessons falling on holidays, field days, or vacations are not made up.

GENERAL FEES

A general fee per semester is charged for each student. This fee includes registration costs, examination fee, library, A.S.B., etc.

STUDENT MEDICAL INSURANCE

A group health plan and hospital medical care is available to each registered student.

This policy does not cover any medical expenses incurred for any physical examination or for prior illnesses.

Details of coverage under this policy are listed in the Student Health Insurance Handbook.

PROPERTY INSURANCE

USC cannot be held responsible for loss of private property by theft, fire, storm, or other causes; it is recommended that a student arrange for property coverage for his/her personal effects.

GENERAL REGULATIONS

1. In keeping with good business principles, the University expects that all accounts will be settled promptly when due.
2. At the time of registration, a student will be required to make definite arrangements with

the Student Finance Office concerning his/her school expenses. Consideration should be given to the cost of the entire year as well as for the current semester.

3. No student will be permitted to continue classes past the date agreed on for settling of his/her account, unless clearance is given by the Student Finance Office.
4. No student will be permitted to register for a new semester's work until his/her account from the previous semester has been settled.
5. A student will not be allowed to participate in the graduation exercise or to receive diplomas until his/her account is paid in full.
6. Requests for transcripts to be sent to any other institutions require approval from the Director of Student Finance. Approval will be given only when the student's account is paid in full.
7. Requests for letters to the embassy require approval from the Director of Student Finance. Approval will be given only when the student's account is paid in full.

Exception to the above regulations can be made only by action of the Administrative Council.

ADVANCED DEPOSIT (CAUTION FEE)

An advanced deposit is required for a new student, except he/she is a day student from Trinidad and Tobago. This sum is refunded when the student's account is cleared and completes studies at USC.

RESIDENCE HALLS' PACKAGE

This is applicable to a single student who chooses to attend USC, and who is required to live in the residence hall. A fee is charged for the use of the cafeteria and accommodation. (Other living accommodations are priced differently).

The University's insurance policy does not include coverage for a student's personal belongings. (See Property Insurance)

EXIT PROCEDURE

- ***Permanent Withdrawal***

To obtain a 100% refund and to avoid financial obligation, a student who registers but cannot attend classes must completely withdraw (or drop) by the calendar deadline. Withdrawal after the published deadlines involves a partial refund or a receivable equivalent to the refund period's percentage (e.g. 10% during the first week).

Exit procedures outlined below must be followed BEFORE one leaves the University of the Southern Caribbean or is no longer enrolled in an academic programme. A student is required to collect the Withdrawal Forms from the Records Office and secure all the required signatures indicated below.

1. Student Development

2. Residence Hall (not applicable for non-resident students)
3. Cafeteria (not applicable for non-resident students)
4. Faculty Dean
5. Director of Student Finance
6. Library
7. Return ID card to University Registrar's Office

- ***Temporary Withdrawal***

A student withdrawing from the University for at least One Semester must complete the Withdrawal Form, indicating the same; additionally, a recipient of GATE must complete a Drop Form. In order to return, the student must collect, complete, and re-submit an Intention to Return Application to the Office of Admissions. A student departing temporarily may retain his/her ID card.

AUDITING CLASSES

Lecture courses, which a student would like to audit, are charged at half the tuition rate. Independent study, ensembles, and participation-type courses may be audited, but full tuition is charged. No grades are awarded for audited courses.

GRADUATION IN ABSENTIA

It is expected that all graduates will participate in the commencement services unless granted written permission by the Registrar to graduate in absentia. Written application for exemption should be made no later than the month prior to the commencement exercise via the Absentia Application Form. The fee for graduating in absentia is in addition to any other graduation charges

STUDENT ADVISEMENT CENTRE

The **Student Advisement Centre** (SAC) provides an integrated approach to student advisement and development through consistent and quality advice to all students. The Centre links several divisions in one central geographic location to provide academic advising, career guidance, learning support, admission and registration information. To this end, the Centre provides advice, freshmen advising, support counseling and mentoring.

Vision

SAC is a trusted source of advising excellence, providing support and guidance to students, to facilitate their intellectual and professional development.

Mission

To provide a friendly and professional advising experience to engender student success.

Goal

To enable students to successfully matriculate in an empowering and stress free environment

Objectives

- To assist students in making informed decisions about their academic journey.
- To facilitate an understanding of the purpose of higher education.
- To enable the students to act and think independently.

RATIONALE

The SAC is pivotal to the academic success of the average student who is constantly bombarded by information overload and pressured with tight deadlines and busy schedules. In spite of the advantages of information technologies in providing student information, universities have recognized that the face to face interactions afforded by the SAC serve to provide a holistic student experience. The SAC facilitates the transition and adjustment of the new and continuing students to the university's ethos and culture and enable students to effectively navigate the system. This is important since students come from different countries, cultures and education systems and are required to become integrated quickly into the institution so that they can adapt to their new environment and feel a sense of belonging.

The services offered by the SAC address the emergent needs of the students and this experience can positively impact student retention and completion. This integrative approach to Student Services is a more student-centered approach and it allows students to access timely advice from different divisions under one roof. The SAC facilitates networking and referrals in quality time and reduces the anxiety and frustrations of finding advisors and staff in different departments. While this approach removes the responsibility of advising from every instructor or faculty within schools, there are trained advisors from each school within the *Advisement Secretariat* to ensure that students receive trusted and reliable information in a timely and professional manner. Services provided by the SAC are:

- ❖ Academic Advising
- ❖ GPA Calculations

- ❖ Probation
- ❖ Provisional Registration
- ❖ Understanding Programme Guides
- ❖ Academic Progress Reports
- ❖ Withdrawal
- ❖ Career Development Services
- ❖ Freshmen Advisement Services
- ❖ Honours Programme
- ❖ CSEC Classes

The Academic Advisors of the SAC will provide advisory services in the following areas:

- ❖ Academic Bulletin and Policies
- ❖ Forms and Processes
- ❖ General Education Requirements for Degrees
- ❖ Codes of Conduct
- ❖ University Dates and Deadlines
- ❖ Transfer Credits
- ❖ Incompletes
- ❖ GATE
- ❖ Exam Regulations
- ❖ Understanding the Electronic Academic Management System
- ❖ Pre University Certificate (PUC)

DEGREE PROGRAMMES

SCHOOL OF BUSINESS

Bachelor of Business Administration in Finance
Bachelor of Business Administration in Hospitality and Tourism
Bachelor of Business Administration in Human Resource Management
Bachelor of Business Administration in Management
Bachelor of Business Administration in Marketing
Bachelor of Science in Economics
Bachelor of Science in Accounting
 Minors: Accounting
 Economics
 Business Administration
 Finance
 Human Resource Management
 Marketing
 Non-Profit Management
 Supervisory Management

SCHOOL OF EDUCATION AND HUMAN SCIENCES

Bachelor of Science in Elementary Education
 Emphases: General Science
 Language Arts
 Reading
 Social Studies
Bachelor of Science in Educational Service
Bachelor of Science in Family and Consumer Sciences
Bachelor of Science in Nutrition and Dietetics
 Minors: Food and Nutrition
 Family and Consumer Sciences
 Family Studies

SCHOOL OF HUMANITIES

Bachelor of Arts in English
 Emphases: Linguistics and Education
 Literature and Language
 Communications
Bachelor of Arts in History
Bachelor of Science in Social Studies
Associate of Arts in Music
 Minors: History
 Music
 Music for (Elementary Teacher Education)

SCHOOL OF SCIENCES AND TECHNOLOGY

Bachelor of Science in Biology

Emphases: Biomedical
Zoology

Bachelor of Science in Computing

Emphases: Software Systems
Internet Technologies
Information Systems

Bachelor of Science in Nursing

Associate of Science in Computer Information Systems

Minors: Biology
Chemistry
Computing
Mathematics
Physics

SCHOOL OF SOCIAL SCIENCES

Bachelor of Science in Behavioural Sciences

Emphases: Sociology
Psychology
Combined Sociology & Psychology

Bachelor of Science in Psychology

Bachelor of Science in Social Work

Emphases: Medical
Administration
Community
Mental Health
Education

Bachelor of Science in Sociology

Bachelor of Science in Criminology and Criminal Justice

Bachelor of Science in Government and Politics

Emphases: Government and Politics
International Relations

Minors: Behavioural Sciences
Psychology
Sociology
Family Studies

SCHOOL OF THEOLOGY AND RELIGION

Bachelor of Arts in Theology

Emphases: Pastoral Ministry
Health Ministry
Youth Ministry

Bachelor of Arts in Religion

Minors: Religion

Biblical Languages
Health

AWARDING CREDIT FOR A-LEVEL (OR EQUIVALENT) PASSES

Students with A-level passes may be awarded up to 10 Semester credits for each A-level pass. These credits may be used as applicable toward graduation requirements, including general education, emphasis, concentration, minor, and general electives.

The following list of courses may serve as a guideline for the application of specific credits for A-level passes. Other credits up to a total of 10 Semester credits per A-level pass may be recorded as general electives in the specific area. The present practice is to grant a Satisfactory/Passing grade of “S” for A-level grades A-E.

A-Level Courses	USC Equivalent Courses	Semester Credits
Accounts	ACCT121, 122 Fundamentals of Accounting I, II	3, 3
Biology or Zoology	BIOL111, 112 Anatomy & Physiology I, II	4, 3
	OR BIOL165, 166 Foundations of Biology I, II	5, 5
Business	BSAD104 Introduction to Business	3
	MGMT210 Small Business Management	3
Chemistry	CHEM131, 132 General Chemistry I, II	4, 4
Computing	CPTR120 Introduction to Computer Programming	3
	CPTR250 Computer Science I	3
Economics	ECON227 Principles of Macroeconomics	3
	ECON226 Principles of Microeconomics	3
English	ENGL115 English Composition I	3
	ENGL186 A Literary Experience	3
	ENGL255 Studies in Literature	3
French	FREN171, 172 Elementary French I, II	4, 4
General Paper	Counts for an O-level English pass	0
Geography	GEOG125 Introduction to Regional Geography	3
History	HIST104 World Civilizations I	3

	HIST105 World Civilizations II	3
	HIST147 West Indian History	3
Home Economics	FMST350 Family Cultural Perspectives	3
	FDNT124 Food Science	3
Law	BHSC220 Contemporary Social Issues	3
Math	MATH165 College Algebra	3
	MATH141 Calculus I	4
	MATH167 Pre-Calculus Trigonometry	4

NOTE: Because of the variety of options in the Cambridge (or equivalent) examinations, some of which do not include statistics, the granting of credit for STAT285 Elementary Statistics is not supported. However, in individual cases, where both S1 and S2 Statistics are taken, or possibly only S1, the Andrews University Department of Physics may support a petition granting such credit.

Physics	PHYS141, 142 General Physics	4, 4
Psychology	PSYC101 Introduction to Psychology	3
Sociology	SOCI119 Principles of Sociology	3
	SOCI325 Caribbean Sociology	3
Spanish	SPAN172 Elementary Spanish II	4

GUIDELINES FOR AWARDING CREDIT FOR TWO-YEAR TEACHER TRAINING PROGRAMME CERTIFICATES

A. Diploma from University of the Southern Caribbean

COURSES COMPLETED	QUARTER CREDITS	USED TO FULFILL THE REQUIREMENT FOR THE FOLLOWING COURSES AT USC	SEMESTER CREDITS GRANTED
Psychology and Sociology of Education			
EDUC151 Psychology and Sociology of Education	2	EDFN425 History and Sociology of Education in the Caribbean	2
EDUC152 Psyc. and Soc. of Ed	2	EDPC301 Human Development	3
EDUC153 Psyc. and Soc. of Ed.	2	EDPC302 Educational Psychology	3
EDUC251 Psyc. and Soc. of Ed.	2		
EDUC252 Psyc. and Soc. of Ed.	2		
EDUC253 Psyc. and Soc. of Ed.	2		
Principles and Methods			
EDUC161 Principles and Methods	2	EDTE330 Principles and Practice of Education	3
EDUC162 Principles and Methods	2	EDTE457 Elem. Methods: Social Studies	2
EDUC163 Principles and Methods	2	EDTE446 Elem. Science and Health Method	2
EDUC261 Principles and Methods	2		
EDUC262 Principles and Methods	2		
EDUC263 Principles and Methods	2		
Reading			
RDED121 Reading Education	1	EDTE418 Teaching Beginning Reading	3
RDED122 Reading Education	0.5		
RDED123 Reading Education	1		
RDED221 Reading Education	1		

RDED222 Reading Education	1		
RDED223 Reading Education	0.5		
English Language			
ENGL131 Eng. Lang. Studies	2	ENGL115 English Composition I	3
ENGL132 Eng. Lang. Studies	2	COMM104 Communication Skills	2
ENGL133 Eng. Lang. Studies	2	EDTE444 Elementary Language Arts Methods	2
ENGL231 Eng. Lang. Studies	2		
ENGL232 Eng. Lang. Studies	2		
ENGL233 Eng. Lang. Studies	1		
English Literature			
ENGL141 Eng. Literary Studies	1.5	ENGL267 Approaches to Literature	3
ENGL142 Eng. Literary Studies	1.5	ENGL376 English Literature II	3
ENGL143 Eng. Literary Studies	1.5		
ENGL241 Eng. Literary Studies	1.5		
ENGL242 Eng. Literary Studies	1.5		
ENGL243 Eng. Literary Studies	1.5		
Music Education			
MUSC121 Music Education	1	MUED458 Music in Elementary School	2
MUSC122 Music Education	1		
MUSC123 Music Education	1		
Social Studies			
HIST131 Social Studies	1.5	GEOG125 Intro. to Regional Geography	3
HIST132 Social Studies	1.5	HIST105 World Civilization II	3
HIST133 Social Studies	1.5		
HIST231 Social Studies	1.5		
HIST232 Social Studies	1.5		
HIST233 Social Studies	1.5		
Mathematics			
MATH121 Elem. Mathematics	1.5	MATH175 Mathematics for the Primary School Teacher I	2
MATH122 Elem. Mathematics	1.5	MATH176 Mathematics for the Primary School Teacher II	2
MATH123 Elem. Mathematics	1.5	EDTE445 Elem. Mathematics Methods	3
MATH231 Elem. Mathematics	1.5		
MATH232 Elem. Mathematics	1.5		
MATH233 Elem. Mathematics	1.5		
General Science			
GNSC121 General Science	2	GNSC262 General Science for the Primary School Teacher I	2

GNSC122 General Science	2	GNSC264 General Science for the Primary School Teacher II	2
GNSC123 General Science	2	IDSC240 Topics in General Science	3
GNSC221 General Science	2		
GNSC222 General Science	2		
GNSC223 General Science	1		
Art and Craft			
ART 121 Art and Craft	1	EDTE457 Elem. Methods: Art/Craft	2
ART 122 Art and Craft	1		
ART 123 Art and Craft	1		
Practical Teaching			
EDUC241 Practical Teaching	4	EDTE488 Student Teaching	8
EDUC242 Practical Teaching	4		
EDUC243 Practical Teaching	4		
Electives			
EDUC 171-173	4.5	Electives: use where suitable, depending on subject emphasis or minors	6
EDUC 271-273 Elective Areas: In Subject Area Title	4.5 [1.5 x 6]		
TOTAL (QUARTER CREDITS)	105	TOTAL (SEMESTER CREDITS)	68

*Persons who completed their Teacher Training Programme more than five years before matriculating in the BSEE programme must retake EDTE457 Elementary Methods in Mathematics.

B. Diploma from Other Teacher Training Programmes

Courses in Two-Year Teacher Training

Psychology and Sociology
of Education (12)

Courses in Degree Programmes

EDUC425 History and Sociology of Education 2
EDPC301 Human Development 3
EDPC302 Educational Psychology 3
Total 8

Principles and Methods (12)

EDTE330 Principles and Practice of Education 3
EDTE446 Elem. Science and Health Method 2
EDTE457 Special Methods: Social Studies 2
Total 7

Reading (5)

EDTE418 Teaching Beginning Reading 3

English Language (11)

EDTE444 Elementary Language Arts Methods 2
ENGL115 English Composition I 3

		COMM104 Communication Skills	<u>2</u>
		Total	7
Music and Movement (4)		MUED458 Music in Elem. School	2
Social Studies (9)		GEOG125 Intro to Regional Geography	3
		HIST105 World Civilizations II	<u>3</u>
		Total	6
Mathematics (9)		MATH175 Math. for the Prim. Sch. Teacher I	2
		MATH176 Math. for the Prim. Sch. Teacher II	2
		EDTE445 Elem. Mathematics Methods	<u>3</u>
		Total	7
English Literature (10)		ENGL267 Approaches to Literature	3
		ENGL386 English Literature II	<u>3</u>
		Total	6
General Science (11)		GNSC262 Gen. Sc. for the Prim. Sch. Teacher I	2
		GNSC264 Gen. Sc. for the Prim. Sch. Teacher II	2
		IDSC240 Topics in General Science	<u>3</u>
		Total	7
Arts & Crafts (3)		EDTE457 Elem. Methods: Art and Craft	2
Practical Teaching (12)		EDTE488 Student Teaching	8
Electives (7)		Electives. Use where they fit best, depending on subject emphasis and minors.	<u>4</u>
Total	<u>(98)</u>	Total	<u>67</u>

*Persons without O-level Mathematics must take the Math placement examination before transfer credit will be granted.

+Persons who completed their Teacher Training Programme more than five years before matriculating in the BSEE programme must retake EDTE457 Elementary Methods in Mathematics.

COURSES APPROVED FOR S/U GRADES

BHSC495	Independent Study/Readings/Research/Project	S/U or A-F
BIBL495	Independent Study	S/U or A-F
BIOL495	Independent Readings/Research	S/U or A-F
BSAD499	Research in Management	S/U or A-F
COMM495	Independent Study/Readings/Res./Project	S/U or A-F
CPTR491	Independent Study	S/U or A-F
CPTR492	Special Projects	S/U only
EDTE487	Student Teaching Seminar	S/U or A-F
EDTE488	Student Teaching III	S/U or A-F
EDTE490	Research Methods in Education	S/U or A-F
EDTE499	Independent Study	S/U or A-F
ENGL495	Independent Study	S/U or A-F
HIST495	Independent Study/Readings/Research	S/U or A-F
HMEC415	Professional Experience	S/U or A-F
HMEC459	Practicum	S/U or A-F
HMEC495	Independent Study/Readings	S/U or A-F
OFAD465	Practicum	S/U or A-F
OFAD495	Independent Study/Project	S/U or A-F
PEAC130	Special Activities	S/U or A-F
PETH450	Practicum in Health	S/U only
PSYC295	Independent Study/Readings/Research	S/U or A-F
PSYC480	Field Experience	S/U or A-F
RELG496	Special Projects in Religion	S/U or F
RELP200	Pastoral Practicum	S/U only
SOCI420	Social Work Methods Seminar I	S/U only

SOCI421	Social Work Methods Seminar II	S/U only
SOCI435	Field Instruction I	S/U only
SOCI436	Field Instruction II	S/U only
SOCI480	Field Experience	S/U or A-F
SOCI489	BSW Professional Seminar	S/U only

COURSES APPROVED FOR HONOURS

The following courses are approved for Honours students.

<i>HONS110</i>	<i>Exploring Self and Career Choice</i>	1
	What is self? How is it formed and transformed? What role does the “other” play in our determination of self? To what extent is self an independent construct, and to what extent is it socially and ideologically determined? How does self impact on career choice? Such questions are addressed through written and oral examination on our own lives and the lives of others, as represented in in significant texts recommended during the first year.	
<i>HONS115</i>	<i>Topics in Family Life</i>	3
BHSC100-50	Philosophy of Service	2
BIOL208-50	Environmental Science	4
BIOL245-50	Natural History of Trinidad and Tobago	3
CHEM107-50	Chemistry in Society	3
COMM104-50	Communication Skills	3
EDTE354-50	Philosophy for Education	3
ENGL225-50	Studies in Literature	3
ENGL425-50	Literary Topic: Biblical Literature	3
FDNT230-50	Nutrition	3-4
FMST456-50	Marriage and the Family	3
HONS110	Exploring Self and Career Choice	1
HONS115	Topics in Family Life	3
HONS180	Topics, Independent Study, and Research	1-3
HONS380	Topics, Independent Study, and Research	1-3
HONS295	Independent Study (in any department)	1-6
HONS495	Independent Study (in any department)	1-6
HONS398	Research Pro-Seminar	1
HONS497	Senior Honours Research	2-4
IDSC205-50	Introduction to Fine Arts	3
MURE420-50	Church Music and Hymnology	3
RELB210-50	Jesus in His Time and Ours	3
RELB225-50	Doctrines of the Adventist Faith	3
RELT340-50	Religion and Ethics in Society	3

CURRICULA FOR THE BACCALAUREATE AND ASSOCIATE DEGREE PROGRAMMES

COURSE NUMBERING

In the courses outlined on the following pages, those numbered 100 to 199 and 200 to 299 are lower division courses, and are generally designed for first and second year students. Subjects numbered 300 to 399 and 400 to 499 are upper division courses, and are generally designed for the third and fourth-year students. Courses numbered 001 to 099 are not university's level courses and are not intended for academic credit. Subjects followed by conservative numbers indicate an integrated sequence of subject matter taught for two or three semesters. Though it is generally intended that such subjects be pursued consecutively, some of them may be taken in any order. The student must check with the instructor before registering.

GENERAL EDUCATION

PHILOSOPHY OF GENERAL EDUCATION

The rapid expansion of knowledge in a multi-cultural world requires those who would be truly educated to adopt a philosophy of life-long learning. One must engage the mind in the study of many fields - from the fine arts to the empirical and social sciences. This broad encounter with various perspectives, and the exposure to knowledge gained from many disciplines, forms the domain of General Education.

Thus, the General Education programme encourages students to reach beyond the mere exercise of certain skills and the accumulation of present knowledge. Although the faculty deeply respects learning, it considers another goal equally essential: producing Christian alumni notable for their culture, character, civility, and intellect. Thus, the faculty seeks to prepare graduates who possess the ethical values, interests, abilities, and analytical thinking for both leadership and service, so that they contribute effectively to their homes, companies, communities and churches. Transmitting this common, yet distinctive heritage – along with an appropriate level knowledge and skills – forms the essential purpose of General Education at University of the Southern Caribbean.

GENERAL EDUCATION GOALS

To be well-informed, participating members of society, graduates must be knowledgeable in many areas. The University of the Southern Caribbean considers the following areas to be important, and designs its curriculum to help students meet their goals.

Religion – From a study of faith, ethics, and doctrine, students will gain an experiential understanding of God's divine plan for their lives.

Language and Communication – Through practice, students will develop strategies for effective oral and written English communication.

Arts and Humanities – As a student studies and experiences literature, ideas, and the performing and casual arts, he/she will come to understand how civilization expresses itself.

Social Science – The students will come to understand human-behavioural theories and perspectives, as manifested in social, geographic, political, and economic relationships.

Service – The student will apply his/her knowledge and skills to benefit others by identifying with and serving in a selected community.

Physical/Science and Technology – The student will experience the scientific method of studying the natural universe and the current way of understanding it.

Wellness – The student will study and apply the principles of health and fitness to his/her own lives.

Mathematics and Computer Science – The student will develop the logical, mathematical, and computer skills essential in a modern technological society.

SCHOOL OF BUSINESS

DEAN: Phyllis L. Andrews, Ph.D., MBA, MAT

CHAIRPERSONS: Christopher Francique, M.Sc.
Department of Accounting, Finance and Economics

Sherry-Lyn Legall, MBA
Department of Marketing and Management

MISSION STATEMENT

The mission of the School of Business is to provide exceptional business education through excellent academic standards, ethical practices, superior teaching, quality research, significant service, and the effective use of technology from a Christian perspective.

VISION

A business school fully governed by Christian ideals and totally committed to attaining world class standards in teaching and learning.

GOALS AND DIRECTIONS OF THE SCHOOL OF BUSINESS

If we seek to reach a destination, we must follow a map and refer to it often. The School of Business' Goals and Directions serve as a roadmap to ensure that we stay on the right path and never lose sight of our mission in teaching, research, and service. The School of Business:

- Will continually design and deliver business education with deep social context.
- Will teach and conduct research and outreach programmes highlighting socially responsible business practices that will help lift people and communities out of poverty and into prosperity.
- Will give our students the knowledge they need to be successful, while maintaining and instilling core values.
- Will construct our teaching programmes with a global perspective, to ensure that our students are able to compete and succeed in a global economy.
- Will give our students the tools they need to reach their highest potential, academically and professionally.
- Will provide our students with invaluable advice and insight derived from our real-world experiences and rigorous research.
- Will promote entrepreneurship in all its programmes in order to develop in students the ability to create and innovate.

- Will assist our graduates in reaching their professional goals, while helping organizations match their specific needs with our students' individual talents.
- Will develop and support faculty members to ensure that they are able to succeed both as teachers and creators of new knowledge.
- Will be among the national and international leaders in developing and teaching sustainable business practices.

ASSURANCE OF LEARNING AND EXIT REQUIREMENTS

Student learning is the central activity of higher education. Definition of learning expectations and assurance that graduates achieve learning expectations are key features of our academic programmes in the School of Business. The School, in accordance with standards established by the Association of Collegiate Business Schools and Programmes (ACBSP) and the Accreditation Council of Trinidad and Tobago (ACTT), is establishing Assurance of Learning standards that evaluate how well it accomplishes its educational objectives. In order to implement this initiative, all majors in the School of Business are required to successfully demonstrate basic knowledge in the following core courses.

ACCT121	Fundamentals of Accounting I	3
ACCT122	Fundamentals of Accounting II	3
ECON226	Principles of Microeconomics	3
ECON227	Principles of Macroeconomics	3
FNCE217	Principles of Finance	3
HRMN250	Human Resource Management	3
MKTG201	Principles of Marketing	3
MGMT202	Business Communication	3
MGMT255	Principles of Management	3
MGMT315	Entrepreneurship	3
MGMT341	Business Law	3
MGMT345	Business Ethics	3
MGMT475	Operations Management	3
MGMT495	Strategic Management	3

Student competency in the above areas is demonstrated in the capstone course, Strategic Management, which brings together the information obtained from the core courses in the form of a major business project/case. This project/case presentation requires panel review from a team consisting of corporate citizens and personnel representing all emphases in the School of Business. The course evaluation can best be described as a test of general competency and successful completion of this course therefore is mandatory for completion of the bachelor's degree in Business.

A student is also required to attend at least four (4) business seminars (1 per year) during his/her tenure at the University. Four (4) citizenship credits will be assigned.

A student is required to do an internship in the area of his/her emphasis. This internship requires that the student be engaged in a work assignment or project for a minimum of 100 hours. At least one semester before registering for the class that incorporates the internship component, the student should seek advice from his/her Chairperson.

PROGRAMMES

- **Bachelor of Science in Accounting**
- **Bachelor of Business Administration in Finance**
- **Bachelor of Science in Economics**
- **Bachelor of Business Administration in Human Resource Management**
- **Bachelor of Business Administration in Hospitality and Tourism Management**
- **Bachelor of Business Administration in Management**
- **Bachelor of Administration in Marketing**

Minors:

- **Accounting**
- **Economics**
- **Finance**
- **Business Administration (General)**
- **Human Resource Management**
- **Marketing**
- **Non-profit Management**
- **Supervisory Management**

All bachelor’s degrees in the School of Business require a minimum of 128 semester hours, composed of General Education Requirements, Required Business Core Courses, Emphasis Requirements, and Required Cognates & Practicum.

General Degree Requirements

A. General Education Requirements	53
B. Courses required for the Business Core	42
C. Courses required for the Emphasis	27
D. Courses required for the Cognates and Practicum	<u>06</u>
	<u>128</u>

GENERAL EDUCATION REQUIREMENTS FOR BACCALAUREATE DEGREE PROGRAMMES

a.	<u>Religion</u>		(12 credits)
	(1)	RELT100 God and Human Life	3
	(2)	<u>Select three of the following:</u>	9
		RELB210 Jesus in His Time and Ours	(3)
		RELG360 Topics: World Religions	(3)

RELT250 Personal Spirituality and Faith (3)

RELT340 Religion and Ethics in Modern Society (3)

Note: Students must take one religion course each school year or school year equivalent. A transfer student must take one course per year of residency, or full-time equivalent at USC or other Seventh-day Adventist College or University. A part-time student must take one religion course for every 30 hours completed on a part-time basis.

b. Arts/Humanities/Philosophy (10 credits)

(1) HIST104 **OR** HIST105 World Civilizations I, II (3) 3

OR
HIST147 West Indian History (3)

Note: If Caribbean History was not passed at the GCE/CXC or CSEC level, HIST147 must be taken.

(2) ENGL255 Studies in Literature 3

(3) IDSC205 Introduction to Fine Arts (2) 2

Two credits for Ensemble:

MUPF135 USC Chorale (1)

MUPF235 University Singers (1)

MUPF140 Steel-pan Ensemble (1)

(4) EDTE354 Philosophy for Education 2

c. Social Sciences (03 credits)

Select One 3

BHSC220 An Interdisciplinary Approach to Contemporary Social Issues (3)

ECON226 Principles of Microeconomics* (3)

PLSC235 Introduction to Political Systems (3)

PSYC101 Introduction to Psychology (3)

SOC119 Principles of Sociology (3)

**(Business students to select from BHSC220, PLSC235, PSYC101, SOC119)*

d. Language and Communication (12 credits)

(1) COMM104 Communication Skills 3
(Must be completed in the first or second year)

(2) ENGL115 English Composition I 3

(3) ENGL215 English Composition II 3

(4)	Foreign Language	3
	<i>Select one</i>	
	FREN101 Conversational French	(3)
	SPAN103 Spanish for Business	(3)
e.	<u>Natural Science</u>	(04 credits)
	<i>Select from the following:</i>	
	*BIOL111 Anatomy and Physiology I	(4)
	BIOL208 Principles of Environmental Science	(3)
	BIOL245 Natural History of Trinidad and Tobago	(3)
	CHEM107 Chemistry in Society	(3)
	FDNT230 Nutrition	(3,4)
	PHYS115 Concepts of Physics	(3)
	<i>*(Recommended for Business majors)</i>	
f.	<u>Mathematics</u>	(03 credits)
	MATH165 College Algebra	3
	<i>(Requirement satisfied in the Cognate)</i>	
	<i>Note: Students should have fulfilled any one of the following to be allowed to register for MATH165 College Algebra:</i>	
	<i>(1) a pass with a 1,2, or 3 (from 1998) in CXC or CSEC Mathematics</i>	
	<i>(2) a minimum score of 2.0 in the Mathematics Placement Exam (MPE).</i>	
	<i>Any student who scores a 4.0 in the MPE may petition to waive MATH165</i>	
g.	<u>Computer Tools</u>	(03 credits)
	CPTR100 Introductory Computer Tools	3
h.	<u>Wellness</u>	(02 credits)
	(1) HELD120 Fit and Well	1
	(2) <i>Select One</i>	1
	PEAC110 Personal Physical Fitness	(1)
	PEAC130 Special Activities: _____	(1)
i.	<u>Service</u>	(02 credits)
	BHSC100 Philosophy of Service	2
	<i>(Requirement satisfied in the Emphasis)</i>	
	<i>(Must include a service component)</i>	
j.	<u>Vocational/Career Planning</u>	(02 credits)
	IDSC110 College Success and Career Planning	1
	<u>Select One</u>	1
	HMEC129 Social & Professional Ethics	(1)

TCED285 Upholstery

(1)

TOTAL

(53 credits)

DEPARTMENT OF ACCOUNTING, FINANCE AND ECONOMICS

The Accounting, Finance and Economics Department provides students with skills essential to managing and developing the framework underlying the measurement, analysis, interpretation and communication of economic and financial data.

The undergraduate Accounting Emphasis prepares students for a career in accounting. The undergraduate Finance Emphasis exposes students to three major branches of finance: investments, corporate, and financial institutions. It also helps students that are planning to sit for the CFA exam. The Economics Emphasis gives one skills that are useful in a variety of settings, because economic issues are important in virtually every occupation.

The Department has three concentrations or specializations designed for students to excel in their respective fields. They are:

- **Bachelor of Science in Accounting**
- **Bachelor of Business Administration in Finance**
- **Bachelor of Science in Economics**

Minors:

- **Accounting**
- **Economics**
- **Finance**

1. BACHELOR OF SCIENCE IN ACCOUNTING

The accounting programme shares with the University its fundamental mission to make student learning its central focus. Our goal is to develop superior students who will be sought for their skills, integrity, and professional attitude. We facilitate our students' transition from the academic community to the professional community by promoting accounting internships, and events that encourage student interaction with practicing accountants.

General Degree Requirements

A.	General Education Requirements	53
B.	Courses required for the Business Core	42
C.	Courses required for the Emphasis in Accounting	27
D.	Courses required for the Cognate	<u>06</u>

TOTAL **128**

A. General Education Requirements

(53 credits)

B. <u>Courses required for the Business Core</u>		(42 credits)
ACCT121	Fundamentals of Accounting I	3
ACCT122	Fundamentals of Accounting II	3
ECON226	Principles of Microeconomics	3
ECON227	Principles of Macroeconomics	3
FNCE217	Principles of Finance	3
HRMN250	Human Resource Management	3
MGMT202	Business Communication	3
MGMT255	Principles of Management	3
MGMT315	Entrepreneurship	3
MGMT341	Business Law	3
MGMT345	Business Ethics	3
MGMT475	Operations Management	3
MGMT495	Strategic Management	3
MKTG201	Principles of Marketing	3
C. <u>Courses required for the Emphasis</u>		(27 credits)
ACCT221	Intermediate Accounting I	3
ACCT222	Intermediate Accounting II	3
ACCT330	Cost and Managerial Accounting	3
ACCT455	Accounting for Gov't Non-Profit Organizations	3
ACCT456	Advanced Accounting	3
ACCT361	Taxation	3
ACCT465	Auditing	3
ACCT476	Accounting Information Systems	3
ACCT485	Accounting Theories and Practice	3
D. <u>Courses required for the Cognate</u>		(06 credits)
INFS215	Information Systems Theory and Applications	3
MGMT301	Business Statistics	3

2. **BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE**

The mission of the finance programme is to educate our students, at the undergraduate and graduate levels, to serve their organizations and society. We do that by teaching the concepts and tools necessary to understand the role of finance within organizations and society. We also do that by teaching our students to act in ways that enhance the value of the resources available to organizations and society.

General Degree Requirements

A.	General Education Requirements	53
B.	Courses required for the Business Core	42
C.	Courses required for the Emphasis in Finance	27
D.	Courses required for the Cognate	<u>06</u>

	TOTAL	<u>128</u>
A. <u>General Education Requirements</u>		(53 credits)
B. <u>Courses required for the Business Core</u>		(42 credits)
ACCT121	Fundamentals of Accounting I	3
ACCT122	Fundamentals of Accounting II	3
ECON226	Principles of Microeconomics	3
ECON227	Principles of Macroeconomics	3
FNCE217	Principles of Finance	3
HRMN250	Human Resource Management	3
MGMT255	Principles of Management	3
MGMT202	Business Communication	3
MGMT315	Entrepreneurship	3
MGMT341	Business Law	3
MGMT345	Business Ethics	3
MGMT475	Operations Management	3
MGMT495	Strategic Management	3
MKTG201	Principles of Marketing	3
C. <u>Courses required for the Emphasis</u>		(27 credits)
FNCE321	Money and Banking	3
FNCE381	Investments	3
FNCE401	Analysis of Financial Statement	3
FNCE411	Real Estate Finance	3
FNCE426	International Finance	3
FNCE430	Public Finance	3
FNCE436	Management of Financial Institutions	3
FNCE481	Security Analysis and Portfolio Management	3
FNCE490	Topics in Finance	3
D. <u>Courses required for the Cognate</u>		(06 credits)
INFS215	Information Systems Theory and Applications	3
MGMT301	Business Statistics	3

3. **BACHELOR OF SCIENCE IN ECONOMICS**

It has been our aim to purposefully design a curriculum that will provide our students with one of the best undergraduate programmes in economics in the country. A degree in economics provides the student with the ability to apply economic principles and models to a wide range of issues, whilst understanding the wider driving forces that shape social policy.

General Degree Requirements

A. General Education Requirements	53
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B.	Courses required for the Business Core	42
C.	Courses required for the Emphasis in Economics	27
D.	Courses required for the Cognate	<u>06</u>
	TOTAL	<u>128</u>

A. General Education Requirements **(53 credits)**

B. Courses required for the Business Core **(42 credits)**

ACCT121	Fundamentals of Accounting I	3
ACCT 122	Fundamentals of Accounting II	3
ECON226	Principles of Microeconomics	3
ECON227	Principles of Macroeconomics	3
FNCE217	Principles of Finance	3
HRMN250	Human Resource Management	3
MGMT255	Principles of Management	3
MGMT315	Entrepreneurship	3
MGMT202	Business Communication	3
MGMT341	Business Law	3
MGMT345	Business Ethics	3
MGMT475	Operations Management	3
MGMT495	Strategic Management	3
MKTG201	Principles of Marketing	3

C. Courses required for the Emphasis **(27 credits)**

ECON332	Intermediate Macroeconomic Analysis I	3
ECON333	Intermediate Macroeconomic Analysis II	3
ECON330	Intermediate Microeconomic Analysis I	3
ECON331	Intermediate Microeconomic Analysis II	3
ECON425	Caribbean Economic Issues	3
ECON440	International Economics	3
ECON450	Economic Developments	3
ECON455	Comparative Economic Systems	3
ECON460	Econometrics and Business Cycles	3

D. Courses required for the Cognate **(06 credits)**

INFS215	Information Systems Theory and Applications	3
MGMT301	Business Statistics	3

Undergraduate Minors for Non Business Majors

Students majoring in fields other than business (e.g. Theology, Social Science, Education, etc.) at the University of the Southern Caribbean can minor in business while completing their under-graduate degree in another school. Students interested in pursuing the MBA are able to waive some of the foundation courses through completion of selected courses in the general minor. Our more specialized minors are great options for students that may

or may not be interested in the MBA, but are seeking business knowledge to make them more marketable in the job and internship search.

The Department of Accounting, Finance and Economics currently offers three specialized minors for students majoring in fields other than business:

The **minors** include **Accounting, Economics and Finance**

4. MINOR IN ACCOUNTING

<u>Courses required for the Minor</u>		(21 credits)
ACCT121	Fundamentals of Accounting I	3
ACCT122	Fundamentals of Accounting II	3
ACCT221	Intermediate Accounting I	3
ACCT330	Cost and Managerial Accounting	3
ACCT	Electives	3
ECON226	Principles of Microeconomics	3
MGMT255	Principles of Management	3

5. MINOR IN ECONOMICS

<u>Courses required for the Minor</u>		(21 credits)
ACCT121	Fundamentals of Accounting I	3
ECON226	Principles of Microeconomics	3
ECON227	Principles of Macroeconomics	3
ECON330	Intermediate Microeconomic Analysis I	3
ECON332	Intermediate Macroeconomic Analysis I	3
ECON	Elective	3
MGMT255	Principles of Management	3

6. MINOR IN FINANCE

<u>Courses required for the Minor</u>		(21 credits)
ACCT121	Fundamentals of Accounting I	3
ACCT122	Fundamentals of Accounting II	3
ECON226	Principles of Microeconomics	3
ECON227	Principles of Macroeconomics	3
FNCE217	Principles of Finance	3
FNCE401	Analysis of Financial Statements	3
FNCE	Elective	3

COURSES**CREDITS**

Students must earn a minimum grade of C in all prerequisites.

ACCOUNTING

ACCT121	<i>Fundamentals of Accounting I</i>	3
Emphasis upon understanding the accounting cycle and the content and preparation of financial statements. Cost and managerial concepts are examined.		
ACCT122	<i>Fundamentals of Accounting II</i>	3
This course helps individuals have a better understanding of personal finances. Understanding the flow of money helps to give individual an opportunity to better navigate the flow to their benefit.		
ACCT221, 222	<i>Intermediate Accounting I, II</i>	3, 3
Prerequisites: ACCT121, ACCT122		
Accounting theory and problems in the classification of transactions, asset and liability valuation, income determination, and presentation and interpretation of financial statements. Study of generally accepted accounting principles. A grade of C or higher in ACCT221 is required for admission to ACCT222.		
ACCT330	<i>Cost and Managerial Accounting</i>	3
Prerequisite: ACCT122		
Cost and Managerial Accounting treats accounting and managerial aspects in cost concepts, including job order, process cost systems, flexible budgets, joint by-product costs, break-even points, differential cost, etc. Problems and practice projects are basis for study. It also involves principles and procedures, with emphasis on problems of cost.		
ACCT350	<i>Management Accounting</i>	3
Prerequisite: ACCT122		
Management accounting serves management by providing information as to profits associated with some portion of a firm's operations, as well as the efficiency of the various phases of management.		
ACCT361	<i>Individual Taxation</i>	3
Prerequisite: ACCT122		
A study of taxation of individuals, of business expenses, and of property transactions.		
ACCT455	<i>Accounting for Non-Profit Organizations</i>	3
Prerequisite: ACCT222		
The study of the fundamental accounting systems used by governments, hospitals, schools, and other non-profit organizations. Topics include the budgeting process, and the analysis and interpretation of non-profit financial statements.		

- ECON330** *Intermediate Microeconomic Analysis I* **3**
Prerequisites: ECON226, ECON227 and junior standing
This course is designed to provide an intensive study of contemporary microeconomic theory. Topics include utility, production theory, and the nature and behaviour of costs. Emphasis is given to the use of these tools in business decision making.
- ECON331** *Intermediate Microeconomic Analysis II* **3**
Prerequisite: ECON330
This course builds upon the foundation set in its predecessor ECON330. It is designed to continue the thorough investigation into microeconomic theory. Topics include market structure, the pricing and allocation of productive resource, and the distribution of income. Emphasis is given to the use of these tools in business decision making.
- ECON332** *Intermediate Macroeconomic Analysis I* **3**
Prerequisites: ECON226 and ECON227
This course is developed to create awareness in students about economic issues that are not isolated to a particular few, but the entire economy of a nation. As such, this course will cover theories of long-term growth and short-term fluctuations in national economics, with emphasis on the macroeconomic implications of government policy. Topics include national income accounting, long-run economic growth, market prices, consumption, and saving & investment.
- ECON333** *Intermediate Macroeconomic Analysis II* **3**
Prerequisite: ECON332
This course builds upon the foundation set in its predecessor ECON330. It is designed to continue the thorough investigation into macroeconomic theory. Topics include unemployment, inflation, interest rates, exchange rates, international trade and investment, monetary policy, and fiscal policy.
- ECON425** *Caribbean Economic Issues* **3**
Prerequisites: ECON226, ECON227 and junior standing.
Focuses on the use of economic tools to analyze the key intraregional markets-land and housing, transportation, labour and public services-and examines their public policy implications. Also examines interregional relationships, the growth and decline of cities, and the economics of urbanization. An analysis of the issues involved in the economic transformation of the Caribbean economies. The role theory and significance of the major sectors of the economies in the development process.
- ECON440** *International Economics* **3**
Prerequisites: ECON226, ECON227 and junior standing.
International trade theories, trade policies and their effects, regional economic integration, international economic organizations, trade problems of less developed countries, determination of exchange rates, and functioning of the international monetary system.
- ECON445** *Foreign Exchange Markets* **3**
Prerequisites: ECON226, ECON227 and junior standing.

This course covers the description and analysis of currency markets, emphasizing their roles in the business environment. Topics include spot forward, futures, options markets, currency, interest rate swaps, models of exchange rate determination, the operation and relative merits of fixed and flexible exchange rate systems, and the management of exchange rate risk by business.

ECON450 *Economic Development* **3**

Prerequisites: ECON226, ECON227

This course will analyze the economic challenges faced by low and middle-income countries in their quest for development and public policies meant to address those challenges. The course will be divided into two parts. In the first part, we will discuss the theories of economic growth and what might cause some development strategies to succeed and others to fail. In the second part, we will examine the trends in poverty and inequality in specific regions and countries, learn about the interconnections between inequality and growth, and analyze how development strategies and government policies may result in equitable or inequitable outcomes.

ECON455 *Comparative Economics Systems* **3**

Prerequisites: ECON226, ECON227 and junior standing.

Comparative economic systems, is the study of the effects of economic systems on observed outcomes, i.e., economic performance and welfare. Thus, our goal will be to attempt both theoretical and empirical (case study) investigations to determine the relative effects of the various systems. This will not be easy, for economic outcomes are determined by many other things (stage of economic development, income, politics, climate, geography, customs and traditions, etc.), as well. We will study three economic systems: capitalism, planned socialism, and market socialism. The countries most representative of these systems are the United States, the former Soviet Union, and the former Yugoslavia. We will also study some of the transitional countries, including Russia and China, as well as Cuba, a socialist country that remains committed to socialism.

ECON460 *Econometrics and Business Cycles* **3**

Prerequisite: STAT285

This course covers classical linear regression techniques (both simple and multiple regressions) with emphasis placed on the necessary modifications to these procedures for use in economic and business applications. This is an introductory course in econometrics and elements of business cycles and forecasting aimed at students who have taken statistics & calculus. The course teaches how to build and test econometric models and requires experience in empirical econometrics through computer-based demonstrations and exercises carried out in class, computer based assignments and a Term Project. Basic causes of fluctuation in business activity are also examined. Topics include an examination of exogenous and endogenous influences on Gross National Product and other measures of economic activity. Topics also include: multiple regression analysis, estimation and inference, multicollinearity, generalized least squares, hetroskedasticity, autocorrelation, model specification, and dummy dependent variables.

