

## **COURSE LISTINGS**

**(All courses are 3 credit hours except for Community Service)**

### **Caribbean Studies CRS 1.1 - Caribbean Societies & Culture**

This course introduces students to the role played by geography in shaping the society and culture of the Caribbean region as well as the historical evolution of Caribbean Society. It also highlights the cultural characteristics of the Caribbean people, and the ways in which Caribbean society and culture are influenced by societies and cultures outside the region.

### **Caribbean Studies CRS 1.2 - Caribbean Development**

This course introduces the students to the concept of development in the Caribbean. Students will explore how the continued development of the Caribbean region reflects the complex relationships among social, cultural, political, environmental, technological and economic factors. The course will also introduce key individuals and institutions that have played a major role in Caribbean development.

### **Caribbean Studies CRS 1.3 - Research Methods**

Introduction to Research is designed to introduce students to the research process and enable them to carry out their own research projects. The core concepts include translating concepts and theories about human interaction and institutions into scientifically testable propositions, appropriate methods of research, research design, data collection and data interpretation (Qualitative and Quantitative). The course also offers students an opportunity to enhance their critical thinking about social and economic issues, to evaluate research conducted by others, and to effectively communicate this knowledge to others.

### **Communication Studies CSt. 1.1 - Gathering & Processing Information**

Students must obtain a minimum grade of C in EGC02, in order to proceed to this course. This course develops competency in the use of English language with a direct focus on comprehension, information gathering and language skills development. Students will acquire the skills to speak and write English with precision, clarity and fluency as well as to understand and respond appropriately to written, oral and visual communication from a variety of sources. They will also acquire the skills of gathering and processing information using a variety of modes and strategies. This course is a prerequisite for communication Studies 1.2 and students must obtain a grade C to proceed to communication studies 1.2.

### **Communication Studies CSt. 1.2 - Language & Community**

This course aims to develop advanced competencies in Standard English. The course focuses on appreciating the nature, characteristics and roles of language in society in general and in Caribbean society in particular. It will evaluate examples of written and spoken communication, including arguments, taking into consideration the form and content of the communication and the context in which it is constructed.

### **Communication Studies CSt. 1.3 - Communicating – Speaking & Writing**

This is a three- credit course in communications that aims to develop students' ability to use Standard English structures to express themselves clearly, precisely and fluently in speech and writing and to evaluate that ability in themselves and their peers. It focuses on critical writing, using knowledge that usage of English grammar and structure to develop students' writing abilities. Development will be through listening to English, reading, speaking and writing English. Through continuous practice, students' skills in writing English should improve, for their current and future personal, academic and professional activities. In addition, this course will serve to strengthen students' abilities to think critically and to communicate clearly and effectively both in speaking and writing English.

### **EGC01 – ENGLISH Grammar & Composition 1**

The purpose of this course is to provide instruction and practice in basic composition, construction of clear, logical sentences, using correct grammar, punctuation, mechanics, developing unified, coherent paragraphs, organizing, outlining, and the short essay. Prerequisite for this course: A passing grade in CXC English or a minimum of 66% in ATLIB English examination or a passing grade of C in Preliminary English PE001.

### **EGC 02- English Grammar & Composition 2**

The primary function of this course is to focus on critical writing using the knowledge gained in EGC 01. The development of this course will be done through researching short passages and essays, and writing a research paper. The course is intended to strengthen students' ability to think critically, and to communicate clearly and effectively. This will be achieved through the writing of expository and argumentative / persuasive essays. Students must pass EGC01 with a minimum grade of C in order to do this course. Pre-requisite: a minimum grade of C in EGC01

### **Management of Business MB 1.1 - Business and its Environment**

This course enables students to recognize the management principles and processes involved in business organizations and the environment in which this process takes place. On completion of this module, students should understand the nature and scopes of business and its role in society, understand how different business organizations function; appreciate the process of decision making and its impact on the environment and how the environment impacts business.

### **Management of Business MB 1.2 - Management of People**

This course is designed to allow students to appreciate the role and importance of relationship, and responsibilities of employers and employees. The advantages and disadvantages of management theories and practices within organizations will be examined. The course will review methods and results of motivation in the workplace. Students will be required to become familiar with the terminology and apply them appropriately during discussions of perceptions and everyday business activities.

### **Management of Business MB 1.3 - Business Finance & Accounting**

This course is designed to develop the skills and techniques which will allow students to prepare and analyze financial information for and within different types of business organization in a global environment. Emphasis will be on the impact of changes in trade, finance and accounting procedures on the overall operations of business.

### **Management of Business MB 2.2 - Fundamentals of Marketing**

This course is based on core marketing theories including the marketing concept and marketing planning, consumer and organizational buyer behavior, marketing research and segmentation and positioning. The emphasis throughout will be on the strategic development of market-driven companies in Belize, committed to exceeding the strategies for pricing,

promotion, product development and distribution. Issues of competitive strategy, competitive advantage and the nature of competitive behavior will be discussed.

### **Management of Business MB 2.3 - Small Business Management**

This course deals with the nature and characteristics of entrepreneurship, the skills required for small business management, agencies that assist small business, types of assistance offered to small business, environmental factors which affect small businesses and major challenges faced by entrepreneurs.

### **Accounting AC 1.1 - Principle of Accounting**

This course emphasizes how general purpose financial statements communicate information about the business corporation's performance and position for users external to management. Approximately one third of the course emphasizes how the accountant processes and presents the information and includes exposures to recording transactions, adjusting balances and preparing financial statements for services and merchandise firms according to established rules and procedures.

### **Accounting AC 1.2 - Preparation of Financial Statement**

This course enables students to develop an appreciation of Accounting in changing economic and social environment; and understand the accounting preparation of financial information. It covers topics such as Forms of business organizations; Accounting for Changes in Ownership Structure; Income statement preparation and Balance sheet preparation.

### **Accounting AC 1.3 - Financial Reporting & Interpretation**

This course seeks to develop an understanding and appreciation of the principles and the concepts of Financial Accounting and their application to business situations; understand the role of financial Accounting as an information system which can be used as an aid to decision making. It covers Disclosure Requirements, Preparation of Cash flow statements, Ratio Analysis and its limitations and Liquidation and Receivership.

### **Economics EC 1.1 - Principles of Economics**

Introduce students to the methodology of economics and demand and supply analysis. It deals with the central problems of economics, tools of economic analysis, theory of demand and supply.

### **Economics EC 1.2 - Principles of Microeconomics**

Introduce students to the microeconomics theory, such as, Gross domestic Products (GDP), unemployment, inflation and financial system. It also deals with market structure and market failure.

### **Environmental Science ES 1.1 - Fundamental Ecological Principles**

Environmental Science is an interdisciplinary subject which draws on the content of several disciplines to offer a balanced scientific and holistic perspective of environmental issues. It provides the knowledge base and skills to identify, prevent and solve environmental problems thereby prepare students for the ultimate careers in diverse fields of relevance to environmental management and to sustainable development in the Caribbean. This course deals with the structure of ecological systems, ecosystem stability and diversity, population ecology, and human interactions with natural ecosystems.

### **Environmental Science ES 1.2 - People and the Environment**

The demographic characteristics of human populations, principal impacts and mitigation measures, temporal and spatial trends in consumption patterns, factors affecting the growth of populations and management, conservation and sustainable development.

### **Environmental Science ES 1.3 - Sustainable use of Natural Resources**

In this course, you will study the major categories of natural resources in the Caribbean, the factors affecting natural resource use, environmental impacts of natural resource use, natural resource conservation, and measures and tools for conservation.

### **Computer Science 1.1 Computer Architecture and Organisation**

Students are taught about the workings of the components of computer-based systems. They will develop an appreciation of the functional components of the computer system including the characteristics, performance and interactions.

### **Computer Science 1.2 Problem Solving with Computers**

On completion of this course, students will be able to understand the problem-solving process; appreciate the role and importance of algorithms in the problem-solving process and explain the need for developing the logic of a computer program.

### **Computer Science 1.3 Programming**

In this course, students will study about programming and the need for different programming languages. They will learn how assemblers, compilers, virtual machines and interpreters are involved in the execution of High –level programming languages. Students will also be taught how to develop good programming style. This course serves to provide an introduction to programming using Microsoft Visual Basic 6.0 on computers running Microsoft Windows. Due to its extraordinary combination of power and ease of use, Visual Basic was chosen as the tool of choice for developing user – friendly Windows applications in the business world. In addition, programming in Visual Basic was chosen because of its ability to incorporate modules I the abundantly used general purpose software such as Microsoft Word, Microsoft Excel, and Microsoft Access. Visual Basic is not only a state of the art Basic programming language but it is FUN.