ECON499 *Internship* **3**

Prerequisite: Junior or senior standing in School of Business and permission of internship coordinator.

Supervised field work in selected business, social and governmental organizations; supplemented

relations and fiscal policy are discussed. The course will emphasize and compare governmental institutions.

FNCE436 ***Management of Financial Institutions*** **3**

Prerequisites: FNCE217 and senior standing

The purpose of this course is to provide an integrated approach for the financial management of financial institutions. With this objective, the course concentrates on providing the theoretical framework and techniques of financial management, recognizing the rapid changes taking place in the institutional environment.

FNCE481 ***Security Analysis and Portfolio Management*** **3**

Prerequisites: FNCE217 and senior standing

This course is designed to provide students with a comprehensive understanding of security analysis and portfolio management. The focus of the course is on selecting the appropriate securities and managing the portfolio to meet the investor's objectives.

FNCE490 ***Topics in Finance*** **3**

This is a research course. The aim of the course is to allow students to gain further knowledge of the field of finance through primary and secondary research. The class will include the review of journal articles related to various financial management areas. Students will be required to write thesis statements and journal summaries of various finance topics, and the class will conclude with the writing of research proposals and a final research paper.

FNCE499 ***Internship*** **3**

Supervised field work in selected business, social and governmental organizations; supplemented by written reports. Prerequisites: junior or senior standing in School of Business and permission of internship coordinator (S/U grading).

DEPARTMENT OF MARKETING AND MANAGEMENT

These fields of study deal with the aspects of management that generates revenues, involves planning, managing, analyzing, and controlling all activities concerned with creating high levels of customer service and satisfaction.

In addition to the high level of formal education the Marketing and Management Department offers, students receive hands-on experience through internships, symposiums, and workshops.

Our emphases are designed to examine people as either employers, employees or consumers, to increase our understanding of how companies operate, and to provide new and creative ways to enhance performance. Marketing and Management majors acquire the knowledge and skills that are necessary to improve their own lives and their places of employment.

PROGRAMMES

- **Bachelor of Business Administration in Human Resource Management**
- **Bachelor of Business Administration in Hospitality and Tourism Management**
- **Bachelor of Business Administration in Management**
- **Bachelor of Business Administration in Marketing**

Minors:

- **Business Administration (General)**
- **Human Resource Management**
- **Marketing**
- **Non-Profit Management**
- **Supervisory Management**

1. BACHELOR OF BUSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT (HRM)

The Human Resource Management programme is tailored to educate students to gain a firm understanding of different aspects and issues related to Human Resource Management in the workplace and professional organizations.

The objectives of the programme are as follows:

1. To develop human resource managers that have a firm understanding of the legal issues involved in the administration of human resources.
2. To develop human resource professionals who are capable of effectively designing and implementing a compensation system in a business organization.
3. To develop human resource professionals who are capable of dealing effectively with key aspects of union management relations.
4. To develop human resource professionals who are capable of effectively designing and implementing both the staffing function and the development function in a business organization.
5. To develop human resource professionals who can deal effectively with a variety of people in a variety of situations.

General Degree Requirements

A.	General Education Requirements	53
B.	Courses required for the Business Core	42
C.	Courses required for the Emphasis in HRM	27
D.	Courses required for the Cognate	<u>06</u>

TOTAL **128**

A.	<u>General Education Requirements</u>		(53 credits)
B.	<u>Courses required for the Business Core</u>		(42 credits)
	ACCT121	Fundamentals of Accounting I	3
	ACCT122	Fundamentals of Accounting II	3
	ECON226	Principles of Microeconomics	3
	ECON227	Principles of Macroeconomics	3
	FNCE217	Principles of Finance	3
	HRMN250	Human Resource Management	3
	MGMT255	Principles of Management	3
	MGMT202	Business Communication	3
	MGMT315	Entrepreneurship	3
	MGMT341	Business Law	3
	MGMT345	Business Ethics	3
	MGMT475	Operations Management	3
	MGMT495	Strategic Management	3
	MKTG201	Principles of Marketing	3
C.	<u>Courses required for the Emphasis</u>		(27 credits)
	HRMN255	Human Relations and Development	3
	HRMN330	Compensations and Benefits	3
	HRMN343	Employment Law	3
	HRMN400	Motivation and Work Behaviour	3
	HRMN406	Collective Bargaining	3
	HRMN434	Negotiation and Conflict Resolution	3
	HRMN450	International Human Resource Management	3
	HRMN460	Staffing Organizations	3
	MGMT415	Organizational Behaviour	3
D.	<u>Courses required for the Cognate</u>		(06 credits)
	INFS215	Information Systems Theory and Applications	3
	MGMT301	Business Statistics	3

2. BACHELOR OF BUSINESS ADMINISTRATION IN HOSPITALITY AND TOURISM MANAGEMENT (HTM)

The HTM programme offers a curriculum that is both practical and visionary. This ensures that students graduate with a strong business foundation, and a real understanding of the complexities and demands of the hospitality and tourism industry.

General Degree Requirements

A.	General Education Requirements	53
B.	Courses required for the Business Core	42
C.	Courses required for the Emphasis in HTM	27

D.	Courses required for the Cognate		06
		TOTAL	<u>128</u>
A.	<u>General Education Requirements</u>		(53 credits)
B.	<u>Courses required for the Business Core</u>		(42 credits)
	ACCT121	Fundamentals of Accounting I	3
	ACCT122	Fundamentals of Accounting II	3
	ECON226	Principles of Microeconomics	3
	ECON227	Principles of Macroeconomics	3
	FNCE217	Principles of Finance	3
	HRMN250	Human Resource Management	3
	MGMT255	Principles of Management	3
	MGMT315	Entrepreneurship	3
	MGMT210	Small Business Management	3
	MGMT341	Business Law	3
	MGMT345	Business Ethics	3
	MGMT475	Operations Management	3
	MGMT495	Strategic Management	3
	MKTG201	Principles of Marketing	3
C.	<u>Courses required for the Emphasis</u>		(27 credits)
	FDNT230	Nutrition (General Ed. Requirements)	3
	HSTM115	Introduction to the Hospitality Industry	3
	HSTM120	Quality Sanitation Management	3
	HSTM201	Managements of Tourism	3
	HSTM300	Technology Applications in Hospitality	3
	HSTM400	Front Office Management	3
	HSTM440	Hospitality, Sales and Marketing	3
	HSTM443	Food/Labor Cost Control	3
	HSTM450	Hospitality Operations Analysis	3
D.	<u>Courses required for the Cognate</u>		(06 credits)
	INFS215	Information Systems Theory and Applications	3
	MGMT301	Business Statistics	3

3. BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT

The Management programme is designed to advance knowledge and practice in management, organizational design, and organizational strategy. Students gain an understanding of the complexities of organization, of individuals and group behavior within organization in their industrial, social, legal and international environment. The ultimate objective is to produce ethical and competent leaders who will positively impact organizations in Trinidad and Tobago and beyond.

General Degree Requirements

A.	General Education Requirements	53
B.	Courses required for the Business Core	42
C.	Courses required for the Emphasis in Management	27
D.	Courses required for the Cognate	<u>06</u>
	TOTAL	<u>128</u>

A. General Education Requirements **(53 credits)**

B. Courses required for the Business Core **(42 credits)**

ACCT121	Fundamentals of Accounting I	3
ACCT122	Fundamentals of Accounting II	3
ECON226	Principles of Microeconomics	3
ECON227	Principles of Macroeconomics	3
FNCE217	Principles of Finance	3
HRMN250	Human Resource Management	3
MGMT202	Business Communication	3
MGMT255	Principles of Management	3
MGMT315	Entrepreneurship	3
MGMT341	Business Law	3
MGMT345	Business Ethics	3
MGMT475	Operations Management	3
MGMT495	Strategic Management	3
MKTG201	Principles of Marketing	3

C. Courses required for the Emphasis **(27 credits)**

ACCT330	Cost and Managerial Accounting	3
HRMN434	Negotiation and Conflict Resolution	3
HRMN400	Motivation and Work Behaviour	3
MGMT101	Introduction to Business	3
MGMT365	International Environment of Business	3
MGMT400	Managerial Decision Making	3
MGMT401	Analysis of Financial Statements	3
MGMT415	Organizational Behaviour	3
MGMT488	Leadership Organizational Climate	3

D. Courses required for the Cognate **(06 credits)**

MATH182	Calculus with Applications	3
MGMT301	Business Statistics	3

4. BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING

The Marketing programme is designed to educate students in the marketing process; namely, to collect, analyze, and evaluate information from and about customers and the marketing environment, relative to a specific marketing problem or opportunity. It also aids in facilitating a solution that produces enhanced marketplace success, which satisfies the organization's stakeholders.

General Degree Requirements

A.	General Education Requirements	53
B.	Courses required for Business Core	42
C.	Courses required for the Emphasis in Marketing	27
D.	Courses required for the Cognate	<u>06</u>
	TOTAL	<u>128</u>

A. General Education Requirements (53 credits)

B. Courses required for the Business Core (42 credits)

ACCT121	Fundamentals of Accounting I	3
ACCT122	Fundamentals of Accounting II	3
ECON226	Principles of Microeconomics	3
ECON227	Principles of Macroeconomics	3
FNCE217	Principles of Finance	3
HRMN250	Human Resource Management	3
MGMT202	Business Communication	3
MGMT315	Entrepreneurship	3
MGMT255	Principles of Management	3
MGMT341	Business Law	3
MGMT345	Business Ethics	3
MGMT475	Operations Management	3
MGMT495	Strategic Management	3
MKTG201	Principles of Marketing	3

C. Courses required for the Emphasis (27 credits)

MKTG205	Advertisement and Sales Promotion	3
MKTG342	Service Marketing	3
MKTG343	Consumer Behaviours	3
MKTG350	Sales Management	3
MKTG414	Retail Marketing	3
MKTG415	Marketing Research	3
MKTG418	Introduction to E-commerce	3
MKTG445	International Marketing	3
MKTG490	Special Topics in Marketing	3

D. Courses required for the Cognate (06 credits)

INFS215	Information Systems Theory and Applications	3
MGMT301	Business Statistics	3

Undergraduate Minors for Non Business Majors

Students majoring in fields other than business (e.g. Theology, Social Science, Education, etc.) at the University of the Southern Caribbean can minor in business while completing their undergraduate degree in another school. Students interested in pursuing the MBA are able to waive some of the foundation courses through completion of selected courses in the general minor. Our more specialized minors are great options for students that may

or may not be interested in the MBA, but are seeking business knowledge to make them more marketable in the job and internship search.

The Department of Management & Marketing currently offers five specialized minors for students majoring in fields other than business:

The Minors offered are:

- **Minor in Business Administration (General)**
- **Minor in Human Resource Management**
- **Minor in Marketing**
- **Minor in Non-Profit Management**
- **Minor in Supervisory Management**

6. MINOR IN BUSINESS ADMINISTRATION (GENERAL)

<u>Courses required for the Minor</u>		(21 credits)
ACCT121	Fundamentals of Accounting I	3
ACCT122	Fundamentals of Accounting II	3
ECON226	Principles of Microeconomics	3
ECON227	Principles of Macroeconomics	3
FNCE217	Principles of Finance	3
MGMT201	Principles of Management	3
MGMT210	Small Business Management	3

7. MINOR IN HUMAN RESOURCE MANAGEMENT

<u>Courses required for the Minor</u>		(21 credits)
ACCT121	Fundamentals of Accounting I	3
HRMN250	Human Resource Management	3
HRMN255	Human Relations Development	3
HRMN406	Collective Bargaining	3
HRMN330	Compensation and Benefits	3
HRMN334	Employment Law	3
MGMT415	Organizational Behaviour	3

8. MINOR IN MARKETING

<u>Courses required for the Minor</u>		(21 credits)
ACCT121	Fundamentals of Accounting I	3
ECON226	Principles of Microeconomics	3
ECON227	Principles of Macroeconomics	3
MGMT255	Principles of Management	3
MKTG201	Principles of Marketing	3
 <i>Select two of the following:</i>		 6
MKTG205	Advertising & Sales Promotions	(3)
MKTG343	Consumer Behaviour	(3)
MKTG350	Sales Management	(3)
MKTG448	International Marketing	(3)

9.	<u>MINOR IN NON-PROFIT MANAGEMENT</u>	
	<u>Courses required for the Minor</u>	(21 credits)
	ACCT121 Fundamentals of Accounting I	3
	ECON226 Principles of Microeconomics	3
	MGMT202 Business Communication	3
	MGMT255 Principles of Management	3
	<i>Select three of the following:</i>	9
	FNCE217 Principles of Finance	(3)
	FNCE430 Public Finance	(3)
	HRMN250 Human Resource Management	(3)
	MGMT400 Managerial Decision Making	(3)
	MGMT415 Organizational Behaviour	(3)
	_____ Internship Option	(3)
	<i>(The student may earn a 3 credit internship in a non-profit organization. Internship opportunities must be approved by the appropriate department chair).</i>	

10.	<u>MINOR IN SUPERVISORY MANAGEMENT</u>	
	<u>Courses required for the Minor</u>	(21 credits)
	ACCT121 Fundamentals of Accounting I	3
	ACCT122 Fundamentals of Accounting II	3
	ECON226 Principles of Microeconomics	3
	ECON227 Principles of Macroeconomics	3
	HRMN250 Human Resource Management	3
	MGMT255 Principles of Management	3
	MGMT415 Organizational Behaviour	3

COURSES

CREDITS

HUMAN RESOURCE MANAGEMENT

Students must earn a minimum grade of C in all prerequisites.

HRMN250 *Human Resource Management* 3
 A survey of the objectives and issues associated with personnel management in organizations. Topics include studies in human resource planning and forecasting; job analysis and evaluation, compensation and benefits; grievance procedures and disciplinary actions. (HRM should be taken after completing at least thirty (30) credits).

HRMN255 *Human Relations in Organizations* 3
 Examines possible reasons for the way people behave in organizations; explores the theories on job satisfaction, fit, design, motivation, change management, and group dynamics/decision making; covers communications, power-politics, leadership, structure, and design. (HRM should be taken after completing at least thirty (30) credits).

- HRMN330** *Compensation and Benefits* **3**
Prerequisite: HRMN250
 Study includes job analysis, job specifications, job evaluation, setting of wage scales, fringe benefits, wage incentives, and management of wage and salary problems.
- HRMN343** *Employment Law* **3**
Prerequisite: MGMT341
 This course provides an overview of federal, state, and local regulation of the employer-employee relationship. Topics include employer-employee relationships; employment discrimination law overview and applications; labour relations law; discipline and termination processes; and contemporary issues.
- HRMN400** *Motivation and Work Behaviour* **3**
Prerequisite: HRMN250
 Advanced topics dealing with individual and organizational factors affecting employee motivation, performance, and satisfaction. Areas may include the work climate, organizational attachment, job design, goal-setting, group dynamics, and reward systems.
- HRMN406** *Collective Bargaining* **3**
Prerequisites: HRMN250 and HRM255
 This course will take students through the stages of the collective bargaining process in a workshop/simulation method, culminating in the bargaining of a contract. Students will learn the relevant labour law principles, the methodology of collective bargaining, and then form management or union teams to study and engage in the process of bargaining for an initial contract in a newly organized union shop. The final grade will be based on a paper on bargaining, draft bargaining proposals, and the final contracts.
- HRMN434** *Negotiation and Conflict Resolution* **3**
Prerequisites: HRMN250 and Senior Status
 Enhances individual effectiveness in the workplace through the provision of an advanced understanding of negotiating through the development of specific negotiating skills. Discussions and skill-building exercises in the class are focused broadly, and include information and formal negotiations between multiple departments. Because effective negotiating is fundamental to an individual's survival and prosperity within an organization, knowledge of negotiating concepts and development of negotiation skills are critical.
- HRMN450** *International Human Resource* **3**
Prerequisite: HRM250
 A study of the effects of the process of internationalization on human resource management, including the requirements of local or host-country nationals, expatriates, or parent-country nationals, and third-country nationals. Emphasis on Asia-Pacific, Europe, Latin America, and emerging economies. A staffing plan is prepared for an international setting, including processes, from recruitment to evaluation to labour regulations.
- HRMN460** *Staffing Organizations* **3**
Prerequisites: HRMN255 and Senior Status

- MKTG205** *Advertising and Sales Promotion* **3**
This course is an overview and application of advertising principles; introduces concepts of planning, advertising, research, artistic, creative, and psychological aspects to advertising and sales promotional activities.
- MKTG342** *Service Marketing* **3**
Prerequisites: MKTG201 and all lower level core business requirements.
Understanding service customers, customer satisfaction, motivating service employees, improving service quality and role of services in strategy planning.
- MKTG343** *Consumer Behaviour* **3**
Prerequisite: MKTG201
This course provides a comprehensive examination of consumer buying behaviour as it relates to marketing strategy. Students learn current economic, psychological, and sociological factors that help explain consumer behaviour, examine models, theories, and research that relate to consumer behaviour, and apply consumer behaviour to target marketing.
- MKTG350** *Sales Management* **3**
Prerequisite: MKTG201
Management of personal sales force, including recruiting, selecting, training, compensating, and evaluating sales personnel; planning, implementing, and controlling selling strategies.
- MKTG414** *Retail Marketing* **3**
Prerequisites: MKTG201 and all lower level core business requirements.
Business to consumer marketing with consideration for location, organization, buying, receiving stock inventory and control, policies, pricing, services, control and personal management within retail establishments.
- MKTG415** *Marketing Research* **3**
Prerequisites: MKTG201 and all lower level core business requirements.
Fundamental techniques. Practical experience in research methodology: planning an investigation, questionnaires, sampling, interpretation of results, report preparation.
- MKTG418** *Introduction to E-commerce* **3**
Prerequisites: MKTG201 and all lower level core business requirements.
The growth of the internet continues to have a tremendous influence on business. Companies and organizations of all types and sizes are rethinking their strategies and how they run their operations. This new course in the USC's marketing programme challenges students to explore the realities and implications of e-commerce from a marketer's perspective. Business-to-consumer (B2C) and business-to-business (B2B) e-commerce markets are examined. The course introduces students to a wide range of electronic commerce issues for marketers, as a foundation for continual learning in the dynamic e-commerce environment.
- MKTG448** *International Marketing* **3**
Prerequisites: MKTG201 and all lower level core business requirements

SCHOOL OF EDUCATION AND HUMAN SCIENCES

ACTING DEAN: Carlton Drepaul, Ph.D.

CHAIRPERSONS: Vernris Simon-Frederick, M.S.
Education Department

Claudette Mitchell, Ph.D., RD
Family and Consumer Sciences Department

MISSION STATEMENT

The School of Education and Human Sciences is committed to providing pre-professional and professional education to men and women, so that they may be fitted for service with sound mind, body and soul, so that they, in turn, may assist others in achieving the same.

GOALS

The teachers in our School will:

- Promote excellence in teaching, scholarship, and relevant professional careers, and encourage the acquisition of advanced knowledge and skills.
- Transmit values, morals and experiences that will prepare individuals for effective, meaningful service to God and humanity.
- Provide graduates with opportunities to enlarge their world view as they integrate religion, culture, and scholarship.
- Develop a pedagogical and professional perspective that is unique to SDA Education.

PROVISIONS OF ACADEMIC ENVIRONMENT

The School provides:

1. A depth of knowledge in its academic specialties.
2. A foundation for graduate study on completion of undergraduate degrees.
3. A more diverse and varied knowledge base through general education courses, through participation in co-curricular and extra-curricular activities.

4. A sound understanding of the Seventh-day Adventist philosophy of education and life, which encompasses an understanding of the (a) nature of God (b) the nature of man, and (c) the nature of reality.
5. Discovery of the benefits of a personal relationship with God.
6. Participation in scholarly activities that utilize information from a variety of sources, thereby increasing the multiformity of their knowledge base.
7. Exposure to knowledge of national and international career trends.
8. Recognition of the strategic role of the Bible in instruction.
9. Appreciation of their (students') important role as agents of salvation.
10. Opportunity to develop reflective and analytical thinking skills, rather than being overly dependent on others' ideas.

PROGRAMMES

- **Bachelor of Science in Elementary Education**
Emphases:
 - **General Science**
 - **Language Arts**
 - **Reading**
 - **Social Studies**
- **Bachelor of Science in Educational Service**
- **Bachelor of Science in Family and Consumer Sciences**
- **Bachelor of Science in Nutrition and Dietetics**
Minors:
 - **Family and Consumer Sciences**
 - **Family Studies**
 - **Food and Nutrition**

DEPARTMENT OF EDUCATION

1. BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION

General Degree Requirements

A. General Education Requirements	64
B. Courses Required for Professional Education Core	31
C. Planned Programme Minor	23

D. Courses Required for an Emphasis		(16-27)
General Science	20	
Language Arts	26	
Reading	16	
Social Studies	27	
	TOTAL	<u>134-145</u>

A. General Education Requirements (64 credits)

a. Religion (12 credits)

(1) * RELT100 God and Human Life 3

(2) Select three of the following:

*RELB210 Jesus in His Time and Ours (3)

*RELB406 Studies in Daniel and Revelation (3)

RELT250 Personal Spirituality and Faith (3)

RELT340 Religion & Ethics in Modern Society (3)

*RELT308 The Gift of Prophecy (3)

**Required for SDA Teacher Certification.*

Note: Students must take one religion course each school year or school year equivalent. A transfer student must take one course per year of residency, or full-time equivalent at USC or other Seventh-day Adventist College or University. A part-time student must take one religion course for every 30 hours completed on a part-time basis.

b. Arts/Humanities/Philosophy (10 credits)

(1) HIST104 **OR** HIST105 World Civilizations I, II (3, 3)

OR

HIST147 West Indian History (3)

Note: If Caribbean History was not passed at the GCE/CXC or CSEC level, HIST147 must be taken.

(2) ENGL407 Literature for Children 2

(3) EDTE457 Elementary Methods: Arts and Craft 2
(Fulfill in the Planned Program Minor)

(4) EDTE354 Philosophy for Education 3
(Fulfill in Professional Education Core)

c. Social Sciences (06 credits)

EDPC301 Human Development 3

GEOG125 Introduction to Regional Geography 3

d. Language and Communication (15 credits)

(1) ENGL115 English Composition I 3

	(2)	ENGL215	English Composition II	3
	(3)	EDTE247	Language Arts for the Prim. Sch. Teach.	2
	(4)	COMM450	Communication in the Classroom	3
	(5)	Foreign Language:		
		SPAN170	Spanish for the Primary School Teachers I	2
		SPAN173	Spanish for the Primary School Teachers II	2
e.	<u>Natural Science</u>			(07 credits)
		GNSC262	General Science for the Primary School Teacher I	2
		GNSC264	General Science for the Primary School Teacher II	2
		IDSC240	Topics in: General Science	3
f.	<u>Mathematics</u>			(04 credits)
		MATH175	Mathematics for the Primary School Teacher I	2
		MATH176	Mathematics for the Primary School Teacher II	2
g.	<u>Computer Tools</u>			(03 credits)
		CPTR100	Introductory Computer Tools <i>(Fulfill in General Science Emphasis)</i>	3
h.	<u>Wellness</u>			(03 credits)
		EDTE240	Family Life and Health Education	3
i.	<u>Service</u> <i>(Fulfill in Professional Education Core)</i>			
j.	<u>Vocational/Career Planning</u>			(04 credits)
		IDSC110	College Success and Career Planning	1
		AGRI172	Basic Agricultural Science	3
B.	<u>Course required for the Professional Education Core</u>			(31 credits)
		EDFN425	History and Sociology of Education in the Caribbean	2
		EDPC302	Educational Psychology	3
		EDTE330	Principles and Practices of Education	3
		EDTE395	Colloquium	NC
		EDTE444	Elementary Language Arts Methods	2
		EDTE445	Elementary Mathematics Methods	3
		EDTE446	Elementary Science and Health Methods	2
		EDTE457	Elementary Methods: Social Studies	2
		EDTE457	Elementary Methods: Religion/Character Education	2

EDTE487	Student Teaching (Seminar)	1
EDTE488	Student Teaching I	2
EDTE488	Student Teaching II	4
EDTE488	Student Teaching III (Final – Elementary)	(3-5)

C. Courses required for the Planned Program Minor **(23 credits)**

EDCI475	Computer-Assisted Instruction	2
EDCI486	Instructional Media	2
EDTE228	Strategies for Educating Exceptional and Diverse Learners	2
EDTE418	Teaching Beginning Reading	3
EDTE420	Literacy Intervention Strategies	2
EDTE424	Classroom Testing and Evaluation	3
EDTE457	Elementary Methods: Physical Education	2
EDTE479	Classroom Management	2
EDTE484	Teaching Developmental Reading	2
MUED458	Music in the Elementary School	3

D. Selected Emphasis **(16-27 credits)**

General Science
 Language Arts
 Reading
 Social Studies

1. Courses required for an Emphasis in General Science:

B.S. Elementary Education **(20 credits)**

Life Sciences – (10 credits minimum) 10
 BIOL165, 166 Foundations of Biology I, II (5,5)

Physical Science – (7 credits minimum) 7
 CHEM110 Introduction to Organic and Inorganic Chemistry (4)
 PHYS115 Concepts of Physics (3)

Earth/Environmental Sciences – (10 credits minimum) 10
 BIOL449 Historical and Philosophical Biology (3)
 * GN262 General Science for the Prim. School Teacher I (2)
 * GN264 General Science for the Prim. School Teacher II (2)
 * IDSC240 Topics in: (3)
 * (Fulfill in General Education Requirements)

Math & Technology – (7 credits minimum) 7
 *CPTR100 Introductory Computer Tools (3)
 *MATH175 Mathematics for the Primary School Teacher I (2)
 *MATH176 Mathematics for the Primary School Teacher II (2)
 * (Fulfill in General Education Requirements)

2. Courses Required for a Language Arts Emphasis: B.S. in Elementary Education **(26 credits)**
- | | | |
|-----------|--|-----|
| COMM320 | Interpersonal Communication | 3 |
| *COMM450 | Communication in the Classroom | 3 |
| #EDTE418 | Teaching Beginning Reading | 3 |
| #EDTE420 | Literacy Intervention Strategies | 2 |
| ENGL186 | A Literary Experience | 3 |
| ENGL250 | Writing Instructions for the Elementary Teacher | 3 |
| ENGL267 | Approaches to Literature | 3 |
| ENGL285 | Introduction to West Indian Literature | 2 |
| ENGL376 | English Literature II (1660-1900) | 3 |
| * ENGL407 | Literature for Children | 2 |
| LING200 | Introduction to Language and Linguistics | 3 |
| LING210 | Structure of English Grammar | 3 |
| | <i>* (Fulfill in General Education Requirements)</i> | |
| | <i># (Fulfill in Planned Program Minor)</i> | |
| | Select one course from: | 3 |
| ENGL467 | Creative Writing | (3) |
| ENGL438 | Advanced Composition | (3) |
3. Courses required for a Reading Emphasis: B.S. Elementary Education **(16 credits)**
- | | | |
|-----------|---|---|
| #EDTE228 | Strategies for Educating Exceptional and Diverse Learners | 2 |
| EDTE417 | Teaching Reading in the Content Areas | 3 |
| #EDTE418 | Teaching Beginning Reading | 3 |
| #EDTE420 | Literacy Intervention Strategies | 2 |
| #EDTE424 | Classroom Testing and Evaluation | 3 |
| EDTE467 | Project in Reading | 1 |
| EDTE468 | Reading Internship | 3 |
| #EDTE484 | Teaching Developmental Reading | 2 |
| ENGL250 | Writing Instructions for the Elementary Teachers | 3 |
| * ENGL407 | Literature for Children | 2 |
| LING210 | Structure of English Grammar | 3 |
| LING200 | Introduction to Language and Linguistics | 3 |
| | <i>* (Fulfill in General Education Requirements)</i> | |
| | <i># (Fulfill in Planned Program Minor)</i> | |
4. Courses Required for a Social Studies Emphasis: B.S. Elementary Education **(27 credits)**
- | | | |
|---------|-----------------------------------|---|
| ECON225 | Principles of Macroeconomics | 3 |
| HIST104 | World Civilization I | 3 |
| HIST105 | World Civilization II | 3 |
| HIST168 | Latin American History Since 1810 | 3 |
| HIST205 | American Experience II | 3 |

HIST248	The African Diaspora Since 1800	3
HIST368	Caribbean History Since 1838	3
HIST404	Adventist Heritage	3
*GEOG125	Introduction to Regional Geography: Caribbean	3
PLSC235	Introduction to Political Systems	3
<i>*(Fulfill in General Education Requirements)</i>		

2. BACHELOR OF SCIENCE IN EDUCATIONAL SERVICE

This B.S. degree is designed to serve a unique clientele, namely, educators who have earned certification in specialized areas related education.

A. Admission Requirements

1. Five O-level GCE or CSEC level passes or equivalent.
2. Two-year Teacher Diploma.
**Note: Persons without a Teacher's Diploma will be assessed individually.*
3. Certification/Diploma in a specialized field (minimum 475 contact hours required)

B. General Degree Components and Requirements

1. Maximum credits granted for transfer from 2-year Teacher Diploma	66
2. Maximum credits granted for transfer from Diploma in specialized field (minimum 475 contact hours required)	32
3. Minimum course credits taken at the University of the Southern Caribbean	<u>30</u>
Minimum Degree Total	128

C. Grade Point Average

For the credits taken at the University of the Southern Caribbean, the minimum grade point average required is 2.5.

D. Degree Granting

The degree will be granted by the University of the Southern Caribbean.

E. Course/Class Schedule

The course offering will lead to completion of the degree over a period of Approximately 1-3 years. The class sessions will be scheduled during late afternoon and evening.

F. Degree Requirements

1. General Education fulfilled by course work in Teachers College, Certification/Diploma programme, and Andrews University affiliated courses.
2. The B.S. in Educational Service: 67 credits (minimum) of course work that contributes directly to the candidate's preparation in the education field. Fulfilled by education courses taken in teachers college, UWI continuing education, and Andrews University affiliated courses distributed as follows:

Teachers College transfer courses	24-27 credits
Specialized Diploma transfer credits	16-20 credits
Courses at USC	20-26 credits

3. General Electives: Courses not applicable to General Education/Studies and area of emphasis to complete the 128 credits (minimum) needed for the degree.

G. Courses required for the B.S. in Educational Service (30 credits)

1. **Religion and Values (03 credits)**
Minimum of 3 credits chosen from:

RELB210	Jesus in His Time and Ours	(3)
RELG360	World Religions	(3)
RELT100	God and Human Life	(3)
RELT225	Doctrines of the Adventist Faith	(3)
RELT250	Personal Spirituality and Faith	(3)
RELT340	Religion and Ethics in Modern Society	(3)
2. **Language and Communication (03 credits)**

ENGL215	English Composition II	3
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3. **Education (15 credits)**

EDCI475	Computer-Assisted Instruction	2
EDTE228	Strategies for Educating Exceptional and Diverse Learn.	2
EDTE354	Philosophy for Education	2
EDTE430	Current Trends in Curriculum and Instruction	3
EDTE477	Action Research in Education	3
EDTE496	Project in Educational Service	3
4. **Electives chosen from religion courses listed above and the following to complete a minimum of 30 credits: (09 credits)**

BHSC220	An Interdisciplinary Approach to Contemporary Social Issues	(3)
COMM320	Interpersonal Communication	(3)
ECON420	Issues in Caribbean Economic Development	(3)

institutions, they will examine the effects of the nation's history on the education system. The colonial and post-independence eras will be studied to identify the impacts on the functions and processes of the present system of education from early childhood to tertiary level. The course also entails varying perspectives of school organization and how changes in the external environment affect what happens in schools. Issues with curriculum, stratification, race, class, and gender will also be studied.

EDPC301 *Human Development* 3

Prerequisite: ENGL115

A study of human growth and development, from conception through late adulthood. This course explores growth and development in the following areas: physical, social, intellectual, psychological and moral. It takes the life-span approach, looking at developmental changes throughout the life of the individual. Emphasis is placed on the theoretical bases upon which the study of human beings is founded, and on the impact of both biological inheritance and environment on human growth and development.

EDPC302 *Educational Psychology* 3

Prerequisite: EDPC301

An introductory study of the nature, conditions, and outcomes of human learning, with emphasis on the psychological factors involved. It includes a brief introduction to classroom management.

EDTE228 *Strategies for the Educating Exceptional and Diverse Learners* 2

This course focuses on strategies and methods for teaching different categories of special needs learners. Students examine various ways of narrowing the gap in access to learning opportunities and develop plans and structures for meeting the varying needs of fourteen basic categories of special students. Students observe special needs learners and suggest appropriate techniques to enhance learning.

EDTE240 *Family Life and Health Education for Primary Schools* 3

This course introduces prospective and practicing teachers to the primary school Health and Family Life syllabus. It is intended to deliver a life-skills curriculum to address behavioural patterns, empower students to face the challenges of life and assist participants in making informed decisions about life. The course will empower students with the teaching of such skills in the primary school classroom by modeling the process.

EDTE247 *Language Arts for the Primary School Teacher* 2

This course focuses on teaching listening, speaking, reading, writing, viewing and visual representation while teaching in varying content areas. It also encourages students to use the language arts to explore and learn concepts through various aspects of the primary school curriculum.

EDTE 330 *Principles and Practices of Education* 3

Prerequisite: EDPC302

This course offers an introduction and orientation to the methodology of the teaching profession within modern classrooms, in a multi-cultural society. It introduces the student teacher to principles, procedures and techniques basic to effective teaching, for both the elementary and

This course offers an advance orientation to the teaching profession with techniques of planning and instruction. Emphasis is on (1) acquisition and application of an instructional framework (2) general methods and techniques for planning and teaching (3) creating and maintaining an appropriate learning climate.

EDTE444 *Elementary Language Arts Methods* **2**

Prerequisites: EDTE330, ENGL407

This course offers students experiences with diverse methods, approaches and strategies for treating with literature and language arts courses in the primary schools. The strategies and methods presented emphasize integration and communication with a view to ensuring the language arts curriculum goals of communicative competence. Students develop thematic units. Applications of knowledge and skills from prior language courses would serve as a basis for treating successfully with the strategies.

EDTE445 *Elementary Mathematics Methods* **3**

Prerequisites: MATH176, EDPC330

This course focuses on enabling student-teachers to develop competencies in teaching various lesson-types in mathematics, as well as, using different approaches to teaching. Students are exposed to creative assessment strategies for mathematics. Emphasis is further placed on the strategies for planning, implementing, and assessing mathematics units and lesson plans.

EDTE446 *Elementary Science and Health Methods* **2**

Prerequisites: GNCS264, EDTE330

This course is the application of principles of effective instruction to science and health. It is also an introduction to the curriculum of primary schools, including unique SDA curricular materials, Caribbean syllabi and examinations. Field experience included in class period.

EDTE457 *Elementary Methods: Social Studies* **2**

Prerequisite: EDTE330

This course provides current methods, approaches, and strategies for teaching social studies in the primary school. Students will apply these methods, approaches, and strategies for effective planning and instruction.

EDTE457 *Elementary Methods: Character Education Methods* **2**

Prerequisite: EDPC302

Character education is essential to every primary school curriculum. As such this course provides teachers in training with the strategies, knowledge, models, and theories of values and how these values can enhance learning and school life, social and character development.

EDTE457 *Elementary Methods: Physical Education* **2**

Prerequisite: EDPC302

This course introduces students to the physical education curriculum of the primary school system Trinidad and Tobago. It provides teaching principles and methodologies of effective teaching of physical education. The student will engage in experiential learning, and apply theories into practical application to educate himself/herself as he/she appreciate the practical combination of wellness.

EDTE457 **Elementary Methods: *Art and Craft*** **2**

Prerequisite: EDPC302

This course introduces students to the art and craft curriculum of the primary school system in Trinidad and Tobago. It provides basic insights into the elements and principles of appreciating and understanding art, craft, and drama. The students will engage in experiential learning, and apply theories into practical applications to capture the aesthetic values of art and m craft.

EDTE467 ***Project in Reading*** **1**

Prerequisites: ENGL215, EDTE420

The reading intern will complete one of the following: an action research in the teaching of reading, a programme or curriculum in reading, and an interactive computer programme for teaching reading to primary school children. The chosen project should be done in consultation with advisor and programme coordinator.

EDTE468 ***Reading Internship*** **3**

Prerequisite: EDTE467

This course will allow interns to conceptualize the content of the programme and spend one semester at an approved situation. Teaching, diagnosing, conducting professional development seminars, functioning as a support staff to the teaching faculty, and reviewing and developing new programmes in literacy will be part of their duties.

EDTE477 ***Action Research in Education*** **3**

Prerequisite: ENGL215

This course focuses on a framework of action research methods, designs, and techniques. Course content will include techniques for critical thinking on current trends in education, how to apply public information and research-based knowledge to guide educational practices and policies in higher educational practices. The student works closely with the Education Department Chair.

EDTE479 ***Classroom Management*** **2**

Prerequisite: EDPC302

An introduction and an overview of principles, methods, and models of classroom management will be considered. The course involves the study of the philosophy, goals, and procedures for creating and mainstreaming productive classroom environment, and offers principles to guide the teacher in making classroom management decisions. It is designed as a comprehensive review of past and recent classroom management theories, designs and strategies, which produce positive learning environments.

EDTE484 ***Teaching Developmental Reading*** **2**

Prerequisite: EDTE418

This course equips upper-elementary teachers with the techniques of developmental reading and other language arts components. Emphasis is on the teacher as decision maker. Whole-language techniques, direct instruction of comprehension strategies, component of Life Series basals, the reading-writing connection, and practice in writing workshop methodology are included. Field experience is included.

- EDTE487** *Student Teaching Seminar* **1**
Prerequisite: All Core Courses
This class focuses on the examination of theory and strategies in differentiated instruction, technology integration, self-directed learning, and brain-based learning. Students research theories and strategies and plan ways for implementation. Students prepare folders with units and lesson plans for practice.
- EDTE488** *Student Teaching I* **2**
Prerequisites: MATH175, EDTE247
Student teaching prepares the students for practical teaching. It guides students in the execution of lesson plans, effective teaching and learning strategies and techniques. Students apply principles of teaching and learning in micro teaching exercises.
- EDTE488** *Student Teaching II* **4**
Prerequisites: ENGL215, EDTE488
This course provides additional practice in the execution of the teaching and learning process. Students conduct four weeks of external observation and practice.
- EDTE488** *Student Teaching III (Final - Elementary)* **5**
Prerequisite: All Core Courses
Student teaching requires full participation in a primary school for five weeks. It places emphasis on the application of theory and pedagogy in differentiated instruction, technology integration, self-directed learning, and brain-based learning.
- EDTE490** *Research Methods in Education* **3**
Prerequisite: ENGL215
An introduction to research methods in Education. The emphasis is on developing the ability to carry out action research within one's classroom and beyond. Field experience included. Recommended previous experience: MATH285 or equivalent. This course is a requirement for experienced teachers who earn student teaching credit-by-examination. Research project should be related to the major or minor areas of study.
- EDTE496** *Project in Educational Service* **3**
Prerequisite: EDTE477
An individual applied research project under the guidance of the instructor. This culminating activity seeks to integrate the components within the broader area of concentration, namely, educational service, into a meaningful application. A presentation describing the project to an appropriate audience is required.
- EDTE499** *Independent Study In:* **1-4**
Prerequisite: ENGL215
Individual research and study under the guidance of an instructor. A minimum of 45 clock hours of study time expected per credit. This study is limited to students pursuing topics in education. Prior approval by the department chair and advisor is required. Students should prepare a proposal before seeking approval to register for this course. Regular consultation with the advisor is required.

GNSC264 *General Science for the Primary School Teacher II* **2**

Prerequisite: GNSC262

This course is intended to build upon an existing science foundation through cognitive and practical activities, geared to develop and enhance scientific capability. Student-teachers will be involved in the acquisition of skills, knowledge and understanding of fundamental concepts in matter and material, the role of technology in solving real life problems, and the different forms of energy and their everyday application; thus proving that the primary school teacher could effectively make a positive difference in the teaching of science at the primary school. Lab fees \$100.00

IDSC240 *Topics in General Science* **3**

This course is intended to sensitize student teachers to the importance of journal articles to their development as professionals. Journals provide an authentic resource of effective teaching strategies for improving student learning. Student-teachers will be required to read journal articles and present their findings to their peers. This provides them with an opportunity to expand their repertoire of teaching/learning strategies and to practice the implementation of such strategies.

MATHEMATICS

MATH175 *Mathematics for the Primary School Teacher I* **2**

The course is intended to equip the student teacher, through the uses of different principles and methodology, with a basic understanding into the foundation, principles, and methodology of mathematics instruction and education for primary school students. It is to set the platform for a solid personal mathematical construct by the study and practice of fundamental skills and concepts in number, money and measurement, and foundational geometry, so that the primary school teacher could effectively make a positive difference at the primary school.

MATH176 *Mathematics for the Primary School Teacher II* **2**

Prerequisite: MATH175

This course is intended to assist the primary school teachers in the continuation of their construction of mathematical knowledge through the study and practice of algebra, further geometry, and the reinforcement of number concepts. Furthermore, the concepts will be taught in such a manner as to allow the teachers to easily translate the skills learnt to their own primary school classroom, where they can present the concepts in creative and exciting ways. This is done in an effort to ensure that teachers will be successful in their delivery of this most challenging subject area.

MUSIC

MUED458 *Music in the Elementary School* **3**

A study of the methods, skills, and materials used in the music programmes of the elementary grades. Areas covered are singing, rhythm, playing simple instruments, and listening activities.

DEPARTMENT OF FAMILY AND CONSUMER SCIENCES

MISSION STATEMENT

The Family and Consumer Science programme serves to provide didactics and experiential opportunities which enable students to develop skills, demonstrate professionalism, and apply knowledge and work effectively to improve the quality of foods, nutrition and family life for the population they serve. The programme integrates faith and learning, preparing students to serve God and man.

DEPARTMENT OBJECTIVES

Family and Consumer Science is a synergistic study of the social, psychological, spiritual and physical needs of human beings throughout their life span, with a perspective on the past and present, and emphasis on the future.

Family and Consumer Science is a field of study that provides the necessary knowledge for guiding and assisting each human being toward a more self-rewarding, fulfilled life, compatible with society.

The Family and Consumer Science and the Nutrition and Dietetics programmes are designed to prepare students for professional careers in such areas as food nutrition and dietetics, family life education, small business management, textiles and clothing, catering, hospitality industry, and child development education. Emphasis is being placed on the Seventh-day Adventist philosophy of education with respect to food nutrition, vegetarianism and family life.

PROGRAMMES

- **Bachelor of Science in Family and Consumer Sciences**
- **Bachelor of Science in Nutrition and Dietetics**

Minors:

- **Food and Nutrition**
- **Family and Consumer Sciences**
- **Family Studies**

GENERAL EDUCATION REQUIREMENTS FOR THE BACCALAUREATE DEGREE PROGRAMMES

- a. Religion (12 credits)
- | | | | |
|-----|---------------------------------------|---------------------------------------|-----|
| (1) | RELT100 | God and Human Life | 3 |
| (2) | <u>Select three of the following:</u> | | |
| | RELB210 | Jesus in His Time and Ours | (3) |
| | RELG360 | Topics: World Religions | (3) |
| | RELT250 | Personal Spirituality and Faith | (3) |
| | RELT340 | Religion and Ethics in Modern Society | (3) |
- Note: Students must take one religion course each school year*

or school year equivalent. A transfer student must take one course per year of residency, or full-time equivalent at USC or other Seventh-day Adventist College or University. A part-time student must take one religion course for every 30 hours completed on a part-time basis.

- b. Arts/Humanities/Philosophy **(10 credits)**
- | | | | | |
|-----|-----------------------|---------------------------|--------|---|
| (1) | HIST104 OR 105 | World Civilizations I, II | (3, 3) | 3 |
| | | OR | | |
| | HIST147 | West Indian History | (3) | |
- Note: If Caribbean History was not passed at the GCE/CXC or CSEC level, HIST147 must be taken.*
- | | | | | |
|-----|---------------------------|---------------------------|-----|---|
| (2) | ENGL255 | Studies in Literature | | 3 |
| (3) | IDSC205 | Introduction to Fine Arts | (2) | 2 |
| | | OR | | |
| | Two credits for Ensemble: | | | |
| | MUPF135 | USC Chorale | (1) | |
| | MUPF235 | University Singers | (1) | |
| | MUPF137 | Instrumental Ensemble | (1) | |
| (4) | EDTE354 | Philosophy for Education | | 2 |
- c. Social Sciences **(03 credits)**
- Select One*
- | | | | |
|---------|---|-----|--|
| BHSC220 | An Interdisciplinary Approach to Contemporary Social Issues | (3) | |
| ECON226 | Principles of Microeconomics | (3) | |
| PLSC235 | Introduction to Political Systems | (3) | |
| PSYC101 | Introduction to Psychology | (3) | |
| SOCI119 | Principles of Sociology | (3) | |
- d. Language and Communication **(12 credits)**
- | | | | | |
|-----|--|--|-----|---|
| (1) | COMM104 | Communication Skills | | 3 |
| | | <i>(Must be completed in the first or second year)</i> | | |
| (2) | ENGL115 | English Composition I | | 3 |
| (3) | ENGL215 | English Composition II | | 3 |
| (4) | Foreign Language | | | 3 |
| | <i>One foreign language for all students</i> | | | |
| | FREN101 | Conversational French | (3) | |
| | SPAN101 | Conversational Spanish | (3) | |
- e. Natural Science **(06 credits)**

Select any two courses from two areas

*BIOL111 Anatomy and Physiology I (4)

**(Fulfill in Cognate)*

BIOL208 Principles of Environmental Science (3)

BIOL245 Natural History of Trinidad and Tobago (3)

CHEM107 Chemistry in Society (3)

#FDNT230 Nutrition (4)

(Fulfill in Family and Consumer Emphasis)

PHYS115 Concepts of Physics (3)

f. Mathematics (03 credits)

MATH165 College Algebra 3

Note: Students should have fulfilled any one of the following to be allowed to register for MATH165:

(1) a pass with a 1,2, or 3 (from 1998) in CXC/CSEC Mathematics

(2) a minimum score of 2.0 in the Mathematics Placement Exam (MPE)

Students who have a pass in Additional Mathematics may petition to waive MATH165 upon earning a minimum score of 3.5 in the MPE.

Any student who scores a 4.0 in the MPE may petition to waive MATH165.

g. Computer Tools (03 credits)

CPTR100 Introductory Computer Tools 3

h. Wellness (02 credits)

(1) HELD120 Fit and Well 1

(2) Select One 1

PEAC110 Personal Physical Fitness (1)

PEAC130 Special Activities: _____ (1)

i. Service (02 credits)

BHSC100 Philosophy of Service 2

(Must include a service component)

j. Vocational/Career Planning (02 credits)

IDSC110 College Success and Career Planning 1

Select one course from: 1

#HMEC129 Social & Professional Ethics (1)

(Fulfill in Family and Consumer Emphasis)

TCED285 Upholstery (1)

TOTAL (46 credits)

1. BACHELOR OF SCIENCE IN FAMILY AND CONSUMER SCIENCES

General Degree Requirements

A.	General Education Requirements	46
B.	Courses required for the Emphasis in Family and Consumer	60
C.	Courses required for the Cognate	15
D.	Courses required for the Electives	<u>06</u>
	TOTAL	<u>127</u>

A. General Education Requirements **(46 credits)**

B. Courses required for the Emphasis in Family and Consumer **(60 credits)**

Note: Students pursuing careers in secondary school teaching should include additional credits in the emphasis as recommended by the advisor.

FDNT110	Basic Food Preparation	2
FDNT114	Fundamentals of Food Production	4
FDNT124	Food Science	3
FDNT226	Meal Management and Catering	3
FDNT230	Nutrition	4
FDNT310	Nutrition in the Life Cycle	3
FDNT351	Food Service Management I	4
FMST456	Marriage and the Family	3
FMST460	Management and Decision Making in the Family	3
HMEC129	Social and Professional Ethics	1
HMEC254	Child Development	2
HMEC255	Child Development Laboratory	1
HMEC415	Professional Experience	3
HMEC459	Practicum: Home Management	1
HMEC459	Practicum: Textile Design	1
IDSC440	Topics in: Introduction to Sewing and Lab	3
INTR261	Introduction to Interiors	3
TXTL210	Pattern Drafting	2
TXTL258	Clothing Construction	2
TXTL259	Clothing Construction Laboratory	2
TXTL414	Textiles	3

Seven credits chosen from **(07 credits)**

MGMT210	Small Business Management	(3)
FDNT118	The Profession of Dietetics	(1)
FDNT321	Introduction to Clinical Nutrition	(3)
FDNT352	Food Service Management II	(3)
FDNT421	Community Nutrition I	(2)
FDNT422	Community Nutrition II	(2)
FMST310	Parent-Child Relationships	(3)
FMST350	Family Cultural Perspectives (Alt.)	(3)

FMST454	Family Violence across the Lifespan	(3)
HMEC340	Topics in: _____	(1-3)
HMEC495	Independent Study/Readings	(1-3)
TXTL255	Wardrobe Selection and Management	(2)
TXTL468	Clothing Design Interpretation	(3)

C. Courses required for the Cognate **(15 credits)**

Select any 4 courses from the list below:

(For teaching purposes all 5 courses must be taken)

CHEM110	Introduction to Inorganic and Organic Chemistry	(4)	
OR			
BCHM120	Introduction to Biological Chemistry	(4)	4
BIOL111	Anatomy and Physiology I		4
BIOL112	Anatomy and Physiology II		3
BIOL260	General Microbiology		4

D. Courses required for the General Electives **(06 credits)**

2. BACHELOR OF SCIENCE IN NUTRITION AND DIETETICS

General Degree Requirements

A.	General Education Requirements	46
B.	Courses required for the Nutrition and Dietetics Core	25
C.	Courses required for the Emphasis	35
D.	Courses required for the Cognate	22
E.	Courses required for the Nutrition and Dietetics (Internship)	<u>12</u>
TOTAL		<u>140</u>

A. General Education Requirements **(46 credits)**

B. Courses required for the Nutrition and Dietetics Core **(25 credits)**

BHSC230	Research Methods I	3
FDNT114	Fundamentals of Food Production	4
FDNT118	The Profession of Dietetics	1
FDNT226	Meal Management and Catering	3
FDNT230	Nutrition	4
FDNT310	Nutrition in the Life Cycle	3
FDNT321	Introduction to Clinical Nutrition	4
FDNT491	Research Methods	3

C. Courses required for the Emphasis **(35 credits)**

FDNT124	Food Science	3
FDNT322	Nutrition and Human Metabolism	3

FDNT342	Medical Nutrition Therapy I	3
FDNT343	Medical Nutrition Therapy II	4
FDNT351	Food Service Management I	4
FDNT352	Food Service Management II	3
FDNT405	Senior Seminar	1
FDNT421	Community Nutrition I	2
FDNT422	Community Nutrition II	2
FDNT442	Nutrition Assessment and Counseling	3
FDNT445	Nutrition-Care Management	3
FDNT486	Advanced Medical Nutrition Therapy	4

D. Courses required for the Cognate **(22 credits)**

BCHM120	Introduction to Biological Chemistry	4
BIOL111	Anatomy and Physiology I	4
BIOL112	Anatomy and Physiology II	3
BIOL260	Microbiology and Lab	4
CHEM110	Introduction to Inorganic and Organic Chemistry	4
MGMT255	Principles of Management	3

E. Courses required for the Nutrition and Dietetics Internship **(12 credits)**

FDNT395	Foodservice Systems Management Affiliation (Internship)	4
FDNT396	Community Nutrition Affiliation (Internship)	4
FDNT473	Medical Nutrition-Therapy Affiliation (Internship)	4

Students who have successfully completed B.S. Family and Consumer Sciences, or another field from a recognized tertiary level institution can apply to the Nutrition and Dietetics Programme and obtain a second degree because they will be completing 30 credits and above.

3. **MINOR IN FOOD AND NUTRITION**

Courses required for the Minor **(24 credits)**

FDNT110	Basic Food Preparation	2
FDNT114	Fundamentals of Food Production	4
FDNT226	Meal Management and Catering	3
FDNT230	Nutrition	4
FDNT310	Nutrition in the Life Cycle	3
FDNT321	Introduction to Clinical Nutrition	3
HMEC495	Independent Study/Readings	2
MGMT210	Small Business Management	3

4. **MINOR IN FAMILY AND CONSUMER SCIENCES**

Courses required for the Minor **(24 credits)**

FDNT114	Fundamentals of Food Production	4
FDNT230	Nutrition	4
FDNT226	Meal Management and Catering	3

<u>One of:</u>			3
FMST350	Family Cultural Perspectives	OR	(3)
FMST456	Marriage and the Family		(3)
HMEC254	Child Development	AND	(2)
HMEC255	Child Development Laboratory		(1)
		OR	3
FMST310	Parent-Child Relationships		(3)
TXTL258	Clothing Construction		2
TXTL259	Clothing Construction Laboratory		2
Three upper division credits chosen from FDNT, FMST, HMEC, INTR and TXTL acronyms.			3

5. MINOR IN FAMILY STUDIES

Courses required for the minor **(24 credits)**

This minor also appears in the Behavioral Sciences Department listings.

***Note:** A total of 14 credits must be in courses numbered 300 and above.*

Students choosing this minor should consult with the Chair of the Department.

FDNT230	Nutrition		4
FMST115	Introduction to Family Studies		3
FMST310	Parent-Child Relationships		3
FMST350	Family Cultural Perspectives (Alt.)		3
FMST456	Marriage and the Family		3
FMST460	Management and Decision Making in the Family		3

Five credits chosen from: **(05 credits)**

BHSC440	Topics in: Families in Crisis		(2)
BHSC440	Topics in _____		(1-3)
FMST350	Family Cultural Perspectives (Alt.)		(3)
FMST454	Family Violence across the Lifespan		(3)

COURSES

CREDITS

FAMILY STUDIES

FMST115 ***Introduction to Family Studies*** **3**

A study of the conceptual framework for the discipline and exploration of contemporary issues and trends in society as related to families.

FMST310 *Parent-Child Relationship* **3**
Study of the concepts, challenges, and changes in the parent/child relationship including contemporary strategies, parenting in diverse family types, and changing parenting roles throughout the life cycle.

FMST350 *Family Cultural Perspectives (Alt)* **3**
Study of the family as a social institution, its biological and cultural foundations, and its historic development and changing structure and function. Cross-cultural uniqueness is examined. Normally offered in even years.

FMST454 *Family Violence Across the Lifespan (Alt.)* **3**
A study of factors contributing to abuse in the family, with emphasis on prevention of domestic violence. Normally offered in even years.

FMST456 *Marriage and the Family* **3**
Study of the family and the marriage relationship from a multi cultural perspective, focusing on diversity and strengths of families, developing and maintaining satisfying intimate relationships, trends in family structure, family dynamics and the conceptual frameworks from which researchers, theoreticians, and clinicians look at families.

FMST460 *Management and Decision Making in the Family* **3**
Co-requisite: HMEC459
Principles of sound management of resources including time, money, and energy as they relate to individuals and groups throughout the lifespan, with emphasis on the family.

FOOD AND NUTRITION

FDNT110 *Basic Food Preparation* **2**
Basic principles of menu planning and techniques used in food preparation. Laboratory Fee

FDNT114 *Fundamentals of Food Production* **4**
This course provides an introduction to food production, including areas such as purpose of food services, safety and sanitation, tools and equipment, vocabulary used and application of cooking principles. This course will also provide an in depth experience into food production. Laboratory procedures apply the principles studied in theory and will provide the hands-on experience necessary for a thorough understanding of the science of food production. Weekly: 3 lectures and one 4-hour laboratory. Laboratory Fee

FDNT118 *The Profession of Dietetics* **1**
A discussion of the dietetics profession and the role of the dietitian within the health care team. Ethical concerns in the practice of dietetics.

FDNT124 *Food Science* **3**
Chemical and physical properties of foods that affect food-handling, preparation, and preservation. Laboratory procedures apply the principles studied to the preparation of foods. Weekly: 2 lectures and one 3-hour laboratory. Laboratory Fee.

- FDNT226** *Meal Management and Catering* **3**
Prerequisite: FDNT114
Principles and methods for the preparation and service of foods. Study of managerial, psychological, nutritional, economical, and aesthetic implications. This course will also outline the roles and scope of caterers and catering functions. Weekly: 1 lecture and one 4-hour laboratory. Laboratory Fee
- FDNT230** *Nutrition* **3-4**
Basic principles of human nutrition, including nutrients and allowances for various ages and normal conditions. Applies toward the General Education requirement in Science. Weekly: 3 lectures; for General Education credit, one weekly 3-hour lab is required for 4 credits. Laboratory Fee
- FDNT310** *Nutrition in the Life Cycle* **3**
Prerequisite: FDNT230 or consent of instructor
Study of the nutritional needs of the healthy person throughout the life cycle. The influence of socio-economic, cultural, and psychological factors on food and nutritional behavior. Adult men and women's health issues. Geriatrics. Lecture 1 hour, practicum 3 hours per week.
- FDNT321** *Introduction to Clinical Nutrition* **3**
Prerequisite: FDNT310
Basic knowledge of the responsibilities of the clinical dietitian: review of the medical record, documentation in the medical record, medical terminology, and patient interviewing. Clinical management will include normal nutrition needs of individuals across the life span, with a focus on pregnancy and lactation, normal infant growth and development; childhood and adolescence, with an overview of school feeding programmes. Introduces nutrition assessment, adult men and women's health issues, geriatrics, anemia, food allergies, vegetarian diets, nutrition quackery, obesity, eating disorders, and ethnic dietary patterns. Lecture 3 hours, practicum 6 per week.
- FDNT322** *Nutrition and Human Metabolism* **3**
Prerequisites: BIOL111, BIOL112, BCHM421 or equivalent
Nutritional requirements and metabolism of essential nutrients for the human organism at the cellular level. Focuses on macro- and micro-nutrients metabolism. Lecture 4 hours per week.
- FDNT342** *Medical Nutrition Therapy I* **3**
Prerequisites: FDNT230, FDNT310, FDNT321
Basic biochemical and physiological conditions that necessitate dietary modifications in the clinical management of the patient, including: cardiovascular disease and hypertension; diabetes; cancer; HIV/AIDS; and other disorders. Continues practice in interviewing and counseling the patient, nutrition assessment and documentation, and use of computer-assisted nutritional analysis. Ongoing study of medical terminology. Advanced topics: lipids, antioxidants, and phytochemicals. Lecture 3 hours, practicum 6 hours per week.

- FDNT343** *Medical Nutrition Therapy II* **4**
 Basic biochemical and pathophysiological processes that necessitate dietary modifications in the clinical management of the patient with pulmonary disease-including cystic fibrosis; digestive disorders of the liver, biliary system, and pancreas; alcoholism; renal disease; solid-organ transplantation; sepsis/trauma; metabolic disorders; and neurologic disorders- including spinal cord injury and stroke. Continues nutrition assessment, patient interviewing, and counseling. Applies enteral and parental nutrition support when indicated in the clinical management of patients with these conditions. Introduces preparation of an in-depth case study. Lecture 2 hours, practicum 9 hours per week.
- FDNT351** *Food Service Management I* **4**
Prerequisites: FDNT114, FDNT226
 Enable the student to apply the theory and principles of management to efficiently utilize time, personnel, finances, material, and technology resources to function effectively as a professional.
- FDNT352** *Food Service Management II* **3**
Prerequisite: FDNT351
 Introduction to layout and design features and planning producers, analysis of layout characteristics, principles of workflow and work simplification; sanitation requirements in layout and design, materials used in construction of facilities and equipment in relation to use and care, environmental elements.
- FDNT395** *Food Service Systems Management Affiliation (Internship)* **4**
 Supervised experience in public healthcare facilities, foodservice establishments, and other private health-care settings. Emphasis will be placed on the management of the foodservice operation, menu planning, recipe standardization, food production, purchasing, procurement, and distribution and service. Performance and review: Five weeks (200 hours) following the completion of the Foodservice Management I and II.
- FDNT396** *Community Nutrition Affiliation (Internship)* **4**
 Supervised experience in community dietetics in public health departments and other public health facilities. Performance and review: Five weeks (200 hours) during the summer at the end of the junior year (third year).
- FDNT405** *Senior Seminar* **1**
 Develops professional skills, team efforts to market nutrition in the community, volunteer efforts in the community, professional networking, and special topics as determined by nutrition and dietetics faculty. Emphasizes professional portfolio and transition to entry-level nutrition educator/dietitian/food service director. Introduces preparation of an in-depth case study.
- FDNT421** *Community Nutrition I* **2**
Prerequisites: FDNT230, FDNT310
 The course is geared toward identifying the needs of the community and learning the processes of planning, implementation and evaluation of community nutrition programmes. It assesses current nutrition programmes and services at the local and national level in addition to assessing the impact of nutrition policies and legislation on the health of a community

HOME ECONOMICS

- HMEC129** *Social and Professional Ethics* **1**
A survey of the roles and functions of individuals and of the codes of behaviour governing various social, cultural, and professional situations. Opportunities are provided for students to practice the principles learned.
- HMEC150** *Introduction to Child Care Environments (Alt.)* **1**
The types of programmes, facilities, teacher qualifications and duties, as well as career opportunities and issues in child care are explored. This course introduces the student to the CDA competencies and credentialing process.
- HMEC235** *Creative Activities for Young Children (Alt.)* **1**
The creative and aesthetic development of young children including how to plan and implement activities which promote this development along with practical experience with various materials used in creative activities.
- HMEC240** *Behaviour Management for Young Children (Alt.)* **1**
Methods and techniques which lead to successful management of young children which creates a healthy, growing environment and enhances self-esteem in children and adults.
- HMEC254** *Child Development* **2**
The factors that affect the total development of the child from conception to school age with emphasis on meeting basic needs and parental responsibilities.
- HMEC255** *Child Development Laboratory* **1**
Observation of young children and participation in the laboratory programme.
Weekly: 2 hours laboratory and 1 hour lecture for 1 credit
- HMEC340** *Topics in _____* **1-3**
Selected topics in the areas of nutrition and family studies. Examples include food and nutrition, family life (i.e. fathering, grand parenting), clothing, interior design and textiles. The class schedule lists topics offered. May be repeated as topics vary.
- HMEC415** *Professional Expérience* **3**
A supervised experience designed to introduce the student to the role of a professional. By permission of the department chair.
- HMEC459** *Practicum: Home Management* **1**
Co-requisite: FMST460
A supervised laboratory experience in Home Management. Laboratory fee
- HMEC459** *Practicum: Textile Design* **1**
The practical application of textile science to structural and surface design techniques. Weekly: One 2-hour Laboratory. Laboratory fee

HMEC495 *Independent Studies//Readings* **1-3**
Individual study and/or readings in home economics related areas with consent of instructor.

INTR261 *Introduction to Interiors* **3**
This course is structured to develop experience in the design and production of household articles and soft furnishings, that would serve to enhance the aesthetic, functional, and pragmatic aspects of shelter for the individual and the family. Weekly: 2 lectures and one 4-hour laboratory.

TEXTILES

TXTL105 *Textiles and Clothing Construction* **2**
Basic principles and techniques of textiles and garment construction. Laboratory Fee

TXTL110 *Introduction to Sewing and lab* **3**
This course is an introduction to basic techniques and principles of garment construction. It provides the prerequisite knowledge for the TXTL258 Clothing Construction. It enables the students to develop fundamental skills and understand terminologies of clothing construction. The course emphasizes the interrelationship between fabric and construction techniques, and is intended for Family and Consumer Science majors who have little or no knowledge of sewing skills.

TXTL210 *Pattern Drafting* **2**
Prerequisites: TXTL258 and TXTL259
Techniques and principles applied to pattern drafting. Laboratory Fee.

TXTL255 *Wardrobe Selection and Management* **2**
Aesthetic, economic, and psychological aspects of costume design and wardrobe coordination as they apply to the selection of clothing. Emphasis given to color and figure analysis, consumer decisions, total wardrobe planning, care, fashion trends, and Christian values as they relate to clothing selections.

TXTL258 *Clothing Construction* **2**
Prerequisite: TXTL210
Co-requisite: TXTL259
Pattern drafting principles of garment construction at the intermediate level.

TXTL259 *Clothing Construction Laboratory* **2**
Co-requisite: TXTL258
Application of intermediate – level techniques of garment construction. Laboratory Fee

TXTL414 *Textiles* **3**
The impact of technology on textile fibers and fabric structure; recognition of fiber properties and finishing processes with guidelines for textile selection by consumers.

TXTL468 *Clothing Design Interpretation*

3

Prerequisite: TXTL259 or consent of instructor

Creative clothing construction with emphasis on original design and manipulation of fabric using flat pattern techniques. Weekly: 2 lectures and 3 hours laboratory. Laboratory Fee

SCHOOL OF HUMANITIES

- DEAN:** Loverne Jacobs-Browne, Ph.D.
- CHAIRPERSONS:** Allison Campbell-Sanderson, M.A.
Department of Language and Communication
- Terencia Joseph, Ph.D.
Department of History and Social Studies
- Eldon Blackman, M.M. (Acting)
Department of Music and Fine Arts
- DIRECTOR:** Shelly-Ann Edwards-Barran, MSM
Institute of Language Education
- COORDINATOR:** Renis Gabriel, M.A.
ESL Department

MISSION STATEMENT

The School of Humanities is committed to Christian Education and is determined to maintain standards of excellence in teaching and interpersonal relations, with the hope of producing well-adjusted individuals who are proficient in English, History, Social Studies, Music, Human Communication, and Language Education, and who, having been exposed to practical Christianity, would have a commitment to Christian faith and service to all humanity.

PROVISIONS OF THE ACADEMIC ENVIRONMENT

This School guarantees each student an environment conducive to instruction and information gathering. It provides:

1. Instruction from suitably qualified teaching faculty and guest lecturers in a classroom setting.
2. Library support facilities for study and in-depth research: electronics books, printed texts, and inter-library services.
3. Practical training in the playing of musical instruments such as the piano, guitar, certain wind instruments, and steel pan.

PROGRAMMES

- Bachelor of Arts in English
- Bachelor of Arts in History
- Bachelor of Science in Social Studies
- Associate of Arts in Music

Minors

- History

- Music
- Music for (Elementary Teacher Education)

GENERAL EDUCATION REQUIREMENTS FOR THE BACCALAUREATE DEGREE PROGRAMMES

a. Religion (12 credits)
 (1) RELT100 God and Human Life 3

(2) *Select three of the following:*

- | | | |
|---------|---------------------------------------|-----|
| RELB210 | Jesus in His Time and Ours | (3) |
| RELG360 | Topics: World Religions | (3) |
| RELT250 | Personal Spirituality and Faith | (3) |
| RELT340 | Religion and Ethics in Modern Society | (3) |

History majors and minors are required to do HIST404 Adventist Heritage. This course may be used to satisfy three (3) credits under the Religion category of the General Education Requirements.

***Note:** Students must take one religion course each school year or school year equivalent. A transfer student must take one course per year of residency or full-time equivalent at USC or other Seventh-day Adventist College or University. A part-time student must take one religion course for every 30 hours completed on a part-time basis.*

b. Arts/Humanities/Philosophy (10 credits)
 (1) HIST104 **OR** HIST105 World Civilizations I, II (3, 3)
(Fulfilled in Social Studies Core)

OR

HIST147 West Indian History (3) 3

***Note:** If Caribbean History was not passed at the GCE/CXC or CSEC level, HIST147 must be taken.*

(2) ENGL255 Studies in Literature 3

(3) IDSC205 Introduction to Fine Arts (2)

OR

Two credits for Ensemble:

MUPF135 USC Chorale (1)

MUPF235 University Singers (1)

MUPF140 Steel-pan Ensemble (1)

(For Music Majors these credits are fulfilled in the Music Core)

	(4) EDTE354	Philosophy for Education	2
c.	<u>Social Sciences</u>		(03 credits)
	<i>Select One</i>		
	BHSC220	An Interdisciplinary Approach to Contemporary Social Issues	(3)
	ECON226	Principles of Microeconomics	(3)
	PLSC235	Introduction to Political Systems	(3)
	PSYC101	Introduction to Psychology	(3)
	SOC119	Principles of Sociology	(3)
	Note: <i>If PSYC101 OR SOC119 is not completed in the first year, then BHSC220 OR PLSC235 is required.</i>		
d.	<u>Language and Communication</u>		(12 credits)
	(1) COMM104	Communication Skills	3
	<i>(Must be completed in the first or second year)</i>		
	(2) ENGL115	English Composition I	3
	(3) ENGL215	English Composition II	3
	(4) Foreign Language		3
	<i>One foreign language for all students</i>		
	FREN101	Conversational French	(3)
	SPAN101	Conversational Spanish	(3)
e.	<u>Natural Science</u>		(06 credits)
	<i>Select any two courses from two areas.</i>		
	BIOL111	Anatomy and Physiology I	(4)
	BIOL208	Principles of Environmental Science	(3)
	BIOL245	Natural History of Trinidad and Tobago	(3)
	CHEM107	Chemistry in Society	(3)
	FDNT230	Nutrition	(3,4)
	PHYS115	Concepts of Physics	(3)
f.	<u>Mathematics</u>		(03 credits)
	MATH165	College Algebra	3
	Note: <i>Students should have fulfilled any one of the following to be allowed to register for MATH165:</i>		
	<i>(1) a pass with a 1,2, or 3 (from 1998) in CXC/CSEC Mathematics</i>		
	<i>(2) a minimum score of 2.0 in the Mathematics Placement Exam (MPE).</i>		
	<i>Students who have a pass in Additional Mathematics may petition to waive MATH165 upon earning a minimum score of 3.5 in the MPE.</i>		

Any student who scores a 4.0 in the MPE may petition to waive MATH165.

g.	<u>Computer Tools</u> CPTR100	Introductory Computer Tools	(03 credits) 3
h.	<u>Wellness</u> (1)	HELD120 Fit and Well	(02 credits) 1
	(2)	<u>One of:</u> PEAC110 Personal Physical Fitness PEAC130 Special Activities:	1 (1) (1)
i.	<u>Service</u> BHSC100	Philosophy of Service (Must include a service component)	(02 credits) 2
j.	<u>Vocational/Career Planning</u> IDSC110	College Success and Career Planning	(02 credits) 1
		<u>Select one course from:</u> HMEC129 Social & Professional Ethics TCED285 Upholstery	1 (1) (1)
TOTAL			(55 credits)

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE IN MUSIC

a.	<u>Religion</u> RELT100	God and Human Life	(06 credits) 3
	MURE216	Church Music and Worship	3
b.	<u>Arts/Humanities/Philosophy</u> <u>Select one course from:</u>		(03 credits) 3
	ENGL255	Studies in Literature	(3)
	HIST105	World Civilizations II	(3)
	HIST147	West Indian History	(3)
	<i>Note: If Caribbean History was not passed at the GCE/ CXC or CSEC level, HIST147 must be taken.</i>		
c.	<u>Social Sciences</u> <u>Select one course from:</u>		(03 credits) 3
	PSYC101	Introduction to Psychology	(3)

	SOCI119	Principles of Sociology	(3)
d.	<u>Language and Communication</u>		(09 credits)
	COMM104	Communication Skills	3
	ENGL115	English Composition I	3
	ENGL215	English Composition II	3
e.	<u>Natural Science</u>		(03 credits)
	<i>Select one course</i>		
	BIOL111	Anatomy and Physiology I	(4)
	BIOL208	Principles of Environmental Science	(3)
	BIOL245	Natural History of Trinidad and Tobago	(3)
	CHEM107	Chemistry in Society	(3)
	FDNT230	Nutrition	(3)
	PHYS115	Concepts of Physics	(3)
f.	<u>Mathematics</u>		(03 credits)
	MATH165	College Algebra	3
	<i>Note: Students should have fulfilled any one of the following to be allowed to register for MATH165:</i>		
	<i>(1) a pass with a 1,2 or 3 (from 1998) in CXC/CSEC Mathematics</i>		
	<i>(2) a minimum score of 2.0 in the Mathematics Placement Exam (MPE).</i>		
	<i>Students who have a pass in Additional Mathematics may petition to waive MATH165 upon earning a minimum score of 3.5 in the MPE.</i>		
	<i>Any student who scores a 4.0 in the MPE may petition to waive MATH165.</i>		
g.	<u>Computer Science</u>		(03 credits)
	CPTR100	Introductory Computer Tools	3
h.	<u>Wellness</u>		(01 credit)
	HLED120	Fit and Well	1
i.	<u>Service (Must have a service component)</u>		(02 credits)
	BHSC100	Philosophy of Service	2
j.	<u>Vocational/Career Planning</u>		(01 credit)
	IDSC110	College Success and Career Planning	1
	TOTAL		(34 credits)

DEPARTMENT OF LANGUAGE AND COMMUNICATION

DESCRIPTION

The Department of Language and Communication provides courses that serve as general education requirements for all students of the University. More so, the department provides courses that prepare majors to achieve a Bachelor of Arts Degree in English.

Core courses equip students to become proficient teachers of English language and literature, passionate and creative writers, proficient communicators, and well-rounded individuals who can efficiently and effectively function in journalism, media writing and editing. The programmes also prepare students for graduate studies in local and overseas universities.

DEPARTMENT OBJECTIVES

The Department will help students achieve the above by:

- providing instruction that is student-related as well as socially and academically relevant
- selecting literary works for study that are serious in content, but artistic in style and presentation
- encouraging writing that reflects critical, analytical, and original thinking
- integrating faith in the process of learning
- requiring assignments that demonstrate the mastery of various modes of interpreting, critical writing and mechanical skills
- generating an attitude for positive interdependence in single, peer, group, and cooperative learning
- fostering a sound basis for further study and pursuit of higher educational goals

PROGRAMMES

- **Bachelor of Arts Degree in English**
Emphases: Linguistics and Education
Literature and Language
Communications

1. **BACHELOR OF ARTS IN ENGLISH**

General Degree Requirements

A. General Education Requirements	55
B. Courses required for the English Core	52-54
C. Courses required for the Emphasis in:	
D. Linguistics and Education	27
OR	
Literature and Language	27
OR	
Communications	27
TOTAL	<u>134/136</u>

A. General Education Requirements (52 credits)

B. Courses required for the English Core (52-54 credits)

ENGL186	A Literary Experience	3
ENGL267	Approaches to Literature	3
ENGL375	English Literature I (to 1600)	3
ENGL376	English Literature II (1660-1900)	3
ENGL378	Contemporary Literature: 1900 and Beyond	3
ENGL285	Introduction to West Indian Literature	3
ENGL387	Studies in West Indian Poetry: Carib. Literary Masters	3
ENGL388	Studies in West Indian Drama: Carib. Literary Masters	3
ENGL389	Studies in West Indian Fiction: Carib. Literary Masters	3
ENGL400	Senior Seminar	2,3
ENGL424	Study in Women's Literature	3
ENGL425-02	Literary Topics: Romantics	3
ENGL450	Literary Criticism and Theory	3
ENGL464	Major Literary Authors: Shakespeare	3
ENGL495	Independent Study: Practicum/Internship	2,3
LING210	Structure of English Grammar	3
LING220	Introduction to Phonetics and Phonology	3
LING230	Introduction to Morphology and Syntax	3

C. Courses required for the Emphasis: Linguistics and Education (27 credits)

EDCI486	Instructional Media	2
EDFN425	History and Sociology of Education in the Caribbean	2
EDTE418	Teaching Beginning Reading	3
EDTE330	Principles and Practice of Education	3
EDTE424	Classroom Testing and Evaluation	3
EDTE479	Classroom Management	2
LING310	Language Acquisition	3
LING330	Introduction to Sociolinguistics	3
LING400	Introduction to Creole Linguistics	3
LING410	Introduction to Educational Linguistics	3

OR

Courses required for the Emphasis: Literature and Language (27 credits)

ENGL270	American Literature I	3
ENGL271	American Literature II	3
ENGL315	Professional Writing	3
ENGL345	Introduction to Rhetoric	3
ENGL377	English Literature III	3
ENGL470	Writing Workshop	3
JOUR230	Beginning Media Reporting	3
LING200	Introduction to Language and Linguistics	3
ENGL438	Advanced Composition	(3)

Particularly useful for students in business, behavioural sciences, education, and theology.

COMM450 *Communication in the Classroom* **3**

Prerequisite: COMM104 or COMM230

The study of development of effective communication skills within the context of the classroom. Focus is on interactive learning, where the student rather than the instructor, is central. Open only to upper division and graduate students.

COMM454 *Topics in Communication* **1-3**

Topics of current significance. Repeatable with different topics. Credit to be announced with topic in advance.

COMM456 *Group Dynamics and Leadership* **3**

An experimental study of groups in process within organizations for the purpose of problem solving and team building.

COMM495 *Independent Study/Readings/Research* **1-3**

Topics chosen in consultation with an instructor. Repeatable to 3 credits. Requires prior approval from instructor.

ENGLISH

ENGL115 *English Composition I* **3**

Prerequisites: One of the following: (a) GCE O-level pass in English Language (b) CXC/CSEC General Grade I & II in English A

An introduction to the fundamental principles of composition as they pertain to the use of current Standard English. Emphasizes short essay writing based on personal explorations of memory, observation, conversation, and reading.

ENGL186 *A Literary Experience* **3**

An introduction to writing on literary forms and genres, with emphasis on analysis and interpretation.

ENGL215 *English Composition II* **3**

Prerequisite: ENGL115

An introduction to text-based academic writing, including practice in summarizing, analyzing, synthesizing, and reading from a critical perspective. Tasks include summary, abstract and précis construction, critical analysis and response papers, and a minimum of one extended text-based writing project.

ENGL255 *Studies in Literature* **3**

Prerequisite: ENGL115

An introductory literature course, with the emphasis indicated by a subtitle, such as World Literature, Biblical Literature, the Short Story, and Women's Literature.

- ENGL267** *Approaches to Literature* **3**
Prerequisites: ENGL115, ENGL186, ENGL215
An introduction to genres, analysis, critical approaches, and writing on literature.
- ENGL270** *American Literature I (to 1900)* **3**
Prerequisites: ENGL115, ENGL215, ENGL267
This course is a study of major and selected minor writers and literary trends to the nineteenth century. Considerations for themes by authors include, but are not limited to Emerson, Thoreau, Hawthorne, Whitman, and Dickenson.
- ENGL271** *American Literature II (from 1900 to the present)* **3**
Prerequisite: ENGL270
This course is a study of twentieth century American prose and poetry from selected major and minor writers. Authors include, but are not limited to Hemingway, Frost, Wolfe, Miller, Steinbeck, and Wilde.
- ENGL285** *Introduction to West Indian Literature* **2-3**
Prerequisites: ENGL215, ENGL267
A historical survey of the development of the West Indian writing, with an emphasis on themes in the three major genres: poetry, prose and drama.
- ENGL315** *Professional Writing* **3**
Prerequisites: ENGL115, ENGL215
Practice in adapting writing to a variety of professional audiences and tasks, including resumes, proposals, business and technical reports, web writing, and collaborative writing. This course cannot be audited.
- ENGL345** *Introduction to Rhetoric* **3**
Prerequisites: ENGL115, ENGL215
An introduction to the study of rhetoric, including classical and modern theories. Emphasis is given to the practical applications of rhetorical analysis in mass media, advertising literary and political representations.
- ENGL375** *English Literature I (to 1600)* **3**
Prerequisites: ENGL115, ENGL215, ENGL267
Literature of the British Isles from Beowulf through the Renaissance.
- ENGL376** *English Literature II (1600-1900)* **3**
Prerequisite: ENGL375
Literature of the British Isles from the Restoration through the Victorian period.
- ENGL377** *English Literature III (1900 – the present)* **3**
Prerequisite: ENGL376
This course is a study of literature from British Isles from 1900 to the present.

- ENGL378** **Contemporary Literature (1900 – the present)** **3**
Prerequisites: ENGL375, ENGL376
This course is a study of world literature from 1900 to the present.
- ENGL387** ***Studies in West Indian Poetry: Caribbean Literary Masters*** **3**
Prerequisites: ENGL267, ENGL285
This course incorporates a study of selected major Caribbean poets and their works. It will focus on themes as they relate to and inform the Caribbean experience.
- ENGL388** ***Studies in West Indian Drama: Caribbean Literary Masters*** **3**
Prerequisites: ENGL267, ENGL285
An exploration of the dramatic interpretations (focus and themes) of the West Indian experience as presented in the works of dramatists, primarily of the English speaking Caribbean. This course also analyzes the similarities and differences from traditional expressions of the genre. Special emphasis will be placed on in-depth study of selected plays of Caribbean dramatists, in relation to the techniques, themes and methods of characterization developed in at least one of their works.
- ENGL389** ***Studies in West Indian Fiction: Caribbean Literary Masters*** **3**
Prerequisites: ENGL267, ENGL285
An examination of the elements of fiction in relation to West Indian novels and short stories will be the focus of this course. Emphasis will be placed on the application of critical approaches to the analysis of selected works.
- ENGL400** ***Senior Seminar*** **2**
Prerequisites: ENGL115, ENGL215
An upper division departmental approach to major research papers for English majors. Includes library research skills.
- ENGL424** ***Studies in Women’s Literature*** **3**
This course examines literary theory relating to the writings of female authors, including a study of the writings of selected female writers (British, American, West Indian and other international female writers).
- ENGL425-01** ***Literary Topics: Biblical Literature*** **3**
Prerequisites: ENGL115, ENGL215, ENGL267, ENGL285
This course focuses on the English Bible as a book. It discusses and analyses the structure and elements of the book, its unifying theme, and types of Psalms.
- ENGL425-02** ***Literary Topics: The Romantics*** **3**
A critical analysis of selected works from the Romantic period, including, but not limited to Blake, Byron, Coleridge, Keats, Shelly and Wordsworth.
- ENGL438** ***Advanced Composition*** **3**
Prerequisites: ENGL115, ENGL215
An exploration of published essays, writing theory, and strategies. Student essays move beyond

-- in style, scope, and subject matter. **This course cannot be audited.**

ENGL450 *Literary Criticism and Theory* **3**

Prerequisites: ENGL115, ENGL215, ENGL267

An introduction to literary criticism and theory. Readings start with Plato, but special emphasis is on New Criticism to the present.

ENGL464 *Major Literary Author* **3**

Prerequisites: ENGL115, ENGL215, ENGL267

Study of a major author, such as Chaucer, Shakespeare, Johnson, Dickens, Hawthorne, or Cather. Repeatable with different content.

ENGL467 *Creative Writing* **3**

This course cannot be audited.

Prerequisites: ENGL115, ENGL215.

This course deals with the creation of styles and techniques in writing from a selection of prose, poetry, essays and drama.

ENGL495 *Practicum/Internship* **2-3**

Seniors work as TAs, under the supervision of an appropriate instructor, course includes regular conferences, resulting in oral and/or written reports and papers. Registration by permission of the department chair.

JOUR230 *Beginning Media Writing* **3**

Prerequisites: Ability in word processing and ENGL115, ENGL215.

Aimed at all Communication majors, media writing introduces students to writing targeted communication in a journalistic style. They learn the basics of journalistic writing for various media (i.e., newspapers, radio and television), public relations press releases, basic features and editorials, the importance of audience for any written communication, as well as the values of timeliness, objectivity, and fairness critical to any communication career.

PREL255 *Introduction to Public Relations* **3**

Basic concepts in public relations, publics, public opinions, attitudes, two-way communication, and evaluation of public relations effectiveness. Basic literature of the field is examined. Basic principles for production of news releases, public service announcements, and other materials are covered.

LINGUISTICS

LING200/ENGL460 *Introduction to Language and Linguistics* **3**

This course is designed to sensitize students to the nature of language, to how it works and how it may be analyzed. LING200 is an introductory course. It lays the foundation to help students who have not yet been exposed to language and linguistics. The course will also help determine whether students will pursue any further specializations in the discipline of linguistics. In particular, students must give attention to details in phonetics, phonology, morphology, syntax,

semantics, pragmatics and discourse, language variation and change, and language and the functions of the brain.

LING210/ENGL300 *Structure of English Grammar* **3**

Prerequisite: ENGL115

This course is an introduction to the syntax of the English Language. Students will be able to identify grammar components, identify the form and functions of various syntactic categories, appreciate the differences between traditional and modern grammar, and apply their knowledge to the analysis of the structure of the English language.

LING220 *Introduction to Phonetics and Phonology* **3**

This course introduces students to the study of individual sounds through analysis, recognition, reproduction and transcription of speech sounds in the IPA, and the significance of sound specific to a given language. Students will analyze the phonological structure of English and other languages.

LING230 *Introduction to Morphology and Syntax* **3**

This course introduces students to the study of words and word-formation processes. It also focuses on the composition and the product of sentences. Students will practice analyzing the morphology of diverse languages.

LING310 *Language Acquisition* **3**

This course aims to familiarize students with the theoretical background of first and second language acquisition. It explores the main trends in second language acquisition and familiarises students with the related issues. It also seeks to encourage discussion of ideas related to the process of language acquisition and specifically to discuss issues related to language acquisition in the Caribbean context.

LING330 *Introduction to Sociolinguistics* **3**

Prerequisites: LING200, LING220, LING230.

This course is designed to introduce students to the relationship between language varieties, their speakers and the determining factors that influence language use and functions in society, within monolingual, bilingual and varilingual speech variations. The course also examines wider issues outside the classroom pertaining to language education policies-both in the Caribbean region and beyond-which assign social, political and economic values to a given language variety designated as the standard

LING400 *Introduction to Creole Linguistics* **3**

Prerequisites: LING200, LING230, LING310

This course introduces students to the main concepts in Creole Linguistics. It covers issues of origin and development, and will examine linguistic features of several Creole languages throughout the world; however, specific attention will be paid to those found in the Caribbean region.

Prerequisites: LING200, LING310, LING330

This course reviews aspects of linguistic theory and then explores the interface of Linguistics as a discipline with that of Education. Specific attention will be paid to the contribution of Educational Linguistics to our understanding of language acquisition, learning, teaching as well as language education policy and planning both in the Caribbean region and beyond—which assign social, political and economic values to a given language variety designated as the standard.

DEPARTMENT OF HISTORY AND SOCIAL STUDIES

DEPARTMENT OBJECTIVES

The intent of the Department of History and Social Studies is to provide an enrichment of the experience of every student who attends the University of the Southern Caribbean, as well as to promote Christian cultural values in the Caribbean Union community. The Department hopes to influence people via uplift of the entire personality. Such uplift must reflect an impact that reveals itself spiritually, intellectually, and socially. Further, the approach of the Department is to attempt to understand the past and to investigate how human societies behave and change over time, with the overarching aim of promoting individual and collective self- understanding as a knowledge basis for being agents of improvement in our present reality. Discerning the “moral of the story” is important to our approach.

The Department strives to fulfill its abovementioned aim by:

Facilitating students in their quest to know their own Caribbean society, and understand its relationship not only with the past, but also with other cultures.

- Providing students with a variety of approaches to the study of History and Social Studies, as well as a familiarity with differing interpretations of social and historical problems.
- Developing skills in evaluating and interpreting source material as historical evidence, and to use such material in problem solving.
- Helping students towards an understanding of the development, over time, of social, political, and cultural values.
- Providing a sound basis for further study and the pursuit of personal interest.
- Inspiring students and providing them with leadership, where necessary, in the overall programme of uplifting humanity through church-related and other legitimate avenues.

The Department prepares students for the Bachelor of Arts in History and a Bachelor of Science in Social Studies. Students doing the degree in Social Studies have an option of doing a Professional Education component, for the purpose of teaching at the secondary school level. The Social Studies Emphasis and the History minor are open to students pursuing the Bachelor of Science degree in Elementary Education.