### **Computer Science 2.1 Data Structures**

All the Unit two modules (2.1. 2.2, and 2.3) deal with further topics in Computer science.

Students will learn how to describe the concepts of abstract data types (ADTs), and to distinguish among them. The course also teaches how to implement basic ADT's using one-dimensional arrays, and how to implement searching and sorting algorithms.

### **Computer Science 2.2 Software Engineering**

This module helps students to understand the phases of the software development life cycles. It also allows them to have an appreciation for the methods, processes, tools and techniques used in software engineering.

### **Computer Science 2.3- Operating Systems and Computer Networks**

Students learn the main function of operating systems and how they have evolved over time from primitive batch systems to sophisticated multi-user systems. They learn how to distinguish among networked, client-server, and distributed and how to design simple networks.

### **Computer Science CS 2.2 - Programming Language**

CS 2.2 is an introduction to the study of programming languages. The basic goal of this course is to provide you with a general body of knowledge about programming languages and the ability to reason critically about the application of programming languages and how software engineering works. The course also serves as a foundation for further studies in areas such as programming language design and language processor implementation.

### **Computer Science CS 2.3 - Program Development**

This course serves to provide an introduction to programming using Microsoft Visual Basic 6.0 on computers running Microsoft Windows. Due to its extraordinary combination of power and ease of use, Visual Basic has chosen as the tool of choice for developing user – friendly Windows applications in the business world. In addition, programming in Visual Basic was chosen because of its ability to incorporate modules I the abundantly used general purpose software such as Microsoft Word, Microsoft Excel, and Microsoft Access. Visual Basic is not only a state of the art Basic programming language but it is FUN.

### **Information Technology IT 01 - Fundamentals of Management Information System**

This course is designed to familiarize students with the rudimentary theories and the concepts about the systems for managing information and some of the widely utilized computerized tools for creating, processing and managing data and information resulting from activities of an organization. In particular, the major components of MS Office 2003, WORD, EXCEL and ACCESS will be studied as tools for managing some of the incoming, outgoing and internal processes of business organizations.

### **Information Technology IT1.1 Information Systems**

This course teaches about information processing, automated information processing systems, telecommunications, appropriateness of information technology system and the impact of information technology.

### **Information Technology 1.2/1.3 Information Processing and Presentation/Information and Communication Skills**

This course includes a study of software, productivity tools, problem solving and research. It also deals with Information, information sources, and information technology tools.

### **Collecting and Describing Data Statistical Analysis SA 1.1**

The Statistical Analysis course places an emphasis on understanding concepts, practical applications, students driven projects and continuous assessment. The use of technology is encouraged and the students will be expected to report findings in appropriate statistical, language and forms. It covers topics such as source of data, data collection and data analysis.

### **Managing Uncertainty Statistical Analysis SA 1.2**

Statistics is a tool which has as its primary function the task of extracting information from data. This statistical analysis course is designed to promote good habits of valid decision making by addressing appropriate methods of collection and analysis. As such, this statistical analysis course will place emphasis on understanding of concepts and their practical application. It covers topics such as probability theory, random variables, binomial distribution and normal distribution.

### **College Algebra CAI 01**

These principles focus attention on the use of mathematics as a problem solving tool, as well as on some of the fundamental concepts which help to unify mathematics as a body of knowledge. The syllabus explains general and unifying concepts rather than as a set of unrelated topics. Pre-requisite for this course: A passing grade in Preliminary Mathematics PM001 or a minimum grade of 50% in Math in the ATLIB examination or a passing grade in CXC Math.

### **Introduction to Ancient Civilization AnCiv01**

This is an interdisciplinary course of study that critically examines the ideas and values of African and Mayan cultures from the beginnings of civilization to the twenty first century. It emphasizes the reading and discussion of some of the most influential writings and ideas that have shaped the intellectual and cultural heritage of the African and Mayan Civilizations. The presentation of the material is both historical and thematic. It is studies of the past organized to help us to better study the present and to direct attention to the enduring questions about how to lead a satisfying and worthwhile life. Themes are selected to focus thought and discussion upon topics such as political structures, economic structure, literal traditions, philosophy, art and architectures.