PROGRAMMES

- **Bachelor of Arts in History**
- **Bachelor of Science in Social Studies**
Minor: History

1. BACHELOR OF ARTS IN HISTORY

General Degree Requirements

A.	General Education Requirements	55
B.	Courses required for the History Core	60
C.	Courses required for the Electives	<u>12</u>
	TOTAL	<u>127</u>

A.	<u>General Education Requirements</u>	(55 credits)
B.	<u>Courses required for the History Core</u>	(60 credits)
	HIST150 Foundations of the Caribbean World and the Americas	3
	HIST167 Latin American History to 1810	(3)
	OR	3
	HIST168 Latin American History since 1810	(3)
	HIST204 American Experience I	3
	HIST205 American Experience II	3
	HIST247 The African Diaspora to 1800	3
	HIST248 The African Diaspora since 1800	3
	HIST345 History of West Africa to 1800	3
	HIST346 History of West Africa since 1800	3
	HIST367 Caribbean History to 1838	3
	HIST368 Caribbean History since 1838	3
	HIST400 Women and Gender History in the English-Speaking Caribbean	3
	HIST401 Minority Groups in the Caribbean	3
	HIST414 Renaissance and Reformation, 1300-1648	(3)
	OR	3
	HIST420 Revolutions and Reaction, 1789-1917	(3)

HIST425	Nationalism and World Wars, 1914–Present	3
HIST430	History of the Indian Sub-continent	3
HIST431	The Indian Diaspora since 1838	3
HIST437	Topics: History of Trinidad & Tobago	3
HIST438	Topics: US Foreign Policy in Latin America and the Caribbean	3
HIST480	Senior Seminar	3
HIST490	Research Seminar	3

C. Courses required for the Electives (12 credits)

Select from upper division courses

*NOTE: HIST316 may not count in a history emphasis or minor.
HIST317 may count on a history emphasis, but not a minor.*

2. **BACHELOR OF SCIENCE IN SOCIAL STUDIES**

General Degree Requirements

A.	General Education Requirements	55
B.	Courses required for the Social Studies Core	66
C.	Courses required for the Electives	<u>6</u>
	TOTAL	<u>127</u>

A. General Education Requirements (55 credits)

B. Courses required for the Social Studies Core (66 credits)

History (27 credits)

HIST104	World Civilizations I	3
HIST105	World Civilizations II	3
HIST150	Foundations of the Caribbean World and the Americas	3
HIST168	Latin American History since 1810	3
HIST205	American Experience II	3
HIST248	The African Diaspora since 1800	3
HIST367	Caribbean History to 1838	3
HIST368	Caribbean History since 1838	3
HIST425	Nationalism and World Wars, 1914 - Present	3

Political Science, Geography, Economics (21 credits)

ECON226	Principles of Microeconomics	3
ECON227	Principles of Macroeconomics	3
ECON420	Issues in Caribbean Economic Development	3
GEOG125	Introduction to Regional Geography: Caribbean	3
PLSC235	Introduction to Political Systems	3

PLSC307	Comparative Politics	(3)
OR		
PLSC488	International Relations	(3)
PLSC350	Public Service Administration	3
<u>Behavioural Sciences</u>		(18 credits)
ANTH200	Cultural Anthropology	3
PSYC101	Introduction to Psychology	3
PSYC212	Methods of Social Research I	3
PSYC450	Social Psychology	3
SOCI119	Principles of Sociology	3
SOCI223	Caribbean Social Structure I	3

C. Courses required for the Electives **(06 credits)**
Select from upper division courses

3. MINOR IN HISTORY

Courses required for the Minor **(24 credits)**

HIST150	Foundations of the Caribbean World and the Americas	3
HIST167 OR HIST168	Latin American History to OR since 1810	(3)
HIST204 OR HIST205	American Experience I, II	(3)
HIST367 OR HIST368	Caribbean History to OR since 1838	(3)
HIST400	Women and Gender History in the English-Speaking Caribbean	3

Nine credits selected from: 9

HIST247	The African Diaspora to 1800	(3)
HIST248	The African Diaspora since 1800	(3)
HIST345	History of West Africa to 1800	(3)
HIST346	History of West Africa to since 1800	(3)
HIST414	Renaissance and Reformation, 1300-1648	(3)
HIST420	Revolutions and Reaction, 1789-1917	(3)
HIST425	Nationalism and World Wars, 1914-Present	(3)
HIST431	The Indian Diaspora since 1838	(3)
HIST437	Topics: US Foreign Policy in Latin America and the Caribbean	(3)

COURSES

CREDITS

GEOGRAPHY

GEOG125 *Introduction to Regional Geography* **3**

This course gives a regional analysis of mankind in his environment in selected countries of the

- HIST248** *African Diaspora since 1800* **3**
This course is an examination of the political, economic and social development of peoples of African descent outside of Africa after 1800. It is comparative in nature and examines the various economic, political and social forces that have impacted on these people, and their response to such forces.
- HIST316** *History of the Christian Church I* **3**
The course surveys the internal and external developments and conflicts, which Christianity has experienced from the time of Christ up to the Reformation. Special attention is given to those developments that relate to Seventh-day Adventist theological heritage.
- HIST317** *History of the Christian Church II* **3**
This is a survey of the history of the Church from the Protestant Reformation to the present. Special attention is given to the Protestant Reformation, the Catholic counter-reformation, Puritanism, Rationalism, Evangelicalism, the rise of modern denominations, the world-wide mission expansion and ecumenism.
- HIST345** *History of West Africa to 1800* **3**
An analysis of the West African states and their political, economic and social development from ancient times to the end of the eighteenth century. This course also looks at the impact of foreign powers on the region.
- HIST346** *History of West Africa since 1800* **3**
A continued analysis of the West African states and their political, economic and social development, from 1800 to the present. The course also examines the impact of foreign powers on the region and the African response to colonialism.
- HIST367** *Caribbean History to 1838* **3**
An in-depth course covering the major political, economic and social developments in the Caribbean from Amerindian presence to the abolition of slavery in the British West Indies.
- HIST368** *Caribbean History since 1838* **3**
This course is a thorough examination of the major political, economic and social developments in the post-slavery era to the present.
- HIST400** *Women and Gender History in the English speaking Caribbean* **3**
A detailed study of the gender relations in the historical processes of the Caribbean people, from Pre-Columbian times to the present. The course examines women as co-actors in the shaping of Caribbean history, as well as the different modes of gender relations as a result of their unique historical experiences. The course also highlights key women folk who were instrumental in the forging of Caribbean history.
- HIST401** *Minority Groups in the Caribbean* **3**
A specialized study of the presence and experiences of select minority groups in the Caribbean from the immediate post-emancipation period up to the 21st Century.

skills development (listening, reading, speaking, and writing) and language skills development (grammar, pronunciation, and vocabulary). These courses focus on developing the learners' conversational skills, and follow a partial immersion format. Proficiency programmes integrate culture and the use of authentic activities and materials to deliver the curriculum. These courses are taught in full immersion to give students every opportunity to experience the language.

DEPARTMENT OBJECTIVES

It is the intention of the Department to effectively promote an appreciation of intercultural communication through the study and use of languages, interaction with native speakers, and exploration of associated cultures and countries. This is accomplished by:

- offering learning and student-centred activities;
- utilizing the communicative approach that encourages immersion within the target language(s);
- providing a wide variety of opportunities for students to use the target language(s);
- promoting exploration of the cultures and communities using the target language(s);
- incorporating the use of technology in language and cultural exploration through the use of the internet and language proficiency software;
- integrating faith and learning to promote spiritual development;
- encouraging further expression, study and research in languages and language education.

COURSE STRUCTURE FOR PROFICIENCY PROGRAMMES

Proficiency courses provide active immersion and follow a unique four-quarter system that fast tracks students' completion of the program. Each level runs for approximately ten (10) weeks, and targets five skill areas—reading, writing, grammar, speaking and listening. Even though there is a separate courses for each skill area, instruction follows the task-based integrated-skills approach. Students are given projects and assignments which require them to utilize and develop all skill areas in each course.

Foreign Language Programmes

Foreign language proficiency courses target individuals who are not registered for USC undergraduate or graduate degrees. USC students who wish to register for proficiency courses must apply to enter the desired programme at the Office of Admissions, and must also complete the necessary registration process. Proficiency courses **do not** count toward credit hours for degree programmes.

Foreign Language proficiency programs are offered in Spanish as a Foreign Language (SFL), and French as a Foreign Language (FFL). Other languages are available upon request. Foreign Language proficiency courses are usually offered in the evening to accommodate working students, but can be designed to fit the needs of the group requesting instruction. For more information on the availability of courses, contact the ILE Office.

English as a Second Language (ESL) Programmes

English as a Second Language is the Department specialty. The ESL programmes are open to individuals whose native language is not English. Students are prepared for integration into English speaking societies, whether for academic, business, or personal development. Instruction is designed to expose students to the culture of English-speaking societies,

particularly that of Trinidad and Tobago. In addition to class activities, students are taken on field trips around the islands. A student who can dedicate time to his/her language studies may enroll in the certificate programme, while others who are more pressed for time may enroll in the one-month Total Immersion Programme.

ESL Certificate Programme

This programme has four levels--basic to advanced. A student may enter at any level, but must achieve an overall B grade (75%) or higher to move through levels and to exit the programme. Entry into a level is based on a combination of students' performance on a placement test and teachers' observations of their performance during the first week of interactions. A student who enrolls in the advanced class, Level IV—ENGL 104, is allowed to enroll for the University's freshman-level courses. Interested students should consult with the Coordinator of the ESL Programme, who will make a recommendation based on the students' level of English. The recommendation is then forwarded from the Director of ILE to the Dean of the School of Humanities for confirmation.

Students graduate from the certificate programme when they complete Level IV, ENGL104, with at least a "B" grade overall. All levels meet for a total of 18 contact hour per week, plus 2 non-contact hours in the language laboratory, and more than 8 non-contact hours per week in extension activities.

At each level, students are facilitated in exploration of the four language skill-areas—reading, writing, listening, and speaking. A fifth class focuses on grammar rules and guidelines. The task-based integrated skills approach is taken for each section, and teachers collaborate to provide a seamless transition of topics and themes across classes and levels.

ESL Certificate Course Numbers and Levels

LEVEL I: ENGL101 Introduction to the English Language (Basic)

This level introduces students to practical, everyday English and provides a foundation for learners who are completely new to the study of the English language. In addition to classroom instruction and the Rosetta Stone language program in the language laboratory, students engage in activities which provide experience in taking a taxi, going grocery shopping, writing personal letters, introducing and talking about themselves, as well as readings signs, filling out forms and following simple instructions in an environment where English is the primary language. There is no prerequisite to this course.

LEVEL II: ENGL102 Conversational English (Elementary)

This level is designed for individuals who are not new to the study of English. It reinforces familiar concepts and builds on these to increase students' ability to function confidently in English-speaking societies. Students are given opportunities to explore English through written projects, role play and oral presentations. **Prerequisites:** ENGL101 Introduction to the English Language, an appropriate score on the English Placement Test, demonstrated ability, or equivalent qualification as evidenced by documentation.

LEVEL III: ENGL103 Introduction to Academic English (Intermediate)

At this level, students are introduced to more formal English in order to increase their ability to function adequately in a university classroom or an office where English is the language of interaction. Students explore essay writing and oral presentations (individual and group) through projects and assignments.

Prerequisites: ENGL102 Conversational English, an appropriate score on the English Placement Test, demonstrated ability, or equivalent qualification as evidenced by documentation.

LEVEL IV: ENGL104 Academic English Proficiency (Advanced)

Students entering this level are expected to have a good command of the English language and are given opportunities to further explore the language in order to overcome persisting challenges. Focus is placed on accuracy of speech, interactive listening skills, writing efficiency and reading comprehension, and students are encouraged to develop tools and strategies to continue their development on their own. There is a strong emphasis on functioning within a University classroom, and students are allowed to register for one (1) University course at this level.

Prerequisites: ENGL103 Introduction to Academic English, an appropriate score on the English Placement Test, demonstrated ability, or equivalent qualification as evidenced by documentation.

ESL Certificate Course Sections

Section 01 Reading Skills Strategies

In this class, students are exposed to a variety of level-appropriate written texts, including stories, articles, poems, and essays. Special emphasis is placed on improving vocabulary and reading comprehension.

Section 02 Standard Writing Formats

This class exposes students to the various skills required to produce coherent and purposeful written messages. Special emphasis is placed on sentence construction, use of punctuation, expression of ideas and opinions, and conveying meaning.

Section 03 Approaches to Grammar and Usage

The focus in this class is on the grammatical structure of the English language. Students are taught a variety of structural rules and guidelines which govern the composition of clauses, phrases, and words in English.

Section 04 Oral Communicative Activities

In this class, students are given opportunities to express themselves through speaking while they learn about the various conventions which govern oral presentations and conversation. Special emphasis is placed on pronunciation, articulation, and coherence.

Section 05 Interactive Listening Strategies

Students are given many opportunities to improve their understanding of spoken English in this class. Particular attention is placed on awareness of the linguistic and organizational features of

spoken discourse.

ESL Immersion Courses

In addition to our ESL Certificate course, we offer a one-month Total Immersion Program (TIP). This programme is available to groups of 12 to 20 people whose native language is not English. It is designed for various proficiency levels, and accommodates groups from basic proficiency to advanced, including those interested in TOEFL preparation. Programmes run four to five weeks and are available three times for the year: January/February, June/July, and October/November. Tutors provide classroom instruction, and there are many tours and activities designed to give a variety of opportunities to practice English while learning more about Trinidad and Tobago. Each group is assigned chaperones to help make students' experience comfortable and pleasant. All meals, accommodation and transportation are included in the package. There are no prerequisites to this programme, although students will be given a placement test to determine their proficiency level upon entry.

Advanced Performance in Academic English

This course is open to non-native speakers of English who want to improve their skills in reading, writing, and conversation. Students entering this level are expected to have a high-intermediate or advanced command of the English language. This course is designed for individuals who are already enrolled (or plan to enrol) in university or who are employed in environments where English is the language of interaction. Focus is placed on identifying students' challenges and providing tools and strategies to improve their performance. Preparation for the Test of English as a Foreign Language (TOEFL) is included in this course. TOEFL is an internationally recognized, standardized test that measures a student's ability to use and understand English at the university level. Prerequisite: ENGL104 Academic English Proficiency, an appropriate score on the English Placement Test, demonstrated ability, or equivalent qualification as evidenced by documentation.

UNDERGRADUATE FOREIGN LANGUAGE COURSES

Undergraduate courses in foreign language are currently offered in Spanish and French courses. These courses are specially designed to expose university students to the target language and cultures which use the target language for interaction. Language acquisition is facilitated through projects, presentations, interaction with native speakers, classroom instruction, group activities, assignments, and interface with the Rosetta Stone Language Software. Students can enquire at the ILE Office about the availability of other foreign language courses.

Importation Information about Undergraduate Foreign Language Courses

1. Students pursuing USC degrees may select from the following courses—
 - a. School of Business: SPAN103 Spanish for Business
 - b. School of Theology and Religion: SPAN104 Spanish for Missionaries
 - c. School of Education and Human Science (Elementary Education): SPAN170 Spanish for the Primary School Teacher Level I and SPAN173 Spanish for the Primary School Teacher Level II
 - d. All other Schools and degree programmes: FREN101 Conversational French or SPAN101 Conversational Spanish

higher levels of grammar, reading, writing, and conversation, to the point where they can function effectively in low-intermediate contexts. Focus is on conversation, listening, and writing skills, with an emphasis on comprehension and pronunciation.

FREN 275 *Intermediate French* **4**

Prerequisites: FREN172, A-Level French or equivalent as evidenced by documentation.

This course is designed for students who have a low-intermediate proficiency in French, and are very familiar with the French language and culture. It is a high intermediate course that guides students through an introduction to French literature, politics and civilization. Students will have opportunities to develop their oral skills, reading comprehension, use of appropriate grammatical structures, accuracy in spelling and written expression.

SPANISH

SPAN101 *Conversational Spanish* **3**

This course is an introduction to the Spanish language and the many cultures of Spanish-speaking people. The course exposes students to authentic aural and written material, and gives them many opportunities to write simple passages and engage in conversations about themselves, their family, school and other issues that relate to daily activities. This course is designed for students who are new to the study of the Spanish language. There is no pre-requisite to this course.

SPAN103 *Spanish for Business* **3**

This course is specially designed to provide business majors with exposure to the Spanish language and cultures of Spanish-speaking people. Students engage in conversations about themselves, their family, and other day-to-day activities, with particular emphasis on business environments and the workplace. The course is interactive, and even though it is useful, no previous knowledge of Spanish is required. There is no pre-requisite to this course.

SPAN104 *Spanish for Missionaries* **3**

This course is specially designed to introduce Christian missionaries and pastors in training to the Spanish language and culture. It exposes students to Spanish Christian literature and biblical language, in addition to an exploration of basic oral and written Spanish. During the course students will engage in conversations about themselves, their family, and issues related to the day-to-day activities of missionary work. They will also be introduced to functional language for survival in missionary contexts through the use of authentic aural and written texts. There is no pre-requisite to this course.

SPAN170 *Spanish for Primary School Teachers Level I* **2**

Prerequisites: SPAN101, CSEC Spanish Grade I or II or equivalent as evidenced by documentation.

This introductory course is designed especially for the student registered for the Bachelor's in Primary Education. It prepares the primary school teacher to facilitate and encourage Spanish in their classrooms. Students are introduced to the Spanish language and culture, while exploring the basic principles of second language acquisition in children. Students are expected to achieve

to enhance the sacred, academic, and cultural aspects of campus life through the creation of an atmosphere of well-being, for the development and growth of artistic appreciation. It is the hope of the department that through its programmes, students will be prepared to offer quality service to society, as well as pursue further academic and professional goals.

DEPARTMENT OBJECTIVES

The Faculty of the Music and Fine Arts Department seeks to prepare students for lifelong learning and lifelong service, through the Arts, to their community. In an effort to achieve this goal the Music and Fine Arts Department will:

- Provide a learning environment that is based on Christian values
- Encourage students to develop their capacity for creativity in expression
- Prepare students to contribute positively to the musical landscape of the church and society

MATRICULATION REQUIREMENTS

Applicants must satisfy University entry requirements and pass Department auditions (Theory Placement Exam and the practical audition). Status as an undergraduate major is provisional until the student demonstrates academic and performance skills on an acceptable level—i.e., Grade 5 theory and Grade 5 practical skills on the emphasis instrument. Deficiencies in musical background will require the student to complete the pre-degree courses in theory (MUCT103, MUCT104 Music Foundations I, II), ear training (MUCT105, MUCT106 Aurals I, II). On completion of the entry musical requirements, the department advisor will recommend the student's application for admission into the appropriate programme.

PIANO PROFICIENCY

Requirements for minimum piano proficiency **must** be completed by the end of 2nd year (sophomore) before non-piano majors can be advanced to junior status.

CONCERT/RECITAL AND MASTER CLASS ATTENDANCE

Attendance at all general, student (major, minor, collaborative) and faculty recitals, concerts, forums and master classes sponsored by the Department is required of all music majors. In addition, two approved attendances at off-campus recitals/concerts, per semester, are required. Attendance requirement affects ten percent (10%) of the student's Applied Music grade.

RECITAL CREDIT

Recital requirements are a component designed to develop student's professional performance skills. Each year, every student (performance and non-performance majors, minors and accompanist in the certificate programme) in residence **must** participate in a recital, in either a solo or collaborative role to develop the skills of preparation, organization, and promotion associated with professional performance. The student registers for one (1) recital credit in the first semester of the junior year and the final semester of the senior year.

APPLIED MUSIC CREDIT

All music majors must register for Applied Music each semester until their final semester and must perform before the music faculty at the end of each semester for jury examination (an individual assessment in their principal instrument). All students are required to fulfill the

Applied Music credit every semester in residence, and **must** do a junior recital in the 5th semester. Either a project or solo senior recital is required during the last semester.

Music minors are required to:

Pass Piano Proficiency test

Pass Grade 5 ABRSM/TCL Exam

Perform a 20-minute partial recital

Non-piano minors who need to attain the Piano Proficiency must take MUPF111-114

Piano Proficiency I– IV

ENSEMBLE REQUIREMENT

Music majors are required to participate in departmental ensembles, on their principal performing medium (e.g. band, choir, instrument ensembles), each semester in residence for a total of 8 credits and in some cases for a minimum of six (6) credits. However, they may also opt to do 2 of the 8 credits in an instrumental ensemble other than their primary instrument.

PROGRAMMES

1. Associate of Arts in Music
2. Minor in Music
3. Minor in Music (Elementary Teacher Education)

1. ASSOCIATE OF ARTS IN MUSIC

General Degree Requirements

A. General Education Requirements		34
B. Courses required for the Music Core		<u>34/35</u>
TOTAL		<u>67/68</u>
		68/69
A. <u>General Education Requirement</u>		(34 credits)
B. <u>Courses required for the Music Core</u>		(34/35
		credits)
MUCT121	Music Theory I	3
MUCT122	Music Theory II	3
MUCT131	Ear Training Lab I	2
MUCT132	Ear Training Lab II	2
MUCT221	Music Theory III	3
MUCT231	Computer Notation	1
MUED241	Fundamentals of Conducting	2
MUED310	Music Pedagogy	2
MUHL246	Survey of Music History	3
*MUPF220	Singers' Diction	1
MUPF164	Applied Music (Primary Instrument)	(1,1) 2
MUPF264	Applied Music (Primary Instrument)	(1,1) 2
MUPF265	Practical Musicianship	1

MUPF397	Junior Recital		1
MURE216	Christian Music and Worship		2
<i>Select one (1) Ensemble:</i>		(1,1,1,1,1)	5
MUPF120	Wind Ensemble	(1)	
MUPF130	String Ensemble	(1)	
MUPF135	USC Chorale	(1)	
MUPF140	Steel Pan Ensemble	(1)	
MUPF235	University Singers	(1)	

**Non-piano associates who need to qualify for piano proficiency must take MUPF111-114 Piano 1-IV.*

**MUPF220 Diction for Singers is a course meant for those with a voice concentration.*

2. MINOR IN MUSIC

(24 credits)

Prerequisite:

Grade 5 certificate (Theory) and Grade 2 (Practical) in the *primary* instrument from the Associate Board of the Royal Schools of Music (ABRSM) or Trinity-Guildhall (London), or other recognized music schools. Applicants holding certificates reflecting a pass at the level of Merit or Distinction, and awarded no more than one (1) year prior to applying to the Music Minor programme, can be recommended for acceptance by the applied music teacher.

OR

All other applicants are required to take performance audition on their intended primary instrument, and the Music Placement Exam (theory and aural). A minimum grade of B is required on each examination component for admittance into the Music Minor programme.

Audition Requirements:

Applicants are required to prepare three (3) pieces, of contrasting styles, for the audition. The first piece must be from the Baroque era (J.S. Bach or a similar composer), the second piece must be from the Classical era (Haydn, Mozart, Beethoven), and the third piece from the 19th and 20th century composer.

A student who fails the placement exams will be required to complete the Pre-Degree music courses before matriculating into the minor programmer.

<u>Courses required for the Minor in Music</u>		(24 credits)
MUCT121	Music Theory I	3
MUCT122	Music Theory II	3
MUCT131	Ear Training Lab I	2
MUCT132	Ear Training Lab II	2

MUCT231	Computer Notation		1
MUED241	Fundamentals of Conducting		2
MUHL246	Survey of Music History		3

Music Performance Courses: 8

(Non-Performance Emphasis)

MUPF164	Applied Music (Primary Instrument)	(1,1)	(2)
MUPF264	Applied Music (Primary Instrument)	(1,1)	(2)

MUPF _____	Ensemble Credit	(1,1,1,1)	(4)
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(Choose one of the following and must be taken for 4 semesters)

MUPF120	Wind Ensemble	(1)	
MUPF130	String Ensemble	(1)	
MUPF135	USC Chorale	(1)	
MUPF140	Steel pan Ensemble	(1)	
MUPF235	University Singers	(1)	

Note: A student must do the following:

Pass the Piano Proficiency Test

Pass Grade 5 ABRSM/TCL Examination

Perform a 20-minute partial recital

Non-piano minors who need to reach the Piano Proficiency must take

MUPF111-114, Piano Proficiency I-IV

3. MINOR IN MUSIC (B.S. IN ELEMENTARY TEACHER EDUCATION)

Courses required for the Minor in Music (27 credits)

All required courses in the music minor 24

MUED458 Music in the Elementary School 03

COURSES

CREDITS

IDSC205 (USC/AU) Introduction to the Fine Arts 2, 3

This course is a general education requirement. It is an appreciation course on Western and European art and music. The course covers the basic elements of art and music, famous works in the visual and musical arts, and provides for practical and hands-on experiences in both art categories.

MUCT103, MUCT104 Music Foundations I, II 3, 3

Co-requisites: Concurrent enrolment in MUCT105, MUCT106

Rudiments of music theory offered in two consecutive semesters—staff notation, scales and key signatures; time signatures, tempo, and rhythms; intervals and transposition; triads and chords; phrases and cadences; ornaments, musical terms. Music Foundations I must be taken in

conjunction with Aurals I, and Music Foundations II taken with Aurals II. Credit does not apply toward a minor or degree programme; the courses fall under the Pre-degree programme.

MUCT105, MUCT106 *Aurals I, II* **2, 2**

Co-requisites: Concurrent enrolment in MUCT103, MUCT104

An ear training course for beginning level–scale degrees, tonic triad, melodic and harmonic intervals, primary triads, tonality, scale types, rhythms, intervals. Melodic and rhythmic dictation, sight-singing. Credit does not apply toward a minor or a degree programme; the course falls under the Pre-degree programme.

MUCT231 *Computer Notation* **1**

Basic knowledge and skill in the use of computer music notation (software) to write and print music.

MUCT131 *Ear Training Lab I* **2**

Co-requisite: Concurrent enrolment in MUCT121

Aural recognition with sight-singing of rhythmic, melodic, and harmonic patterns, intervals, triads and their inversions; primary chords, tonality, cadences and cadential progressions, modulations to closely-related keys.

MUCT132 *Ear Training Lab II* **2**

Co-requisite: Concurrent enrolment in MUCT 122

Training in the recognition and notation of compound rhythms, seventh chords, chord progressions and melodic phrases containing both diatonic and chromatic harmony.

MUCT121 *Music Theory I* **3**

Co-requisite: Concurrent enrolment in MUCT131

A quick review of the music fundamentals and an introduction to triads and seventh chords and their inversions; diatonic chords in the major & minor keys.

MUCT122 *Music Theory II* **3**

Prerequisites: MUCT121, MUCT131

Co-requisite: Concurrent enrolment in MUCT132

A study of the principles of voice leading and chord progression in 4-part tonal harmony (of the 17th, 18th, and 19th century) using the diatonic triads and seventh chords.

MUCT221 *Music Theory III* **3**

Prerequisites: MUCT122, MUCT132

A study of the whole vocabulary of chromatic harmony: secondary dominants, modulations using diatonic and altered chords; sequential, common tone, monophonic and direct modulations; borrowed chords in major and minor, Neapolitan chord, augmented-sixth chords, and enharmonic modulations

MUED241 *Fundamentals of Conducting* **2**

Prerequisite: MUCT122

The theory and application of basic conducting techniques.

arpeggios, studies & etudes) and the study of performance-related skills (sight-reading, improvisation). Exam and Recital performance is required every semester, and a Senior Recital at the very last semester; each one is for 2 semesters

MUPF111R–MUPF412R *Applied Music – Percussion* **1**

This course is a private study of intermediate to advance level mallet performance, drum set, and any two (2) world percussion instruments including repertoire and technique (scales and arpeggios, technical exercises and studies) and the study of performance-related skills (sight-reading and basic improvisation). Each semester in residence, the student studies the mallet performance medium and 2 semesters (1 year study) in a secondary area. Each course ends with a recital performance and a jury exam.

MUPF111S–MUPF412S *Applied Music – Strings* **1**

This course is a private study of intermediate to advance level string performance repertoire and technique (scales and arpeggios, technical exercises and studies) and the study of performance-related skills (sight-reading and basic improvisation). Each course is for 2 semesters and ends with a recital performance and an exam.

MUPF111V–MUPF412V *Applied Music – Voice* **1**

This course is a private study of the voice performance repertoire and technique, and study of performance-related skills: taken every semester in residence. Each course ends with a jury exam and a recital performance.

MUPF111W–MUPF412W *Applied Music – Woodwind* **1**

This course is a private study of intermediate to advance level woodwind performance repertoire and technique (scales and arpeggios, exercises and studies), and study of performance-related skills (sight reading and basic improvisation). Each course ends with a jury exam and a recital performance.

MUPF120 *Wind Ensemble* **1**

Requirement: Ability to play a woodwind instrument with moderate sight-reading ability.

An ensemble of wind and percussion instrumentalists performing traditional and 20th century wind band repertoire. The study includes rehearsals and a recital performance. Membership in the Wind Ensemble is open to any student who qualifies through audition.

MUPF130 *String Ensemble* **1**

Requirement: Ability to play a string instrument with moderate sight-reading ability.

String ensemble is a performance course open to all string students (violin, viola, and cello) who qualify through audition. The study will include string literature, including duets, trios, and ensembles of various periods and musical styles. The ensemble requires rehearsals and a recital performance.

MUPF135 *USC Chorale* **1**

Requirement: Ability to match pitch and produce a good tone; voice audition needed.

A performance course as member of USCA Choral combining ensemble singing with a range of related skills in choir discipline and general group vocal training. The course includes study and

performance of choir literature, including classical works, folksong and sacred arrangements, and contemporary pieces. Public performance at USC functions (on Sabbaths, graduations, etc.) are required.

MUPF140 *Steel pan Ensemble* **1**
Requirement: Ability to play the steel pan with moderate sight-reading ability; admission by audition.

A steel pan and percussion ensemble of 12-15 players that promotes the study and performance of classical, folksong, and popular steel band musical arrangements. The study includes sight-reading, rehearsals and a recital performance.

MUPF164/264 *Applied Music* **(2,2)**

Prerequisite: Acceptance into the music minor, associate, or major programme.

Private study of the performance repertoire and technique of the given instrument or voice and the study of performance-related skills, such as basic-level improvisation and the study of sight-reading/sight singing. Technical study would include scales and arpeggios, technical exercises appropriate to the performance medium, and etudes. A half-hour lesson=one semester-hour credit; a one-hour lesson=two semester-hour credits.

MUPF220 *Singers' Diction* **1**

Singers' diction in Italian, Latin, English, French, and German utilizing the International Phonetic Alphabet. For voice associates and majors only.

MUPF150 *University Steel Orchestra* **1**

Requirement: Previous experience with steel ensemble playing; audition required.

An ensemble of steel pans and percussion designed to perform classical concert arrangements and modern steel band literature. The study includes sight-reading, rehearsals, and performances at University functions.

MUPF235 *University Singers* **1**

Requirement: Experience in vocal ensemble singing, good sight-reading abilities; audition required.

An advanced choral ensemble comprising of 40 singers. Study would include concert choral literature from the various musical periods; sacred, folksong, and contemporary 4-voice arrangements.

MUPF397 *Junior Recital* **1**

A vocal or major-instrument solo recital lasting 30 minutes and performed in the last semester of the associate programme. Three weeks before the recital, the student must pass the music jury's audition for approval of the performance. The junior recital completes the associate requirement for Applied Music. Two associates may combine their recitals to form a one-hour programme with an intermission.

MURE216 *Christian Music and Worship* **2**

The development of Christian music through the centuries; special emphasis is given to the Biblical basis in the choice and use of music for today's worship services.

MURE420***Church Music and Hymnology*****3**

This course is designed to aid the student in understanding the purpose of music, its influence and power, and the need for its study in preparation for a more effective music ministry in the church. More specifically, students will gain understanding of how the hymn works musically, educationally, theologically, and scripturally. This is a practical face-to-face course involving student participation in singing, conducting hymns, planning musical programme.

SCHOOL OF SCIENCES AND TECHNOLOGY

DEAN (Acting) Cynthia Cudjoe, M.Sc.

CHAIRPERSONS: Emmanuel Antwi, Ph.D.
Biological Sciences

Austin Pope, Ph.D.
Chemical and Physical Sciences

Computing, Mathematics and Technology

DIRECTOR: Phyllis Woolford, M.Sc.
Nurse Education

MISSION STATEMENT

The School of Sciences and Technology is dedicated to seeking and applying knowledge in its disciplines, and communicating scientific understanding to students, peers and the community served.

VISION STATEMENT

The School of Sciences and Technology at the University of the Southern Caribbean will be recognized as a regional *Centre of Excellence* in teaching and scholarship.

GOALS OF THE SCHOOL

- The School seeks to provide a strong foundation on which students build their foundation for careers in Science, Technology, Engineering and Mathematics (STEM) and provides a platform for graduate and medical school.
- The School serves to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment.
- The School seeks to present science as man's "intellectual tool", the gift of a skillful and provident Creator.

PROGRAMMES

- **Associate of Science in Computer Information System**
- **Bachelor of Science in Biology**
 - **Emphases: Biomedical Science, Zoology**

- **Bachelor of Science in Computing**
 - **Emphases: Information Systems, Internet Technologies, Software Systems**
- **Bachelor of Science in Nursing**

Minors:

 - **Biology**
 - **Chemistry**
 - **Computer Information Systems**
 - **Mathematics**

GENERAL EDUCATION REQUIREMENTS FOR BACCALAUREATE DEGREE PROGRAMMES (EXCEPT NURSING)

A.	<u>Religion</u>	(12 credits)
	(1) RELT100 God and Human Life	3
	(2) <i>Select three of the following:</i>	9
	RELB210 Jesus in His Time and Ours	(3)
	RELT250 Personal Spirituality and Faith	(3)
	RELG360 Topics: World Religions	(3)
	RELT340 Religion and Ethics in Modern Society	(3)
	<i>Note: Students must take one religion course each school year or school year equivalent. A transfer student must take one course per year of residency, or full-time equivalent at USC or other Seventh-day Adventist College or University. A part-time student must take one religion course for every 30 hours completed on a part-time basis.</i>	
	<i>RELT 340 is required for Biology majors.</i>	
B.	<u>Arts/Humanities/Philosophy</u>	(10 credits)
	(1) HIST104 OR HIST105 World Civilizations I, II	(3,3)
	OR	3
	HIST147 West Indian History	(3)
	<i>Note: If Caribbean History was not passed at the GCE/CXC/CSEC level, HIST147 <u>must</u> be taken.</i>	
	(2) ENGL255 Studies in Literature	3
	(3) IDSC205 Introduction to Fine Arts	(2)
	OR	
	Two credits for Ensemble:	2
	MUPF135 USC Chorale	(1)
	MUPF235 University Singers	(1)
	MUPF140 Steel-pan Ensemble	(1)

	(4) EDTE354 Philosophy for Education	2
C.	<u>Social Sciences</u>	(03 credits)
	<i>Select one course from:</i>	3
	PSYC101 Introduction to Psychology	(3)
	SOCI119 Principles of Sociology	(3)
	BHSC220 An Interdisciplinary Approach to Contemporary Social Issues	(3)
	PLSC235 Introduction to Political Systems	(3)
	ECON226 Principles of Microeconomics	(3)
	<i>Note: If PSYC101 or SOCI119 is not completed in the first year then BHSC220 or PLSC235 is required.</i>	
	<i>Biology Majors are required to take PSYC101.</i>	
D.	<u>Language and Communication</u>	(12 credits)
	(1) COMM104 Communication Skills	3
	<i>(Must be completed in the first or second year)</i>	
	(2) ENGL115 English Composition I	3
	(3) ENGL215 English Composition II	3
	(4) Foreign Language	3
	<i>Select one course from:</i>	
	SPAN101 Conversational Spanish	(3)
	FREN101 Conversational French	(3)
E.	<u>Natural Science</u>	(06 credits)
	<i>Select any two courses from any two areas</i>	
	BIOL111 Anatomy and Physiology I	(4)
	BIOL208 Principles of Environmental Science	(3)
	BIOL245 Natural History of Trinidad and Tobago	(3)
	CHEM107 Chemistry in Society	(3)
	PHYS115 Concepts of Physics	(3)
	FDNT230 Nutrition	(3)
	<i>Note: Biological Science Majors may fulfill this requirement within their Core.</i>	
F.	<u>Mathematics</u>	(03 credits)
	MATH165 College Algebra	3
	<i>Notes: Biological Science Majors may fulfill this requirement within their Cognates. Students should have fulfilled ONE of the following in order to register for MATH165:</i>	
	<i>a. Passing Grade of 1, 2, or 3 (from 1998) in CSEC or CXC Mathematics</i>	
	<i>b. Minimum score of 2.0 in the Mathematics Placement Exam (MPE)</i>	

Students who score 4.0 in the MPE may petition to waive MATH165.

Students who have passed Additional Mathematics and scored 3.5 or above in the MPE may petition to waive MATH165.

G.	<u>Computer Science</u>	(03 credits)
	CPTR100 Introductory Computer Tools	3
	<i>Note: Computer Science Majors may fulfill this requirement within their Core.</i>	
H.	<u>Wellness</u>	(02 credits)
	HELD120 Fit and Well	1
	<i>Select one course from:</i>	1
	PEAC110 Personal Physical Fitness	(1)
	PEAC130 Special Activities: _____	(1)
I.	<u>Service</u>	(02 credits)
	BHSC100 Philosophy of Service	2
J.	<u>Vocational/Career Planning</u>	02 credits)
	IDSC110 College Success and Career Planning	1
	<i>Select one course from:</i>	1
	TCED285 Upholstery	(1)
	HMEC129 Social & Professional Ethics	(1)
TOTAL		(55 credits)

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE OF SCIENCE DEGREE IN COMPUTER INFORMATION SYSTEMS

A.	<u>Religion</u>	(06 credits)
	(1) RELT100 God and Human Life	3
	<i>Select one course from:</i>	3
	RELB210 Jesus in His Time and Ours	(3)
	RELT225 Doctrines of the Adventist Faith	(3)
B.	<u>Arts/Humanities/Philosophy</u>	(05 credits)
	(1) <i>Select one course from:</i>	3
	ENGL255 Studies in Literature	(3)
	HIST104 World Civilizations I	(3)
	HIST105 World Civilizations II	(3)

HIST147 West Indian History	(3)
<i>Note: If Caribbean History was not passed at the GCE/CSEC or CXC level, HIST 147 <u>must</u> be taken.</i>	
(2) EDTE354 Philosophy for Education	2
C. Social Sciences	(03 credits)
Select one course from:	3
PSYC101 Introduction to Psychology	(3)
SOCI119 Principles of Sociology	(3)
<i>Note: This requirement must be completed <u>within the first year</u> of study.</i>	
D. Language and Communication	(09 credits)
COMM104 Communication Skills	3
ENGL115 English Composition I	3
ENGL215 English Composition II	3
E. Natural Science	(03 credits)
Select one course from:	3
BIOL208 Principles of Environmental Science	(4)
CHEM107 Chemistry in Society	(3)
PHYS 115 Concepts of Physics	(3)
F. Mathematics	(03 credits)
MATH165 College Algebra	3
<i>Note: Students must have fulfilled ONE of the following in order to register for MATH165:</i>	
<i>a) Grade 1 or 2 in CXC OR CSEC Mathematics; OR</i>	
<i>b) Minimum score of 2.0 in the Mathematics Placement Exam (MPE)</i>	
<i>Students who score 4.0 in the MPE may petition to waive MATH165.</i>	
<i>Students who have passed Additional Mathematics and scored 3.5 or above in the MPE may petition to waive MATH165.</i>	
G. Computer Science	(03 credits)
CPTR100 Introductory Computer Tools	3
<i>Note: Students may fulfill this requirement within their Core.</i>	
H. Wellness	(01 credit)
HLED120 Fit and Well	1
I. Service	(02 credits)
BHSC100 Philosophy of Service	2

J. Vocational/Career Planning	(01 credit)
IDSC110 College Success and Career Planning	1

TOTAL	(36 credits)
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DEPARTMENT OF BIOLOGICAL SCIENCES

MISSION STATEMENT

The mission of the Department of Biological Sciences is to help students appreciate and understand nature from a Christian perspective; to develop a scholarly approach to the study of biological information; and to prepare students for careers in areas such as medicine, research and related fields.

MOTTO

Changing the World – One Cell at a Time

DEPARTMENT OBJECTIVES

The Department will help students achieve its mission by providing an environment that will allow them to:

- Develop a deeper understanding of God the Creator, nature and themselves
- Develop a scholarly approach to the study of biological information
- Enter careers in biology and other areas, such as teaching, research, medicine and paramedical professions
- Pursue graduate study

PROGRAMMES

- **Bachelor of Science in Biology**
 - Emphases: Biomedical and Zoology
- Minor: Biology**

1. BACHELOR OF SCIENCE IN BIOLOGY (BIOMEDICAL EMPHASIS)

General Degree Requirements

A. General Education Requirements	46	
B. Courses required for the Biology Core	24	
C. Courses required for the Emphasis in Biomedical	36	
D. Courses required for the Cognate	<u>27</u>	
	TOTAL	<u>133</u>

A. <u>General Education Requirements</u>	(46 credits)
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B. <u>Courses required for the Biology Core</u>	(24 credits)
BIOL165 Foundations of Biology I	5
BIOL166 Foundations of Biology II	5
BIOL348 General Ecology	3
BIOL371 Cellular and Molecular Biology	3
BIOL372 Genetics	3
BIOL449 Historical and Philosophical Biology	3
BIOL451 Research Methods I	1
BIOL452 Research Methods II	1
C. <u>Courses required for the Emphasis</u>	(36 credits)
Select at least one course from each section, Morphological, Micro-organismal, Chemistry, Functional and other electives. All courses must be upper division.	
<u>Morphological</u>	
BIOL460 Human Anatomy	3
ZOOL316 Human Embryology	1-2
ZOOL464 Systems Physiology	4
ZOOL465 Histology	3
<u>Micro-organismal</u>	
BIOL375 Microbiology	3
BIOL475 Biology of Bacteria	3
ZOOL425 Parasitology	3
<u>Chemistry</u>	
BCHM421 Biochemistry	4
BCHM422 Clinical Biochemistry	4
<u>Functional</u>	
BIOL380 Hematology	3
BIOL417 Immunology	3
BIOL420 Pharmacology	3
<u>Other Electives</u>	
BIOL302 Biostatistics	2
BIOL392 Epidemiology	3
BIOL495 Independent Reading /Research	1-3
BIOL499 Internship	1-3
BOT349 Medical Botany	3
D. <u>Courses required for the Cognate</u>	(27 credits)
CHEM 131 General Chemistry I	4

CHEM 132	General Chemistry II	4
CHEM 231	Organic Chemistry I	3
CHEM 232	Organic Chemistry II	3
CHEM 241	Organic Chemistry Laboratory I	1
CHEM 242	Organic Chemistry Laboratory II	1
PHYS 141	General Physics I	4
PHYS 142	General Physics II	4
MATH 167	Pre-calculus Trigonometry	3

2. **BACHELOR OF SCIENCE IN BIOLOGY (ZOOLOGY EMPHASIS)**

General Degree Requirements

A. General Education Requirements	46
B. Courses required for the Biology Core	24
C. Courses required for the Emphasis in Zoology	36
D. Courses required for the Cognate	<u>27</u>
TOTAL	<u>133</u>

A. General Education Requirements **(46 credits)**

B. Courses required for the Biology Core **(24 credits)**

BIOL165	Foundations of Biology I	5
BIOL166	Foundations of Biology II	5
BIOL348	General Ecology	3
BIOL371	Cellular and Molecular Biology	3
BIOL372	Genetics	3
BIOL449	Historical and Philosophical Biology	3
BIOL451	Research Methods I	1
BIOL452	Research Methods II	1

C. Courses required for the Emphasis **(36 credits)**

Students must complete **at least one (1)** Botany (BOT) course and **at least three (3)** Zoology (ZOOL) courses; one from each group: Environmental, Morphological and Functional.

Environmental

BOT468	Marine Botany	3
BOT475	Biodiversity of Vascular Plants	3-4
BIOL487	Biogeography	3
ZOOL425	Parasitology	3
ZOOL454	Vertebrate Zoology (Ornithology)	3
ZOOL459	Entomology	3

Morphological

ZOOL315	Animal Development	3
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ZOOL316	Human Embryology	1-2
ZOOL465	Histology	3
<u>Functional</u>		
BOT470	Plant Physiology	3-4
ZOOL464	Systems Physiology	3-4
ZOOL484	Animal Behavior	3

Other Electives

BIOL460	Human Anatomy	3
BIOL475	Biology of Bacteria	3
BIOL495	Independent Reading /Research	1-3
BIOL499	Internship	1-3

D.	<u>Courses required for the Cognate</u>	27 credits)
	CHEM131 General Chemistry I	4
	CHEM132 General Chemistry II	4
	CHEM231 Organic Chemistry I	3
	CHEM232 Organic Chemistry II	3
	CHEM241 Organic Chemistry Laboratory I	1
	CHEM242 Organic Chemistry Laboratory II	1
	PHYS141 General Physics I	4
	PHYS142 General Physics II	4
	MATH167 Pre-calculus Trigonometry	3

3. Minor in Biology (22 credits)

Students who have completed the set of twenty-two (22) credits of Biology courses outlined below will be eligible for a Minor in Biology.

BIOL165	Foundations of Biology I	5
BIOL166	Foundations of Biology II	5
BIOL449	Historical and Philosophical Biology	3
Electives (one course each from environmental, morphological and functional biology)		9

***Note:** Students intending to teach biology in secondary schools within Trinidad and Tobago are required to include the following courses within their programme: BIOL260, ZOOL464, BOT470 and BCHM421*

COURSES

CREDITS

BIOL091 Preliminary Biology I 4
 BIOL091 is the first part of a two-semester course and provides basic preparation towards Zoology and Botany content so as to give students some background in biological principles. This first part consists of four units: The Principles of Cellular Life (Chemical and Cellular Biology), Genetics, The Principles of Evolution, and The Diversity of Life. This course cannot be taken for credit by Biology Majors but can be used as a pre-requisite for BIOL092 in the

absence of the external requirement.

Weekly: three lectures and one 2-hour lab.

BIOL092 ***Preliminary Biology II*** **4**

Prerequisite: BIOL091

BIOL092 is the second part of a two-semester course that provides basic preparation towards Zoology and Botany content so as to give students some background in biological principles. This second part consists of three units: Plant Anatomy and Physiology, Animal Anatomy and Physiology, and Ecology. This course cannot be taken for credit by Biology Majors but can be used along with BIOL091, as a pre-requisite for BIOL165 in the absence of the external requirement.

Weekly: three lectures and one 2-hour lab.

BIOL111 ***Anatomy and Physiology I*** **4**

BIOL111 is the study of cell biology, functional anatomy and control of each organ system of the human being. This course is required for Nursing and Allied Health Majors but can also be taken to satisfy the general education science requirement for non-science majors. *Weekly: three lectures and one 3-hour lab.*

BIOL112 ***Anatomy and Physiology II*** **3**

Prerequisite: BIOL111

BIOL112 is the second-part of a course on cell biology, functional anatomy and organ system control in human beings. This course is required for Nursing and Allied Health Majors. *Weekly: two lectures and one 3-hour lab.*

BIOL165 ***Foundations of Biology I*** **5**

Prerequisite: BIOL092 or CSEC Biology Grade I-II or its equivalent

BIOL165 is the first part of the two-semester foundation course, which provides students with general content in Zoology and Botany, and is designed to form the platform for students majoring in Biology. The course consists of six units: Introduction to Biology, Biochemistry, Cell Biology, Bioenergetics, Genetics, and Evolution. The course is a core requirement for Freshman Biology Majors. *Weekly: four lectures and one 3-hour lab.*

BIOL166 ***Foundations of Biology II*** **5**

Prerequisite: BIOL165

BIOL166 is the second part of the two-semester foundation course, which provides students with general content in Zoology and Botany, and is designed to form the platform for students majoring in Biology. The course introduces students to classroom and laboratory studies of The Structure and Life Processes of Plants and Animals, The Diversity of the Plant and Animal Kingdom, and The Concepts of Ecology and Animal Behavior. This course is also a core requirement for Freshman Biology Majors.

Weekly: four lectures and one 3-hour lab.

BIOL208 ***Principles of Environmental Science*** **4**

BIOL208 is the study of basic ecological principles, how organisms interact with their environment, and the application of ecological principles to human activities. Discussions deal with contemporary environmental issues. Laboratory exercises include a mix of field trips and

experiments. This course may be used to fulfill the general education science requirement for non-science majors. *Weekly: three lectures and one 3-hour lab.*

BIOL245 ***Natural History of Trinidad and Tobago*** **3**

A course designed to survey the geography, climate, geological history, natural ecosystem, and the flora and fauna of Trinidad and Tobago. This course may be used to fulfill the general education science requirement for non-science majors. *Weekly: two lectures and one 3-hour lab*

BIOL260 ***General Microbiology*** **4**

BIOL260 includes the study of the history, morphology, classification, control, growth, transmission, and pathogenicity of selected bacteria, viruses, rickettsia, fungi, and parasites. It covers the nature of host defenses against pathogens, including the acquisition of specific immunity and immune disorders. This course cannot be taken for credit by Biology Majors. *Weekly: three lectures and one 3-hour lab*

BIOL302 ***Biostatistics*** **2**

Prerequisite: MATH167

This course introduces statistical concepts and analytical methods as applied to data encountered in biomedical sciences. It emphasizes the basic concepts of experimental design, quantitative analysis of data, and statistical inferences. Topics include probability theory and distributions; population parameters and their sample estimates; descriptive statistics for central tendency and dispersion; hypothesis testing and confidence intervals for means, variances, and proportions; the chi-square statistic; categorical data analysis; linear correlation and regression model; analysis of variance; and nonparametric methods. The course provides students a foundation to evaluate information critically to support research objectives and product claims and a better understanding of statistical design of experimental trials for biological products/devices. *Weekly: two lectures*

BIOL330 ***History of Earth and Life*** **3**

BIOL330 is a study of fundamental concepts of geology and paleontology with application the history of the earth and the origin of life. Considerations are given to interaction of religious, philosophical, and geological beliefs and concepts. *Weekly: two lectures and one lab*

BIOL348 ***General Ecology*** **3**

Prerequisite: BIOL166

BIOL348 is a study of the ecology principles as applied to individuals, populations, communities, and ecosystems' levels of organization. Labs feature the characterization of ecological systems using standard field and lab techniques. *Weekly: two lectures and one 3-hour lab*

BIOL371 ***Cellular and Molecular Biology*** **3**

Prerequisites: BIOL166, CHEM132

BIOL371 covers the basic properties of cells and cell organelles. This course examines properties of differentiated cell systems and tissues and how cells produce energy and photosynthesize. Cell organelles are studied to determine how cells function in harmonious ways while molecular biology examines how genetic information is passed on and how genes create and control the structure of living cells. *Weekly: two lectures and one 3-hour lab*

effects, therapeutic indications, and adverse reactions to these drugs. *Weekly: 2 lectures and one 3-hour lab*

BIOL449 ***Historical and Philosophical Biology*** **3**

BIOL449 involves the examination of biological, paleontological, and geological concepts central to the study of historical events in biological systems. The course considers the interactions of data, theories, and extra scientific concepts in historical biology, within the particular context of a biblical world-view. *Weekly: three lectures*

BIOL451 ***Research Methods I*** **1**

This course draws together all the processes involved in biological research: hypothesis development, hypothesis testing, and communication of results. Students learn quantitative and qualitative methods of analysis using proprietary (e.g., Microsoft Excel).

BIOL452 ***Research Methods II*** **1**

Prerequisite: BIOL451

An introduction to scientific research with a focus on data analysis. Topics include scientific epistemology, hypothesis formation, probability, normal distributions, sampling, descriptive statistics, graphing, statistical inference, t-tests, analysis of variance, correlation, linear regression, and chi-square.

BIOL460 ***Human Anatomy*** **3**

Prerequisite: BIOL166

Human Anatomy is designed for the development of an understanding of the human body. Students will learn the anatomical position, terms, planes, and region pertaining to the human body. A regional approach will be used to cover the following seven topics: general concepts, upper extremity, head and neck, back, thorax, abdomen and pelvis, and lower extremity. *Weekly: 2 lectures and one 3-hour lab*

BIOL475 ***Biology of Bacteria*** **3**

Prerequisite: BIOL166

BIOL475 is the study of the properties of bacteria and illustrates their functions and relationships with other living systems. Topics include Structure and Function, Classification, and Interaction with the Environment. *Weekly: three lectures and one 3-hour lab.*

BIOL487 ***Biogeography*** **3**

Prerequisite: BIOL166

BIOL487 is a study of the distribution of plants and animals in relation to their environment, and includes consideration of major biogeography regions of the world, as well as the role of distribution in adaptive change and diversification of life in the past and present. *Weekly: three lectures and one "Conference Period"*

BIOL495 ***Independent Readings/Research*** **1-3**

Prerequisite: Approval by Chair

Independent readings or research in biology is done through selection of a topic for literature or laboratory research, which is approved by the Chair and carried out under the direction of a

an eye-opener to the magnificence of the Creator of the Universe. These students will in turn transmit the knowledge and appreciation gained to others through their chosen vocation.

MOTTO

Changing the World – One Atom at a Time

DEPARTMENT OBJECTIVES

The Department Chemical and Physical Sciences of aims, through practical and theoretical study of the composition, structure and changes of the physical world to:

- lead students to a greater appreciation of the Creator
- lead students to develop a lifestyle of high moral and ethical standards
- lead students to make informed decisions where chemical principles impinge on their personal quality of life or that of their community
- equip students to embark on training/studies which require a base of chemical knowledge
- broaden students' options by offering a minor in Chemistry

The Department of Chemical and Physical Sciences primarily offers courses in support of the B.S. Degree in Biology, Nursing, and Nutrition, as well as the General Education Science Requirements for Non-science Majors.

PROGRAMME

- **Minor in Chemistry**

Note: Students who have completed the *set of twenty (20) credits of Chemistry courses* outlined below will be eligible for a **Minor in Chemistry**.

	(20 credits)
CHEM131 General Chemistry I	4
CHEM132 General Chemistry II	4
CHEM231 Organic Chemistry I	3
CHEM232 Organic Chemistry II	3
CHEM241 Organic Chemistry Laboratory I	1
CHEM242 Organic Chemistry Laboratory II	1
<i>Any one course from:</i>	4
BCHM421 Biochemistry I	(4)
CHEM200 Quantitative Analysis	(4)

COURSES

CREDITS

CHEMISTRY

BCHM120 *Introduction to Biological Chemistry* **4**

Prerequisite: CHEM110 or CSEC Chemistry Grade I-III or equivalent

BCHM120 is the study of basic concepts in biochemistry such as the structures of biological molecules, their functions, metabolic and biochemical pathways, to include their roles in energy generation and regulation. This course is primarily intended for Nursing, Dietetics, and Allied Health students and cannot be taken for credit by Biology Majors.

Weekly: three lectures and one 4-hour lab

BCHM421 *Biochemistry I* **4**

Prerequisite: CHEM232

BCHM421 is the study of fundamental principles for enzyme kinetics and mechanisms, based on the structure and chemistry of biomolecules, to include: amino acids, carbohydrates, lipids, proteins, nucleotides, nucleic acids, and biological membranes.

Weekly: four lectures

BCHM423 *Clinical Biochemistry* **4**

Prerequisites: BIOL165, CHEM232, CHEM242

Broad survey of the chemical classes and metabolic processes that is consistent with the normal functions of these processes in human metabolism to provide a foundation for understanding the chemistry of disease states when discussed in the second-year programme.

Weekly: 3 lectures and one 3-hour lab.

CHEM091 *Preliminary Chemistry I* **3**

CHEM091 is the first part of a two semester College Chemistry preparatory course that provides a basic understanding of chemistry, emphasizing stoichiometric calculations and select main group chemistry. Laboratory exercises consist of simple qualitative determinations of ionic compounds and some amount of quantitative analysis. This course cannot be taken for credit by Biology Majors but can be used as a pre-requisite for CHEM131 in the absence of the external requirement and cannot be taken to satisfy the general education science requirement for non-science majors.

Weekly: two lectures and one lab

CHEM092 *Preliminary Chemistry II* **3**

CHEM092 is the second part of a two semester College Chemistry preparatory course that provides a basic understanding of chemistry. This second part deals with physical and inorganic concepts and trends in chemistry. Laboratory exercises consist of more qualitative determinations of ionic compounds and quantitative analysis. This course cannot be taken for credit by Biology Majors but can be used along with CHEM091 as a pre-requisite for CHEM131 in the absence of the external requirement and cannot be taken to satisfy the general education science requirement for non-science major. *Weekly: two lectures and one lab*

CHEM107 *Chemistry in Society* **3**

CHEM107 is an introduction to the chemical processes occurring throughout the course of daily living. The emphasis of the course is on pragmatic understanding of the chemical principles

related to man and his surroundings, with “hands-on” demonstrations through in-class practical exercises. This course is primarily taken to satisfy the general education science requirement for non-science majors.

Weekly: three lectures involving in-class, small group practical activities

CHEM110 ***Introduction to Inorganic and Organic Chemistry*** **4**

Prerequisite: MPE Score of 2.0 or CSEC Mathematics Grade I-II or equivalent

CHEM110 is an introduction to the basic theories, principles and applications of inorganic and organic chemistry. This course is primarily intended for Nursing, Dietetics, and Allied Health students and can also be taken to satisfy the general education science requirement for non-science majors. *Weekly: three lectures and one 3-hour lab*

CHEM131 ***General Chemistry I*** **4**

Prerequisites: CHEM091, CHEM092 or CSEC Chemistry Grade I-II

Co-requisite: MATH165

CHEM131 is the first in a two-semester fundamental course in chemistry and its related areas for Science Majors. Topics include Stoichiometry, Atomic and Molecular Structure, Bonding, States of Matter, Solutions, Chemical Kinetics, and Chemical Equilibrium.

Weekly: three lectures and one 3-hour lab

CHEM132 ***General Chemistry II*** **4**

Prerequisite: CHEM131

CHEM132 is the second in a two-semester fundamental course in chemistry and its related areas for Science Majors, with topics including Thermochemistry, Acid and Base Chemistry, Descriptive and Nuclear Chemistry.

Weekly: three lectures and one 3-hour lab

CHEM200 ***Quantitative Analysis*** **4**

Prerequisites: CHEM132, MATH165

CHEM200 is a course that provides students with advanced quantitative chemistry principles, techniques and skills. The course will cover topics such as Statistics, Chemical Equilibrium, Titrimetric Procedures, Gravimetric Procedures and Electrochemistry. Laboratory experiments include Gravimetric and Titrimetric Procedures for acid-base and redox systems, electrochemistry, as well as introduction to select instrumentation methods. *Weekly: two lectures and two 4-hour labs*

CHEM231 ***Organic Chemistry I*** **3**

Prerequisite: CHEM132

Co-requisite: CHEM241

CHEM231 is the first in a two-semester course which deals with the fundamental study of the chemistry of carbon-containing (organic) compounds with emphasis on Nomenclature, Molecular structure and Spectrochemical relationships.

Weekly: three lectures

CHEM232 ***Organic Chemistry II*** **3**

Prerequisite: CHEM231

Co-requisite: CHEM242

CHEM232 is the first in a two-semester course which deals with the fundamental study of the chemistry of carbon-containing (organic) compounds and provides students with an understanding of the mechanistic approach to organic reactions.

Weekly: three lectures

CHEM241 ***Organic Chemistry Laboratory I*** **1**

Prerequisite: CHEM132

Co-requisite: CHEM231

CHEM241 is the laboratory component of the course CHEM231 and involves experiments related to the course contents thereof; consequently, it is a requirement that both courses be taken simultaneously.

Weekly: one 4-hour lab

CHEM242 ***Organic Chemistry Laboratory II*** **1**

Prerequisite: CHEM241

Co-requisite: CHEM232

CHEM242 is the laboratory component of the course CHEM232 and involves experiments related to the course contents thereof; consequently, it is a requirement that both courses be taken simultaneously. *Weekly: one 4-hour lab*

PHYSICS

COURSES

CREDITS

PHYS090 ***Preliminary Physics*** **4**

Prerequisite: MPE score of 2.0 or CSEC Mathematics or equivalent

Co-requisite: MATH167 for biology majors

PHYS090 is a General Physics preparatory course that provides a basic understanding of the physical world and its governing. The topics covered include Mechanics, Thermal Physics, Kinetic Theory, Waves, Light, Electricity, Magnetism, as well as the Physics of the Atom. This course cannot be taken for credit by Science Majors but can be used as a pre-requisite for PHYS141 in the absence of the external requirement and can also be taken to satisfy the general education science requirement for non-science majors. *Weekly: three lectures and one three hour lab.*

PHYS115 ***Concepts of Physics*** **3**

Prerequisite: MPE score of 2.0 or CSEC Mathematics or equivalent

PHYS115 is a conceptual approach to physics for the non-science major and explores Concepts of Matter, Energy, Motion, Waves, Electricity, Magnetism and Quantum Physics. This course is primarily taken to satisfy the general education science requirement for non-science majors.

PHYS141 ***General Physics I*** **4**

Prerequisite: PHYS090 or CSEC Physics Grade I- II or equivalent, MATH167

PHYS141 is the first in a two-semester fundamental course in physics and its related areas for Science Majors and provides an algebra-based introduction to force and motions; conservation laws, properties of matter and oscillations of waves. *Weekly: three lectures and one three hour lab*

PHYS142 *General Physics II*

4

Prerequisite: PHYS141

PHYS142 is the second in a two-semester fundamental course in physics and its related areas for Science Majors and provides an algebra-based introduction to Physical and Geometrical Optics, Modern Physics, Electricity and Magnetism

Weekly: three lectures and one three hour lab

DEPARTMENT OF COMPUTING, MATHEMATICS AND TECHNOLOGY

MISSION STATEMENT

The mission of the Department of Computing, Mathematics and Technology is to prepare Computing Technology professionals for service through quality instruction and training.

MOTTO

Changing the World: by *expanding* minds with critical thinking and reasoning
– One Byte at a Time

DEPARTMENT OBJECTIVES

Computer technology has made significant impact on every facet of life, and computer competence is no longer merely an asset to, but a requirement for adequate functioning in almost every area of human endeavor. Thus, the Department seeks to achieve the following:

- To instill in and provide our students with examples of Christian principles - superior moral standards.
- To offer high-quality degrees and programmes that will satisfy the needs of both our students and the industries into which they will be assimilated.
- To prepare graduates who are informed, innovative, articulate, and equipped to perform in a competitive and dynamic working environment.
- To allow for broad-based computer literacy among University faculty, staff and students of other disciplines as well as the wider community.
- Provide students with practical experience in the methods and concepts involved in scientific research.
- Provide students with experiences that will lead to the development of skills, knowledge and attitudes which will enable them to make informed career decisions.
- To provide a firm foundation for further study.

The Mathematics and Technology courses primarily offers support of the B.S. Degree in Biology, B.A. Degree in Marketing, Management, Human Resource Management, Hospitality and Tourism, Accounting, Economic, Finance and as well as the General Education Science Requirements for Non-science majors.

PROGRAMMES

- **Bachelor of Science Degree in Computing**
Emphases:
 - **Information Systems**
 - **Internet Technologies**
 - **Software Systems**
- **Associate of Science in Computer Information Systems**
- **Minor in Computing**

1. BACHELOR OF SCIENCE IN COMPUTING, INFORMATION SYSTEMS EMPHASIS

General Degree Requirements

A. General Education Requirements	52
B. Courses required for the Computing Core	21
C. Courses required for the Emphasis in Information Systems	26
D. Courses required for the Cognate	32-34
TOTAL	<u>131-133</u>

A. <u>General Education Requirements</u>	(52 credits)
B. <u>Courses required for the Computing Core</u>	(21 credits)
CPTR120 Introduction to Computer Programming	3
CPTR150 Computer Science I	3
CPTR170 Microcomputer Hardware	3
CPTR251 Computer Science II	3
CPTR270 Computer Organization and Assembler	3
CPTR282 Operating Systems I	3
CPTR331 Web Development	3
C. <u>Courses required for the Emphasis</u>	(26 credits)
CPTR311 Systems Analysis & Design	3
CPTR312 Networks & Telecommunications	3
CPTR321 Database Systems Design and Development	3
CPTR352 Business Programming	3
CPTR382 Information Management	3
CPTR371 Internet Structure & Organization	3
CPTR411 Information Assurance & Security	3
CPTR450 ICT Change & Documentation	3

CPTR492	Special Projects	2
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D. Courses required for the Cognate **(32-34 credits)**

MATH182	Calculus with Applications	3
MATH215	Introduction to Linear Algebra	3
MATH355	Discrete Mathematics	3
STAT340	Probability Theory with Statistical Applications	3
	Elective courses in Business Administration OR Mathematics	20–22

2. BACHELOR OF SCIENCE IN COMPUTING, INTERNET TECHNOLOGIES EMPHASIS

General Degree Requirements

A.	General Education Requirements	52
B.	Courses required for the Computing Core	21
C.	Courses required for the Emphasis in Internet Technologies	26
D.	Courses required for the Cognate	<u>32-34</u>

TOTAL	<u>131– 133</u>
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A. General Education Requirements **(52 credits)**

B. Courses required for the Computing Core **(21 credits)**

CPTR120	Introduction to Computer Programming	3
CPTR150	Computer Science I	3
CPTR170	Microcomputer Hardware	3
CPTR251	Computer Science II	3
CPTR270	Computer Organization and Assembler	3
CPTR282	Operating Systems I	3
CPTR331	Web Development	3

C. Courses required for the Emphasis **(26 credits)**

CPTR312	Networks & Telecommunications	3
CPTR321	Database Systems Design and Development	3
CPTR332	Internet Technologies	3
CPTR352	Business Programming	3
CPTR371	Internet Structure & Organization	3
CPTR431	Web Multimedia	3
CPTR441	Computer Graphics	3
CPTR471	Internet Servers	3

One course selected from:

CPTR210	Information Systems Theory and Applications	(3)
CPTR290	Data Structures & Algorithms	(3)
CPTR311	Systems Analysis & Design	(3)
CPTR361	Software Engineering	(3)
CPTR362	Software Engineering Group Project	(2)

CPTR472	Topics in _____	(1-4)
CPTR491	Independent Study	(1-3)
CPTR492	Special Projects	(1-3)

D. <u>Courses required for the Cognate</u>	(32-34 credits)
MATH182	Calculus with Applications 3
MATH215	Introduction to Linear Algebra 3
MATH355	Discrete Mathematics 3
STAT340	Probability Theory with Statistical Applications 3
	Elective courses in Business Administration <i>or</i> Mathematics 20-22

3. BACHELOR OF SCIENCE IN COMPUTING, SOFTWARE SYSTEMS EMPHASIS

General Degree Requirements

A. General Education Requirements	52
B. Courses required for the Computing Core	21
C. Courses required for the Emphasis in Software Systems	26
D. Courses required for the Cognate	<u>32- 34</u>

TOTAL 131-133

A. General Education Requirements **(52 credits)**

B. Courses required for the Computing Core **(21 credits)**

CPTR120	Introduction to Computer Programming	3
CPTR150	Computer Science I	3
CPTR170	Microcomputer Hardware	3
CPTR251	Computer Science II	3
CPTR270	Computer Organization and Assembler	3
CPTR282	Operating Systems I	3
CPTR290	Data Structures & Algorithms	3

C. Courses required for the Emphasis **(26 credits)**

CPTR311	Systems Analysis & Design	3
CPTR312	Networks & Telecommunications	3
CPTR321	Database Systems Design and Development	3
CPTR352	Business Programming	3
CPTR361	Software Engineering	3
CPTR362	Software Engineering Group Project	2
CPTR421	Object-oriented Design and Programming	3

Two courses selected from:

CPTR210	Information Systems Theory and Applications	(3)
CPTR332	Internet Technologies	(3)
CPTR441	Computer Graphics	(3)
CPTR451	Artificial Intelligence	(3)
CPTR452	Survey & Analysis of Programming Languages	(3)

CPTR472	Topics in _____	(1-4)
CPTR491	Independent Study	(1-3)
CPTR492	Special Projects	(1-3)
D. <u>Courses required for the Cognate</u>		(32-34 credits)
MATH182	Calculus with Applications	3
MATH215	Introduction to Linear Algebra	3
MATH355	Discrete Mathematics	3
STAT340	Probability Theory with Statistical Applications	3
Elective courses in Business Administration <i>or</i> Mathematics		20-22

4. ASSOCIATE OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

General Degree Requirements

A. General Education Requirements	25
B. Courses required for the Emphasis in Computer Information Systems	24
C. Courses required for the Cognate	<u>09</u>
TOTAL	<u>58</u>

A. General Education Requirements **(25 credits)**

B. Courses required for the Emphasis **(24 credits)**

CPTR120	Introduction to Computer Programming	3
CPTR150	Computer Science I	3
CPTR251	Computer Science II	3
CPTR270	Computer Organization and Assembler	3
CPTR282	Operating Systems I	3
CPTR352	Business Programming	3

Two courses chosen from:

CPTR331	Web Development	(3)
CPTR332	Internet Technologies	(3)
CPTR382	Information Management	(3)
CPTR431	Web Multimedia	(3)
CPTR472	Topics in _____	(1-4)

C. Courses required for the Cognate **(09 credits)**

ACCT121	Fundamentals of Accounting I	3
MATH165	College Algebra	3
MATH182	Calculus with Applications	3

5. MINOR IN COMPUTING **(21 credits)**

*Note: Students who have complete the set of **twenty-one (21) credits** of Computer Science courses outlined below will be eligible for a **Minor in Computing**.*

CPTR120	Introduction to Computer Programming	3
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CPTR150	Computer Science I	3
CPTR251	Computer Science II	3
CPTR270	Computer Organization and Assembler	3
CPTR311	Systems Analysis & Design	3
CPTR331	Web Development	3
CPTR352	Business Programming	3

COURSES

CREDITS

CPTR100/INFS110 *Introductory Computer Tools* 3

Prerequisite: MPE score of 2.0

CPTR100/INFS110 is designed to develop within each student, a fundamental understanding of, and an appreciation for the various aspects of computer usage and support technology. These include usage of application software, operating systems, the Internet, networking concepts, and ethics. The practical aspect of the course covers word processing, spreadsheets, presentation graphics and operating system software.

CPTR110 *Introduction to Computer Science* 3

Prerequisite: CSEC Mathematics or equivalent

Co-requisite: MATH165

CPTR110 provides a broad introduction to computer science. It discusses the history, architecture and function of computer hardware and software including networks, data and instruction representation and data organization. The course introduces problem-solving methods and algorithm design using the logic control structures of sequence, selection and iteration. It also includes an overview of computer-related social and ethical issues. This course is primarily taken to satisfy the general education computer science requirement for Computing Majors.

CPTR120/CPTR125 *Introduction to Computer Programming* 3

Co-requisite: MATH165

CPTR120/CPTR125 discusses the history, architecture and function of computer hardware and software including networks, data and instruction representation and data organization. The course introduces problem solving methods and algorithm design using the logic control structures of sequence, selection and iteration and is also an introduction to application development using a selected programming language. It also introduces the student to problem solving, algorithm development and documentation techniques, the concepts of structured programming and design correctness, data types, control structures, arrays and functions.

CPTR150/CPTR157 *Computer Science I* 3

Prerequisites: CPTR120, MATH165

CPTR150/CPTR157 expands on the concepts of CPTR120 and introduces the student to exception handling and object oriented design and programming using C++.

CPTR170 *Microcomputer Hardware* 3

CPTR170 focuses on the study of modern microcomputer hardware systems including configuration, installation, upgrades, diagnosis, repair, preventive maintenance and safety of vendor-neutral PC hardware. The course prepares the student for A+ certification.

CPTR210/INFS215 *Information Systems Theory and Application* 3

Prerequisite: CPTR120

CPTR210/INFS215 focuses on extending the student's skills in the usage of applications as well as exploring information-systems theory. Applications focused on include advanced word processing, spreadsheets, PC database usage and email. Students gain an understanding of organizational systems, the organizational planning and decision-making process and decision support technologies.

CPTR251/CPTR152 *Computer Science II* 3

Prerequisite: CPTR150

Co-requisite: MATH355

CPTR251/CPTR152 is a continuation of CPTR150/CPTR157. This course further examines the concept of object-oriented design and programming and its application to the development of data structures such as linked lists, stacks, queues, trees and graphs. Other concepts covered include recursion, searching and sorting algorithms.

CPTR270/CPTR275 *Computer Organization and Assembler* 3

Prerequisites: CPTR150, CPTR170

CPTR270/CPTR275 is an introduction to the study of computer architecture, interrupt schemes, system software and operating systems. Students learn assembly language programming using a macro-assembler.

CPTR282/CPTR461 *Operating Systems I* 3

Prerequisites: CPTR251, CPTR270

CPTR282/CPTR461 provides a broad introduction to operating systems and describes the fundamental concepts behind their structure, operation, design and interactions with various classes of users.

CPTR290/CPTR276 *Data Structures and Algorithms* 3

Prerequisites: CPTR251, MATH355

CPTR290/CPTR276 is the study of techniques for the design and analysis of algorithms and advanced data structures. Topics include asymptotic complexity bounds, algorithmic strategies (such as greedy, divide-and-conquer, backtracking, branch-and-bound, heuristics, pattern-matching and string/text algorithms) and dynamic programming.

CPTR311 *Systems Analysis and Design* 3

Prerequisite: CPTR251

CPTR311 is an introduction to information systems analysis and design. It discusses the behavioural, managerial and technical issues associated with systems development. It also strengthens the student's analytical and problem-solving skills and helps them appreciate that modern SAD provides for reduced workflow in software systems development.

- CPTR312/INFS310 *Networks and Telecommunications* 3**
Prerequisite: CPTR251
 CPTR312/INFS310 provides students with an introduction to the history and principles of data communications and networks. This course also explores the future developments in the field of computer networking and telecommunications with a focus on the relationship with *e-business* and the digital global economy.
- CPTR321/INFS428 *Database Systems Design and Development* 3**
Prerequisite: CPTR251
 CPTR321/INFS428 provides a study of database systems, data models and an examination of issues such as database design, setup and manipulation; data integrity; data security; backup and recovery procedures and database administration. Students learn SQL and XML and explore the use of enterprise database systems common to modern business.
- CPTR331/CPTR250 *Web Development* 3**
Prerequisite: CPTR150
 CPTR331/CPTR250 is an introduction to web technology, including the design, construction and management of websites. Students learn to use modern techniques such as XHTML, XML, CSS and JavaScript and master web development software applications such as Macromedia and Corel suites.
- CPTR332/CPTR416 *Internet Technologies* 3**
Prerequisite: CPTR251
 CPTR332/CPTR416 is a study of current Internet technologies and their effects. This course exposes the student to web server software, e-commerce, scripting languages, human-computer interfacing issues and perception. It provides an understanding of modern Internet design methodologies and an introduction to future developments.
- CPTR352/INFS235 *Business Programming* 3**
Prerequisite: CPTR321
 CPTR352/INFS235 explores the concepts used in the design and programming of applications for business. This course examines topics such as business modelling, data modelling and forecasting and provides students with a better understanding of how software systems can be used to achieve business programming solutions. Students are exposed to the Windows coding environment and review legacy programming languages such as COBOL.
- CPTR361/CPTR460 *Software Engineering* 3**
Prerequisite: CPTR321
 CPTR361/CPTR460 surveys the software engineering concepts associated with the processes, documents and products of the entire software life cycle and the role of the software engineer within the life cycle. The topics covered include software evolution, project organization and management, feasibility studies, product definition, design, implementation and testing issues.
- CPTR362/CPTR466 *Software Engineering Group Project* 2**
Prerequisite: CPTR361

CPTR362/CPTR466 is a continuation of CPTR361/460. Students are required to implement a group project and attend sessions covering topics related to project implementation such as CASE tools, 4GL's and graphical user interfaces; they are also required to make an *oral presentation* of their project.

CPTR371 ***Internet Structure and Organization*** **3**

Prerequisites: CPTR282, CPTR290, CPTR312

CPTR371 introduces the student to the structure, implementation, and theoretical underpinnings of the Internet. The course examines the web as an example of client-server computing and discusses areas such as communication and networking, web applications, multimedia data technologies and wireless /mobile computing. Topics covered in earlier courses are tied together to promote an understanding of the modern internet architecture and performance.

CPTR382 ***Information Management*** **3**

Prerequisite: CPTR321

CPTR382 focuses on the decisions that need to be made on how best to manage complex information, and its storage in a manner that ensures ease of retrieval, with a simple and natural conceptual framework. The course provides students with an understanding of Information Management from a business or commercial perspective in relation to the system life cycle.

CPTR411 ***Information Assurance and Security*** **3**

Prerequisite: CPTR312

CPTR411 examine the scientific, technical, and management disciplines required to ensure the dependability and trustworthiness of information systems and their supporting networks.

CPTR421/CPTR427 ***Object-oriented Design and Programming*** **3**

Prerequisite: CPTR361

CPTR421/CPTR427 provides an advanced exploration of the Object-oriented Design paradigm and the application to the development of complex and large-scale software projects. The course builds on the concepts of CPTR150/151 and CPTR251/152.

CPTR431 ***Web Multimedia*** **3**

Prerequisite: CPTR331

CPTR431 covers the conceptual, technical and visual design skills required to create multimedia applications and environments for the web. Emphasis is also placed on concepts of basic Action-Scripting, video and sound editing principles, motion graphics production, and interface design. Students will develop multimedia skills using applications such as Adobe Photoshop, Macromedia Flash.

CPTR441/CPTR485 ***Computer Graphics*** **3**

Prerequisite: CPTR290

CPTR441/CPTR485 is an introduction to computer graphics - an important foundation for rendering and animation. The course examines the multimedia aspects of the World-Wide Web, design of human-computer interfaces and investigates the principles, techniques and tools for

multimedia, visual modelling and virtual reality. Students are exposed to the foundational mathematics involved in graphic rendering algorithms.

CPTR450 *ICT Change and Documentation* **3**

Prerequisite: CPTR321

CPTR450 introduces students to the social and professional issues that arise in the context of computing. The course explores the social context of computing and its social implications, the risks and liabilities of computer-based systems, the philosophical and economic frameworks of computer-based systems and technological strategies for privacy protection.

CPTR451/CPTR487 *Artificial Intelligence* **3**

Prerequisite: CPTR251

CPTR451/CPTR487 covers the conceptual basis for understanding current trends in artificial intelligence. The topics covered in the course include symbolic and numeric processing, intelligent search methods, machine learning, expert systems and a survey of the social implications of artificial intelligence.

CPTR452/CPTR425 *Survey & Analysis of Programming Languages* **3**

Prerequisite: CPTR290

CPTR452/CPTR425 is a survey of programming languages including structure, runtime systems, the specification of syntax and semantics. Students learn techniques for scanning and parsing programming languages.

CPTR471 *Internet Servers* **3**

Prerequisite: CPTR312

CPTR471 provides an analysis of server technologies and discusses advanced concepts related to Internet and Intranet networking.

CPTR472/CPTR475 *Topics in _____* **1-4**

Prerequisites: CPTR270 and other course(s), to be determined based on the topic selected.

CPTR472/CPTR475 allows the student the opportunity to study selected topics of current interest in computer science such as robotics, advanced languages, or others. This course is repeatable with different subjects.

CPTR472-01/CPTR475-01 *Topics in Desktop Graphics* **1-4**

Prerequisite: CPTR270

This topic introduces the student to the use of the computer as a design and development tool for digital graphics used in web and desktop applications. The student is exposed to software specifically designed for digital graphics.

CPTR472-02/CPTR475-02 *Topics in Multimedia Design* **1-4**

Prerequisite: CPTR270

This topic introduces the various principles, theories and approaches associated with Multimedia Design. It covers areas such as the history and philosophy of multimedia, principles of human-computer interaction, different media types - images, video, audio, graphics - and how they are

used to create multimedia content. The student also learns how to compress and distribute content via CD/DVD or a networked system to a variety of end clients.

CPTR472-03/CPTR475-03 *Topics in Human Computer Interaction* 1-4

Prerequisites: CPTR251, CPTR270

This topic provides an introduction to theories of human-computer interaction and the principles and practices of information system interface design, evaluation, and integration. Students are required to undertake a project which requires programme development using event programming and varied user interface design techniques.

CPTR472-04/CPTR475-04 *Topics in Wireless Technologies* 1-4

Prerequisites: CPTR270, CPTR361

This topic is an examination of the standards and technologies behind wireless communication, in particular cellular communication, and the impact on business practices and communication. Students are required to develop applications for mobile devices.

CPTR491/CPTR495 *Independent Study* 1-3

Prerequisites: CPTR321, CPTR361 and Approval by Chair

CPTR491/CPTR495 provides the student with an opportunity to conduct research in an area of computer technology not covered by any other course in the programme. The research topic is chosen in consultation with a member of faculty. Students are required to prepare a research paper as well as a formal presentation of their findings at a department seminar.

CPTR492/CPTR496 *Special Project* 1-3

Prerequisites: CPTR321, CPTR361 and Approval by Chair

CPTR492/CPTR496 provides the student with an opportunity to design and implement a project chosen in consultation with and supervised by a member of faculty.

The student may opt to do an internship in lieu of the requirements for CPTR492.

- **Minor in Mathematics**

Minor in Mathematics

Note: Students who have completed the set of twenty (20) credits of Mathematics courses outlined below will be eligible for a **Minor in Mathematics**.

MATH141	Calculus I	4 credits
MATH142	Calculus II	4 credits
MATH215	Introduction to Linear Algebra	3 credits

Three courses selected from:

MATH280	Calculus III	(4)
MATH286	Differential Equations	(3)
MATH315	Linear Algebra	(3)
MATH355	Discrete Mathematics	(3)
MATH405	Applied Mathematics	(3)
STAT340	Probability Theory with Statistical Applications	(3)

Prerequisite: MATH286

MATH280 focus on curves and surfaces, directional derivatives, multiple integrals, line and surface integrals, integral theories.

MATH286 *Differential Equations* **3**

Prerequisite: MATH142

MATH286 is a course in elementary differential equations, first order equations, higher order linear equations and systems.

MATH315 *Linear Algebra* **3**

Prerequisite: MATH215

MATH315 is a study of vector spaces, linear transformations, bilinear and quadratic forms.

MATH355 *Discrete Mathematics* **3**

Prerequisite: MATH182 or MATH142

MATH355 covers selected topics in discrete mathematics such as logic, set theory, relations, functions, algebraic structures and graph theory.

MATH405 *Applied Mathematics* **3**

Prerequisites: MATH280, MATH286

MATH405 is the study of solutions for first and second order partial differential equations and the applications thereof.

STAT120 *Introduction to Statistics for Social Sciences* **3**

This is an introductory course in Behavioral Statistics. It focuses on basic statistical procedures. It covers a range of concepts associated with research methods and statistical analysis. Students are expected to approach this course with an open mind so that they can be objective in their analysis. The course will provide students with an understanding and use of concepts and models associated with statistical analysis and testing. Students will be exposed to probability, frequency distributions, measure of central tendency, measures of variation, using frequency distributions, confidence intervals, sampling distribution, levels of significance in hypothesis testing, t and z tests, correlation, regression, chi-square, and ANOVA.

STAT285 *Elementary Statistics* **3**

Prerequisite: CSEC Mathematics or MPE score of 2.0 or equivalent

STAT285 is a study of basic descriptive and inferential statistics, to include Elementary Probability Distributions, Statistical Inference and Hypothesis Testing.

STAT340 *Probability Theory with Statistical Applications* **3**

Prerequisite: MATH141 or MATH182.

STAT340 deals with the basic concepts of probability theory and statistics. This course includes definitions of probability, random variables, probability distributions, estimators, and statistical decision theory. This course is tailored for students with a background in calculus and algebra who desire a deeper understanding of the applicable statistical methods.

TECHNOLOGY

TCED285 *Upholstery*

2

Prerequisite: None

TCED285 is practical course which incorporates the fundamentals of upholstery. Students learn how to use the requisite tools and equipment, as well as fabrics and upholstering techniques to affect repair on a variety of items.

DEPARTMENT OF NURSE EDUCATION



MISSION STATEMENT

The mission of the Nurse Education Programme is to prepare nurses to provide holistic, professional and dedicated care in any setting, seeking at all times to treat patients with dignity and respect.

VISION

USC-produced, professionally educated, outstanding nurses, providing a full spectrum of care from prevention through to disease management, and playing a central role in the patient's journey across health to illness in any care setting.

AIM

To prepare the student to function as a knowledgeable, competent, accountable professional nurse, one who is able to adapt to the changing needs of health care provisions and who is also capable of responding proactively to the changing needs of that patient/client.

MOTTO

We Care, We Educate, We Empower!

DEPARTMENT OBJECTIVES

To enable the student to:

- Demonstrate professional values through behaviours which show respect for the unique dignity, culture and interests of the patient/client.
- Challenge and integrate the principles of Christian and professional ethics with nursing in the delivery of holistic care.
- Experience various methods of delivery of health care in all care settings.
- Use learning strategies aimed at developing analytical and critical skills in the application of health care.
- Demonstrate competency in critical thinking, assessment and clinical skills.
- Integrate the knowledge from the arts, sciences, humanities, health promotion and nursing theory into professional practice.
- Identify with the role of the nurse as a clinician, manager and teacher.
- Evaluate critically the methods and standards of nursing practice.
- Develop a capacity for self-education throughout professional life.
- Utilize research and evidence-based information to underpin and upgrade practice.
- Appreciate the limitation of personal knowledge and seek further help as appropriate.
- Prepare nurses with the knowledge and skills to practice competently in any care setting.

PROGRAMMES

Bachelor of Science in Nursing

- *Four Year Programme*
This programme is designed for University freshmen who meet the ***normal*** matriculation requirement for the B.S. Degree in Nursing.
- *Two Year Programme*
This program is designed for students who meet the ***advanced*** matriculation requirement for the B.S. Degree in Nursing, *that is licensed nurses who possess an A.S. Degree in Nursing*, and is scheduled so as to allow the completion of B.S. in Nursing within two (2)

years. This option typically requires students to complete third and fourth year courses from the B.S. degree programme.

GENERAL EDUCATION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN NURSING (4 YEARS)

Please note that each academic year is a prerequisite for the next academic year

a.	<u>Religion</u>		(09 credits)
	RELB100	God and Human Life	3
	RELT340	Religion and Ethics in Modern Society	3
	RELG360	Topics: World Religions	3
b.	<u>Humanities</u>		(08 credits)
	CPTR100	Introductory Computer Tools	3
	HIST147	West Indian History	(3)
		OR	
	HIST104	World Civilization I	(3)
		OR	3
	HIST105	World Civilization II	(3)
		<i>Note: If Caribbean History was not passed at the GCE/CXC or CSEC level, HIST 147 <u>must</u> be taken.</i>	
	IDSC205	Introduction to Fine Arts	2
c.	<u>First Aid</u>		(0.5 credit)
	NFAC100	Nursing: First Aid/CPR	0.5
		<i>Students who have a current First Aid Certificate may petition to waive this requirement.</i>	
d.	<u>English Language and Communication</u>		(06 credits)
	ENGL115	English Composition I	3
	ENGL215	English Composition II	3
e.	<u>Foreign Language</u>		(03 credits)
		<i>Select one course from:</i>	3
	SPAN101	Elementary Spanish I	(3)
	FREN101	Elementary French I	(3)
g.	<u>Mathematics</u>		(03 credits)
	MATH165	College Algebra	3
h.	<u>Wellness</u>		(01 credit)
	PEAC110	Personal Physical Fitness	1
i.	<u>Vocational</u>		(02 credits)
	BHSC100	Philosophy of Service	2

- j. Clinical Rotation (Placement) - (06 weeks)
Note: All Clinical Labs/Placements hours are not counted in the credits requirements for graduation but MUST be completed for both the degree requirements and access to the Trinidad & Tobago Licensure Examination.

TOTAL 32.5 credits

GENERAL EDUCATION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN NURSING (2 YEARS)

(These courses are fulfilled in the Cognate)

- | | | |
|----|---|---------------------|
| a. | <u>Religion</u> | (06 credits) |
| | RELG360 World Religions | 3 |
| | RELT340 Religion and Ethics in Modern Society | 3 |
| b. | <u>Foreign Language</u> | (03 credits) |
| | Select one course: | |
| | SPAN101 Conversational Spanish | (3) |
| | OR | 3 |
| | FREN101 Conversational French | (3) |
| c. | <u>Vocational</u> | (02 credits) |
| | BHSC100 Philosophy of Service | 2 |
| | TOTAL | (11 credits) |

1. BACHELOR OF SCIENCE IN NURSING (4 YEARS)

General Degree Requirements

- | | | |
|----|---------------------------------------|---------------------|
| A. | General Education Requirements | 32.5 |
| B. | Courses required for the Nursing Core | 72 |
| C. | Courses required for the Cognate | 33 |
| D. | Clinical Placements | <u>NC</u> |
| | TOTAL | <u>137.5</u> |

- | | | |
|----|--|-----------------------|
| A. | <u>General Education Requirements</u> | (32.5 credits) |
| B. | <u>Courses required for the Nursing Core</u> | (72 credits) |
| | <i>Please note that successful completion of the core courses for Nursing in each academic year is required for progress into the following academic year.</i> | |

COMM104	Communication Skills	3
NURS101	Foundations of Nursing I	2
NURS102	Introduction to Primary Health Care/ Health Promotion	2
NURS103	Foundations of Nursing II	3
NURS104	Introduction to Nursing Research	3
NURS111	Introduction to Clinical Lab work	0
NURS223	Pathophysiology & Psychopathology I	3
NURS234	Growth & Development II – Young Adult/ Adolescent	3
NURS235	Conceptual Frameworks of Nursing I	2
NURS242	Growth & Development I – Child Bearing Family	3
NURS247	Pharmacology & Administration of Medicines	3
NURS310	Public Health and Epidemiology	2
NURS312	Concepts of Evidence-based Practice	2
NURS313	Management of Neurological Patients	2
NURS321	Conceptual Frameworks of Nursing II	2
NURS322	Therapeutic Interventions and Relationships	2
NURS330	Pathophysiology & Psychopathology II	3
NURS331	Management of Surgical Patients	3
NURS332	Management of Patients: Sexually Transmitted Diseases	3
NURS333	Management of Patients: Cancers and the Terminally Ill	2
NURS334	Psychiatric Nursing	3
NURS340	Growth & Development III (Adult I)	3
NURS341	Growth & Development IV (Adult II)	3
NURS411	Clinical Governance (OSHA Requirements)	2
NURS412	Disaster Preparedness: The Nurse's Role	2
NURS421	Nursing Leadership and Management	3
NURS422	Teaching in the Clinical Setting	3
NURS431	Growth & Development V (The Older Adult)	3
NURS441	Concepts of Critical Care	2

C.	<u>Courses required for the Cognate</u>	(33 credits)
BCHM120	Introduction to Biological Chemistry	4
BHSC220	An Interdisciplinary Approach to Contemporary Social Issues	3
BIOL111	Anatomy & Physiology I	4
BIOL112	Anatomy & Physiology II	3
CHEM110	Introduction to Inorganic & Organic Chemistry	4
FDNT230	Nutrition	3
NUGM260	General Microbiology – Nursing Application	3
PSYC101	Introduction to Psychology	3
SOCI119	Introduction to Sociology	3
STAT285	Elementary Statistics	3

D. Courses required for Clinical Placements
*These courses do not carry any credit value (N/C – No Credits) but **MUST** be completed as part of the degree requirements.*

<u>Year I</u>		
NUCP104	Clinical Placements	N/C
<u>Year II</u>		
NUCP201	Clinical Placements	N/C
NUCP202	Clinical Placements	N/C
NUCP203	Clinical Placements	N/C
<u>Year III</u>		
NUCP301	Clinical Placements	N/C
NUCP302	Clinical Placements	N/C
NUCP303	Clinical Placements	N/C
<u>Year IV</u>		
NUCP401	Clinical Placements	N/C
NUCP402	Clinical Placements	N/C
NUCP403	Clinical Placements	N/C

2. **RN - BACHELOR OF SCIENCE IN NURSING (2 YEARS)**

General Degree Requirements

A. General Education Requirements	11
B. Courses required for the Nursing Core	39
C. Courses required for the Cognate	20
D. Clinical Placements	<u>N/C</u>
TOTAL	<u>70</u>

A. General Education Requirements **(11 credits)**

B. Courses required for the Nursing Core **(39 credits)**

Please note that successful completion of the core courses for Nursing in each academic year is required for progress into the following academic year.