### **Intermediate Spanish IS01**

The ability to communicate in Spanish has become an increasingly important valuable language skill which allows student to gain self-confidence and help promote respect, tolerance and appreciation for cultural and linguistic diversity.

### **Theology The01 Introduction to Christian Theology**

The course Introduction to Christian Theology aims in helping students to have a systematic understanding of the doctrine of God, Jesus Christ, salvation, the Holy Spirit, and the Church.

### **Sociology SOC01**

In Sociology 01, students are introduced to the fundamental concepts in sociology as a discipline and are encouraged to appreciate the cultural diversity of the Caribbean. Students are also offered a general overview of the discipline which, among other sub topics, explains the basic insights of sociology, the sociological and theoretical perspectives. The course explains also, how to apply the logic of science to the study of the human society.

### **LAW 1.1 Caribbean Legal System**

Caribbean Legal system provides the bases and scope for developing a sound knowledge and understanding of critical legal principles and the role of law in changing Caribbean societies by highlighting critical issues of the day such as the possible abolition of appeals to the Privy Council and the establishment of the Caribbean Court of Justice. It also provides the analytical functional and problem solving skills and the ability to synthesize and evaluate legal materials.

### **Law 1.2 Principles of Public Law**

The principles of Public Laws refers to two areas of law namely, Administrative and constitutional Law. It focuses and identifies the two main characteristics of Constitutions of the Commonwealth Caribbean Territories, including provisions for the separations of powers aimed at guaranteeing the independence of the Judiciary, Supremacy of the Constitution and the Rule of Law. The course also seeks and introduced and promotes awareness of the procedures for Judicial Review as the primary avenue by which redress is sought for Administrative and Constitutional wrongs.

### **Law 1.3 Criminal LAW**

On completion of this course students should be able to understand the basic principles of Criminal Law; develop skills to solve the problems in Logical and analytical ways, using case material and statutes where relevant; develop skills in evaluating the form and development of Criminal Law, especially as it relates to certain offences and the treatment of offenders, including juvenile offenders; recognize the importance of the role of Criminal Law in society.

### **ICP 01 Introduction to Child Psychology**

In introduction to Child Psychology, students will be introduced to the field of Developmental Psychology as it focus on the child. They will also be afforded the opportunity to study and understand the developing child – the physical, cognitive and psychological changes in the early years. This is an elective course.

### **NFH 01 Nutrition Fitness, & Health**

This is an Elective course which deals with Understanding basic nutrition, fitness, and wellness while exploring the attributes of good health.

### **Community Service ComS01**

This is a one credit hour course which is done during the second year of the associate degree program. Students must present a portfolio of work done in order to be awarded a grade for this course. Work done must be for a minimum of 15 hours, on a project that is submitted for approval by the Dean. Work can be done individually or in groups.

### **A.C.E. 1 Year Certificate Courses**

### **CXC English Language EL 001**

CXC English Language (General Competency) EL 001 is a one -year two semester certificate program that engages students in active learning. The Course covers the CXC syllabus. It develops critical thinking, writing, language, grammatical correctness and other essential skills.

### **CXC Mathematics M001**

These CXC Mathematics principles focus attention on the use of mathematics as a problem solving tool, as well as on some of the fundamental concepts which help to unify mathematics as a body of knowledge. The course covers the CXC syllabus and explains general and unifying concepts rather than as a set of unrelated topics. Students are prepared to sit the CXC Math examination at the general level.

### **SS 100 – Study Skills**

Every first year college/ junior college students encounters challenges such as decision making, managing time and accessing resources. This course is designed to help the student master these challenges of college/junior college life as well as their life after school.

### **CS 001 – Computer Studies**

The course will provide students with a theoretical introduction to the basic concepts of information technology, and the ability to manipulate & work with application software such as MS Word, Excel & Access. Students are prepared to sit the CXC Information Technology examination at the technical competency level.

### **PD001 – Personality Development**

A developmental course i designed to benefit students at any stage in life. It analyzes self concepts, life goals, personal qualities and self esteem. It emphasizes developing these qualities, clarifying values and setting goals, making decisions/ choices and developing a balanced lifestyle. The course focuses on improving the personality of students through various styles and techniques. It takes a few brief look at well - known Belizean/Foreign Personalities and examines the personality traits of these individuals.