NAAS323	Advanced Health Assessment	
	Skills in Nursing Practice	2
NCTD324	Critical Thinking and Decision Making	2
NRES322	Nursing Research II	3
NURS102	Introduction to Primary Health Care/ Health Promotion	2
NURS103	Foundations of Nursing II	3

NURS223	Pathophysiology & Psychopathology I	3
NURS247	Pharmacology & Administration of Medicines	3
NURS310	Public Health and Epidemiology	2
NURS312	Concepts of Evidence Based Practice	2
NURS321	Conceptual Frameworks of Nursing II	2
NURS322	Therapeutic Interventions and Relationships	2
NURS330	Pathophysiology & Psychopathology II	3
NHLP334	Health Policy Development	2
NURS411	Clinical Governance (OSHA Requirements)	2
NURS421	Nursing Leadership and Management	3
NURS422	Teaching in the Clinical Setting	3

C. Courses required for the Cognate **(20 credits)**

BCHM120	Introduction to Biological Chemistry	4
BHSC100	Philosophy of Service (Fulfilled in Gen. Ed.)	2
BHSC220	An Interdisciplinary Approach to Contemporary Social Issues	3
CHEM110	Introduction to Inorganic & Organic Chemistry	4
CPTR100	Introductory Computer Tools	3
NUGM260	General Microbiology - Nursing Application	3
RELG360	World Religions (Fulfilled in Gen. Ed.)	3
RELT340	Religion & Ethics in Modern Society (Fulfilled in Gen. Ed.)	3
STAT285	Elementary Statistics	3
	<i>One course selected from: (Fulfilled in Gen. Ed.)</i>	3
SPAN101	Conversational Spanish	(3)
FREN101	Conversational French	(3)

D. Courses required for Clinical Placements

*These courses do not carry any credit value (N/C – No Credits) but **MUST** be completed as part of the degree requirements.*

Year I

NUCP104	Clinical Placements	N/C
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Year II

NUCP201	Clinical Placements	N/C
NUCP202	Clinical Placements	N/C

COURSES

CREDITS

NURSING

- NAAS323** *Advanced Health Assessment Skills in Nursing Practice* **2**
 NAAS323 is designed for registered licensed Nurses who will have the opportunity to examine advanced assessment skills which are used in clinical practice. The course will take the place of aspects of skills nursing practice in the clinical area.
- NCTD324** *Critical Thinking & Decision Making* **2**
 This course is designed to expose Registered Nurses doing the Accelerated (upgrade) Bachelor's programme to the interesting world of Critical Thinking and Decision Making (CTDM). CTDM, as it relates to nursing, enables the nurse to employ "deliberate, informed thought" in all facets of nursing, whether it is to "resolve a conflict, gain new skills, or streamline a plan of care". The core elements that are required to enable you to think critically and make sound decisions will be discussed.
- NFAC100** *Nursing First Aid* **0.5**
 NFAC100 enables the students to examine their role as a first aider, providing essential information on how to deal with emergencies. It also covers the steps involved in assessing and treating casualties. Opportunity will also be given to practice relevant techniques and skills.
- NHLP334** *Health Policy Development* **2**
 NHLP334 is designed for registered licensed Nurses. The course is part two (2) of NURS421 Nursing Leadership and Management in the Health Service. As registered nurses who are in middle Management positions, part of their role includes policy making and the course will enhance their work in this area.
- NRES322** *Nursing Research II* **3**
 NRES322 is an advanced course to NURS104 Introduction to Nursing Research. This course is designed specific to registered licensed nurses. It will explore and integrate research into nursing practice. It covers Analysis of data and submission of findings in a research study.
- NUGM260** *General Microbiology – Nursing Application* **3**
 NUGM260 is designed to provide nurses with the fundamental concepts of general microbiology. The course focuses on the acquisition of specific immunity and immune disorders, infection control and methods of transmission.
- NURS101, NURS103** *Foundations of Nursing I, II* **2, 3**
 NURS101, NURS103 is designed to examine what nursing is and gives consideration to nursing as an art and a science. It examines the relationship between health and health nursing. It addresses the issues of professionalism, ethics and their relationship to health care. The course recognizes and values that individuals come from a variety of backgrounds and bring with them a wealth of experiences. This course aims to explore and develop these attributes, which will form a basis for future development as professional practitioners in all areas of Nursing.
- NURS102** *Introduction to Primary Health Care/Health Promotion* **2**
 NURS102 examines the history and philosophy of health promotion. It will explore the concepts of health promotion and examine and define the relationships between health promotion, health education and public health. Theories, models and approaches to promoting health will also be

explored.

- NURS104** *Introduction to Nursing Research* **3**
NURS104 introduces and aids nursing students to appreciate the use of scientific methodologies in the management of health care. It covers literature review and data collection, presentation and analysis.
- NURS111** *Introduction to Clinical Lab Work* **NC**
NURS111 introduces nursing students to techniques and skills which are fundamental to all nursing care. It will seek to integrate knowledge, attitudes, skills and critical thinking necessary for effective clinical practice. It will therefore, build on the nursing theory which was covered in the previous semesters. The grade given for this course is Satisfactory (S) **or** Unsatisfactory (U).
- NURS223, NURS330** *Pathophysiology and Psychopathology I, II* **3, 3**
NURS223, NURS330 are designed to introduce the student to disease processes and corresponding physiological disorders. Health care needs of adults with acute and chronic illnesses, the concept of disablement and immediate and long term care and psychopathology of illness will be examined.
- NURS226** *Nursing Assessment of Clients* **2**
NURS226 will be introduced in conjunction with the nursing process. Varied client needs' assessment models and frameworks will be used. A problem-solving approach will also be utilized.
- NURS234** *Growth & Development II – Young Adult/Adolescent* **3**
NURS234 will explore the biological and psychological social changes in aging, life events, health and well-being.
- NURS235, NURS321** *Conceptual Frameworks of Nursing I, II* **2, 2**
NURS235, NURS321 is designed to further develop principles and concepts of Nursing. It will explore the nursing process, models of nursing, problem solving methodology and analytical skills in the provision of health care. The interpersonal skills needed for interpersonal relationships will be studied.
- NURS242** *Growth & Development I – Child Bearing Family* **3**
NURS242 is intended to teach students about theories of child development, identifying changes which have occurred over the years. Early cognitive development, early social behaviour, curiosity and learning, as well as parental roles will be explored, including differences between mothering and fathering. Bowlby's work about attainment will be examined.
- NURS247** *Pharmacology & Administration of Medicines* **3**
NURS247 is designed to enable the understanding of the principles of pharmacology and develop an appreciation of the relationship of pharmacology to health care. They will focus on the following: names and sources of drugs; pharmaceutical preparations; weights and measures; regulations relating to the use, sale and safe-keeping of drugs. The major categories of pharmaceutical agents, their actions, uses and side effects will be examined.

- NURS310** *Public Health and Epidemiology* **2**
 NURS310 builds on the students' knowledge and previous experiences to develop practitioners with a heightened awareness of the principles of Public Health nursing, an introduction to the concepts of epidemiology as applied to nursing will also be explored.
- NURS312** *Concepts of Evidence-based Practice* **2**
 NURS312 is designed for nursing students to remain responsive to the ever increasing body of knowledge and scientific rationale nurses need to base their knowledge and practice on best available evidence.
- NURS313** *Management of Neurological Patients* **2**
 NURS313 provides the knowledge base required for nursing patients with neurological conditions.
- NURS322** *Therapeutic Interventions and Relationships* **2**
 NURS322 equips students with the necessary knowledge and skills in order to provide care for patients. It builds on the core concepts of caring, holism, health and professionalism within a framework of ethical nursing practice.
- NURS331** *Management of Surgical Patients* **3**
 NURS331 is designed to introduce the student to the process of nursing pre- and post-operation patients who have undergone surgical interventions.
- NURS332** *Management of Patients: Sexually Transmitted Diseases* **3**
 NURS332 provides students with the appropriate knowledge and skills to meet the needs of these patients in clinical practice.
- NURS333** *Management of Patients: Cancers and the Terminally Ill* **2**
 NURS333 is designed to provide students with the appropriate knowledge and skills to meet the challenges and needs when working with these patients in clinical practice.
- NURS334** *Psychiatric Nursing* **3**
 NURS334 is designed to enable students to recognize patients who suffer emotional and behavioural problems and other psychiatric conditions. This course will describe the nature and causes of mental health/psychiatric disorders and how they affect the individual's ability to maintain psycho-physiological equilibrium.
- NURS340, NURS341** *Growth & Development III, IV – (Adult I & II)* **3, 3**
 NURS340, NURS341 are designed to enable nursing students to manage adult patients with psychosocial, physiological and environmental problems affecting the systems of the body. It emphasizes roles and functions of the nurse when providing care.
- NURS411** *Clinical Governance (OSHA Requirements)* **2**
 NURS411 is designed to identify, establish and measure effective clinical governance within the health care system.

NUCP201, NUCP202, NUCP203	Clinical Placements	N/C
NUCP301, NUCP302, NUCP303	Clinical Placements	N/C
NUCP401, NUCP402, NUCP403	Clinical Placements	N/C

This clinical placement is 12 weeks long and gives the student an opportunity to gain clinical competencies in the following areas of specialist nursing practice – Sexually Transmitted Infections (STIs), Out Patients (Adults), Gyneacology and Obstetrics nursing.

SCHOOL OF SOCIAL SCIENCES

DEAN: Edward Clarke, Ph.D.

CHAIRPERSON: Susan Chand, Ph.D.
Department of Social Work

CHAIRPERSONS (Acting): Letroy Cummings, Ph.D.
Department of Sociology

Clyde Best, M.Ed.
Department of Behavioral Sciences

MISSION STATEMENT

The School of Social Sciences is dedicated to generate and transmit knowledge to create purposeful and dynamic leaders.

GOALS

This Schools' goal is to:

- To introduce students to the salient discoveries and procedures accumulated from research in Social Sciences disciplines through the assistance of Christian Instructors
- To translate our Mission Statement into daily behavior
- To encourage creativity and initiative
- To encourage teamwork and team spirit
- To nurture excellence and productivity
- To nurture an environment of moral values and spiritual growth
- To empower students to utilize this knowledge in furthering the mission of Seventh-day Adventists: restoring men and women to the image of their Maker

The School fulfills these goals by three principal means:

- (1) Instruction by Christian professors.
- (2) Course work, which develops a strong liberal-arts foundation and interdisciplinary preparation leading to many different fields of Christian service
- (3) Extracurricular participation by students in voluntary activities, community service, and research

PROGRAMMES:

- **Bachelor of Science in Behavioral Sciences**
- **Bachelor of Science in Psychology**
- **Bachelor of Science in Sociology**
- **Bachelor Science in Social Work**
- **Bachelor of Science in Criminology and Criminal Justice**
- **Bachelor of Science in Government and Politics**

Minors

- **Behavioural Sciences**
- **Psychology**
- **Sociology**
- **Family Studies**

GENERAL EDUCATION REQUIREMENTS FOR THE BACCALAUREATE DEGREES PROGRAMMES

a.	<u>Religion</u>	(12 credits)
	(1) RELT100 God and Human Life	3
	(2) <i>Select three of the following:</i>	9
	RELB210 Jesus in His Time and Ours	(3)
	RELG360 Topics: World Religions	(3)
	RELT250 Personal Spirituality and Faith	(3)
	RELT340 Religion and Ethics in Modern Society	(3)
	<i>Note: Students must take one religion course each school year or school year equivalent. A transfer student must take one course per year of residency, OR full-time equivalent at USC or other Seventh-day Adventist college OR university. A part-time student must take one religion course for every 30 hours completed on a part-time basis.</i>	
b.	<u>Arts/Humanities/Philosophy</u>	(10 credits)
	(1) HIST104 OR HIST105 World Civilizations I, II	(3,3)
	OR	3

	HIST147	West Indian History	(3)
	Note: <i>If Caribbean History was not passed at the GCE/CXC or CSEC level, HIST147 must be taken.</i>		
(2)	ENGL255	Studies in Literature	3
(3)	IDSC205	Introduction to Fine Arts	(2)
	OR		
	<u>Two credits for Ensemble:</u>		
	MUPF135	USC Chorale	(1)
	MUPF235	University Singers	(1)
	MUPF140	Steel-pan Ensemble	(1)
(4)	EDTE354	Philosophy for Education	2
c.	<u>Social Sciences</u>		(03 credits)
	<u>Select one course from:</u>		3
	BHSC220	An Interdisciplinary Approach to Contemporary Social Issues	(3)
	ECON226	Principles of Microeconomics	(3)
	PSYC101	Introduction to Psychology	(3)
	PLSC235	Introduction to Political Systems	(3)
	SOC119	Principles of Sociology	(3)
	Note: <i>If PSYC101 OR SOC119 is not completed in the first year, then BHSC220 OR PLSC235 is required.</i>		
	<i>Social Work students are required to take PSYC101.</i>		
d.	<u>Language and Communication</u>		(12 credits)
(1)	COMM104	Communication Skills	3
	<i>(Must be completed in the first or second year)</i>		
(2)	ENGL115	English Composition I	3
(3)	ENGL215	English Composition II	3
(4)	Foreign Language:		3
	FREN101	Conversational French	(3)
	OR		
	SPAN101	Conversational Spanish	(3)
e.	<u>Natural Science</u>		(06 credits)
	<u>Select any two courses from two areas.</u>		
	BIOL111	Anatomy and Physiology I	(4)
	BIOL208	Principles of Environmental Science	(3)
	BIOL245	Natural History of Trinidad and Tobago	(3)
	CHEM107	Chemistry in Society	(3)

	FDNT230	Nutrition	(3,4)
	PHYS115	Concepts of Physics	(3)
f.	<u>Mathematics</u>		(03 credits)
	MATH165	College Algebra	3
	<i>Note: Students should have fulfilled any one of the following to be allowed to register for MATH165:</i>		
	<i>(1) a pass with a 1,2, or 3 (from 1998) in CXC/CSEC Mathematics</i>		
	<i>(2) a minimum score of 2.0 in the Mathematics Placement Exam (MPE)</i>		
	<i>Students who have a pass in Additional Mathematics may petition to waive MATH165 upon earning a minimum score of 3.5 in the MPE.</i>		
	<i>Any student who scores a 4.0 in the MPE may petition to waive MATH165.</i>		
	 <i>Behavioral Science, Criminology & Criminal Justice, Gov't & Politics, and Psychology Majors will fulfill this requirement in their required cognate STAT120 Introduction to Statistics for Social Sciences.</i>		
	 <i>Sociology and Social Work Majors will fulfill this requirement in their core course STAT120 Introduction to Statistics for Social Sciences</i>		
g.	<u>Computer Tools</u>		(03 credits)
	CPTR100	Introductory Computer Tools	3
h.	<u>Wellness</u>		(02 credits)
	(1)	HELD120 Fit and Well	1
	(2)	One of:	1
		PEAC110 Personal Physical Fitness	(1)
		PEAC130 Special Activities: _____	(1)
i.	<u>Service</u>		(02 credits)
	BHSC100	Philosophy of Service	2
	<i>(Must include a service component)</i>		
	 <i>Social Work Majors will fulfill this requirement in their core course SOWK230 Introduction to Community Service</i>		
j.	<u>Vocational/Career Planning</u>		(02 credits)
	IDSC110	College Success and Career Planning	1
	Select one course from:		1
	TCED285	Upholstery	(1)
	HMEC129	Social & Professional Ethics	(1)
	TOTAL		(55 credits)

DEPARTMENT OF BEHAVIOURAL SCIENCES

PROGRAMMES

- Bachelor of Science in Behavioral Sciences
- Bachelor of Science in Psychology

Minors

- Behavioural Sciences
- Psychology
- Sociology
- Family Studies

1. BACHELOR OF SCIENCE IN BEHAVIOURAL SCIENCES

General Degree Requirements

A. General Education Requirements	55
B. Courses required for the Behavioural Science Core	24
C. Courses required for the Emphasis	20
D. Courses required for the Cognate	05
E. Courses required for the General Electives	<u>19</u>

TOTAL **123**

A. General Education Requirements **(55 credits)**

B. Courses required for the Behavioural Sciences Core **(24 credits)**

ANTH200	Cultural Anthropology	3
BHSC220	An Interdisciplinary Approach to Contemporary Issues	3
FMST456	Marriage and the Family	3
PSYC210	Introduction to Health Psychology	3
PSYC269	History and Systems of Psychology	3
SOCI/PSYC212	Methods of Social Research I	3
PSYC450	Social Psychology	3
SOCI119	Principles of Sociology	3

C. Courses required for the Emphasis (20 credits, of which 20 must be selected from courses numbered 300 or above)

Note: Students pursuing careers in secondary school teaching should include additional credits in the emphasis as recommended by the advisor.

Options: To complete the Emphasis requirements, a student must select one of the following three options:

a.	<u>Courses required for the Psychology Emphasis</u>	(20 credits)
	SOCI/PSYC312 Methods of Social Research II	3

	PSYC454	Theories of Personality	3
	PSYC460	Psychology of Abnormal Behaviour	3
	PSYC480	Field Experience	3
	PSYC/SOCI411	Methods of Social Research III	3
	Five credits selected from:		5
	BHSC440	Topics in: _____	(1-3)
	PSYC220	Human Development: Lifespan	(3)
	EDPC302	Educational Psychology	(3)
	EDPC310	Adolescent Psychology	(2)
	PSYC319	Stress Management	(3)
	PSYC410	Introduction to Counseling and Psychotherapy	(3)
	PSYC466	Psychology of the Exceptional Child	(3)
b.	<u>Courses required for the Sociology Emphasis</u>		(16-20 credits)
	SOCI/PSYC312	Methods of Social Research II	3
	SOCI325	Caribbean Sociology	3
	SOCI/PSYC411	Methods of Social Research III	3
	SOCI425	Racial and Ethnic Relations	3
	SOCI480	Field Experience	3
	Five to six credits selected from:		5-6
	BHSC440	Topics in: _____	(1-3)
	EDFN425	History and Sociology of Education	(2)
	FMST454	Family Violence across the Life Span	(3)
	SOCI430	Gender Roles in Contemporary Society	(3)
	SOCI474	Social Thought and Theory	(3)
	SOWK110	Introduction to Social Work in the Caribbean	(3)
	SOWK300	Social Work Issues in the Caribbean	(3)
c.	<u>Courses required for the Combined Emphasis</u>		(16-20 credits)
	SOCI/PSYC312	Methods of Social Research II	3
	SOCI/PSYC411	Research Methods III	3
	SOCI480	Field Experience	3
	<i>Note: The remaining 11-12 credits to be selected from at least two areas in upper-division courses offered by the department.</i>		11-12
D.	<u>Courses required for the Cognate</u>		(05 credits)
	SOCI/PSYC131	Professional Writing Seminar	2
	STAT120	Introduction to Statistics for Social Sciences	3
	<i>Note: Behavioral Sciences majors are required to take PSYC101 Introduction to Psychology (3 credits) as part of the General Education requirements.</i>		
E.	<u>Courses required for the Electives</u>		(19 credits)

19 credits selected from:

BHSC325	Foundations of Guidance Services	(3)
BHSC295	Principles of Career Development	(3)
BHSC440	Topics in: _____	(1-3)
BHSC490	Seminar: Introduction to Work Experience	(1)
FMST310	Parent Child Relationships	(3)
FMST495	Family Law	(3)
HLED460	Substance Abuse Education	(2)
PSYC319	Stress Management	(3)
PSYC350	Emotional Intelligence	(3)
PSYC420	Human Sexuality	(3)
PSYC445	Cognitive Psychology	(3)
PSYC449	Psychopharmacology	(3)
PSYC465	Physiological Psychology	(3)
PSYC466	Psychology of the Exceptional Child	(3)
PSYC471	Behavior Modification	(3)
PSYC490	Forensic Psychology	(3)
PSYC495	Independent Study/Reading/Research	(3)
SOCI315	Criminology	(3)
SOCI345	Juvenile Delinquency	(3)
SOWK460	Death and Grief in Contemporary Society	(3)

2. BACHELOR OF SCIENCE IN PSYCHOLOGY

General Degree Requirements

A. General Education Requirements	55
B. Courses required for the Psychology Core	33
C. Courses required for the Emphasis	34
D. Courses required for the Cognate	<u>5</u>

TOTAL 127

A. <u>General Education Requirements</u>	(55 credits)
B. <u>Courses required for the Psychology Core</u>	(33 credits)
ANTH200 Cultural Anthropology	3
BHSC220 An Interdisciplinary Approach to Contemporary Social Issues	3
FMST456 Marriage and the Family	3
PSYC101 Introduction to Psychology	3
PSYC210 Introduction to Health Psychology	3
PSYC220 Human Development: Lifespan	3
PSYC269 History and Systems of Psychology	3
PSYC/SOCI312 Methods of Social Research II	3
PSYC450 Social Psychology	3
PSYC460 Psychology of Abnormal Behavior	3
PSYC/SOCI212 Methods of Social Research I	3

C.	<u>Courses required for the Emphasis</u>	(34 credits)
	PSYC252 Psychology of the Adolescent, Youth and Aging	3
	PSYC410 Introduction to Counseling and Psychotherapy	3
	PSYC/SOCI411 Methods of Social Research III	3
	PSYC454 Theories of Personality	3
	PSYC480 Field Experience	3

19 credits selected from:

BHSC325	Foundations of Guidance Services	(3)
BHSC295	Principles of Career Development	(3)
BHSC440	Topics in: _____	(1-3)
BHSC490	Seminar: Introduction to Work Experience	(1)
FMST310	Parent Child Relationships	(3)
FMST495	Family Law	(3)
HLED460	Substance Abuse Education	(2)
PSYC319	Stress Management	(3)
PSYC350	Emotional Intelligence	(3)
PSYC420	Human Sexuality	(3)
PSYC445	Cognitive Psychology	(3)
PSYC449	Psychopharmacology	(3)
PSYC465	Physiological Psychology	(3)
PSYC466	Psychology of the Exceptional Child	(3)
PSYC471	Behavior Modification	(3)
PSYC490	Forensic Psychology	(3)
PSYC495	Independent Study/Reading/Research	(3)
SOCI315	Criminology	(3)
SOCI345	Juvenile Delinquency	(3)
SOWK460	Death and Grief in Contemporary Society	(3)

D.	<u>Courses required for the Cognate</u>	(05 credits)
	PSYC/SOCI131 Professional Writing Seminar	2
	STAT120 Introduction to Statistics for Social Sciences	3

3. MINOR IN BEHAVIORAL SCIENCES (25 credits)

Select 20 credits from at least three of the following four areas, 14 of which must be in courses numbered 300 and above. Students choosing this minor should consult with the chair of the department.

Anthropology
 Family Studies
 Psychology
 Sociology

4. MINOR IN PSYCHOLOGY (25 credits)

Note: A total of 14 credits must be in courses numbered 300 and above. Students choosing this minor should consult with the chair of the department.

PSYC101	Introduction to Psychology		3
<u>Choose one of:</u>			3
PSYC210	Introduction to Health Psychology	(3)	
PSYC/SOCI212	Methods of Social Research I	(3)	
PSYC/SOCI312	Methods of Social Research II	(3)	
<u>Choose one of:</u>			3
PSYC450	Social Psychology	(3)	
PSYC454	Theories of Personality	(3)	
Eleven credits from PSYC acronyms numbered 300 and above			11
5.	<u>MINOR IN SOCIOLOGY (25 credits)</u>		
	<i>Note: A total of 14 credits must be in courses numbered 300 and above. Students choosing this minor should consult with the chair of the department.</i>		
BHSC220	An Interdisciplinary Approach to Contemporary Social Issues		3
SOCI119	Principles of Sociology		3
SOCI212	Methods of Social Research I		3
SOCI474	Social Thought and Theory		3
<u>Choose one of:</u>			3
SOCI425	Racial and Ethnic Relations	(3)	
SOCI430	Gender Roles in Contemporary Society	(3)	
Ten credits from SOCI acronyms numbered 300 and above.			10
6.	<u>MINOR IN FAMILY STUDIES (25 credits)</u>		
	<i>This minor also appears in the Family and Consumer Sciences Department listings. Note: A total of 14 credits must be in courses numbered 300 and above. Students choosing this minor should consult with the chair of the department.</i>		
FDNT230	Nutrition		4
FMST115	Introduction to Family Studies		3
FMST310	Parent-Child Relationships		3
FMST456	Marriage and the Family		3
FMST460	Management Decision Making in the Family		3
Five credits chosen from:			5
BHSC440	Topics in Families in Crisis	(2)	
BHSC440	Topics in _____	(1-3)	
FMST350	Family Cultural Perspectives	(3)	

BHSC440 *Topics in ____ 001-Families in Crisis* **1-3**
Examines emerging issues in the behavioral sciences. Repeatable in different specialized areas.

BHSC490 *Seminar: Introduction to Work Experience* **1**
Course introduces students to the world of work, expectations and norms followed in the work place, preparation of portfolios and for job interviews are also included.

PSYCHOLOGY

PSYC101 *Introduction to Psychology* **3**
Covers principles of psychology including the study of growth, perception, learning, thinking, motivation, emotion, personality, and mental health.

PSYC210 *Introduction to Health Psychology* **3**
Prerequisite: PSYC101
Study of causes the rise of health psychology, interrelationships between psychology and health-related disciplines, models of disease and health care, interrelationships between stressful life events, social support, and wellness, illness behavior, psychology of addictive behavioral health.

PSYC212/SOCI212 *Methods of Social Research 1* **3**
Prerequisite: STAT120
This is a course on Research Methods, which expose students to a basic understanding of the research process, the methods available in the social sciences, and the interpretation of research findings. The issues relating to the validity of research, reliability of measures and ethical considerations are covered. The course focuses on qualitative methodologies and raises some interesting and sensitive issues for discussion. Some persons may have personal experience with some of the issues but students are advised to approach this course with an open mind so that they can engage in **critical and objective thinking**.

PSYC220 *Human Development Lifespan* **3**
A study of human growth and development, from conception through late adulthood. This course explores growth and development in the following areas: physical, social, intellectual, psychological and moral. It takes the life-span approach, looking at developmental changes throughout the life of the individual. Emphasis is placed on the theoretical bases upon which the study of human beings is founded, and on the impact of both biological inheritance and environment on human growth and development.

PSYC252 *Psychology of the Adolescent, Youth and Aging* **3**
Prerequisite: PSYC101
Current psychological theories relating to psychological development, maturity and decline as evidenced during adolescent, youth, middle age and retirement years.

PSYC269 *History and Systems of Psychology* **3**

A study of significant schools, individuals, and theories in the field of psychology, together with their contributions to present knowledge of behavior.

PSYC312/SOCI312 *Methods of Research Methods II* 3

Prerequisite: PSYC212

This course has two parts, quantitative approach to research in social science and writing of a good research proposal and questionnaire design. This course will deal in-depth with the different quantitative approaches to research, like survey research design, correlational research design, and experimental research design, etc. The second part of the course will guide students through the practical aspects of research by teaching them how to write a good research proposal and the construction of a questionnaire as a research tool for data collection.

PSYC319 *Stress Management* 3

An introduction to stress along with signs and symptoms of stress and identification of stressors in a person's life. Students learn how to increase stress tolerance and implement change.

PSYC350 *Emotional Intelligence* 3

Emotional intelligence consists of specific skills, behaviours and attitudes that can be learned, applied and modeled to improve personal satisfaction, achievement and career effectiveness.

PSYC410 *Introduction to Counseling & Psychotherapy* 3

Prerequisites: PSYC101 and one of the following: PSYC454, 460 or 269. (Offered in Alt. Years)

An introduction to the major theoretical models and concepts for counseling and psychotherapy. Concepts such as the philosophical assumptions, the therapeutic process, and the client/therapist relationship are discussed.

PSYC411/SOCI411 *Methods of Social Research III* 3

Prerequisite: PSYC312

In this course students implement the proposal and gain field experience via data collection. The course also addresses questionnaire construction, coding, analyzing, and interpreting of data as well as report writing.

PSYC434/SOCI434 *Research Methods IV: Advanced Statistical Analysis and SPSS* 3

Prerequisites: STAT120, or PSYC212, PSYC312, PSYC411

A study on advanced parametric and non-parametric techniques such as two-way ANOVA, regression and power. The utilization of SPSS in the analysis and interpretation of statistical data. An analysis of professional journal and reports with an emphasis on the statistical reasoning.

PSYC442 *Human Sexuality* 3

A study of the multiple aspects of sexuality within a framework of Christian values.

PSYC445 *Cognitive Psychology* 3

Prerequisite: PSYC101

A study of how people use and acquire knowledge with emphasis on how people perceive, think, remember, store information, solve problems, and acquire and use language.

- PSYC449** *Psychopharmacology* **3**
Prerequisites: PSYC101 or BIOL111, 112 or BIOL165, 166
Examination of current psychotropic drugs, how they affect human perception and behavior, and how they are used in clinical evaluation.
- PSYC450** *Social Psychology* **3**
Prerequisites: PSYC101 and SOCI119 or permission of instructor.
A study of human behavior within a group context. Included are attitudes, social roles, collective behavior, and the dynamic aspects of human interaction. Lab fee may be required.
- PSYC454** *Theories of Personality* **3**
Prerequisite: PSYC101
Integrates subfields of psychology to enhance understanding of the individual personality.
- PSYC460** *Psychology of Abnormal Behavior* **3**
A study of deviant human behavior and theories of causation and remediation.
- PSYC465** *Physiological Psychology* **3**
Prerequisite: PSYC101
Introduces the biological bases of behavior. Examination of the neuroanatomical and physiological Foundations of such topics as the mind/body problem, the development of language and learning, sexual behavior, recovery from brain damage, and psychopathology.
- PSYC466** *Psychology of the Exceptional Child* **3**
Prerequisite: PSYC101
A survey of assessment, remediation, and adjustment for exceptional children and youth who require special education and related services. Various types of exceptionality are explored such as mental retardation, learning disabilities, emotional or behavioral disorders, giftedness, and disorders of communication and impairment of hearing or sight.
- PSYC480** *Field Experience* **1-8**
Requires supervised field placement in human services setting, approved in advance by the department chair. A minimum of 30 hours of fieldwork activity is required for each credit. Consult staff before registering. Open only to departmental majors. Repeatable to 8 credits.
- PSYC490** *Forensic Psychology* **3**
The application of psychological knowledge to the study of crime and criminal justice.
- PSYC495** *Independent Study/Reading/Research/Project* **1-3**
Individual assignments and/or reports and/or individualized research in behavioral sciences are set up on a contract basis with no more than 3 credits per semester. Students may repeat or take any combination of departmental independent study courses for up to 6 credits. Consult staff before registering.

DEPARTMENT OF SOCIAL WORK

MISSION STATEMENT

Promoting social justice and well-being, to diverse populations through innovative teaching methods, research and service to humanity at all levels of society and the international community.

PROGRAMMES

BACHELOR OF SCIENCE IN SOCIAL WORK

The Bachelor of Science in Social Work (BSW) is a professional degree which prepares graduates for generalist professional practice and/or the opportunity to be admitted to a Master of Social Work (MSW) with advanced standing. A total of 140 credit hours will be done towards fulfilling the emphasis in Social Work.

CONTINUED ENROLLMENT CRITERIA

Students should demonstrate the following to ensure their continued enrollment in the programme:

1. Ethical conduct in compliance with the National Association of Social Work (code of ethics).
2. Adequate knowledge and practice performance in practicum setting.
3. Students must complete departmental assessment/evaluation.

CURRICULUM

The curriculum for Bachelor of Science in Social Work programme consists of seven contents areas:

1. Values and Ethics
2. Diversity
3. Populations-at-Risk and Social and Economic Justice
4. Human Behavior and the Social Environment
5. Social Welfare Policy and Services
6. Social Work Practice
7. Research

Additionally, Bachelor of Science in Social Work programme offers five areas of emphases for students to select from:

1. Medical
2. Administration
3. Community
4. Mental Health
5. Education

These areas of emphases will prepare the students for the world of work in the specialized areas

of social work as well as aid them to pursue graduate studies in social work or any related fields of study.

There is no minor in Social Work. However, a student can choose to take a minor from the following areas: Behavioral Sciences, Psychology, Sociology, Special Education, Family Studies, Family and Consumer Sciences, Health, Business Administration, Human Resource Management, Non-Profit Management, Finance, Communication, and Music. Students desiring to do a minor on any fields other than those listed above will need to seek permission from the Dean of the School of Social Sciences.

PROGRAMME OBJECTIVES

Throughout the curriculum, the programme integrates concepts of:

1. Professional ethics and values
2. Critical thinking
3. Sensitivity to diversity, oppression, social and economic justice and populations at risk.
4. Field education is an integral component of the programme.

Students will be required to satisfactorily pass two Departmental Assessments. The first Assessment will be conducted for the students at the end of their sophomore year. The second Assessment will be conducted for students at the end of their junior year.

Students must complete a total of 400 hours of practicum in the human services agency/institutions. Students will complete the practicum hours by enrolling in the courses SOWK435 Field Instruction I and SOWK436 Field Instruction II. Co-requisites are mentioned in the respective course descriptions. Students will be required to submit the practicum assessment forms signed by their field supervisors to their instructors. Thereby, a Letter of Completion will be issued by the Department that will indicate that the students have completed the required practicum hours and a satisfactory grade (S) will be awarded on their University's Electronic Academic Management System transcript.

PROGRAMMES

- **Bachelor of Science in Social Work**
Emphases:
 - **Medical**
 - **Administration**
 - **Community**
 - **Mental Health**
 - **Education**
- **Bachelor of Science in Sociology**
- **Bachelor of Science in Criminology and Criminal Justice**
- **Bachelor of Science in Government and Politics**
Emphases:
 - **Government and Politics**
 - **International Relations**

1. BACHELOR OF SCIENCE IN SOCIAL WORK

General Degree Requirements

A.	General Education Requirements	50
B.	Courses required for Social Work Core	67
C.	Courses required for the Emphasis in Social Work	12
D.	Courses required for the Cognate	<u>11</u>

TOTAL **140**

A. General Education Requirements **(50 credits)**

B. Courses required for the Core **(67 credits)**

ANTH200	Cultural Anthropology	3
SOWK100	Introduction to Social Work	3
SOWK110	Introduction to Social Work in the Caribbean	3
SOWK210	Law and the Social Worker	3
SOWK230	Introduction to Community Services	2
SOWK300	Social Work Issues in the Caribbean	3
SOWK315	Values, Ethics and Diversity	3
SOWK320	Introduction to Counseling Skills	3
SOWK325	Social Welfare Institutions and Services	3
SOWK340	Human Behavior and the Social Environment	3
SOWK350	Social Welfare Policy	3
SOWK401	Foundations of Practice I	2
SOWK402	Foundations of Practice II	2
SOWK411	Foundations of Practice III	2
SOWK410	Children and Families at Risk	2
SOWK420, 421	Social Work Methods Seminar I, II	1, 1
SOWK435, 436	Field Instruction I, II	2, 2
SOWK437	International Environment of Social Welfare	3
SOWK440	Assessment and Treatment of Victims of Violence	2
SOWK455	Treatment of Substance Abuse	3
SOWK/SOCI460	Death and Grief in Contemporary Society	3
SOWK465	Social Work Research I	2
SOWK466	Social Work Research II	2
SOWK467	Social Aspects on Long-Term Care	2
SOWK489	BSW Professional Seminar	1
STAT120	Introduction to Statistics for Social Sciences	3

C. Courses required for the Emphasis **(12 credits)**

Note: Students will have to choose any ONE area of Emphasis

a. Medical (Choose only FOUR from the following) **(12 credits)**

PSYC220	Human Development Lifespan	(3)
PSYC449	Psychopharmacology	(3)
PSYC460	Psychology of Abnormal Behavior	(3)

	SOCI435	Medical Sociology	(3)
	SOWK310	Gerontology	(3)
	SOWK458	Advanced Theories of Addiction and Treatment	(3)
b.	<u>Administration (Choose only FOUR from the following)</u>		(12 credits)
	BHSC295	Principles of Career Development	(3)
	BHSC325	Foundations of Guidance Services	(3)
	FMST495	Family Law	(3)
	PLSC350	Public Service Administration	(3)
	PLSC488	International Relations	(3)
	PSYC450	Social Psychology	(3)
c.	<u>Community</u>		(12 credits)
	<u>Choose any TWO from the following</u>		6
	FMST310	Parent-Child Relationship	(3)
	FMST350	Family Cultural Perspectives	(3)
	FMST454	Family Violence across Life Span	(3)
	FMST456	Marriage and Family	(3)
	<u>Choose any TWO from the following</u>		6
	SOCI315	Criminology	(3)
	SOCI345	Juvenile Delinquency	(3)
	SOCI425	Race and Ethnic Relations	(3)
	SOCI430	Gender Roles in Contemporary Society	(3)
d.	<u>Mental Health (Choose only FOUR from the following)</u>		(12 credits)
	PSYC319	Stress Management	(3)
	PSYC410	Intro. to Counseling and Psychotherapy	(3)
	PSYC442	Human Sexuality	(3)
	PSYC445	Cognitive Psychology	(3)
	PSYC454	Theories of Personality	(3)
	PSYC460	Psychology of Abnormal Behaviour	(3)
	SOWK458	Adv. Theories of Addiction and Treatment	(3)
e.	<u>Education</u>		(12 credits)
	SOCI325	Caribbean Sociology	3
	EDPC302	Educational Psychology	3
	<u>(Choose any ONE from the following)</u>		3
	PSYC220	Human Development Lifespan	(3)
	PSYC252	Psychology of Adolescent, Youth & Aging	(3)
	<u>(Choose any ONE from the following)</u>		3

PSYC454	Theories of Personality	(3)
PSYC460	Psychology of Abnormal Behaviour	(3)
PSYC466	Psychology of Exceptional Child	(3)

D.	<u>Courses required for the Cognate</u>	(11 credits)
BHSC220	An Interdisciplinary Approach to Contemporary Social Issues	3
FMST115	Introduction to Family Studies	3
SOCI119	Principles of Sociology	3
SOCI131	Professional Writing Seminar	2

Note: *The students can complete the cognate requirements within their first 30 credit hours taken in their first year of study.*

Courses required for Electives in the major Area of Study (Students will do these electives if they are lacking credits for graduation)

SOWK475	Topics in _____	(1-4)
SOWK495	Independent Study/Readings/Research	(1-4)

Field Practicum

Students are required to complete a 400-hour field placement in a local human service agency. The practicum commences in the student's junior year (3rd year). The students complete the first 200 hours over the 1st and 2nd semesters in their junior year and the remaining 200 hours in their senior year. The field practicum runs concurrently with the Foundation of Practice classes (SOWK401, SOWK402 and SOWK411). At the end of the field practicum, the students should be able to:

- Work with individuals, families, care-givers, groups and communities to assess their needs and circumstances
- Plan, carry out, review and evaluate social work practice, with individuals, families, career groups, communities and other professionals
- Support individuals to represent their needs, views and circumstances
- Manage risk to individuals, families, care-givers, groups, communities, self and colleagues
- Manage and be accountable, with supervision and support, for your own social work practice
- Demonstrate professional competence in social work practice

However, students may be dropped from the programme or be required to complete additional practicum hours for the following reasons:

- Inability to demonstrate the skills, knowledge, and professional responsibilities required of a baccalaureate-level social work intern.
- Clear violations of the NASW code of Ethics.

Portfolio Preparation

Preparing a Portfolio of competencies is a requirement for the course SOWK489 BSW Professional Seminar. Students will build a portfolio beginning from their junior years onwards.

They will have to make a presentation before graduation. The areas of competencies included in the Portfolio are as follows:

1. Counseling
2. Oral presentation
3. Writing (will include writing an essay on their own reflection/introspection on their personal life experience and practicum in the field of social work)
4. Negotiating challenges
5. Demonstrating and promoting an appreciation of diversity through posters, literatures and or short documentary productions.
6. Grant-writing proposal for Community Development/Intervention Programme and its execution in a community.
7. Demonstrating commitment to Social Work values and ethics through case-studies conducted at micro or macro level.

Demonstration and presentations of these competencies will help to evaluate and assess the students' readiness and commitment to the profession of Social Work.

COURSES

CREDITS

SOCIAL WORK

SOWK100	<i>Introduction to Social Work</i>	3
The professional activity of social workers in the U.S., including a history of the social-work profession, its knowledge, values and skills base, and its cross-cultural aspects. Emphasis on the response of social work to varied populations and diverse cultures.		
SOWK110	<i>Introduction to Social Work in the Caribbean</i>	3
Prerequisite: SOWK100		
Studies the professional activity of social workers in the Caribbean including a history of the social-work profession, its knowledge, values, and skills base, and its cross-cultural aspects. Emphasis on the response of social work to varied populations and diverse cultures.		
SOWK210	<i>Law and the Social Worker</i>	3
Prerequisites: SOWK100 and SOWK110		
This is an introductory course that deals with legal principles and Social Legislation in the Caribbean. It looks at the court system and how this system addresses social issues with the individual, family and community. It also looks at the role of the social worker in the court system, the writing of social enquiry reports for the courts and the social worker's duty to the client. Laws relating to the family, children and juveniles are examined and explained.		
SOWK230	<i>Introduction to Community Services</i>	2
Prerequisites: SOWK100 and SOWK110		

Required of all new and transfer student. Orientation to the social work programme which includes procedures, policies, academic information, field instruction component, review of Handbook, professionalism and expectations from the programme. An opportunity to examine personal values and skills by observation at a community human services agency. Philosophy of service component to this course is also included. Forty-five hours of documented volunteer observation required.

SOWK300 *Social Work Issues in the Caribbean* **3**

Prerequisites: SOWK100 and SOWK110

An examination of the social work profession in the Caribbean focusing on its history and development, its values and skills base, and an analysis of the social welfare system, and of welfare institutions and services in the Caribbean. Reference will be made to the social work system in the United States for purposes of comparison.

SOWK310 *Gerontology* **3**

Prerequisites: SOWK100 and SOWK110

The course deals with comprehensive discussion of the macro and micro social work roles in the field of ageing and developing areas of practice, such as legal services and pre-retirement planning. It looks at a comprehensive assessment of older adults and designing interventions. It includes both the protocols for both traditional and non-traditional interventions. Content of diversity of gender, race, ethnicity and sexual orientation is integrated into the course as it is relevant to the topic. The approach of the course will help students to incorporate the importance of cultural diversity as an issue. It also helps students to better understand human behavior in the social environment.

SOWK315 *Values, Ethics and Diversity* **3**

Prerequisites: SOWK100 and SOWK110

Special attention is given to core values and professional ethics expected of outstanding social workers. Emphasizing a Christian world view, students develop appreciation for diversity and sensitivity toward issues related to culture, race, gender, class, age, and sexual identity.

SOWK320 *Introduction to Counseling Skills* **3**

Prerequisites: PSYC101, SOWK100 and SOWK110

Exposes students to basic engagements, listening, assessment, and interviewing skills. Students gain beginning skills to explore the problems of various client systems. Classes include both instruction and lab experience.

SOWK325 *Social Welfare Institutions and Services* **3**

Prerequisites: SOWK100 and SOWK110, HIST147 or PLSC235

An analysis of the factors which determine the manner in which social-welfare services are currently being delivered in the Caribbean and Internationally. Factors include the value base, the historical development, and the organization of the social welfare system.

SOWK340 *Human Behavior and the Social Environment* **3**

Prerequisites: SOWK100 and SOWK110

political, and economic factors impacting social-welfare policies and the delivery of human services in Third World, developing, industrial, and post-industrial societies.

SOWK440 *Assessment and Treatment of Victims of Violence* **2**

Prerequisites: SOCI119, BHSC220, SOWK401

Examination of assessment issues, approaches, and barriers to effective treatment when working with victims of domestic violence, adult survivors of sexual abuse, victims of rape, incest survivors, and child sexual-assault victims. Interpretation of assessment finding included. Short- and long-term therapy options including specific techniques are explored.

SOWK455 *Treatment of Substance Abuse* **3**

Prerequisites: BHSC220, SOWK401

An overview of classifications of drugs abused, its processes, primary, secondary and chronic stages of addictions, treatment techniques and basic prevention strategies including specific training in assessment and therapeutic techniques, examining the relationship between etiology and treatment. Treatment evaluation discussed. At risk, vulnerable populations receive special consideration.

SOWK458 *Advanced Theories of Addiction and Treatment* **2**

Prerequisite: SOWK455 or HLED460

Surveys, critiques, and integrates the primary theories currently used to explain the process, outcome, and treatment of addictions. Covers biological, psychological, social and anthropological addiction theories. Primary substance-abuse prevention theories are surveyed. Implications for at-risk, vulnerable populations are considered.

SOCI/SOWK460 *Death and Grief in Contemporary Society* **3**

Prerequisites: SOCI119, BHSC220

Designed to help the student understand cultural and societal perspectives on death as well as develop an increased awareness and sensitivity to the personal and interpersonal dynamics of death, dying, and loss. The student's personal encounter with dying, death and loss as well as the experiences of guest speakers, provides topics for class discussion. The "art of condolence" is discussed for helping people deal with uncomplicated death and loss issues.

SOWK465, SOWK466 *Social Work Research I, II* **2,2**

Prerequisite: STAT120

A broad range of research tools available to social workers to improve both the effectiveness and the efficiency of their practice. Research methodologies, both quantitative and qualitative, presented. Also includes a generalist overview of statistics. Students do a research project addressing a social problem.

SOWK467 *Social Aspects on Long-Term Care* **2**

Prerequisites: SOCI119, BHSC220, SOWK402

Focuses on the health-care system's ability to provide for the elderly who require long-term care facilities. Examines the aging Caribbean population, attitudes and stereotypes associated with the aged, resources available to the social worker, and techniques to assist in providing appropriate care for the elderly.

SOWK475/SOCI440 *Topics in _____* **1-4**
 Students are able to select offerings from various contemporary social-work topics.
 Repeatable with different topics.

SOWK489 *BSW Professional Seminar* **2**
Prerequisites: SOWK420, SOWK421
 Introduces and monitors professionalism as evidenced in student’s portfolio, scholarship skills and their ability to exhibit positive behaviors that will ensure success in social work practice. Portfolios presented and graded before graduation.

SOWK495 *Independent Study/Projects/Teachings* **1-4**
 Students do a research paper based either on literature survey (secondary sources) or field work (primary sources) on the areas of their specialization/interest.

DEPARTMENT OF SOCIOLOGY

1. BACHELOR OF SCIENCE IN SOCIOLOGY

The Degree of Bachelor of Science in Sociology is offered to develop a cadre of professionals who would be able to employ sociological skills in analyzing and understanding the patterns of structure and dynamics of global societies in general and the Caribbean in particular; and the situations people or individuals encounter on a daily basis for the purpose of improvement and human progress.

General Degree Requirements

A. General Education Requirements	52
B. Courses required for the Sociology Core	80
C. Courses required for the Cognate	<u>03</u>
TOTAL	<u>135</u>

A.	<u>General Education Requirements</u>	(52 credits)
B.	<u>Courses required for the Core</u>	(80 credits)
	ANTH200 Cultural Anthropology	3
	PSYC410 Introduction to Counseling and Psychotherapy	3
	SOCI119 Principles of Sociology	3
	SOCI131 Professional Writing Seminar	2
	SOCI211 Sociology of Families	3
	SOCI212 Methods of Social Research I	3
	SOCI223 Caribbean Social Structure I	3
	SOCI224 Social Theory I – the Founding Fathers	3
	SOCI225/PSYC450 Social Psychology	3

SOCI231	Social Change and Development	3
SOCI232	Social Demography	3
SOCI312	Methods of Social Research II	3
SOCI315	Criminology	3
SOCI317	Sociology of Education	3
SOCI319	Sociology of Religion	3
SOCI324	Social Theory II – the Modern Period (1920-1980)	3
SOCI326	Social Stratification	3
SOCI327	Youth, Culture, Identity and Cyberspace	3
SOCI331	Developing Countries in the World System	3
SOCI345	Juvenile Delinquency	3
SOCI411	Methods of Social Research III	3
SOCI412	Industrial Sociology	3
SOCI425	Racial and Ethnic Relations	3
SOCI430	Gender Roles in Contemporary Society	3
SOCI435	Medical Sociology	3
SOCI450	Media, Culture and Society	3
STAT120/CRMB202	Introduction to Statistics for Social Sciences	3

C.	<u>Courses required for the Cognate</u>	(03 credits)
	PLSC235 Introduction to Political Systems	3

Note: Electives in the Emphasis Area of Study (Students will do these electives if they are lacking credits for graduation)

SOCI440	Topics in _____	(3)
SOCI495	Independent Study/Readings/Research	(3)

2. **BACHELOR OF SCIENCE IN CRIMINOLOGY AND CRIMINAL JUSTICE**

The Bachelor of Science (B.Sc.) in Criminology and Criminal Justice introduces students to the complex and interdisciplinary nature of criminology, its core theories of positivism and methodologies. Criminology as a science discipline concerns itself with the causes, nature and treatment of crime and delinquency with a view to reducing and preventing crime in society.

It prepares students for employment in a wide variety of criminal justice agencies. It also provides a foundation (lockstep) for Post Graduate Diploma and Master’s programme in criminology and other related social sciences. With the skills acquired, graduates of criminology from USC can also take up teaching and research positions in colleges and universities.

General Degree Requirements

A. General Education Requirements	52
B. Courses required for the Criminology and Criminal Justice Core	69
C. Courses required for the Cognate	<u>15</u>

TOTAL **136**

A.	<u>General Education Requirements</u>	(52 credits)
B.	<u>Courses required for the Core</u>	(69 credits)
	CRMB101 Introduction to Criminology	3
	CRMB201 Theories of Criminology	3
	CRMB202/STAT120 Introduction to Statistics for Social Sciences (Fulfilled in General Education Requirements)	3
	CRMB203 Advanced Theories of Criminology	3
	CRMB204 General Characteristics of Crime and Criminology	3
	CRMB205 Gang Warfare and Violence	3
	CRMB207 Caribbean Criminology	3
	CRMB208 Political Crimes/White Collar Crimes	3
	CRMB301 Criminal Justice Systems	3
	CRMB302 Crime and Media	3
	CRMB303/SOCI212 Methods of Social Research I	3
	CRMB304 Mental Disorders and Criminality	3
	CRMB305/SOCI345 Juvenile Delinquency	3
	CRMB306 Policing and Security	3
	CRMB307 Crime, Culture and Conflict	3
	CRMB308 War Crime and Genocide	3
	CRMB309 An Introduction to Offender Profiling–A Closer Look at the Serial Killer	3
	CRMB311/SOCI312 Methods of Social Research II	3
	CRMB401 Victimology	3
	CRMB402 Penology	3
	CRMB403 Criminal Law	3
	CRMB407 Field Experience/Practicum	3
	CRMB408/SOCI411 Methods of Social Research III	3
	SOCI315 Criminology	3
C.	<u>Courses required for the Cognate</u>	(15 credits)
	ANTH200 Cultural Anthropology	3
	BHSC220 An Interdisciplinary Approach to Contemporary Social Issues	3
	FMST115 Introduction to Family Studies	3
	PSYC319 Stress Management	3
	SOCI119 Principles of Sociology	3

3. BACHELOR OF SCIENCE IN GOVERNMENT AND POLITICS

The Bachelor of Science (B.Sc.) in Government and Politics is committed to create a cadre of professionals versed in knowledge and thorough understanding of governance and public administration systems within the public sector and the wider civil society; and trained to play a **transformative role** in the improvement of the quality and life for

the society in general.

The Bachelor of Science in Government and Politics offers two emphases:

1. Government and Politics
2. International Relations

Students can choose any one emphasis in order to graduate with a Bachelor of Science Degree in Government and Politics.

General Degree Requirements

A. General Education Requirements	52
B. Courses required for the Emphasis in Government and Politics	67
OR	
Courses required for the Emphasis in International Relations	64
C. Courses required for the Cognate	17
TOTAL	133/136

A. General Education Requirements **(52 credits)**

B. Courses required for the Emphasis in Government and Politics **(67 credits)**

GOVT102	Introduction to Public Administration	3
GOVT103	Theory and Practice of Local Government	3
GOVT201	Public Administration and Public Policy Analysis	3
GOVT301	Comparative Public Administration Systems	3
GOVT302	Government, Business and Society	3
GOVT401	Financial Administration in the Public Sector	3
GOVT402	Governance, Innovation and Entrepreneurship	3
GOVT403	Public Sector Human Resource Management	3
GOVT404	Internet Technology and E-Governance	3
GOVT411	Research Methods in Government and Politics	4
GOVT442	Practicum	3
PLSC101	Introduction to Politics	3
PLSC102	Selected Issues in Government and Politics of Latin America	3
PLSC201	Introduction to Political Theory	3
PLSC202	Sociology of Political Systems	3
PLSC203	Power and Politics in Latin America: Left Wing, Right Wing and Centre Positions	3
PLSC301	Political Ideologies from the Third World	3
PLSC302	Comparative Politics	3
PLSC303	Contemporary Issues in Governance and Politics	3
PLSC304	Comparative Ethnic Politics	3
PLSC401	Problems of Contemporary World Politics	3
PREL255	Introduction to Public Relations	3

OR

<u>Courses required for the Emphasis in International Relations</u>		(64 credits)
GOVT102	Introduction to Public Administration	3
GOVT404	Internet Technology and E-Governance	3
INRL101	Introduction to International Relations	3
INRL102	International History and Politics	3
INRL201	International Relations: Theories and Approaches	3
INRL202	Public International Law	3
INRL203	International Political Economy	3
INRL301	Government and Security in the Caribbean: New Issues and Concepts	3
INRL302	Diplomacy and the Ethics of Protocol	3
INRL303	Theories of New Regionalism and its Approaches	3
INRL304	Political Activism and Social Movements	3
INRL305	Globalization and International Economic Law	3
INRL401	Cycles, Disparities and Realities in the International Monetary System	3
INRL402	Governance, Globalization and Sustainable Develop.	3
INRL403	International Organizations and Caribbean Governance	3
INRL404	Third World Foreign Policy Relations	3
INRL411	Research Methods in International Relations	4
INRL442	Practicum	3
PLSC101	Introduction to Politics	3
PLSC302	Comparative Politics	3
PREL255	Introduction to Public Relations	3

C.	<u>Courses required for the Cognate</u>	(17 credits)
	COMM320 Interpersonal Communication	3
	ECON227 Principles of Macroeconomics	3
	INFS215 Information Systems Theory and Application	3
	SOCI119 Principles of Sociology	3
	SOCI131 Professional Writing Seminar	2
	STAT120 Introduction to Statistics for Social Sciences	3

COURSES

CREDITS

SOCIOLOGY

SOCI119 *Principles of Sociology* 3

This is an introductory course in sociology as a science of human behavior. It exposes students to the basic concepts, theories, and methods involved in the study of society. It provides an opportunity for students to critically examine their social world so that they can derive a clearer understanding of human behavior and society at large. The course helps students to understand and apply the sociological perspective to go beyond their personal experiences and view the social world in terms of new sociological insights. It brings students face-to-face with issues in the real world by raising some interesting and sensitive issues for discussion.

- SOCI131/PSYC131 *Professional Writing Seminar* 1**
Prerequisite: ENGL115
 Provides a comprehensive guide to writing skills according to the Publication Manual of the American Sociological Association (ASA). It presents explicit style requirements based on the existing scientific literature in Social Sciences.
- SOCI211 *Sociology of Families* 3**
Prerequisite: SOCI119
 This course deals with the study of the family using the different sociological perspectives methodologies. The family is seen as dynamic social units whose structures and functions develop, change, and vary from society to society and over time. There is therefore no one typical family type. Change in the family responds to change in the wider social system. As a dynamic subsystem. As a dynamic subsystem the family interacts with the other subsystems and experiences not only change but also some dominant issues and conflicts.
- SOCI212/CRMB303 *Methods of Social Research I* 3**
Prerequisite: CRMB202/STAT120
 An introduction to criminological research that is intended to develop the student's research and analytical skills. Specifically, the course will focus on the theory of inquiry, the logic, and structure of criminological inquiry, research design, data gathering, analysis and reporting.
- SOCI223 *Caribbean Social Structure I* 3**
Prerequisite: SOCI211
 This course will explore the unique social structure and culture that emerge from the history of the Caribbean under plantation slavery and Indentureship. It will also examine the social changes which accompanied emancipation, the development of the Caribbean peasantry and the movement towards internal self-government which underlie current traditions.
- SOCI224 *Social Theory I – the Founding Fathers* 3**
Prerequisite: SOCI119
 This is an introduction to the pioneering works of sociological thinkers who dominated sociological thought in the 19th and early 20th centuries. The theories of Comte, Spencer, Durkheim, Marx, Weber, and Dubois will be critically evaluated and assessed.
- SOCI225/PSYC450 *Social Psychology* 3**
Prerequisite: PSYC101 or SOCI119
 Specialized course in sociology focusing on micro scale social action. It examines how individuals' perceptions, belief systems, identities, and behaviors are determined by their position in social space. It examines behavior within defined social situations. The course is theoretical in nature and emphasizes the major perspectives, theories, methods, and concepts associated with the study of micro sociology.
- SOCI231 *Social Change and Development* 3**
Prerequisite: SOCI225

Prerequisite: SOCI119

The course examines the structure and functions of organized religion in traditional and modern societies, including the societal and cultural dimensions of religion, the role of religion in social change, and the status of religion in contemporary society. It will examine religion from different sociological perspectives, its historical and political impact and its relation to social stratification, the economy and social stability.

SOCI323 *Caribbean Social Structure II* **3**

Prerequisite: SOCI223

Caribbean social development from the independent period to the present is examined, including the waves of migration and the impact of globalization, neo-liberalism, religion, race, class, and ethnicity on the Caribbean social structure in the contemporary period.

SOCI324 *Social Theory II – the Modern Period (1920-1980)* **3**

Prerequisite: SOCI224

This course traces the development of new ideas and the creation of new sociological theory following the classical tradition. It also exposes new ideologies of the period such as in modernization, feminism, world systems theory, structuration, and post modernism.

SOCI326 *Social Stratification* **3**

Prerequisite: SOCI225

This course examines social stratification with a global perspective. It gives the history of global inequality using various theories. A comparative perspective on social class structure, age, gender, and racial inequalities will be studied. This course also focuses on the issues of stratification in nations that range from developing like Brazil, Africa, and India to near industrialized like Japan and why some of the world's nations remain poor while others have climbed to development.

SOCI327 *Youth, Culture, Identity and Cyberspace* **3**

Prerequisite: SOCI225

This course examines the social implications of new digital and communications technologies, (especially the internet and the worldwide web), from a sociological perspective. The origins and development of the internet and the web, and their potential for transforming social life both positively and negatively will be explored.

SOCI331 *Developing Countries in the World System* **3**

Prerequisite: PLSC235

This course examines the contemporary world system and the place of Developing countries, such as Caribbean countries, within it. The impact of global, social, economic, technological systems and communications on developing countries is emphasized and analyzed.

SOCI345/CRMB305 *Juvenile Delinquency* **3**

Prerequisite: SOCI315

This course provides an understanding of juvenile delinquency in society and critically examines how society views children as delinquents, the theoretical perspectives of delinquency, the social

and institutional context of delinquency, and the juvenile justice system. This course will assess the nature and extent and the present status of juvenile delinquency in the context of the Caribbean in particular and global perspective in general.

SOCI411/CRMB408 *Methods of Social Research III* 3

Prerequisite: SOCI312

In this course students implement the proposal and gain field experience via data collection. The course also addresses questionnaire construction, coding, analyzing, and interpreting of data as well as report writing.

SOCI412 *Industrial Sociology* 3

Prerequisite: SOCI225

This is a specialized course focusing on the sociology of industries. It examines the impact of the work culture on human behavior and seeks to understand it within this context. This course will explore key themes in the study of industrial society focusing on integration, anomie, alienation, class struggle, transition from feudalism to capitalism; impersonality, rationalization, technical rationality, bureaucratization.

SOCI425 *Racial and Ethnic Relations* 3

Prerequisite: SOCI225

This course enhances students' awareness of major concepts, theories, and research pertaining to racial and ethnic relations in multi-ethnic societies. It examines the diverse experiences of various racial and ethnic groups from a historical and comparative perspective focusing on issues of representation, group cohesion, social exclusion, segregation, and economic exploitation. Sociological problems such as the nature and causes of racism, stereotypes, prejudice, and discrimination are critically assessed. Individual and institutional consequences of racial and ethnic inequality with specific emphasis on stratification, labour market, educational system, and government are also examined. Strategies for improving intergroup awareness and improving tolerance are explored.

SOCI430 *Gender Roles in Contemporary Society* 3

Prerequisite: SOCI225

This course is interdisciplinary and cross cultural in scope and approach. The emphasis will be on how the knowledge of sociological orientations helps in understanding and explaining the issues of gender roles, both masculine and feminine, in contemporary society. The course will critically examine sociological theories and methods and explanations about society and human behavior in relations to gender roles. It will also assess how gender roles intersect with other social categories like social class, ethnicity, religion, age, and sexuality. The issues to be discussed are significantly related to the concerns of men and women as members of society (socialization in gender roles, stratification and mobility, power and poverty, women and substance abuse and crime, etc.). These issues will be discussed in the context of the Caribbean and international experiences.

CRIMINOLOGY AND CRIMINAL JUSTICE

- CRMB101** *Introduction to Criminology* **3**
It provides a basic understanding of criminological concepts and theories and a solid foundation for future criminology courses. Topics include criminal event theory, crime research, biological, psychological, and sociological explanations of crime, social control theory, rational choice theory, opportunities theory, lifestyle exposure theory, the aftermath of crime, family and household crime, the relationship of crime to leisure activities and to employment, public policy, and crime prevention. The course will help develop your academic writing skills and familiarize you with contemporary educational tools.
- CRMB201** *Theories of Criminology* **3**
Prerequisite: CRMB101
This course will provide an overview of selected theoretical perspectives on crime/deviance, including historical influences. The Study Guide will focus on the definition of key concepts (e.g., theory), the basic tenets and critiques of each theory, and the commonalities and differences between and within perspectives.
- CRMB202/STAT120** *Introduction to Statistics for Social Sciences* **3**
This is an introductory course in Behavioral Statistics. It focuses on basic statistical procedures. It covers a range of concepts associated with research methods and statistical analysis. Students are expected to approach this course with an open mind so that they can be objective in their analysis. The course will provide students with an understanding and use of concepts and models associated with statistical analysis and testing. Students will be exposed to probability, frequency distributions, measure of central tendency, measures of variation, using frequency distributions, confidence intervals, sampling distribution, levels of significance in hypothesis testing, t and z tests, correlation, regression, chi-square, and ANOVA.
- CRMB203** *Advanced Theories of Criminology* **3**
Prerequisite: CRMB201
This course will further provide an overview of other selected theoretical perspectives on crime/deviance, including historical influences. The main objective of the course will be to illustrate the links among theory, research, and the “real world.”
- CRMB204** *General Characteristics of Crime and Criminology* **3**
Prerequisite: CRMB201
This course is designed to provide the student with a better understanding of the relationship between crime and a number of important social problems. Legal, sociological, and psychological perspectives with respect to the subjects of sexuality, drugs, violence, and euthanasia will be studied. In the Study Guide, textbooks, and course readings the tensions and dilemmas that underlie current criminal law and policy are explored and avenues for reform suggested.
- CRMB205** *Gang Warfare and Violence* **3**
Prerequisite: CRMB201

This course offers us the opportunity to critically examine the problem of gang warfare and gang violence in the Caribbean. We will also discuss the gang phenomenon from a global context as well. Topics that will be covered in this class may include, among other things: theories of gang formation, the social construction of the gang problem, the cultural diffusion of gang activities, the phenomenon of gangs from a historical context, gang typologies and subculture, and/or the policing of gang warfare and violence.

CRMB207 *Caribbean Criminology* **3**

Prerequisites: SOCI119, CRMB 201

Caribbean criminology deals with the study of criminal behavior in the Caribbean. In this course the geographical, social, economic, historical and political contexts of the region will be explored. The course therefore employs an interdisciplinary and integrated approach. The emphasis is on the fact that an explanation/understanding of criminal behavior in the Caribbean must take cognizance of the unique and cosmopolitan nature of the region and its history.

CRMB208 *Political Crimes/White Collar Crimes* **3**

Prerequisite: CRMB204

In examining crimes committed by corporations and organizations, as well as individuals in the course of their occupation, this course explores: how such crimes are socially defined, who commits them, who is victimized by them, which social contexts promote them and how society responds to them. The economic, social and political costs of corporate and white-collar crime are compared to street crime.

CRMB301 *Criminal Justice Systems* **3**

Prerequisite: CRMB204

This course will provide students with an introduction to the criminal justice system and processes in the Caribbean. It will examine how the criminal justice system operates, its key agencies and processes, as well as their relationship with the wider institutions, structures and issues in modern society. It will also look critically at how theories of and debates concerning crime and criminal justice have influenced the history and development of the criminal justice system.

CRMB 302 *Crime and Media* **3**

Prerequisite: CRMB201

The focus of this course is on the depiction of crime in various media of mass communication. Area of study includes corporate crime, violent crime, gangs, organized crime and terrorism. This course also examines how gender, race and class are related to the way crime is depicted in the mass media.

CRMB303/SOCI212 *Methods of Social Research I* **3**

Prerequisite: CRMB202/STAT120

An introduction to criminological research that is intended to develop the student's research and analytical skills. Specifically, the course will focus on the theory of inquiry, the logic, and structure of criminological inquiry, research design, data gathering, analysis and reporting.

CRMB304 *Mental Disorders and Criminality* **3**

Prerequisite: CRMB204

It provides an overview of how the criminal justice and mental health systems respond to mentally disordered offenders. We examine the nature of mental health professionals' involvement in decision-making processes that affect mentally disordered offenders, as well as critical legal issues that arise in the course of these processes.

CRMB305/SOCI345 *Juvenile Delinquency* **3**

Prerequisite: SOCI315

This course provides an understanding of juvenile delinquency in society and critically examines how society views children as delinquents, the theoretical perspectives of delinquency, the social and institutional context of delinquency, and the juvenile justice system. This course will assess the nature and extent and the present status of juvenile delinquency in the context of the Caribbean in particular and global perspective in general.

CRMB306 *Policing and Security* **3**

Prerequisite: CRMB301

An examination of the organization and operation of contemporary Caribbean policing. Consideration of the history and development of policing in the Caribbean, the role of the police in Caribbean society and the police occupation, including recruitment and training. Discussion of police decision making and the exercise of discretion, police powers, and structures of accountability. Management of the police organization. Examination of police-community relations and crime prevention initiatives.

CRMB307 *Crime, Culture and Conflict* **3**

Prerequisites: ANTH200, CRMB204

This course zeroes in on the relationship between culture, conflict and crime and examines the role of culture conflict in the causation of crime in modern day culturally diversified societies. In such societies the dominant group criminalizes behavior and enforces the law. Criminal behavior is sub-cultural behavior of the subject group.

CRMB308 *War Crime and Genocide* **3**

Prerequisite: CRMB204

The focus of this course, also known as crime against humanity, is on hate crimes committed against a group, in whole or part. It is aimed at killing or destruction of a group by various means. This group could be national, ethnic/racial, religious or political. The outcome, whether it is by actual killing, having the intention to kill or creating an environment that leads to such result, the outcome is to cause physical and or mental harm/destruction.

CRMB309 *An Introduction to Offender Profiling –A Closer Look at the* **3**
Serial Killer

Prerequisite: CRMB204

The objective of this course is to give students an awareness level of understanding of the core tenets of criminal profiling as they relate specifically to the subject of psychopathic behavior. It will also serve the secondary objective of assisting students who wish to further learn and use

criminal profiling techniques in their current or developing careers, by informing them to the point where they can make decisions on how to pursue more advanced levels of education to fulfill these goals.

CRMB311/SOCI312 *Methods of Social Research II*

3

Prerequisite: SOCI120

This is a course on Research Methods, which expose students to a basic understanding of the research process, the methods available in the social sciences, and the interpretation of research findings. The issues relating to the validity of research, reliability of measures and ethical considerations are covered. The course focuses on qualitative methodologies and raises some interesting and sensitive issues for discussion. Some persons may have personal experience with some of the issues but students are advised to approach this course with an open mind so that they can engage in **critical and objective thinking**.

CRMB401 *Victimology*

3

Prerequisite: CRMB204

This is a survey course covering contemporary developments in the field of victimology, its conceptual boundaries, its basic concepts and literature, its subfields and role as a field of study within criminology and criminal justice. The historical and emerging roles of victimology as a field of study are examined and discussed in depth. Special attention is paid to applied learning objectives with respect to each student's personal experiences with the human dimensions of victimization.

CRMB402 *Penology*

3

Prerequisite: CRMB301

This course will examine correctional practices, reforms, and their consequences as well as various theories of social control. Included in the course examination will be the cultural, social, and theoretical context from which various corrections reforms have emerged over the past several centuries. Additionally, research that has been conducted on various punishment and correctional strategies will be discussed.

CRMB403 *Criminal Law*

3

Prerequisite: CRMB301

This course examines the nature, purpose, scope, sources, and basic principles of criminal law. We'll address the history and evolution of criminal law and the Criminal Code, including the aims and limits of criminal law and the relationship between law and morality. Topics include basic elements of a criminal offence, defenses against a criminal charge (e.g., provocation, self-defense, consent, and intoxication), historic and contemporary legal concepts (e.g., mens rea, actus reus, and criminal responsibility), the relationship between mental disorder and criminal process, and reform of criminal law.

CRMB407 *Field Experience/Practicum*

3

It will give students an opportunity to learn through active participation with an appropriate agency. The course is designed to provide students an opportunity to demonstrate significant learning through their participation in the work of their chosen agency. In effect, the agency replaces the classroom as the focus of learning.

CRMB408/SOCI411 *Methods of Social Research III*

3

Prerequisite: SOCI312

In this course students implement the proposal and gain field experience via data collection. The course also addresses questionnaire construction, coding, analyzing, and interpreting of data as well as report writing.

GOVERNMENT AND POLITICS

PLSC101 *Introduction to Politics*

3

A survey of the basic principles of political science. Topics include the relationship of political science to the other social sciences; the concepts of modern democracy, political ideology, and political socialization; the function of public opinion, mass media, interest groups, and political parties; the basic institutions of government and the separation of powers; and an exploration of the concepts of rights of citizens as expounded by Weber, Marx and Hobbes.

PLSC102 *Selected Issues in Government and Politics of Latin America*

3

Prerequisite: PLSC101

This course will examine Latin American politics from two (2) perspectives: the period of the independence movements and the more contemporary post-1960 period including the politics of the Cold War.

PLSC201 *Introduction to Political Theory*

3

Prerequisite: PLSC101

A critical analysis of the power and ideas of famous political philosophers: Plato, Machiavelli, Hobbes, Locke and Rosseau as well as Marxism-Leninism and Maoism. Discussion covers the classic contrast between the philosophies concerning the problem of justice and power and the philosophical foundations of liberalism, socialism, and conservatism. An examination of the contribution of Fidel Castro, Norman Manley and Eric Williams will be included.

PLSC202 *Sociology of Political Systems*

3

Prerequisites: SOCI119, PLSC102

This course will explore the evolution of political anthropology; the impact of culture on politics; terrorism and military intervention; the role of public opinion and mass communication; political socialization and the emergence of activists and political parties.

**PLSC203 *Power and Politics in Latin America; Left Wing, Right Wing
and Centre Positions***

3

Prerequisites: SOCI119, PLSC102

An analysis of pertinent issues which influenced the emergent power structure within the Latin American polity. It involves an examination of the systems and agents which evolved from the struggle between imperialism and the independent movement.

PLSC301 *Political Ideologies from the Third World*

3

- GOVT201** *Public Administration and Public Policy Analysis* **3**
Prerequisite: GOVT102
This course uses the systems management concept to explain various factors which impact on public policy formulation and implementation
- GOVT301** *Comparative Public Administration Systems* **3**
Prerequisite: GOVT201
This course examines the structures and processes of public administration systems in different jurisdictions. Administrative systems in developed countries such as the UK and USA will be compared with systems and practices in the Caribbean and other Commonwealth countries.
- GOVT302** *Government, Business and Society* **3**
Prerequisites: GOVT103, STAT120, ECON227
A study of the co-operative models defining the relationships between Government and the private sector in the thrust toward development. The course will explore the agencies and support systems within the political, legal, and social environment as well as ethical considerations pertaining to procurement and business decisions in both the local and international arenas.
- GOVT401** *Financial Administration in the Public Sector* **3**
Prerequisite: GOVT302
An examination of the various aspects of public sector financial policies and administration. Topics to be discussed will include: the national budget, recurrent and capital expenditure, revenue, financial administration in state enterprises and statutory bodies, the role and function of the Auditor General and the Treasury Division.
- GOVT402** *Governance, Innovation and Entrepreneurship* **3**
Prerequisite: GOVT302
This course will focus on the key challenges confronting individuals and organizations in a world culture characterized by knowledge explosion, global networks, constant change and growing communitarianism. The programme will address the mental attributes required for the innovative psyche, including critical thinking, self-empowerment and opportunity identification.
- GOVT403** *Public Sector Human Resource Management* **3**
Prerequisite: GOVT201
An examination of the theories pertaining to the human resource function in the public sector. An analysis of the evolution from public administration to public sector management and the new dynamics of management now required for the marketing of the public sector.
- GOVT404** *Internet Technology and E-Governance* **3**
Prerequisites: COMM320, INFS215
An introduction to the ways in which internet technologies are affecting how people interact with government, and how governments, in turn, are using and managing these technologies to better provide information and services to the public. It includes an overview of development techniques and assessment methods for public web sites and on-line applications. To effectively manage e-government projects, a variety of internet tools including blogs, RSS feeds, and virtual

technologies, such as Second Life will be used.

GOVT411 *Research Methods in Government and Politics* **4**

Prerequisite: STAT120

This is a course on Research Methods, which expose students to a basic understanding of research methods and processes available in social sciences with special emphasis in government and politics. The issues relating to the validity of research, reliability of measures and ethical considerations are covered. The course focuses on qualitative, quantitative and mixed methodologies and raises some interesting and sensitive issues for discussion. A 3000-word research paper on a specific sector of the public service in a selected Caribbean territory will be developed in this course.

GOVT442 *Practicum* **3**

It will give students an opportunity to learn through active participation with an appropriate agency. The course is designed to provide students an opportunity to demonstrative learning through their participation in the work of their chosen agency. Students will be able to relate important theories in Government and Politics and to empirical situations presented in the field setting. The students will be required to do 90 clock hours in the field.

INTERNATIONAL RELATIONS

INRL101 *Introduction to International Relations* **3**

A systematic analysis of the overall pattern of world politics in the modern era, with consideration of the effect of political, economic, geographic, cultural and social factors with special reference to the Caribbean.

INRL102 *International History and Politics* **3**

An introductory study of the range of actors, interactions and transactions that are involved in international political-economic relations, as well as the accompanying mechanisms, processes and dynamics that have shaped the inter-state system and the international division of labor.

INRL201 *International Relations: Theories and Approaches* **3**

Prerequisites: INRL101, INRL102

The course explores the development of theory from the post-Westphalian era to present times and examines theoretical paradigms such as realism, liberalism, idealism as well as the modern themes of post-modernism, feminism and neo-Marxist perspectives such as world systems analysis and globalization.

INRL202 *Public International Law* **3**

Prerequisites: INRL101, INRL102

An introductory study into the principles and relevance of international law in the preservation of order and peace in the international system. Emphasis is placed on the nature and sources of law. An examination of discrete areas of importance for international peace and co-operation such as human rights, the principles of self-determination and jurisdiction, the law of treaties and the law of the sea.

- INRL203** *International Political Economy* **3**
Prerequisites: INRL101, INRL102
An emphasis on the theme of interconnectedness in the development of international relations theory. An examination of how history, demography, money and trade, technology and law, interact to develop perspectives and theories of the international political economy in the context of contemporary problems facing the international community and the Caribbean.
- INRL301** *Government and Security in the Caribbean; New Issues and Concepts* **3**
Prerequisite: INRL201
This study will analyze new developments and trends of the modern state system with respect to security issues. In particular, the progression from the traditional military focus on security to the new challenges which have emerged since the 70s and 80s and with the end of the Cold War.
- INRL302** *Diplomacy and the Ethics of Protocol* **3**
Prerequisite: INRL203
An appreciation of the concept of the global village and the imperative for nations to engage in alliances and institutions in a dynamic international system. A study of the evolution of the multifaceted role of diplomacy in facilitating international co-operation and the enhancement of relationships between states.
- INRL303** *Theories of New Regionalism and its Approaches* **3**
Prerequisite: INRL201
This course will seek to analyze the economic and political theories with respect to the concepts of liberalization and integration. The study will include an historic evaluation of regional regimes in both the first and third worlds, including the CSME, Mercosur, the EU and African Union.
- INRL304** *Political Activism and Social Movements* **3**
Prerequisite: INRL301
This course explores theoretical and empirical research on social movements i.e. the emergence, evolution and political influence of social movements within the Caribbean, Latin America and the wider world. It will critically examine the impact of social movements and activist groups with respect to human rights, environmental concerns, and labor issues, etc.
- INRL305** *Globalization and International Economic Law* **3**
Prerequisite: INRL202
This module focuses on the legal architecture designed to facilitate and regulate international transactions in a liberalized environment, which involves the movement of goods, services and capital across territorial borders. The laws, regulations, practices and conventions as ratified by the WTO, will be a primary focus of analysis.
- INRL401** *Cycles, Disparities and Realities in the International Monetary System* **3**
Prerequisites: ECON227, INRL305

A study of the evolution of the interconnectedness of the world economy and the principles of exchange rate regimes. An examination of the institutions that have developed to treat with the vulnerability of open economies such as those in the Caribbean.

INRL402 ***Governance, Globalization and Sustainable Development*** **3**

Prerequisites: ECON227, INRL305

A critical analysis of the meanings and impact of globalization and the new capitalist order embracing all regions of the world. An examination of the challenges for governance and sustainable development in the Caribbean posed by the co-operation and integration imperatives of globalization, counteracted by the tendencies towards differentiation and fragmentation.

INRL403 ***International Organizations and Caribbean Governance*** **3**

Prerequisites: ECON227, INRL305

A study of the evolution of the interconnectedness of the world economy and the principles of exchange rate regimes. An examination of the institutions that have developed to treat with the vulnerability of open economies such as those in the Caribbean.

INRL404 ***Third World Foreign Policy Relations*** **3**

Prerequisites: ECON227, INRL305

This course will examine the position of third world countries as satellites in the arena of world politics. The impact of ideological and economic forces as determinants of foreign policy will be analysed.

INRL411 ***Research Methods in International Relations*** **4**

Prerequisite: STAT120

This is a course on Research Methods, which expose students to a basic understanding of research methods and processes available in social sciences with special emphasis in international relations. The issues relating to the validity of research, reliability of measures and ethical considerations are covered. The course focuses on qualitative, quantitative and mixed methodologies and raises some interesting and sensitive issues for discussion. A 3000-word research paper on a specific sector of the public service in a selected Caribbean territory will be developed in this course.

INRL442 ***Practicum*** **3**

This course will give students an opportunity to learn through active participation with an appropriate agency. The course is designed to provide students an opportunity to demonstrative learning through their participation in the work of their chosen agency. Students will be able to relate important theories in International Relations to empirical situations presented in the field setting. The students will be required to do 90 clock hours in the field.

SCHOOL OF THEOLOGY AND RELIGION

DEAN: Fazadudin Hosein, Ph.D.

COORDINATOR: Cyril Marshall, M.A. Ph.D. (Cand.)

MISSION STATEMENT

The mission of the School of Theology and Religion is primarily to equip, enable, and empower men and women for the gospel ministry, Bible teachers for the conventional school context, and Bible instructors for the local church and home settings within the Conferences and Missions of the Caribbean Union Conference of Seventh-day Adventists, and to prepare candidates for tertiary studies regionally or internationally. Additionally, the School fosters values for responsible Christian living among all students who come under its influence.

VISION

Every ministerial student having a deep sense of his/her high calling to greater service, and possessing the spirituality and skills required to perform ministry successfully.

OBJECTIVES

Christian education is unique in that special revelation - the Bible - undergirds all other studies. The philosophy of the Bible is the unifying principle of study and purpose among the various disciplines. The School of Theology and Religion attempts to educate its students, and to serve the spiritual needs of all, helping them to find fellowship with Christ.

PRIMARY OBJECTIVES

- That Theology Majors shall develop academic and professional competence to function effectively as preachers, pastor-teachers, evangelists, counselors, youth leaders, and health educators.
- That Religion Majors shall acquire the academic and professional skills to function as Bible teachers, chaplains, and Bible instructors.
- That Theology and Religion graduates shall acquire the preparation that shall equip them to continue their studies in seminaries and universities.

SECONDARY OBJECTIVES

That Theology and Religion Majors, as well as students of other disciplines develop the following:

- An understanding and appreciation of the Bible as the written Word of God.
- An appreciative grasp of the historical background and prophetic guidance of the Seventh-day Adventist Church.
- An unbiased understanding of other religious beliefs, recognizing that all men are brothers to be loved and served.
- A personal religious philosophy that will serve as the base for a Christian home and be applicable to contemporary society.
- Attitudes and skills leading to active participation in the work of the Church.

PROGRAMMES

- **Bachelor of Arts in Theology**
 - Emphasis: Pastoral Ministry**
 - Emphasis: Youth Ministry**
 - Emphasis: Health Ministry**
- **Bachelor of Arts in Religion**
 - Minors:**
 - Religion**
 - Biblical Languages**
 - Health**

- A. The Theology emphasis is designed for persons planning to enter the gospel ministry. The student will be accepted on a conditional basis, being required to demonstrate by scholastic performance and personal conduct, his/her aptitude and calling. An evaluation of the student by members of the theology faculty in the freshman and sophomore years determines continuance in the programme.
- B. The Religion programme is taken by those desiring a baccalaureate degree in religion for teaching and other purposes. This includes secondary school Bible teachers, liberal arts majors, etc. It is also designed for those desiring a second emphasis.

REQUIREMENTS FOR GRADUATION

A minimum of 136-138 semester hours is required for the B.A. in Theology and 128 semester hours for the B.A. in Religion. The courses to make up the 128 -138 credits required for the degree must include the general education requirements of the University, and in the case of a minor, courses leading to a minor in an area outside of the School of Theology and Religion.

GENERAL EDUCATION REQUIREMENTS FOR THE BACCALAUREATE DEGREE PROGRAMMES

a.	<u>Religion</u>		(12 credits)
(1)	RELT100	God and Human Life	3
(2)	Select <u>three</u> of the following:		9
	RELB210	Jesus in His Time and Ours	(3)
	RELG360	Topics: World Religions	(3)
	RELT250	Personal Spirituality and Faith	(3)
	RELT340	Religion and Ethics in Modern Society	(3)
	<i>Note: Students must take one religion course each school year or school year equivalent. A transfer student must take one course per year of residency or full-time equivalent at USC or other Seventh-day Adventist college or university. A part-time student must take one religion course for every 30 hours completed on a part-time basis.</i>		
b.	<u>Arts/ Humanities/ Philosophy</u>		(13 credits)
(1)	HIST104 OR 105	World Civilizations I, II	(3,3)
	OR		3
	HIST147	West Indian History	(3)
	<i>Note: If Caribbean History was not passed at the GCE/ CXC or CSEC level, HIST147 must be taken.</i>		
(2)	EDTE354	Philosophy for Education	2
(3)	ENGL425	Literary Topic: Biblical Literature	3
(4)	MURE420	Church Music and Hymnology	3
c.	<u>Social Sciences</u>		(06 credits)
	Select <u>two</u> courses from:		
(1)	PSYC101	Introduction to Psychology	(3)
	OR		3
	SOCI119	Principles of Sociology	(3)
	AND		
(2)	FMST456	Marriage and the Family	3
d.	<u>Language and Communication</u>		(12 credits)
(1)	COMM104	Communication Skills	3
	<i>(Must be completed in the first or second year)</i>		
(2)	ENGL115	English Composition I	3
(3)	ENGL215	English Composition II	3
(4)	Foreign Language		3
	<i>One foreign language for all students, inclusive of Theology Majors</i>		
	SPAN104	Spanish for Missionaries	(3)

OR

FREN101 Conversational French (3)

e. Natural Science (03 credits)

Select any one course.

BIOL111 Anatomy and Physiology I (4)
BIOL208 Principles of Environmental Science (3)
BIOL245 Natural History of Trinidad and Tobago (3)
CHEM107 Chemistry in Society (3)
FDNT230 Nutrition (3,4)
PHYS115 Concepts of Physics (3)

f. Mathematics (03 credits)

MATH165 College Algebra 3

Note: Students should have fulfilled any one of the following to be allowed to register for MATH165:

- (1) a pass with a 1,2, or 3 (from 1998) in CXC/CSEC Mathematics
- (2) a minimum score of 2.0 in the Mathematics Placement Exam (MPE)

Students who have a pass in Additional Mathematics may petition to waive MATH165 upon earning a minimum score of 3.5 in the MPE.

Any student who scores a 4.0 in the MPE may petition to waive MATH165.

g. Computer Tools (03 credits)

CPTR100 Introductory Computer Tools 3

h. Wellness (02 credits)

(1) HELD120 Fit and Well 1

(2) One of:

PEAC110 Personal Physical Fitness (1)

PEAC130 Special Activities: _____ (1)

i. Service (02 credits)

BHSC100 Philosophy of Service 2

(Must include a service component)

Note: Theology/Religion Majors fulfill this requirement in the Emphasis by completing Pastoral Practicum.

j. Vocational / Career Planning (02 credits)

IDSC110 College Success and Career Planning 1

Select one course from:

HMEC129 Social & Professional Ethics (1)

TCED285 Upholstery (1)

(56 credits)

1. **BACHELOR OF ARTS IN THEOLOGY - (PASTORAL MINISTRY EMPHASIS)**

General Degree Requirements

A.	General Education Requirements	56
B.	Courses required for the Theology Core	67
C.	Courses required for the Emphasis in Pastoral Ministry	13
	TOTAL	136

A. General Education Requirements (56 credits)

B. Courses required for the Theology Core (67 credits)

Note: Competence in Greek equivalent to the level represented by BIBL212 is required. A minimum grade of C- must be earned in HIST404 and in all RELB, RELH, RELP, RELT courses to apply to major requirements.

Biblical Studies (18 credits)

RELB110	Biblical Backgrounds	3
RELB115	Hermeneutics	3
RELB210	Jesus in His Time and Ours (Fulfilled in Gen. Ed)	
RELB214	Law and Writings of the Old Testament	3
RELB335	Acts and Epistles	3
RELB406	Studies in Daniel and Revelation	3
RELB476	Prophets of Israel	3

Theology (11 credits)

RELT100	God and Human Life (Fulfilled in Gen. Ed)	
RELT225	Doctrines of the SDA Faith	3
RELT250	Personal Spirituality and Faith (Fulfilled in Gen. Ed)	
RELT326	Advanced Theology	3
RELT340	Religion and Ethics in Modern Society (Fulfilled in Gen. Ed)	
RELT400	Theology Seminar	3
RELT426	Ministry and Message of Ellen G. White	2

Biblical Languages (18 credits)

BIBL211, 212	Beginning Greek I, II	3,3
BIBL311, 312	Intermediate Greek I, II	2,2
BIBL321	Hebrew I	3
BIBL322	Hebrew II	3
BIBL427	Hebrew Exegesis	2

Professional (11 credits)

RELP200	Pastoral Practicum (0.5 x 2)	1
RELP230	Christian Witnessing	2
RELP331	Homiletics I	1
RELP332	Homiletics II	1
RELP333	Homiletics III	1
RELP334	Homiletics IV	1
RELP375	Church Finance and Stewardship	2
RELP407	Public Evangelism	2

<u>History</u>		(09 credits)
RELH316	History of the Christian Church I	3
RELH317	History of the Christian Church III	3
HIST404	Adventist Heritage	3

C.	<u>Courses required for the Emphasis</u>	(13 credits)
PHIL200	Introduction to Western Philosophy	2
RELG360	Topics: World Religions	3
RELP335	Foundation of Youth Ministry	3
RELP435	Pastoral Counseling	2
RELP440	Introduction to Pastoral Ministry and Leadership	3

2. **BACHELOR OF ARTS IN THEOLOGY – (HEALTH MINISTRY EMPHASIS)**

General Degree Requirements

A.	General Education Requirements	56
B.	Courses required for the Theology Core	69
C.	Courses required for the Emphasis in Health Ministry	<u>13</u>

TOTAL 138

A.	<u>General Education Requirements</u>	(56 credits)
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B.	<u>Courses required for the Theology Core</u>	(69 credits)
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Note: Competence in Greek equivalent to the level represented by BIBL212 is required. A minimum grade of C- must be earned in HIST404 and in all RELB, RELH, RELP, RELT courses to apply to major requirements.

<u>Biblical Studies</u>		(18 credits)
RELB110	Biblical Backgrounds	3
RELB115	Hermeneutics	3
RELB210	Jesus in His Time and Ours (<i>Fulfilled in Gen. Ed</i>)	3
RELB214	Law and Writings of the Old Testament	3
RELB335	Acts and Epistles	3
RELB406	Studies in Daniel and Revelation	3

RELB476	Prophets of Israel	3
<u>Theology</u>		(11 credits)
RELT100	God and Human Life <i>(Fulfilled in Gen. Ed)</i>	3
RELT225	Doctrines of the SDA Faith	3
RELT250	Personal Spirituality and Faith <i>(Fulfilled in Gen. Ed)</i>	3
RELT326	Advanced Theology	3
RELT340	Religion and Ethics in Modern Society <i>(Fulfilled in Gen. Ed)</i>	3
RELT400	Theology Seminar	3
RELT426	Ministry and Message of Ellen G. White	2
<u>Biblical Languages</u>		(18 credits)
BIBL211	Beginning Greek I	3
BIBL212	Beginning Greek II	3
BIBL311	Intermediate Greek I	2
BIBL312	Intermediate Greek II	2
BIBL321	Hebrew I	3
BIBL322	Hebrew II	3
BIBL427	Hebrew Exegesis	2
<u>Professional</u>		(16 credits)
RELP200	Pastoral Practicum	0.5
RELP230	Christian Witnessing	2
RELP331	Homiletics I	1
RELP332	Homiletics II	1
RELP333	Homiletics III	1
RELP334	Homiletics IV	1
RELP375	Church Finance and Stewardship	2
RELP407	Public Evangelism	2
RELP435	Pastoral Counseling	3
RELP440	Introduction to Pastoral Ministry and Leadership	3
<u>History</u>		(06 credits)
HIST404	Adventist Heritage	3
<i>Three credits chosen from:</i>		3
RELH316	History of the Christian Church I	(3)
OR		
RELH317	History of the Christian Church II	(3)
C.	<u>Courses required for the Emphasis</u>	(13 credits)
<i>Five credits chosen from:</i>		5
FDNT230	Nutrition <i>(fulfilled in Gen. Ed)</i>	

HLED400	SDA Theology of Health	(2)
PETH450	Practicum in Health	(3)

Eight credits chosen from: 8

HLED175	Emergency and Family Health Care	(3)
HLED220	Community and Environmental Health	(3)
HLED385	Health Education Principles and Planning	(3)
HLED435	Human Disease	(3)
HLED460	Substance Abuse Education	(2)
PSYC319	Stress Management	(3)

3. BACHELOR OF ARTS IN THEOLOGY – (YOUTH MINISTRY EMPHASIS)

General Degree Requirements

A.	General Education Requirements	56
B.	Courses required for the Theology Core	69
C.	Courses required for the Emphasis in Youth Ministry	14
	TOTAL	<u>139</u>

A. General Education Requirements (56 credits)

B. Courses required for the Theology Core (69 credits)

Note: Competence in Greek equivalent to the level represented by BIBL212 is required. A minimum grade of C- must be earned in HIST404 and in all RELB, RELH, RELP, RELT courses to apply to Emphasis requirements.

Biblical Studies (18 credits)

RELB110	Biblical Backgrounds	3
RELB115	Hermeneutics	3
RELB210	Jesus in His Time and Ours (<i>Fulfilled in Gen. Ed</i>)	3
RELB214	Law and Writings of the Old Testament	3
RELB335	Acts and Epistles	3
RELB406	Studies in Daniel and Revelation	3
RELB476	Prophets of Israel	3

Theology (11 credits)

RELT100	God and Human Life (<i>Fulfilled in Gen. Ed</i>)	3
RELT250	Personal Spirituality and Faith (<i>Fulfilled in Gen. Ed</i>)	3
RELT225	Doctrines of the SDA Faith	3
RELT326	Advanced Theology	3
RELT340	Religion and Ethics in Modern Society (<i>Fulfilled in Gen. Ed</i>)	3
RELT400	Theology Seminar	3
RELT426	Ministry and Message of Ellen G. White	2

<u>Biblical Languages</u>		(18 credits)
BIBL211	Beginning Greek I	3
BIBL212	Beginning Greek II	3
BIBL311	Intermediate Greek I	2
BIBL312	Intermediate Greek II	2
BIBL321	Hebrew I	3
BIBL322	Hebrew II	3
BIBL427	Hebrew Exegesis	2

<u>Professional</u>		(16 credits)
RELP200	Pastoral Practicum (0.5 x 2)	1
RELP230	Christian Witnessing	2
RELP331	Homiletics I	1
RELP332	Homiletics II	1
RELP333	Homiletics III	1
RELP334	Homiletics IV	1
RELP375	Church Finance and Stewardship	2
RELP435	Pastoral Counseling	2
RELP407	Public Evangelism	2
RELP440	Introduction to Pastoral Ministry and Leadership	3

<u>History</u>		(06 credits)
HIST404	Adventist Heritage	3
<i>Three credits chosen from:</i>		3
RELH316	History of the Christian Church I	(3)
OR		
RELH317	History of the Christian Church II	(3)

C.	<u>Courses required for the Emphasis</u>	(14 credits)
	HLED460 Substance Abuse Education	2
	RELP335 Foundations of Youth Ministry	3

<u>Nine credits selected from:</u>		9
ANTH200	Cultural Anthropology	(3)
EDPC310	Adolescent Psychology	(2)
PSYC319	Stress Management	(3)
PSYC454	Theories of Personality	(3)
SOCI430	Gender Roles in Contemporary Society	(3)

4. BACHELOR OF ARTS IN RELIGION

<i>General Degree Requirements</i>		
A.	General Education Requirements	56
B.	Courses required for the Religion Core	45
C.	Courses required for the Electives	3-4

D.	<u>Minor</u> (Any Minor outside of Theology)	(21 credits)
5.	<u>MINOR IN RELIGION</u>	(20 credits)
	Select 15 credits from <u>Biblical Studies (RELB courses)</u> . The remaining six credits may be taken from applicable Theology/Religion core courses. At least, six credits in the minor must come from upper division courses.	
6.	<u>MINOR IN BIBLICAL LANGUAGES</u>	(21 credits)
	BIBL211, 212 Beginning Greek I, II	3,3
	BIBL311, 312 Intermediate Greek 1, II	2,2
	BIBL321 Hebrew I	3
	BIBL322 Hebrew II	3
	BIBL427 Hebrew Exegesis	2
	BIBL495 Independent Study	3
7.	<u>MINOR IN HEALTH</u>	(21 credits)
	BIOL111 Anatomy and Physiology I	4
	BIOL112 Anatomy and Physiology II	3
	FDNT230 Nutrition	4
	HLED400 SDA Theology of Health	2
	<u>Eight credits chosen from:</u>	8
	HLED175 Emergency and Family Health Care	(3)
	HLED220 Community and Environmental Health	(3)
	HLED385 Health Education Principles and Planning	(3)
	HLED435 Human Disease	(3)
	HLED460 Substance Abuse Education	(2)
	PSYC319 Stress Management	(3)

COURSES

CREDITS

BIBLICAL LANGUAGES

BIBL211	<i>Beginning Greek I</i>	3
Covers elements of grammar and syntax of the <i>koine</i> Greek of the New Testament, including vocabulary, translation and reading from the First Epistle of John and the Gospel of John. Weekly lab required.		
BIBL212	<i>Beginning Greek II</i>	3
Prerequisite: BIBL211		
Includes reading selected portions of the New Testament and instruction in intermediate grammar and syntax. Weekly lab required. A paper may be required.		

- BIBL311** *Intermediate Greek I* **2**
Prerequisites: BIBL100, BIBL212
 An intermediate course in Greek to provide a fair working knowledge of the New Testament in the original language. Designed for continued application of the knowledge gained in Greek I and Greek II.
- BIBL312** *Intermediate Greek II* **2**
Prerequisite: BIBL311
 An intermediate course in Greek to provide a fair working knowledge of the New Testament in the original language. Designed for continued application of the knowledge gained in Greek I and Greek II.
- BIBL321** *Hebrew I* **3**
 Covers fundamentals of Biblical Hebrew, including a practical vocabulary, an understanding of the grammatical structure of the language, and practice in translation. Provides ministers with a practical study tool.
- BIBL322** *Hebrew II* **3**
Prerequisite: BIBL321
 Develops reading ability in narrative portions of the Hebrew Bible. Continuation of work begun in Hebrew I in the understanding of the grammatical structure of the language; development of ability in narrative portions of the Hebrew Bible.
- BIBL427** *Hebrew Exegesis* **2**
Prerequisites: BIBL321, BIBL322
 Teaches application of the principles of Hebrew lexicography, grammar, syntax, and style, to the exegesis of selected passages of the Hebrew Old Testament. Emphasis is placed on practical and scholarly application of the text.
- BIBL495** *Independent Study* **1-3**
 Provides opportunity for further and independent investigation of the history, development, and exegesis of the biblical text, making relevant theological deductions for contemporary theological issues.

BIBLICAL STUDIES

- RELB110** *Biblical Backgrounds* **3**
 A study of the archaeological, cultural, geographical, and historical backgrounds of the Old and New Testaments, with special emphasis on the period of beginnings and the patriarchal period.
- RELB115** *Hermeneutics* **3**
 An introduction to the presuppositions beneath various interpretive approaches to the biblical text, and application of the principles of interpretation to texts representing the various genres of the Old and New Testament.

- RELB210** *Jesus in His Time and Ours* **3**
Prerequisite: RELT100
Details the mission, the message and the significance of Jesus Christ for His day and ours. What is it about the Christian story that captured the attention of so much of the world's history? Also examines the connection between Christ's First Advent and His Second Advent.
- RELB214** *Law and Writings of the Old Testament* **3**
An introduction to the Pentateuch and the "Writings".
- RELB335** *Acts and Epistles* **3**
Prerequisites: BIBL311, BIBL312
A brief introduction to principles of New Testament interpretation; a study of Acts, the Pauline Epistles, Hebrews, and the General Epistles. Research paper may be required.
- RELB406** *Studies in Daniel and Revelation* **3**
A study of the background, content, and construction of these biblical books, with emphasis on the interpretation of prophecy, apocalyptic imagery and symbols. Research paper may be required.
- RELB476** *Prophets of Israel* **3**
Prerequisites: BIBL321, BIBL322, BIBL427
Includes the history of prophecy, the pre-writing prophetic figures, and the books of the writing prophets. Research paper required.
- RELG360** *Topics in Religion* **1-3**
A course designed to add flexibility to the department's offerings, and to meet diverse student needs. Repeatable as topics vary.
- RELG360-01** *Topics: World Religions* **3**
A study of the historical origins, cultural roots, and essential contents of the major non-Christian religions and selected cults of mankind, against the background of Christian faith and gospel commission.
- RELG496** *Special Projects in Religion* **1-3**
To be done by special permission of the Department of Religion and Biblical Languages.

CHURCH HISTORY

- RELH316** *History of the Christian Church I* **3**
Prerequisite: HIST104 or permission of instructor
Surveys the internal and external developments and conflicts that Christianity has experienced in time and space, from the time of Christ up to the Reformation. Special attention is given to those developments that relate to Seventh-day Adventist theological heritage. It aims to enable the student to develop a broader historical perspective, and to see the outworking of the great

controversy through the centuries, especially as it relates to issues the Church faces today. *Not applicable to the General Education requirements in religion, an emphasis, or minor in Religion.*

RELH317 ***History of the Christian Church II*** **3**

Prerequisite: HIST105 or permission of instructor.

Surveys the history of the Church from the Protestant Reformation to the present. Special attention is given to the Protestant Reformation, the Catholic counter-reformation, Puritanism, Rationalism, Evangelicalism, the rise of modern denominations, the worldwide mission expansion, and ecumenism. *Not applicable to General Education requirements in Religion.*

PROFESSIONAL TRAINING

RELP200 ***Pastoral Practicum*** **0.5**

A weekly seminar giving instruction in the many aspects of ministering in small churches. Includes assignment to one of the area churches. Students register once for the entire year.

RELP230 ***Christian Witnessing*** **2**

Provides an acquaintance with the dynamics of Christian Witnessing in the neighbourhood, at work, and in the friend-to-friend approach of personal Bible study. Christ's example of witnessing is highlighted. Includes participation in crusades or other forms of field work.

RELP331 ***Homiletics I - Introduction to Preaching*** **1**

Lays the foundation for biblical sermon construction and delivery.

RELP332 ***Homiletics II - Biblical Preaching*** **1**

Prerequisite: RELP331

Addresses the crucial nature of expository preaching, stressing proper principles of interpreting and applying the text to practical life.

RELP333 ***Homiletics III - Advanced Biblical Preaching*** **1**

Prerequisite: RELP332

Explores further methods of expository preaching such as narrative, inductive method, and examining great themes of the Scriptures.

RELP334 ***Homiletics IV - Evangelistic and Special Events Preaching*** **1**

Prerequisite: RELP333

Addresses the needs of special events such as baptisms, weddings, funerals, communion services, dedications, ordinations, public addresses for graduations, etc., and/or such secular occasions as speaking at the Rotary Club.

RELP335 ***Foundations of Youth Ministry*** **3**

Designed for the youth specialist who wishes to work as a youth pastor, youth director, academy Bible teacher, or in any other youth training capacity.

RELP375 ***Church Finance and Stewardship*** **2**

RELT326 *Advanced Theology* **3**
A systematic theological survey of the major doctrines of the Christian Church, from the doctrine of God to eschatology, as a means of establishing a sound basis for the Christian world view, and for intelligent faith.

RELT340 *Religion and Ethics in Modern Society* **3**
Considers how the Judeo-Christian tradition confronts the moral complexities of a highly technical society. Are there universal absolutes that cut across all cultural boundaries, or are all values relative? Designed to help students articulate what molded their value system, and what should help to shape it.

RELT400 *Theology Seminar* **3**
Prerequisite: RELT326
Designed for the senior theology major as a means to address current issues and doctrines in the Seventh-day Adventist Church.

RELT426 *Ministry and Messages of Ellen G. White* **2**
A study of the ministry and the writings of Ellen G. White. A student cannot earn credits in both RELT308 and RELT426.

HEALTH

HLED120 *Fit and Well* **1**
Enhances understanding of individual and public-health issues such as disease prevention. Addresses physical, mental, spiritual, and emotional health.

HLED175 *Emergency and Family Health Care* **3**
A course designed to introduce students to the factors that influence the health of the family. Factors such as self-care techniques, lifestyle habits, emergency measures, family dynamics and other areas are discussed, all within the context of the family and home environment.

HLED220 *Community and Environmental Health* **3**
This course deals with the concepts relative to community health, types of health agencies, and epidemiological methods in the approach to community health. It also covers fundamental principles of sanitation in public health, and other environmental factors in the causation of health and disease.

HLED385 *Health Education Principles and Planning* **3**
A discussion of the principles of health education, emphasizing the application of learning theories to health values and lifestyle modification. The course also introduces the student to the mechanism of programme planning and evaluation in health education.

HLED400 *S.D.A. Theology of Health* **2**
Prerequisites: BIOL260, HLED120
An examination of the biblical basis and the theological rationale for personal health, healing and

SCHOOL OF GRADUATE EXTENSION, CONTINUING AND PROFESSIONAL STUDIES (GE-CAPS)

DEAN: Sylvan A. Lashley, Ed.D., J.D., MBA, M.A.

ASSOCIATE DEAN: Genevieve Boucaud, Ph.D.

SATELLITE SITE COORDINATORS: Eulalie Semper, Ph.D.
*University of the Southern Caribbean
Antigua Satellite Site*

George Greaves, M.A., Ed.S.
*University of the Southern Caribbean
Barbados Satellite Site*

Mignon Maynard-Sancho, M.B.A.
*University of the Southern Caribbean
Guyana Satellite Site*

Usha Ramlakhan., M.A.
*University of the Southern Caribbean
South Centre, Trinidad*

Catherine Inglis-Leon, M.A.
*University of the Southern Caribbean
St. Lucia Site*

Shaton Monique Glover-Alves, M.S., Ed.D.
*University of the Southern Caribbean
USC-USA Online*

CAMPUS DIRECTOR: Winston Peters, M.A.
*University of the Southern Caribbean
Tobago Extension Site*

MISSION STATEMENT

Transforming ordinary people to extraordinary persons

VISION

We are creating a community of visionary leaders

THE DOCTRINE

“USC Exists wherever the Peoples of the Caribbean, Live and Thrive, and Have their being”

MOTTO

We prepare Leaders

SATELLITE SITES

ANTIGUA SATELLITE SITE

Contact Information

Dr. Eulalie Semper

Coordinator

University of the Southern Caribbean

Antigua Satellite Site

South Leeward Mission of S.D.A, American Road, St. John’s, Antigua

Tel: 1-268-464-1967, 1-268-734-1967

Email: antigua@usc.edu.tt; semperv@usc.edu.tt; jerdaynez@hotmail.com

Programme Offered

School of Education and Human Sciences

Bachelor of Science in Secondary School Teacher Preparation

BARBADOS SATELLITE SITE

Contact Information

Mr. George Greaves

Coordinator

University of the Southern Caribbean

Barbados Satellite Site

C/o East Caribbean Conference of S.D.A,

P.O. Box 223 Bridgetown, Barbados, Bryden Avenue,

Brittons Hill, St. Michael, Barbados

Programme Offered

School of Education and Human Sciences

Bachelor of Science in Elementary Education

GUYANA SATELLITE SITE

Contact Information

Mrs. Mignon Maynard-Sancho

Coordinator

University of the Southern Caribbean

Guyana Satellite Site
40 Anira Street Queenstown
Georgetown, Guyana
Tel: 1-592-223-9380, 1-868-662-2241 Ext. 2350
Email: maynard@usc.edu.tt; guyana@usc.edu.tt

Programmes Offered

School of Business

Bachelor of Business Administration in Management
Bachelor of Business Administration in Marketing

School of Education and Human Sciences

Bachelor of Science in Elementary Education
Bachelor of Science in Family & Consumer Sciences

School of Humanities

Bachelor of Arts in English

School of Social Sciences

Bachelor of Science in Social Work
Bachelor of Science in Psychology
Bachelor of Science in Behavioural Sciences

School of Theology and Religion

Bachelor of Arts in Theology

SOUTH CENTRE

Contact Information

Ms. Usha Ramlakhan
Coordinator
University of the Southern Caribbean
South Centre
#6 Mucurapo Street, San Fernando
Tel: 1-868-662-2241 Ext. 2330, 723-3999, 645-4446, 797-0108
Email: southcentre@usc.edu.tt; ramlakhau@usc.edu.tt;

Programmes Offered

School of Business

Bachelor of Business Administration in Marketing
Bachelor of Business Administration in Finance
Bachelor of Business Administration in Human Resource Management
Bachelor of Business Administration in Hospitality & Tourism Management

School of Education and Human Sciences

Bachelor of Science in Elementary Education
Bachelor of Science in Family and Consumer Sciences

School of Humanities

Bachelor of Arts in English

School of Social Sciences

Bachelor of Science in Social Work

Bachelor of Science in Psychology

Bachelor of Science in. Behavioural Sciences

School of Sciences and Technology

Bachelor of Science in Nursing

Bachelor of Science in Computing

School of Theology and Religion

Bachelor of Arts in Theology

ST. LUCIA SATELLITE SITE

Contact Information

Mrs. Cecilia Catherine Inglis-Leon

Coordinator

University of the Southern Caribbean

St. Lucia Satellite Site

C/o St. Lucia SDA Academy CASTRIES

Tel: 1-758-716-1528, 1-758-724-6677, 1-868-662-2241 Ext. 2375

Email: stlucia@usc.edu.tt

Programmes Offered

School of Business

BBA Management

School of Education and Human Sciences

Bachelor of Science in Elementary Education

School of Social Sciences

Bachelor of Science in Social Work

Bachelor of Science in Psychology

Bachelor of Science in Behavioural Sciences

TOBAGO EXTENSION SITE

Contact Information

Pastor Winston A. Peters

Director

University of the Southern Caribbean

Tobago Extension Site

Rockly Vale, Scarborough, Tobago

Tel: 1-868-662-2241 Ext. 2300

Contact: 378- 9575

Email: peters@usc.edu.tt; tobago@usc.edu.tt

Programmes Offered

School of Education and Human Sciences

Bachelor of Science in Elementary Education

School of Social Sciences

Bachelor of Science in Behavioural Sciences

Bachelor of Science in Social Work

Bachelor of Science in Psychology

UNIVERSITY OF THE SOUTHERN CARIBBEAN USC-USA ONLINE

Contact Information

Dr. S. Monique Glover-Alves

Coordinator

USC-USA Online, Virtual Campus

Toll Free: (844) 487-2872

Email: testdrive@usc.edu.tt

UNIVERSITY ADMINISTRATION

Clinton A. Valley, M.B.A., Ed.D.
President

Carlton Drepaul, Ph.D.
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Vice President for Student Development and Services

Fazadudin Hosein, Ph.D.
Vice President for Spiritual Development and University Church Pastor

Merna Riley-des Vignes, M.Sc.
Vice President for Human Resources

TEACHING FACULTY AS OF JULY 2014

Figures at the right margin indicate beginning date of employment at USC

SCHOOL OF BUSINESS

FULL-TIME FACULTY

Phyllis Andrews (1969)

Professor

B.S. (Business Education), Andrews University

M.A.T. (Teaching), Andrews University

M.B.A. (Management), Alabama A & M University

Ph.D. (Education), Northern Caribbean University

Esther Cedeno (2004)

Assistant Professor

B.B.A. (Business Administration), Andrews University

M.B.A. (Business Administration), Andrews University

Moses Chuma (1998)

Associate Professor

B.A.A. (Agriculture/Geography), Spicer Memorial College

M.A. (Economics), Tilak Maharashtra University

M.Phil. (Economics), Tilak Maharashtra University

Ph.D. (Economics), Tilak Maharashtra University

Elloy de Freitas (2007)

Assistant Professor

B.Sc. (Agriculture), University of the West Indies

Diploma (Agricultural Extension), University of the West Indies

M.B.A. (Business Administration), Heriot-Watt University

Jeremiah Eton (2011)

Associate Professor

B.Com. University of Jabalpur

M.Com. University of Jabalpur

M.A. (Economics of Development), Tilak University

M.A. (Sociology), Tilak University

Ph.D. (International Economic Diplomacy), University of Pune

Christopher Francique (2013)

Instructor

B.Sc. (Economics), University of the West Indies

M.Sc. (Economics), University of the West Indies

Sherri-Lyn Legall (2010)

Instructor

B.B.A. (Managerial Studies), Georgia State University

M.B.A. (Management), Andrews University

Jennifer Prince (2012)

Assistant Professor

Diploma (Accounting Technician), San Fernando Technical Institute

B.B.A. (Management), Caribbean Union College

M.B.A. (Finance), Andrews University

Raghavalu Ramella (2006)

Associate Professor

B.B.A. (Accounting), Spicer Memorial

M.D.B.A. (Management), Spicer Memorial College

M.A. (Economics), Tilak Maharashtra University

M.B.A. (Accounting and Management), Southern Adventist University

M. Phil. (Economics), Tilak Maharashtra University

Ph.D. (Financial Economics), Tilak Maharashtra University

Satyanarayana Ramella (2007)

Associate Professor

B.B.A. (Accounting and Management), Spicer Memorial College

M.A. (Managerial Economics), Tilak Maharashtra University

M.B.A. (Management), Southern Adventist University

Ph.D. (Managerial Economics), Tilak Maharashtra University

Stacey Simmons-Roberts (2007)

Instructor

A.B.E. Advanced Diploma, School of Business and Computer Science

M.B.A.(General), Andrews University

CONTRACT FACULTY

Dexter Gittens

Assistant Professor

B.A. (History and Economics), University of the West Indies

M.A. (Economics), City University of New York- Hunter College

Ph.D. (Economics), Fordham University

Cynthia Ward

Associate Professor

A.A. (Secretarial Science), Caribbean Union College

B.S. (Secretarial Science), Andrews University

M.A.T. (Business Education), Andrews University

M.A. (Education and Development Psychology), Andrews University

PART-TIME FACULTY

Clifford Hamilton

Lecturer

Graduate Business Studies, University of Miami

B.Sc. (International Hospitality Management), Florida International University

A.S. (Hotel, Restaurant, Institutional Administration), Broward Community College

M.Sc. (Tourism Planning and Development), University of Surrey

Felix Pearson

Lecturer

B.Sc. (Engineering), University of the West Indies

LLB (Corporate Law), University of London

MBA (International Marketing), Andrews University

Joshua Sandy

Lecturer

ACCA, Association of Chartered Certified Accountants

MBA (Finance), Heriot-Watt University

Certificate in Internal Audition, Association of Chartered Certified Accountant

SCHOOL OF EDUCATION & HUMAN SCIENCES

FULL-TIME FACULTY

Franklyn Baldeo (1989)

Professor

A.S. (Natural Science), Caribbean Union College

B.S. (Education), Andrews University

M.A. (Educational Administration and Curriculum), Andrews University

Ph.D. (Curriculum and Instruction), Northern Caribbean University

Lois Baynes (1997)

Assistant Professor

B.S. (Home Economics), Andrews University

M.A. (Educational Administration and Leadership), University of the Southern Caribbean

David Chand (2005)

Assistant Professor

B.L.A. (Botany and Agriculture), Spicer Memorial College

M.A. (Anthropology) University of Pune

M.A. (Curriculum and Instruction), Andrews University

Lincoln Dyer (2006)

Assistant Professor

B.A. (Spanish Language and Linguistics), University of the West Indies

M.Ed. (Special and Inclusive Education), Sheffield University

Vishranti Eton (2012)

Assistant Professor

B.Sc. (Science), University of Pune

B.Ed. (Education), Allahabad

M.A. (Education), Andrews University

M.A. (Psychology), Annamalai

M.A. (Counseling), Chittoor

Ph.D. (Educational Psychology), University of Pune

Yvonne Francis-Victor (2003)

Instructor

A.S. (Business), Caribbean Union College

B.B.A. (Management), Caribbean Union College

B.S. (Home Economics), Andrews University

M.A. (Curriculum and Instruction), University of the Southern Caribbean

Lancashia Joseph-John (2008)

Instructor

A.S. Secondary Education (Science), Dominica State College: Stock Farm Campus
 B.S. Secondary School Teacher Preparation (Psychology), Andrews University
 M.A. (Educational Psychology), Andrews University

Soushira Liverpool-Morris (2007)

Assistant Professor

B.S. Education (Language Arts), Andrews University
 M.S. (Education Integration of Technology in Curriculum), Walden University

Judeth Mc Leod-James (1994)

Assistant Professor

B.A. (English), Andrews University
 B.S. (Business Education), Andrews University
 M.Ed. (International Teaching), Framingham State University

Faye Mentore-McKie (2001)

Assistant Professor

A.S. (Natural Science), Caribbean Union College
 B.A. (English), Andrews University
 M.Ed. (Education), Framingham State University

Claudette Mitchell (2010)

Assistant Professor

B.Sc. (Clinical Nutrition), Howard University
 M.Sc. (Nutritional Sciences, Community Nutrition), Howard University
 Ph.D. (Nutritional Sciences, Community Nutrition), Howard University

Clifton Pryce (1999)

Assistant Professor

B.S. (Education), Caribbean Union College
 M.A. (Education), Andrews University
 M.A. (Psychology), Andrews University

Anupama Ramella

Assistant Professor

B.Ed. (Elementary Education), Spicer Memorial College
 M.A. (Elementary Education), Andrews University

Roland Sealy (2012)

Instructor

B.A. (History), Andrews University
 Post Graduate Diploma (Education), University of the West Indies
 M.Ed. (Reading), University of the West Indies

Vernris Simon-Frederick (2002)

Instructor

B.S. (Elementary Education), Andrews University
 M.S. (Education), Walden University

Martha Valley (2012)*Assistant Professor*

B.Sc., (Elementary Ed.), Caribbean Union College

B.A. (Home Economics), Andrews University

M.A. (Educational Psychology), Andrews University

Ed.S. (Interrelated Special Education), Clark Atlanta University

Alana Alexander-Walker (2010)*Instructor*

B.S. (Human Ecology), University of the West Indies

B.S. (Nutrition), Howard University

M.Sc. (Nutritional Sciences, Community Nutrition), Howard University

Registered Dietitian, Academy of Nutrition and Dietetics

Sandra McKnight-Collymore (2012)*Instructor*

Teachers Diploma (Elementary Education), Caribbean Union College

B.S. (Home Economics), Andrews University

M.A. (Curriculum and Instruction), Andrews University

Nichole Fraser (2006)*Assistant Professor*

B.A. (English) Andrews University

Post Graduate Diploma (TESOL), University of the West Indies

Post Graduate Diploma (Educational Administration), University of the West Indies

M.Ed. (Teaching), Framingham State University

CONTRACT FACULTY**Joseph Ragoonanan***Instructor*

B.Th. (Theology), West Indies College

M.A. (Guidance and Counseling and Student Personnel Services), Andrews University

PART-TIME FACULTY**Eric Cooper***Lecturer*

B.S. (Home Economics), Andrews University

M.Sc. (Strategic Leadership Management), University of the West Indies

Patricia Elder*Lecturer*

B.A. (Primary Education), Caribbean Union College

B.A. (Musical Arts), University of the West Indies

M.A. (Education and Psychology), Andrews University

Leslie Moses*Lecturer*

B.A. (Theology), Caribbean Union College

M.A. (Educational and Development Psychology), Andrews University

Wayne Sampson*Lecturer*

B.A. (Theology), Caribbean Union College

M.Sc. (Grief Counselling Thanatology), Breyer State University

Phyllis St. Brice*Lecturer*

A.S. (Elementary Education), Caribbean Union College

B.S. (Home Economics), Andrews University

Diploma (Technology Education), Mt. St. Vincent University

M.A. (Early Childhood Education), Andrews University

Ed.S. (Curriculum and Instruction), Andrews University

Elva St. Hilaire-Dyer*Lecturer*

Diploma, (Teaching), Mausica Teacher Training College

Certificate, (Teacher Education), University of the West Indies

B.Sc. (Elementary Education), Andrews University

SCHOOL OF HUMANITIES

FULL-TIME FACULTY**Dana Allie****(2010)***Assistant Professor*

B.A. (English), Andrews University

M.A. (English), Andrews University

Nicole Bengochea-Persad**(2006)***Instructor*

B.S. (Computing), Andrews University

M.A. (Literatures in English), University of the West Indies

Eldon Blackman**(2003)***Instructor*

B.S. (Computer Information Systems), Andrews University

M.M. (Music Education), Westminster Choir College

- Makyba Breezie** (2008)
Instructor
B.A. (English), Andrews University
M.A. (English), Andrews University
- Allison Campbell-Sanderson** (2013)
Instructor
B.A. (English), Andrews University
B.A. (Behavioral Science), Andrews University
M.A. (TESOL), St. Michael's College
- Janese Chin Aleong-Larocque** (2005)
Instructor
B.A. (English), University of the Southern Caribbean
M.A. (Human Communication), University of the Southern Caribbean
- Damaris DeMatas** (1994)
Assistant Professor
B.M.Ed. (Music Education), Corporacion Universitaria Adventista
M.M.Ed. (Music Education), University of Massachusetts
- Shelly-Ann Edwards-Barran** (2004)
Instructor
B.S. (Behavioral Sciences), Andrews University
B.A. (English), Andrews University
MSc. (Business Management), Colorado Technical University
- Renis Gabriel** (1993)
Assistant Professor
B.A. (English), Andrews University
M.A. (Curriculum and Instruction), University of the Southern Caribbean
- Patricia Henry-George** (2008)
Instructor
B.A. (English), Andrews University
M.A. (Curriculum and Instruction), University of the Southern Caribbean
- Leiba-Ann Ferreira** (2010)
Instructor
B.A. (English and Linguistics), University of the West Indies
M.A. (Applied Linguistics), University of the West Indies
- Loverne Jacobs-Browne** (2005)
Associate Professor
B.A. (History), University of the West Indies
M.A. (History), University of the West Indies
Ph.D. (History), University of the West Indies

- Terencia Joseph** (2008)
Associate Professor
B.A. (History), University of the West Indies
Ph.D. (History), University of the West Indies
- Jennifer Kharbteng** (2007)
Associate Professor
B.L.A. (Music and English), Spicer Memorial College
M.A. (English), University of Pune
M.A. (Music), Andrews University
- Nora Lopez-Martinez** (2008)
Instructor
B.A. (English), Caribbean Union College
B.A. (Religion), University of the Southern Caribbean
- Shelley Lyons** (2006)
Instructor
B.A. (English), University of the West Indies
M.Sc. (Library Science), Simmons College
- Roanna Mangah** (2003)
Assistant Professor
B.A. (English), Andrews University
B.S. (Behavioural Sciences), Andrews University
M.A. (Human Communication), University of the Southern Caribbean
- Hayden McKenna** (2005)
Instructor
B.A. (History), University of the West Indies
- Meredith Montrichard** (1997)
Assistant Professor
B.A. (English), Andrews University
M.A. (Linguistics), University of the West Indies
- Fiona Ann Rajkumar** (2007)
Associate Professor
B.A. (History and English), University of the West Indies
M.A. (History), University of the West Indies
Ph.D. (History), University of the West Indies
- Jhonny Sarmiento** (2012)
Instructor
B.A. (Modern Language), Universidad del Atlantico
TEFL(Specialist), Universidad Pontificia Bolivariana

Shurland Spencer (2008)

Instructor

B.A. (English), University of the Southern Caribbean

Fay White (2010)

Instructor

B.A. (English), Andrews University

M.A. (English), Andrews University

CONTRACT FACULTY

Paul Cort

Instructor

Certificate (General Music), University of Guyana

B.A. (Voice Performance), Wartburg College

M.A. (Voice Performance), Boston University

Juan Duque-Arroyave

Instructor

B.Ed. (Spanish and Literature), University of Medellin

Certificate (ESL), University of the West Indies

M.Phil. (Spanish Literature), University of the West Indies

Diploma (French Language Studies), Ministry of Education of France

Certificate (Teaching English as a Foreign Language), University of Manitoba

Lisa Gonzales

Instructor

A.S. (General Nursing), NIHERST

B.A. (History), Andrews University

Harold Ramoutar

Instructor

B.A. (English), Andrews University

B.S. (Behavioral Sciences), Andrews University

M.A. (Educational Psychology), Andrews University

Jay-Bonny King

Instructor

B.A. (English), Andrews University

Madeline Trotman

Instructor

B.A. (Spanish Literature), University of the West Indies

Postgraduate Diploma (TESOL), University of the West Indies

Postgraduate Diploma (Interpreting Spanish to English), University of the West Indies

PART-TIME FACULTY

Keisha Baisden

Lecturer

B.M. (Music Therapy/Psychology), University of Miami

Eunmi Choi

Lecturer

B.A. (Classical Piano), Chungnam National University

Barbara Constance

Lecturer

Diploma (Teaching), Valsayn Teachers' College

B.A. (English Language and Literature with Education), University of West Indies

M.Phil. (Linguistics), University of the West Indies

Seth Escalante

Lecturer

Bachelor LTCL (Music Performance Guitar), Trinity College

Diploma (Children Studies), ALISON

Maxelle Hunte

Lecturer

B.A. (English), Andrews University

M.A. (English Studies), University of Nottingham

Melitha Jueanville-Gairy

Lecturer

B.A. (English), University of the Southern Caribbean

Jesse Noel

Lecturer

B.A. (General), University College of the West Indies

B.A. (Modern Languages), Cambridge University

Ph.D. (Hispanic American Civilization), Cambridge University

Derek Parker

Lecturer

B.A. (French Language), University of the West Indies

Diploma (International Relations), University of the West Indies

T'Shana Thomas-Francique

Lecturer

B.A. (History), University of the Southern Caribbean

SCHOOL OF SCIENCES AND TECHNOLOGY

FULL-TIME FACULTY

- Lenox Allicock** (1986)
Assistant Professor
B.A. (Education), Caribbean Union College
M.A. (Mathematics), Morgan State University
- Emmanuel Antwi** (2010)
Professor
B.Sc. (Biology), West Indies College
M.Sc. (Biology), Adventist University of the Philippines
Ph.D. (Crop Science), Central Luzon State University
- Krystal Bullock-Phillip** (2014)
Assistant Professor
B.S. (Biology), Andrews University
Ph.D. (Molecular Biology and Biotechnology), University of the Philippines
- Cynthia Cudjoe** (1998)
Assistant Professor
B.Sc. (Computer Studies & Management), University of the West Indies
M.Sc. (Distributed Information Systems: Networks and Distributed DBs), University of East London
- Sherry-Ann Dennis-Shade** (2009)
Instructor
B.Sc. (Chemistry), University of the West Indies
M.Sc. (Food Technology), University of the West Indies
- Cindy Hope-Lawrence** (2010)
Instructor
B.Sc. (Biology and Chemistry), University of the West Indies
M.Sc. (Molecular, Pathology and Toxicology), University of Leicester
- Connell Hunte** (2008)
Instructor
B.Sc. (Computer Science and Chemistry), University of the West Indies
M.Sc. (Computer Systems Engineering), University of East London
- Clairene Mc David-Adams** (1999)

Instructor

B.S. (Biology), Andrews University

M.Sc. (Food Science and Technology), University of the West Indies

Shivnarine Kissoon**(2007)***Instructor*

MLT (Medical Technology), COSTAAT

B.Sc. (Biochemistry/Biology), University of the West Indies

M.Phil. (Microbiology), University of the West Indies

Katy-Ann Knights-Dyett**(2014)***Instructor*

Certificate Nursing, NIHERST

RN, Ministry of Health

B.S. (Psychology), University of the Southern Caribbean

Dwayne Lawrence**(2008)***Instructor*

B.Sc. (Biology), University of the West Indies

M.Sc. (Crop Protection, Plant Pathology Specialization), University of the West Indies

Camille V. Mitchell**(1999)***Assistant Professor*

A.S. (Biology), Andrews University

B.S. (Biology), Andrews University

M.Phil. (Anatomy), University of the West Indies

Ph.D. (Anatomy), University of the West Indies

Keren Monrose**(2007)***Instructor*

B.Sc. (Computer Science and Mathematics), University of the West Indies

M.Sc. (Computer Engineering), University of East London

George Mubita**(2009)***Instructor*

B.B.A. (Accounting/Computer Information Systems), Andrews University

M.S. (Software Engineering), Andrews University

Priscilla Pilly**(2005)***Associate Professor*

B.Sc. (Physics), ANDHRA University

M.Sc. (Physics), ANDHRA University

M.Phil. (Physics), Pune University

Ph.D. (Physics), Pune University

Austin Pope (2001)

Associate Professor

B.Sc. (Analytical Chemistry and Organic Chemistry), University of the West Indies

Ph.D. (Chemistry), University of the West Indies

Gloria Ramdeen-Mootoo (2009)

Instructor

B.Sc. (Social Work), University of the West Indies

B.Sc. (Psychology), University of the West Indies

B.Sc. (Nursing), University of the West Indies

M.Sc. (Clinical Psychology), University of the West Indies

Margaret Simon (2011)

Clinical Instructor

Diploma (Nursing), School of Nursing

A.S. (Environmental Health), NIHERST

Val R. Tobias (2013)

Instructor

B.Sc. (Administration), University of the West Indies

M.Ed. (Health Promotion), University of the West Indies

Davley-Ann Wilson (2006)

Instructor

B.S. (Zoology), Andrews University

M.S. (Molecular Genetics), Andrews University

Phyllis Woolford (2005)

Assistant Professor

M.Sc. (Health Promotion/Public Health), Brunel University

CONTRACT FACULTY

Lauren Bristol

Clinical Instructor

B.Sc. (Nursing Education) University of the West Indies

Stacey L.N.R. McKenzie

Clinical Instructor

A.S. (Nursing), NIHERST

B.Sc. (Education), University of the West Indies

Laylaa Ali*Instructor*

B.Sc. (Mathematics and Computer Science), University of the West Indies

M.S. (Computer Science), University of Massachusetts

Dave V. Cassie*Instructor*

B.Sc. Chemistry (Analytical Chemistry), University of the West Indies

M.Phil. Chemistry (Inorganic Chemistry), University of the West Indies

Natalee Ebanks*Instructor*

B.Sc. (Mathematics and Computing), Anglia Ruskin University

M.Sc. (Financial Mathematics), University of Exeter

Marie Mohammed*Instructor*

B.Sc. (Chemistry/Management), University of the West Indies

Ph.D. (Chemistry), University of the West Indies

Janice B. Noel-Archer*Instructor*

B.Sc. (Nursing), University of the West Indies

M.Ed. (Health Promotion), University of the West Indies

Ricardo Rodriguez*Instructor*

B.Sc. (Pure and Applied Physics), University of the West Indies

M.Sc. (Engineering Management), University of the West Indies

M.Phil. (Mechanical Engineering), University of the West Indies

Leslie Lewis-Alleyne*Assistant Professor*

B.Sc. (Chemistry Management), University of the West Indies

Ph.D. (Organometallics), University of the West Indies

Judy Morancie*Instructor*

B.Sc. (Health Care Education and Management), University of Bedfordshire

Adana Adams*Instructor*

RN, Ministry of Health

B.Sc. (Nurse Education), University of the West Indies

M.Sc. (Nurse Education), University of the West Indies

Jean Alexander-Waldron*Instructor*

RN, Ministry of Health
B.Sc. (Law), University of the West Indies
B.Sc. (Social Work), University of the West Indies
M.S. (Counseling Psychology), University of the Southern Caribbean

Lydia Campbell-George

Instructor

Certificate (General Nursing) RN, St. Vincent and the Grenadines
B.Sc. (Nurse Education), University of the West Indies
M.Sc. (Nursing), University of the West Indies

Pamela Paynter-Armour

Instructor

RN, Ministry of Health
B.Sc. (Nursing), University of the West Indies
M.Sc. (Nursing), University of the West Indies

PART-TIME FACULTY

George Legall

Lecturer

B.Sc. (Mathematics/Physics), University of the West Indies
M.Sc. (Biostatistics), University of Vermont
Ph.D. (Statistics), Cornell University

Andrea A. Scobie

Instructor

ACP (Education), College of Preceptors
B.S. Biology (Zoology), Andrews University
M.Phil. (Zoology), University of the West Indies

SCHOOL OF SOCIAL SCIENCES

FULL-TIME FACULTY

Kernita-Rose Bailey (2013)

Assistant Professor

Certificate, (Teaching and Learning), University of the West Indies.

M.S. (Social Work), University of the West Indies

B.Sc. (Social Work), University of the West Indies

Certificate (Social Work), University of the West Indies

Imo Rameses Bakari (2008)

Instructor

B.Sc. (Behavioral Sciences), Andrews University

M.A. (Educational Psychology), Andrews University

David Balfour (2012)

Instructor

B.A. (Theology), Andrews University

M.Sc. (Sociology), University of the West Indies

Clyde Best (2002)

Associate Professor

Diploma (Education), University of Sheffield

M.Ed. (Education), University of Sheffield

Terrance Browne (2010)

Instructor

B.A. (Theology), Andrews University

MAPTh. (Pastoral Theology), Inter-American Theological Seminary

M.A. (Pastoral Ministry), Andrews University

Susan Chand (2005)

Professor

B.L.A. (Botany), Spicer Memorial College

M.A. (Anthropology), University of Pune

Ph.D. (Medical Anthropology), University of Pune

Edward Clarke (2008)

Professor

B.Sc. (Sociology), London University

M.A. (International Relations), London University

Ph.D. (Social Psychology), Surrey University

Diploma (Project Management), Damelin College

M.B.A. (General Studies), Oxford Brooks University

Carla Copeland (2008)

Instructor

B.S. Behavioural Sciences), Andrews University

M.A. (Educational Psychology), Andrews University

Letroy O. Cummings (2008)

Associate Professor

Diploma (Social Work), University of Guyana

B.Sc. (Sociology), University of Guyana

M.Sc. (Political Science), University of Guyana

M.A. (Public Management), Pontificia Universidad Catolica Madre y Maestra

Ph.D. (Sociology), Wayne State University

Narsha Modeste (2008)

Instructor

B.S. Behavioural Science), Andrews University

M.A. (Educational Psychology), Andrews University

Vanessa L. Samlalsingh (2011)

Instructor

B.S. (Behavioural Science), Andrews University

B.A. (Religion), Andrews University

M.Sc. (Counselling), University of the West Indies

Arvis Wallace-Quaccoo (2008)

Instructor

B.S. (Behavioural Science), Andrews University

M.Sc. (Counselling), University of the West Indies

Carol Daniel (1983)

Instructor

M.A. (Educational Psychology), Andrews University

Amanda Thomas (2006)

Instructor

M.Sc. (Sociology), University of the West Indies

BSc. (Hons.) (Sociology), University of the West Indies

Diploma (Human Resource Management), Cipriani College of Labour

CONTRACT FACULTY

Anne Akpaka

Associate Professor

B.Sc. (English and Adult Education), University of Calabar

M.Sc. (Counselling), University of Bridgeport

Anderson Antoine

Instructor

A.A. (Education), Caribbean Union College
A.A. (Education), College of Preceptors
B.A. (Elementary Education), Caribbean Union College
M.A. (Education), Andrews University

Jaime Bristol-Williams

Instructor

B.Sc. (Behavioural Science), University of the Southern Caribbean
Post Graduate Diploma (Mediation Studies), University of the West Indies

Camille Huggins

Instructor

B.S. (Sociology), State University of New York
M.S. (Social Work), Columbia University
Ph.D. (Clinical Social Work), New York University

Rudolph Mannie

Instructor

B.Sc. (Social Work and Psychology), University of the West Indies)
M.Sc. (Social Work), University of the West Indies

Sadia Moore

Instructor

B.S. (Behavioural Sciences), Andrews University
M.A. (Educational Psychology), Andrews University

Zola Phillips

Instructor

B.S. (Behavioural Science), Andrews University
M.Sc. (Criminology and Forensic Psychology), Middlesex University

Akilah Riley

Instructor

B.Sc. (Psychology), University of the West Indies
M.Sc. (Social Work), University of the West Indies

PART-TIME FACULTY

Abraham, Ann Marie

Lecturer

B.S. (Behavioural Sciences), University of the Southern Caribbean

Debra Lezama

Lecturer

B.A. (Professional Studies), Audrey Cohen College
M.A. (Social Work), Fordham University

Rose Osuji*Associate Professor*

B.Sc. (Geography/French), University of Nigeria

M.Sc. (Educational Sociology), University of the West Indies

Ph.D. (Educational Sociology) University of the West Indies

Agnes Punch*Lecturer*

Diploma (Pharmacy), University of the West Indies

B.A. (Education), University of the Southern Caribbean

M.S. (Gerontology), Baylor University

Hillman St. Brice*Associate Professor*

B.Th. (Theology), Caribbean Union College

B.Sc. (Sociology), University of the West Indies

M.A. (Education), Andrews University

Ph.D. (Educational Psychology), Andrews University

Ansel St. Hilaire*Lecturer*

B.Sc. (General), University of the West Indies

Diploma (International Relations University of the West Indies

M.Sc. (International Relations), University of the West Indies

SCHOOL OF THEOLOGY & RELIGION

FULL-TIME FACULTY

Myline D. Asumbrado (2010)

Assistant Professor

AB. (History and Philosophy of Religion), Philippine Union College

M.A. Religion, Adventist International Institute of Advanced Studies

Ph.D. (Religion), Adventist International Institute of Advanced Studies

Ronald Daniel (1988)

Associate Professor

B.Th. (Theology), Caribbean Union College

M. Div. (Ministry), Andrews University

Post Graduate Diploma (Leadership), Andrews University

Chanchal Gayen (2010)

Associate Professor

B.Sc. (Zoology, Botany, Chemistry), Calcutta University

B.D. (Theology), Union Biblical Seminary, Peru

M.A. (Religion), Andrews University

D. Min. (Mission), Andrews University

Boxter Kharbteng (2005)

Professor

B.L.A. (Theology), Spicer Memorial College

B.Th. (Theology), Spicer Memorial College

M.A. (Religion), Andrews University

Ph.D. (Systematic Theology), Andrews University

Andy Manzano (2012)

Instructor

B.A. (Theology), Andrews University

M.A. (Pastoral Theology), Inter American Theological Seminary

Cyril Marshall (1996)

Instructor

B.A. (Theology), Andrews University

M.A. (Religion), Andrews University

Frank Lorrin Mc Pherson (2010)

Instructor

B.A. (Theology), Universidad Adventista Dominicana

M.A. (Religion), Andrews University

Mario Phillip**(2014)***Instructor*

B.A. (Pastoral Ministry), Andrews University

M.A. (Missiology), Andrews University

M.A. (Philosophy), Tilak Maharashtra University

Ph.D. (New Testament Studies), AIAS

PART-TIME FACULTY**Verna McPherson***Lecturer*

B.Sc. United Kingdom

M.Sc. (Counseling in Health and Allied Professional), Surrey University

Krishna Samai*Lecturer*

B.S. (Educational Service), Andrews University

M.A. (Educational Psychology), Andrews University

M.HED. (Teaching and Learning), University of the West Indies